

# Crawfordville Elementary School Faculty and Staff Handbook 2020-21



## TABLE OF CONTENTS

Absences (faculty & staff)	15
Assemblies, Field Trips, Rewards	19
Attendance	5
Attendance (Student)	10
Awards	19
Child Abuse Reporting	20
Copies	13
CRISP	6
Daily Schedule	5
Dress Code	16
Drug Free Work Place	3
Electronic Grade Books	18
Emergency Procedures	7
End of Year Requirements	15
Field Trips	19
Grade Scale	17
Harassment	3
ID Badges	12
Illness/Accident (Student)	8
In-service Education	14
Meetings & Organizations	9
Microwave Usage/Refrigerators	15
MTSS	17
Non Discrimination Statement	3
PAEC	3
Paraprofessional Information	5
Parent-Teacher Communication	13
Philosophy	4
Phone messages, cell phones, fax & memos	14
Planning for a Substitute	16
Report Cards	17
Safety Inspection	8
Screening & Assessment	16
Student Enrichment/ESE	19
Teacher Info/Duties/Responsibilities	10
Teacher's Lounge	13
Technology	5
Textbooks	13
Tobacco Use	3
Vision and Focus Statement	4
Volunteer Information	10

It is Wakulla School Districts commitment to students to ensure every child have an adult advocate. Our core values include always making decisions in the best interest of students. At Crawfordville Elementary School each student is part of a morning meeting with their advocate to address academic and social emotional needs. As a result of the targeted check-in systems students are able to discuss any concern they may have with their advocate.

### **NON DISCRIMINATION STATEMENT**

The School Board of Wakulla County, Florida does not discriminate in admission or access to, or treatment or employment in, its programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information for applicants and employees, or any other reason prohibited by Federal and State law regarding non-discrimination. See 34 C.F.R. 100.6(d); 34 C.F.R. 106.9; 34 C.F.R. 110.25.

In addition, the School Board provides equal access to the Boy Scouts and other designated youth groups. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. See 34 C.F.R. 108.9.

Disabled individuals needing reasonable accommodations to participate in and enjoy the benefits of services, programs, and activities of the School Board are required in advance to notify the administrator at the school/center at which the event or service is offered to request reasonable accommodation.

The lack of English language skills will not be a barrier to any opportunity or event associated with Wakulla County Schools.

The designated Equity Coordinator, Title IX and Section 504 Compliance Coordinator as required by 34 C.F.R. 100.6(d) is Angie Walker, Executive Director of Human Resources, 69 Arran Road, Crawfordville, Florida 32327; 850.926.0065; angela.walker@wcsb.us.

### **DRUG FREE WORK PLACE**

The Wakulla County School Board and Crawfordville Elementary maintain a drug free work place. Drug abusers will be prosecuted as prescribed in the Drug Free Work Place Act of 1988. WCSB Policy 2.90, 3.42 and 6.33

### **TOBACCO USE**

In accordance with the most current School Board Policy 2.90, all use of tobacco products in any form are prohibited in any District owned facility, vehicle and property.

### **HARASSMENT**

Harassment of any kind, religious, sexual or racial to name a few is considered undesirable behavior. It is each individual's responsibility to respect the rights and integrity of others. It is the responsibility of each individual to report incidences of harassment witnessed or suspected to a person(s) of authority. Harassment on the basis of sex is a violation of Federal and State law and is prohibited by the Wakulla County School Board. Questions, concerns or complaints regarding this policy or a specific act or situation should be brought to the attention of the Equity Coordinator. The grievance procedure timeline will be followed for resolution of issues. (WCSB Policy 2.70)

### **PAEC**

Crawfordville Elementary School participates in services and activities provided through the Panhandle Area Educational Consortium, our regional educational service agency (F.S. 228.0857). Our school selects services and activities based on goals, objectives and strategies set forth in our School Improvement Plan that allows us to maximize resources, enhance support services and expand communication with other schools.

## VISION AND FOCUS STATEMENT

**VISION AND FOCUS:** Our focus is to create an atmosphere of warmth, trust, and respect by continuously role modeling and helping others understand the importance of such an atmosphere. We will lead students to believe in themselves by using data to show their strengths, data to help them set goals, and data to plan instruction so that students CAN meet their goals. We will know students, take an interest in our students, and appreciate the diversity of our students. Only positive, professional, productive approaches will be used towards parents, students and colleagues in order to establish and maintain the needed teamwork that it takes to succeed.

It is Wakulla School Districts commitment to students to ensure every child have an adult advocate. Our core values include always making decisions in the best interest of students. At Crawfordville Elementary School each student is part of a morning meeting with their advocate to address academic and social emotional needs. As a result of the targeted check-in systems students are able to discuss any concern they may have with their advocate.

## PHILOSOPHY

We at Crawfordville Elementary School believe all of life is a continuous process of education, formal and informal.

We believe the curriculum must provide for the maximum development of each student's thinking and reasoning potential as well as the acquisition of fundamental skills.

We believe students are unique in aptitude, stages of maturation, personality, physical, and perceptual development. For these reasons, a variety of instructional materials, teaching methods, and learning experiences should all be used to create a learning environment to help students develop healthy self-concepts through experiencing success in accordance with their abilities and interests.

We believe encouraging wellness through proper nutrition, lifelong fitness, and self-care skills enhances student learning.

We believe students must be prepared to live in a rapidly changing technological world and they need to develop the critical thinking skills that will enable them to perform under new and unfamiliar circumstances.

We believe citizenship in a democratic society involves the assumption of duties and responsibilities in that society as well as an awareness and appreciation of our diverse background, traditions, and cultural heritage.

We believe in continual updating and strengthening of staff members' knowledge and skills in subject areas as well as human relationships and educational theory.

We believe an effective program of education includes constructive participation and open communication between the school, parents, and the community.

We believe in the continual measurement and evaluation of all programs for effectiveness and suitability within the framework of the total curriculum.

We believe student learning is enriched through participation in the arts.

We believe it is the purpose of Crawfordville Elementary School to provide a positive and diverse learning environment commensurate with this philosophy.

## DAILY SCHEDULE

Supervision Begins 8:20 AM  
Breakfast 8:25-8:55 AM  
First Bell 8:55 AM  
Tardy Bell 9:00 AM  
Students will be dismissed at 3:25 PM

## PARAPROFESSIONAL INFORMATION

### RESPONSIBILITIES

- Refer to the Wakulla County School Board Policy Manual for county requirements and guidelines for the paraprofessional position.
  - Each paraprofessional will be responsible for the supervision of those students during the time assigned.
  - Primary responsibilities of the paraprofessional while he/she is supervising students in the lunchroom are:
    - A. **Be punctual** in assigned duties in the lunchroom. (If your supervision time begins at 8:25, please do not wait until 8:25 to start moving to the cafeteria. Leave your area so that you will be in the cafeteria at 8:25.)
    - B. Receive and seat students in a given class.
    - C. Constantly supervise students during their eating. The paraprofessional should circulate continuously. A healthy atmosphere during the lunch periods must be maintained. Undesirable and inappropriate behavior on the part of students will not be permitted. Talking, however, in a moderate voice is acceptable. Students should not be permitted to leave their seats without permission
    - D. Paraprofessionals are responsible for the supervision of students until completion of the scheduled lunchroom period.
- Paraprofessionals, when in full control of students, are legally responsible for those students. **Please notify the teacher and/or administrator of any continuous inappropriate or severe behaviors.**

### FUNCTIONS

Paraprofessionals are a part of support services to the teacher and exist to help teachers do a better job of teaching students. They have work schedules with specific teachers and work areas. Teachers should become aware of the strengths of their paraprofessional. Communication is necessary in order to arrive at expectations. It is the responsibility of the teacher to have assignments ready and sent to the workroom, at least 24 hours in advance. It is the responsibility of the paraprofessional to complete and return assignments when needed.

If a paraprofessional is needed to cover a class – please see Mrs. Peltier.

### ATTENDANCE

- Working hours are 8:10 - 3:40.
- Notify Mrs. Peltier after 6:30 am and before 9:30pm if it should become necessary to be absent. If you work in a classroom with a teacher, you should also notify that person. The office will notify all others with whom you work. Please do not call the school and leave a message, assuming someone will check the message before school starts. It is important to speak with Mrs. Peltier when being late or absent. If it is not during school hours, you may text her but only assume she received your text if she responds back.

### TECHNOLOGY

Using the technology in your class as a daily, integral part of your lessons is expected. Laptop computers should be at school daily and used for Email, FOCUS, etc.

Each classroom is equipped with networked computer, document camera, multimedia projector and Mimeo Board. Classrooms have surround sound and should be used by teachers daily.

If your workstation is not working, perform basic trouble shooting steps. If problems persist, email a detailed description of the problem to the helpdesk@wcsb.us, cc Mrs. Crawford, Mrs. Peltier and Mrs. Hatfield.

Each grade level has a representative on the Technology Committee. This committee is responsible for implementing the School Technology Plan, making recommendations regarding software acquisition, providing support to team members and collecting/distributing data.

### **CRISIS RESPONSE INTERVENTION SUPPORT PLAN (CRISP)**

The death of a teacher or classmate has a ripple effect that spreads throughout the entire school. Children are confused, frightened and angered when a teacher or classmate dies. It is our responsibility to provide a framework for children to follow where they can express and resolve their grief. They need our honest explanations and they need opportunities to acknowledge and mourn the loss. It is important that educators put aside their usual agenda and provide an atmosphere where students can talk and comfort one another--share in their grief and translate their stirred up emotions into some positive action.

The following information is a plan to deal with a broad loss that may occur within our school.

In the event of a broad loss, the principal will notify the staff and faculty through the use of a calling tree and/or "Robo Call" phone message. If the principal is not available, the Assistant Principal will act as the facilitator of this plan. This tree will also be initiated in the event of a serious injury or death of a staff member, their spouse, or a child.

The principal is responsible for notifying the Superintendent (if necessary), the assistant principal, the guidance counselor and the principal's secretary.

The principal will draw the faculty together before school or during school depending on the circumstances surrounding the broad loss. At the faculty meeting, the loss will be announced if this has not already been previously done through the calling tree. The Broad Loss Plan will be reviewed, and the faculty and staff will be encouraged to ask questions, give opinions or air any concerns they may have. During the faculty meeting, facts concerning the broad loss will be made known and decisions made based upon the incident. Decisions on when and how to inform the student body will be shared at this time.

Teachers will discuss the situation with their class. Teachers who feel they cannot handle making an announcement to their class should identify themselves. A counselor or a Care Team Member will be assigned to help these teachers.

**In the event that a broad loss should occur at our school, the media will descend upon us rapidly. ONLY the Superintendent will be in charge of making a formal statement to the news media. The Superintendent may need to inform the media that a formal statement will be forth coming.**

Crawfordville School has a "Crisis Intervention Team" made up of administrators, guidance, health staff, Safety Officer, Operations Foreman, and teachers who are primarily affected and who have received training in dealing with children who have experienced some sort of loss. These professionals have been trained to identify children whose lives have been upset by death or other losses. Their role is to provide immediate and consistent emotional support to grieving children, teaching them effective coping skills and letting them know they are not alone. If you need assistance in dealing with a child who is suffering from a loss, please contact the guidance counselor.

## SCHOOL EMERGENCY/EVACUATION PLANS

**See handout given to all faculty and staff.**

**PROCEDURE FOR FIRE** - At the sound of the “fire alarm” signal (loud tone followed by voice prompts) line up at the door and wait for an announcement. If instructed escort all students in an orderly manner to the nearest exit (both sets of double doors at each end of the 700 wing should be used). Be sure all windows and doors are closed. Both sides of the double doors should be used. Teachers on the right side of the hallway should use the right door and teachers on the left side of the hallway use the left door. Ask a student to hold the door while your class exits and then a member of the following class should take over. Fire doors in the main hallway close automatically when the fire alarm sounds. However, there is a panic bar that can be pushed in order to open one side of the door. If students should be in the bathrooms or in the hallway, they should move quickly and meet your class. If they are with special area teachers or in other supervised areas, they will follow the egression plan for that area.

- If a fire alarm/drill should occur while your students are in the cafeteria, go directly to your students and assist in exiting procedures. Lunch trays/boxes are to be left in the cafeteria.
- Group students at a safe distance from the school building **and call roll, using your roster sheets.**
- Under no circumstances should anyone enter the school building until the all-clear announcement is given over the outside intercom speakers.

**BOMB THREAT** – Use same procedures as above for exiting the building and keeping students safe.

- Group students at a safe distance from the school building (softball field behind the 700 wing or soccer field and call roll using your grade book.
- NON-EMERGENCY EVACUATION OF BUILDING-Wait for notification from the office.
- Escort all students to the bus loading area.
- Non-transported students will remain in front of the main building if weather permits; otherwise, students will wait in the cafeteria for their rides.
- LIGHTNING-Students must not be outside during electrical storms.
- Electrical machines and computers should be unplugged and avoided.

**PROCEDURE FOR TORNADO** - Teachers will be notified when a tornado warning is issued. Make sure all students are inside and remain indoors until the all clear is given.

- Upon announcement of the tornado alarm, escort all students to the interior hallway. Each class must be aware of the designated areas.
- Have students kneel face down with heads to the wall, knees drawn up, with hands over their head.
- P.E. classes should move to the nearest enclosed classroom.
- If a tornado alarm is sounded while your students are in the cafeteria, go directly to your students and assist in directing students to a designated area and assume the appropriate position. Stay away for all windows.

**HURRICANE PREPARATION PROCEDURES** - The Red Cross has designated Crawfordville Elementary School and Riversink Elementary as emergency evacuation sites for Wakulla County. This means that if we have a category 1, 2 or 3 hurricane and if areas of our county are evacuated, our school and/or Riversink will host evacuees. If other counties are evacuated, Riversprings Middle School is the host site. In the event that Crawfordville School is asked to host, the following protocols will be observed.

- Evacuees will be housed in the 200 wing that has been structurally reinforced for this purpose. They will also be in the cafeteria during mealtimes. We will house people in the halls until they become too overcrowded then we will begin using classrooms, beginning with 201, 208 and working our way down.

- In addition to Red Cross volunteers and staff, a member of the administrative team and the operations foreman will be at the facility at all times. Red Cross members will not be given keys to the facility. An administrator will make the decision to open classrooms and prepare the room before anyone is admitted.
- Teachers in the 200 wing should prepare in advance by locking plan books, grade books and easily removed items such as tape players, etc. in offices. The procedure will be to push student desks against the storage cabinets so that doors cannot be opened and desks will be turned with openings against the cabinets. Computers should be shut down and since our visitors will not have passwords, they should not be able to access networked software.

## **LOCKDOWN**

**See handout given to all faculty and staff.**

## **SAFETY INSPECTION CHECKLIST**

Safety and fire inspectors visit campus on a routine basis. Please adhere to the following to ensure an optimum learning environment.

- DO NOT block Emergency Exits. There should be a clear path to primary and secondary fire exits. Desks, tables, etc. should not be in the way. This includes cleared window sills.
- Classroom doors must remain closed at all times.
- No extension cords should be running across the floor in traffic areas.
- “MICROWAVE OVEN IN USE” signs must be visible, if applicable.
- There should be no inappropriate storage or clutter—rooms and offices must NOT look like “Fire Hazards.” Keep work areas neat and tidy!
- Observation windows on classroom doors should not be obstructed. Classrooms must be in full view—if you have any paper over the window, take it down.
- **NO SPACE HEATERS.**
- Emergency Exit signs should be posted and visible.
- No electrical cords installed through door cracks.
- No decorations on primary or secondary egress. (See emergency exit plan for clarification.)
- No curtains unless noted as flame retardant.
- Do not block or cover electrical panels.
- Nothing stacked within 18 inches of ceiling.

Please feel free to seek further clarification from your Operations Foreman.

## **STUDENT ILLNESS/ACCIDENT**

- The classroom teacher should handle minor injuries requiring only the application of a Band-Aid and contact with a parent/guardian must be made.
- The school health aide shall administer additional first aid. If further assistance is needed, notify the office immediately. An administrative decision will be made if further emergency care is needed.
- The parent or guardian of the student shall be notified by health aide as soon as aid is given. Information can be obtained from cumulative folder or student information cards filed in the office.

- In case of an injury, an accident report form must be completed as soon as possible before leaving school on the day of the accident. The accident report form must be filled out completely and neatly. **When giving a description of the accident/incident, it is important to remember not to use names of other students involved.**  
Incorrect: While walking to the cafeteria, Sammy hit Charlie on the head.  
Correct: While walking to the cafeteria, another student hit Charlie on the head.
- Teachers must not disperse any type of medication in classrooms. The only exception is in emergency situations for those students with treatment plans (epi-pens, insulin shock). If student or parent brings in over the counter or prescription medications, refer them to the clinic. Dental help is available through DCF. To qualify for this service, student must be experiencing dental pain and be eligible for free/reduced lunch that has been approved for reasons other than Medicaid. Referral forms are located in the clinic.

## **MEETINGS AND ORGANIZATIONS**

### **FACULTY MEETINGS**

Faculty meetings will be held as needed. Although meetings will not be held each Wednesday, appointments or conferences should not be scheduled for Wednesday mornings as this time should be reserved for faculty meetings as well as in-service activities. Meetings are promptly at 8:15 A.M. PLEASE BE ON TIME. YOUR RESPECTFUL ATTENTION IS APPRECIATED DURING THE MEETING. Please do not use computers and phones or have conversations while someone is talking. Thank you.

Emergency meetings may be called on other days. Attendance is required at all meetings unless the principal approves the absence. **Memos, agendas, and notes should be filed for future reference.**

### **PTO MEETING**

Three Parent - Teacher Organization meetings will be held during the school year. The PTO is an important part of Crawfordville Elementary School's successful atmosphere. It's goals are to promote overall quality and constant improvement of the educational capabilities of the school; to provide a forum for the exchange of information and ideas among parents, teachers, and school administrators; to provide an informational liaison between the school and community and to provide opportunities for children to display work and/or perform for parents and other community members.

All parents and guardians having children in attendance at the school, teachers and staff being currently employed at the school, and current administrators of Crawfordville School comprise the membership of this organization. All Grade Level Representatives are expected to attend these meetings, unless the principal gives prior approval.

### **COUNTRY FAIR**

Each spring, school employees (teachers and staff) host a Country Fair. The proceeds generated are used to enhance instruction, school programs and facilities. Comp time is given for the hours of the fair, which must be used when children are not present and with prior approval of the principal. **ATTENDANCE AT THIS FAIR IS MANDATORY!**

### **SAFETY COMMITTEE**

The safety committee meets quarterly and is composed of the principal, guidance, operations foreman, lunchroom manager, health aide, coach, secretary, resource officer and teacher(s). This committee reviews accident reports, information provided from health, safety and fire inspections and concerns from faculty, staff, students and parents. They develop and communicate plans to address needs.

## ILLNESS AND DEATHS

The school will provide flowers, gift card, balloons, or other appropriate gestures for hospitalized faculty and staff and/or in the case of death in the immediate family (spouse, child, parent).

## VOLUNTEER ORGANIZATION

**Due to COVID 19 we will be unable to have volunteers in our buildings. The safety of our students and community is our top priority.**

Crawfordville Elementary School considers its parent volunteers to be a very special resource. Parents willingly devote time in helping school personnel better meet students' needs through tutoring students, assisting teacher in preparing materials, or working with small groups of children in special interest areas. To obtain a volunteer, talk to parents of students in your classroom, the Principal, or the school volunteer coordinator.

Volunteer hours are logged in the main office to ascertain that the school is credited with the service. **Volunteers must attend a face to face training and apply on-line each year before serving in a classroom, sign in and out in the main office, and should wear their volunteer badge/label while in the school.** If teachers utilize parent volunteers in group activities, please be sure to have them sign in, using the Volunteer Time Log located in the front office.

## TEACHER INFORMATION/DUTIES/RESPONSIBILITIES

### HOMEROOM DUTIES

- Taking attendance of homeroom students daily and submitting in FOCUS by 9:30 a.m.
- Preparing Mid-Term Reports for all homeroom students. Mid-term reporting dates are noted on the school calendar.
- Recording grades on electronic grade book WEEKLY, at the close of each grading period, writing comments on the report cards, and distributing computer report cards to students. Report card due dates are noted on school calendar.
- Distributing forms and gathering information from students as directed by administration.
- Completing cumulative records.
- Issuing textbooks, recording numbers assigned to students, and collecting for lost/damaged books prior to issuing replacements.
- Contacting parent/guardian anytime a student is absent for two consecutive days.

### ATTENDANCE

Attendance is an area that must be stressed. Students must be present to receive instruction and teachers should reinforce the importance of this in their classrooms. Students are expected to attend school every school day unless they are ill or there is illness in the family. It is the homeroom teacher's responsibility to adhere to the following procedures.

- ✓ **The parent/guardian of any child missing -two consecutive days of school must be contacted by phone to inquire about absences. If an emergency or severe illness is the cause of the absences, please notify the principal.**
- ✓ Any child who is absent a total of ten days, then each addition five days absent thereafter – The parent/guardian must be contacted by phone and an attendance referral form (located in the data entry office) must be completed and turned in to Mrs. Crawford.
- ✓ Document all conferences, emails, notes, phone calls and other communications referring to a student's attendance problem. Have Communication Notebook available for the principal. Enter in the "communications tab" in FOCUS.
- ✓ Students entering class tardy **must** have a tardy slip issued by the office before being admitted to class. If students do not have a tardy slip, they cannot be marked tardy in the official attendance record.

- ✓ When students are sent home with head lice, the first day of absence should be considered excused. Any days absent thereafter are unexcused and the administration should be notified.
- ✓ Any student who has perfect attendance each grading period will have one point added to his/her grade average for each subject. (Perfect Attendance-students must be in attendance for the majority of the school day.)
- ✓ On Take Your Child to Work Day, the absence should be counted as excused and will not be counted against perfect attendance.
- ✓ Please refer to "Attendance Protocol" handout in your Welcome Back notebook for more details about procedures for attendance and tardy concerns.

## **END OF DAY REQUIREMENTS**

Teachers, with the help of students, should prepare the classroom for the custodial staff by stacking chairs or placing chairs on top of tables/desks. Books should be in desks/cubbies, excessive trash should be picked up and floors should be clear of pencils, crayons, erasers, etc. **Classroom computers should be closed out and shut down.**

## **ACCOUNTABILITY**

Teachers are liable for their students' safety at all times! **DO NOT LEAVE YOUR CLASS UNATTENDED AT ANY TIME.**

### **Bathroom**

Students from the computer lab will use bathrooms across from the main office. Students from cafeteria will use bathrooms on the right side of the hallway when exiting the cafeteria. Bathrooms in the office suite and by the teachers' lounge are for adult use only.

### **Lunchroom**

Teachers will walk students to and pick up students from the cafeteria. **Please be prompt and walk your students INSIDE cafeteria.**

### **Free Play**

In order to promote physical fitness and combat obesity, students will participate in outdoor play/exercise for at least twenty minutes per day through free play. **Every class will be in their classroom by 3:00 pm each day for the afternoon announcements. On early dismissal days, classes will be in the rooms by 12:45 pm. With the exception of kindergarten, outside free play/exercise should take place ONE time each day. Snack time should not be considered another outside event.**

### **Buses**

Teachers will walk students in an orderly line to the bus loading area when called over the intercom.

### **Clinic Passes**

For safety reasons, students should travel within the main hallways, not the bus area. Students must have a completed clinic pass when sent to the clinic.

### **Office Pass/Discipline Form**

Students should gain access to the office area by using the main hallway entrance (students will not use the door to the assistant principal's office or hallway door to the clinic to enter office area). **Any student sent to the office must have an infraction form.** If assistance is needed in escorting a child to the office, please call the front desk or the principal's secretary and an administrator will come to the class. Do not leave the class unattended or leave students in the care of others to escort a child to the office. When sending a student to

the office unescorted, the front office or the principal's secretary should be notified to expect the student. State law prohibits revealing or discussing behaviors, actions or consequences of any student with any adult other than the parent/legal guardian. **The parent/legal guardian should be contacted for all repeated offenses and as an intervention tool before an office referral is necessary.** - Due to limited space, please do not use the office as a study hall in order for students to complete work or as a time out unless calling the office PRIOR to sending student. Office personnel/administrators are available to assist you in any way; however, at times the office becomes a reward if the environment is not appropriate.

### **UNAUTHORIZED ADULT INTERVENTION WITH STUDENTS**

No adult who is not a member of the staff or other authorized personnel such as DCF, Behavior Specialist, Psychologist, etc. will be allowed to speak with a child (other than their own) under your supervision. If an unauthorized adult asks to speak with one of your students or if a question arises, please refer the adult to the office or the principal.

### **CURRICULUM**

The Wakulla County Curriculum Guides identify curricula responsibilities for each teacher by grade level and subject area. These guides have been developed by teachers and are the accepted and official curricula of the county. Remember, textbooks are not curriculum, they are tools to help provide instruction in the County adopted curriculum.

### **LESSON PLANS**

Long range planning and goal setting should be done by nine weeks, semester and school year. Short range planning should be complete by Friday in preparation for the next week. Be sure plans are written clearly and be as specific as possible. Curriculum Guides, Florida Standards, Grade Level Expectations and Student Progression Checklists should be used in lesson planning. Plans should be kept available in the classroom at all times and should be kept ready to turn in to the office upon request from administration. Lesson plans should be complete, with subject areas and times noted as well as objectives, procedures and evaluation for each lesson taught. Plans should include applicable ESE accommodations, evidence of reteaching, appropriate differentiated instruction, identification of tiered students, and Tier III instruction

**In order to facilitate grade level communication, weekly scheduled grade level meetings are to be held and attended by all members to meet, plan, evaluate goals and progress, and share materials and ideas. Parent conferences and other obligations should not interfere. Items discussed and a list of those who attended should be emailed weekly to principal.**

Each teacher will maintain an Emergency Sub Binder- with current information, special instructions and a lesson plan for the day. These should be kept in a visible place.

### **CUMULATIVE FOLDER AT THE END OF THE YEAR**

Cumulative folders should be updated, completed and filed in order in each student's cumulative folder. See Mrs. Tonia for questions.

### **ID BADGES**

Each employee is provided with an identification badge with a photograph. It is to be worn and visible during work hours. A duplicate is available from Human Resources at the District Office.

## **PARENT-TEACHER COMMUNICATION**

Conferences are important! Frequent school-home communication is a must. Teachers should initiate conferences and keep notes. Parent-Student-Teacher Compacts should be discussed and signed during initial conference. The compacts should also be reviewed and signed at each additional conference. All parents should be scheduled for a conference within the first semester of school. A teacher should be available for parent conferences during planning time. Such conferences should be set up ahead of time whenever possible. The teacher or parent may also request the principal, assistant principal and/or the guidance counselor be present at the conference. As well as scheduled conferences, each teacher should provide a weekly newsletter to all parents. A list of all parent conferences completed along with dates and times should be maintained and provided to the principal.

All phone messages and emails should be returned **within 24 hours of the call**. Notify parents of events or situations that may cause them concern, if you wish to communicate any information to discuss the student's progress, if the parent has specifically requested to be notified by the teacher, and/or if the child is a constant and/or severe disruption to the class. Be proactive! Open communication with parents reflects your care and concern. Students sometimes distort the truth—help to alleviate the distortion! Parents should also be invited to participate in IST sessions as appropriate.

Conferences regarding retention should be held early in the spring. Remember, no student can be considered for retention unless he/she has been a part of the RTI process for a reasonable period of time. Forms and dates will be included in the Good Cause/Retention Folder given to teachers in March. Third through fifth grade teachers will utilize daily planners to help students organize homework and communicate with parents.

## **USE OF COPIERS/LASER PRINTERS**

A paraprofessional has been appointed to do all copy work for the faculty and staff. They are available to make copies from in between daily duties. **Please ensure materials that need to be copied are turned in at least 24 hours before needed.** **Please use your projectors and document cameras whenever possible.**

## **TEACHER LOUNGE AREA**

Do not send or allow students to go into the Teacher Lounge area AT ANY TIME (This includes before and after school students.). Students are NOT allowed to use the snack machines or ice machine in the lounge. It is your responsibility to wash and put away any dishes or utensils that you use and to clean up any spills that you make in the oven or microwave. Lunchroom property (forks, bowls, trays, etc.) must be returned as soon as you are finished with them. If you place goodies in the lounge for others to share, please clean up at the day's end. Please remember that the refrigerator and freezer are shared. Left over frozen products and perishable items should be stored briefly and then disposed of. Periodically (at the end of each nine weeks) items will be disposed of due to overcrowding or out-of-date items.

## **TEXTBOOKS**

When issuing textbooks, the following guidelines should be followed.

- Each teacher will be issued textbooks that have been stamped, numbered and dated according to year purchased.
- Teachers will issue textbooks to students. Students' names should be recorded by the teacher in the textbook.
- A form will be maintained listing student's name, textbook number, and title of textbook issued.
- If a student loses or damages a textbook, no book will be issued until textbook is returned or paid for. If a student has a lost textbook, a book may be issued by the teacher to be used during class time only. The textbook may not be taken home.

- To obtain the price of a lost textbook, complete a Textbook Pricing Form and put in the textbook coordinator's box. The form with the correct amount of money to be collected from the student will be returned to you.
- Monies collected for lost or damaged textbooks should be given to the textbook coordinator for receipt.

For forms, letters, etc., see the Textbook Coordinator. **DO NOT PUT ANYTHING IN THE BOOKROOM WITHOUT PRIOR PERMISSION FROM THE PRINCIPAL.**

### **INSERVICE EDUCATION**

- ⇒ In-service points may be earned by attending regularly scheduled Wakulla County in-service programs, in-service programs in other counties within the State and other agencies such as FDLRS and PAEC. Activities may be completed individually but must relate to improving student performance and your professional development goals.
- ⇒ You must register for in-service activities prior to attending through the ePDC System. Before signing up for an in-service activity, please consult the principal.
- ⇒ Upon completion of the activities, you **must** also complete the on line follow up within the designated time.
- ⇒ When you register for in-service on the ePDC system, please read the "Details" section of the course information, where course location, times, etc. is noted.
- ⇒ Each teacher is responsible for checking his/her in-service record in ePDC to see that in-service points are updated.
- ⇒ Each teacher is also responsible for checking his/her email as ePDC in-service announcements and other updates are relayed through email. County email should be used.
- ⇒ Any questions concerning in-service training points should be directed to the assistant principal.

### **PHONE MESSAGES, CELL PHONES, FAX MACHINE AND MEMORANDUMS**

- Telephone messages received during the school day will be placed in the individual teacher's voice mail. It is the responsibility of each teacher to check his/her voice mail and email each morning and before leaving school. *For all non-school related calls rather than giving callers the school number, encourage callers to leave a message on your home phone.* **Please remember, cell phones of any type should not be in use while you are responsible for students or while performing your duties. Keep all cell phones on silence and out of sight during the regular school day. If you find yourself in an emergency situation and are in need of having your cell phone, please notify administration.**
- The FAX machine is for school business only. For any other situation, please clear with the principal/designee.
- All memorandums received during the school year should be filed for future reference. There will most likely be several occasions during the school year at which time they will prove valuable.
- Your district email address is also an official channel of communication. It should be checked daily. Remember, all communication through email is PUBLIC INFORMATION and may be requested by anyone.

Create a folder to save parent/school email correspondence. Remember to be professional with all email correspondence. If you discover questionable email content, report this to the administration as soon as possible. Please use email for factual things when corresponding with a parent. Do not use it to "discuss" concerns you or a parent might have.

## **MICROWAVE USAGE/REFRIGERATORS IN CLASSROOMS**

Many of you have purchased microwaves for your classrooms. For safety reasons, students **may not use microwaves**. It is the teacher's responsibility to maintain and clean classroom microwaves. A "MICROWAVE OVEN IN USE" sign must be posted. It is also the responsibility of the teacher to maintain and clean refrigerators in the classrooms. Refrigerators should be empty during the summer.

## **END OF YEAR REQUIREMENTS**

Prior to the end of the school year, the principal will issue a packet of forms and statement of requirements that must be completed by the teacher at the end of post planning.

## **FACULTY/STAFF ABSENCE**

**Work hours are 8:10 AM to 3:40 PM.** Please be professional and respectful in regards to this time. Faculty/staff members who find it necessary to be absent from school for any reason should notify Mrs. Crawford and/or Mrs. Peltier if prior notification has not already taken place. Mrs. Peltier can be reached between 6:30 to 7:30 a.m., and until 9:30 p.m. in the evening. It is vital that either Mrs. Crawford, or Mrs. Peltier be reached as soon as you are aware of being absent so substitute arrangements can be made. Please do not text that you will be late or absent or leave a voicemail on school phones, you must speak with her or have a text response indicating she received your message.

**Mrs. Peltier – (850) 509-6446**

**Sign in and out each day.**

### **Notify the front office if you are leaving campus during school day!**

At times, faculty/staff may need to leave school during the day. If leave is due to an emergency and leave time is uncertain, the principal should be notified at once to inform her of the need to leave school and to make arrangements for leaving the campus. If the principal is not on campus at the time, the assistant principal may be notified. Due to appointments or engagements, faculty/staff members may sometimes find it necessary to leave school at the conclusion of the student day. Such times should be kept to a minimum and must be cleared with the principal as far ahead as possible. Teachers, please do not schedule a paraprofessional to cover your classroom; the office will make these arrangements. All leave requests should be made directly through the principal.

Faculty/staff members are allotted ten leave days per school year, six of which may be used as personal leave (as long as not more than ten percent of the faculty request personal leave for the same date). The ten days are accumulated one per month. Personal leave must be applied for and a leave form completed at least two days in advance.

**UPON RETURN TO SCHOOL AFTER SICK LEAVE, FORMS MUST BE TURNED IN NO LATER THAN FIVE DAYS AFTER DAY OF ABSENCE.**

Other types of leave may include:

- ◆ Jury Duty, Witness Duty
- ◆ Temporary Duty Elsewhere (When completing a TDY form for in-service, workshops, etc., a copy of an agenda must be attached.)
- ◆ Family/Medical Leave
- ◆ Military Leave
- ◆ Illness in the Line of Duty
- ◆ Professional Leave

#### ◆ Personal Leave in Excess of 20 Days

Personal leave in excess of 20 days will be granted at the discretion of the School Board except maternity leave which shall be mandatory upon request. **TDY forms must be completed five days in advance any time that you are out of your work site to perform services of benefit to the school district (workshops, in-service programs, etc.).** It is the responsibility of each teacher to complete paper work for any leave taken and turn in to Mrs. Peltier in a timely manner. The principal **MUST** sign all leave forms; the superintendent's signature is no longer required for regular personal and sick leave.

#### **PLANNING FOR A SUBSTITUTE**

When absent, teachers should have the following available for a substitute teacher, to insure continuity of instruction.

- Complete lesson plans
- Schedule of the day, including students attending special area classes, and/or any extra duties or activities
- Attendance information
- Seating chart
- Dismissal Procedures and list of how students are transported (bus, car rider, day care, etc.)
- List of how students are to be divided if substitute is not available.

#### **DISTRICT AND SCHOOL ADULT DRESS EXPECTATIONS**

Our schools and offices are places of business in which a professional atmosphere needs to be evident. The manner in which we dress is one of the first impressions the public receives. It is an expectation of our job to demonstrate tasteful, businesslike dress. Though each of our schools and offices vary with the amount of public contact and have varying job responsibilities, all of us are in the public eye. We are observed even when we do not realize it. Dressing in a manner that honors the intent and attitude of the work place is indicative to teamwork. Appropriate dress also shows respect for the organization.

**Jeans** should only be worn on **“casual Friday” with a school shirt.** When worn, jeans should have no unusual holes or openings and should not fall off the waistline to expose undergarments. **Shorts (unless worn as a suit—“city shorts”)** may be worn (approximately knee length) during teacher planning days when working and moving furniture in the classroom or for outdoor field trips when worn with a school shirt. Please remember that there may be occasions when shorts are not appropriate during a workday, such as parent conferences, district meetings, etc.

**Supervisors are responsible for monitoring the appropriateness of dress for those under their supervision.**

When you feel there is a need/reason to dress in a manner that is not in keeping with the guidelines, you should get **prior approval** from your administrator. Also, realize that there could be times when “casual Friday” attire is not appropriate for a Friday. Follow your administrator's discretion and wishes.

***These guidelines apply to all workdays. With these guidelines, we can be assured that all of us understand dress expectations.***

#### **SCREENING AND ASSESSMENT**

Students in grades kindergarten through fifth are screened in such areas as vision, hearing, gross motor, language development, and speech based on teacher referral. In addition, kindergartners receive screening in readiness skills. Further assessment of students should be performed by the classroom teacher when needed.

Kindergartners are screened during the first thirty days of school as a part of the Florida Kindergarten Readiness System. The results are used to meet the needs of individual student.

STAR Reading/Math and Renaissance Early Literacy will be used in grades K-5 three times a year as part of the progress monitoring component of the District's Reading Plan. Please refer to the Wakulla County School's assessment calendar for further details.

### **MULTI-TIERED SYSTEM OF SUPPORT (MTSS)**

MTSS has been organized as a procedure for Crawfordville Elementary School to provide more systematic and efficient assistance to teachers, parents, students and others in reducing problems, strengthening programs and improving the learning and adjustment of individuals without prematurely resorting to psychological evaluations or exceptional education programming.

- Before scheduling a meeting with the IST, INTERVENTIONS AS NOTED ON THE Progress Monitoring Plan should be in effect for a reasonable period of time.
- All appropriate forms must be filled out prior to the first IST meeting and turned in to office.
- At least two parent conferences must be held prior to the first IST meeting.
- After the first meeting, a follow up meeting should be scheduled and parents notified.

### **REPORT CARDS**

Report cards are issued on the sixth school day following the end of each nine-week grading period. The last report card of the school year may be sent home the last day of school. Personal comments should be made on each child's report card, reflecting something positive about the child and ways the parent can help with programs.

Teachers will send home mid-term progress reports generated by FOCUS to all students. These must be signed by parents and returned to the teacher to be filed in classroom portfolios. Mid-term report dates are noted on the school calendar.

Grades are based on test scores, classroom performances, daily assignments and homework. Teachers have the responsibility to evaluate and assign grades. Grades should reflect student achievement and proficiency on the Florida State Standards.

Teachers shall **not** lower a student's grade as a disciplinary action. However, in accordance with School Board Policy, in cases of unexcused absences or absences resulting from suspension or dismissal, the student may earn a lower grade because of lack of completed make-up work.

Any student who has perfect attendance during each grading period will have one point added to his/her grade average for each subject.

### **GRADING SCALE**

The following grading scale will be used in all subjects in kindergarten; and in music, P.E., art, handwriting, work habits, and citizenship in grades 1-5:

E - Excellent

S - Satisfactory

N - Needs Improvement

U - Unsatisfactory

I - Incomplete

The following grading scale will be used in grades 1-5:

A 90 – 100

B 80 – 89

C 70 - 79

D 60 – 69

F 0 – 59

## ELECTRONIC GRADE BOOKS

Grades will be entered in a timely fashion and done so weekly. Approximately eight or nine grades each nine weeks should be entered for the core subjects. **Marking a child “Below Grade Level” can only be done after principal’s approval.** Progress Reports will be printed by data entry. There will be a date/time deadline each grading period when office personnel will upload grades for report cards. Teachers are responsible for making sure all grade books are ready to be sent by the specified deadline. After the upload, teachers will receive proof sheets—please review these carefully. If mistakes are found, correct both the electronic grade book and the proof sheet. Make the appropriate change in the grade book and save the changes but do not send the grade book again. The corrected proof sheet must be given to the registrar so changes can be made and the correct information printed on report cards. A hard copy of final grade books should be printed each nine weeks and filed in the provided notebook. These will be turned in at the end of the school year. Refer to your FOCUS manual for instructions on using electronic grade books.

## STUDENT ENRICHMENT

### ACADEMIC AWARDS PROGRAM

This program is designed to reward students for their academic achievement. The following criteria will be used.

#### First through Fifth

- All “A” Honor Roll (blue ribbon) will be presented to students who earn all A’s.
- “A” and “B” Honor Roll (red ribbon) will be presented to students who earn all A’s and B’s.
- Improvement Ribbon (white ribbon) will be presented to students improving one point in their overall GPA. Students who are on the “A” or “A/B” Honor Roll will not receive an Improvement Ribbon.

Any student who has an “F” on his/her report card is not eligible for an Improvement Ribbon. Handwriting, PE, and Music/Art grades are not considered when determining eligibility for Honor Roll and Improvement ribbons. Citizenship grade should not be considered in academic awards. It is the criteria for the Super Citizen Award.

Teachers are encouraged to continue to motivate solid average students who work hard through the Super Citizen program, classroom rewards, and special visits with the treasure chest.

### ASSEMBLIES

Grades one through five will attend an awards assembly each nine weeks by grade level. Students will be recognized for attaining Honor Roll, Improvement, Super Citizen or Perfect Attendance.

## REWARDS

Each nine weeks, "A" and "A/B" Honor Roll recipients will participate in a special activity at which time "Cougar Cash" may be redeemed.

## FIELD TRIPS

Field trips will be limited to those which come at no cost to the school district and no cost or a minimum fee for the student (less than a total of \$5.00). The exception to this would be the end-of-the-year trip for fifth grade students. **All field trips must be approved by the principal prior to parent notification.** Field Trip Request Forms may be obtained from the front office.

Field trip requests must be completed for all field trips **at least three weeks in advance**, approved by the principal and emailed to the district office for approval. Field trip requests are required to have an itinerary attached when submitted to the principal. The use of a charter bus must be pre-approved by the Superintendent and reviewed by the transportation office to insure the charter company meets federal guidelines. The lunchroom manager and health aide should be notified within this time limit as well.

Consent forms must be signed before students are allowed to participate. It is the teacher's responsibility to ensure each student has a signed form on file before going on each trip. Consent forms must be kept on file in the classroom and **must be taken by the teacher during any trip away from campus.**

School Board policy prohibits students on field trips being taken from the event without prior written approval. State Board of Education rule 6A-3.017 states, "All participating students traveling to and from school-sponsored events or any extracurricular activities **MUST** use the transportation provided by the school going both ways. Exception to this rule may be made **ONLY** if a student is to ride with **his/her own parents** and this exception has been previously arranged, **IN WRITING**, with that student's principal or his/her designee." When informing parents of a field trip, please make them aware of this policy so arrangements for transportation may be made prior to your trip. **Before parents can chaperone any field trip, he/she must be approved through our district's volunteer registration process.**

## END OF YEAR AWARDS – FIRST THROUGH FIFTH GRADE

Students who are on the A or A/B Honor four out of four grading periods will be recognized at the May Awards Assembly and receive a special award. Students with 100% attendance for the year (**in attendance for the majority of the day**, every day) will receive an Attendance Certificate. Students achieving Super Citizens each grading period will also be recognized at the end of the year program.

## SUPER CITIZEN PROGRAM

In order to promote a positive school environment, students exhibiting exemplary behavior in all aspects of school, including lunchroom, hallway and special area are recognized as Super Citizens at the awards assembly. Super Citizens must receive an "E" for Citizenship on the report card for all four grading periods. Consistency on the grade level for this is strongly encouraged.

## ESE

All students in Exceptional Student Education must have an Individualized Education Plan which is written annually, or more frequently as student needs dictate. General education teachers and parents must be included in the development of this plan. Progress toward IEP goals will be provided to parents at mid-term intervals and at the end of each grading period.

In adhering to the federal law, set forth in IDEA (Individuals with Disabilities Education Act) the following procedures must be in place:

- A general education teacher of the child must be present at the IEP meeting to participate in the development of the IEP, assist in the determination of appropriate positive behavior interventions for the child and assist in the determination of supplementary aids, services, program, modifications or supports for school personnel that will be provided for the child.

General education teachers must:

- Know who in your class has an IEP or 504 Plan.
- Personally review each IEP or 504 Plan.
- Note any accommodations or modifications outlined in the IEP or 504 Plan.
- Make a good faith effort to implement the IEP or 504 Plan.
- Document efforts to implement the IEP or 504 Plan in plan books or grade books.

**Teachers who fail to implement a child’s IEP or 504 Plan are at risk of PERSONAL LIABILITY, including money damages (Doe V. Withers, 20 IDELR422 (w.Va.Cir.Ct.1993)).**

In order to provide the most appropriate education possible for ESE students, it is imperative for the team serving him/her to communicate on a regular basis. ESE teachers will provide a hard copy of pertinent information from the student’s IEP to his/her classroom teacher along with appropriate strategies to implement modifications.

**MANDATORY REPORTING  
OF  
CHILD ABUSE, ABANDONMENT OR NEGLECT**

Chapter 39 of the Florida Statutes mandates that any person who knows, or has reasonable cause to suspect, that a child is abused, abandoned, or neglected shall report immediately such knowledge or suspicion to the central abuse hotline of the Department of Children and Families (DCF).

Professional educators are mandatory reporters and as such they are required to provide their names to the Hotline staff. The name of the reporter shall be entered into the record of that report but shall be held confidential as provided in s.39.202,F.S. Please consult with the administration if you suspect a case of child abuse.

When a report has been made to DCF or law enforcement, teachers or staff should not take it upon themselves to interview the child, talk with the suspected abuser, or discuss the allegations with any third party. If a parent or legal guardian desires information related to the abuse complaint or investigation, please refer them to the school administration, the DCF, or the applicable law enforcement agency.

**Child Abuse Hotline: 1-800-962-2873**