

DICKSON ELEMENTARY SCHOOL

HOME OF THE BEARS



**FACULTY AND STAFF HANDBOOK
2020-2021**

Teachers and Staff,

Welcome back! I hope you had a wonderful summer and that you plan to have the best year ever. Our goal is for every student to succeed and surpass their highest goals and yours for them. We will continue to focus on literacy so that every child can be a proficient reader. We all know being a reader makes being successful in all other subjects possible. We know building relationships with students is the key to success. We know our own personal happiness and success is dependent on positive relationships. Please be the best teacher, colleague, coach, and teammate you can be, every day.

At Dickson Elementary, our expectations are high, but our students deserve nothing less. I hope this year everyone will enjoy teaching, learning and students! We are charged with educating every child to the best of our abilities. Please come every day with that as your goal – teach to the best of your ability so they can learn to the best of theirs. **Choose Your Attitude:** No matter what the day throws at you, you can choose how you respond. **Be There:** When people need you, they need all of you. Be fully present. **Make Their Day:** Find simple ways to show people you value them. **Play:** Bring a spirit of enthusiasm, creativity and fun to work. You'll accomplish more. It's going to be a great year!

INTRODUCTION

At Dickson Elementary School, our first concern is the care and education of each student. Our goal is to see that each student reaches his or her potential. Every policy of Dickson Elementary will be designed to meet this goal. The Dickson Elementary tradition is one of pride in our school and excellence in the work we do. Each individual's caring, dedication, and willingness to go the extra mile makes it possible for all of us to be proud of the end result—the quality education we provide for our students. We work together to make each year the best yet!

MISSION

Our Mission is to encourage academic and character development for all students.

VISION

We will promote lifelong learning through educational opportunities that encourage academic and educational successes in a technologically advancing society.

EXPECTATIONS

Each teacher must have the best interest of each student constantly in the forefront of his or her thinking. Our goal is to see that each student strives to reach the limits of his or her ability. This must be true for each facet of the student's development: social, emotional, and academic.

There are many qualities that make up an outstanding teacher. Listed are qualities that are expected as you work with students, parents, and fellow educators.

Respect – Treat everyone with respect. This includes parents, visitors, students, and fellow staff members. Teachers should work to maintain a calm, positive attitude at all times.

Courtesy and kindness – There is no such thing as 'too nice' in your profession. Treat each student as if he/she were your own. Every student, regardless of age or background, is entitled to the respect and dignity due every human being.

Loyalty – Your loyalty should be to the students of DES. We are here for them. Teachers and staff who practice these qualities throughout their day with students, parents, teachers, staff and administration, will enjoy a proactive approach rather than reactive approach to problem solving. Remember, your words and actions reflect on the school as a whole and on the public's perception of you as a teacher or other staff member.

Minimum Expectations at Dickson Elementary School**Children are #1 at DES.**

Do the right thing because it's the right thing to do.

Be professional. Attend all faculty and after-school meetings. You are important to our school!

Be on time for school and other duties.

Be positive! Your attitude toward the children and your peers matters!

Be calm, patient, and kind.

Do what is right, not what is easy.

Be loyal to your students and your school.

Make your students behave - have a written, posted discipline plan consistent with the goals and behavior expectations of the school. Supervise your students at all times – this will prevent many discipline problems. Restrooms, hallways, and the playground are particular areas of concern.

Be tolerant of small infractions-everyone has an off day, even you.

Be professional. Do not yell, fly into a rage or be hostile either verbally or with your body language. Do not engage in gossip or alienate your peers.

You are part of a team-be willing to give and take.

Be where you should be, when you should be, doing what you should be doing.

Assess your students routinely and use these assessments to adjust your teaching.

Be up and moving around your classroom. Be up teaching and/or supervising your students during instructional times.

Lesson Plans – are due every Monday at 7:45 a.m.

Sign in and out if you need to leave campus during your planning. You are paid to plan so please do not leave the building during planning except in emergencies. Planning time is not paid free time – it is work time away from your classroom responsibilities.

Remember how important your work is - What you do (or do not do) in the classroom has the most significant impact on students and their achievements. Devote every instructional minute to instruction.

Working Together for Student Success - Be Difference Makers!

DISCIPLINE PHILOSOPHY

The basis of discipline is effective instruction. Effective instruction can only occur with proper classroom management and organization. You must be prepared and organized each day or discipline problems will occur. In preparing your instruction you must provide individualized instruction for each child, or the child you did not provide for will become a problem. Let your students know your expectations from the first day of school. Practice procedures. Feel free to practice procedures for several days at the beginning of the year in order to have a better year from that point on. Once they know what is expected and then do not comply, that is a discipline issue.

The main concept here is to solve the problem before a bad situation comes about. Teachers do not like to hear this, but many times we create just as many discipline problems as the students do. We all need guidelines. Teachers, parents, and

administrators must work together in a continued effort to prevent and solve discipline problems. Decide what is important and act accordingly.

A discipline plan in the classroom is effective, but the most dramatic impact on behavior occurs when positive reinforcement is implemented school wide: in every classroom, as well as in the hallways, cafeteria, gym and playground. The most effective plan in the world is useless if not followed. Children need to know what to expect. The key is in the planning. Do not plan any discipline measures you are not ready to carry out. Remember to be light on rules and heavy on procedures. Procedures are followed not punished. If students are not following procedures, practice them until they do.

We must all work together in a cooperative atmosphere in order for our discipline policy to be successful. The benefits gained from this teamwork approach to positive reinforcement are beyond measure: increased self-esteem for students, an orderly school, satisfied parents and an enjoyable environment for everyone. Everyone must support all school policies and guidelines.

Consistency is the key to successful classroom behavior. **Remember**, a solid foundation for the entire year is built on the strength you project on the **first** day of school.

CLASSROOM MANAGEMENT AND PROCEDURES PLAN

Each teacher must have a visible written plan of classroom management and procedures. This plan should include your classroom behavior expectations and consequences and should be posted for all students to see. All classroom teachers should have a Class Dojo. This will be a tool that will help you communicate discipline with parents. As you apply your classroom management plan, document the measures that have been used with your students. It is strongly suggested that a Behavior Log of unacceptable student behavior be kept and likewise the disciplinary measures taken to correct unacceptable behaviors. Please call parents and talk with them about behavioral and or academic issues before requesting administrative intervention when at all possible. If you are struggling with student behaviors, please ask for assistance from your mentor or administrator.

Taking a student to the office for administrative intervention should be your **last resort** in order to maintain your sense of power and control in the eyes of your students. Major offenses would be the exception. A discipline referral must accompany any student sent to the office; teachers will post referrals in Skyward. Please refrain from writing other student's names on discipline referrals since a copy of the referral is sent to the parents. Additional forms are required for any incident deemed to be 'bullying' as well as an investigative committee and a report on the outcome.

A word of caution: discipline referrals should not result from an accumulation of offenses over several days or weeks. It is very difficult to justify to parents when they are told their child has consequences for incidents that happened over the span of several days. Make every effort to begin each day fresh with your students.

SCHOOL-WIDE DISCIPLINE POLICY / IN-SCHOOL SUSPENSION

A school-wide discipline policy has been implemented to handle student disciplinary infractions. This policy has consequences based upon the number of times the student has been referred to the office. An in-school suspension classroom will be maintained to help students learn to manage their inappropriate behaviors. In-school suspension can be as little as one (1) hour or as much as two (2) days based on the number of office referrals and severity of the behavioral issue.

Students may be assigned to ISS for all categories listed on the discipline policy. Students who are assigned to ISS are not counted absent. It will be our policy to keep students in their classrooms for instructional times to the greatest extent possible and have them serve ISS time at non-instructional times. Lunch, recess, and related arts, will be used as often as possible. Schoolwork detention time may also be assigned to students whose missing work places them in danger of failing. It is our mission to have every student learn the material they are supposed to learn. Most often the best place for this to happen is in their regular classroom and every effort will be made to keep them in that classroom. Teachers should also have a 'no zero' policy; meaning a grade of zero is not accepted.

PARENT COMMUNICATION

All teachers will be required to maintain a Class Dojo account to communicate with parents. **This should not be the only form of communication with your parents.** Each teacher's Class Dojo should also be linked to the school Dojo page.

ATMOSPHERE

We as teachers have to make many decisions throughout the day. Maintaining a positive attitude helps make the decision-making process easier. We want to provide a positive environment that is conducive to learning. The only way to achieve this is through planning and organization - knowing every moment what is supposed to happen. One sure way to stop discipline problems before they occur is keeping the students busy and involved in numerous exciting learning experiences. The key to good discipline is effective instruction. **Choose Your Attitude:** No matter what the day throws at you, you can choose how you respond. **Be There:** When people need you, they need all of you. Be fully present. **Make Their Day:** Find simple ways to show people you value them. **Play:** Bring a spirit of enthusiasm, creativity and fun to work. Effective instruction does not mean excessive homework. Homework is not a behavior modification. Busy work is not effective instruction. No write-offs, please.

Please stop to think about the consequences of your actions or remarks. You can make a difference in a child's life by the way you react, and you can also destroy the positive image of our school in the community by the way you react to situations. **Think first!!** Your ability to deal with daily frustrations in a kind, caring manner most definitely determines how your students and parents will react. Try to be firm with your students without yelling or intimidating them. Students know when they have gotten the best of you. Remember, do not touch a child in anger. **Do not place students in the hall.**

Being friendly is different than being friends with students. You are here to be their teacher, mentor, coach, disciplinarian, leader, etc. All can be done in a friendly way without crossing the line. When you cross the line and try to be their friend, you have lost their respect and the ability to be all of the above. You are the "professional" at school and out in the public. Do not put yourself in a position to compromise your authority or reputation. Do not text or email students. If you must send a message this way, include the parent and me. **We are here to assist in every way possible. Please feel free to communicate your concerns to us!**

CLASSROOM CLEANLINESS

Each teacher is responsible for the care and cleanliness of the room as it pertains to book storage, shelves, teacher's desk, etc. Remember, classroom cleanliness is a reflection of you and the expectations you have for your students. Be the example. Keep your area clean and orderly!

You are asked to make provision or provide procedures to take care of the following:

1. Students should pick up all paper, pencils, etc. from the floor around their desks at the end of the school day.
2. Students should remove everything from the tops of their desks at the end of the school day.
3. Check on keeping shelves, tables, desks, etc., in an orderly manner at the end of each school day. Your desk should be tidied up before leaving school for the night.
4. Please use discretion on taping things to the walls or boards in the classrooms. Items secured to the walls should not be left too long as the glue will separate from the tape and deface the walls, boards, etc., after a period of time. Tape can ruin whiteboards by taking the coating finish off. If you use hot glue, make sure you remove it when you remove the item. Do not make any holes in doors or deface them in any way.
5. Be sure that outside doors lock behind you when you leave the building. (Please check them.)
6. Students should be encouraged to respect the building as part of their civic responsibility and respect for public property. Please note the following:
 - a. There is absolutely no need for writing on or defacing any part of the building, equipment, or grounds. Violations will be dealt with through the principal's office.
 - b. Student's should clean off their shoes and boots before coming into the building in wet and muddy weather.
 - c. Do not let your students drink anything in your classrooms other than water.
 - d. No writing or marking on desks or walls (other than dry erase on desks).
7. Nothing is to be 18 inches below the ceiling according to the Fire Marshall.
8. If you hang curtains, they must be treated with fire retardant. You must treat them every year and staple a tag to the back side of the curtain stating the date they were treated.

Students can help you maintain a very clean room. Give them responsibilities and create a sense of pride by assigning "housekeeping" duties. If proper cleaning is not done by the custodians, let me know in writing.

HOMEWORK

The Board of Education recognizes that some homework by students is desirable and necessary. To be effective, homework should be carefully planned, assigned, and evaluated. Homework is assigned to reinforce and strengthen specific academic skills. It should never be given as a consequence for inappropriate behavior. A general guideline for the amount of time students should spend on homework is the grade times 10 minutes. For example, third graders should have approximately 30 minutes of homework.

GRADING SCALE / GRADE SHEETS

The Dickson County School System has adopted the statewide grading scale for grades 3 through 12. Please use the following grading scale:

- A = 93 – 100
- B = 85 – 92
- C = 75 – 84
- D = 70 – 74
- F = 69 and below.

Teachers will record each student's nine-week average for each subject on the grade sheets. Grade sheets are due in the office by 8:00 a.m. each Wednesday before report cards go home the following Monday. Grade 3 – 5 are further required to post grades into the Skyward student management system used by the county.

REPORTING OF STUDENT PROGRESS/GRADES

The Dickson County School System in grades K through 8 operates on a nine-week academic calendar. Grades should be recorded for student work in the grade book in numerical form. Additionally, it is wise to provide students with numerous grade opportunities each grading period. Students should be provided with a variety of assessments to accommodate a variety of learning modalities. Grades that are recorded in the grade book each nine weeks should be averaged to determine the student's overall academic performance level in grades 3-5; K – 2 should indicate student progress with 1s, 2s, and 3s. This average should be recorded on the students' report cards in both numerical and letter form. Report cards are always sent home on Monday, one week following the end of a nine weeks grading period. Mid-quarter grade reports should be sent home no later than the end of the fourth week of the quarter.

All classroom teachers should send home some type of progress report each week. Sending home students' papers to be signed by the parent or guardian can fulfill this requirement. A minimum of every two (2) weeks averages should be sent home.

HONOR ROLL

The honor roll at Dickson Elementary will be made up of three separate academic achievement levels:

All A Honor Roll	Students having all As.
A-B Honor Roll	Any combination of As and Bs.
B Honor Roll	Students having all Bs
On A Roll	Recognition of students in grades K-2 who are showing good progress.

The honor roll will be published each grading period in the Dickson Herald. Students who earn honor roll status each grading period for the year will be presented with an award at the annual Awards Day Ceremony.

PROMOTIONS AND RETENTION

Numerous factors must be considered in promoting or retaining a student. Primarily, those factors include the student's level of ability, achievement, and maturity. The primary measure of the student's achievement should be the determination of his/her mastery of the basic skills as set forth for that grade or subject.

Retentions will be made only after prior notification and explanation to each student and his/her parents or guardians. A report of each student retained will be sent to the director of schools and the documentation relating to the retention will be

placed in the student's permanent record. If a parent wishes to appeal a teacher's decision, he/she may meet with the teacher, the principal, director of elementary education and the director of schools to resolve the issue. Any unresolved case may be brought to the attention of the Board by any of the interested parties. It is the teacher's responsibility to notify parents in writing of the possibility of retention at least two (2) months before the end of school. Our second parent-teacher conference is scheduled with this deadline in mind. Parents not attending and signing the notification should immediately receive notification in the mail from the classroom teacher. Additionally, parents should be notified as soon as a final decision is made. At the time the parent is informed that retention is a possibility, the teacher should give specific information about the child's weakness and suggestions made for remediation of the weakness. Every effort should be made to work with the parents.

AWARDS CEREMONIES

Dickson Elementary School honors outstanding academic performance, perfect attendance and related student accomplishments at awards ceremonies held after each nine week period and at the end of the year.

STUDENT ATTENDANCE REGULATIONS & ABSENTEEISM

In order to meet the requirements for satisfactory attendance, a student in the Dickson County School System shall have an approved record of attendance. An approved record of attendance is considered (grades K-5) to be ninety percent (90%) attendance in each class. All days in excess of eighteen (18) days per year, both excused and unexcused, will be recorded as unexcused unless a doctor's note is presented following the student's absence. After three (3) unexcused absences the student will be turned over to the attendance supervisor. Unexcused absences must be made up with a Board approved alternative program unless approved by the Attendance Review Board.

Teachers are asked to assist in monitoring student attendance and notifying someone in the office when students have been absent multiple days in a row. You are our first line of defense against absenteeism. Please help us encourage attendance with phone calls, notes, and office notification when needed.

STUDENT TARDINESS *County wide adopted policy*****

Recognizing that punctuality and the opportunity to learn affects the academic progress of a student at school, the Dickson County Elementary Division has adopted the following tardy and early check out procedure. School begins promptly at 8:00 a.m. Any student arriving after the 8:00 a.m. bell is considered tardy. Students arriving after the 8:00 a.m. bell will be issued a tardy slip. School ends at 3:00 p.m. Students leaving before this time will be documented as checking out early. Tardy and early checkouts slips are filed and maintained in the office. Students who are chronically late or checked out early for unexcused reasons will be required to make up unexcused lost time. Excused tardiness and check outs will not be counted against a student.

- 3rd Unexcused tardy/check out - Written reminder of policy to parent
- 4th Unexcused tardy/check out - Second written reminder with a post script from principal
- 5th Unexcused tardy/check out – Thirty minutes of recovery time and principal call to parent
- 6th & 7th Unexcused tardy/check out – Thirty minutes of recovery time and a parent conference is requested at 7th occurrence
- Subsequent Unexcused tardy/early checkouts – School Attendance Review Committee will meet to discuss the issue and make recommendations to remedy the problem. The parent may be invited to attend this meeting. Principal should forward minutes of this meeting to Board of Education. Student may be required to continue to recover unexcused time. The cycle starts over at the beginning of the second semester.

Students shall not be permitted to leave school or the school grounds during the school day without request of the parent/guardian and the approval of the principal. Only those individuals who are approved by the parent will be allowed to sign out the student. Siblings under the age of eighteen will not be allowed to check out siblings (students) unless a signed note is received from the parent prior to the time of dismissal.

The teacher will be notified by intercom to send the child to the office for early dismissal. Do not allow students to leave with anyone unless you have been notified by intercom or note that the child has been checked out in the office.

PERFECT ATTENDANCE

Students who have 100% perfect attendance per quarter will receive a reward as a means of recognition. Students who have earned perfect attendance for all four quarters of the school year will be awarded a certificate of perfect attendance at the annual awards ceremony. Make certain you keep an accurate record of tardies and absences; shortly after the school year begins homeroom teachers will be recording attendance in Skyward. Your records are very important documentation of perfect attendance. Students which come in late or leave early will not qualify for perfect attendance.

PROVISIONS FOR TEXTBOOKS / PERMISSIONS SIGNATURE SHEET

Parent agreement forms must be signed and returned to the homeroom teacher before textbooks will be issued to the student. Each student will be furnished a sufficient supply of textbooks for each class. At the completion of the unit of study, all books previously distributed to students shall be returned to the teacher who will check in the book. It is the teacher's responsibility to make sure all students have returned the appropriate forms from their parent/guardian before textbooks are issued.

The textbook signature form is included with a variety of other signature items needed from the parents/guardian of each student. Photo/name release, health screening programs, and acknowledgement of various policies have been grouped into one sheet to reduce paperwork for both parents and school. Make every effort to secure these forms as soon as possible after school begins.

FIELD TRIPS

Any teacher desiring to take his or her class on a field trip should talk with the principal before discussing the trip with his or her class. All field trips must have advance approval of the principal. The trip must have a definite purpose and reflect careful planning. Prior to the field trip the class should be prepared by a general discussion of the place they are going and the purpose of the field trip. Teachers should make sure students understand that they will be required to behave in accordance with school rules and follow all guidelines issued by the point of destination. Signed parental permission forms must be obtained for every child making an off-campus trip beyond the immediate vicinity of the school. It is the responsibility of the teacher to ensure that these forms are kept on file for the remainder of the year. The teacher must also notify the cafeteria if lunch will be affected.

Accidents that occur while on a school-sponsored trip should be reported by the teacher to the principal immediately upon returning to school. Serious accidents involving personal injury should be reported immediately to the principal and/or director of schools. Emergencies should be dealt with promptly by the teacher or other members of the school staff by taking appropriate action including sending a student or students to the hospital or summoning medical aid or ambulance. In cases where it is necessary to send a student or students to the hospital every effort should be made to notify the parent or parents immediately.

RECESS

Great care must be taken to see that students are well supervised during the recess period. Students should be told, in advance, of the playground safety rules and the behavior expected of them. Playground policies and restrictions should be noted in your substitute folder.

Each grade level is assigned a recess time that must be closely followed. This means your class should be leaving at the ending recess time listed on your schedule, not beginning the lining up process. Please arrive and depart at the appropriate times so that another grade level's recess time will not be encroached upon. The principal or assistant principal must approve extra recess time. Walking may be used as a consequence for inappropriate behavior while on the playground but having students "sit" is generally not a good alternative.

1. All students in your class should be on the playground or pavement, not on both.
2. All teachers should be supervising the playground. Please do not grade papers, use cell phones, read, or do anything that may distract you from monitoring the playground.
3. All students should be supervised at all times.

4. Students who are not meeting classroom expectations may remain in timeout, organized by the classroom teachers, during recess (either a portion or the entire time).
5. Students should not be beyond the fenced-in area and no trash should be thrown over the fence or on the playground.

CENTRAL OFFICE DIRECTIVES REGARDING STUDENT/TEACHER INTERACTION

Conversations with students – limit conversations to appropriate topics and locations. Do not allow students to remain alone in your classroom; do not stay alone in your classroom with a student. Sex, boyfriend relations, girlfriend relations, etc. are not appropriate topics between staff and student.

Personal contact – touching students can be misinterpreted by anyone at anytime. Use good sense.

Discussions about clothing – do not suggest to a student that she/he wear certain types of clothing, dress in a certain way or make comments about their dress. Guidance counselors or administrators should be notified about concerns.

Socialization/involvement on a personal level – limit personal contact outside of school, especially parties, late night contacts, etc.

Solicitation – for extra credit, grades, other. Grades and extra credit are earned by completing assignments related to the course. Do not give extra credit / grades for favors, supplies, gift cards, custodial work, etc.

Language and conversations – All conversations on school grounds should be maintained on a professional level with appropriate language and topics. Students should never be subjected to name-calling, sarcasm, or ridicule by the staff or teachers.

Personal web pages, text messaging, phone photos – do not allow students access to your personal web pages. All school related communication (email, club/sport notices, practices, classroom news, etc.) should be handled through the DC website/classroom web page, not a personal web page or cell phone. Do not use your personal cell phone to send or receive calls from students. Do not text message students or receive text messages from students. Do not take or receive pictures from students on your personal cell phone. Always tell an administrator if something occurs that might warrant a concern. Facebook friending along with any other electronic media communication is discouraged for the safety of the teacher. If you communicate with a student in this manner you should always forward a copy to the principal.

Staff members should immediately express any concerns to the administration if any strange or possibly inappropriate behaviors, etc. are witnessed or suspected. Please speak with Mrs. Bledsoe if you have questions/concerns or if you need clarification about appropriate behaviors. Remember, it is too late after something has happened. We must work to protect our students and our profession. Several little things, combined, can result in a big situation that is difficult for the entire school and/or county.

VIDEO POLICY

Each teacher is encouraged to take advantage of video materials available to supplement instruction and to broaden the educational horizons of their students. Movies should not be shown for pleasure, they must reinforce state standards. Since full length movies require a significant amount of time, careful consideration should be given academic value. Administrative approval should be acquired before any full length movie is shown. Movies shown must not be rated X, R, or PG-13. Movies rated PG must be carefully screened for unsuitable language, violence, nudity or sexual content. Movie rating guidelines are only the beginning of the school policy regarding video material not from the school library. The essence of the policy is that each teacher is solely responsible for the content of the material in the video. Many PG movies still may have material that may not be suitable. Be sure you have previewed the video and are willing to accept responsibility for showing it to your students. This administration recommends G movies only.

USE OF CELL PHONES

Personal cell phone use while supervising children is not appropriate and is prohibited by School Board Policy 6.3120. See appendix.

STUDENT VEHICLES

Students who ride two wheel vehicles (motorized or not) will park them in the designated area for the entire school day. Students will not ride these vehicles on campus once they arrive at school.

STUDENTS WHO WITHDRAW FROM SCHOOL

Teachers who have students that will be withdrawing from school should notify the office so the school secretary can fill out the required withdrawal form. When the form is forwarded to you please complete the form in its entirety. If you are in the middle of a grading period list the student's average to date for each subject area. Collect all school materials (textbooks, library books, etc.). Please check with the library to see if the student has any outstanding library books. If the student is moving within the county, all consumable textbooks should be sent with the student.

SCHOOL DONATIONS

We will request \$30.00 from each student who attends Dickson Elementary School. All donation money will require a receipt to be written by the teacher and given to the student when the donation is collected. This money will be used for art, music, physical education, library and classroom materials and supplies.

TEACHER LESSON PLANS

In accordance with the principal's performance based contract, teachers will be required to maintain brief, written, daily lesson plans. A lesson plan template for daily lessons will be required for all elementary school teachers. This template is the minimum that should be completed for your core subjects each day. Strive to improve your instructional practices each year. All teachers are required to submit a copy of their weekly lesson plans to Google Classroom no later than 7:45 a.m. each Monday. Standards that are being taught should also be displayed prominently in the classroom or hall display. You are encouraged to phrase these standards in terms your students can understand ("I Can" statements).

STAFF ABSENCE

When a staff member is unable to be present for any reason, he/she is responsible for calling an administrator Andrea Bledsoe at (615) 945-1032 or Nick Brown at (607) 329-5809 between the hours of 5:45 and 6:30 a.m. or if unavoidable, at school by 7:10 a.m. Please do not rely on messages left on machines or call our office staff – **talk to an administrator**. Once you have talked to an administrator, it is your responsibility to post your absence in Frontline, **whether you need a substitute or not**. Christy Hawthorne and the Central Office use Frontline for their records. If you must be absent more than one day please let an administrator know as soon as possible so the substitute can be asked to return the next day. In the case of an extended absence, please notify the principal as soon as possible when you intend to return so the substitute can be notified.

Teachers and other staff members are responsible for letting the principal know of extra duties in the event of being absent and responsible for getting replacement personnel for missed extra duties. Please make certain that Mrs. Bledsoe, Dr. Brown or Christy Hawthorne are aware of any days you plan on being absent.

LEAVE REQUESTS – SICK / PERSONAL / PROFESSIONAL

Any staff member who knows in advance they will be absent should notify the principal in advance so arrangements may be made for substitutes. Please go by the bookkeeper's office to fill out and sign the appropriate form prior to your absence or upon your return following a sick day. Personal days should be requested at least three (3) days in advance and must be approved by the principal. Personal days may no longer be used for inservice or professional development days.

RED SUBSTITUTE NOTEBOOK

A red substitute teacher notebook should be maintained and all teachers in your grade level should know the location of your red notebook in your classroom. The teacher is responsible for ensuring that the notebook includes any and all necessary information for the substitute to carry on with the normal school activities. A checklist of required items will be provided to each teacher. This notebook should contain a minimum of three (3) days of generic lesson plans and all required necessary information and/or handouts. Each teacher will need to share his or her completed Substitute Notebook with Dr. Brown by Friday, August 21, 2020.

TEACHER DRESS AND APPEARANCE

It is expected that all teachers and staff will dress in a neat, clean, and professional manner that is becoming to our profession. As professionals we should strive to provide positive role models for our students through our manner of dress and appearance. Good taste and common sense should dictate choices in clothing. Cropped pants may be worn but not shorts – the knee should be covered unless you are wearing skirts/dresses. Take care that tops cover everything appropriately and that appropriate shoes are worn. Fridays will be set aside for casual professional attire. Denim jeans may be worn on Fridays only.

County issued name tags should be worn daily. These tags will also enable teachers to open all keyless entry doors, enabling Dickson Elementary to keep all entrances locked at all times.

Teachers or staff members should never wear clothing students are not allowed to wear.

TEACHER ACCOUNTS

Each teacher will have a fund of money generated from county and state monies as well as school fundraisers. All purchases must be approved by the principal prior to the transaction. No payment will be made for any purchase unless a purchase order has been filled out preceding the date of the purchase. Purchase orders must be filled out completely. Necessary items include signature of principal, date, store or company's full name and address, total of purchases, and your name. Purchase orders should be returned to the bookkeeper along with the original sales receipt, signed and dated, the following school day. Statements received for unauthorized purchases (purchases made without a purchase order) will be returned to the individual responsible for making the purchase for payment in full. All packing slips and/or sales receipts must be turned in with the teacher's signature and date to the office when merchandise is received and accounted for.

PROCEDURES FOR MONEY COLLECTION

Teachers are often responsible for the collection of money. Money should never be left in the room overnight. Money should be turned into the office by 10:00 a.m. each day. It is your responsibility to keep accurate records of all monies collected. Money collection directions will be issued to each teacher so receipts for money collected can be written. This manual is self-contained in that it includes instructions, money collection logs and receipts. **Keep all collection logs in your blue folder all year.** Please make sure you follow these guidelines.

PROCEDURES FOR BEGINNING THE SCHOOL DAY

All school personnel should be at his or her assigned station or door by his or her assigned time each school day. For most, this means 7:45 a.m. For others with special assigned duties this may mean 7:15, 7:30, or 8:00 a.m. Gym dismissal will begin at 7:45. Do not allow students in your room before 7:45 a.m. or allow them to remain after 3:10 p.m. without your presence unless you are part of the school tutoring program. Students of staff members should remain in their parent's room or go to the bus room with all other students in the mornings. They may not wait in the halls or in other classrooms. Morning classroom business will be conducted from 7:45 until 8:00 a.m. each morning. All monies should be collected during this time. Attendance should be taken in Skyward as soon as possible after the bell. Teachers and staff should check their school mailbox and your email account each morning before 8:00 and again before leaving for the day. The instructional day begins with the 8:00 a.m. bell.

MORNING ANNOUNCEMENTS / MINUTE OF SILENCE / PLEDGE OF ALLEGIANCE

These activities will be conducted each morning on the intercom after the 8:00 bell has rung. Teachers wishing to have announcements made should have these to the office before the 8:00 bell. Grades will take turns a week at a time reciting the pledge and a schedule will be provided. An email will be issued from the principal's office outlining any changes in the schedule or general information relating to the operation of the school when needed. Please check your email by 8:00 a.m. each morning and again before going home for updates.

PROCEDURES FOR ENDING THE SCHOOL DAY

At the end of the school day, teachers should make sure all lights are turned off and paper is picked up (this duty may be assigned to students). Make sure your heat/cooling is left appropriately and nothing unnecessary is left on. Teachers and staff may leave in the afternoon at 3:15 p.m. except for those staff members whose assigned duties require an alternate schedule.

LEAVING SCHOOL GROUNDS

If you leave the school grounds during your planning time, you must sign-in and sign-out in the office. Please remember your planning time is time for which you are paid to plan. Leaving school grounds should be reserved for emergencies, and certain unavoidable circumstances. In accordance with the director's directions, teachers are discouraged from leaving the building during their planning times. It affects public perception of our work.

DUTY FREE LUNCH

Teachers will be given a duty free lunch period of 30 minutes each day to the extent possible. The principal will determine the time period of the teacher's duty-free lunch. Exceptions to this may include:

1. An abbreviated school day due to inclement weather, a holiday or other activity.
2. A class field trip.
3. A special school activity day.
4. An emergency situation – lock down, etc.

TEACHER CAFETERIA RESPONSIBILITIES

Each teacher will arrive with his or her class at their scheduled lunchtime. All teachers will review the cafeteria expectations daily before going to the cafeteria. Please provide the cafeteria manager and assistants with information about any special dietary, health, and/or behavioral needs of students in your class.

Each teacher should arrive promptly to pick up his/her class. A cup system will be used to track classroom behavior in the cafeteria. At the end of every month "The Golden Platter" will be awarded to the class with the best behavior in the cafeteria.

Food is not to be taken out of the cafeteria unless you are willing to supervise, clean, and/or correct any problems that might arise. Please keep in mind that classroom food often attracts ants and other pests.

FACULTY MEETINGS/EXTRACURRICULAR ACTIVITY ATTENDANCE

Faculty meetings will be held on Thursdays as needed. E-mail will be used to communicate information frequently as well. Teacher attendance at designated meetings is considered part of the normal school day. A teacher who finds it impossible to attend an assigned meeting will notify the principal beforehand so that absences may be accounted for. Non-attendance will be reflected on the professionalism evaluation.

If a staff member took a sick day on the same day as a scheduled extracurricular after school event, that staff should plan not to attend. If medical issues necessitated your absence during the school day, that would apply to after school activities as well.

GRADE LEVEL MEETINGS

Each grade level is expected to meet for PLCs on Tuesday during the common planning time provided to coordinate instruction throughout the grade level. Teachers should arrive at the PLC meeting within 5 minutes of the start time in order to be mindful and respectful of the team's time. The focus of the PLC will be student work.

PLC meetings will be on Tuesdays. Remember if you bringing student work you will need to bring the following:

- × Standard
- × Objective
- × Student work

- × Directions and details about task
- × Mastery Criteria

The primary reason for the collaboration is to improve teaching and learning. The four main topics are:

1. What knowledge and skills should every student acquire as a result of this unit of instruction?
2. How will we know when each student has acquired the essential knowledge and skills?
3. How will we respond when some students do not learn?
4. How will we respond when some students have clearly achieved the intended outcomes?

In addition to PLCs grade levels are expected to meet and to provide the same educational opportunities to all students in a grade level, teachers are expected to plan together and make decisions together concerning the activities and content taught. Mrs. Bledsoe or Dr. Brown will attend meetings occasionally. If you need us on a particular date, please let us know.

TEACHER EVALUATION PROCEDURES

Evaluations will follow the most recent state guidelines. Separate information, along with each teacher's required evaluations will be provided within the first few weeks of school. All assistants must also be evaluated once during the year by the administration. Newly hired assistants will be evaluated during the 1st and 2nd semesters.

COPIER PROCEDURES

It is recognized that materials must be duplicated for student use. Copy machines are provided in the teacher work area for this use. The copy machines and materials required to operate them are very expensive. Therefore, teachers should make every effort to limit their use of the copy machines as much as possible. It is further recognized that certain grade levels will require more copies than others. Please remember that worksheets don't grow dendrites!

Only designated persons are authorized to operate the copier behind the stage. All copy jobs in excess of 20 copies should be turned into the copy drawer by 9:00 a.m. prior to the day it is needed. Please attach your name, number of copies needed and any special instructions to the document you need copied. These will be copied and placed in your mailbox when completed.

Each teacher will be supplied with an access code for the copier in the teacher's lounge. A designated # of copies will be allowed per month. Additionally, the building has several networked printers for teacher use. Please monitor this printing carefully due to the cost of copies on these machines. They should be used for single copies, not multiple student copies or for personal items.

Google Classroom is a great tool that we need to help students become familiar with. This tool will also help us to keep the number of copies/worksheets to a minimum.

SUPERVISION OF STUDENTS

All staff members are responsible for their students' supervision and should remain with them at all times. If you cannot be with your students at an appointed time, be sure to have another teacher or teaching assistant monitor your students. Do not be negligent in this matter. It is your responsibility to monitor your students and maintain control at all times. At no time is it OK for students to be left without an adult present. Students should not be allowed to come in contact with any substances (cleaners, poison oak, foods if students have allergies, etc.) that might pose a health risk. Teachers should be vigilant on this matter.

ACCIDENT REPORTS

Accident reports must be filed with the office and the central office immediately following an accident. The bookkeeper will file one and send a copy to the Director of Schools office. The nurse will be available to assist; however the responsibility lies with the teacher. Christy Hawthorne should be consulted for faculty and staff accidents before a trip to the hospital except in extreme cases. Failure to report an accident within the established time frame may result in claim denial. If a staff member is working after hours or during breaks, the central office staff should be contacted immediately if an accident occurs.

STUDENT CONFIDENTIALITY

Confidentiality of student conditions (health, disabilities, or otherwise) must be maintained. At no time should personal information about a student be communicated to other students, parents, or other individuals. This includes references to any health or infectious conditions.

COMMUNICABLE DISEASES

It will be the duty of the school authorities to exclude any child from school who is infected with or suspected of having the following diseases: measles, rubella, mumps, chicken pox, pediculosis, scabies, and/or other illnesses designated by the local health officer as requiring exclusion.

If one of these illnesses is suspected, the teacher or principal should refer the child to the school nurse. The child should be sent home with the requirement that the child's physician be contacted for diagnosis and treatment. The child may be excluded from school until school personnel are notified that the child is no longer contagious and there is no longer any danger of other students contracting the disease. This policy does not cover students infected with AIDS/HIV.

PEDICULOSIS (HEAD LICE)

It will be the responsibility of the principal or school nurse to notify parents in the event a child has pediculosis (head lice). If school personnel are unable to contact the parents, a letter will be sent home with the child explaining the condition. Students having head lice are to be excluded from school until the school is provided with suitable evidence of treatment and are in no danger of spreading head lice to other students. A student will be expected to be treated and back in school no later than one (1) day following exclusion for head lice, unless a note from the doctor or Health Department deems it necessary for him or her to be out longer.

TOBACCO PRODUCTS / DRUGS / WEAPONS

The use or possession of tobacco and/or tobacco products or non-prescribed (scheduled drugs) by a school employee on school grounds during the school day will be in violation of the Dickson County School Board's policy. (See Employee Drug Screening Policy)

Firearms and/or weapons of any type shall not be brought onto school grounds including its parking areas. Persons bringing firearms or weapons onto school grounds (concealed or otherwise) are subject to disciplinary action by the Dickson County School System and prosecution by the State of Tennessee.

CHILD ABUSE AND NEGLECT

Staff members are legally required to report every instance of suspected child abuse or neglect, but will be immune from liability regardless of the outcome of the case. Any suspected cases should be reported directly to the principal and to the Department of Human Services. (1-877-237-0004)

EMERGENCY DRILLS

Teachers should familiarize their students with the procedures for all emergency drills. Teachers should remain calm and convey the same to their students. Teachers should familiarize themselves and their students with the procedures for each of the drills listed and described in the Crisis Response Plan. See the Dickson Elementary School – Emergency / Crisis Response Plan.

EARLY DISMISSAL/EMERGENCIES / INCLEMENT WEATHER

When school is dismissed for an emergency or inclement weather all teachers are to remain in the building until the principal releases them. Each teacher should make certain that each child is accounted for and has a way home. As soon as we can determine the children will be taken care of we will allow the faculty and staff to leave the building. In these situations, volunteers to stay at school and help out are greatly appreciated.

VISITORS

Please greet all visitors to our building with a smile and a positive greeting!

All visitors to the school building must be cleared through the office in advance before going anywhere in the building. Please advise all visitors to go to the office, sign in and pick up a visitor's pass upon their arrival. If you see visitors without a pass, please notify them of this policy and direct them to the office immediately. As soon as possible notify the office of an unauthorized visitor and his or her whereabouts. Please inform your students that all visitors to the school should be wearing a visitor's pass and those that do not should be reported immediately.

EXTENDED DAYCARE PROGRAM

The Dickson County Board of Education recognizes the need for before and after school care. A childcare program has been organized at Dickson Elementary School to give the care and protection the school-aged child needs. The center is a place for the child to choose learning activities, to receive help with homework and to just enjoy socializing and relaxing in a nurturing climate.

DES Daycare Director: Johanna Powell

USE OF SCHOOL FACILITIES

Outside groups may use various parts of the building under the following conditions:

1. An application (Community Use of School Facilities) is filled out in advance and returned to the principal.
2. There is no conflict with the previously scheduled school activities.
3. That a faculty or staff member receives restitution to supervise the school building equipment.
4. A fee as established by Policy 3.2080 is collected for each day or night's use to help defray the cost of utilities.

GUIDELINES FOR SPECIAL PROGRAMS

Assistant Guidelines: Assistants, whether special education or general education, are to receive two 15 minutes breaks per day and a 30 minute duty free lunch. It is expected and directed by the central office that all other assistant time be devoted to student interaction. Assistants can make the most impact by directly working with children. When a teacher has an assistant assigned to their room the teacher should plan specific activities for the assistant, not expect them to just know what to do. Clear directions for the assistant will maximize their impact on student performance. Assistant evaluations will, in part, be based on observation of productive use of time.

Title I: The purpose of this federally funded program is to identify and to provide additional remedial activities for students who are performing below grade level in reading. This program is designed to supplement the regular classroom teacher's reading instruction. Dickson Elementary meets the criteria for school-wide status. Therefore, all DES students and parents have access to the extra assistance and materials that are made available through the school and county federal project initiatives. The Title I Committee will meet throughout the school year to ensure compliance of all Title I Rules and Guidelines.

Special Education: The special education program provides remedial help for students who have been referred, tested and certified as disabled in an area that qualifies them for the program. Students may receive help in many areas: reading, math, language, spelling, visual and auditory perception, speech, etc. The resource teacher designs and implements an individualized instructional program (IEP) for each student. DES is placing emphasis on inclusion and intervention/enrichment periods to facilitate improvements in learning.

504 Program: The 504 Program is a program designed to level the playing field for those students who have a historical record of difficulty due to any factor that impairs a student's ability to learn. These students do not typically meet the requirements for special education. This program does not guarantee success. The program requires each entity involved to work toward success (Parent, Student, School, and Teacher).

