



*"A Quality Education for All Where Learning is Fun and Fun is Learning"*

HAMPTON ELEMENTARY SCHOOL

FACULTY HANDBOOK

2017 – 2018 SCHOOL YEAR

**SCHOOL MISSION STATEMENT**

*"Our School strives to meet each student's individual needs as well as the needs of our parents and community in a positive, caring, and safe environment."*

Hampton Elementary School  
P.O. Box 200  
10501 Hampton Avenue  
Hampton Florida, 32044  
(352) 468-1212 Phone  
(352) 468-1659 Fax  
Brenda T. Donaldson, Principal

## STUDENT HOURS

The school day officially begins at 7:40 A.M. and ends at 2:10 P.M. for students. Students can arrive on campus for supervision at 7:00 A.M.

## TEACHER HOURS

The work day begins at 7:30 A.M. and ends at 3:00 P.M for teachers. Teachers will be required to do morning duty for a week time period on a rotation basis. The teacher will earn 100 minutes of comp. **time for this duty. A teacher's work** day will start each day at 7:10 A.M during their duty week.

Faculty meetings will begin at 2:30 P.M. and end approximately at 3:00 P.M. Comp time will be awarded if meetings go beyond 3:00 P.M. Flexible work hours/days are not allowed unless approved by principal.

## PARA-PROFESSIONAL HOURS

The Para's work day begins at 7:00 **A.M. and ends at 2:30 P.M.** Para's will start supervision of students at 7:00 A.M. each morning with their assigned duties. Flexible work hours/day is not allowed unless approved by principal.

## ACCIDENTS TO STUDENTS

**In case of accidents, students should be sent to the principal's/front office** immediately and the appropriate accident report form should be completed and filed in the main office. Do not move a student if they appear severely injured or having a seizure.

## ACCIDENTS/INJURIES TO STAFF ON CAMPUS

In case of accidents, **staff should report to the principal's/front office immediately** and the appropriate accident report form should be completed and filed in the main office. Do not move a teacher if they appear severely injured or having a seizure.

All accidents or injuries must be logged in the office at the time of the accident for **possible workman's comp qualifications.**

## ATTENDANCE - TARDY POLICY- STUDENTS

The attendance policy at Hampton Elementary will conform to the Code of Conduct adopted by the School Board. When a student returns to school after being absent, he/she must present the written excuse from a parent or doctor to the classroom teacher. The teacher will send the excuse to the office for computer entry and filing. All data entry will be entered at the school. This year all attendance **MUST BE IN THE COMPUTER BEFORE 8:15.** All written absentee excuses will be kept in the office for attendance audit purposes.

Students who return to class without a note from home should be reminded by the teacher that unless an excused absence note is presented within three (3) school days after absence, he/she will be sent to the school principal for an official notice of **UNEXCUSED ABSENCE AND A READMIT TO CLASS.** Remember the student gets three (3) days for each day absent to make-up work missed. Please work with your students about being present. If a student is absent excessively, please follow procedures in the code of conduct (parent conferences and documentation) and refer to the school principal.

## Absences- Student Grades

The District is enforcing its attendance policy in grades K-12. In addition, Florida Statute 1003.33 requires class participation and attendance as being part of the grading process. The matter of class participation is also addressed in the Board approved Student Progression Plan at all levels.

Upon the fifth (5th) unexcused absence during a nine-week period the maximum grade value the student will receive, without going through the principal to justify a higher value, is a 59 (F), or for kindergarten a letter grade of U. Please note that only 10 parent notes are allowed for the entire school year to be considered excused absences. A teacher attempting to enter, into the computer, a grade value higher than the maximum specified numerical value above would not be allowed to do so. The computer is set to automatically flag/deny such a value. The elementary teacher would then be required to meet with the principal to justify the higher-grade value. The data operator, if approved by the principal, would enter a higher-grade value with a signed note/grade change form from the principal.

## Tardies

Any student who arrives after the tardy bell (7:40 A.M.) must report to the office for a tardy permit. The parent must accompany the student to the office or the student must present a signed excuse from the parent. Students will be given a green tardy slip from the office to enter class. **Teachers will change the student's status on the computer to tardy.**

## Early Departure

Tardy is defined as: a student not being in the assigned classroom when the tardy bell rings. Early departure is defined as being signed out before the end of the school day when the departure does not meet the definition of an excused absence. In elementary, as in secondary, the grade of a subject can be impacted by tardies and early departures. Tardies and early departures can impact grades and attendance and will be addressed by the principal as needed.

Perfect Attendance: In order to be awarded Perfect Attendance for the year, a student must attend school every day, have no more than two tardies in elementary or four in secondary, and have no more than two early departures of less than 40 percent of the school day. **Individual schools may have a higher expectation, such as NO tardies for perfect attendance.**

## ATTENDANCE - TARDY POLICY- STAFF

Staff are expected to be on campus and signed in the lounge at the start of their work day. Staff absences known ahead of time should be arranged with the principal and school secretary well in advance to arrange coverage for class or duties. Leave forms should be completed when informing school secretary. Staff absences due to unforeseen illness or emergencies should inform the school secretary ASAP and leave form filled out immediately upon return to work. Extended illness/emergency of staff member may require documentation as to reasons.

## BUDGET

The principal is charged with the responsibility for planning, managing, and administering the school budget. The faculty will be invited to participate in budget planning. All ideas and suggestions will be greatly appreciated.

Teachers will be kept informed concerning the amount of money available to them for the purchase of items necessary for instructional programs. When a teacher wishes to purchase items from the allotted funds, approval from the principal is needed first. Then the proper form should be submitted to the secretary for a purchase order. Please do not purchase items with personal funds to be reimbursed with a school or county check without prior approval. ***All money budgeted to a teacher for classroom supplies at the beginning of the school year not spent by March 1<sup>st</sup> will be forfeited.***

## BULLYING, HARRASSMENT, HAZING, DATING VIOLENCE AND ABUSE

### Definitions of Harassment, Bullying, Dating Violence and Abuse and Hazing

Harassment because of race, color, or national origin consists of verbal or physical **conduct relating to an individual's race, color, or national origin when the harassing conduct is sufficiently severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening or abusive educational environment.**

Examples of conduct, which may constitute harassment because of race, color, or national origin, include:

- ✚ **Graffiti containing offensive language that refers to a person's race, color, or national origin**
- ✚ Name calling, jokes, or rumors
- ✚ Threatening or intimidating conduct directed at a person because of his/her race, color, or national origin
- ✚ **Racial or ethnic slurs, negative stereotypes, and hostile act(s) based on another's race, color, or national origin**
- ✚ A physical act of aggression or assault upon another because of, or in a manner **reasonably related to, that person's race, color, or national origin**
- ✚ Other kinds of aggressive conduct such as theft or damage to property that is motivated by race, color, or national origin

Harassment because of a disability consists of verbal or physical conduct relating to an **individual's physical or mental impairment when the harassing conduct is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from services or opportunities in an educational program or activity, or creates an intimidating, threatening, or abusive educational environment.**

Examples of conduct, which may constitute harassment because of a disability include:

- ✚ Graffiti containing offensive language derogatory to a person because of their physical or mental disability
- ✚ Threatening or **intimidating conduct directed at another because of that person's physical or mental disability**

- ✚ Jokes, rumors, taunting, belittling, or name-calling based on that person's physical or mental disability
- ✚ Slurs, negative stereotypes, and hostile acts that are based upon an individual's physical or mental disability
- ✚ A physical act of aggression or assault upon another because of, or in a manner **reasonably related to, an individual's physical or mental disability**
- ✚ Other kinds of aggressive conduct such as theft or damage to property which is motivated by an **individual's physical or mental disability**

Dating Violence and Abuse: Teen dating violence is a pattern of emotional, verbal, sexual, or physical abuse used by one person in a current or past intimate relationship to exert power and control over another when one or both of the partners is a teenager. Abuse is mistreatment which may include insults, coercion, social sabotage, sexual harassment, threats and/or acts of physical or sexual abuse. The abusive partner uses this pattern of violent and coercive behavior to gain power and maintain control over the dating partner.

Sexual harassment consists of unwelcome and unsolicited sexual advances, requests for sexual favors, sexually motivated physical conduct, or any other verbal or physical conduct or communication of a sexual nature. Sexual harassment can take two forms: 1) hostile environment and 2) "quid pro quo" which means "you do something for me and I'll do something for you" in a sexual context.

Examples of sexual harassment may include:

- ✚ Sexual advances
- ✚ Unwanted touching, patting, grabbing, pinching, or brushing against the body of the same or opposite sex
- ✚ Unwelcome physical behavior, verbal or written words or symbols directed at an **individual's gender, clothing, body, or activities**
- ✚ Suggestive or obscene sounds or gestures
- ✚ Sexual or dirty jokes
- ✚ **Touching oneself sexually or talking about one's sexual activity in front of others**
- ✚ Spreading rumors about or rating other students as to sexual activity or performance
- ✚ Inappropriate physical exposure

Bullying: Repeated and systematic harassment and attacks on others, by individuals or groups. Forms and behaviors such as: physical violence and attacks; verbal taunts, name-calling and put-downs; threats and intimidation; extortion or stealing of money and possessions; exclusions from the peer group.

Hazing: Any action that recklessly and intentionally endangers the mental or physical health and safety of a student for purposes of including, but not limited to initiation or admission into and/or affiliation with any organization operating under the sanction of a

school is considered hazing. **“Hazing” includes, but is not limited to, pressuring or coercing** the student into violating state or federal law, any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or forced physical activity that could adversely affect the physical health or safety of the student, and also includes any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or forced activity that could adversely affect the mental health or dignity of the student. Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective.

Inappropriate use of any electronic device including cell phones, e-mail, or any other device designed to transmit voice, pictures, or data may be treated the same as other forms of harassment, bullying, or hazing. Students who engage in this form of cyber-bullying will be assigned consequences according to the severity of the event.

#### Procedures for Reporting Harassment, Bullying, Hazing, Dating Violence and Abuse

Employees are required to report all incidents (witnessed or reported) of student bullying and harassment to school-level administration.

#### SCHOOL CALENDAR

See attachment.

#### CHILD STUDY TEAM/RESPONSE TO INTERVENTION (RTI/MTSS)

The Child Study Team will consist of the Exceptional Education Teacher, Guidance Counselor, Reading Coach, related classroom, and resources teachers, the district staffing specialist, and the school principal. Any teacher having a child they suspect may qualify for Exceptional Education, or who is having continued difficulties (ACADEMIC OR BEHAVIORAL) in the classroom, may bring the problem to Child Study to start the referral process or receive suggestions. Child Study will meet once a month.

#### DISCIPLINE

The school will be involved in a Positive Behavior Support Program with implementation school wide. The Behavior Resource Teacher is in charge of the program and will have a committee to plan implementation school wide program and activities.

It is recognized that an organized, well-disciplined environment, characterized by respect for the rights and property of others is a much-desired goal to insure maximum learning opportunities and to provide for the safety and well being of all students. The attainment of this goal requires the active cooperation of all members of the school staff. The teacher is directly responsible for establishing and maintaining discipline among students under his/her supervision, to promote an environment conducive to learning, to enforce the observation of safety rules and to enhance good citizenship and consideration for others.

Teachers are asked to assist in preventing or solving disciplinary problems wherever observed, whether the students involved are assigned to you or not. Positive, non-punitive means of effecting desired student behavior should be stressed while negative procedures resulting in punishment should be used only after more positive motivational efforts have failed.

If a teacher needs to refer a child to the office for disciplinary reason, please complete the disciplinary form and send it to the office, with the student. Students will be disciplined according the Bradford County Code of Conduct. **Do not put other student's names that were involved or witnesses on a discipline form.** Students will be sent back if a discipline form does not accompany them. Students are not to be sent to the office to sit.

All staff members at our Elementary School are to be treated with respect by our students, just as we are expected to treat our students with respect.

### DOORS

Outside classroom doors should be locked at all times for student safety. Teachers should check their outside door every day before leaving, to make sure it is locked.

### EARLY RELEASE DAYS

On these days, students will dismiss two hours earlier - at 12:10 P.M. Lunch schedule may be shortened and all teachers will eat with their students. Please note early release days indicated on the school calendar.

### FACILITIES

**It will be the teacher's responsibility to leave your room (work area) in a neat and orderly manner** at the end of the school day. Chairs should be placed on desk; paper, crayons, pencils, and other items should be picked up so floors can be vacuumed. Teachers should reserve time near the end of the day to supervise the students for necessary clean-up operations. Student desks should be cleaned out every Friday.

### STAFF MEETINGS

Staff meetings will be held on Tuesdays. The topics of the Weekly meetings can include: Reading Council Meeting, Staff Meetings, Professional Development, Technology, Learning Communities, and Positive Behavior Support. The topics of the weekly meetings can include: Professional development, student discipline, student attendance, curriculum, **etc.....** All meeting will begin at 2:30 P.M.

### FAILURE NOTICES

Keeping parents informed as to student progress is a key to the ultimate success of a school program. Mid-grading period progress reports should be prepared for all students. ***Possible retention notifications should be issued at the beginning of the second semester, January.*** A student receiving a retention notification should have a Portfolio with Progress Monitoring information. Teachers should maintain records of these notices for **your own protection.** **If the agenda is the means of communication, the child's agenda should be kept at the end of the school year.**

### FIRE DRILLS & TORNADO DRILLS

The principal will issue the standard order of fire drills and tornado drills. Fire drills will be conducted within the first ten (10) days of school and once each month and a tornado drill will be held during **Hazardous Weather WEEK** (February). Primary and Secondary Routes have been posted in each room. We will practice alternating these routes.

## FIELD TRIPS

All field trips must have the principal's approval and out-of-state or overnight trips, must be approved by the Superintendent and School Board. Teachers need to submit a written bus request to the school secretary at least two (2) weeks prior to the trip. If lunches are needed for the trip, the cafeteria manager will need to know four (4) weeks prior to the trip.

Students must provide a field trip permission form signed by a parent before they are allowed to participate. Students cannot be denied participation in an educational field trip because they are unable to pay the charge, however, they can be denied participation for other reasons. Field trips planned for a specific grade level(s) are limited to students in that/those grade level(s).

All students are expected to ride the bus. If the parents want their child to ride with them to the field trip, the child must be checked out of school and becomes the responsibility of the parents and may not ride the bus back to the school.

After the field trip activity, parents may sign their child out of school if they are not planning on riding the bus back to school. Teachers should always take a school sign-out sheet on the field trip to allow parents to sign their children out of school at the end of the field trip activity.

Students, who have not returned the Bradford County School Board, EMERGENCY & MEDICAL INFORMATION form, for the 2017-2018 school years, will not be allowed to participate in the field trip. The Emergency & Medical Information form must be with the teacher on all field trips. Faculty members are encouraged to participate in field trips during the school year.

Teachers must keep accurate records of monies collected for field trips. Daily collection should be turned in to the school secretary for record keeping purposes. School secretary must have all monies one week day prior to field trip.

\*\*Parents/Guardians or Other Relatives should complete a School Volunteer Application and receive approval before accompanying any student on a field trip. This must be done two weeks prior to a field trip so personnel can do a back ground check on volunteers. Teachers need to check with the office on all chaperones before each field trip.

## GRADING SCALE

In an effort to provide consistency in the upgrading of standards, Bradford County Schools have adopted the following grading scale:

A =	90 – 100
B =	80 – 89
C =	70 – 79
D =	60 – 69
F =	0 – 59

S, N, and U will also be used for grading, where applicable.

## FACULTY FUND

Each staff member is asked to donate \$15.00 for the faculty fund (Hospitality Dues). Throughout the year staff members may be asked to participate in or donate

money for other causes. These situations are voluntary and not mandatory.

## PAID LEAVE

Article XV.

***P. Any teacher who has perfect attendance per 9 week grading period can earn 3.75 hours of compensatory time for the 1<sup>st</sup> and 2<sup>nd</sup> 9 week grading period. They can earn 3.75 hours of compensatory time for the 3<sup>rd</sup> and 4<sup>th</sup> 9 week grading period for perfect attendance. Such compensatory days shall be arranged with the principal/designee and will not accumulate from year to year, except for that earned 4<sup>th</sup> 9 weeks. Compensatory time can only be used during non-student contact time.***

***Perfect attendance is defined as being present for all scheduled student contact hours. This perfect attendance policy is exclusive of approved TDE and approved use of compensatory time***

Q. Any employee who has children, step-children, grandchildren, or legal wards attending Bradford County School shall be granted up to 2.0 hours per semester to attend parent conferences, school performances, and activities or field trips in which their student (s) are participating.

## PROFESSIONAL DEVELOPMENT

Bradford County maintains and provides many opportunities for professional development through which teachers may improve skills and extend their teaching certificates. The county contact person is Lisa Prevatt. Professional development will also be available at the school site and through attendance of various workshops. Teachers are encouraged to take advantage of the many professional development opportunities available. Please check with the principal before registering for workshops. Forms for **professional development are available in the principal's office. Completed forms should be turned in to the principal.**

## PROFESSIONAL DEVELOPMENT PLAN

The principal will maintain an individual Professional Development/Teacher Growth Plan for each instructional employee. The principal will meet individually with each instructional employee to work on his/her plan. It is the intent of the Florida Department of Education that the professional growth of instructional personnel link and align professional development activities with student and instructional personnel needs as determined by the school improvement plan, the annual school report, student achievement data, and teacher performance appraisal data. Professional development activities shall primarily focus on content and teaching methods including technology, as related to the Sunshine State Standards, assessment and data analysis, classroom management and school safety.

The need for any training activity defined in a teacher's **professional development/teacher growth plan** must clearly relate to specific performance data for the students to whom the teacher is assigned. Plans will include clearly defined training objectives and specific measurable improvement in student performance that are expected to result from the training activity. Plans will also include an evaluation component. The principal will also measure the extent to which each professional development activity accomplishes the student performance gains that were predicted as a result from the professional development activity.

## KEYS

Please remember there is a \$75 charge to the employee to replace each individual

key(s) lost. If you plan to work after hours or on the weekend, the control for air-conditioning may not work. Remember after hours working should be confined to your work area. Do not allow relatives, spouses, or your children to come to school afterhours and be unattended in the rooms. No one should be allowed on school computers without the computer agreement form signed.

### LESSON PLANS

Lesson plans are to be prepared on a weekly basis and turned in to the principal once a month (See Lesson Plan Schedule). Please do not take lesson plans home. Please have lesson plans ready for the next day of school before you leave. Also have plans ready for Monday on Friday afternoon. An unexpected absence could result in a difficult time for the substitute. (DO NOT LEAVE AT THE END OF THE DAY WITHOUT NEXT DAY PLANS ON DESK).

A checklist to verify and record the instruction of Sunshine State Standards will be provided to each teacher. This checklist will reflect the Grade Level Expectations. Teachers are required to list and record when each and every grade level expectation is taught. Checklists should be included with lesson plans at all times. Checklists should be in the office at the end of each school year and a copy will be made and attached to the inside cover of plan books. Grade level expectations should be reflected in current lesson plans and available for review at all times. The checklist can be used to fulfill this requirement if it is current.

Teachers should document any accommodations given to ESE students in their lesson plans. This will be helpful to substitutes. Teachers should also indicate by documentation that accommodations were given to ESE students daily in lesson plan book.

### LUNCHROOM

Each teacher will accompany their students to lunch and then will be allowed a 30-minute duty-free lunch. Please be considerate and pick up students from the cafeteria on time. This helps in management of students. Teachers will eat with their students on early release days.

Please help with lunchroom conduct by reviewing lunchroom rules at the beginning of the year and throughout the year. Teachers please check with the Para-professional **about your class's lunch room behavior and work together.**

Lunch is free to all student Pre-K-5<sup>th</sup> grades. Additional funds may be placed in student account for snacks that are sold in the cafeteria during lunch.

### MAIL BOX FOR STAFF

Each member of our Elementary staff has a mailbox in the workroom. All correspondence of interest will be placed in mailboxes. Please check your mailboxes daily and remove contents so there will be room for new information to be added.

### MORNING ANNOUNCEMENT PROGRAM

Each school day will officially begin with school-wide Announcements on the Closed Circuit TV System in the classroom. Important announcements and recognitions will be done at this time by the principal. The Pledge of Allegiance and thirty seconds of silence for prayer or meditation will follow announcements. All staff should open classroom doors for their classes at the first bell 7:35 A.M. so we may start promptly.

## NEWSLETTER

A school newsletter/calendar with important dates, information, and classroom activities of interest will be sent home at least each month. If teachers have any announcements of pertinent information which needs to be included in the School Newsletter or school calendar, please see the principal or school secretary prior to the third Tuesday of each month.

A copy of individual classroom teacher newsletters should be submitted to the principal for approval before sending home to parents.

## PERMANENT RECORDS

PRC Checklist for Bradford County Schools

### ELEMENTARY

#### Folder A -

1. Birth Certificate
2. Social Security
3. Court Documents
4. Report Cards
5. Registration Forms
6. Home Language Survey
7. Migrant Forms
8. Homeless Forms
9. Withdrawal Papers

#### Folder B -

1. Release of Records Log
2. Picture Card
3. Test Scores
4. Shot Records

## Portfolios

All portfolios are to be cleaned out by teachers during post planning. Teachers will thin out the portfolios of retained or at-risk students so that there are just enough samples of documentation to continue the RtI/MTSS process. Items such as a year-end Attendance Report, Discipline History, Intervention Report, Accelerated Reader Report, Reading Eggspress, Study Island, Writing Sample, and/or other materials pertinent to the at-risk/retained child should be kept. *Be sure to keep the portfolio of all withdrawn students.* \*Please note: for all schools the ESE Folders are blue, 504 purple, and ESOL Folders are yellow. *Be sure portfolios are NOT blue, Purple, or yellow.*

*The portfolio of students still in the RtI process will need to be kept. If the student is not at-risk or has already been staffed the portfolio will be discarded.*

As required by law a general log sheet will be kept for documenting record requests of students who have left the school system and for teachers who review their **students' PRC.**

Procedure Fees and Fines (Lost Books, Pictures, Vandalism, Lunch charges etc...):

1. Amount owed is sent to data entry at elementary and bookkeeper at secondary who enters this into FOCUS
2. Upon payment secretary at elementary or bookkeeper at secondary enters payment into FOCUS.
3. Remove any documentation from folders

Procedures for Registration/Emergency Contact Forms:

1. Teachers collect returned forms and send them to the office.
2. A paraprofessional or designee will make two copies of the form.
3. Copies are sorted; one for the clinic, one for teachers.

4. **Teacher's student forms will be placed in a folder for use, including field trips.**
5. Data entry will oversee the updating of student contact information in a timely manner.
6. The original form is to be kept in and not removed from the PRC.

#### PERMISSION SLIPS

Teachers will be asked to be especially diligent with the record keeping concerning activities leaving the School campus. No student is to leave campus without a permission slip signed by a parent or guardian. Permission slips should be taken on the trip with the teacher.

#### PERSONAL ABSENCE

Persons may be absent only in accordance with school board rules. The school should be given as much notice as possible when a member of the staff knows they are going to be absent. If a teacher knows in advance, they should consult with the principal so that a substitute can be assigned. After the substitute has been assigned, the teacher should consult with the substitute about **plans for the day. This along with the teacher's written plans** will be of great value to the substitute. Current roll books, class procedures, student accommodations should be available for the substitute.

If a member of the staff discovers on the night before that he/she might be absent the following day, please call Ms. Brenda T. Donaldson at home (352)-745-6949 or Ms. Crystal Crawford (904) 364-7146. If you are unable to contact the principal or secretary, staff members should call the school in the morning before the workday starts. Secretary is at work at 7:00 A.M.

#### PUBLIC RELATIONS

We are all proud of the high quality of education our Elementary Schools offers. We will be making special efforts this year to effectively share the positive attributes of our school with parents and community. Your efforts for positive public relations are appreciated. Special efforts will also be made to enhance our relationships with other schools and teachers throughout our district. Teachers will be encouraged to visit other classrooms in our district and we welcome visits from parents and other schools. A good **rule to follow ... "Please speak POSITIVELY about your school... or don't speak at all."**

#### CELL PHONES

Staff, please limit cell phone calls to before school, planning time, lunchtime, and after school. Parents or students seeing staff on a cell phone in the classroom gives the perception that you are always on the cell phone in class. Please ask the caller to call back at your planning time.

#### P.T.O.

Request for funds or services must be submitted to the principal and then approved by the PTO committee. The Hampton Elementary P.T.O. provides what they can in funding to the teachers and school. Therefore, teachers are encouraged to attend and participate in meetings and activities involving the Hampton Elementary P.T.O. It is very beneficial if teachers/staff help with a booth at the Fall Festival. Remember the **"T" in PTO stands for**

teacher(s) and failing to participate may send a negative message to parents. PTO meets the third (3<sup>rd</sup>) Tuesday of the month in the cafeteria at 6:00 P.M.

### REPORT CARDS

Report cards will be issued to Grades K-5<sup>th</sup> each nine (9)-week period. Dates will be listed in the school calendar. If you have any questions about the report card procedure, please see the principal or secretary.

### SCHOOL ADVISORY COUNCIL

We will be actively involved in the implementation of our school improvement plan again this year. Each staff member will be asked to serve on an implementation committee for one of our designated objectives. Because of the time frame for the development of the new plan, we will spend time early this year in formulating our new plan with the SAC.

### SCHOOL RULES- PBS Rules and Expectations

Students should be made aware of the rules governing the routine and procedures of the school. School rules and procedures should be posted in each classroom. Please be consistent in enforcing classroom and school rules. Students need to know exactly what is expected. Remember that **school discipline of students is a TEAM effort. Let's all work together to make our Elementary Schools the best they can be.**

### HALL PASSES

Each instructional area will be provided an assortment of hall passes. Please **screen student's request before allowing** them to leave your supervision

### STUDENTS AWARDS

Award certificates will be given at the end of each nine-week period. Teachers are responsible for initiating, generating, and completing all academic awards given at the end of each nine-week period. Our Schools will have an Awards Program each nine (9) weeks and at the end of the school year. Honor Roll grades will be as follows: A/AB and E/ES in academic subject areas (**English/Language Arts, Mathematics, Social Studies, and Science**). **A Citizenship grade will not interfere with a student's academic award(s).**

### KIWANIS "TERRIFIC KIDS"

Each nine (9) week grading period Hampton Elementary will hold an award program to recognize the Kiwanis "Terrific Kids" of the month. Each classroom teacher, K-5<sup>th</sup>, plus the ESE, Music, and PE teachers will choose their "Terrific Kids". No student will be chosen more than once each school year.

### SUPERVISION

State and school board policies require that we keep children under our supervision at all times. This is of vital importance; please take your supervision responsibility seriously.

### TEACHING CONDITIONS

Article VI.

2. C. Each teacher shall have at least 250 minutes of planning time per week. Such planning time shall be exclusive of all other duties.

**Teachers shall have the option of leave up to 3.5 hours early on one (1) planning day, excluding pre-planning and professional development planning days, with principal/designee approval if the grades are entered and lesson plans are complete for the next week.**

D. Each teacher is entitled to a thirty (30) minute duty-free lunch period. Compensatory time shall be granted for duties assigned during a teacher's lunch period and attending faculty, department head, T.A.C. and grade group meetings which extend beyond the work day (as called by the administration). **Participation in after-hours duties, meetings, and other requested activities shall be strictly voluntary except for Meet and Greet for elementary and Open House/Orientation for secondary which will be required. Exceptions will be made for emergencies and when such meetings conflict with school related or extra-curricular activities of a teacher's personal children.** Employees shall be free to leave the work location during the duty free lunch period, and will be expected to be back at the work site by the end of the 30-minute duty free lunch period. (Note: compensatory time = minute for minute).

D.1 Accumulated compensatory time shall be used **within the academic year in which it is earned, unless that time is earned during the last 30 work days of the academic year in which case it will be carried over to the next academic year** and shall not be granted during time(s) in which the teacher is scheduled to have instructional contact with students. Compensatory time shall be taken in minimum increments of 15 minutes **and may be combined with accumulated sick, personal, or annual leave for non-student contact time. If circumstances arise that prohibits the use of the compensatory time requested then it will be extended for use during the first 9 weeks of the upcoming school-year pending Superintendent's/designee's approval.**

#### TECH. LAB

The school Elementary Title I Computer Lab now has a total of thirty workstations. Title I funds will be utilized in buying hardware, software, and necessary supplies for the Lab. Teachers will stay with their class and assist students during their lab time. By the school schedule this is the time set for Tier II intervention. Therefore, assignment of duties is the responsibility of the principal. Any request for assistance outside of the assigned duties of this individual requires prior approval from the principal. Thanks for your cooperation in this matter.

#### TELEPHONE

Teachers may use the telephone for personal emergencies and school-related business. Please limit personal calls during the school day and make them only during break and planning time. Long distance calls should be made on the black district phones only. No personal long distance calls should be charged to the school. Students should only use the phone in case of emergency. Conversations should be brief.

#### TEXTBOOKS

Teachers should record textbook numbers and check them from time to time. A book should not be replaced until the student has paid for the lost book. The teacher will be responsible for the textbook inventory at the end of the year.

### VISITORS/School Day

Teachers are requested to refuse to talk to parents and other visitors until they have checked in through the main office. Do not allow anyone in your room without a visitor pass from the office. The principal must approve student visitors in advance.

Visitors coming to visit teachers or staff during the workday should be done on planning time, after school, and non-student contact time.

### Afterhours

Do not allow relatives, spouses, or your children to come to school afterhours and be unattended in the rooms or hallways... You are responsible for these individuals. No visitor should be allowed on school computers.

### VOLUNTEERS

Our Elementary Schools encourage the use of school volunteers. All adult volunteers who plan to assist on a regular basis should be sent to the school secretary to fill out the necessary forms. The School Board must approve all volunteers. Volunteers must sign-in by using the Volunteer Book in the office each day and sign-out each day so that a record of hours may be kept.

Teachers should be certain that volunteers are not allowed access to confidential information concerning any student. Staff members should refrain from discussing **students in front of volunteers. This is especially true during lunchtime in the teacher's lounge**, since at this time many volunteers and/or substitutes are present in the lounge. Please be very discretionary and professional in your discussion of students and/or parents. Volunteers should schedule time/day with teacher prior to volunteering.

### WORKERS' COMPENSATION

Staff members that are injured on the job are to notify the principal and school secretary at once so that proper forms may be filed. Always fill out and record any injury that happened at school on the accident log in the clinic. School Secretary will give **directions for filing workman's compensation as per instructions from the county office** (personnel). Failure to follow these **directions can lead to loss of rights to workman's comp.**

