

# **Powhatan Elementary School Staff Handbook 2017-2018**



**Powhatan**  
elementary school

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*Mission Statement*

*Powhatan Elementary School will provide every student the highest quality 21<sup>st</sup> century education in a safe, secure and positive environment that is conducive to high levels of teaching, learning, and student engagement. As a result, our students will be globally competitive and prepared for their chosen college and/or career path.*

*Powhatan Elementary School*

*Cluster 4*

***Chain of Command***

*2017-2018*

<b>Chain of Command</b>	<b>Authority to exclude trespassers from the school grounds</b>
<i>Name:</i>	<i>Name:</i>
1. Dr. Deborea Montgomery, Principal	Dr. Deborea Montgomery - Principal
2. Lendora Cleveland, Reading Spec.	Lendora Cleveland
3. Kim Spence, IEP Facilitator	Kim Spence, IEP Facilitator
4. Anthony Schultz, STAT	John Gamble - BOS
5. Kortney Griffin, Teacher	Anthony Schultz, STAT
6. Christina Barker, Teacher	

*In the absence of the principal, the chain of command will be followed in the order in which the names appear.*

# DAILY PROCEDURES

## SCHOOL DAY SCHEDULE

- 8:25** Students enter the building and proceed to their classrooms  
**\*Teachers are on duty and standing in their doorway to greet all students as well as monitor students in the hallway. Teacher should refrain from congregating during bus dismissal.**
- 8:25** Breakfast in the classroom and morning work activities.
- 8:40** Morning announcements are conducted via loud speaker.
- 8:40** Students are marked late, morning announcements will be conducted – Instructional day will immediately after announcements. (See Daily Classroom Schedule)
- 8:50** Breakfast is over and trash in collected. Instruction is started.
- 3:00** Preparation for Dismissal – Teachers and student should prepare for afternoon announcements and dismissal. Students should be finishing academic assignments. All students should remain in the classroom.
- 3:05** Afternoon announcements will occur at 3:05 p.m. At the conclusion of announcements, walkers, car riders and aftercare students will be dismissed. Bus riders should remain in the classroom until the busses are called.
- 3:10** Bus riders will be dismissed to the lobby as the buses arrive. Please listen carefully as the buses are announced. Buses will be announced in the order that they arrive. Please do not dismiss the students to the lobby until the students’ bus is announced.
- 3:25** PreK and Kindergarten students who have not been picked up should be accompanied to the office where teachers will record names in the LATE PICK UP LOG

\*\*\*\*\*

**Teachers – It is extremely important that you do not release students to parents that have not obtained a visitor’s pass. If a parent does not have a visitor’s pass, please direct the parent to the office to sign in and obtain a visitor’s pass. Your cooperation is needed to ensure the safety of the student. This will provide the office with documentation that the student has been picked up.**

## ARRIVAL PROCEDURES

1. All staff members who are assigned morning duty should be on their post by 8:10 a.m.
2. Students are not permitted to enter the building until 8:25 a.m.

3. Students are expected to enter the building by their assigned door. Bus riders enter through the front door, walkers enter through the gym door and car riders enter through the back door near the side parking lot.
4. Teachers and staff should remind students to walk on the right side of the hallway.
5. Teachers will devise an efficient system for distributing and cleaning up breakfast.
6. Breakfast bags will be placed outside the classroom door by 8:50 am.
7. Students arriving after 8:40 or later are considered late and will need a late pass before going to class. Students are not to go to the nurse, rest room, etc... without first reporting to their classrooms and then getting a pass. Students should not be escorted to the nurse by another student.
8. Students should be seated and ready to begin their day when the morning announcements are made beginning at 8:40 a.m.
9. **Attendance must be taken and sent the office no later than 9:00. This procedure will be monitored.**

## **DISMISSAL**

- If students are leaving school early or leaving with someone other than the parent, they must have a note signed by the parent. No exceptions!
- Changes to a child's normal dismissal plan must be made in writing. Word of mouth will not be accepted. Please communicate arrival and dismissal procedures to both students and parents.
- All notes for early dismissal should be sent to the office.
- Students may only ride on his/her assigned bus. **Students are not permitted to ride the bus to another child's house, unless the parent notifies the office.**
- If parents request that his/her child go home with another student, students must be picked up and must have a signed note from their parent with a telephone number for verification.
- Students should begin packing up by 3:00 p.m. Students are dismissed by teachers only at 3:10 p.m.
- Students are expected to sit quietly in their classrooms and listen to afternoon announcements and the dismissal call.

## **DISMISSAL PROCEDURES**

**\*PRIOR TO DISMISSAL EACH DAY, TEACHERS ARE RESPONSIBLE FOR KNOWING HOW EACH OF THEIR STUDENTS ARE GETTING HOME. ALL STAFF MEMBERS (e.g., IAs, AAs) WHO ARE ASSISTING WITH DISMISSAL SHOULD BE TRAINED BY THE CLASSROOM TEACHER ABOUT DISMISSAL PROCEDURES PRIOR TO THE BEGINNING OF THE SCHOOL YEAR.**

**TEACHERS WILL COMPLETE A BUS INFORMATION SHEET AND TURN IT INTO THE OFFICE BY 9/5/2017.** The list must be updated as new students arrive.

Before being dismissed, students should organize and put away their materials and sit quietly until they are called for dismissal. Organizing of the inside of student's desk should be a part of the classroom daily routines. They should be certain that their desks and floor area are free of papers and books, and chairs are placed on top of their desks prior to leaving the classroom each day.



## DISMISSAL PROCEDURES:

1. Grade level teams must work together to ensure that walkers, bus riders and car riders are escorted to their designated dismissal areas by an adult staff member. Students must be under the supervision of a staff member at all times.
2. When dismissed, students will walk in an orderly manner through the hall and out of their assigned door. Duty staff will be posted at the designated drop dismissal areas. Please discuss and practice this expectation with students until it becomes routine for them.
3. Bus riders will line up quietly in the front lobby. Once bus students are in the lobby they will quietly report to their appropriate bus line. The staff member on duty will call the names of each child and personally escort them to the bus once in the lobby. The assigned staff member will maintain order in the lobby.
4. **Teacher should refrain from congregating during bus dismissal.**
5. No person, including parents, will be permitted to take students from the bus loading area without permission from the office. During the school day, parents will pick up their student from the office. Teachers will be notified when to send students to the office for early dismissal. Parents are required to show identification and complete the early dismissal sign-out sheet.

## CAFETERIA PROCEDURES

In order for lunchtime to be a successful restful break for you and your students, please adhere to the following guidelines:

1. **Teachers must accompany students into the cafeteria. Please make sure they are settled and address any pending behavior problems with the cafeteria staff prior to departing.**
2. Students should enter the cafeteria in an orderly single file line. Students should take a seat at their assigned table and wait to be called for entry in the food service line.
3. Once students are seated and ready to enter the food line they will be directed to do so. Cafeteria staff will bring the trash can to each table to have trash removed by the students.
4. Each grade level is assigned a table for lunch. Students are encouraged by the cafeteria helpers and staff to sit quietly and eat their lunch. Students may talk quietly to one another during the remainder of their lunch until their teacher picks them up from the cafeteria. Cafeteria staff will review rules during the first week of school with all grades during lunch.
5. Good table manners should be practiced at all times.
6. Please encourage students to bring work or books with them to the cafeteria. Lunch generally does not take students the full 30 minutes and behavior is generally better when students have something to do to keep them busy.
7. Students having questions or in need of assistance should raise their hands. **Students may not leave their seats without permission.**
8. **Students may not be assigned to time-out in the cafeteria by their classroom teachers. The time out table is for the cafeteria staff to utilize when students need a time out based on cafeteria behaviors.**
9. **Teachers are required to pick-up their classes promptly at the end of the schedule lunch time. This will be monitored.**

10. When dismissed by the staff, students are expected to throw away all trash on their tables and check the floor area for trash in an orderly manner. No trash should be left on the floor. Discuss this responsibility with students.

11. **No opened food is to be taken out of the cafeteria.**

\* Students should be taught to obey and respect the cafeteria staff. Please refer to your classroom behavior plan for specific consequences and incentives.

\*\* **It is imperative that students arrive and leave the cafeteria on schedule.** This allows the cafeteria staff to have time to clean the tables and seats for the next group of students. (Use the electronic clocks in the hallway in reference to the time. Do not rely upon the clocks in the classroom as they are not always synchronized.)

The following adjustments will be made on half days, late openings, and early closings:

- a. One hour delay in opening – breakfast is served
- b. Delay of more than one hour – no breakfast served
- c. Scheduled half day (a.m.) – no breakfast served
- d. Early dismissal – breakfast and lunch are served

## LOCAL SCHOOL PROCEDURES

### TEACHER DUTY DAY

The teacher duty day begins at 8:25 a.m. This means you should be at your classroom door 8:25, ready to receive students. **Teachers should greet students at the classroom door daily.** Teacher duty day ends at 3:25 p.m. If you leave earlier, you must log onto SmartFindExpress and note your time of departure and type of leave. This year we don't have the flexibility with staffing, therefore it is imperative that you arrive on time each day.

### TEACHERS' SIGN-IN

Teachers must sign in every morning when they enter the building. The sign in sheet is located in the main office. Please arrive early enough to sign in and be in your classroom before your students arrive. **Staff members arriving late must sign the late book.**

**Be sure to sign-in on the payroll sheet every morning upon arrival. Simply initial by your name. No one should sign-in for anyone else.**

If you are absent due to illness or urgent business, etc. (for the whole day or part of the day), write the appropriate code in your box. **(DO NOT INITIAL THAT DAY) CODES ARE LOCATED AT THE BOTTOM OF THE SIGN-IN SHEET.** Be sure to include the hours that you are actually absent along with the code. For example A (Personal Illness) would read A 6.3 hours. **MAKE SURE THAT YOU HAVE ENTERED YOUR TIME IN SEMS. THE SEMS OPERATOR SHOULD NOT DO IT FOR YOU.** If you are absent for Urgent Business make sure that you have completed an Urgent Business Leave request form **24 hours in advance.** Give the completed form to the building administrator. A copy of the form may be found in the appendix of this handbook.

- ☑ If you are out due to a County-wide or Area-wide in-service mandated by the county, and you do or don't require a substitute ***your absence must still be entered into SEMS.***
- ☑ Please remember if you need to leave early or come in late you must notify Dr. Montgomery, log your time into SEMS, and **sign the staff sign-in/sign-out book when leaving and upon returning to the building.** For example, if you leave early, log your time into SEMS only but, if you leave the building and intend on returning, i.e. lunch sign-out and sign-in using the staff sign-in/sign-out book. If you leave for a doctor's appointment or other unforeseen emergency log your time into SEMS only.
- ☑ **Leave usage is calculated in 30 minute increments. If you are out less than a half hour, it will be converted to .3. If you are out more than a half-hour, but less than one hour, it will be converted to a (1.0) or the next whole hour. If you are unsure of the amount of leave that you have available you can always check your accrued leave time via the Employee Self Service option available through the intranet.**

**Absences and substitutes:**

It will be necessary to notify the administrator if you are going to be out for any reason. **You must record your absence in SEMS** as soon as you are aware of your absence so that the system may obtain a substitute for you. **Please give advance notice when possible.**

The administrator must be notified if you are going to be out for any reason. Always give advance notice when possible. Call Dr. Montgomery the evening prior to the absence or the morning of the absence if you are unexpectedly going to be absent the next day. **Your time must be entered into SEMS as soon as you are aware of your absence.** If you have a particular substitute that you are interested in then please call the substitute yourself for coverage and enter the information into SEMS.

In the event that you become ill overnight, please let us know in the morning. The administrative secretary will be in by 7:30 a.m. and will answer the main school line **410-887-1330.**

**IAs must swipe their employees ID cards at 8:25 am promptly. They must also swipe out and in for a 30 minute lunch period. IAs must swipe out for the day by 3:25 pm. IAs may not alter their start or end time without prior approval by the principal. Failure to swipe in or out properly may result in errors in pay.**

**LEAVING THE BUILDING DURING THE DAY**

If you leave the building during the day, you must sign out using the log located on the bulletin board in the main office. No exceptions. In case of an emergency, everyone must be accounted for.

**ABSENCES – TEACHER**

- **Illness:** Absences due to illness should be reported, as a courtesy, to the principal the night before or by 7:00 a.m. by sending an email or text. When you call into SmartFindExpress, the system will secure a substitute for you.
- **Urgent Personal Business Leave:** A written statement of intent to be absent shall be submitted to the principal at least 24 hours prior to the expected absence. Urgent Personal Business Leave **may**

**not** be used on consecutive days unless you have prior approval. As dictated by the TABCO Master Agreement, employees must have their principal's permission and the assistant superintendent's permission to take an urgent business day before or after a holiday or break.

**Cluster 4 procedures:**

1. Employee should draft a very short e-mail to the principal requesting the use of Urgent Personal Business Leave.
2. The principal forwards e-mail to executive director and administrative assistant that he/she approves the request.
3. The executive director will reply to all with approval.
4. Administrative assistant will send an e-mail to the payroll clerk, employee, principal, and administrative secretary advising of executive director's approval.
5. The final e-mail should be printed and kept for your records.

Also, per TABCO Master Agreement, Urgent Personal Business Leave may not be used on the last day of the school year unless the employee is taking a graduate course and the class is in session (see 12.14.4). Documentation must be submitted beforehand to the administration. A copy of the urgent business request form is located in the appendix of this handbook.

**STUDENT ABSENCE NOTES** (see BCPS Rule 5120 for more detailed information)

- A student absent from school shall present a note immediately upon return to school. The note, signed by the parent/guardian, shall include the name of the student, the date of, and the reason for the absence. This procedure will be included in the monthly newsletter to parents, however, you should reinforce this procedure by including in your class newsletter.
- The note should be filed and maintained by the classroom teacher. If a note is not returned, please provide the absence note template and staple it to the child's planner.
- Students absent for lawful reasons may request make-up work. Lawful absences are: death in the family, student illness, court summons, violent weather, school related or approved work, religious holiday, state emergency, suspension, lack of transportation, and other designated emergencies. All other absences are considered unlawful. Students absent for unlawful reasons (truancy and other unlawful absences) are not entitled to make up work.

**Homeroom teachers are responsible for maintaining accurately coded attendance records in the SIS system in BCPSONE. Please make certain that you record attendance accurately.**

The attendance record is a legal document used in yearly audits, court actions, and disciplinary issues.

01 - Death in Family

02 - Illness of the Child

- (1) The principal shall require a physician's certificate from the parent or guardian of a child reported continuously absent from illness.

03 - Court Summons

07 - Hazardous Weather Conditions

- (1) Violent weather shall be interpreted to mean only such conditions as would endanger the health or safety of the child in transit to and from school.

08 - Work Approved

09 - Religious Holiday

- 10 - State Emergency
- 13 - Other Emergency or set of circumstances which, in the judgment of the superintendent or designee, constitutes a good and sufficient cause for absence from school.
- 17 - Health Exclusion
- 18 - Suspension
- 19 - Lack of authorized transportation - Shall not include student denied authorized transportation for disciplinary reasons.
- 20 - Truancy
- 21 - Other unlawful absences

- \* Do not leave the absence as unknown unless you have made several (3) attempts to contact the parent (absence note template, an e-mail, and a follow-up phone call).
- \*\* Log tardies or early dismissals on each student's attendance record as well.
- \*\*\* Students must consistently attend school. If a child misses three days in a row, 4 days in one month, or more than eight days collectively, teachers should first contact the parent/guardian. If the absences continue, email the guidance counselor and nurse so that we can investigate the cause and provide appropriate support. Please provide any contact information you may have had with the parent. The use of a parent contact log may be useful.

## ATTENDANCE PROCEDURES

1. The classroom teacher is to call or send a letter after two (2) absences. (Please send a letter if there is not a working phone number.)
2. The classroom teacher notifies the school nurse after four (4) absences. The nurse will call or send a letter to the parent/guardian.
3. After eight (8) total absences, copy the attendance card and place in the guidance counselor's mailbox. A letter will then be sent with the principal's signature.
4. After a total of 15 absences, without formal documentation, a referral to the PPW will be sent. (i.e. doctor's note, court documentation, death in the family etc...)
5. The classroom teacher should continue to monitor the student's attendance.

## FIELD TRIP

Field trips are an excellent way to extend and apply the curriculum. They are organized visits that provide experiences not readily available in the classroom. All field trips must be appropriate for the grade level and should coordinate with the curriculum. They are most effective when all students have the opportunity to participate and are required to complete a task demonstrating understanding.

When planning field trips, teachers should consider the cost. Many families have more than one student and may be unable to pay for several trips each year. If a student needs financial assistance, please see the administrator. This should be done as early as possible. **ALL FIELD TRIPS MUST BE TAKEN BEFORE MAY 31<sup>ST</sup>.**

Students with disabilities should be included in field trip opportunities.

## **FIELD TRIP PROCEDURES**

Utilize the Field Trip Request Form (can be obtained from 10-month secretary) to plan your trip.

- Part I: Complete and submit Part I to the principal for approval at least 45 days prior to the date of the trip.
- Part II: Submit the form to the 10-month secretary so buses can be ordered.
- Part III: Determine the cost of the trip per child and per chaperone which includes buses. Submit cost to principal for approval.  
Inform 10-month secretary to secure the buses.  
Complete a check request for the bus deposit if necessary.
- Part IV: Complete the BCPS approved permission slip. Be sure to allow enough time to have all the money (about 10 working days) before the trip date. No siblings are allowed on the class trip.
- Part V: Notify the cafeteria manager and obtain the Bag Lunch ordering form if necessary.  
Notify the school nurse.
- Part VI: Notify the special area staff.
- Part VII: Two Weeks Prior to Trip:  
Make contact with parents/guardians of students who have not turned in their permission slip or money.
- Part VIII: One Week Prior to Trip:  
Submit Bag Lunch form to cafeteria manager.  
Confirm transportation (date, times, number of buses) with 10-month secretary  
Make arrangements with another teacher for students who are not attending field trip and notify office staff and administration of the arrangements.  
Complete check request to pay for field trip.  
Complete check request to pay for transportation.
- Part IX: Day of Field Trip:  
Pick up bagged lunches from cafeteria.  
Pick up medication and first aid bags from school nurse.  
Pick up check from principal or administrative secretary.
- Part XI: After the Field Trip:  
Return medication and first aid bags to school nurse.

### **Collection envelopes and check-off sheets**

Before collecting money for a field trip, you should obtain a collection envelope from the office. Teachers should prepare their own class check-off sheets for the inside of the collection envelopes. For each day that money is collected:

1. Count and tally all monies received
2. Make sure that the total collected agrees with the number of children recorded as paid on your check-off sheet
3. Record the amount of bills collected on the collection sheet and insert the completed sheet in the money envelope along with the monies collected.
4. Record the date and **TOTAL** amount received on the outside of the envelope. **DO NOT INITIAL THE OUTSIDE OF THE ENVELOPE.**

5. **ALL MONIES ARE TO BE SUBMITTED TO THE OFFICE DAILY BY 10:00 A.M.**
6. **DO NOT SEND STUDENTS TO PICK-UP OR DROP OFF MONEY ENVELOPES.**
7. **Personally give all money to the financial secretary.**

**All field trip monies are to be turned in daily. Only secretaries or the principal may accept money. The bookkeeper must receive all monies 10 days prior to the field trip. No monies may be collected after the deadline date.**

**All field trips must be paid in cash. Exact change must be used. We are not able to make change. WE DO NOT ACCEPT CHECKS. Teachers must retain field trip permission slips until the end of the school year.**

**Make certain that your permission slip clearly states the money due date, the no check policy, requirement for exact change and the no refund policy.**

### **Chaperones**

All chaperones **must** complete volunteer training before attending any field trip. The training may be taken on line. The volunteer coordinator maintains a list of all trained volunteers. Verify that all chaperones are on the trained volunteer list prior to the field trip.

**PLEASE NOTE THAT NO ADDITIONAL CHAPERONES WILL BE APPROVED ON THE DAY OF THE FIELD TRIP.** Teachers will be responsible for notifying the office of the chaperones' 2 days prior to the trip.

**ONLY TRAINED CHAPERONES ARE ALLOWED TO ATTEND THE FIELD TRIP.**

Teachers should be aware that they cannot give parents' permission to "follow the bus." Please supply maps of the field trip location if requested. Also, parents not approved through the chaperone process **MAY NOT** supervise other students if they attend the field trip with their own child.

### **IMPORTANT NOTES:**

1. **All chaperones must be on file as approved volunteers for the current school year. Volunteers can now access training online. Please include this information in your permission letter and ensure that parents are given a deadline to complete the online training.**
2. **Although not encouraged, parents who request to leave the field trip site with his or her child must request this planned departure in writing prior to the field trip and must have the principal's approval.**

**Enjoy your trip!!!!**

## Money Handling Procedures.

1. All funds collected by faculty and staff must be properly safeguarded. ***Under no circumstances is money to be left overnight in classrooms or taken home.*** Additionally, funds must be safeguarded while in the classroom. Faculty and staff must not leave money in unlocked desk drawers or cabinets. Funds may not be removed from school property except for transport to the bank by the Administrative Secretary/Fiscal Assistant.
2. Faculty and staff must count all funds before submitting them to the Administrative Secretary/Fiscal Assistant, using a cash collection sheet to document the funds.
3. **Money envelopes must be used when submitting funds. All money must be submitted by 10 a.m. daily.**
4. **Funds must be submitted to the Administrative Secretary/Fiscal Assistant on a daily basis.** An alternate person, Marla Youkers, has been designated to receive the funds and safeguard them in the event that the Administrative Secretary/Fiscal Assistant is absent.
5. The Administrative Secretary/Fiscal Assistant must store funds in the safe until they are deposited. In the event that money is collected after school hours, it must be properly secured in the school safe.
6. **ALL PURCHASES MUST BE PRE-APPROVED BY THE PRINCIPAL.**
7. **Appropriate documentation, such as original store receipts or original invoices, must be attached to check vouchers.**
8. **Faculty and staff must maintain their own records of money collected and bills paid for each activity that they sponsor. Additionally, official BCPS receipts must be retained by Faculty and staff for a period of three years or until audited.**
9. Faculty and staff must be provided with a monthly financial summary report for their activity (ies). They should reconcile these reports to their own financial records and promptly discuss any discrepancies with the Administrative Secretary/Fiscal Assistant.
10. **At the end of the school year or at the end of the activity, money envelopes must be submitted to the Administrative Secretary/Fiscal Assistant and retained for a period of five years or until audited.**



## **Request for Reimbursement/Tax Exempt Purchases**

It is Baltimore County Public School policy that teachers and staff not make tax-exempt card purchases except as authorized by the principal.

If you have supplies/materials that you need to purchase that will become the property of Powhatan Elementary School, then you may ask the principal to have the materials purchased for you.

If you wish to purchase materials to use with students you may do so and submit for reimbursement through a check voucher request form. Remember you will not be reimbursed for taxes. Upon prior approval of the purchase from the principal you may obtain a copy of the School Tax exempt card for that purchase only. The purchase must be made with cash in order to use the School Tax Exempt Card. Also, this purchase should not be made in conjunction with a personal purchase.

If you have any questions, please see the school principal.

## **INSTRUCTION**

### **CLASSROOM ENVIRONMENT**

Classrooms should be student centered and clutter free! Teachers should maintain a student centered learning environment. Suggestions for maintaining a student centered learning environment may be found on the Learner-Centered Environments: Professional Learning Tool. Teachers are expected to teach students to maintain a clutterfree desk as well. The classroom environment is a reflection of the professional work that you do each day. Teachers are expected to maintain a neat and orderly learning environment free of cluttered areas in all parts of the room. Please see the LearnerCentered Environments: Professional Learning Tool and the indicators under domain 2 on the Charlotte Danielson Framework.

### **STUDENT BEHAVIOR**

Teachers are expected to teach students the classroom expectation and monitor students' behavior in order to maintain a positive learning environment. Please train students using the PBIS procedures and restorative practices. Teachers are expected to maintain appropriate student behaviors in the classroom, in hallways, in the rest rooms and during assemblies.

Teachers must first establish, implement and maintain appropriate behavioral supports in the classroom daily. When students do not respond to redirection and classroom behavioral supports, teacher must first utilize a "think tank" within their classrooms to support students.

When students do not respond to the “think tank”, teachers may direct students to a buddy teacher’s room for a brief time out. When a student does not respond to the “think tank” or buddy room approach, teachers may complete an office referral only if the behavior is a major infraction, consistently disruptive, and classroom rules, expectation, consequences and behavioral plans have been consistently implemented to support the student. A completed behavior form must accompany the student being referred with documentation of strategies consistently implemented, the use of the “think tank” and buddy room.

Teachers should utilize the white phone in the classroom to call for assistance. An administrator or designee will come to the classroom to retrieve the student. Students should not be sent to the office. Other students should not be sent to the office escorted by other students. Teachers should not leave their classrooms to escort students to the office.

Note: Referred students who do not have a completed referral will be sent back to the teacher.

## **HOMEWORK POLICY**

A parent’s daily connection with the school is through the student’s homework, student planner and Engrade. Teachers must establish student planner and a homework policy and effectively communicate this policy to parents early in the school year. This should be shared at Back-to-School Night. A Monday folder is an effective way to share learning with parents. Teachers should send the Monday folder home once a week with graded work, redo activities and any other communications to parents. Parent should also be made aware of the Engrade System during this meeting.

General guidelines concerning homework, regardless of grade or age level, should also be communicated to parents. Expectations for homework must be in alignment with BCPS policies. (See BCPS policy 5210.)

## **HOMEWORK EXPECTATIONS**

1. Assign homework that is within the capabilities of the individual student.
2. Clarify for students what they are to do and explain how they are to complete their assignments.
3. Make assignments that are pertinent to class instruction and provide opportunities for students to apply, practice, and extend their skills and knowledge.
4. Provide feedback relative to homework.
5. Modify homework to meet the needs of individual students.
6. Monitor the amount of homework given when students have two or more teachers. Ten minutes times the grade level is a reasonable amount of homework to provide. For example, grade 2 - 20 minutes; grade 3 - 30 minutes; etc.

## **LESSON PLANNING**

Lesson planning is essential to effective teaching and learning. “I Can” statements should be utilized to form objectives. All objectives must be aligned to CCSS and the BCPS’ curriculum located on BCPS One and displayed for all subjects. Any visitors to your classroom should be able to identify what the students are learning and working on any time they visit your room. Please post your objectives for every lesson. Refer to BCPS curriculum on BCPS One.

## **PLACEMENT/CLASS CHANGE**

Students’ class placements have been made based on students’ needs, scheduling needs and the ability to effectively form flexible student groups. All group placements must be authorized by the principal. Changes to class list can only be made by the administration.

## **SCHEDULES**

Schedules should support the effective and cohesive instruction plan and maximize time on task. Teachers are expected to follow and post their daily schedule. All schedule changes must be approved by the administration. Reading/language arts and math blocks should consume the greatest portion of the instructional day for classroom teachers. Recess should be limited to 20 minutes, coordinated by the grade level teams and conclude by 2:55 pm.

## **STUDENT RECORDS**

A cumulative folder is kept on each child in the school office. If a student has been teamed for any reason, a confidential folder is also kept. These folders are not to be removed from the office without permission. Teacher must sign out all confidential and cumulative folders. Health folders are kept with the nurse. All information is available to teachers.

## **STUDENT TRANSFERS**

Teachers are asked to complete the *Maryland Student Transfer* form as soon as they receive it. Make certain that all pertinent information is completed in the student’s records so they can be promptly forwarded to the new school. Inform the office immediately if any school property has not been returned or any money is owed.

## **SUBSTITUTE PLANS**

Teachers must provide the office with 3 detailed emergency substitute plans. The substitute is expected to perform the same duties as you would in your capacity as the regular teacher. Therefore, the plans you leave should reflect meaningful objectives and lesson procedures. Emergency plans must be updated every quarter or as needed. Remember to include the directions outlining the *ESP (emergency safety plan)* protocol e.g. fire drill, class list, explicit dismissal procedures and bus rider and walkers information. **Emergency lesson plans are due by the close of the work day on September 8<sup>th</sup>.**

You are requested to assemble a substitute binder of materials to be used if you have an emergency and are unable to provide lesson plans. Please be mindful that substitutes are usually not trained teachers and they would benefit from your plans being as detailed as possible. Plans must be detailed in nature, specifically stating what should be done at a given time interval. However, your plans should be

generic in nature and not specific to a particular day of the week. Materials you may wish to include are a story (ies) from your literature book(s), drills, and exercises from commercially prepared kits, art activities, and assignments, weekly reader/newspaper activities, and assignments which review basic skills/concepts. You may also want to include teacher-made blackline masters which may be run on an “as needs” basis.

In addition to your daily lesson plans, the following materials must be included in your substitute binder:

- Copy of your weekly schedule
- Class list(s)
- Instructional/cooperative group arrangements
- Seating chart
- Names of children that may be pulled out of the classroom for various reasons (i.e. interventions, chorus, band) and their schedules
- Names of students who have specific health problems
- Location of classroom materials (roll book, paper, chalk, etc.)
- Copy of the Code Red Plan
- Copy of the Emergency Evacuation Procedures
- Copy of the Behavior Guidelines Procedures

Please replenish the materials in the emergency substitute binders as they are used. The binder should be updated quarterly to reflect changes in the needs and complexion of your classroom.

**The binder will be stored in a location in the main office.**

## **TEAM PROCESS**

***Student Support Team (SST)*** – An organized means of combining the thinking of various school personnel and other consultants to construct a plan to deal effectively with complex problems of individual students. It is also used to assist the school in solving a variety of school climate and group educational problems that are preventative and/or remedial in nature. SST is also used to consider differentiation of the instructional needs of students and to address differences in behavior and learning styles. Strategies may be discussed and accommodations implemented. Examples may include preferred seating, color-coding, extended time, verbal/visual cues, etc. Impact of strategies (data collection) is reviewed at a follow-up team. General educators/school staff must have current data to support SST referrals. See the Student Support Team Referral form. Important to note, SST referral should not be made until the teachers has provided the student with sufficient support in small group and discussed and implemented additional strategies suggested at grade level meeting. Please provide evidence of support provided.

***Individual Education Program (IEP)*** – All students with an IEP are receiving special education services. General educators should be fully aware of IEP goals to support students with special education goals.

## **TEAM PREPARATION**

Case Managers and teachers must be well prepared for team. Please meet with the IEP chair and/or case manager prior to the initial meeting to discuss the student and review work samples. The classroom teacher is a key person in the team process. Most often the classroom teacher has identified

the problem and bears the responsibility for the first levels of intervention. It is essential that the classroom teachers be prepared to supply pertinent information to other team members. The following information will assist you with team preparation:

- ***Areas of Strength***

Always start your team presentation with positive statements about the student. What does the student bring to the learning situation that enhances the ability to succeed in school? Teachers should make team members aware of strengths within the affective and cognitive domains.

- ***Areas of Specific Skill Deficit***

Teacher should provide data and student work samples.

- ***Interventions that have been attempted***

Use the following list as examples of interventions: assessments, parent conferences, color-coding, multi-sensory, word list, anecdotal records, reteach, small group, tutoring, organizational structures, etc.

- ***Outcomes***

Consider which of the interventions have succeeded and which have not? When interventions have not been successful, it is important that the teacher identify where the breakdown has occurred. For example, “The behavior checklist I tried did not work because there were too many items for the student to focus on, therefore the student was overwhelmed and gave up trying.”

- ***Descriptions of Behavior***

1. Express factual objective observations for behavior – avoid judgmental comments.
2. Use professional expressions – avoid expression of personal feelings
3. Use specific examples of observable student behaviors – do not employ psychological/diagnostic terminology to describe behavior. Consistent behavior, not a one or two time deal.
4. When pertinent, express actual quotes of the student.
5. Avoid use of hearsay or rumors regarding student’s behavior. Have available copies of behavior charts and pertinent data, etc.
6. State steps taken to help the student to correct behavior, have evidence.
7. When appropriate, express positive characteristics for student’s behavior and scholastic progress. What does the student do well?

- ***Scholastic Performance***

1. Estimate percent of time student participates in class and completes classwork assignments.
2. List subjects, performance, and grades.
3. Estimate days or percent of time homework is not completed. Describe adequacy of preparation for class relative to having books and other material. Provide evidence of your support to the student
4. Express academic strengths.

- ***Attendance***

1. Be specific in expressing dates and number of absences accurately.
2. Be specific on dates and number of lateness to class.
3. Be specific about time on tasks.

## **TECHNOLOGY**

Students in grades K-5 will have access to one-to-one devices. Teachers are responsible for instructing students on how to properly handle and utilize devices. Problems with devices must be reported to the

technology liaison. Please make certain that you handle all technology inventory. Replacements and repairs are very expensive. The technology liaison will document distribution of the devices and support maintenance.

## **TESTING**

Standardized testing continues to play a significant role in the educational process. Each year, a greater number of grade levels will be involved in the testing program. The test coordinator will provide a testing calendar, training, and any assistance necessary to help teachers and proctors effectively implement the testing procedures. The administration will provide a letter to parents outlining the pertinent testing information, the dates given, and the steps parents can take to ensure an optimal testing experience for the child. MAP test results will be shared with teachers and parents. Parents receive results by mail.

## **CELL PHONE USE**

Powhatan is a cell phone free zone. Teachers should have cell phones silenced or turned off. Please refrain from walking through hallways talking on the cell phone during the normal school day. Students should not have cell phones in school. Teacher should turn any student cell phone in to an administrator for parent pick-up from the office.

# **HOME/SCHOOL COMMUNICATION**

## **PARENT COMMUNICATION**

Class or grade level newsletters are an excellent way to communicate the child's school life to parents. Newsletters should highlight current topics of study, encourage independent reading, assist parents with homework expectations, and develop parent participation and rapport with the school. All communications must be well written and a copy should be provided to the administration prior to distribution. The Powhatan Post is the school's newsletter. Grade level news may also be included in the Powhatan Post.

## **PARENT CONFERENCES**

All teachers are expected to initiate and conduct meaningful parent conferences throughout the year with the parents of all students. Effective conferences must be well planned, objective, and pleasant. Teachers are encouraged to help parents to prepare for the conference as well. This preparation can be accomplished by requiring the parent to complete a conference form prior to the meeting. During the conference, discuss strengths and needs. Always start off with a positive comment. Be objective and honest. Have work samples available to substantiate concerns. Conversations should be anchored in learning standards.

Always avoid impromptu conferences. If a parent asks how a child is doing, never say, "fine." Let them know that an informed answer to that question requires preparation. Give them a conference sheet to complete and schedule a conference date. Be professional. **Para professionals do not hold parent conferences of any kind.**

## **PARENT NEWSLETTER**

The school newsletter is written by the administration and sent home in the Wednesday folder or via email on the first Wednesday of each month. Staff may utilize the newsletter to share pertinent information with the community. Staff members are encouraged to contribute to the Parent Newsletter.

Articles will be edited as necessary without changing the overall content. Teachers should read the newsletter and, if possible, engage students in reading updated information about their activities they are involved in.

## **VOLUNTEERS**

Many parents want to volunteer and provide a valuable service to the school. All volunteers must participate in the BCPS volunteer training prior to volunteering. If you have questions, please see the volunteer liaison or parent service coordinator.

## **GENERAL REFERENCE SECTION**

### **ANIMALS**

No other animals are to be brought to school unless permission has been granted by the administrator.

### **APPRAISAL PROCESS**

Powhatan follows the Charlotte Danielson Framework, BCPS appraisal procedures and the TABO master agreement for the evaluation process. Teachers may visit PowSTATan for copies of the Charlotte Danielson Framework, SLO procedures, informal observation procedures and teacher development plans. Questions about the process may be addressed with the building administrator. Resources are also available on the BCPS intranet/BCPS one.

### **BUILDING SERVICE WORKERS**

Building service workers provide for a clean work environment. All tasks are designated by the building operations supervisor or by the administrator. Please inform an administrator of any tasks you need completed. Please inform an administrator of any cleaning concerns you have so that the building operations supervisor can be alerted.

### **BULLETIN BOARDS**

Classroom bulletin boards can provide an essential enhancement for your instructional program and the classroom environment. **Current** student work should always be posted. Boards should be attractive and be aligned with current curriculum related skills. A mixture of teacher-made and student made bulletin boards is desirable. Boards should be changed on a monthly, seasonal, or unit basis. *Bulletin boards are an effective way to display student work.* Several bulletin boards are located throughout the building. The art teacher and support staff assigned to these bulletin boards will be responsible for their upkeep.

### **BUS DUTY**

The principal and several non-homeroom staff members will greet students as buses arrive. Staff members with a.m. bus duty must be on post by 8:10. Only buses may use the bus loop in the morning. The individual assigned to bus loop duty will manage the entrance into the bus loop to block cars from

using the loop during student arrival. They will also keep general order among students arriving to school and encourage parents and students to cross the street using the crosswalk.

Staff members with pm duties must be on post by 3:00 pm. At dismissal, students will be escorted by the classroom teacher from the classroom to the front lobby. Students should be seated and quiet during dismissal. Classroom teachers and those with hall duty will assist with the orderly movement of students to buses. Only buses may use the bus loop in the afternoon. The individual assigned to bus loop duty will manage the entrance into the bus loop to block cars from using the loop during student dismissal. They will also keep general order among students leaving school and encourage students to use the crosswalks if they are walkers.

### **BUS LINE UP LOBBY**

This staff member will assist students in boarding the buses in an organized fashion by lining them up in the appropriate line as the buses arrive. They will maintain order and utilize a clipboard to take attendance for all students boarding the bus. The clipboard will remain in the main office at the end of the day so that information is available in case of an emergency.

### **OUTSIDE FRONT**

Individuals with outside duties will keep general order among students arriving to school through the main lobby door and monitor and restrict entrance into the building by other persons.

### **OUTSIDE (REAR DOOR)**

This individual will keep general order among students arriving to school through the side/rear entrance. This entrance is used for students who are car riders and are being dropped off. Parents should enter through the main door in the front and obtain a visitor's pass if they wish to enter the building.

### **WALKERS AND CAR RIDERS**

Walkers and car riders will be called first during dismissal. Teachers will escort both walkers, car riders, and bus riders from their hallway and direct them to walk quickly and quietly down the right side of the hall. Assigned staff members will monitor students as they walk to their assigned exit.

### **COPY MACHINES**

Copy machines are located in the copy room for your convenience. Please use the copiers wisely and be cognizant of school and environmental resources. Please direct all repair issues (paper jams, etc.) to the office as soon as they occur. Do not attempt to make repairs to the copy machines. **The copier in the office is for office use only. DO NOT SEND STUDENTS TO RETRIEVE COPIES FROM THE COPY ROOM. This will be monitored.**

### **EMAIL ACCOUNTS**

All staff members are provided with an email account. The technology liaison is responsible for processing and updating email accounts. The account is for BCPS business use only. Staff members need to check email daily, once in the morning and again at the close of day. Email is the primary method of communication among staff. Teachers may communicate with all Baltimore County Public School employees and offices via email. Teachers may also share email addresses with parents as a form of communication.



## **EMERGENCY CARDS**

All staff members are required to complete and update emergency cards. Please see the administrative secretary to complete or update a card.

## **FACILITY CONCERNS**

Please report all concerns – heating, air conditioning, repairs, etc. to *an administrator*. We will share them with the building operations supervisor and take appropriate action. The chief building operator has a system for reporting and logging all repair requests.

## **FACULTY COUNCIL**

The purpose of the faculty council is to establish and maintain positive and collaborative staff and faculty relationships, and to present and discuss changes in existing and/or proposed policies and practices for consideration with the principal.

## **FACULTY SOCIAL DUES**

These will be collected from each faculty member by the end of September. Part-time personnel will be asked to contribute according to the number of days and half days they are at our school. The school climate committee will determine the amount of the dues each year. Dues will be used at the discretion of the school climate committee according to the guidelines established by the entire faculty. Dues will be deposited into a separate faculty account. Checks will be written by the school secretary when appropriate receipts are submitted.

## **FACULTY MEETINGS**

All faculty and action team meetings will be scheduled on Monday afternoons at 3:30 p.m. Every attempt will be made to end them at 4:30 p.m. **Please do not schedule doctor appointments or classes on Monday afternoons.** Please consult the TABCO agreement for clarification.

## **FACULTY DINING ROOM AND LOUNGE**

Your cooperation is expected in helping to keep the faculty dining room and lounge clean and in order. Please do not leave items in the refrigerator for extended periods of time. **The refrigerator must be cleaned by the faculty, not building service workers.**

## **FACULTY ROSTER**

An updated roster with the addresses and phone numbers for all staff members will be provided. It is the responsibility of staff to verify the information on the first day back and to update it as needed.

## **KEYS**

All staff members are issued keys at the start of each school year. Keys must be returned prior to the close of school for summer vacation. The chief custodian will unlock each room in the morning. The building service workers will lock your room once cleaned at the end of each day. Please handle your keys as you handle home keys. Never leave your key in the school overnight. **Report broken locks or lost key immediately! When keys are lost it is a security issue!**

## LAMINATING

One laminating machine is located in the gym office. Only trained staff may operate the laminator. Please use the resources wisely. Laminate only those items that truly need to be protected for use over time. You should avoid laminating charts that already have a thin laminate on them.

## LAVATORIES

Schedule regular lavatory periods with your class and discourage use during the work and study periods. Appeal to the importance of learning and encourage students to avoid such breaks. However, when a child states the need to use the lavatory, have him/her complete the class sign-out form and provide a pass so that only one or two students go at a time. Have a student check the lavatory after the class uses it to ensure that it was left in the same condition it was found. Please note that students should not be seated in the hall to wait to use the restroom. Please train your students to use the lavatory quickly and quietly. Primary and intermediate grade level chairs should organize lavatory breaks with their teams so that classes are not waiting in the hall for use. Please report any needs (cleanliness, supplies, issues) to the main office.

## MAILBOXES

Each teacher is assigned a mailbox. It is strongly suggested that teachers check their mailboxes at least twice a day. Students should not be sent to the office to check teachers' mailboxes.

## MATERIALS AND SUPPLIES

Teachers shall receive all of the materials and supplies they need to provide effective instruction.

Teachers are expected to assume the following responsibilities:

- Maintain the books and materials housed in your room and keep an accurate inventory.
- Return all materials neatly and maintain neat and organized bookrooms and supply closets.
- Clean used science equipment or perhaps a parent volunteer can clean it. Return materials when you are not using them and share with others as you want them to share with you.
- Use resources wisely and reasonably. Do not waste paper, run copies not needed, or use the laminator excessively.

## MEDICATION

All medication must be housed in the nurse's suite. Only the nurse or the principal's designee may administer medication. Any questions concerning health issues or medication shall be directed to the nurse or the building administrator.

## MONEY

In order to facilitate the handling of school banking, all money should be sent to the office by 10:00 a.m. by a staff member. Money envelopes are to be handed to the administrative secretary or the school principal. No school money is to be kept by teachers in their desk or personal possession, at any time. All money should be counted and placed in an envelope supplied for this purpose from the office. On this envelope, each teacher should place his/her name, the nature of the collection, and the specific amount of money enclosed. **Student names are not to be put anywhere on the envelope.** Any envelopes with discrepancies in totals will be returned, intact, to the teacher. Money for field trips, book orders, insurance, picture, etc. should be due on a single date. Most parents will adhere and this reduces the amount of daily bookkeeping you must do. The administrative secretary will issue a

receipt. All receipts should be held by each teacher so that he/she is aware of his total deposits. These receipts should be retained for the entire year. Please return all money envelopes to the administrative secretary at the end of the school year.

## **PLAYGROUND and SUPERVISED PLAY**

All students on the playground must be supervised at all times. Teachers must supervise and enforce safety rules. Students should only slide down the slide, feet first. Only one child should be on the ladder at once, sitting down as soon as they reach the top. Sliding should only be allowed in a seated position. Students should not slide down the poles from the top of the sliding board

Students need a 15-20 minute play period each day. They must be supervised by the teacher and they should be engaged in an organized activity or sport under the direction of the teacher. **AAs are not permitted to supervise students without the teacher being present.** Please use the classroom recess equipment provided and consult with the P.E. teacher for appropriate grade level activities.

## **PROFESSIONAL ATTIRE POLICY 4115**

All staff members are expected to maintain a standard of dress, personal appearance, and general decorum, as well as moral standards and behavior that reflect their professional status in the community. At Powhatan Elementary School, all faculty members, including teachers and paraprofessionals are regarded as professionals. In order to maintain this status and level of respect in the community, and to demonstrate to our students that we value them and take their education seriously, it is important that we dress professionally. Staff members are encouraged to use their own good judgment about appropriate professional dress. Shorts are not appropriate professional attire during a regular school day, except for the physical education teacher. Shorts may be appropriate for particular field trips or "Sports Days." Flip flops are not appropriate professional attire and they may prove to be unsafe in an emergency.

## **TELEPHONES 410-887-1330 (OFFICE)**

Use 410-887-1330 when giving out the school number to parents. The office and classroom phones are for school use. We must keep lines open for school business. Staff members should refrain from using cell phones during instructional time and while supervising students. Please refrain from calling parents during instructional time. This includes making and receiving calls, text messaging, accessing social media, and other smart phone capabilities. Staff members may not walk around the school building talking on their cell phones during the work day. Phone messages for teachers will be placed in each teacher's mailbox. In case of emergency, only, will teachers be called to the phone. Students will not be permitted to use office phones except in an emergency or with the approval of an administrator.

## **SCHOOL CALENDAR**

Powhatan Elementary School utilizes a school-wide electronic calendar. All school events are scheduled utilizing this calendar. If you wish to host an activity, complete and submit the calendar request form to the principal. A copy of the form may be found in the appendix of this handbook. Once the activity is approved by the principal the event will be placed on the school-wide shared calendar for all staff to view the event.

## **SAFETY PROCEDURES**

### **ACCIDENTS AND ILLNESSES**

Students and teachers are to report to, or have the nurse notified of, any accident or illness. If the nurse is not available someone in the office will follow through in assisting the student or teacher. Any accident involving injury to *anyone in the building* requires the completion of an accident report. The final report will be signed by the staff member who witnessed the accident.

### **CHILD ABUSE/NEGLECT**

All staff members must attend an annual review of the Child Abuse and Neglect referral process. It is the legal responsibility of a teacher and an administrator to report suspected child abuse or neglect. The procedures are very specific. Teachers will be given a copy of the procedures. The guidance counselor, nurse or an administrator may assist you. However, the person with the “first-hand” account must make the report. A concise, accurate, and objective written report must also be written on the appropriate form. Length is not important so long as it accurately and objectively describes the reason for the report. The principal must be notified that a report has been made. Give the report to the guidance counselor, who is our liaison, and she/he will provide a copy for the principal. Whenever DSS accepts a report, a letter is sent to the person making the report. The confidential letter is to be given to the principal so that it may be kept with the report.

Whenever you contact DSS, you will be asked for specific information that is provided on the locator cards in the office (*cards we use when we call parents*). Record the name of the social worker taking the report and advise the counselor of the status of the report whether DSS accepts it or not. It is imperative to maintain confidentiality.

### **EMERGENCY CLOSING FORM**

Schools sometimes must close early for a variety of reasons. We have experienced system closings, area closings, and specific site closings. It is important to have parents complete an *Emergency Closing* form detailing instructions for dismissal. Teachers shall maintain a file for all of the students in their homerooms. Grade level partners must ensure that all teachers on the same grade know where the files are housed in each classroom in the event that a teacher is absent. The office will include the form as a part of the registration process for students entering during the school year. However, teachers shall be responsible for insuring the return of the completed form. The form will be sent home on the first day of school with the newsletter. *In the event of a closing, teachers are responsible for contacting the parents of any students not having a form with specific emergency dismissal arrangements.*

### **FIRE DRILLS**

Upon hearing the fire bell, students should be instructed to look to the nearest exit and walk outside. When not under direct adult supervision, students should walk alone to the nearest exit and then join their class outside of the building.

1. All doors should remain in the locked position.
2. Walk to the nearest exit. Take your emergency folder.
3. Marked exit route map shall be displayed in your room.
4. Classroom doors should be closed, but do not take time to close windows.

5. Students leave in single file as quickly and quietly as possible.
6. All classes are to walk to their assigned areas (*See Fire Exit Routes*).
7. Take attendance and hold up the red or green card at the front of each line.
8. An administrator or a staff member will assist you if you have an unaccounted for student.
9. Identify missing students and students who exited with you but are from another class.

## **FIRE EXIT ROUTES**

See the building layout chart for the closest exits. Teachers will ensure that students practice fire drill procedures during the first week of school as well as participate in all scheduled fire drills. The teacher is required to have a red and green laminated card and class list during each fire drill. Once the class is safely out of the building and lined up in the assigned area, the teacher will count all students using the class list then have the student in the front of the line hold the red or green card up to signal the area captain that every student is accounted for (if the green card is shown) and if a student is missing from the class the line leader will hold up a red card, signaling that there is a child unaccounted for.

*Teachers must keep all students away from Bus Loop and traffic.*

## **SAFETY PRACTICES**

Teachers shall discuss, on the first day of school, appropriate safety rules for traveling to and from school. Please highlight the following:

- Appropriate bus behavior – Seated at all times and talking at an acceptable level; absolute respect for the bus driver; only depart bus at designated stop; inform bus driver when confused; go directly home; if lost – remain where bus left you
- Safety at the bus stop. No running or playing; standing in a safe area; stay out of the street; keep hands to yourself

## **SCHOOL EMERGENCY AND SAFETY MANAGEMENT PLAN**

All staff members have been provided with a comprehensive School Emergency binder and emergency folder for all emergency drills or situations. Comprehensive staff development has been provided. It is each staff member's responsibility to maintain, in the folder, accurate attendance rosters for every group of students they work with during the school day. Each roster should be clearly labeled so that anyone working with students, such as a substitute, is easily able to implement the plan. Teachers have received a set of safety plan instructions to be included with all substitute plans.

## **SECURING THE BUILDING**

Your cooperation is greatly needed in enhancing school security. Please do not prop open any outside door. You can also help by securing valuable equipment or belongings in a locked cabinet or at least out of sight. It is also wise to close blinds for windows at ground level. Make certain windows are closed and secured. You can also be conscious of visitors in the building, and alert the office if you have suspicions. Keep pocketbooks, musical instruments, etc. locked up or in your sight at all times. Maintain your classroom door in a locked position.

## **SUPERVISION**

Students must be supervised by an adult at all times. Never leave students unattended. This will be monitored.

## **VISITORS**

All visitors to Powhatan must report to the office before going to other areas within the building. All visitors include: parents, supervisors, workmen, husbands, wives, grandparents, uncles, aunts, sister and/or brothers of staff members, etc. If any staff member should notice at any time, anyone in the building who does not have a badge, contact the office immediately. If teachers have scheduled an after school conference, parents must be advised to report to the office prior to going to the classroom to sign in and receive a visitor's badge. All labels/badges must be worn and visible.

**Teachers are not to utilize cell phones during school emergencies.**

## **CODE OF CONDUCT**

To be effective, all staff members must assume ownership for the plan.

## **BASIC PRINCIPLES of GREAT TEACHERS**

- We are here to learn.
- We will do nothing to keep others from learning.
- We believe that we must model what we expect.
- We believe that we must be firm yet nurturing.
- We believe that we must treat students with respect.
- We believe that students must treat others with respect.
- We believe that parents are necessary partners.
- We believe that students respond best to genuine concern.
- We believe that great teachers act in a manner that ensures success for ALL students.

## **CLASSROOM RULES**

1. Always raise your hand to be recognized.
2. Be courteous and respectful to others.
3. Listen carefully and follow directions.
4. Be a good class representative/citizen.
5. Always do your very best.

## **CLASS MEETINGS**

*Great teachers know their students on a personal level.* Teachers should conduct class meetings to build community to connect with students on a deeper level. Meetings should be educational, motivational, and defined. They are designed to improve student behavior. In addition to a segment of time devoted to social issues (student concerns), team-building discussions (scariest experience, best memory, one wish, favorite food, movie, etc.) should occur. Class meetings are an excellent way to share, discuss, and practice behaviors. Students can discuss values: honesty, integrity, loyalty, commitment, trustworthiness, responsibility, etc. Relate these values to personal stories about yourself; about the student's lives, and connect the discussion to school life and current events. Very often, they are the springboard to a writing assignment.

## **CODE OF CONDUCT**

**As a proud member of the Powhatan School Community, I am...**

*I am respectful!*

*I am responsible!*

*I am safe!*

*And ready to learn!*

*We are here to learn, therefore:*

*I will do nothing to keep my teacher from teaching or anyone from learning.*

*I will cooperate with my school family.*

*I will respect others, the environment, and myself.*

To be effective, a schoolwide behavior management plan must be distinguished by clear limits, consistency, and caring. A code of conduct defines the operating principles of the school community: how administrators, staff, students, and families are expected to interact with one another. The statements comprising a code of conduct should relate directly to the school's philosophy, goals, and vision for the school community.

## **BCPS CODE OF CONDUCT**

- Attend school daily unless there is a lawful purpose for being absent.
- Engage in learning activities.
- Bring to school only those items and materials which are appropriate for their educational programs.
- Demonstrate positive behavior and language and respect the personal, civil, and property rights of others.
- Accept responsibility for their actions and education while abiding by established Board policies, Superintendent's rules, and schools' procedures.

## **BEHAVIOR HANDBOOK**

A handbook assembly will be conducted during the first two weeks of school. Handbooks should be passed out in the classroom after to attending the orientation. *All students, K to 5*, must return the signed acknowledge form within 5 school days and maintain their copy of the Student Handbook in their binder or home folder. Teachers will provide all signed documentation to the principal who will maintain all records. Every effort should be made by the classroom teacher to obtain all signed documentation within one week of the handbook orientation. Please inform the office of any students not returning the documentation within one week of the handbook meeting. Please work with your parents to ensure 100% compliance. Please record the strategies used to encourage the return of the documentation sheet for each child listed.

## **A STRUCTURED SCHOOL BUILDING**

Students need, want, and deserve structure. Therefore, *great teachers* provide it for them every day. *All staff members* are expected to be on duty and at their posts at 8:25 a.m. Classroom teachers will monitor their doorways and hall; provide the students with a meaningful, independent morning activity

that supports the COMMON CORE State Standards and BCPS curriculum; and dedicate this time to ensuring a pleasant, safe and orderly arrival. It is a time to give them the attention they often demand during the school day as well as to bond. The administrators and staff will greet students upon arrival and provide nurturing structure to ensure a successful day for all students. Please direct all of your attention to the students, not other professional duties.

### **BEHAVIOR EXPECTATIONS: HALL (Implement PBIS Strategies)**

Talking in the halls during the school day is unacceptable. Others are working and we need to be courteous and good school citizens. Always provide a rationale for rules. If students talk, stop and wait for silence. Always be toward the mid back section of the line so you can see all of the students. Let the students know how proud you are of them. Students respond to positive reinforcement over negative comments.

### **BEHAVIOR EXPECTATIONS: ASSEMBLIES**

Students must come in a quiet, orderly manner. Students must remain quiet unless an administrator permits otherwise as the students wait for the assembly to begin. Students and staff members shall be an excellent audience. No exceptions! Teachers shall enforce this. Teachers are responsible for teaching and requiring good audience behaviors during assemblies. Teachers hold not have conversations, grade papers or perform other tasks that prevent them from monitoring students.

### **MANAGEMENT TECHNIQUES**

- Involve parents – Be professional, honest, objective, and helpful – Build trust
- Make phone calls to share positive information
- Work with grade partners to establish first line defenses
- Place child in someone else's room... Have a time out desk for visitors
- Coordinate recess... one teacher may need to monitor recess detention while others engage students in a supervised play activity.
- Utilize good behavior jar... marbles... start with a small jar ➤ Use class meetings to build community.
- Provide logical consequences
- Celebrate good students
- Apply Fred Jones' Positive Discipline ➤ Be cognizant of your goal.
- Make learning engaging.

### **DISCIPLINE REFERRALS**

Students learn best when they attend class regularly. This year Powhatan will be implementing the Positive Behavior Intervention System (PBIS) and Restorative Practices. PBIS and Restorative Practices training will be provided in upcoming staff development activities. Research shows that students often misbehave when they are not engaged and have down time. Make certain that students understand what they are supposed to do at all times. However, there are times when students must visit the office.

- Please complete a separate referral form for each child sent. Please complete all of the information on the form. The date and time are as important as all of the other data.



- The child should bring adequate work with him/her or it should be sent down directly after he/she arrives.
- Intermediate students should bring their copy of the Student Handbook with them to the office.
- The form will be completed and the *action taken* will be shared with you via the referral form. In some cases, the administrator may discuss a menu of possible actions with the teacher.
- A copy of the referral will be maintained in the office.
- Actions taken will be fair, effective, and in the spirit of helping the child to improve the area of need.
- Parents are contacted for all office referrals. It is our goal to support the teacher, help the child, and get him/her back in class as quickly as possible.
- It is expected that you will help the child to make a smooth transition back into the classroom.
- Every child should start with a clean slate each day.
- Use the intercom/phone to request immediate assistance for emergency situations.

# Appendix

Powhatan Elementary School  
3300 Kelox Road  
Baltimore, Maryland 21207

TO: Dr. Deborea Montgomery  
Principal  
FROM: \_\_\_\_\_  
RE: Urgent Personal Business Leave Day

Per Master Agreement 12.15--- Each teacher shall be entitled to up to three (3) days per year for urgent personal business leave. A written statement of intent to be absent shall be submitted to the principal at least 24 hours prior to the expected absence. The principal may make exception to the 24 hour requirement in case of a demonstrated need. Urgent business leave must be used only to conduct personal business of a nature that cannot be scheduled on a non-duty day. Urgent personal business leave may not be used on consecutive duty days except as otherwise indicated by the Master Agreement or with permission of the principal. A personal business leave day may not be used immediately preceding or following a holiday except upon special permission by the Assistant Superintendent. This definition includes the first duty day for teachers in August or September.

I am planning on using an urgent personal business leave day on \_\_\_\_\_.  
My substitute will be \_\_\_\_\_.

Thank you.

This is my: 1<sup>st</sup> day \_\_\_\_\_  
2<sup>nd</sup> day \_\_\_\_\_  
3<sup>rd</sup> day \_\_\_\_\_

\*\*\*\*\*

Date \_\_\_\_\_

FROM: Dr. Deborea Montgomery  
Principal  
TO: \_\_\_\_\_

I understand that you plan to use an urgent personal business leave day on \_\_\_\_\_.

Your substitute will be \_\_\_\_\_. Please make sure there are plans left in the room.

## Powhatan Elementary School Staff 2017-2018

Dr. Deborea Montgomery, Principal  
Betsy MacLellan, Administrative Secretary  
Marla Youkers, Secretary II

<u>Grade/Subject</u>	<u>Name</u>	<u>Room</u>	<u>Assistants</u>
PreK	Deborah Gilreath	10	(Kim McCray-Para)
Kindergarten	Amy Healy	8	
	Shelby Blake	7	
One	Kimberly Young	6	
	Emily Berger	5	
Two	Kelly Santoni	1	
	Tierra Lynch	2	
	Ann Custis	3	
Three	Morgan Johnston	21	
	Kortney Griffin	20	
	Elizabeth Hopkins	19	
Four	Jami Nebenzahl	16	
Four/Five	Kimberly Jones	18	
Five	Pamela Street-Ahmed	15	
IEP Facilitator	Kim Spence	Main Office	
Special Ed*			
FALS Intermediate (*self-contained)	Laura Tucker	14	(Helen Agent-Para)
FALS Primary (*self-contained)	Caroline Abrams	4	(Ann Pietrowiak-Para)
Art	Jenny Styczynski	12	
Physical Education	Christina Impallaria	Gym	
Library/Media	Melissa McLendon	Library	
Vocal/Instrumental Music	Daniel Doggett	22	
Reading Specialist	Lendora Cleveland	Library Workroom	
STAT	Anthony Schultz	17	
Special Ed. Resource** - 1.0 (**PreK, K, 3, 5)	Christina Barker	13	

Special Education Resource – 1.0 (1,2,4)	Krystal Chapman	13
Nurse	Hazel Randall	Health Suite
School Counselor	Lynnea Johnson	Office Conference
Psychologist	Dr. D’Andrea Jacobs	Main Office
Hope Health Counselor	Jessica Shen	Health Suite
Social Worker	Nicole West	Main Office
Occupational Therapist	Irene Israilov	17
Physical Therapist	Katie Millet	14
Sp/Language Pathologist		9
ELL Tutor	Rachelle Horn	17
Paraprofessional (PreK)	Kimberly McCray	10
Paraprofessional (Sp Ed Resource)	Olena Smirnov	
Paraprofessional (Sp Ed Resource)	Yvonne Newman	
Paraprofessional Inter. FALS	Helen Agent	14
Paraprofessional Primary FALS	Ann Pietrowiak	4
Parent Liaison	Pamela Walker-Cooper	17
PreK Parent Helper	Debony Williams	10
Kindergarten Helper	Natayja Veney	8
One on One	Gloria Alston	
One on One	Clyde Bonner	4
One on One	Ayesha Jackson	14
One on One	Ava Griffin Adolphus	14
One on One	Lynn Heath	
One on One	Yessy Garcia	
One on One	Tiffany	
BOS	John Gamble	
Night Custodian	Marilyn Smith	
Night Custodian	Shawn Hallman	
Person-in-Charge	Melinda Carter	Cafeteria
	Edna Craig	Cafeteria
Lunch Room Helpers	Bobbie Hilliard	Lunchroom Aide
	Nellie Person	Lunchroom Aide



### Calendar Request Form

Please make the following addition/revision to the Master Calendar:

Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

This is an addition \_\_\_\_\_

This is a revision \_\_\_\_\_ Change of Date \_\_\_\_\_

Administration is aware of the request: Yes \_\_\_ No \_\_\_

Teacher \_\_\_\_\_ Room \_\_\_

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_