



2017-2018 Staff Handbook

Booker T. Washington Elementary School
204 Walnut Street
Suffolk, VA 23434
Phone 757-934-6226
Fax 757-925-5558
<http://btwes.spsk12.net/>

ADMINISTRATION

Lori Mounie
Roberta Branch

Principal
Assistant Principal

Patrice Jones
Michell Brown

Secretary
Bookkeeper

Denise Singleton

Guidance Counselor

School Hours

Student arrival	9:05 a.m.
Instructional hours	9:35 a.m. - 3:50 p.m.
Bus dismissal	3:50 p.m.
Staff hours	8:50 a.m. - 4:20 p.m.

BOOKER T. WASHINGTON ELEMENTARY SCHOOL

OUR VISION

Our vision is to educate all children as valued individuals; physically, mentally and socially in a supportive environment to prepare them as lifelong learners for the challenges and opportunities of the future.

MISSION STATEMENT

Our mission is to provide a safe and positive environment, the resources and the instruction to help each student succeed to his or her potential.

BELIEF STATEMENTS

We believe:

- Positive attitudes toward self and others enhance learning and should be promoted.
- Parental and community involvement in our school is essential.
- We must meet the academic needs of all children in a safe environment.
- All children are capable of learning and achieving.
- Individual learning styles should be addresses through all facets of curriculum and instruction.
- Objectives should be based on the needs of the student, the local community and society at large.
- Students should be recognized for appropriate behaviors, achievement, and success.
- Both cooperation and competition have a place in the educational process.
- Our curriculum should be derived from a basic pool of knowledge, which includes the State of Virginia’s Standards of Learning.
- As we prepare for the future, we shape the future.

STUDENT PLEDGE

“At Booker T. Washington, I am important. I will do my best today. I will listen and follow directions; I will work hard and respect myself and others. What I do, does make a difference!”

CENTRAL OFFICE ADMINISTRATIVE STAFF 2017-2018

<u>Dr. Deran R. Whitney</u>	Superintendent of Schools
<u>LaToya W. Harrison, Ed.D.</u>	Assistant Superintendent of Curriculum and Instruction
<u>Suzanne M. Rice, Ed.D.</u>	Assistant Superintendent of Student
<u>Wendell M. Waller</u>	School Board Attorney
<u>Wendy K. Forsman</u>	Executive Director of Finance
<u>Pamela L. Connor</u>	Director of Elementary Leadership
<u>Stenette Byrd III</u>	Director of Secondary Leadership
<u>Diane S. Glover</u>	Director of Special Education
<u>Rodney Brown, Ed.D.</u>	Director of Human Resources
<u>John W. Littlefield</u>	Director of Technology
<u>F. Terry Napier</u>	Director of Facilities & Planning
<u>Keba Baldwin</u>	Director of Transportation
<u>Gail V. Bess</u>	Coordinator of Career & Tech Education & Adult Education
<u>Carolyn Taylor, Ed.D.</u>	Coordinator of Compensatory Programs
<u>Dianne D. Whiting</u>	Coordinator of Human Resources
<u>Randolph Boone</u>	Coordinator of Student Services
<u>Steven D. Edwards</u>	Coordinator of Research and Testing
<u>Janice F. White</u>	Supervisor of Health Services
<u>Julie H. Masters</u>	Supervisor of Special Education
<u>Dianne S. Rusnak</u>	Supervisor of Special Education
<u>Latoya Floyd</u>	Supervisor of Special Education
<u>Corey D. Hamlin</u>	Supervisor of Alternative Education
<u>Shawn Dickerson</u>	Supervisor of Data & Research
<u>Kimberly L. McGrath</u>	Supervisor of English K-12
<u>Katrina S. Cary</u>	Supervisor of History / Social Sciences K-12
<u>Melody J. Mondell</u>	Supervisor of Math K-12
<u>Tim Kubinak</u>	Supervisor of Science K-12
<u>Bethanne D. Bradshaw</u>	Public Information / Community Relations Officer
<u>Anthony Hinds</u>	Purchasing Manager
<u>Barbara H.L. Patterson</u>	Staff Development Specialist

SUFFOLK PUBLIC SCHOOLS - BOARD MEMBERS

Dr. Michael J. Debranski, Chair	Suffolk Borough
Enoch C. Copeland, Vice Chair	Holy Neck Borough
Linda W. Bouchard	Chuckatuck Borough
Dr. Judith Brooks-Buck	Nansemond Borough
Phyllis C. Byrum	Whaleyville Borough
David P. Mitnick	Sleepy Hole Borough
Lorraine B. Skeeter	Cypress Borough

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ACCIDENTS

Report all accidents involving students and/or adults to the office and clinic immediately. (This does NOT include students wetting themselves.)

Students: Emergency cards with complete information should be filed in the clinic so that immediate medical treatment can be administered. The Nurse will require information for the necessary accident reports. The Nurse will notify parents of accidents and the need for additional medical care when necessary.

Employees: Please refer to the Workers' Compensation section of the SPS Employee Handbook. If an employee does not select a physician from the approved list, he/she will be responsible for the expense of any medical treatment or physician bills. The employee may also be denied Workman's Compensation benefits for any absences based on a disability which is not certified by a physician on the approved panel. Emergency cards for all personnel must be on file in the clinic, just as for all students. **The Nurse should immediately check any type of injury.**

The Nurse must report any type of injury and all accidents to the Principal daily and to the Safety Committee monthly.

ANNOUNCEMENTS

Morning Announcements will begin at 9:25 a.m. After the Pledge of Allegiance, and moment of silence, all students will stand and recite the BTW Pledge followed by the morning daily stretch.

ANIMALS

No live animals will be permitted in the school building at any time unless approval is granted by the Principal. This applies to students, staff members, and all guests.

ARRIVAL-STUDENT

Teachers should be at their classroom doors to greet students as they enter the rooms. Students will be allowed to go to class at 9:05 a.m.

ASSEMBLY GUIDELINES

During assemblies all school rules apply and teachers need to assist in maintaining attention. In addition, students need to:

- Enter and exit quietly
- Sit flat on the floor/ seating provided
- Be quiet during assemblies

The adult in charge will raise his/her hand to prompt the students to stop talking, and the students will respond by raising their hands.

At the beginning of each assembly the person in charge will remind the students of the rules.

To assist the classroom teachers, all Special Education teachers and Paraprofessionals assigned to grade levels should help with student management.

ATTENDANCE

1. We will continue to utilize the web-based attendance program for the 2017-2018 school year. **Attendance must be taken and submitted via your classroom computer by 10:00 a.m. each morning.** All tardiness which occurs after you have submitted your on-line attendance will be entered by the Attendance Clerk; if a student arrives to your class after 9:36 a.m., he/she should still be marked tardy. Please send the student to the office to receive a late slip. All excusal and tardy notes must come to the office via your Office Communication Folder.

2. You must hit the “Submit” button even if you have perfect attendance. This indicates to the office that attendance has been taken for the day. All questions should be directed to the Mrs. Jones at 311510.
3. In the event that there are late buses, attendance should be held until all buses have arrived; an announcement will be made for all attendance to be turned in.

Pupils are required to bring a note from home after each absence. The note should be dated and sent to the secretary daily. Daily attendance at school of students, faculty, and staff is a goal that we continually strive to improve. High attendance improves student learning and improves our overall percentage of attendance. **Please report excessive absences to the office.**

See 7-02.3 of School Board Policy Manual - Elementary and middle school students who miss in excess of 20 days a year may be retained in the grade.

1. Absences: Parents/Guardians will be notified by telephone the day the student is absent from school.
2. Make Up Work: Teachers must give the student a minimum of five (5) days and a maximum of ten (10) days after returning to school to make up work.

BREAKFAST PROCEDURES

All students will eat breakfast in their classroom and should report directly to their class upon entering the building. Breakfast will be available at the breakfast stations each morning. Staff members will be assigned to stations. Students are to return to their classrooms after picking up breakfast.

BUILDING AND GROUNDS

Notify the Assistant Principal of any repairs or maintenance concerns by completing a **Maintenance Request Form**. Please assist the custodial staff by making sure your room is neat and orderly and all chairs are stacked or placed off the floor at the end of each day. Please do not leave any unsealed food in your room. Monitor your room for any writing on the walls and furniture. **Teachers are reminded that personal carpets and furniture are not to be used in any room.**

When you leave your room at the end of the school day, please check the following:

- Windows locked
- All trash picked up and disposed of in trash container
- Materials stored appropriately
- Chairs placed on top of desks or stacked

BUS INFORMATION/BUS DUTY ASSIGNMENTS

Students will be called to load the buses as soon as parent pick-up has been called over the intercom. Parent Pick Up should report to the auditorium when the announcement has been made. Students should be waiting in their classrooms in an orderly, quiet manner so that the afternoon announcements, including bus changes can be heard by staff and students. Once the bus duty monitors dismiss a bus, it cannot be called back to pick up students. **Teachers should take students who missed the bus to the office, call their parents/guardians and stay with them until the student has been picked up.** Bus duty will start at 9:05 a.m. for student arrival and 3:50 p.m. for student dismissal.

During the **first week of school** students will be dismissed by bus route numbers. Students must learn route numbers. All teachers and staff who have not been assigned a specific hall duty should

stand at their doorways to monitor students in the halls during student arrival and dismissal. All Early Start and Kindergarten teachers should escort their students to the bus ramp.

CAFETERIA

Rules of Conduct and procedure should be established by the classroom teacher. Teachers should practice and review expectations with students on a daily basis. Teachers will eat lunch with their students for the first week of school. Afterwards, teachers will need to eat lunch with their class if students do not follow cafeteria expectations. Silent lunch tables will be used if necessary. Trash bins will be placed at the end of lunch tables. Trays should be placed at the end of the lunch table. Teachers should assign a student to take the trays to the designated area to be washed. At the end of lunch, class lunch tables will be wiped clean by a custodian. Students are not permitted to clean tables. Students should pick up trash from under and around the table. No food is to be taken from the cafeteria by students. Teachers have a duty free lunch period. Students will be supervised by staff members. **Staff members that do not have a health card are not permitted to enter the kitchen area.** All students will receive free breakfast and lunch.

CAFETERIA EVACUATION

- Students will exit the building in two lines, two tables at a time. A cafeteria staff member, an Administrator, or a teacher will tell the students at each table when to stand up and when to move out.
- Students will cross over to the playground and wait there for further instructions.

CELL PHONES

Cell phones should not be visible during the instructional day. Texting / Face Timing parents should be done before or after school or during planning time. Bluetooth devices are not to be worn in ears or around neck. Do not take pictures or video students behavior. Be mindful of the violation law.

CHARACTER TRAITS FOR SUCCESSFUL LIVING

All Suffolk Public Schools will emphasize the following character traits all year long with particular focus on one each month through May.

Sept. - Respect - Recognize the value of others' ideas, beliefs and property.

Oct. - Responsibility - Be accountable for your actions.

Nov. - Self-Discipline - Control your actions and emotions; set and accomplish goals.

Dec. - Kindness - Show concern for others through thoughtful deeds and words.

Jan - Perseverance - Have courage to pursue your goals regardless of difficulties, opposition or discouragement.

Feb. - Honesty - Be truthful in what you say and do.

Mar. - Courtesy - Use actions and words which are respectful and mannerly.

Apr. Cooperation - Work with others toward a common goal.

May - Fairness - Treat others and their property impartially.

June - School Safety Month - School Spirit Activities

Each teacher will select a student each month demonstrating the character trait. A certificate with the student's picture should be displayed outside classroom door.

CHILD ABUSE AND NEGLECT

ANY staff member who has cause to believe that a child's physical or mental health or welfare has been or is being harmed or abused, or that the child is threatened with harm, or that the child is a victim of neglect **is required** to make a report to the Guidance Counselor.

If you have **any concerns**, please notify the Guidance Counselors or Nurse, and he/she will assist in contacting the appropriate personnel.

CLASSROOM CLEANLINESS

Teachers are responsible for assisting in keeping classrooms neat, orderly, dusted, and sanitized at all times. Please see a custodian if you need supplies to keep your classroom clean and sanitized.

CLASSROOM WALK-THROUGH

Definition- A classroom walk-through is a brief snapshot of instructional/curricula practices used to enhance the teaching and learning processes embraced by Suffolk Public Schools.

Purpose- A classroom walk-through provides feedback to teachers regarding expectations for student learning and instruction. It is a way of collecting data about the school's success, and a way for staff to determine additional support teachers may need in order to achieve the school's goals while aligning instructional practices with the district's initiatives.

COMMUNICATION

Weekly newsletters will be emailed to all staff members to keep you informed of the week's activities. Information for inclusion should be given to the Ms. Whitley by Thursday.

COMPUTER LAB

Teachers are required to remain with students in the computer lab for the first two weeks of school. Lesson plans must also be provided for the paraprofessional. This time should be used to practice TEI (Technology Enhanced Items), extended practice and review, student research, and practicing keyboarding skills. The entire period cannot be used for students to visit sites.

COPYING

Print Shop copies should be utilized. These copies are free to the school building. Grade levels will be assigned a monthly print shop allocation.

The Academic Coach will review all copies for curriculum alignment. Worksheets are highly discouraged as they provide low instructional yield.

Copies are to be run off only at designated times daily. Please place your work in the assigned place at least one day before needing the activity. Effective teachers utilize a variety of resources and materials effectively, therefore reducing the amount of materials to be photocopied. Copying will be limited for each teacher. By planning lessons five days in advance, material to be copied should not have to be ASAP.

Copies will not be made the morning of for assignments to be completed for that day.

Number of copies: Homeroom Teachers: 400 per month
Special Education Teachers: 400 per month
Resource Teachers: 400 per month
Title I Teachers: 200 per month

Please note that non-school related items should not be printed on the printers.
Each teacher will have a limit on the number of pages printed from classroom printers. Once that limit has been reached, no other pages can be printed from any printer in the building or within Suffolk Public Schools.

CRISIS MANAGEMENT PLAN

(A copy will be emailed to each staff member.)

DIFFERENTIATED INSTRUCTION

Differentiated Instruction is a teacher's response to the needs of the learner based on the student's readiness, interest, and learning profile. Teachers differentiate through varying content, process, and product. D.I. means that the teachers proactively plan varied approaches to what students need to learn, how they will learn, and/or how they will show what they have learned in order to increase the likelihood that each student will learn as much as he or she can, as efficiently as possible (Carol Anne Tomlinson). Respectful tasks, flexible grouping, and continual assessment are the general principles that are followed in differentiation. Teachers should begin D.I. activities for Reading and Math in September.

DISCIPLINE

PBIS- Positive Behavioral Interventions and Supports

PBIS is a schoolwide initiative that we will be implementing in three stages, or tiers. PBIS is an organizing framework for schools to determine how they want to operate as a community. Tier 1 interventions involve setting schoolwide expectations and interventions for student behavior. The PBIS team will be starting the Tier 1 matrix but it will be completed by the staff. This information will be provided in a separate handout.

Strong discipline is as necessary to a good learning environment as are good lesson plans. A lack of discipline in the classroom affects the quality as well as the quantity of instruction that occurs in the classroom. Class rules need to be established by the teacher. Student input is helpful, but the teacher needs to guide students in making decisions. Consequences of failure to adhere to rules should also be discussed. Students realize that school rules are necessary, but they will attempt to "try" the teacher's implementation. Be consistent, firm, and positive through tone and attitude. Never argue with a student; school rules are not open for debate. Positive reinforcement of appropriate behavior is more effective than punishing negative behavior. Teachers who are organized, watchful, prepared, and anticipate student behavior have the least amount of discipline problems. Each teacher is required to have a management system in his/her classroom.

To provide the best possible instruction to our students, the following guidelines should be followed:

Classroom disruption documentation/communication

1. Conduct Notices are warnings sent home to inform parents of students' actions. Note conference is needed in "Remarks" area. Phone home to make sure that parent received notice sent by child. Notices can be mailed from the office. Copies of notices should be placed in the Assistant Principal's mailbox.

2. Disciplinary referrals are to be used for major violations (fighting, etc.) and to address chronic misconduct that has not improved with a variety of teacher/parent intervention attempts. Referrals are legal documents that must contain objective statements and should therefore follow these guidelines:

- Include only the name of the student being referred on the written referral. Other students may be referred to as "another student of a boy/girl"
- Use only black ink- no red, purple, green, etc, no pencils.
- Write neatly and include only the needed facts rather than opinions. Please double check spelling.

NOTE: Do not send any student to the office to wait for disciplinary action or to serve a "timeout period" unless directed by an administrator. Disciplinary referrals should be sent to the office. Office staff will contact an administrator. Students will be called to the office by an administrator to address the stated infraction.

Removal from Art, Music and Physical Education

No student is to miss scheduled art, music or physical education time as punishment for behavior, unless approved by the principal or assistant principal. Exceptions can be made based on teacher/assistant principal/principal discretion.

Fighting

Students will be escorted to the office. The teacher should investigate the situation thoroughly and write referrals as soon as possible.

Writing Sentences

No student will be given sentences to write repetitively.

EMERGENCY CARDS

Distribute emergency cards to students the first day of school. Write your last name in the upper right hand corner of each card. As students return them, check to ensure that all information is provided. Send all emergency cards **in alphabetical order** to the nurse by Friday, September 8, 2017, with a list of all students who have not returned their emergency cards. Encourage each student to return his/her card. Faculty/staff must also complete emergency staff contact information forms.

EMERGENCY CODES

CODE GREEN

- All clear
- Normal Daily Operating Conditions

CODE YELLOW

- Lock Classrooms
- Students may enter classrooms

- No one leaves the room FOR ANY REASON
- All persons go to a secured area
- Hall duty persons go to a secured area
- Only designated persons in the hallway
- Lessons are to continue as normal
- Wait for further instructions

(Includes drug dogs, severe injury, restless conditions, etc. in building)

CODE **RED**

- Lock Classrooms
- NO ONE ALLOWED IN OR OUT OF ROOM
- Lights out during drill
- Cover windows in doorway and pull down blinds
- Move away from doors and windows
- Wait for further instructions

(Includes intruder, irate person, weapon, etc in building)

CODE **ORANGE**

- Bomb Threat
- Exit the Building

CODE **BLUE**

- Severe weather alert
- Move to designated areas
- Follow weather procedure

(Listen for instructions via intercom or bullhorn)

EMERGENCY PLANS

Each teacher is asked to develop two days' worth of lesson plans for use by the substitute when it is not possible to have regular plans available. **These plans will only be used in the event of an emergency.** Emergency plans will be kept on file in the office and are due to the Assistant Principal on **Wednesday, September 20, 2017**. If your emergency plans have been used, you should update them within three days of your return to work. Second semester emergency plans are due on **Wednesday, January 31, 2018**.

FACULTY MEETINGS

Regularly scheduled staff meetings will be on Wednesday mornings, as needed. Most items will be on the weekly Bear Necessities. All are expected to read the notices and emails and attend faculty meetings. Faculty meetings may be kept to a minimum number and length if faculty members read and follow memoranda and **check email daily**. All staff members are expected to read and follow all memos and email directives and attend faculty meetings as required. Requests for not attending a meeting should be given to the Principal no later than Tuesday before the meeting. Mandatory meetings require the attendance of all teachers and teacher assistants unless otherwise indicated.

FAIR LABOR LAW

The Suffolk School Board has approved a policy to assume compliance with the Federal Fair Labor Standards Act (FLSA). The purpose of the FLSA is to ensure the consistency in the law as it relates to overtime and compensatory time for certain employee's positions. All school-based employees have been designated either exempt or non-exempt according to regulations

of the FSLA.

- **All non-exempt employees must verify their time on MyAlto no later than noon each Monday for the previous week. This includes secretaries, bookkeepers, instructional assistants, cafeteria staff, custodial staff, bus drivers, and bus assistants.**

FIELD TRIPS

The Grade Level Chairperson or group sponsor is responsible for the overall planning for the field trip. Before a field trip application is submitted to the Principal, the following should be done:

- Discuss it with the Principal.
- Check with the Principal to see if the date is available on the school calendar.
- Ensure that the application deadline can be met.
- Check with the Bookkeeper about receipt procedures, chaperones, and volunteer guidelines.
- Obtain a copy of the "Field Trip Guidelines" from the Bookkeeper.

The Grade Level Chairperson or group sponsor will then complete and submit a Field Trip Application form to the Bookkeeper. The Grade Level Chairperson should submit with the application a Professional Leave Request form for each employee that will attend. The application will then be reviewed, signed by the Principal, and sent to the Assistant Superintendent for approval. School board policy requires that a field trip application must be submitted to SAO for approval at least 30 working days in advance of the date of the field trip. Failure to do so can result in the field trip being denied.

FIRE DRILLS/EMERGENCY EXITS

- Fire exit maps will be posted near the door of each room. Students are to be instructed in following the plan until all are familiar with it.
- Fire drills will take place every week in September and once per month thereafter.
- Teachers are to make sure their students stay in line, single file, and walk briskly to the exit assigned for that room. Students are not to rush, push or shove.
- Teachers are to keep their students quiet. There should be no talking.
- ***A copy of your class roster and your drill bag should be taken with you each time the building is evacuated or the weather drill procedure is implemented and call roll when students are out of the building and in their designated area. Each teacher is responsible for knowing where each child in his/her class is during any emergency drill/situation. Teacher assistants should help teachers verify where students who are not with their classes are located.***
- Teachers and students will be informed when to re-enter by verbal instruction. (by an announcement: most often used, hand direction by administration, or cow bells only for bomb threat exits.)
- Teachers are to remain with students during the fire drill.

FUNDRAISING

Any school-wide fundraiser or a fundraiser benefitting a specific class, organization or activity must be documented by a Fundraiser Project Request form. This form must be approved in advance by the Principal and the Executive Director of Finance. All fundraisers must comply with the School Board-adopted Wellness Policy.

GRADE LEVEL MEETINGS

Weekly collaboration meetings will be held for grade K-5 to include special education teachers. Grade levels are also expected to meet together one other day each week. Minutes of the meetings will be given to Ms. Whitley.

GRADING GUIDELINES

Grading should reflect student performance. Teachers are expected to evaluate the student's progress frequently and with a variety of methods to obtain a sufficient number of grades on which to base a fair assessment of the student's work during a grading period. Students will be held accountable for all assignments. Before a student earns a grade, the teacher will check for understanding, review/reteach when necessary and allow a sufficient amount of time for guided practice. The Principal will be the final authority for answering any questions about grades.

On-Line Gradebook:

Student grades must be kept in the electronic grade book, Teacher Access Center (TAC), provided by the school division and must be based on student performance (tests, quizzes, homework, class work, and projects). Each grade should be LABELED, DATED, and entered within 5 school days. If a parent questions your grades, you should be able to justify all grades in your gradebook. Spelling grades should be recorded under Reading and may be counted as a test or quiz grade. **Parents will be able to monitor student grades and progress through Home Access Center (HAC).**

1. Teachers are expected to evaluate student progress frequently to obtain or exceed the required number of grades on which to base a fair assessment of the student's work during a grading period, including tests, classwork, class participation and homework.
2. Teachers are expected to use the evaluation process as a diagnostic tool in the identification and reteaching of skills and the assignment of final grades.
3. Assigned work is to be evaluated and returned to the student within **5** school days unless maintained as part of the student's portfolio.
4. Grades should reflect academic performance (how much of the material has been mastered). **Conduct should be evaluated separately and marked as satisfactory or unsatisfactory behavior on the report card. Conduct should not be used in deriving a grade for subject content.**
5. Certain monitoring components, such as on-going SOL assessments, are designed to identify mastery of specific skills.
6. Teachers are to inform parents of students' progress every four and one-half (4 ½) weeks or sooner if needed. (see Interim Schedule)
7. Homework should be completed outside the regular class time.
8. Students will be required to make up work regardless of the reason for absence. Missed assignments must be made up within 5 days after returning to school. Reducing any grade due to absence will not be permitted unless the student fails to submit the missed work. This policy applies to absences resulting from an out-of-school suspension, too.
9. Grading Scale Policy:

INSTRUCTION

Article VI

GRADE SCHEDULING

Section 2-6.1. Elementary schools grade schedule. —

The grade schedule for elementary schools will be as follows:

Grades per nine weeks: Kindergarten students are graded in the core content areas of Reading, Writing, Mathematics, History/Social Studies and Science. Assessments are aligned with the division's pacing guide.

Grades per nine weeks: There will be a minimum number of grades per nine weeks for students in grades 1 through 5 in the core content areas of Reading, Writing, Mathematics, History/Social Studies and Science as set forth below. Students should have ample guided practice time and review before being given the test for mastery of a given concept or skill. The teacher is expected to re-teach when necessary.

Grades 1-2

<u>Subjects</u>	<u>Minimum Number of Grades</u> (1 st , 2 nd and 3 rd Quarter)	<u>4th</u> <u>Quarter</u>
Reading	12	9
Writing	9	6
Mathematics	12	9
History/Social Sciences	9	6
Science	9	6

Grades 3-5

<u>Category</u>	<u>Minimum Number of</u> <u>Grades</u>	<u>4th Quarter</u>	<u>Percentages</u>
Tests	2	2	35%
Quizzes	2	2	30%
Classwork	8	4	30%
Homework*	5	5	5%

* Feedback regarding accuracy will be given to homework. Credit for homework will be earned for participation.

Grading Scale for Report Cards

Kindergarten
 Advanced Proficient – 100-90
 Proficient -89-70
 Needs Improvement - below 70

Grades 1 through 12 will follow the ten point grading scale below:

10 Point Grading Scale
 Effective with the 2011-2012 School Year
 (Revised July 11, 2014)

Letter Grade	Score Range	Progress Statements	Point Value		
			General	Honors and Pre-International Baccalaureate (Pre-IB) + (0.5)	Advanced Placement, Dual Enrollment, International Baccalaureate (IB), and Project Lead the Way +(1.0)
A	100-93	Outstanding progress, superior work	4.0	4.5	5
A-	92-90		3.7	4.2	4.7
B+	89-87		3.3	3.8	4.3
B	86-83	Good, better than average progress	3.0	3.5	4
B-	82-80		2.7	3.2	3.7
C+	79-77		2.3	2.8	3.3
C	76-73	Average progress	2.0	2.5	3
C-	72-70		1.7	2.2	2.7
D+	69-67		1.3	1.8	2.3
D	66-63	Poor, but passing	1.0	1.5	2
D-	62-60		0.3	0.8	1.3
F	below 60	Unsatisfactory	0.0	0.0	0.0
I		Incomplete – work must be made up			

Article VII

PROMOTION

Grades Kindergarten through 5 promotion criteria: Except in cases where the school superintendent recommends student promotion based on rationale determined by the division, the promotion criteria must be met. Suffolk Public Schools shall use multiple criteria which include but are not limited to: (i) successful completion of the five core subjects of Reading, Writing, Mathematics, Science, and History/Social Studies; (ii) achieving proficiency on local and/or State-mandated assessments in English and Mathematics; and (iii) meeting the requirements of the division's attendance policy. (Issued July 11, 2014)

Legal Authority – School Board Policy § 8-33.1

Any student enrolled in an alternative education program may be promoted or retained based on regulations specific to each program and/or grade level. (Issued July 11, 2014)

Legal Authority – School Board Policy § 8-33.1

HARASSMENT/BULLYING

In compliance with state statute and district policy, staff members are directed to report any student or parent complaint of harassment directly to an Administrator or Guidance Counselor within 24 hours of receiving the complaint. All reports will be investigated.

In the event a staff member witnesses a bullying incident, he/she should give the "STOP!" message and a report should be made and turned in to the Guidance Office. After three reports, an official bullying report is sent to Administration.

HOMEWORK

Homework will be viewed as independent practice and/or a reinforcement activity. Therefore, it should be completed outside the regular class time. Teachers should teach the lesson, check for understanding, and give guided practice during the class time. The student's level of performance and the difficulty of the assignment will be considered in determining the amount of homework assigned. The Principal will be the final authority at the building level for determining when a teacher may make an exception to the homework requirements. The following time allocations will be followed:

GRADE	TIME TO COMPLETE HOMEWORK
K	Up to 30 minutes
1	Up to 45 minutes
2	Up to 60 minutes
3 through 5	Up to 90 minutes

Daily homework will be evaluated and feedback given to students in a timely manner.

Team Teachers will not assign combined homework that exceeds the time limits listed above. All teachers will consider the amount of work that the average student can complete in the time allotted. Teachers may assign homework that takes less time to complete but not more than the time guidelines provided here.

HONOR ROLL

Grades 1-5 A grade of “A” or “B” in all academic subjects
 A grade of “Satisfactory” in Art, Music, P.E., and Library

HOUSEKEEPING

Please teach students responsibility for keeping their classroom and the school clean. This includes, but is not limited to, cleaning lunch tables and surrounding areas, picking up trash throughout the school/campus, and keeping desks neat. Remove all trash and other items from the floor at the end of the day. Please make sure chairs are stacked or stored off the floor at the end of each day. During special occasions, when treats are served, please thoroughly clean the serving areas to maintain a clean and safe environment. (Wipe up spills, clean counters, sweep floors, etc.)

IDENTIFICATION BADGES

To ensure the safety of our students and staff, all school employees must wear ID badges in plain sight at all times while on school property. The picture must face forward and not be obstructed in any manner. Contact the Human Resources Department at 925-6758 if a replacement badge is needed. A \$5.00 fee is charged for each replacement badge.

INVENTORY (furniture)

DO NOT remove/add any furniture/equipment from/to your classroom or any areas of the school without Administrator’s approval. **No personal furniture will be permitted in the building.**

LEAVE / SUBSTITUTES

Absence Management (formerly AESOP):

The **Absence Management** system is used to obtain substitutes and enter leave. This system is available online 24 hours a day.

Sick and personal leave –

Enter your leave/request for substitute on Absence Management. You must enter your leave on Absence Management even if you do not require a substitute.

If Absence Management states that you have no leave available, stop and contact Mrs. Brown or Mrs. Branch. If your absence is not covered by sick leave or personal leave, time will be deducted as Leave without Pay which must be approved by the Superintendent.

Professional/Court/Jury Duty Leave-

Fill out the Professional or Court Leave form. When it is approved, Mrs. Brown will enter your leave/sub request on Absence Management.

If an emergency arises after 6:30 a.m., you must call Mrs. Branch (h- 252-465-4163, c- 757-650-8443). You cannot enter a substitute request on Absence Management after 6:30 a.m. for the same day.

It is the responsibility of each employee to enter his or her leave requests in Absence Management. Failure to comply may result in your request being denied.

Personal leave will not be approved on the workdays immediately before or after a holiday.

It is imperative that a teacher/full-time paraprofessional make arrangements for a substitute if missing work will be necessary. If a staff member does not communicate a need for coverage by the start of the school day, an attempt to secure a substitute will be made; any leave procured under this circumstance will be deducted from the staff member’s sick/personal day

balance. Should the staff member arrive to school after coverage has been secured, the substitute will remain and the staff member will be relinquished of his/her duties for the day.

MyAlio:

Employees may view the following items in MyAlio:

Benefits

Deductions

Leave balances and requests

Payroll/Salary information

Tax and payroll forms

Direct deposit statements

** The Finance Department no longer prints direct deposit statements and W-2's.

Personal Leave Exclusions for 2017-2018:

School Board Policy states that Personal Leave may not be used on the last workday before or the first workday after a holiday or vacation period. Personal Leave may not be used on any days prior to the first day of school, nor on any days after the last student day of school, **unless prior approval is secured from the Superintendent** (An explanation must accompany the employee's written request.)

The following listing identifies the day prior and day after holidays, as indicated in the 2017-2018 school calendar, when use of Personal Leave is not allowed.

2017-2018 Holidays

	Date Before Holiday	Date After Holiday
Labor Day, September 4, 2017	September 1, 2017	September 5, 2017
Veteran's Day, November 10, 2017	November 9, 2017	November 13, 2017
Thanksgiving, Nov. 23-24, 2017	November 22, 2017	November 27, 2017
Winter Break, Dec. 21, 2017- Jan. 1, 2018	December 20, 2017	January 2, 2018
Martin L. King, Jr., Day, Jan. 15, 2018	January 12, 2018	January 16, 2018
President's Day, February 19, 2018	February 16, 2018	February 20, 2018
Spring Break, Apr. 2-6, 2018	March 30, 2018	April 9, 2018
Memorial Day, May 28, 2018	May 25, 2018	May 29, 2018

Family Medical Leave/Extended Leave:

If an employee anticipates an absence to exceed ten working days, the employee should contact the Human Resources Department for an appointment to review and complete the **Family Medical/Extended Leave Form**. Employees returning from **Family Medical Leave** or **Extended Leave** must have a "**Return to Work Authorization**" memo from the Human Resources Department before returning to work. If an employee returns to work without the required memo, the employee must immediately be directed to the Human Resources Department at the School Administrative Offices.

LESSON PLANS

Lesson plans are essential. Your lesson plans should be:

1. Current
2. Legible
3. Always accessible
4. Written using the Booker T. Washington template

Plans for paraprofessionals should be a part of the teacher's plans. All plans must be available to Supervisors and Administrators at all times.

The lesson plan format will be consistent throughout the grade level. The plan will include required VDOE rubric components. Resource guides, frameworks, crosswalks, pacing guides, and Understanding by Design units to be utilized in the planning process. Completed plans should be readily available for review upon request from an administrator.

All teachers have been allotted daily planning times, so everyone will have adequate opportunities to plan lessons. NOTE: Inclusion planning will be coordinated between the General Education and Special Education teachers. All plans should be forwarded to Sped teachers prior to the lesson(s).

MAILBOXES/ EMAIL MESSAGES

All staff members must check their mailboxes for messages at least 3 times each day: in the morning, at lunch, and before leaving in the afternoon. Messages may be left for the staff any time during the day. Make sure you read all messages/memos. To ensure that you are receiving all messages, please clean out your mailboxes completely each day. **Mailboxes should not be used for storage.** All staff members are asked to check your email each morning before 9:30 a.m. and during your planning period. It is expected that staff members respond to phone calls and emails within one business day.

MAINTENANCE

Maintenance requests should be completed when an item needs to be fixed or checked. Email all maintenance requests to the Principal and Assistant Principal. Temperature problems make be reported immediately to a custodial staff member. We must have a current room temperature when we call in problems to maintenance. Assistance and problems with the telephones will require a technology request rather than maintenance.

MEDICATION

All medication will be administered only by the Nurses or designated office personnel. Parents should bring all medication to the Clinic. Students should not bring medication to school. Over-the-counter medication such as aspirin, Tylenol, etc., cannot be dispensed without written permission from an appropriate source. All questions/inquiries regarding medication will be referred to the School Nurses.

MONITORING

The Principal and Assistant Principal will monitor the overall instructional program. Lesson plans, writing portfolios, assessment packets, and electronic gradebook files should be available at all times.

Each teacher is accountable for monitoring the instructional program implemented in his/her classroom. All division and/or school level directives should be followed and instructional implementation should be in accordance with all directives, pacing, and content requirements.

NOTES HOME TO PARENTS

Grade level correspondence intended to be sent home should be submitted to Administration for approval 48 hours before it is to be distributed. All correspondence will be kept on file in case the office is contacted about a memo that has gone home.

OBSERVATION/EVALUATION

Formal and informal classroom observations are components of accountability relating to the teacher, the classroom, and overall school performance. All faculty and staff members are engaged in an on-going observation process throughout the school year and across various school years. Formal observations may be performed at any time during the school year but it would not be accurate to assume that quality of performance is based on a single observation. Job performance is constantly being observed so business should be conducted with this in mind. All staff members should be prepared for both formal and informal observations at any time. This is best carried out by following daily instructional routines and schedules in an effective and efficient manner. There is no need to “prepare” for an observation, since daily preparations for instruction and job performance are sufficient. Neither formal nor informal observations should be viewed as a punitive measure; these are utilized simply to monitor the overall instructional program of our school and to help ensure our students are receiving the best possible education we can provide.

The formal teacher evaluation process consists of two basic types: Formative and Summative. Formative evaluations focus on improvement of a teacher’s skills. The observer and the teacher contribute to a discussion of perceived and/or observed strengths and weaknesses and discuss how to best elevate the teacher’s level of skill. Summative evaluations are conducted to determine the continued employment of an individual. The information used in either type of evaluation may come from a number of sources including formal/informal observations, discussions, and review of student performance data. All staff members will receive Summative Evaluations on a yearly basis.

OFFICE ETIQUETTE

Although we encourage camaraderie, please remember that the office is a place of business where the students and parents, our customers, are expecting to receive prompt and courteous service. It becomes difficult to serve our customers personally or by phone when faculty/staff are engaged in conversation or making their own requests for services in the main office area. Whenever possible, please arrange your visits to the office at times other than the busiest hours for parent calls/visits, which are 8:45 a.m.-10:00 a.m. and 2:30-3:50 p.m.

Lunch or planning times must not be used to sit in the office to chat. Personal phone calls should be limited and should not be made on office phones; calls should be made from the teachers’ workrooms or the conference room when available. The fax is to be used for official school business only.

OPENING SCHOOL (First Day)

1. **Check cumulative records before September 15th to complete the Cumulative Record Check Form.** All students should have the required information. Teachers are responsible for maintaining each student’s folder as accurately as possible. Fill in all missing information. Look for records of medical issues and other types of notes to alert you to potential concerns. Check student records for special accommodations associated with

IEPs, S.O.S. Plans and Section 504 Plans.

2. **All teachers must check their students' records before school opens to meet special education requirements.** All special education teachers must meet with their students' regular education teachers before school opens to ensure all IEP considerations are addressed.
3. Letters will have been mailed home to inform families/students of homeroom assignments. Students will be tagged with bus information as they get off the bus in the morning; record this bus information for each student first thing in the morning. Students not riding the bus the first morning need to be identified so bus assignments can be made for dismissal.
4. Distribute all forms that are to be returned to the school.
5. Student handbooks will only be given to those families who request one.
6. Homeroom count by gender and race needs to be submitted to the office each day before 10:00 a.m. for the first 10 days of school.
10. Check the name, address, gender, race, home address, and name of parent(s) of each child on the computer printout for accuracy. Inform the office of any changes or corrections.

PARAPROFESSIONALS

The paraprofessional is a support member of the school faculty. The paraprofessional is responsible for duties assigned by the Principal or Assistant Principal and directed by the teacher. **Paraprofessionals are to work with individuals and groups of students under the supervision of the classroom teacher.** The paraprofessional follows through on activities planned and initiated by the teacher.

The paraprofessional will:

- (1) Work under the direction of the teacher in the instructional program, including follow-up and small group activities planned by the teacher.
- (2) Perform other duties as assigned by the Principal / Assistant Principal.

The paraprofessional will not:

- (1) Evaluate student progress or determine instructional interventions.
- (2) Maintain student cumulative records.
- (3) Perform classroom instruction while the teacher performs clerical duties or leaves the room for personal/social reasons unless approved by the Principal.
- (4) Secure and display teaching aides and materials as directed by the teacher.
- (5) Assist the teacher with clerical duties.(Ex. Grading papers during instructional time)

PARENT CONFERENCES

Whenever possible, teachers should schedule conferences during non-instructional times. If you schedule a parent conference, please notify the office as soon as possible. If a parent comes to your classroom for a conference during the day without an appointment and/or without reporting to the office for a Visitor's Pass, ask the parent to report to the office for a pass.

November 17, 2017 (Report Cards Distributed) 2:00 pm - 6:00 pm

February 16, 2018 (10:00 am - 6:00 pm)

PARENT CONTACT

One of the keys to our success with discipline and creating a positive learning atmosphere is our ability to maintain good school-home communications. Phone home to say "Hello" or write an informal, personal note to let families know you are interested in their child. Also, as the need arises, call the parent, send a note home, or use an informal progress report to ensure families are contacted as soon as a concern arises. Give families the opportunity to assist you through difficult times with their child. Family contact should be frequent if a student is experiencing

difficulty with behavior and/or class assignments. We should not have any instance where a parent can truthfully say, "I was not informed."

Parent Contact Logs: All teachers are expected to make and document personal contact with the parents of their homeroom students within the first 2 weeks of school through a phone call, a personal note, an email, or during the PTA Open House. Teachers should keep a current Parent Contact Log. This log may be found in the Teacher's Handbook.

DO NOT assume that all written correspondence is delivered to a parent by the student. If a situation involves on-going inappropriate behavior or failing grades, it would be wise to make a phone call and talk directly to the parent. Make and document your phone contacts and make them whenever a situation warrants such. This can prevent a great deal of grief and aggravation at a later date.

*Administrators will periodically ask for Parent Contact logs.

PHONOLOGICAL AWARENESS LITERACY SCREENING (PALS)

Phonological Awareness Literacy Screening (PALS) Testing will be given in Kindergarten through grade three in both the fall and spring. All students in grades K through 3 will be tested during the fall screening and all students in grades K through 2 will be tested in the spring. Grade 3 students who fail to meet the fall benchmark will also be tested in the spring. Students who fall below the benchmark will be identified as individuals in need of additional and/or alternative instructional strategies. Utilize the groupings provided by PALS to plan for Guided Reading Instruction. Also utilize the suggested PALS strategies/lesson plans whenever appropriate. Be reminded that PALS benchmarks are one of the school division's promotion criteria.

PROFESSIONAL ATTIRE EXPECTATIONS

Regulations Regarding Professional Attire (Effective July 1, 2012)

It is the intent of the Suffolk City School Board that all Suffolk Public School (SPS) employees shall dress professionally and in a manner that reflects favorably on the Division. Suffolk Public Schools' employees serve as role models for students and as representatives of the School Division. Consistent with these roles, all employees and volunteers shall dress professionally and appropriately relative to their specific job duties and responsibilities. Job assignments may be considered when making decisions regarding professional attire.

Administrators, teachers, volunteers and teacher support personnel are expected to project a professional image that sets positive dress and grooming examples for students and shall adhere to standards of dress and appearance that are compatible with an effective learning/working environment. Career Technical Education teachers must wear OSHA-approved clothing while teaching Career Technical classes when such clothing is required. **All staff will wear their district-issued ID badges.**

Appropriate attire is also expected of cafeteria, custodial, maintenance, and transportation personnel and may include the wearing of uniforms that display the Suffolk Public Schools' logo

or other apparel approved by their principal/supervisor. Food Service employees shall comply with all Department of Health regulations. All employees shall project an image that emphasizes the professional services provided to students, staff, and the community.

The Suffolk City School Board believes that no mode of attire will be considered proper for school that distracts from or disrupts the learning/working environment. Presenting a bodily appearance or wearing clothing which is disruptive, provocative, revealing, profane, vulgar, offensive, obscene, and/or which endangers the health or safety of employees, students or others is prohibited.

Attire that is prohibited and cannot be worn by SPS employees while performing their job duties includes the following:

ATTIRE THAT IS STRICTLY PROHIBITED

- Bare midriffs;
- Clothing which by words or symbols promotes the use of and/or sale of alcoholic beverages, tobacco, or controlled substances;
- Clothing which contains words or symbols that are considered profane;
- Clothing which contains nudity, or depicts violence;
- Denim;
- Spaghetti straps;
- Sleeveless dress or top with less than two (2) inches material on the shoulders, unless covered by a jacket or another top;
- Flip flops, rubber shower shoes, or athletic slides; and
- T-shirts (shirts must have a collar unless part of an SPS uniform)

ATTIRE THAT MAY BE PROHIBITED WHEN IT DISTRACTS FROM OR DISRUPTS THE LEARNING/WORKING ENVIRONMENT

- Excessively tight clothing that distracts from or disrupts the learning/working environment; and
- Clothing considered sexual in nature that distracts from or disrupts the learning/working environment;

Nothing in this regulation is intended to prohibit certain attire for special events such as school celebrations, thematic instructional days, etc. Exceptions may also be made for medical or religious reasons. Nothing in this regulation is meant to infringe upon the constitutional rights of Suffolk Public School employees, but is an attempt to maintain an image which exudes professionalism in the workplace and does not distract from or disrupt the learning/working environment.

Enforcement

These regulations are provided as guidance to staff and to school and central office administrators. With respect to enforcement, it is the responsibility of principals/supervisors to ensure that all employees are properly attired. Consistent with these regulations, the principal/supervisor shall determine in his/her sole discretion whether particular attire worn by an employee is considered inappropriate because it distracts from or disrupts the learning/working environment. The principal/supervisor shall document the distraction and/or disruption caused by the employee attire.

SPS employees who do not, in the judgment of the principal/supervisor, adhere to these regulations shall receive a written notice from their principal/supervisor. Repeated violations or refusal by an employee to comply with the directions of the principal/supervisor will result in disciplinary actions which could result in termination of employment.

All SPS employees with questions and/or concerns regarding the appropriateness of their attire, should discuss their questions and/or concerns with their immediate supervisor.

PROGRESS REPORTS

Progress reports go home every 4-½ weeks. Please be sure to make comments on each report. Dates are as follows:

October 4th, December 13th, March 2nd, and May 8th.

PTA MEETINGS – DATES NEED TO BE CONFIRMED WITH NEW PTA

Grade Level Performers (All meetings will begin at 6:00 p.m.)

All teachers are expected to attend 5 out of 7 PTA Meetings – Open House is MANDATORY

October 3, 2017	Mandatory for all instructional staff
November 9, 2017	
December 12, 2017	
February 6, 2018	
March 8, 2018	
April 17, 2018	
May 1, 2018	

READING PROGRAM (ELEMENTARY)

COMPONENTS OF A BALANCED LITERACY PROGRAM

Suffolk Public Schools has developed a Guide to Reading and Writing Instruction. The guide gives an in-depth explanation of each of the following components:

- Read Aloud
- Shared Reading
- Guided Reading
- Independent Reading
- Interactive Writing

The mix of individual, group, and whole-class activities, and of reading to, with, and by students is the heart of comprehensive literacy. (*Steps to Guided Reading, Pacific Learning*)

Guided Reading, one component of a comprehensive literacy program, is a small group of children, usually 6-8, that have been grouped because of similar reading needs. The reading session lasts from 20-30 minutes and instruction is focused on a specific strategy or skill. The teacher chooses material at the instructional level of the group and each student reads the selection independently. The teacher models and prompts students individually to encourage comprehension and fluency. Relevant activities may follow the lesson. SPS guidelines for this program will be strictly enforced.

RECERTIFICATION

The Virginia Department of Education has established requirements and procedures for recertification of all certified educational personnel. The certificate holder should annually plan a review of his/her progress of professional development activities in consultation with an advisor, normally the school Principal. ***It is the responsibility of each teacher to ensure that certification requirements have been met and the appropriate documents are completed and submitted in a timely manner.***

RECESS

Recess is not optional for any student on any grade level. The SPS Wellness Policy dictates that students are to be given inside or outside physical activity every school day. Recess should also take place on P. E. days. Careful monitoring of students should take place during recess time.

REPORT CARDS / Interim Progress Reports

For the 2017-2018 school year, teachers will email Mrs. Mounie when their entire grade book has been verified. Report cards will then be generated and teachers will be able to print their own report cards. Report cards and other required reports are due to the office on the following dates with **NO EXCEPTIONS**:

Report Card due dates:

November 21, 2016
February 6, 2017
April 17, 2017
June 12, 2017

Report Cards will be issued on the following dates:

Nov. 17, 2017- Parent Teacher Conferences 2:00-6:00 p.m.
February 16, 2017- Parent Teacher Conference Day
April 20, 2018
June 14, 2018

If a student is demonstrating academic difficulty, the report card must communicate the possibility of retention if appropriate for the 2nd quarter and 3rd quarter.

Interim Reports will be printed by 10:00 a.m. on the day they are distributed:

October 4, 2017
December 13, 2017
March 2, 2018
May 8, 2018

The interim report should not be the first notification a parent receives if a child is demonstrating academic difficulty. Direct contact with the parent should be made by the teacher as soon as it is evident that a child is struggling academically.

RESTROOM

Teachers are required to accompany their classes to the restroom and monitor as a group. Please check the restrooms when leaving to ensure safety is maintained (clean and dry floors, etc.). Notify a custodian if assistance is needed. Individual students should not be allowed to visit the main hallway restroom unless absolutely necessary; students who must visit a main hall restroom are required to have a hall pass. To utilize wait time, students should be required to read while in line to use the restroom.

RETENTION

There are essential components to be considered before a student can be recommended for retention:

1. Classroom Grades/Performance in the core subject areas
3. Mastery of Math and Reading
4. PALS Benchmarks (Grades K-3)
5. Attendance
6. Documentation of notification to the parent.

Parents must be informed when there are concerns/problems; this means that the teacher must monitor and be fair and consistent in his/her assessment of the child.

A copy of notification on the report card and/or correspondence from the teacher should always be kept on file.

If a student is in danger of failing, teachers should mark the report card during the second nine weeks. Final retention decisions will be made in early June 2018. However, it is imperative that students being recommended for retention have been retaught and retested up to two additional times beyond the initial teaching and assessment. It is also essential that the parents of these students be informed frequently of their child's academic difficulties from the time that the difficulties become evident.

RESOURCE CLASSES

Each classroom teacher is required to escort his or her class to the resource classroom and ensure the resource teacher is present before leaving the class. It is equally imperative that no resource teacher dismiss any class unless the teacher is present. Classes are not to be allowed to move from the content classroom to the resource classroom or the reverse without teacher supervision.

(A schedule for resource classes will be made available prior to the start of school.)

SCHOOL ACTIVITY FUNDS

Cash Receipts Procedures:

A receipt book will be issued to any employee who will be collecting money. The employee will sign for the receipt book and a copy of the Financial Policies and Procedures.

Each employee should become familiar with and ensure compliance with the regulations concerning the proper handling of activity funds set forth by the Suffolk School Board. In fulfilling their responsibility for the collection and proper accounting of money, employees are expected to perform the following duties:

- Any employee collecting funds from students or parents shall provide an activity fund receipt to the student/parent.
- The receipt should be completely filled out with the date, amount, student's name, employee's signature, and reason for the receipt.
- Each employee shall remit any funds collected, along with the activity fund receipt copies, directly to the Bookkeeper on a daily basis.
- School Board policy states that no funds should remain in the classroom or be taken home by staff.
- Correctly record all required information for the Bookkeeper.
- Provide proper security and accounting for all receipts and financial records.
- Initial any changes made to a receipt and provide written explanation for any monetary changes.
- Provide all copies of a voided receipt or provide written explanation signed by teacher.
- Submit all financial records as prescribed by the Principal to the Bookkeeper for audit purposes as requested.
- Students who contribute less than \$5.00 daily for a charitable organization may turn in this money to a teacher without the teacher being required to write individual student receipts. Instructions will be provided by the Bookkeeper when this procedure is in effect.

Staff members must send receipt packet and cash/checks to the Bookkeeper **each day by 10:15 a.m.** No money is to be kept in a teacher's room overnight. If the Bookkeeper is absent from school during collection of funds, alternative procedure instructions will be given.

Distribution of written receipts is as follows: original copy (white) goes to the student/parent, the second copy (yellow) to the office, and the third copy (pink) stays in the receipt book for record-keeping purposes. If a mistake is made on a receipt, mark all copies VOID and staple the white and yellow copies in the receipt book. Teachers are accountable for all receipt numbers in the book.

Cash Disbursements Procedures and Purchase Orders:

School employees may not commit Activity Funds for the purchase of any item without an approved requisition or purchase order. Purchase orders and requisitions are issued by the Bookkeeper at the direction of the Principal. **Personnel who make purchases without approval of the Principal will be held personally responsible for payment. No purchase will be reimbursed without prior written approval (Purchase Order) by the Principal.**

Personal Check Cashing:

Personal check cashing for employees is prohibited.

SCHOOL SAFETY TEAM

The School Safety Team consists of the Assistant Principal, Nurse, the Head Custodian, and assorted instructional staff members. The team meets monthly about issues concerning school safety.

SCHOOL HOURS

Instructional hours are from **9:35 a.m. to 3:50 p.m.** for all students in Grades ES-5. Students may arrive at 9:05 a.m. Staff hours will be from 8:50 a.m. to 4:20 p.m.

SCREENING (INTERVENTION COMMITTEE / SUPPORT SERVICES TEAM)

Teachers are encouraged to refer students who appear to have special learning needs or social problems to the Intervention Committee and/or Support Services Team (SST). **A meeting with the Intervention Committee (SOS) should be considered prior to a SST Meeting.** Please complete the necessary forms and submit them in a timely manner. Child Study forms are to be obtained from and submitted to the Assistant Principal. Intervention (SOS) forms are to be obtained from and submitted to the Guidance Counselor. If a parent indirectly suggests or specifically states that his/her child needs testing an immediate referral to Child Study is required.

SECURITY

No doors should be propped open at any time for any reason. Students should not be sent to open any outside doors.

SEXUAL HARASSMENT/SEXUAL MISCONDUCT

Incidents and allegations of sexual harassment or sexual misconduct (verbal and non-verbal) by students or employees must be reported to the Title IX Officer (Principal) immediately.

SIGN-IN REQUIREMENTS

Each employee is required to sign in/clock in DAILY in the designated location. **Work hours for teachers and paraprofessionals are 8:50 a.m. – 4:20 p.m.** All staff members **should be in their classrooms or assigned locations by 9:05 a.m.** You must call the school office if you are going to be delayed for any reason.

Staff members are not permitted to leave school during the school day unless your departure has been approved by the Principal or Assistant Principal.

SOCIAL MEDIA

BTW staff with a personal online presence be mindful of the information you post. Your online behavior should reflect the same professional and personal standards of honesty, respect and consideration that you use face-to-face and in work related settings. Please note that even if you delete personal information, it still may be stored on the website's server for a longer period of time. Information that is marked "private" rarely is private on the Internet. It is very easy for "friends" to copy and paste information about you and send it or forward it to others, for example. There is no realistic expectation of privacy on the World Wide Web.

SOS TEAM

The SOS program offers strategies for success to teachers who are seeking extra assistance with students who are having academic, behavioral, or emotional problems. The teacher and other teacher representatives will meet with the teacher who is seeking assistance to brainstorm ideas that can be used with the student. Please email the assistant principal, guidance counselor and academic coach with the name of the child who needs assistance.

STAFF INJURY OR ACCIDENT

In the event of an injury or accident, you must notify the Principal and complete the appropriate Employee Injury form found in the Clinic.

STAR POINTS

Teachers are required to have 15 STAR points each year. STAR points can be earned by attending Professional Development Sessions, conferences or viewing/reflecting on Edviate PD 360 videos.

STUDENT AWARDS

Principals List - Grades 1-5 Earn all A's, in academic subjects

STAR Award - Kindergarten Earn All G's

Honor Roll "A/B" - Grades 1-5 Earn all A's and/or B's in academic subjects

B.U.G. Bringing Up Grade - Grades 1-5 Bring up a grade in any subject without dropping in another subject.

Perfect Attendance - Grades K-5 Attend school each day in the grading period

Citizenship Awards - Grades K-5 Demonstrate good citizenship (Max 2 students per class per nine weeks.)

Character Trait Award - Grades K-5 Demonstrate character trait for that month (One student per class per month) (**Student of the Month**)

STUDENT DISMISSAL PROCEDURE

Afternoon dismissal: All students must follow their normal dismissal routine unless the parent sends a written note to request a change. If the request is for an approved bus change, a bus pass will be issued.

Teachers should be at their classroom door to assist with monitoring the hallways during dismissal.

Students leaving early: If a student is being picked up early, the parent must come to the office to sign the student out before that student is released from the classroom. If you have a parent volunteer in the classroom who wants to take a student home, send the parent to the office and keep the student in the classroom. The office staff will call the classroom for the child once the student is signed out. If a parent signs a student out, and the class is not in the classroom (lunch, recess, etc.), the parent will be given a **Student Release Authorization** and a Visitor's Pass. The parent will give the Student Release Authorization to the teacher or teacher assistant. **No**

student should be released unless the office has called for the student or the parent has a Student Release Authorization form.

Anyone picking up a student must show identification in the office. No parent/adult/ sibling may take a student from your room unless cleared through the main office.

STUDENT RECORDS ROOM

When a request for access to records is made, the granting of such requests shall be made immediately, if practical, but in no case more than one (1) day after the date of the request. The following individuals shall have access to the student's records:

1. professional personnel within the school and/or local school division who have been determined by the division to have legitimate educational interests in the students;
2. select personnel charged with the responsibility of record maintenance (i.e. P. Jones and D. Singleton);
3. the student who is the subject of the record, and the parent if the student is under eighteen (18) years of age except in instances where the student is an emancipated minor or is enrolled in an institution of higher education;
4. all other such persons or institutions identified in the manual, "Management of Student's Scholastic Record in the Public Schools of Virginia." The principal or the individual responsible for maintenance of said records will provide this information.

Parents and eligible students have the right to record their objections or exceptions to the contents of their records. They may request a hearing, if necessary, through the principal or individual responsible for the content, for the correction or deletion of inaccurate, misleading, or inappropriate information therein.

Individuals who have access to individual student records must sign the sign out sheet for cumulative folders. All individuals Must Sign the Record Room Visitation Form before handling student records. Student Records must be kept in the school vault. They are never to be removed from the building. They may not be left in classrooms overnight.

STUDENT TRANSFERS

When a student transfers out of the building, please complete student transfer information on the front of the cumulative record. In the event of a mid-semester transfer, teachers should include a paragraph summarizing academic and behavioral achievements and needs. When a student transfers out, a copy of the following should be submitted to the office accompanied with the summary: PALS report, SOLO reports, report card, current grades (progress report), MAP data, Kindergarten Checklist and 100 Word List (if applicable).

When a student transfers in, you will be notified by the office. Mid-Semester Transfer Records Check form must be completed. Please disburse copies accordingly (see bottom of form).

SUPERVISION OF STUDENTS

Students need to be supervised at all times. Every student belongs to every staff member in the building. If you need to leave your room for an emergency, please notify your neighbor teacher and arrange for coverage.

If you arrive at lunch or at a resource class and the supervising staff member is not there, **DO NOT** leave your students. After a reasonable length of time, call the office so the supervising staff member can be located.

TEACHER EVALUATION

All employees of the Suffolk Public Schools shall be evaluated using procedures developed by the Superintendent. The board shall adopt an official program of staff evaluation which has its primary purpose as the provision of more effective services for students.

A. Certified Personnel –

The Suffolk City School Board seeks to retain the best professional personnel possible and to insure an organized program of selection and fostering of in-service growth.

The following should be true about evaluation plan:

1. Be a periodic and formal evaluation.
2. Be a cooperative effort.
3. Cover the significant aspects of the employee's service.
4. Be available to all employees.
5. Stimulate the employee to improve.
6. Establish mutually agreeable standards of performance.
7. Provide a guide for self-appraisal.

B. Classified Personnel

An evaluation program for classified personnel has been developed under the direction of the Superintendent. The primary purpose of the evaluation shall be to assist the employee in improving his or her job performance.

TEACHER WORKROOMS

Students are not allowed in the teacher workrooms at any time. They should not be sent to retrieve items for themselves or any staff member. Your assistance is needed to help keep the workroom area (bathroom, refrigerator, & microwave) clean. **It is the responsibility of each individual to remove food and/or drink items from the refrigerator at the end of each day. The custodial staff will not be responsible for cleaning the refrigerator or the microwave oven.**

Please help keep the teacher workrooms clean by removing any mess you generate and keeping the sink, counter, refrigerator, and microwave clean. There should not be any personal warmers, burners, or other items in the teacher workrooms.

TELEPHONE CALLS

Due to the unique nature of our working hours and schedules, it is difficult to make or receive phone calls for personal matters. Long distance telephone calls will not be permitted without the approval of the office staff. Employees must log all long distance calls and will be required to pay for personal long distance calls. Please avoid using the telephones in your classroom unless there is an emergency. Room-to-room communication restricts administrative access to the classrooms and creates a safety risk. There are telephones located in the teacher workrooms and conference room for the staff to use. When having a parent conference via telephone, it is important to practice confidentiality.

Please let people who may be calling you at school know that you are available between 9:05 and 9:35 a.m., during your planning time, and after 3:50 p.m. Phone messages will be taken when a staff member is engaged in instruction except in the case of emergencies. Phone messages will be put in your mailbox; it is your responsibility to check your mailbox on a regular basis. If you are expecting an emergency phone call, please notify the office and we will get the message to you right away. **Cell phones should not be used for personal reasons during**

instructional time. If a staff member is in violation of this policy, he or she may be asked to not bring in the device.

TEXTBOOKS

All students will be assigned textbooks through TIPWEB. Teachers should not distribute any textbooks until they have been assigned through TIPWEB. Extra textbooks and workbooks will no longer be stored in classrooms. All extra textbooks and workbooks will be housed in the storage room. You will be held accountable for every textbook issued to you throughout the year. Please **DO NOT** loan books without the understanding that you will be held accountable for their return in June.

TIME CLOCK

All faculty and staff members are required to scan in/out on a daily basis. STAFF MEMBERS SHOULD NOT SWIPE IN or OUT FOR ANOTHER STAFF MEMBER. Instructional staff must scan in and out for the day.

Support staff must scan in for the day, out for lunch, back in from lunch, and out for the day.

Support staff must verify their time on SOFA each Monday by 12:00 noon.

An Administrator will verify time on SOFA each Monday afternoon.

Employees who forget to scan will fill out the Time Clock Correction form. After approval from administration, Mrs. Brown will then enter your time on SOFA.

Failure to scan your badge and sign in/out will result in the following disciplinary actions:

1. Verbal reminder
2. Email reminder
3. Administrators' Note
4. Administrators' memo with a copy placed in the employee's personnel file
5. Notation on Employee's Summative Evaluation under Performance Standard 6: Professionalism

VIDEO RECORDINGS

All video recordings should be previewed by the teacher before class viewing except those owned by BTWES. All video recordings must be submitted to the Principal or Assistant Principal for approval **48 hours in advance**. All copyright laws should be followed when viewing any video.

Suffolk Public Schools Guidelines for Use of Video Recordings:

A wide variety of video recording titles may be used for instruction if the use complies with Suffolk Public Schools policy and copyright requirements.

Content Approval Process:

Titles that are included in the library media collection have been approved for instructional purposes. These titles support the curriculum of the division. Teachers interested in purchasing video recordings using Suffolk Public Schools funds must receive Principal approval before purchasing. The title must support the curriculum and be appropriate for the intended grade. The teacher must complete a Video Recording Usage form stating the Standard of Learning and the objective being covered before showing any title to a class. A copy of the completed form will be placed on file with the Principal, library media specialists and requesting teacher. Video recordings purchased by teachers using personal funds must be pre-approved by the Principal.

Copyright Requirements:

Present regulations allow teachers to use the library media center video collection, purchased, or home-recorded videos for instructional purposes if they meet the following “fair use” requirements:

- The video recording must be a legitimate copy, purchased or legally copied.
- The performance must be part of a systematic course of instruction, not for entertainment, recreation or cultural value.
- The performance must be presented by instructor or pupils.
- The performance must be in a classroom or place devoted to instruction.
- The performance must be in a non-profit educational institution.
- Attendance limited to one teacher/one classroom other than shown by distribution center by grade level per curriculum.
- Programs that are recorded off-air (unless otherwise stated) must be used within 10 consecutive school days of the time the recording was made. During those ten days, a teacher is permitted one showing to each of his or her classes. One repeat with the same audience is also permitted. All recordings must be destroyed no later than 45 calendar days after the recording was made.

WHRO offers a detailed listing of educational programming. It provides clear copyright guidelines and allows teachers to record and replay many programs. The programming rights vary but are indicated online and in the program booklet. Video streaming is available and we have rights to the program for the duration of the contract.

Additional Guidelines:

- **Videos on Field Trips**

Teachers cannot use videos while traveling on field trips. This is in violation of copyright “fair use”, since no face-to-face instruction is taking place; the title is being used as a form of entertainment.

- **Video Recordings as Entertainment**

Videos and DVDs can be used as entertainment if the teacher or after-school program director requests public performance rights in writing. The rights can be requested from the publisher and the following companies:

Movie Licensing USA mail@movlic.com

No vendor can provide public performance right unless they are producers of the work.

- **Unacceptable use:**

Showing a video at school family night for entertainment without a public performance licensing.

- **Rated Video Recordings and Disney Films**

PG movies require written permission from parents prior to showing students. All R-rated movies are prohibited. Disney movies are prohibited because of their many restrictions.

*Information based on Guidelines for Schools A Practical Guide by Carol Simpson.

A copy of this publication is available in the media center.

VISITORS AND VOLUNTEERS

Visitors and volunteers are welcome. **All volunteers must be approved through the SPS Request to Volunteer system before volunteering in the school or attending a field trip.**

If you are expecting a visitor or volunteer to your classroom, please inform the front office. To ensure safety and minimize instructional distractions, all visitors and volunteers must sign in at the office and wear a visitor’s pass. At no time should a visitor or volunteer be left alone with the

students. **Volunteers must sign in on the Visitor Log as well as the Volunteer Log in the office.** It is essential that we keep accurate records of the hours that our volunteers work in the building.

WEAPONS POLICY

Weapons include all firearms and knives, including toy guns, target pistols, starter guns, stun guns, and items which have been designed or modified to serve a combative purpose. Students who bring a weapon or toy weapon to school must be referred to the Principal, Assistant Principal **immediately.**

DO NOT ALLOW ANY TOY THAT REPRESENTS AN ACTUAL WEAPON TO BE GIVEN OUT OR DISPLAYED BY ANYONE AT ANY FUNCTION OR ACTIVITY CONDUCTED IN YOUR CLASSROOM.

WELLNESS POLICY

Suffolk Public Schools shall adopt the following nutritional standards for all foods and beverages provided to students on campus during the school day as (i) a school party or (ii) a classroom celebration, excluding food preparation as a part of the instructional curriculum:

- It must contain 5 percent of the Daily Value, per serving or per 100 calories, of at least one of these eight essential nutrients: iron, calcium, protein, vitamin A, vitamin C, niacin, thiamine, or riboflavin.
- It must contain no more than 300 calories per item.
- All beverages must be 100 percent fruit juices or fruit juice drinks with a minimum of 25 percent fruit juice, water and flavored water with zero calories.
- All foods must contain no more than 35 percent of calories from fat (except nuts and seeds).
- All snacks must have no more than 35 percent by weight sugar per serving.
- Only prepackaged foods with nutritional labeling may be accepted. Home prepared foods are not allowed or sold to students during the school day.

- **Suffolk Public Schools**
 - **Approved Snack List**

- Below is a list of some suggested snacks that parents may bring for classroom celebrations and school parties.
- Fantastix, Original (FritoLay)
- Baked Doritos, Nacho
- Fresh Fruit Fruit Cups (no sugar added)
- Frozen Yogurt
- Honey Maid Cinnamon Sticks
- Baked Cheetos
- Baked Cheetos (Flamin Hot)
- Oatmeal Pies (Little Debbie)
- Baked Chips Lays/Ruffles
- Snack Mix Chedd. Cheese
- (Quaker) Granola Bar, Oat & Honey
- Pretzels

- Reduced Fat Graham Crackers
- Animal Crackers, uniced
- Combos, Nacho Cheese Snack
- Ginger Snaps by Murray KIX and Cheerios Cereals
- Pecan Rings (Little Debbie)
- Doritos, Nacho Reduced Fat
- Scooby Doo Snacks (Kellogg's)
- Marshmallow Pie Chocolate (Lit. Debbie)
- Strawberry Pop Tarts Uniced
- (Kellogg's) Brn Sugar & Cinn. Pop Tart
- Reduced Fat Ritz Crackers
- Chex Mix, Traditional (General Mills)
- Chex Mix Cheddar Baked Gold Fish, Cheddar (Pepperidge Farm)
- Reduced Sugar Fruit Snacks (Welch's) Nabisco 100 calorie Pack Oreos
- Dole Fruit Bowls
- Fat Free Fig Newtons
- Baked Potato Crisps, (Frito Lay)
- Apple Cinn. Fruit Crisps (Flat Earth)
- Munchies Mix for Kids, (Frito Lay) Cinnamania Snacks (Kellogg's)
- Butter, Chocolate Chip, and Lemon Cookies (Murray's)
- ****You may order reduced fat and reduced sugar Ice Cream Sandwiches, Pushups, and Ice Cream Cups from your child's cafeteria.***
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- Suffolk Public Schools shall adopt the following nutritional standards for all foods and beverages provided to students on campus during the school day as (i) a school party or (ii) a classroom celebration, excluding food preparation as a part of the instructional curriculum:
 - § It must contain 5 percent of the Daily Value, per serving or per 100 calories, of at least one of these eight essential nutrients: iron, calcium, protein, vitamin A, vitamin C, niacin, thiamine, or riboflavin.
 - § It must contain no more than 300 calories per item.
 - § All beverages must be 100 percent fruit juices or fruit juice drinks with a minimum of 25 percent fruit juice, water and flavored water with zero calories.
 - § All foods must contain no more than 35 percent of calories from fat (except nuts and seeds).
 - § All snacks must have no more than 35 percent by weight sugar per serving.
 - § Only prepackaged foods with nutritional labeling may be accepted. Home prepared foods are not allowed or sold to students during the school day.
 - § The District will provide to parents information on safe and healthy foods that would be acceptable for special events (i.e. classroom parties).