

**SPRING HILL**

**STAFF & FACULTY**

**HANDBOOK**

**2020-2021**



## Sunny Information

**Ambassadors**—are fifth graders recommended by their teachers to act as tour guides and greeters during times when guests are in the building.

**STEAM**—STEAM Club is designed to integrate project based learning as a foundation for the instruction of science, technology, engineering, arts, and math that will be undergirded with reading and writing skills all along the way. While that last statement may contain a lot of educational jargon, the design is to create an after school learning opportunity where students are engaged to learn by trying things. Teachers are focused on taking these projects and strategically incorporating the needed skills to help your child grow academically.

**Coffee Club**—Coffee is almost always available in the Teacher's Lounge. Membership is free—all we ask is that you bring in a can of coffee and creamer every once in a while. A Keurig coffee machine is also available, but you must furnish your own K-cups.

**Conference/RtI Room**—located in the admin area, the conference room is used normally for IEP, parent and grade level meetings, and RtI meetings. The room must be reserved through Rachel O'Neill in the front office.

**Google Calendars**--are school calendars maintained by Rachel O'Neill and Gloria Young that provide various kinds of information from field trips, room reservations and upcoming school-wide events.

**Jeans Days**—are held every Friday, and the staff is expected to wear either staff shirts or when appropriate, attire for upcoming Holidays. During football season, you may wear your favorite team's shirt or other college apparel. Periodically, there will be opportunities to wear jeans to benefit families in need or other fundraisers. Dates for the jeans days will be announced throughout the school year. **\*\*\*Jeans should not have holes, rips, or tears in them.\*\*\***

**Leader in Me**—is a Franklin Covey Institute initiative which brings the "7 Habits" philosophy down to the elementary school level. The Spring Hill Leadership Team decided in May 2009 to become "A Leader in Me" school beginning in the 2010-2011 school year.

**Lesson Planning**—Lesson plans should be **completed by the start of the day on Monday and shared with administration in Google**. Administration will check lesson plans. Please see the instructions Jamie Munoz provided regarding how **lesson plans should be shared with both administrators**.

**Lighthouse Team**--is a group of teachers and paraprofessionals who help guide the school on its LeaderinMe Journey and acts as a leadership team for the school.

**Moderate Intellectually Disabled (MOID) Classes**—are our 2 self-contained classes. Students from those classes attend homeroom, specials, and other activities (field trips, assemblies, lunch) with their grade level peers.

**Parking**—The **first four parking spaces** facing the building are designated for office staff as well as the **first two spaces** facing the playground. Please refrain from parking in those spaces. You are welcome to park in any of the other front parking spaces or in the back parking lot.

**Running Club**—is an opportunity for students to walk/run/jog around the track (located behind the 4<sup>th</sup> grade hall) in the morning from 7:20-7:35.

**Sun News Network (SNN)**—is our closed circuit TV station which broadcasts a student-led news broadcast each day at approximately 7:43 each morning.

**Sun Patrol**—is a group of 3rd-5<sup>th</sup> graders who assist with car duty and security during morning arrival.

**Sun Run**--is the annual 5K run and one mile "fun run" that is sponsored by the school. It is normally held on a Friday Night and the route takes the runners past the Fayette County Recycling Center (hence the name).

## **Faculty/Staff Handbook 2020-2021**

### **ATTENDANCE/SIGN IN**

The staff workday is from 7:10 until 3:10. Teachers are expected to be present in the classroom, greeting students upon their entrance each morning. Wednesday hours are longer due to faculty and committee meetings. Please do not schedule any appointments on Wednesdays. Employees are provided with sick/personal leave. Each employee earns 1 ¼ sick leave days per month and can accumulate up to 180 days. Sick leave may be utilized for absences due to illness, physical disability, or injury of the employee or a member of his/her immediate family. A doctor's statement will be needed from any employee who is absent on a day immediately preceding or following a holiday.

The county does maintain an automated 24-hour **SubFinder** system (called **Absence Management**) to report absences and locate substitutes. In order to ensure that a substitute is available in your classroom when the children arrive, **please call Absence Management BEFORE 6:15 a.m. at 770-460-3911.**

Paraprofessionals must also call in their absence to Absence Management. **All staff members are expected to notify an administrator at home by phone call or text to inform them of your absence and provide the administrator with your job number.** Teachers and paraprofessionals working together also need to notify each other when absences occur.

**The policy of subtracting leave time by 1/4, 1/2, and 3/4 day segments will be used. Time segments are: 1/4 day = 2 hours, 1/2 day = 4 hours, 3/4 day = 6 hours.**

It is imperative that all staff members sign in prior to 7:15 at the computer using their assigned fob located in the rear entrance to the office each morning before proceeding to their classroom. Many times announcements are placed here. Remember to check your mailbox. **Be in your classroom by 7:15 to greet your students at your door.**

### **SCHOOLGY**

All teachers are required to have Schoology up and running this year. Schoology should be used as our primary

method of resource storage and communication with your students and parents.

## **CARE OF ROOMS**

Rooms are given general maintenance every day—vacuumed, trash emptied, etc. **Please have your students pick up all crayons, markers, pencils, trash, etc. off the floor and leave the desks and chairs in an orderly fashion.** This will help the custodians immensely and is great practice for the children. Treat your room as if it were a room in your own home. You will be responsible for general dusting and organization. A neat appearance is expected, especially since children learn best in a predictable environment. **Please refrain from putting anything on your classroom windows OR covering ANY PART of your classroom windows.** This presents safety and accountability concerns. **Children may only drink clear drinks in the classroom. If a spill or stain occurs in your classroom, notify a custodian immediately.** Please inform the head custodian of any maintenance or cleaning concerns by using the Work Request forms (see Gloria Young).

Teachers with adjoining bathrooms:

1. Bathrooms should not be used for storage. Paper, file cabinets, boxes, etc. inhibit the ability of the custodians to thoroughly clean the bathrooms.
2. Teachers should inspect their bathrooms at least once during the morning to ensure that the bathrooms have no sanitary issues. Any cleanliness issues should be reported to the custodians immediately.

## **CELL PHONES**

**Staff members may receive and make calls on cell phones during non-instructional periods only, unless specifically approved by an administrator.** Cell phones should be in the off mode during instruction, staff meetings and/or duty times.

## **CERTIFICATION**

Each teacher and paraprofessional is responsible for keeping his/her certificate current and providing a copy of the certificate to the Board of Education and principal.

## **CIVILITY POLICY (Board Policy – effective September 20, 1999)**

Members of the Fayette County School District staff should treat parents and other members of the public with respect and expect the same in return. The district is committed to keeping schools and administrative offices free from disruptions and to preventing unauthorized persons from entering school or district grounds.

Accordingly, employees are expected to follow practices which promote mutual respect, civility and orderly conduct among district employees, parents, and the public in an effort to maintain a safe, harassment free workplace for our students and staff. It is not intended to deprive any person of his or her right to freedom of expression. In the interest of presenting teachers, other employees, parents and other adults as positive role models, the school system encourages communication and discourages volatile, hostile, or aggressive actions. The school district seeks public cooperation with this endeavor.

**Disruptive Individuals Must Leave School Grounds.** Any individual who disrupts or threatens to disrupt school or office operations, threatens the health and safety of students or staff, willfully causes property damage, uses loud and/or offensive language that could provoke a violent reaction, or who has otherwise established a continued pattern of unauthorized entry on school district property should be directed to leave

school or school district property promptly by the school's principal or other chief administrative officer.

**Directions to Staff in Dealing with Abusive Individuals.** In all cases, if a staff member believes that there are civility issues during a conference, meeting, etc. with a parent please immediately call an administrator. **If any member of the public uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner, to an employee to whom the remarks are directed should calmly and politely notify the speaker that you are going to ask that an administrator be present before any other conversation takes place. Unless an administrator is not present or is unavailable, please allow the administrator to deal with the issue. In the case where an administrator is not available, first call for another staff member to come to your location to serve as a witness and support to you.** Warn the speaker to communicate civilly and, where appropriate, remind the speaker of the presence of students. If the abusive individual does not stop the behavior, the district employee may verbally notify the abusing individual that the meeting, conference, or telephone conference is terminated; and, if the meeting or conference is on district premises, the employee shall direct the abusive individual to leave promptly. The employee may be asked to provide a written report of the incident.

## **COMMUNICATIONS**

An effective internal communications system is essential in maintaining an effective flow of information within an organization. We will use a number of techniques to provide you with the information you need to successfully plan your academic day and maximize the learning opportunities for your students while limiting disruptions to the learning environment.

Spring Hill Faculty and Staff uses Google Calendars to manage and post events, reserve classroom and computer lab space, and to schedule meetings. Faculty and staff should refer to the Spring Hill Master Calendar for any events, meetings, and activities. The SHES School Calendar is the calendar that is provided for parents on Infinite Campus and our website. If you need something added to these calendars please contact Rachel O'Neill. If you need help with Google Calendars or reserving classroom and computer lab space, please see Rachel O'Neill. If you have a question about reserving all other areas (for example: commons area, cafeteria, conference rooms, science lab, and courtyard) see Mrs. O'Neill. Questions regarding Media Center reservations should be submitted to Katie Arp.

In addition, other important information will be placed in your mailbox, sent via email, and posted on Blackboard. **Staff members are expected to check emails daily.** It is the responsibility of each faculty member to check these sources of information and remain up-to-date on the happenings at Spring Hill.

## **COMPLAINTS AND GRIEVANCES**

It is the policy of the Fayette County Board of Education that certified personnel have the right to present and resolve complaints relating to certain matters affecting the employment relationship. Please refer to Board Policy GAEL in the Board Policy Handbook, which is available either in the media center or the **principal's office for further clarification.**

## **COPY WORK**

Each classroom is supplied with a printer/copier/scanner. This copier should be used in conjunction with county copy allotments. The school will supply two (2) printer cartridges for the main classroom printer/copier. Any other supplies for other printers in the classroom are the responsibility of the classroom teacher.

**COUNTY ALLOTMENT:** Everyone is strongly urged to use the county allotment each week. Ms. Amy Stevens (Media Paraprofessional) is responsible for collecting and maintaining school records. This should be used for class sets prior to using your classroom printer.

## **DISCIPLINE**

The Spring Hill Discipline and Behavior Plan is focused around the LeaderinMe, the Seven Habits and PBIS. Our philosophy is that students are responsible for their actions. The plan is a two-level approach with one level being a classroom/grade level philosophy and the other level being a more structured school-wide plan in which the administrators, counselor, and behavior paraprofessional are directly involved in working with individual students who are not being successful using only classroom and grade level strategies.

## **PBIS**

The use of consistent, school-wide, management procedures encourages children to make responsible choices for their personal behavior. All Spring Hill staff will implement **PBIS**. Communication between school and home is critical in providing a safe and productive learning environment.

**Administrative actions** may include, but are not limited to: restriction from activities, development of an action plan or contract, practice of a desired behavior, restitution for or participation in cleaning or repair of any damage to school or personal property, office timeout, In School Suspension, Out of School Suspension, or any other disciplinary techniques that positively promote student code of conduct.

## **Leaders use the Seven Habits**

### **Habit 1: Be Proactive**

(You're in Charge)

### **Habit 2: Begin with the End in Mind**

(Have a Plan)

### **Habit 3: Put First Things First**

(Work First, Then Play)

### **Habit 4: Think Win-Win**

(Everyone can Win)

### **Habit 5: Seek First to Understand, Then to Be Understood**

(Listen Before You Talk)

### **Habit 6: Synergize**

(Together is Better)

### **Habit 7: Sharpen the Saw**

(Balance Feels Best)

## **DRESS CODE**

Faculty members are expected to be neat and to dress appropriately as to reflect his or her professional position. The staff dress code should equal or exceed the dress code guidelines for elementary, middle, and high school students as adopted by the FCBOE. Female staff members may wear slacks, capris, skirts, or dresses of a professional length no shorter than 2 inches above the knee. **Sweatpants, workout pants, and yoga pants are not considered professional dress for staff members.** Teachers should also refrain from wearing tennis shoes

or sneakers, except for Jeans/Spirit Days, field trips (if appropriate), or if prescribed in a doctor's note

Appropriate attire is expected on field trips. For example, if attending a nature center, blue jeans and tennis shoes are appropriate; however, jeans would not be considered appropriate attire for a field trip to a museum. A good rule of thumb is, "If you have doubts, DON'T!"

Physical Education teachers and certain Exceptional Education teachers may wear clothing appropriate for their classes.

Fridays are considered School Spirit days. Jeans (**no holes, rips, tears, etc.**) may be worn on these days as long as they are worn with a school spirit shirt or holiday-related attire. On non-student days more casual dress may be worn unless conferencing with parents.

## **EMERGENCY PROCEDURES**

Emergency situations of all kinds can occur throughout the school year. It is vital that when emergencies do occur, the faculty and staff remain focused on the protection and safety of the children under our care. In an emergency situation, "every child at Spring Hill belongs to every adult in the building." We have outlined procedures in the Emergency Handbook, but Emergency Plans cannot and do not cover every possible emergency situation. In the absence of guidance from administrators or other County Officials (police, fire, etc) your focus needs to be: movement of students to a safe location, care of any injured students and accountability of students under your direct care. Fire drills will be conducted monthly. We will have a fire drill the first week of school. Please instruct students regarding the route from your classroom on the first day of school. Fire drills give us an opportunity not only to rehearse our evacuation routes, but also provide good practice in accountability procedures. One of your responsibilities during fire drills is to account for all of your students. During each fire drill, we will account for every student in our building before calling an "all clear" and ending the drill. You will receive fire evacuation and tornado placement maps. Please display these prominently in your classroom near the door. Students are to proceed silently in single file during all drills. Specific directions and routes are included in the Emergency Handbook. The Emergency Handbook should be kept in the emergency backpacks. These backpacks are to be taken with you during any emergency drills or events. **Teachers should become familiar with the contents of the emergency backpacks and the procedures outlined in the Emergency Handbook.**

## **EMPLOYEES' CHILDREN**

Children of employees at the school should remain in the parent's room before and after school unless enrolled in ASP. Employee's children are to follow the same guidelines as any student with regard to lounge snacks and drinks, etc. It is preferred that other arrangements be made for children during pre-planning, post-planning and other non-student days. ASP provides reduced rates to staff members, and you are encouraged to take advantage of this discounted service. **All children must be supervised at all times.**

## **EVALUATIONS**

All personnel are evaluated annually. Certified staff members should have received the appropriate manual relating to their position at an initial training meeting. You will receive further information identifying your primary evaluator and the number of observations you will have.

Paraprofessionals, School Nurse, Custodians, Secretaries, and Cafeteria Staff: These staff members are

evaluated at mid-year and at year's end by their immediate supervisor. This may be an administrator, teacher or other supervisor. The evaluations are maintained by the administration.

## **FIELD TRIPS**

Field trips can be important instructional tools and should be selected to enhance the curriculum. A district committee has developed a list of pre-approved grade level field trips tied to the CCGPS objectives. Each recommendation reflects the committee's consideration of instructional needs, student safety, financial considerations, and transportation concerns. A copy of the field trip form is available from the FCBOE homepage. Prior to proceeding with completing the form, please seek informal approval from an administrator. This approval can be obtained verbally, with a note, or an email. Once you have informal approval from an administrator, you need to complete the form, print it, and submit it to an administrator for formal approval.

**Once approval has been obtained, you need to submit the field trip form electronically to the county office for approval 21 days prior to the date of the field trip.**

### *GENERAL FIELD TRIP GUIDELINES*

- Field trips must be scheduled between the hours of 8:30 a.m. and 1:30 p.m.
- **You must submit the field trip form electronically to the county office 21 days prior to the date of the field trip for approval.**
- The majority of our buses have a seating capacity of 66 persons with three to a seat or 44 with two to a seat.
- Bus drivers may serve as chaperones on a field trip.
- The Fayette County Board of Education does not allow students on field trips to stop at restaurants, business establishments, etc. for meals. Arrangements for a sack lunch to be eaten during a field trip are allowed. Students are not allowed to eat on the bus.
- Remember to figure the amount you will be requesting from each student carefully. You must add mileage and driver cost to the entrance fee to obtain your overall amount. This amount must be multiplied by the number of buses being used. All pre-approved field trip mileage has been standardized by Fayette County.
- **Deposits should be turned in to Gloria Young one week prior to trip.** You need to request a check 3 days before going on the trip.
- You will be required to provide at least one cell phone number from a teacher on the field trip to the bus drivers that are transporting you. This will ensure that a means of communication will exist between you and the bus driver in case of any changes in the itinerary or pick-up locations.
- **Coordinate** with the **cafeteria manager** at least **a week in advance** so that the cafeteria manager can adjust her requirements for meals.
- At least **two days before the trip**, you need to **notify the clinic**.
- You should also turn in a list of the name and location of any child not attending the field trip on the morning of the trip.

## **IDENTIFICATION BADGES**

All staff members are required to wear their Fayette County Board of Education photo ID badges when on school campus. These badges are used to gain entrance into the building. Substitute teachers and student interns are required to wear ID badges. Visitors will wear temporary visitor passes provided by the front office while on the school campus. Any visitor not wearing a visitor pass should be directed to sign-in at the front office. An administrator should be notified immediately if a visitor does not comply with the sign-in requirement.



## **INSTRUCTION and LESSON PLANS**

Each teacher must also have the latest county curriculum guides. These documents should be used along with textbooks and other resource materials as planning resources.

Individual teacher lesson plans are to be maintained on a weekly basis. Lesson plans must show that there is a Learning Target for each subject, at least one activity designed to meet that objective and an evaluation for the objective. Objectives should be correlated to the Georgia Standards of Excellence. To provide for students of varying ability, differentiated instruction must be incorporated and notated in your lesson plans. Modifications and strategies for special education, 504 students, and students in the RtI process should be noted. Leader In Me should be a part of the teacher's daily lesson. Use of technology should be noted in lesson plans. **Lesson plans should be shared with administration in Google on Monday of that week.** Lesson plans will be checked by administration periodically.

## **INSTRUCTIONAL EXPECTATIONS FOR ALL SUBJECTS**

- Classrooms should be absent of sarcasm and threat.
- Activities should be differentiated to support the instructional needs of your learners—including EIP, ESOL, Special Ed and enrichment
- Teacher lecture and large group instruction should be limited. Students learn by doing, creating, presenting.
- Lessons should include use of essential questions, activating strategies, summarizing strategies, graphic organizers, re-teaching, and extension activities.
- Essential questions should be used to maintain the focus of the lesson objective.
- Writing across the curriculum and problem-solving strategies across the curriculum should be present.

## **INTERNET AND E-MAIL USE BY STAFF**

All staff members need to read and abide by the Staff Use of Internet and Email Policy dated 6/18/2007.

## **LEAVING THE BUILDING (Returning to Campus)**

From time to time, it may be necessary for staff members to leave the building during the school day. This should be the **exception rather than the norm. Approval to leave the building during the school day must be obtained from an administrator. Leaving the building should take place during your planning time. Please sign out in the notebook on the counter across from Pam's desk prior to leaving the building. This is to protect both you and the school from liability.**

## **EARLY LEAVE (Not Returning to Campus)**

Five (5) early leaves will be granted to each faculty member at the start of the school year. Early leaves can be used for a faculty member to leave the building AFTER students are dismissed at the end of day after 2:30 PM. Additional early leaves could possibly be granted throughout the year as incentives. **If you are leaving early, please remember to fob out prior to leaving the building.**

## **LEGAL NOTICES**

It is the policy of the Fayette County Board of Education not to discriminate against any student or employee on

the basis of sex, age, race, physical handicap, religion, or national origin in the educational programs and activities of or admissions to facilities operated by the Board or in the employment practices of the Fayette County Board of Education. The Board shall comply with all aspects of Title IX of the Education amendments of 1972.

The contact coordinators and their telephone numbers are listed below:

**Section 504 and ADA Coordinator:**

Audrey Toney 770-460-3990, ext. 252

**IDEA Coordinator:**

Rosie Gwin, 770-460-3990, ext. 260

**Title IX Coordinator:**

Ted Lombard, 770-460-3990, ext. 122

THREATS: Due to the number of “threats” and/or “violent acts” that have occurred in schools across the United States, the Fayette County Board of Education has adopted the following policy -

*For all students to learn and grow, school must be a safe environment. Current events suggest that ensuring such an environment is a task which requires a strict, no-nonsense approach to any words or deeds which reflect the violence of our times.*

*All written and/or verbal threats, implied or direct, toward students, staff members, or school and staff property, will be regarded as acts of malice and endangerment. The school’s discipline will be immediate and severe. Incidences will be reported to the parent(s) or guardian and may be reported to the police and/or sheriff’s department.*

**LUNCH PROCEDURES**

Teachers are to complete a daily lunch count form and forward it to the cafeteria before 8:00 a.m. Any student envelopes should be turned in with the lunch count. A student may occasionally forget his/her lunch money and will be allowed to ‘charge.’ Only 3 charges will be allowed for both children and staff members. Students, who have excessive charges, will be denied the privilege of purchasing a la carte items until their lunch charges are cleared. Breakfast and lunch fees are subject to change.

Parents are welcome to eat lunch with their children. We ask parents to notify us of their entrée choice so the cafeteria workers prepare enough food. If a parent notifies you that s/he will be joining a student for lunch, please include that on your daily lunch count.

**\*\*There will be no café charges during the month of May.\*\***

**MAILBOXES AND EMAIL**

**All staff** should **check mailboxes and emails** at **least three times daily** (suggested times are upon arrival, at lunch/or specials, and at the end of the day). Students should not be used to check mailboxes due to

confidentiality.

## **MEDIA CENTER**

The Media Center staff is here to assist all teachers with instruction. To accomplish this goal, the Media Center is available for teacher use from 7:10 a.m. to 3:10 p.m. each day. All staff members are encouraged to use the Media Center. Books, videos, software, maps, equipment, community resource files, and curriculum related materials are available for teacher check-out on an unlimited basis. Teachers should check out all media materials at the circulation desk and return them to the desk when finished. Please do not interchange any materials with another teacher without going through the media center. The Media Center utilizes Safari Montage for broadcasting.

A county Teacher Resource Center is also available to teachers. The center is located at the LEC. A variety of materials and production equipment is available for teachers to use. Teachers are welcome to contact “The Studio” for assistance in creating new materials for their classrooms.

Teachers are encouraged to use media time and the media specialist in a collaborative way to facilitate learning. The media specialist will assist teachers in locating materials to enhance classroom instruction, including safe websites for your students and software that is available.

The Media Center operates on a flexible schedule that allows simultaneous access to the Media Center by individuals, small groups, and entire classes throughout the instructional day. Teachers must accompany their students to the Media Center for classroom research. Please schedule this with the Media Specialist.

## **GALILEO**

Teachers have access to GALILEO – **GeorgiA LIbrary LEarning Online** a compilation of wide-ranging educational databases on the World Wide Web. It can be accessed at [www.galileo.peachnet.edu](http://www.galileo.peachnet.edu). There is a password required for access. Please consult with the media specialist for the current password.

## **GEORGIA LEARNING CONNECTIONS**

GLC is a Web-based curriculum and instructional resource for educators providing dynamic, interactive, online resources that will enhance and support teaching and learning in Georgia. It is designed specifically for Georgia educators in that the web links and lesson plans included are connected electronically to the Georgia Department of Education’s online objectives. The GLC Web site will serve all Georgia educators, parents, home-schoolers, and policymakers. The site can be accessed at [www.glc.k12.ga.us](http://www.glc.k12.ga.us) or by clicking on the ‘Teacher Resources’ link on the Fayette County Board of Education home page.

## **COPYRIGHT INFORMATION**

Photocopying: You may reproduce copies for scholarly research, teaching or preparation to teach a class. Copying of ‘consumable’ works is prohibited unless special permission is granted by the publisher. Should you have any questions regarding copyright issues, please consult the Media Specialist.

## **MONEY PROCEDURES**

- All purchases with county money must be made through purchase order requisitions.
- No personal checks can be cashed.
- All money exchanges, i.e., change, loss of money in machines, etc. will be handled by the office. **We cannot allow anyone other than office staff in the vault for change.**
- Money generated by grade levels or other school organizations may be reimbursed through the school using the appropriate form available in the office. Please attach your sales receipt to your request.
- All money for field trips, book orders, book fair, etc. must be turned in with a general money form per

instructions on the form. **\*\*\*NO MONEY CAN BE KEPT IN CLASSROOMS.\*\*\***

- All book orders are to be handled by classroom teachers. Please ask parents to make checks payable directly to the book club. Teachers are responsible for mailing these orders.

## **MORNING ANNOUNCEMENTS**

Announcements will be televised on SNN (channel 7) at 7:43 a.m. each morning.

**All staff members are expected to view SNN announcements daily. Students are expected to view the SNN announcements in their entirety; please refrain from sending students to the Media Center or on errands during this time. Valuable information and instructional components will be presented.**

## **PARENT TEACHER ORGANIZATION (PTO)**

Our school is very fortunate to have such a supportive and active PTO. As professionals, we believe that each member of the faculty should be a member of the Spring Hill PTO. To ensure that PTO funds are equally distributed and being directed to areas of most need in our school, faculty members will submit a "Request for PTO Funds" to Jamie for approval prior to forwarding the request to the PTO.

## **PHONE CALLS**

Please refrain from receiving personal phone calls at school unless it is a true emergency.

Teachers/paraprofessionals will not be called out of class to take a phone call unless there is an emergency or prior arrangements have been made to receive the call. If you need to check in with your children in the afternoon, please call them. Calls in the late afternoon can become a problem as the office staff has left by that time.

## **PROFESSIONAL LEARNING**

Professional learning is a critical component for improvement in student achievement. Professional learning classes are offered through the Fayette County Schools and through Griffin RESA. These courses provide opportunities for professional growth as well as credits for certification renewal. Schedules will be made available to teachers. It is the instructional staff's responsibility to sign up and complete requirements for certificate renewal. School-based professional learning will be offered to meet the needs and concerns of the SHES faculty. These may or may not involve professional learning credits for certificate renewal.

## **REPORT CARDS**

Report cards will be completed and sent to parents every nine weeks. Progress reports are issued after the first 4 ½ weeks of school and every 4 ½ weeks after report cards. The report card dates are on the Master Calendar. This is a convenient way of communicating to parents how a child has performed. Students will receive letter grades. A+ = 98-100, A = 93-97, A- = 90-92; B+ = 88-89, B = 83-87, B- = 80-82, C+ = 78-79, C = 73-77, C- = 71-72; D = 70; F = below 70. Grades below 70 are considered as failing grades. Parents are also informed of their children's progress in both character and academic traits. Special area class teachers also grade with these same letters and give a conduct grade. The school system sends a letter home defining each category on the report card.

**Parents should not be surprised by an adverse grade on a Progress Report or Report Card. Precious time and effort will be saved by teachers being proactive and communicating with parents prior to the parents receiving notification of an adverse grade on a Progress Report or Report Card. Therefore, it is expected that teachers will call home to inform parents about failing grades and notate parent contact in the**

## **Contact Log located in IC.**

IEP Benchmarks: Parents of students in Special Education also receive IEP benchmark reports along with the regular education report card. The special education teacher will complete the form, place it in a sealed envelope addressed, "To the Parents of..." and deliver it to the homeroom teacher.

## **SCHOOL FUNCTIONS**

Attendance at after hour school functions is a valuable way of interacting with parents and students on an informal basis. Participation at these events demonstrates a professional attitude and helps in building and maintaining mutual respect with students and parents. Some of our after-hour school activities include: Open House, Student-Led Conferences, Chick-fil-A Spirit Nights, 5K Sun Run, PTO events, etc. [All faculty members are asked to attend these after-hour school activities.](#)

## **FACULTY MEETINGS**

One Wednesday a month will be reserved for faculty meetings. **Please refrain from making dental, doctor, hair or other appointments on Wednesdays.** Please see the Google calendar for the scheduling of specific meetings such as Grade Level Meetings, Action Team Meetings, Lighthouse Meetings, RtI Meetings, etc. These are subject to change due to arising events. **You must notify and get approval from an administrator if you are not going to attend the monthly faculty meeting.** In the event you are unable to attend, it is your responsibility to obtain the information you missed.

## **SUNSHINE**

Faculty and Staff are encouraged to contribute to the Sunshine Fund. Information will be provided to you regarding annual dues. Please see Gloria Young with additional questions.

## **SUPERVISION OF STUDENTS**

All students must be under direct supervision at all times. If you need to leave your student(s) for example, to go to the restroom, you should notify a nearby teacher or a paraprofessional to cover your class while you are gone. The law is very specific about this in terms of proving negligence. Safety of students must be a priority.

## **TUTORING**

Current Board of Education Policy relating to private tutoring is as follows:

- A teacher may tutor only **one** student per tutoring session for compensation.
- **No** tutoring sessions may be conducted during assigned working hours.
- **No** teacher may tutor his or her own student for compensation.
- Private music lessons by music instructors are not considered tutoring as designated by the Fayette County Board of Education school board policy GBRGB. In this instance, however, no music lessons shall be given during designated work hours.
- The principal is responsible to ensure compliance of these procedures and to handle any parental concerns.

# **STUDENT INFORMATION**

## **ARRIVAL**

Staff members will be assigned morning duties to supervise the safe arrival of all students. Duty stations include the bus loop for bus duty and building entrance for car duty. Students may begin to arrive at 7:15 a.m. As students enter the building, they are to go directly to the cafeteria or their classrooms. Buses begin to drop students off at the rear of the building at 7:10 a.m. Staff members will be on duty to supervise morning bus

duty from 7:15 a.m. until the last bus arrives. A log is kept to track the arrival of all buses. Morning car duty begins promptly at 7:15. Staff members supervise the sidewalk area to monitor safety. Assistance with car doors is provided on an as needed basis. Car duty continues until 7:40 or until all the cars in line have unloaded. Teachers will be notified by intercom if there is a long car line, so that students will not be marked tardy. Long car lines can occur on very cold or rainy days.

**Announcements begin at 7:43 a.m. Instruction must begin by 7:50 a.m.**

**DISMISSAL** Students will be supervised for afternoon car dismissal from 1<sup>st</sup> bell until 2:40 p.m. If a student has not been picked up by 2:40 p.m., the student will be brought to the front office and the parent(s) will be notified. The After School Program will be used if an emergency form is on file.

Parents are asked to inform the homeroom teacher of the usual dismissal procedure for their child. They are also asked to notify teachers in writing whenever there is a change in this usual procedure. **If this change involves ASP, please be sure you communicate that information to the ASP office.** In an emergency, the office will take changes in transportation over the telephone and notify the teacher over the intercom.

Occasionally, a student will need to be released from school early for appointments, etc. The parent(s) will come to the office and complete the early dismissal form. The office will then call the classroom and ask for the student to be released. A student **may not** be released to a parent/guardian unless you have received a call from the office authorizing the early dismissal.

### **Dismissal Schedule**

**First bell – After School Program (ASP) and Car Riders 2:15 p.m.**

**Second bell – Daycare – 2:18 p.m.**

**Third bell – Pre-K, Kindergarten, 4th, and 5th grades – 2:20 p.m.**

**Fourth bell – 1st, 2nd, and 3rd grades – 2:22 p.m.**

**Teachers will walk students to the buses in a single file line and remain outside until the buses leave.**

### **ATTENDANCE PROCEDURES**

Each homeroom teacher will take attendance using Infinite Campus by 7:50 am each morning. Teachers will submit student excuses to the IC clerk for verification **on the day received**. In the case of the homeroom teacher's absence, the substitute teacher will take attendance on a preprinted attendance sheet.

### **STUDENT ABSENCES AND PROCEDURES**

A student must be in class for at least half of the school day to be counted present. If a student leaves before 11:00 a.m., s/he is considered absent for the day. Absences may be excused for make-up work for the following reasons: personal illness, family illness, death in the family, religious holiday, and principal's discretion. Students should present a written excuse from a parent/guardian the day following the absence.

Students must be given appropriate time to complete missed assignments following an excused absence. Making up missed assignments following unexcused absences will be done at the discretion of the teacher.

**If a student is absent 3 days, a call from the homeroom teacher to the parent is required.** After 5 or more cumulative unexcused absences, the administration must be notified in writing (email is acceptable). Below is the official Fayette County Public Schools Attendance Protocol for Unexcused Absences that became effective 2006-2007.

Number of Unexcused Tardies	Procedure
5 Cumulative Unexcused tardies Per Semester	<ul style="list-style-type: none"> <li>• Ages 6-16</li> </ul> The school notifies parents by first class mail of the tardies and the summary of consequences
10 Cumulative Unexcused tardies Per Semester	<ul style="list-style-type: none"> <li>• Ages 6-16</li> </ul> The Attendance/Residency Officer will report violations to the Student Attendance Protocol Committee to determine if court action will be pursued for formal intervention

*Pursuant to O.C.G.A 20-2-690-2- STUDENT ATTENDANCE PROTOCOL COMMITTEE - a committee established by the chief judge of the superior court of each county for the purpose of ensuring coordination and cooperation among officials, agencies and programs involved in compulsory attendance issues, to reduce the number of unexcused absences and tardies from school.*

*◆ After five (5) personal notes written by the parent/guardian for excused tardies, the school administration may request appropriate medical documentation upon return to school for the purpose of validating the tardies.*

Refer to Student Code of Conduct regarding Fayette County Policy and mandates of HB 1190.

### **BIRTHDAY CELEBRATIONS**

Individual student birthdays may be recognized at school by providing simple refreshments (**store bought** cupcakes, cookies, etc.) during the class lunch in the cafeteria. Students will be allowed to distribute private invitations provided that all students or all students of the same gender in the class are invited. **\*\*Food brought in should be approved by the nurse if there are known allergies in your classroom. This form should be submitted at least 3 days prior to bringing in the treats. \*\*Please communicate this information to parents.**

### **CAFETERIA**

A duty free lunch period is available to each teacher. Teachers and paraprofessionals may eat in their classrooms or the teachers' lounge. Paraprofessionals have assigned cafeteria duty periods. **Teachers are asked to eat with their students the FIRST week of school as well as review cafeteria procedures with their students prior to going to lunch. Teachers should review these procedures on a regular basis.**

Reminders and reinforcements of appropriate student behavior need to occur daily. It is very important that teachers be on time in bringing their classes to the cafeteria and in picking them up at the assigned dismissal

time.

Each class will be assigned a table in the cafeteria. Assigning seats will be at the discretion of the teacher. The staff on duty reserves the privilege of making seating adjustments based on observed behavior issues.

- Classes enter the cafeteria on a Level 0 and proceed to the serving lines. Students should remain on a Level 0 in the serving area and indicate their desired selections.
- Exiting the serving area, students stop at the manager's table and pay for their lunch and/or enter their pin number.
- Students proceed to their assigned class table.
- If a student forgets something, s/he should raise a hand and wait for assistance or permission to leave the table.
- Students are expected to use quiet voices and communicate to students seated near them.
- Students not following cafeteria procedures may be assigned to eat at a time-out table during the lunch period.
- At the end of the lunch period, students are expected to check and clean up around their space. Teachers should designate 2 students each day to assist in cleaning their table. Students will be dismissed by their homeroom teacher. One side of the table at a time will be dismissed to empty their trays. Students are expected to walk quietly to the blue line where they wait to dispose of their lunch trays one at a time.
- It is essential that teachers are punctual to dismiss their students at the end of the lunch period.

## **CHILD ABUSE**

Educators are mandated reporters of suspected child abuse. If you suspect that a student may be a victim of abuse, **you are bound by law to notify the guidance counselor or an administrator** so the proper authorities may be notified.

## **CLINIC**

The school clinic is staffed daily from 7:15 until 3:00. If a student is ill or has an accident, s/he should be sent to the clinic with a pass. A clinic pass is necessary because the school nurse needs to know the student's complaints. If the student is very ill, s/he should be escorted to the clinic. **If a student is bleeding or suffering from a head or back injury, please notify the office and the school nurse will come to the student.**

The school nurse will develop a list of students who take medication daily or have medication in the clinic for emergency use, and you will be notified of any of your students who are taking their medication in the clinic. All medications must be kept in the clinic and administered by the school nurse. Only when accompanied by written permission from the student's physician may a student carry an inhaler.

Office/Clinic Cards: Parents are to fill out a copy of both the office and the clinic card. If a parent does not list two emergency contacts that can get to school in a short amount of time, please encourage them to do so. **Any time a parent makes a change of address, employment, and telephone number, etc., teachers are required to make the appropriate changes on the office and clinic cards and notify the office clerk.**

## **CONFIDENTIALITY**

It is very important that, as professionals, we maintain a high level of confidentiality when discussing any information about students. It is sometimes necessary to share information about particular students with our colleagues to ensure the best educational opportunities for all students. **It is not appropriate to discuss information with parents of other students, substitute teachers, or community mentors. Always be aware of security and the possibility of being overheard. Please use discretion in common areas such as the**



teachers' lounge, hallways, front office, etc. as well as being mindful of providing too much information on the walkie talkies. Remember, there are many people throughout the building with walkie talkies.

## **DISCIPLINE**

### **Philosophy of Discipline**

Discipline means to train or develop by TEACHING. Our approach to discipline will include:

- Behavior expectations and the consequences for not meeting expectations must be clearly communicated to all students and their parents (in writing as well as verbally).
- A leveled approach to consequences for violating behavior expectations is expected. Many consequences can be logical to the setting/incident. Example—Horseplay at recess = loss of recess for 1 – x number of days.
- The consequences for violating behavior expectations should be severe enough to discourage students from making poor behavior decisions.
- Expectations and consequences should permit students an opportunity to eliminate inappropriate behavior.
- Use of RAYS referrals and behavior charts.

The structure of our behavior expectations (in the classroom as well as school wide) is meant to encourage students to be responsible leaders. The first step in many instances of inappropriate behavior (those considered to be "minor") is a simple reminder ("Are you being safe?"). It is only when a student ignores such reminders and continues to choose to act irresponsibly that we involve parents and implement consequences.

Spring Hill Elementary School is implementing the Positive Behavioral Interventions and Support (PBIS) framework. PBIS is an evidence-based, data-driven framework proven to reduce disciplinary incidents, increase a school's sense of safety and support improved academic outcomes. The premise of PBIS is that continual teaching, combined with acknowledgement of or feedback on positive student behavior will reduce unnecessary discipline and promote a climate of greater productivity, safety and learning. This framework applies a multi-tiered approach to prevention, using disciplinary data and principles of behavior analysis to develop school-wide, targeted and individualized interventions and supports to improve school climate for all students.

The use of consistent school-wide PBIS framework encourages children to make responsible choices for their personal behaviors. Every staff member will monitor student behavior throughout the school setting.

### **PRINCIPAL'S /ASSISTANT PRINCIPAL'S STATEMENT TO S.H.E.S. STAFF**

#### **Expectations in Developing & Maintaining Discipline**

**As Principal and Assistant Principal of our school, we expect:** each teacher to implement PBIS.

**You can expect:** us to assist and support you in every reasonable way in developing, implementing, and refining that system as needed.

**We expect:** that when you refer a student for discipline, the student has been made fully aware of classroom and school rules and knows what rules s/he has violated.

Please remember **if you write a student referral, you are expected to call the parents.** You are writing the referral and can answer the parents' questions firsthand. Administrators will also call parents, but we can only

give secondhand information on the incident.

- Teachers within a team will discuss any continuing behavior problems and schedule a team conference with the student and parents when appropriate.
- That information will be provided on the referral regarding previous actions you have taken regarding this specific issue.
- You have exhausted the interventions at your disposal (i.e., you have done everything you can do) and you have followed the guidelines established by the administration and staff on what constitutes an appropriate behavior referral.
- The behavior was so serious or so blatant as to make immediate removal from the classroom necessary.
- The written referral will be explicit in stating the offense(s).
- You will send the student out of class with a referral only if his/her continued presence in the class would disrupt or prevent teaching and/or learning.

**You can expect:**

- Each administrator to support your position in every reasonable way.
- A response time on your referral will be as close to the incident as possible.
- The availability of an administrator to discuss referrals at a mutually convenient time.
- That the administrator will exercise judgment regarding disposition of referrals.

**We expect:**

- Each teacher will be present in the classroom, greeting students upon their entrance each morning. *“You do this when company comes or when meeting people. Airline, restaurant, and auto dealership personnel do it. Effective teachers do what is obvious—not what everyone else is doing at school. If you’re the only one standing at the door with a smile, does that make you wrong and the others right? Of course not! It makes you more effective at what you do.” (Harry Wong)*
- Each teacher will go to the doorway of his/her classroom during transition from class to class to assume control/monitor student behavior in the hallways.
- Each teacher will accompany their class to and from specials and monitor behavior of all students in their grade level during transition to and from specials.
- Each staff member will hold students accountable for their behavior on the school grounds at all times.

**SCHOOL-WIDE PBIS**

Positive Behavioral Interventions and Supports (PBIS) is an evidence-based, data-driven framework proven to reduce disciplinary incidents, increase a school’s sense of safety and support improved academic outcomes. More than 22,000 U.S. schools are implementing PBIS and saving countless instructional hours otherwise lost to discipline. The premise of PBIS is that continual teaching, combined with acknowledgement or feedback of positive student behavior will reduce unnecessary discipline and promote a climate of greater productivity, safety and learning. PBIS schools apply a multi-tiered approach to prevention, using disciplinary data and principles of behavior analysis to develop school-wide, targeted and individualized interventions and supports to improve school climate for all students. (OSEP Technical Assistance Center on Positive Behavior Interventions & Supports, 2009)

**Spring Hill Elementary School has three leader expectations:**

1. Be Respectful
2. Be Responsible
3. Be Safe

## **WHAT TO DO WHEN PROBLEMS APPEAR**

Both behavioral and academic problems are present in some of our students. Teachers often ask for guidelines for dealing with these problems. Here they are:

### **Academic Concerns**

- Review student records, RtI file, discipline reports, and special education records if appropriate.
- Talk privately to the student about your concerns. Encourage the student to set realistic academic goals on goal setting card and monitor progress.
- Call parents at first sign of concern. Inform the parents of your observations, ask for their ideas, assistance, and support in serving the student. Keep a log of your calls. A low grade on a progress report or nine week report card should not be a surprise to the parent or student.
- Talk to an administrator or counselor.
- Schedule a formal parent conference.
- Begin a RtI file and/or schedule a Tier Meeting.

### **Behavior Concerns**

- Review student records, RtI file, discipline reports, and Special Education records if appropriate.
- Talk privately to the student about your concerns. Encourage the student to set realistic behavioral goals on goal setting card and monitor progress.
- Call parents at first sign of concern. Inform the parents of your observations, ask for their ideas, assistance, and support in serving the student. Keep a log of your calls. Discuss the use of choice and goal setting card.
- Talk to an administrator or counselor.
- Schedule a formal parent conference.
- Begin a RtI file and/or schedule a Tier Meeting.

### **School-Wide Procedures**

#### **Hall Procedures (Think Win-Win)**

- Be courteous to others
- Walk quietly on the right side of the hallway
- Face forward
- Respect student work, group activities, displays and personal space

### **Cafeteria Procedures (Put first things first and Sharpen the Saw):**

- Please enter and exit the cafeteria on a Level 0 (no talking please)
- Stay seated until dismissed from the table by your teacher or another adult on duty
- Raise hands for help
- Show proper table manners
- No running or horseplay
- Show respect to adults, peers, and property
- Follow directions from all adults
- Teachers please assign at least 2 students to assist with table clean-up when your class has finished eating and is being dismissed from the table.

### **Restroom Procedures (Put first things first):**

- Use the restroom for intended use and not to visit with friends or horseplay
- Flush and leave the toilet/floor clean
- Wash hands
- Return to class immediately

### **Assembly Procedures (Seek first to understand and then be understood):**

- Sit and respond appropriately
- Use active listening
- Respect each performer/guest

### **Playground Procedures (Think Win-Win and Sharpen the Saw):**

- Cooperate and take turns
- Use equipment safely and properly
- If a disagreement begins, go to an adult on duty immediately
- Stay in assigned area

## **DRESS CODE**

Students are expected to follow the dress code as defined in the Fayette County Student Code of Conduct.

## **ENRICHMENT**

If you have students participating in the Enrichment Program, please consult with the enrichment teacher.

Children are placed in the enrichment program based on their qualifying in three out of these four areas—cognitive ability, standardized achievement test, motivation, and creativity. If you have a student whom you think may qualify for this program, please consult with an enrichment teacher.

## **GUIDANCE AND COUNSELING**

We have a full-time and a part time guidance counselor. They are available to assist with the social/emotional needs of our students. The counselor conducts individual and small group sessions as well as monthly classroom guidance lessons. (The classroom guidance lessons are determined by a needs assessment completed by homeroom teachers.) The counselor works with parents, students, teachers, and administrators. She will also make referrals to outside agencies as the need arises. The counselor is a standing member of the Student Support Team, Instructional Leadership Team, and chairs the CARE Team. The Fayette County CARE (Children at Risk in Education) program offers many services to students and their families. Members of the CARE Team include the counselor, administrators, teachers, and paraprofessionals. The CARE Team members

work together with students, parents, and teachers by offering appropriate in-school services or outside referrals to community agencies or counselors. Some of the services offered by the CARE program include: community mentors, school friends, tutors, peer helpers, parent resource centers, and parenting classes.

### **HEAD LICE**

If you suspect head lice or a parent has reported head lice, please notify the office immediately. The school nurse will check the suspected child. If there is evidence of an infestation, all students in your room will be checked. We will also notify the teachers of all siblings of a child whom we suspect has head lice. Children who have been checked for head lice will take home a letter stating that s/he has been checked for head lice, and s/he is clear. Parents of children with suspected head lice will be notified by the clinic and must come to school immediately to pick up the child. Upon return to school the student must first go to the clinic for a re-check. The child must be totally nit-free in order to return to class. If a child has been sent home with head lice and returns to your class without a clearance note from the clinic, please send the child to the clinic immediately.

### **HOMEWORK**

Homework can be a very effective tool when used to reinforce concepts, enrich a student's understanding, or link classroom instruction to real life experiences. Homework should always be designed to practice skills previously introduced in class. A good rule of thumb is to limit assignments so that completion will not exceed an hour.

### **ICE CREAM**

Students may purchase ice cream daily during the last ten minutes of their lunch period. Staff members on duty will facilitate the sale of ice cream. Students who owe excessive lunch charges will be denied the privilege of purchasing ice cream until their lunch charges are cleared. **Ice cream is to be eaten only in the cafeteria unless students are dismissed early to outside supervision.**

### **NON-PARTICIPATION IN P.E.**

Any student who is to be excused from P.E. for a period of longer than ten days must have a doctor's excuse. If participation in P.E. is to be limited, alternative P.E. must be provided.

### **PARTIES**

Three classroom parties are permitted. These include: Holiday Party, Valentine's Day Party, and End-of-the-Year Party. All parties except the End-of-the Year Party will be held from 1:30-2:00 p.m. Please advise parents that **only** clear drinks will be permitted. **Parents assisting with the parties are requested to not bring younger siblings to the party.**

### **PHOTOGRAPHS**

Occasionally, students are photographed participating in school activities. These photographs may result in publication through the newspapers, possibly citing the student's name. Parents who prefer that their child's photograph not be published, should notify the teacher and principal in writing. Photographs of children in foster care should never be published. Please refer to the FERPA section in the Fayette County Student Code of Conduct.

### **PLAYGROUND PROCEDURES**

Time on the playground is very valuable. Teachers can learn a great deal about their class and individual

students by observing them at play. Each grade level will be permitted 30 minutes of recess, and times are outlined on the master schedule.

Make sure your outside activities follow these simple guidelines:

- Contact activities are prohibited
- All grade levels should be back in their rooms by 2:00
- When taking your class on the playground, please take the grade level radio with you.
- Supervision: minimum one adult per two classes
- Adults should be strategically placed throughout the playground for effective supervision and monitoring of safe playground activities.
- Teachers please be mindful of mud on the playground after it has rained and use good judgement.
- Injuries: If a child is seriously injured, do not move the child. Contact the office by radio and the school nurse and an administrator and will come to the playground.

## **SECTION 504**

Under Section 504 of the Rehabilitation Act of 1973, “No otherwise qualified individual with a disability in the United States . . . shall, solely by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”

The interpretation of this law is such that anyone with a mental or physical impairment, including any physiological disorders or conditions and any mental or psychological disorder must have equal access to programs. If a student has a significant limitation to his or her learning because of impairment, accommodations and documentation of such is required. **Therefore, if any parent identifies his or her child as having any medical or psychological condition that could negatively impact performance, the teacher must notify the administration immediately.** An SST may be scheduled following the guidelines set forth in the Fayette County 504 Procedures Manual. The team then may decide on modifications that the teacher must make.

## **SNACKS**

Students are encouraged to bring a healthy snack to school. Snacks may be eaten during a teacher designated time during instructional time. Please encourage students to be neat and maintain a clean classroom. Snacks should not be left uneaten in desks.

## **STANDARDIZED TESTING**

Students are administered the following tests as required by the state of Georgia.

<b>Date of Testing</b>	<b>Test</b>	<b>Grades</b>
April	Georgia Milestones Assessment	Third, Fourth & Fifth Grades

The assistant principal is the test coordinator in our school. Additional information about the specifics of these tests can be obtained from the test coordinator.

## **STUDENT RECORDS**

Student permanent records are official legal documents. They may be subpoenaed. It is imperative that they be kept current and complete at all times. **This is the responsibility of the classroom teacher. All permanent records are to be kept in the office vault. Before removing any student record from the vault you must sign out the student record. All student records must be returned to the vault prior to 3:15. If you need to work with your records beyond 3:15, please check with the office to make sure that someone will be available to secure them.** Please be sure that your permanent records are maintained in the following order:

**Stapled to the left hand side of the folder (the immunization record on top):**

- Birth certificate
- Social security card
- Photo I. D. of person registering student
- 2 proofs of residency or affidavit from central office
- Guardianship papers

**On the right side of the folder:**

- Permanent record card
- Enrollment form/data sheet
- Standardized Test Summary Sheets (Milestones, GKIDS, GAA, etc.)
- Test record card (**ALL** test strips attached to the card)
- Copies of letters sent to parent/guardians concerning attendance

A separate file is maintained in the school clinic that contains the immunization record (3231), ear, eye and dental form (3300), and hearing/vision screenings.

Another separate student portfolio that contains math 9 weeks assessment results, DRA assessments, and writing samples are maintained for all students.

**PARENT ACCESS TO RECORDS:** All natural and adoptive parents have the right to view school records, participate in conferences with the teacher(s), and attend school functions, regardless of custodial arrangements. Parents may be denied the above only by court order. Restraints against parents picking up children from school must be posted on the office card and can be imposed through court order.

In cases where a parent does not have custody, the school shall presume that the parent has the right to inspect and review the records of the student unless the school has been provided with evidence that there is a legally binding instrument or court order which provides to the contrary.

It is permissible to copy for the parent(s) materials in a student's permanent record, RTI or IEP. If a parent requests to review or have copies of a child's permanent record, please refer him/her to an administrator.

### **RESPONSE TO INTERVENTION (RtI)**

The Response to Intervention Team is available to teachers for referral of students with academic or behavioral concerns. RtI meetings **should not** be used as a parent/teacher conference. Conferences should take place before this process begins. **The ultimate aim of RtI is to keep students in regular education if at all possible, not to place them in special education.** If a teacher detects an academic, emotional, or behavioral difficulty, he/she should discuss the student concerns with the administration. If the problem persists after the teacher has tried new techniques and strategies, the teacher should begin the RtI process for the student. Tier 2 meetings should be conducted like a parent teacher conference and strategies to assist the student should be put

in place. Tier 3 meetings will be scheduled when no success has been seen from the strategies implemented in Tier 2. Tier documentation of attempted strategies, and work samples should be documented within Infinite Campus. Evidence of the student's current level of performance must be brought with you to all RtI meetings. This should include, but is not limited to, the following: student work samples, current assessment information, permanent records including report card grades, and standardized test scores.

- Spring Hill's RtI Team generally consists of the parents/guardians, assistant principal, guidance counselor, special education representatives, school psychologist, homeroom teacher and any other teacher pertinent to the student's education.
- Parents will receive a written notification of the Tier 3 meeting from the school administration.
- The RtI team will develop strategies and/or interventions to be implemented with the student and identify the person(s) responsible for the implementation. **These strategies and/or interventions are not suggestions. They are required by law to be implemented for the minimum period specified by the RtI.**
- The teacher(s) implement the recommended strategies and document the results. At the follow-up Tier 3 meeting, the teacher(s) will report on the child's progress and the results of the recommended strategies. If necessary, further strategies may be developed for the student. A child may remain in the RtI process for an indefinite period of time. The results of the strategies become a part of the RtI file.
- Referring teachers must have supporting documentation, such as student work samples, informal assessments, parent/teacher conference summary sheets, etc. for a referral. Documentation will be maintained in Infinite Campus.

Student Support Teams are an outgrowth of federal legislation. It is important that all participants in the SST process understand that there are possible legal ramifications for failure to implement the strategies and accommodations established in this process. The school board attorneys have provided the following statement for employee information:

Each employee who has a student who is served in the RtI process has an affirmative duty to follow the RtI plan and implement modifications. Furthermore, **each teacher of a student whose academic or disciplinary record demonstrates the need for an RtI referral has a duty to make such a referral. Any employee who fails to follow the RtI process or implement modifications has failed to fulfill his or her duties and may be documented accordingly. Ultimately, failure to fulfill such duties could serve as grounds for adverse action, including termination.** The circumstances of each situation will dictate what employment action, if any, the school system should take. In addition to the employment ramifications, parents of students who are or should be participating in the RtI process may claim that teachers who fail to make RtI modifications have intentionally discriminated against their child based on his or her alleged disability.

### **STUDENT USE OF TELEPHONE**

Student use of the telephone can become a problem unless the use is monitored. In general, student phone calls will not be permitted unless the student has an emergency. Please use your best judgement in determining emergency situations. If the student does have a valid emergency, please send the student to the office **with a note** to use the phone. Students will not be permitted to use the phone without a note.