

Windy Hill Elementary School Staff Handbook

# Students Traveling the Road to Success 2011-2012

# Windy Hill Elementary School Staff Handbook

## Table of Contents

|   |    |
|---|----|
| Accidents .....                             | 4  |
| Agendas .....                               | 4  |
| Anticipated Retention Letters .....         | 4  |
| Arrival Procedures .....                    | 4  |
| Attendance Records .....                    | 5  |
| Bookkeeper's Memorandum .....               | 5  |
| Bulletin Boards .....                       | 7  |
| Cafeteria.....                              | 8  |
| Cameras .....                               | 8  |
| Cell Phones .....                           | 9  |
| Certificates.....                           | 9  |
| Clinic.....                                 | 9  |
| Committees.....                             | 9  |
| Court/Jury Duty .....                       | 9  |
| Cumulative Records.....                     | 10 |
| Daily Schedules .....                       | 10 |
| Discipline Plan: Guideline for Success..... | 10 |
| Dismissal Procedures .....                  | 12 |
| Duty .....                                  | 13 |
| Emergency Code Red .....                    | 13 |
| Emergency Code Yellow.....                  | 13 |
| Emergency Team Members.....                 | 14 |
| Emergency Disaster Warning Signal.....      | 14 |
| Emergency Shelter.....                      | 15 |
| Faculty Meetings .....                      | 15 |
| Field Trips.....                            | 15 |
| Fire Drill .....                            | 16 |
| Grades .....                                | 16 |
| Hallway Behavior .....                      | 18 |
| Hand-held Radios .....                      | 18 |
| Homework Policy .....                       | 18 |
| Intercom.....                               | 18 |
| Keys .....                                  | 18 |
| Lesson Plan Procedures .....                | 18 |
| Mailboxes .....                             | 19 |
| Main Office.....                            | 19 |
| Medication .....                            | 19 |
| Parent Conferences .....                    | 19 |
| Playground.....                             | 20 |
| Professional Development Plans .....        | 20 |

## Windy Hill Elementary School Staff Handbook

|   |    |
|---|----|
| Professional Learning Communities.....          | 21 |
| Power Outage.....                               | 21 |
| Restroom Procedures .....                       | 21 |
| School-wide Initiatives .....                   | 21 |
| Self-reporting of Arrests and Convictions.....  | 22 |
| Sick Leave Bank .....                           | 22 |
| Stranger on Campus.....                         | 23 |
| Student Information Cards.....                  | 23 |
| Substitutes.....                                | 23 |
| Supervision of Students .....                   | 24 |
| Suspicious Package.....                         | 24 |
| Teacher Absences .....                          | 24 |
| Teacher/staff Illness or Other Emergencies..... | 25 |
| Weapons .....                                   | 25 |
| Work Day.....                                   | 25 |
| Appendix.....                                   | 26 |

## Windy Hill Elementary School Staff Handbook

### *Accidents*

- ★ All accidents must be reported to the office immediately. The teacher's first concern is the care of the child.
- ★ Fill out a copy of the accident report and submit it to the principal's clerk. This report must be submitted to the Safety Office within 24 hours of the accident.
- ★ In case of an accident, no matter how minor, the parents or guardians must be notified. Telephone numbers and addresses may be obtained from student information cards in the office.
- ★ **The form must be filled out before leaving school on the day of the accident.**

### *Agendas*

- ★ Distribute to all students.
- ★ Use agendas to record:
  - ◆ Homework
  - ◆ Special Events
  - ◆ Conduct grade
  - ◆ Notes to parents.
  - ◆ Check agendas regularly.
  - ◆ Agendas can be written in by any member of staff for behavior.

### *Anticipated Retention Letters*

- ★ Letters must be sent home at the end of the second nine weeks in the student's report card.
- ★ Letters must be completed in ink, signed by the teachers(s) and submitted to the principal.
- ★ Retain a copy of the letter for your files.
- ★ Parent conferences must be held for all students receiving a retention letter.
- ★ Letters must be signed by the parent and returned to the school.
- ★ Retention letters are available in the office.
- ★ Any students that are new to your class and may be in danger of retention need a retention letter sent home ASAP
- ★ Any student in danger of receiving a D or F on their report card or a retention letter:
  - Must receive a scholarship warning that is signed and returned to the school
  - A documented parent conference
- ★ **All students receiving a report card grade of D, F,N,U or retention letter must be referred the school guidance counselor for placement on the RTI team. Decisions about whether a student is entered into RTI/Target are made by the school guidance counselor and RTI facilitator. Teachers are responsible for referring all students receiving a report card grade of D,F,N,U to the guidance counselor.**

### *Arrival Procedures*

- ★ All students that arrive before 8:25 will go to designated areas.
  - ◆ Harris Hall: 3<sup>rd</sup> -5<sup>th</sup> grades
  - ◆ Cafeteria Tables: Kindergarten, 1<sup>st</sup> and 2<sup>nd</sup> grade

## Windy Hill Elementary School Staff Handbook

- ★ All students will sit quietly and **will not leave the area**.
- ★ Teachers will pick students up from their designated area and return to class so daily rituals can begin at 8:25.

### *Attendance Records*

- ★ Registers (OnCourse) are legal documents and must be kept accurately by the teacher.
- ★ Attendance must be taken daily by 9:00 a.m. each morning.
- ★ Students that are late to class must have a tardy slip from the main office. (Students riding late buses are exempt; those students will receive a carnival ticket instead of a tardy slip.)
- ★ If a student is tardy to school with a valid; excuse they may be marked excused tardy in the OnCourse Attendance system.
- ★ Teacher must change absence to tardy in the OnCourse system.
- ★ Changes in status: tardy or unexcused absence to excused absence must be made **within 7 days**.
- ★ All written explanations should be dated and signed by parent or guardian. The notes should be kept until the beginning of the next school year.
- ★ Students that arrive to school after 8:30 are considered tardy. Please mark this in your attendance register accordingly.
- ★ If a student receives a "red ticket" from the front office this tardy is considered excused and due to extenuating circumstances (i.e. late bus, traffic accident, etc.)
- ★ A student with five -5- unexcused absences in one month or ten -10- unexcused absences in a 3 month time period must be referred by the Guidance Counselor to the Attendance Intervention Team. A meeting will be scheduled with the parents to determine the course of action.

### *Bookkeeper's Memorandum*

- ★ All monies collected must pass through the school bookkeeper and shall be controlled by the principal.
- ★ Internal control shall be exercised. Two people shall be responsible for the collection of funds (teacher and bookkeeper).
- ★ Only monies collected up to \$39.99 may be kept before remitting to the bookkeeper.
- ★ Monies collected cannot be held over a weekend.
- ★ Monies collected during one calendar week must be submitted on the last day of that week.
- ★ Monies collected must be submitted accompanied by a monies collected form and a receipt book. Each form must be completed by the teacher/assistant.
- ★ A Student Activity Receipt is mandatory when money is received from a student.
- ★ Receipts have three (3) copies.
  - ◆ White (original) is given to the student.
  - ◆ Blue is for the bookkeeper: only the bookkeeper can remove this copy from the book.
  - ◆ Green is the book copy: remains in the book for teacher's record.
  - ◆ Blue and green copies must remain intact when submitting the book to the bookkeeper.
- ★ Voided entries are to remain in the receipt book: All three copies (white, blue, green)
  - ◆ Staple the receipts in the receipt book to insure that none of the receipts are misplaced.
- ★ **Parents may not collect money for parties.**

## Windy Hill Elementary School Staff Handbook

### ★ Report of Monies Collected

#### ◆ Prepare a Monies Collected Form

- Date the form to reflect when the money is submitted to the bookkeeper.
- Record the Beginning and Ending student activity receipt numbers.
- Record voided receipt numbers in the appropriate space.
- Indicate in the source area a brief description of the collection (activity).
- Calculate the total amount of monies collected and record on the right-hand side of the form. **This must be completed prior to turning book into the bookkeeper.**
- Sign your name as teacher or sponsor.
- Double-check the form to ensure accuracy/completeness.
- Submit Monies Collected Form and Student Activities Receipt book to bookkeeper by 12:00- noon.
- The bookkeeper will verify the amount of money collected, audit the Receipt Book, and return the book to the teacher/sponsor with the yellow copy. An official receipt will follow at a later date.

### ★ Loss of Cash or Merchandise

- ◆ **If a loss occurs through negligence, the negligent party shall be personally responsible for the loss.**
- ◆ **DO NOT** leave money in an **UNSECURED** location in the classroom.
- ◆ **DO NOT** leave money **UNATTENDED** in the bookkeeper's office if she is unavailable.
- ◆ Money and receipt books are submitted **only** to the bookkeeper.
- ◆ A signed yellow copy of the Monies Collected Form by the bookkeeper releases the teacher/sponsor from liability.
- ◆ **Students are not allowed to transport money or receipt books to the bookkeeper.**

### ★ Purchases

- ◆ All purchases must have **prior written permission** from the principal.
- ◆ Verbal requests are not valid.
- ◆ Purchases made without written approval of the principal will become the purchaser's responsibility.
  - To make a request: See bookkeeper for the request forms.
  - Complete an Internal Accounts Request Form for Purchase Approval and Check Requisition and submit it to the bookkeeper.
  - The upper portion of the form represents the request to make a purchase.
  - Once approval has been granted, a green copy of the form will be returned to the person making the request.
  - Purchases can be made.
  - Return all receipts, invoices, packing slips to the bookkeeper.
  - Complete Check Requisition on the request form for payment.
  - After check is written, the teacher/sponsor will receive the pink copy of the request form.
- ◆ Outside Groups

## Windy Hill Elementary School Staff Handbook

- PTA, booster clubs, etc. consisting of parents but not faculty members. A faculty member can act as a liaison between the outside group and the school. They **CANNOT** be the group's treasurer.
- ◆ Tax ID Number: The school's tax ID number cannot be used by any outside organization (PTA, patrols, etc.)
- ◆ Field trips
  - Complete the Initial Fieldtrip Request Form.
  - Submit the request to Bookkeeper and Principal for approval.
  - After approval is given, complete the Field Trip Packet.
  - Submit signed Request and Form I to bookkeeper **at least 2 weeks prior** to trip.
  - Schedule trips: After receiving approval.
  - Bookkeeper will order the buses. (Bus charges change.)
  - Lunch forms are due to the cafeteria manager at least 2 weeks prior to the trip.
- ◆ Trust Money
  - Procedures for completing the requisition forms.
    - Obtain a requisition form the bookkeeper before the purchase.
    - **Do Not** purchase any items until the requisition form has been approved by the Principal. **If form is not signed prior, purchase may not be honored.**
    - Green copy is used for your purchase.
    - Complete form as described and list items to be purchased.
    - Do not use Trust money for any item that can be purchased from the Storeroom, items not intended for student use, or any equipment item that can be bought through the bid process.
    - Final purchase amount cannot exceed the amount approved on the requisition form, even if there are sufficient funds left in the trust account. Additional purchases may be made by submitting another purchase requisition.
    - If store will not bill the school, you may purchase the item by cash/check and be reimbursed.
    - After the purchase is made, sign and date all invoices and submit to the bookkeeper.
    - All invoices must be submitted within **three** days of purchase.
- ◆ Teacher Lead Money
  - Upon receipt of the teacher lead money, the bookkeeper will sign out checks. Teachers are to keep their own receipts for the materials purchased with this money for their classrooms.

### *Bulletin Boards*

- ★ Bulletin boards should be standard based, interesting, creative and reflect current unit of work.
- ★ Work will be changed monthly.
- ★ The bulletin board in the teacher/staff area is used for information to teachers and staff and should be checked daily.

## Windy Hill Elementary School Staff Handbook

### *Cafeteria*

- ★ Create a CHAMPS chart with class that introduces cafeteria procedures and rules.
- ★ Procedures
  - ◆ Teachers must escort the children to the lunch line at the assigned time.
  - ◆ The “Behavior Clipboard” should accompany the children and be placed at the head of the assigned table.
  - ◆ Students will enter the cafeteria in a quiet and orderly manner.
  - ◆ Students may not leave the cafeteria to use the restroom except for extreme emergencies.
  - ◆ K- 5 students should have their lunch tickets clipped on.
  - ◆ Students will pick up milk, food and any extras including ketchup or mustard.
  - ◆ The first student in line will carry the lunch tag basket in to the cafeteria and place it near the register. Each student will place their ticket into the basket after being scanned. The last student in the class will pick up the basket and be responsible for giving it to the teacher after lunch.
  - ◆ Students should pick up the silverware and proceed to the designated table.
  - ◆ Students should remain seated during lunch and raise hand for assistance.
  - ◆ Students will be dismissed to stand on the taped lines in front of stage. (Facing windows)
  - ◆ Teachers please pick students up on time.
  - ◆ Support cafeteria assistants when discipline is necessary.
  - ◆ Please ensure that your clipboard is up to date with student names in the event that there is a fire drill during lunch.
- ★ Cafeteria Rules
  - ◆ Walk; do not run into the cafeteria.
  - ◆ Stay in line with your class.
  - ◆ Stand quietly in the serving line, be courteous and say, “Please and Thank you”.
  - ◆ Bring money and/or ticket for lunch. If you forget your money, arrangements will be made to provide you with a lunch.
  - ◆ All food is to be purchased when going through the serving line the first time.
  - ◆ Eat only your lunch.
  - ◆ Remain seated until your class is dismissed.
  - ◆ Food may not be taken out of the cafeteria, unless under teacher supervision.
  - ◆ Comply with the rules of the Elementary Code of Conduct.
- ★ Consequences
  - ◆ First Offense: Student warned and offense noted on the class clipboard.
  - ◆ Second Offense: Student will be seated away from classmates and behavior discussed with teacher.
  - ◆ Third Offense: Parents notified and student will be seated in isolation.

### *Cameras*

- ★ Students **may not** use cameras on school property or at a school-sponsored event unless given permission from a school official or are using it as a part of a class assignment under the supervision of a teacher.

## Windy Hill Elementary School Staff Handbook

- ★ Student may use cameras, so long as the use is not disruptive or illegal, after school hours at events on school grounds that are open to the general public.

### *Cell Phones*

- ★ Students
  - ◆ All cell phones and other wireless devices may be brought to school, but **MUST** be **out of sight** and kept in an “**off**” **mode** while on school property during school hours.
- ★ Teachers
  - ◆ While supervising students, teachers should not make or receive calls on their cell phones.

### *Certificates*

- ★ Teachers are responsible for keeping their certificates valid and for reporting renewal and/or extensions to the office of Professional Development.
- ★ Teachers are responsible for submitting copies of their certificate to the principal for filing at the school.

### *Clinic*

- ★ The clinic is not staffed with a full-time nurse.
- ★ Fill out a clinic referral form and have the sick child escorted by **two** students.
- ★ Student’s parents must be notified **before** they come to the clinic. (Please send students with emergencies to the office and call the office stating that they are coming and why so that parents can be notified)
- ★ If a student is injured at school notify parents immediately and fill out a Student Accident/Injury Report Form. **The form must be filled out before leaving school on the day of the accident.**
- ★ Lice – See attached lice information taken from the DCPS Health Manual

### *Committees*

- ★ Each member of the grade level will contribute to the leadership of the school by volunteering to be a part of one of the following committees:
  - ◆ Instructional Leadership Committee
  - ◆ Shared Decision Making
  - ◆ Grade Level Chairperson
  - ◆ Secretary-Treasurer
  - ◆ Technology/ Testing
  - ◆ Textbook-Materials
  - ◆ Fieldtrips-Special Activities
  - ◆ SPIRIT

### *Court/Jury Duty*

- ★ Notify bookkeeper (Lisa) as soon as possible so she can confirm substitutes.

## Windy Hill Elementary School Staff Handbook

- ★ An employee shall be granted full pay and benefits for appearance in court under the following circumstances:
  - ◆ Summoned to appear as a juror.
  - ◆ Summoned to appear as a defendant in an action arising out of and in the course of his/her employment with the school board.
  - ◆ Summoned to appear as a witness (except character witness) in any civil or criminal action in which the employee is not the defendant or plaintiff.
- ★ Any payment received from the court for such appearance may be retained by the employee.

### *Cumulative Records*

- ★ All folders are to be kept in accordance with the bulletin "A Guide for Cumulative Folders." Cumulative folders are the responsibility of the teacher and should be completed by the teacher, not a teacher's assistant.
- ★ After receiving a student's cumulative folder from another school remove duplicate materials, such as a student's incoming portfolio or work samples. **Ask CRT** before removing any official school documentation such as demographic sheets, transcripts, etc.
- ★ Maintain consistency; transfer materials from other schools to our format.
- ★ After the withdrawal of a student, the teacher should update the record and return it to the CRT within two (2) days.
- ★ Any student enrolled for **fifteen** days **MUST** be given grades from his/her Windy Hill teacher.
- ★ Cumulative records are confidential.
- ★ All folders are to be checked out through the CRT Operator. Please see Ms. Hewlett if you need to remove a student's folder from the file room.

### *Daily Schedules*

- ★ Teachers should keep a current daily schedule posted in the classroom. A current copy of the daily schedule should be on file in the front office in the substitute folder. Lesson plans should be on your desk and posted by 8:30 a.m. Monday morning on OnCourse.
- ★ The office should be notified of any changes in schedules that may affect other grade levels or resources.

### *Discipline Plan: Guideline for Success*

- ★ The climate and culture of Windy Hill Elementary is one that creates life-long learners. The students will learn in a safe, nurturing, and engaging environment. Teachers will teach and model kindness, trustworthiness, and cooperation. As a school participating in Foundations and Champs the guidelines for success during the 2011-2012 year will include:
  - ◆ Respect and Responsibility
  - ◆ Organization
  - ◆ Academics
  - ◆ Discipline
- ★ Teachers and paraprofessionals will recognize effort, positive choices, and responsibility shown by students. Students will be rewarded with:

## Windy Hill Elementary School Staff Handbook

- ◆ Positive Referrals – see the guidance counselor
- ◆ Incentives
- ◆ Positive notes/calls to parent or guardian.
- ★ Teachers will use strategies to improve student behavior such as:
  - ◆ Redirection to appropriate behavior.
  - ◆ Verbal warnings to correct behavior.
  - ◆ Time out in the classroom.
  - ◆ Note or phone call to parent or guardian. (Noted in conference log.)
  - ◆ Develop action plan/behavior contract with student. Student writes problem, consequences, and rewards.
  - ◆ Visit with guidance counselor
  - ◆ Referral: **Referrals written only after using three intervention strategies.** Exceptions for extreme behavior, unsafe classroom environment. (example: fighting)
  - ◆ Class 1: are minor offenses should be dealt with in the classroom
  - ◆ Referrals are for moderate offenses: Class 2 or severe offenses: Class 2 or Class 3 – **Refer to the Duval County Student Code of Conduct for specific examples.**
- ★ After classroom interventions, students may be referred to an administrator for disciplinary action. The Duval County Student Code of Conduct will be followed for students sent to office.
- ★ A school-wide proactive classroom management plan will be used in all grades.
- ★ Clipboard: Examples of the conduct tracking sheets for the clipboard can be found on the share drive. The clipboard stays with the class at all times. The grade level will meet to discuss and develop a system for tracking behavior across the grade level.
- ★ Documentation must be kept for conduct grades and parent conferences. The information will be used for the report card grade.
- ★ Suggested Weekly Conduct Grades (each grade level should review and adopt a grade level wide plan for grading discipline, this plan should be documented and turned into the principal by the second week of school:

| <u>K-1</u>     | <u>2-5</u>  |
|----------------|-------------|
| ◆ 0-2 E        | 0-2 A       |
| ◆ 3-4 S+       | 3-4 B       |
| ◆ 5-7 S        | 5-6 C       |
| ◆ 8-9 N        | 7-8 D       |
| ◆ 10 or more U | 9 or more F |

- ★ Flip charts may also be used in addition to a clipboard (K-1).
  - Green- E
  - Blue- S+
  - Yellow- S
  - Purple- S-
  - Red- U
- ★ All students at Windy Hill Elementary are expected to make responsible choices. Inappropriate behavior will be recorded on clipboard or flip charts throughout the school day. Students are

## Windy Hill Elementary School Staff Handbook

expected to follow rules in class, hallways, cafeteria, playground, resource classes. There should be evidence of daily behavior grades in order to **report information to parents or guardians regularly.** (Weekly or Daily as necessary.)

- ★ Teachers may assign individual/grade level based detentions if they are monitoring students. They may not assign students to school based detention that is based on referrals and is an administrative decision. If a parent refuses to have their student attend an assigned detention, please contact the front office for further direction.
- ★ The Duval County teacher evaluation procedures note that the ability to maintain appropriate classroom discipline is an important component of effective instruction. **Writing a referral should be a last resort because it :**
  - ◆ Stops instruction
  - ◆ Focuses attention on the student not cooperating
  - ◆ Defers a consequence
  - ◆ Releases the student from the teacher's authority/control-something difficult to regain once surrendered
- ★ Expectations for Classroom Management
  - ◆ Follow the established CHAMPs calendars/lessons
  - ◆ Post and use CHAMPs charts
  - ◆ Establish and maintain rituals and routines.
  - ◆ Maintain a positive classroom environment.
  - ◆ Take ownership of the behaviors in your class.
  - ◆ Look for underlying causes or preceding events of the behavior.
  - ◆ Be consistent.
  - ◆ Post Guidelines for Success and classroom expectations.
  - ◆ Review and discuss guidelines and expectations regularly throughout the year.
  - ◆ Maintain positive body language.
  - ◆ Don't overreact to student behavior.
  - ◆ Focus on the positive. "Catch students being good!"
  - ◆ Use action plan/behavior contracts as needed.
  - ◆ Make every attempt to contact parents regarding behaviors. Request conferences. Keep accurate records.
  - ◆ Team with other teachers for time out and record time outs in contact log.

### *Dismissal Procedures*

- ★ Teachers will work with their grade level and split the students as necessary. All students should be with an adult **AT ALL TIMES** during dismissal. Students should be split into three groups:
  - Extended Day and Bus Riders – to be escorted to the cafeteria at 2:45 p.m.
  - Car Riders – to be escorted to Harris Hall at 2:45 p.m.
  - Walkers – to be escorted to the front or back gate at 2:45 p.m.
- ★ Follow the afternoon duty calendar and guidelines.
- ★ All students will be escorted to designated areas at dismissal.
- ★ Dismissal Times:

## Windy Hill Elementary School Staff Handbook

- Bus and day care van riders to cafeteria- 2:45; EDD 1:45
- Car Riders- Harris Hall 2:45; EDD 1:45
- Walkers, bike riders and extended day- 2:45; EDD 1:45
- ★ Teachers are expected to prepare their students for dismissal at 2:45 – **instruction does not stop until 2:40** – students should be lined up in their designated line for dismissal by 2:45 p.m.

### *Dress Code: Staff*

- Per contract, adults are expected to be dressed in professional and appropriate attire. If a staff member has questions about dress they should discuss it with their administrator.

### *Duty*

- ★ School safety is a priority at Windy Hill Elementary. To ensure an orderly opening and closing of school each staff member will have a duty post.
- ★ All teachers are expected to be on their duty post on time DAILY (morning duty is from 8:00-8:25 daily; afternoon duty is from 2:50-3:10 daily)
- ★ Teachers should actively supervise students in each area.

### *Emergency Code Red*

- ★ Select a safety signal for your students. Include signal information in substitute folder.
- ★ Lock doors. **Do not admit students.** No one leaves class. Cover door glass. If outside, remain outside and gather students. **Seek shelter at designated locations.** Maintain a calm environment. Document students present/absent. Instruct students to sit on the floor and away from doors/windows. **No phone calls.** If you have students on campus and in route to a different location, use the emergency call button in your classroom to notify the office. Give the students; names and where they're going. Use radios for emergency only. Emergency team members report to designated areas. All adults who do not have immediate supervisory responsibility for students proceed with caution to designated area. If evacuation is called, exit and follow fire drill procedures. Take attendance book and leave door unlocked/open.
- ★ **If imminent danger dictates escape, exit the area via the quickest means available.**

### *Emergency Code Yellow*

- ★ Lock doors, but **admit students assigned to that class.** If outside, remain outside and gather students until directed otherwise. Do not leave the classroom or allow students to leave. Continue instruction. Create a list of students not in class. Note all late arrivals. Call office only in an emergency. **No phone calls.** If you have students on campus and in route to a different location, use the emergency call button in your classroom to notify the office. Give the students' names and where they're going. Use radios for emergency only. Emergency team members report to designated areas. Emergency team members report to designated areas. Use radio for emergency communications only. If evacuation is called, exit and follow fire drill procedures. Take attendance book and leave door unlocked/open.
- ★ **If imminent danger dictates escape, exit the area via the quickest means available.**
- ★ Refer to page 20 for stranger on campus

## Windy Hill Elementary School Staff Handbook

### *Emergency Team Members*

- ★ Emergency team members need to report to the following areas in the event of an emergency.

|                |                |
|----------------|----------------|
| Ms. Sanders    | Roaming school |
| Ms. Turner     | Roaming school |
| Ms. Nelson     | 20's Wing      |
| Ms. Schoenfeld | Front Office   |
| Ms. K. Hewlett | 30's Wing      |
| Ms. R. Hewlett | 60's Wing      |
| Ms. Dedos      | 40's Wing      |
| Ms. Tomlinson  | 50's Wing      |
| Ms. Pease      | Kindergarten   |

### *Emergency Disaster Warning Signal*

- ★ NOAA weather radio will automatically activate in the event of inclement weather.
- ★ The office monitors the Emergency Broadcast System and will notify teachers if there is an emergency to be aware of.
- ★ Jacksonville Emergency Preparedness Office and NOAA are on the National Warning System land line set.
- ★ The Mayor's Emergency Communications System is a special land line that connects to the Superintendent's office, Public Works, Jacksonville Red Cross, Baldwin City Hall, the Jacksonville and Atlantic Beaches Police Department, JEA, JTA, and NAS Jacksonville.
- ★ All clear signal will sound in the same manner as the Approaching Danger signal.
- ★ Fire drill information is on page 16
- ★ **Hurricane/ Tornado -Pre-storm Procedures**
  - ◆ Close and fasten all windows.
  - ◆ Store all portable items inside the building- garbage cans, cartons, portable playground equipment, etc.
  - ◆ Secure or remove awnings.
  - ◆ Protect all window shades/blinds by raising them.
  - ◆ Store all books, papers, and other equipment as far from windows as possible.
  - ◆ Move audio visual and other equipment to a secure central location.
  - ◆ In the event of a storm all classes in a portable will be assigned to an interior hallway classroom. Please do not move your students until you are notified.
  - ◆ If an active hurricane/tornado is in our area and there is time you will be notified where and when to move your students. In the event that there is limited time, please move your students to the center of the room or furthest away from the windows. Have them get on their knees and cover the back of their neck with their hands and turn all tables/desks on the sides to block flying objects from the students.

## Windy Hill Elementary School Staff Handbook

### *Emergency Shelter*

- ★ If the school had to be evacuated for a prolonged period of time, our emergency shelter is the Forest Blvd. Baptist Church.
  - ◆ It is within walking distance from the school and has offered sanctuary and fellowship.

### *Faculty Meetings*

- ★ Faculty meetings will be used for professional development, data analysis, and tasks related to curriculum needs.
- ★ Meeting dates and times are listed on the school calendar.
- ★ Twelve meetings per year, no longer than 90 minutes.
- ★ Attendance at Open House is required.
- ★ Principal must be notified of all absences in advance. **No personal** leave will be granted for faculty meetings or Early Dismissal Days. Please see below the contract language around absences, the following is taken directly from the collective bargaining agreement Article IX – pages 51 and 52:
  - ◆ “Principals are encouraged to monitor the use of sick leave to ensure that all teachers act in a manner consistent with the requirements of their positions. Excessive absences by any teacher places tremendous stress on the teachers who are present to render professional services for the absent teacher. Disciplinary measures may be taken when abuses are identified.”
  - ◆ “When they must be absent, teachers are expected to provide adequate and appropriate notice.”

- ◆ ***“Personal Leave With Pay***

A member of the bargaining unit may be absent six (6) days each school year for personal reasons; provided, however, that such absences for personal reasons shall be charged only to accrued sick leave; and provided, further, that leave for personal reasons shall be noncumulative and shall not create an undue hardship for a particular school.

The procedure for notifying the principal of intent to use personal leave with pay shall be the same as for sick leave with pay. However, when personal leave with pay is requested a day preceding or following a holiday or a non-workday for members of the bargaining unit, the leave will be requested in advance except for emergencies. On early release or other in service days (see Article VI E 3), personal leave will be allowed only for religious holidays, weddings, or bereavement.

Teachers shall work collaboratively with the principal to develop plans to reduce the incidence of absenteeism at the school including a reduction of the use of personal leave before holidays.

Except as indicated herein, the only explanation required for using personal leave with pay shall be personal business. Employees shall not be denied personal leave for religious holidays.”

### *Field Trips*

- ★ All field trips must be curriculum based.
- ★ Field trip coordinator on each grade level is responsible for completing the Fieldtrip Request Form in advance of the trip.
  - ◆ Submit for Principal’s Approval.

## Windy Hill Elementary School Staff Handbook

- ◆ After approval is given, complete the Fieldtrip Request Packet.
- ◆ Submit signed request and Form 1 to Bookkeeper **at least two weeks prior** to trip.
- ◆ Bookkeeper will order buses.
- ◆ All classes on a grade level must attend the approved field trip.
- ◆ Send permission slip home in a timely manner. No later than **two weeks prior**.
- ◆ Receipt all monies collected. Follow bookkeeper guidelines.
- ◆ Arrange for non-participants to remain with another teacher for the duration of the trip. Notify office where student will be located.
- ◆ The only reason to leave a student behind is no signed fieldtrip form.
- ◆ All lunch forms must be turned into the cafeteria manager no later than two weeks before the trip.

### *Fire Drill*

- ★ The alarm will be activated and everyone will file out in an orderly line, moving quickly and quietly. Close the door to your classroom. Take clipboard to check attendance. Refer to the Fire Drill sheet that shows where your class goes during the drill.
- ★ Students should face away from the building.
- ★ Do not return to the classroom until the all clear has sounded.
- ★ If you have a student missing during a fire drill report their name to the appropriate area designee so that emergency personnel can be notified.

### *Grades*

- ★ Grading Scale for grades 2-5.

|                               |                            |
|-------------------------------|----------------------------|
| A- Outstanding Progress       | 90-100                     |
| B- Above Average Progress     | 80-89                      |
| C- Average Progress           | 70-79                      |
| D- Lowest Acceptable Progress | 60-69                      |
| F- Failure                    | 59 and below               |
| I- Incomplete                 |                            |
| IE- Insufficient Enrollment   | Enrolled less than 15 days |
- ★ Grading Scale for Grades K-1.

|                                      |  |
|--------------------------------------|--|
| E- Excellent Progress                |  |
| S- Satisfactory Progress             |  |
| N/U- Unsatisfactory Progress         |  |
| R- Readiness (First Nine Weeks Only) |  |
- ★ Exceptional Education Students Standard grades may be used by ESE teachers.
- ★ Please keep grades on OnCourse current. Post grades weekly, no longer than two weeks.
- ★ Progress Reports
  - ◆ Grade level chairperson will organize and monitor the sending of progress reports.
  - ◆ Check the calendar for scheduled progress reports they typically go home the 5<sup>th</sup> week of the nine week grading period.
  - ◆ Grade levels should create and use a common progress report (OnCourse)

## Windy Hill Elementary School Staff Handbook

- ◆ Progress report should be signed and dated by the student
- ◆ Parents should review, sign and return progress report.
- ◆ Additional progress reports may be given at any time during a grading period.
- ★ Scholarship Warnings –
  - ◆ Teachers may choose 1 of 2 options for sending scholarship warnings:
    - Option 1:
      - Teachers may use OnCourse to prepare scholarship notices and create a file folder on the desktop of the teacher laptop to save copies of all Scholarship Warnings sent home. Teachers must be able to provide a printed copy to the administration upon request.
    - Option 2:
      - Teachers may use the official DCPS scholarship warning form that contains a carbon and save all copies in a file and be able to produce copies upon request.
  - ◆ Official DCPS Form must be used and copies must be available for review.
  - ◆ **Required if:**
    - **A student has earned a D or F; S- or U.**
    - **A student's grade drops one letter grade if from C to D, D to F**
  - ◆ Sent home at the midpoint of each grading period.
  - ◆ Sent home at any time if the teacher feels it is warranted.
  - ◆ Signed and dated by the student.
  - ◆ Recorded on the report card.
  - ◆ **Yellow copy is kept for teacher's files.**
  - ◆ Any student receiving a scholarship warning needs an intervention action plan.
  - ◆ Students have three days to get a parent signature and return the scholarship warning or the teacher will follow up with a parent phone call.
- ★ Report Cards
  - ◆ Follow the district timelines for submitting grades.
  - ◆ All information on grade sheets should be complete and accurate.
  - ◆ **All reports must include at least one positive comment.**
  - ◆ Copies of report cards are kept in the CRT's office each nine weeks. Teachers file the fourth quarter report card in the student's cum folder. (Stapled to the top of the other report cards.)
  - ◆ Encourage students to return the report card signature portion within three school days.
  - ◆ If the report card is not signed and returned within three school days parent contact should be made.
  - ◆ Check signature sheets for parent conference request.
  - ◆ Mandatory parent conferences needed with for students receiving a D, F, S-, U and/or dropping one letter grade. **Document each conference.** A copy of the notes from the conferences must be turned in to the Guidance Counselor.
  - ◆ All students receiving a report card grade of D, F, N or U must be referred to the Guidance Counselor for RTI.

## Windy Hill Elementary School Staff Handbook

### *Hallway Behavior*

- ★ Students are expected to walk quietly.
- ★ Students must walk in a straight and orderly line.
- ★ Students must carry a hall pass if not with a teacher.
- ★ Do not use hallway as a time out area.
- ★ Students should NEVER travel alone.

### *Hand-held Radios*

- ★ Radios are available for assigned personnel to use during emergencies except during bomb threats.
- ★ When your area is safe and secure, radio the front office. Account for all students and teachers.
- ★ For emergency information see page 13.

### *Homework Policy*

- ★ Homework is an opportunity for students to review, practice, and reinforce skills and concepts learned in class. It is a chance for them to show what they know. The work should be an extension of class work.
- ★ Teachers on each grade will meet weekly to organize homework. Work may be sent home nightly or weekly.
- ★ Homework should be assigned Monday-Thursday. (Special projects may require weekend work.)
- ★ Encourage parents to create a homework center equipped with supplies such as pencils, crayons, scissors, glue, etc.)
- ★ Encourage parents to review, offer assistance when needed, sign and return homework to school with child.

### *Intercom*

- ★ Teachers should not be interrupted from instruction by any school personnel on issues that can wait until the end of the day.

### *Keys*

- ★ Teachers are responsible for keeping their keys. If lost, report to the office immediately.
- ★ Keys should not be given to students for locking or unlocking doors or cabinets.

### *Lesson Plan Procedures*

- ★ Lesson plans are required by contract and should be placed on teacher's desk.
- ★ Lesson plans need to be posted on OnCourse every Monday by 8:30 a.m.
- ★ Lesson plans should follow district learning schedule.
- ★ Lesson should include:
  - ◆ Date and time periods
  - ◆ Standards and strategies
  - ◆ Subject headings

## Windy Hill Elementary School Staff Handbook

- ◆ Concept to be taught
- ◆ Essential Question and Learning Log Entries
- ◆ Book/materials/page numbers of student/teacher texts
- ◆ Small group instruction, ESOL, and ESE strategies
- ◆ Student activities/centers
- ◆ Homework
- ◆ Weekly resource schedule and special programs

### *Mailboxes*

- ★ Teachers/Staff have mailboxes in the teachers' lounge. Each person is responsible for checking it twice daily for mail and announcements. The office will notify you of important messages/notes that need to be sent home the same day.

### *Main Office*

- ★ The main office is where the official business of the school is conducted and should be used for this purpose only.
- ★ **Do not** discuss specific problems concerning students in the main office.
- ★ Students should wait at the counter. Please send a note indicating why the student is being sent to the office.
- ★ All students need a hall pass.

### *Medication*

- ★ All medicine must be kept and administered in the main office. Students are not to transport medicine. Parents must bring the medication to the office.
- ★ The parent/guardian must request that the child be given medication while at school and sign a liability release allowing the school to administer the medication.
- ★ The parent/guardian must present a prescription container stating the type of medication to be administered and the correct dosage and time to be given.
- ★ Students needing their medication should be sent to the main office at the time the dosage is to be administered, accompanied by another student.

### *Parent Conferences*

- ★ Conferences should be scheduled as needed to inform parents of student academic progress and behavior.
- ★ Co-teachers, team members should all be present at conferences.
- ★ Document conferences and maintain a log of all parent contact. (Phone calls, conferences, impromptu meetings, etc.)
- ★ Check school calendar for scheduled parent conferences with teams.
- ★ Include ESE teacher, guidance counselor, administrator, etc. as necessary in your conferences.
- ★ Schedule a translator through our ESOL Para or the Guidance counselor if there is a language barrier.
- ★ Complete Individual Parent Conference Form/Parent Conference Summary.

## Windy Hill Elementary School Staff Handbook

### *Playground*

- ★ The teacher/staff member will send two messengers to the office with the message, “Emergency on the Playground.” The principal or designee will provide assistance. The teacher should not leave the location if at all possible until help arrives.
  - ◆ Teacher Responsibilities
    - **Circulate** around the playground. No standing or sitting in one place. Teachers must use **Active** supervision on the playground.
    - **Monitor** students at all times.
    - Adhere to your grade level’s assigned time and areas.
    - **Involve** all students in planned activities.
  - ◆ Student Responsibilities While on the Playground
    - Play in designated area. (Playground next to portables is for PreK/K only.)
    - Leave rocks, sticks, and other dangerous objects alone.
    - No footballs, no tackling, no touching
    - Rough play will not be used on the playground.
    - Use swings appropriately. (No standing, twisting, jumping out or touching adjacent swing.)
    - Use the slide and other equipment appropriately. (Go down slide feet first from the top of the structure.)
  - ◆ Make a CHAMPS chart for playground rules and procedures with students.

### *Professional Development Plans*

- ★ Duval County Public School principals are required to establish and maintain an individual plan for each employee. These are developed in cooperation with the teachers and staff. The Individual Professional Development Plans must be developed based upon a thorough analysis of student achievement data, school discipline data, school environment surveys, assessments of parental satisfaction, performance appraisal data of teachers, managers and administrative personnel, and other performance.
  - ◆ Sunshine State Standards
  - ◆ Technology
  - ◆ Teaching Methods
  - ◆ Assessment and Data Analysis
  - ◆ Classroom management
  - ◆ School Safety
  - ◆ Documentation of Student Achievement Gains
- ★ Individual Professional Plans will be reviewed biannually (December and May) by the principal and the administrative staff. Instructional Personnel will be advised of any needed changes to successfully achieve the expected results.

## Windy Hill Elementary School Staff Handbook

### *Professional Learning Communities*

- ★ Grade meetings should focus around lesson planning and classroom data. Minutes need to be submitted to the principal by grade level secretary/treasurer.
- ★ Collegial/professional participation in all teacher meetings, CLC sessions, W.O.W. and other related activities.
  - ◆ Bring necessary materials.
  - ◆ Promote and participate in collegial discussions.
  - ◆ Demonstrate/model quality teaching practices.
- ★ Professional Reading
  - ◆ Teachers will read professional books/articles throughout the year.
  - ◆ Faculty will share reflections of professional reading at meetings.
- ★ All teachers will serve on at least one school-based committee.

### *Power Outage*

- ★ If the power is out for more than five minutes and communication is necessary, the office staff will contact the paraprofessionals to assist delivering messages/communication with other staff members. All classroom doors, including the portables, should remain unlocked when the power fails. This will allow for message to be heard by several staff members at one time.

### *Restroom Procedures*

- ★ Classrooms without restrooms will schedule class restroom breaks.
- ★ If students have an emergency and need to use restroom other than the classroom break they must go with a partner.
- ★ Use the restroom closest to your classroom.
- ★ Please report problems or empty supplies to the office.

### *School-wide Initiatives*

- ★ Million Word Campaign
  - ◆ Teachers will monitor and report the class/student progress quarterly.
  - ◆ Students will read a variety of books, genres, and authors.
  - ◆ Teachers will develop strategies to help students meet the quarterly reading goal.
- ★ Awards information
  - ◆ Each student is to receive an end of the year award at the awards ceremony
  - ◆ All awards information is to be turned into the secretary/bookkeeper by the due date.
  - ◆ See the school OnCourse calendar for awards dates and times.
- ★ Book-of-the-Month
  - ◆ Incorporated in the weekly lesson plans/workshops.
  - ◆ Student work is displayed and celebrated in classroom and around the school.
  - ◆ Grade levels display work for the Book-of-the-Month Bulletin Board during their assigned month.
  - ◆ Student work is connected to the standards.

## Windy Hill Elementary School Staff Handbook

### *Self-reporting of Arrests and Convictions*

From: Lisa J. Moore, Director  
Office of Professional Standards  
Human Resource Services

Re: Self-reporting of Arrests and Conviction

The purpose of this correspondence is twofold: (1) to inform you of the State Board of Education's approval of the recommendations on self-reporting of arrests and convictions by educators, and (2) to further clarify what is meant by "Traffic Infractions" so that educators will function from a common definition and school district will interpret and report uniformly to the state.

April 14, 1998, the Governor and Cabinet sitting as the Board of Education approved the recommendations of the Florida Education Standards Commission requiring educators to self-report arrests and convictions. Specifically, the Education Standards Commissions recommends that:

1. A new standard of conduct dealing with educators self-reporting arrests and convictions be added to the State Board of Education Rules (SBED)6B-1.006(5), Florida Administrative Code (FAC), The Principles of Professional Conduct of the Education Profession in Florida.
2. The language for the new standard reads:  
Obligation of the profession of education requires that the individual: shall self-report within 48 hours to appropriate authorities (as determined by the district) any arrests/charges involving the abuse of a child or the sale and or possession of a controlled substance. Such notice shall not be considered an admission of guilt nor shall the notice be admissible for any purpose in any proceedings, civil or criminal, administrative or judicial, investigatory or adjudicatory. In addition, shall self-report any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program or entering a plea of guilty or Nolo Contengere for any criminal offense other than a minor traffic violation within 48 hours after the final judgment.

### *Sick Leave Bank*

- ★ Any certified employee who has been employed for a minimum of one full year and has a minimum of ten days accrued is eligible for the bank. Each new member shall contribute one day of the earned sick leave during the entry period from August 1 to August 30.
- ★ Any employee who contributes one day within the window period shall have it returned to his/her account if the bank fails to be operable. The Sick Leave Bank shall have a minimum of one thousand days on deposit before becoming operable.
  - ◆ No participant can use more than 100 days a year.
  - ◆ No participant shall be eligible until all sick, personal, compensatory leave has been exhausted.
  - ◆ No participant is eligible to use the leave unless he/she has been absent 10 consecutive days, of which 5 consecutive days have been without pay.

## Windy Hill Elementary School Staff Handbook

### *Stranger on Campus*

- ★ **All visitors must have a visitors' pass**
- ★ Check any stranger and ask him/her if you can assist them and direct them to the main office for a "Visitor Pass". If the office is aware of an intruder the "Code Yellow" or "Code Red" procedure will be used. If you are outside, gather your class together. Return to class. During this time, do not allow any child to be dismissed for any reason. If your class is in a resource or the cafeteria, go to that location and remain with your students. When the situation has been resolved, a bell will sound or an announcement will be made.
- ★ Sample Phrase:
  - ◆ May I help you? Please walk with me to the office to get a visitor's pass.

### *Student Information Cards*

- ★ Blue Emergency/ Information cards must be completed for each student and filed in the main office.
- ★ Information cards should be in by the end of the first week of school.
- ★ Teachers are responsible for notifying the office of changes in phone numbers or addresses as soon as possible.

### *Substitutes*

- ★ Lesson Plans must be available. If it is a planned absence, lesson plans should be left in the teacher's mail box. Materials for the day are to be organized and kept in the classroom for easy access of the substitute.
- ★ Complete a substitute folder and keep it current. Update information and materials monthly. See school calendar for schedule. All emergency substitute folders are to be kept in the office. These are to be updated monthly.
- ★ Use electronic template to create your substitute folder.
  - ◆ Introduction Letter
  - ◆ Map of School
  - ◆ Daily Schedules including pull outs such as speech, etc. with names.
  - ◆ Lesson Plans
  - ◆ Resource classes/times
  - ◆ Class roster/ Names of classroom helpers
  - ◆ Seating chart
  - ◆ Student lists for instructional groups
  - ◆ Important Phone Numbers/Name of other teachers who might offer assistance
  - ◆ Transportation and Dismissal plans
  - ◆ Names of students with medical concerns
  - ◆ Location of instructional materials
  - ◆ List of enhancement activities

## Windy Hill Elementary School Staff Handbook

- ◆ Remind substitutes that they may not take students outside for recess alone – in your substitute lesson plans please designate the certified Windy Hill Staff member that you have prearranged to go to the playground with your substitute and your class and the time that the staff member will arrive.

### *Supervision of Students*

- ★ Supervision of students is the direct responsibility of the teacher. Students are to be supervised by certificated staff at all times during the school day. In case of an emergency, first notify the office and then make arrangements with a peer to assume responsibility until the teacher returns.

### *Suspicious Package*

- ★ Any object found that is suspicious must be reported immediately to the principal or designee. Do not touch or move the object. During a bomb threat, follow standard fire drill procedures; carry your clipboard. **Do not use cell phones** or hand radios and **do not reenter** the building at any times until directed by the principal or designee.

### *Teacher Absences*

- ★ Arrange for a substitute as soon as you know you will be absent.
  - ◆ [www.kellyeducationalstaffing.com](http://www.kellyeducationalstaffing.com)
  - ◆ (904)245-7555

Teachers should notify the front office receptionist of an impending absence. Teachers may call and speak to the secretary/bookkeeper, leave a message on the school answering machine or send an email with all of the following recipients included on the email: Principal, Administrative Designee, Secretary/Bookkeeper, CRT Operator. If you are absent and cannot return the following day, call the principal's secretary by 2:00.

- ★ Full Work days are 7:50 – 3:10
- ★ Half days are 7:50-11:30 or 11:30-3:10
- ★ Upon arrival to school, teachers are to sign in, the sign in sheets are kept in the teachers' lounge.
- ★ Teachers are responsible for completing leave forms properly and immediately upon their return to school. Leave forms are kept in the teachers' lounge
- ★ Sick leave: any full time employee who is unable to perform his/her duty because of illness, death of father, mother, brother, sister, husband, wife, child or other relative such as granddaughter, uncle, aunt, or anyone of like relationship by marriage or a member of his/her own household and consequently has to be absent from work, shall be granted leave of absence.
- ★ Full time employees shall be granted 4 sick days as of the first day of employment of each contract year and shall earn one day of leave for each month of employment. If 6 or more sick days are used consecutively, a doctor's note shall be required upon return to work.
- ★ Personal leave-members of the bargaining unit may use up to 6 personal days each school year for personal reasons, provided that such absences for personal reasons shall be charged only to accrued sick leave; and provided that leave for personal reasons shall be non-cumulative and shall not create an undue hardship for the school. The only explanation required for using personal is

## Windy Hill Elementary School Staff Handbook

“personal business”. When personal leave is requested on a day preceding or following a holiday or weekend, the leave must be requested in advance and approved by the principal.

- ★ Temporary Duty Elsewhere-TDE- must be requested and approved by the principal in advance.
- ★ Refer to page 25 for more information on teacher work days
- ★ Refer to page 15 for information about faculty meetings and other absences.

### *Teacher/staff Illness or Other Emergencies*

- ★ The staff member should contact the office, using the phone (101) or intercom button, if possible. If the staff member is unable to do so, the staff member who discovers the situation should call the office for assistance. If no other adult is nearby to assist, a student-messenger should be sent to the nearest adult. If the situation warrants, dial 9-911 from the nearest phone, then notify the front office.

### *Weapons*

- ★ Notify the principal or designee if you become aware of a gun or weapon on campus-without alerting students and/or suspects- if at all possible. Refer to the Red Flip Chart for methods of notification.

### *Work Day*

- ★ Workday for teachers is 7:50-3:10. Tardiness will be documented with a leave form. Teachers must sign in and out every day. If you leave campus for any reason, you must sign out upon departure. When you return you must sign back in on log sheet.
- ★ Refer to faculty meetings on page 15
- ★ Refer to teacher absences on page 24

Windy Hill Elementary School Staff Handbook

*Appendix*