



Spring Hill Elementary School Staff Handbook

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<https://www.knoxschools.org/Domain/52>

Spring Hill Bears: Climbing to the Top!

*"It is easier to build strong children than to repair broken men."
~ Frederick Douglass*

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**Spring Hill Elementary General Staff Information and
Professional Responsibilities 2022-2023**



Professional Responsibilities

Absences

- We will continue to use Frontline to record absences and professional leave. If Frontline is unable to secure a sub for your class, we will either have to divide your class among other classes or find someone to cover the class.
- Please submit any absence as soon as you are aware that you are going to be out. **Anticipated absences should be posted by 3:15 pm the day before the absence. Unexpected absences must be posted in Frontline by 6:00 AM of the day of the absence and you must text Shelly as soon as you post the absence.** If you are feeling sick the night before, go ahead and post the absence in Frontline, as you can cancel the absence in the morning if you feel better. There is a shortage of substitutes in Knox County so you will have a better chance of having a sub the earlier your absence is submitted.
- When you are absent, morning, afternoon or bus duties will not be required of subs, unless they are subbing for you more than five consecutive days. **It is your responsibility to arrange for a colleague to cover your duty when you have a sub. This includes bus monitor responsibilities.**
- If you are absent 5 or more consecutive working days, you will need to submit a doctor's statement verifying your illness, injury or situation. **(Knox County Policy-G461)**
- You are given two personal leave days a year that cannot be accumulated or carried over to the next year. The personal leave days that remain unused by the employee at the end of the year shall be transferred to the sick leave account of the employee. **Please post your personal day on Frontline at least 3 days before the day of the absence and text Tiffany so she can approve the personal day. Also, please note that Board Policy G-462 states that personal leave can be denied if requested on the day immediately preceding or following a holiday or vacation period.**
- Professional leave must be submitted two weeks prior to the leave date on the Frontline site. Professional leave requires the approval of the principal before a substitute is assigned. As you submit professional leave, you must type in the reason for your professional leave.
- If you must leave more than one hour before the end of your contracted day, which would be 2:15 p.m. or arrive more than one hour after your contracted time, which would be 8:30 a.m., you should take a half-day. **Administrative Prerogative allows for each person to have 2.25 hours of sign out time per semester.**
- Please do not ask to be gone longer than the time given. This includes all certified and non-certified staff members. Please know that when you are out, it impacts the learning of our students.

Accidents Involving Injuries

- Anytime a child or adult is injured (no matter how small) while under your supervision, an accident report must be filled out before you leave school that day. The report needs to be filled out by the classroom teacher or the person that was supervising the child at the time of the accident. Please do not ask secretary, bookkeeper, or the nurse to fill it out or get information for you. The report is for your protection and needs to be specific. **All accident reports will need to be filled out online on SchoolStream.** Parents should be notified as soon as possible if there is any physical injury.
- If a child is injured during an Encore class, that teacher is responsible for filling out the accident report.
- If a student has a head injury, no matter how big or small, the parent will always be contacted. Make sure they visit the nurse and the nurse will contact the parents. **If the nurse is unavailable, the teacher needs to inform the office and the parents of the injury.**

Animals in the Classroom

- Teachers must get approval by the administrator BEFORE bringing an animal in the classroom.
- Knox County has specific guidelines about animals in the schools. Please see the administrator if you are thinking about having animals in the classroom.
- Due to safety concerns, animals of any kind may not be brought to school prior to the approval of the teacher and principal.
- If approved, parents of all children in the classroom should be notified that their child would be handling an animal at school.

Attendance

- Take attendance and enter absences online by **8:15 a.m. each day**. Teachers can maintain a classroom attendance record by using Aspen.
- In order to be counted present, students must be present three hours and sixteen minutes. If a child is present less than the minimum requirement, the child will be counted absent for the entire day.
- If the student is tardy, the secretary will change the absence to a tardy.
- Please initial and date any parent and doctor notes you receive from students and send the notes to the office the date it is received. The office will keep them on file in the office in case our social worker needs to access them.
- Excused/Unexcused Absences - Knox County Board of Education policy allows students' absences from school to be excused only for the following reasons:

Personal illness

Illness in the family temporarily requiring help from the child

- Death in the family

- Recognized religious holidays regularly observed by persons of the student's faith
- Verifiable family emergency

Any absence not complying with the above reasons for excused absences will be considered unexcused.

- After an absence, a student must bring a written statement explaining the absence. The student has five (5) days after he/she has returned to school to bring in an excuse. You will need to remind the student each day. If you do not receive an excuse by the fifth (5th) day, it is entered as an unexcused absence in the computer. Please send notes up to the office the day you receive them.
- Chronically Absent Students: Chronically absent students are students who are absent more than 10% of the school year. We will continue to work hard to reduce our number of chronically absent students this year because every missed school day drastically impacts a student's learning. **If a student is ever absent for more than 2 consecutive days, classroom teachers will call the parents to let them know that we miss their student and truly want them back at school as soon as possible.**
- Any student with five (5) unexcused absences should be referred to the attendance/social worker in writing.
- System-wide policies require that all children be given the opportunity to complete make-up assignments following any absences, excused or unexcused, in accordance with reasonable guidelines established by the teacher.
- Excessive tardiness is as serious as absenteeism. Children need to be in the gym for Morning Assembly to begin the day at 7:45 each morning. Children arriving after 7:45 must report to the foyer/office with a parent for a tardy slip. Excessive tardiness should be referred to the social worker in writing via the Whole Child Support Team form.
- In the event the principal is absent for the day(s), Shane and Tim will be the designee.

Birthdays

- If a parent would like to send in a treat for the child's birthday, it is up to the individual teacher. The treat should not interfere with the classroom instruction. Treats should not be given to students during lunch in the cafeteria. All treats need to be store bought and individually wrapped. **(No cupcakes.)** Popsicles make great treats and can be enjoyed at recess. If you choose to have treats outside, it is the staff responsibility to ensure all trash is removed and discarded properly. We want to keep our campus clean and safe for our students.
- Students may bring party invitations to distribute to their classmates if **all students are invited**. If the whole class is not invited, the invitations should be sent back home with a note asking that the parent mail them or distribute the invitations away from school property. Under no circumstances will we provide parents with addresses or phone numbers of other students.

Breakfast Procedures

All students enrolled at Spring Hill Elementary have breakfast provided at no charge, regardless of the economic status. The time for breakfast is 7:10 -7:40.

- You will need to review breakfast procedures and expectations for cafeteria behavior during the first week of school. You may need to revisit these expectations during the school year.

Expectations-

- K-2 will sit on the right side of the cafeteria.
- 3-5 will sit on the left side of the cafeteria.
- Students will fill in the first table on their side.
- Student should not save seats.
- Students should use inside voices when talking.
- Students are to eat and then go to the gym.

Bullying Definition, Reporting and Response

Bullying Definition:

Per the Board Policy J-211, “Harassment, intimidation or bullying” means any act that substantially interferes with a student’s educational benefits, opportunities or performance; and: If the act takes place on school grounds, at any school-sponsored activity, on school-provided equipment or transportation or at any official school bus stop, the act has the effect of:

- Physically harming a student or damaging a student’s property;
- Knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student’s property;
- Causing emotional distress to a student or students; or
- Creating a hostile educational environment; or if the act takes place off school property or outside of a school- sponsored activity, it is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process.

Reporting and Response:

- Students who feel they are being harassed, bullied or intimidated may report this concern to any teacher or school administrator or the office of the Superintendent using any means of communication with which they feel comfortable. Students may report anonymously, and anonymous reports will be treated with the same level of urgency as all other reports.
- **All school employees are required to report alleged violations of this policy to the principal or the principal’s designee for investigation and appropriate action. Submission of a written incident report to the principal is required by all district employees.** Oral reports will also be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report. Once a report is received, the principal or his or her designee must initiate an investigation within forty-eight (48) hours for student well-being unless the need for additional time is appropriately documented. An appropriate intervention must be initiated within twenty (20) calendar days from the receipt of the report unless the need for more time is appropriately documented. Parents of all students must be immediately informed if their student is involved in an act of harassment, intimidation, bullying or cyber-bullying. Restorative practices will be used to the

extent practicable in those schools where training has been completed.

- This is only an excerpt from the district Bullying Policy. For more information, see the Board Policy J-211.

Child Abuse

- Any teacher, nurse, counselor, administrator, or other professional acting in an official capacity having a reason to believe (suspected or otherwise) a child under the age of 18 has been subjected to or adversely affected by physical, mental, or emotional abuse or neglect **must report** this to the county Department of Children Services or appropriate law enforcement agency in accordance with the Child Protection Act. The number for you to call is: **1-855-209-4226** or **1-877-237-0004**. **Once the referral has been made, document the case number and inform the principal and school resource officer of your call.** If a student comes to you concerning an abusive situation, do not question the child about the issue. We have been told that this makes the child relive the trauma of the situation and we are only to call and report the incident, not investigate. **Any staff member with suspected and/or first-hand knowledge of child abuse must report it to DCS as well as administration immediately.** Tiffany is the Child Abuse (Reporting) Coordinator for Gap Creek and the school counselor is our Alternative Child Abuse (Reporting) Coordinator. They will be present to help you make any report. Please record all reports on this Google link: [Spring Hill DCS Form](#). The link has been added to the school's Link Tree. Calls should be made to the Department of Children's Services – 855-209-4226.
- KCS Security office must be called each time a referral is made.

Civility Code

The district's civility code illustrates the following expectations for students, faculty, staff, parents and guardians:

- Treat one another with courtesy and respect at all times.
- Take responsibility for one's actions.
- Be cooperative, to the greatest extent possible, toward one another and in solving problems based on what is in the best interest of students. Refrain from behavior that threatens or attempts to disrupt school or school district operations; physically harms someone; intentionally causes damage; employs loud or offensive language, gestures, or profanity; or inappropriately shows a display of temper.

See Board Policy B-230 Civility Code for acceptable responses to uncivil behavior.

Classroom Phones

- Teachers are required to set up their classroom voicemail boxes in case parents call and cannot reach them. Please check your voicemail boxes regularly and try your best to respond to parents that same day or within 24 hours if possible.

Clinic

Each teacher will need to use “Referral to Clinic by Teacher” form when a child is injured or sick.

- This form needs to be filled out and sent with the child to the clinic. If the child is sent to the clinic without a form, the child will be sent back to the classroom unless it is an emergency. The clinic will notify you if the child is sent home. Please keep one to make copies of when needed. The exception for a student to come to the clinic without a form would be an acute-illness: fainting, vomiting, etc.
- You will need to take care of routine incidents such as giving a child a Band-Aid or applying the Band-Aid for the child, allowing the child a drink of water when needed.
- Each room has a first aid kit to help with routine incidents.
- If a child is sick or injured, please call the office and have the child escorted to the office with another student or adult. This is to ensure the child’s safety. If it is determined that the child needs to go home, the parent will be notified and must sign the child out in the office. Students must be fever free for 24 hours before returning to school. This should be noted in Aspen as an excused absence, so communication with the school secretary, nurse, and teacher is vital in these instances.
- Only the nurse or office staff should call parents about sending a sick or injured child home.

Communication and Emails

- You will receive a weekly update from the principal on Fridays. This email is to help keep you informed of important deadlines and messages. All staff members are expected to read the email before 7:35 a.m. when your students arrive on Monday.
- All staff members are expected to use a Knox County School email (@knoxschools.org account and **check it in the morning and afternoon**. You may not use your school email account in relation to personal financial gain (example-selling items on eBay, as your tutoring email address, etc.) Please be aware that no email transmissions are completely private. Employee email addresses may be accessed by the state for review at any time with or without your knowledge.
- Anyone with a concern that everyone on the staff needs to know about should let Tiffany know. Tiffany will then send an email to the whole staff or text/call someone from each team. Each team member that is called will be responsible for calling someone in their grade level or special area.

Cumulative Records

Teachers are to keep the cumulative records (CRs) up to date. During the first two weeks of school, each teacher must go through their students’ CRs to get to know them better. Please utilize the CR Checklist Form to write down important information that will be helpful for you to use throughout the school year. Please keep a copy for yourself and make a copy for Ms. Watkins. Place this form in my mailbox before you leave on Friday, Aug. 19th. Replace all items back into the CRs after you have reviewed them. Please review the CRs for the following information:

- Medical concerns
- Medication

- Resource/Speech hours
- Court ordered restrictions
- Previous S-Team referrals
- Vision, hearing, etc., concerns

When the secretary informs you that a student has transferred to another school, **it is imperative that you get the CR ready to send as soon as possible.**

When a new student enters your classroom after the school year has started, the child's CR will be placed in your mailbox. You will be responsible for reviewing the CR, adding this information to the CR checklist form and getting a copy to the principal. Please give any S-Team paperwork to Tiffany, Shane or Tim based on the grade.

CRs should not be kept in the classroom when not in use or overnight. CRs should never be taken from school.

Teachers and staff are allowed access only to the files of which they have legitimate educational interest. (FERPA)

Dress Code

- Please review the Knox County dress code policy very carefully with your students on the first day of school. Continue to review the policy throughout the first few weeks of school. If you ever have any questions regarding whether a student is following dress code, please notify Tiffany, Shane, and Tim.
- Teachers are expected to dress in a professional manner. Please know that how professionally we dress sets the tone for our classroom. As many of us have learned, when the staff dresses their best, student behaviors improve and parents are more likely to trust the teachers as leaders in the classroom. We must set the example for our students and show them what it looks like to be a professional. Please be modest in what you wear. Please do not wear low cut blouses, tight clothing, etc. If you wear leggings, please make sure they look professional and are worn under a dress, skirt, or shirt. Examples of appropriate dress are: dress shirts, polo shirts, dress pants, khakis, nice jeans with no holes, nice leggings, dresses, and skirts. Monday will be our School Spirit Day. You can wear your Spring Hill attire and come to school ready to pep the kids for a great week! Flip-flops and shorts are never appropriate to be worn at school unless for special occasions - example field day. If you have any questions regarding professional dress, please ask Tiffany, Shane or Tim.

Evaluation System

- We will continue the TIGER evaluation system for the 2022-2023 school year.
- There may be some changes to the TIGER evaluation system now that it is district-wide.
- Details about observations and walkthroughs will be discussed with the staff as soon as the Instructional Support Team has met.

Dismissal

- If a student brings a note to school stating he/she will be going home with another student, please send the note to the office. A phone call will be made to both parents verifying the note. At the end of the day, the note will be returned to the student.
- A student will not be allowed to go home a different way unless a note is provided and verified. This includes bus riders, car riders, and walkers. Parents are not allowed to call in to change the way of a student's dismissal unless they receive special approval from the principal.

FERPA (School Confidentiality)

- As mandated by the Family Educational Rights and Privacy Act of 1974 (FERPA), the confidential nature of student records and related school matters must not be violated. Many sections throughout this manual will be notated with (FERPA) as a special reference to this Federal Law. Never discuss a student with any parent/guardian other than the student's parent/guardian. Please be careful not to discuss confidential information concerning students or others while you are in the office, workrooms, hallways or virtual platforms, especially when parents/guardians (or parent substitutes) are present. Please be careful not to discuss confidential information concerning the school, pupil personnel, teachers, or other pertinent information. The confidentiality of student records and related school matters must not be violated. In addition, teachers are allowed access only to the files of which they have legitimate educational interest.

Field Trips

Each grade level should submit to the principal a list of planned assemblies and field trips by the end of August. If a field trip opportunity arises that was not originally planned in August, please let the principal know as soon as possible to see if it could still be approved.

All field trip policies and procedures adopted by Knox County Schools are to be followed completely.

- Grade level chairpersons will be responsible for coordinating the field trips.
- All field trips should be related to the curriculum.
- Plan carefully and adhere to the strict timetable.
- No child may participate without written permission.
- Please check the main calendar for any conflicts before scheduling your event.

- Place your field trip on the school calendar as soon as plans are made.
- Make sure the cafeteria knows at least two (2) weeks in advance that you will not be eating in the cafeteria.
- Field trips that involve water activities and bounce houses/inflatables must have information detailed in the Risk Assessment portion of the form.
- When completing your field trip permission form, get with Debbie to include online payment options.
- Make sure that you take your emergency bag with you on the field trip.
- Make sure every child has a lunch before you depart for a field trip.
- Request a nurse in advance, if needed.
- Discuss medication with the school nurse, if needed. Make sure you take required medications on the field trip.
- Inform Special areas of the field trip
- 2 school days in advance – Transportation Control Sheet
- There will be no eating or drinking on the bus whether there is a mask mandate or not.
- Snacks on field trips are for emergency reasons only if there is a delay more than two hours.
- Parents cannot ride on the bus(es). They can follow the bus(es) or meet the class(es) at the field trip destination.

All off-campus field trip forms are to be completed online ([SchoolStream](#)). You will need to login to SchoolStream to complete the form. Your username and password is your nine-digit Active Directory number. When using permission notes, please use the one Knox County provides.

Let Debbie know immediately about any field trip in order for her to secure buses.

Chaperones for Field Trips

- Make sure you have enough adults to properly supervise your students. For K-2, you will need one adult to five students. For 3- 5, you will need one adult to ten students. **Please keep in mind that per district policy I-260, if your chaperones will have direct contact with students under limited supervision by school staff or will have unsupervised contact with students on or off campus they are considered a Level 3 or 4 volunteer by KCS and will need to complete a background check through Knox County.** There is a link to the background check form for parents to complete. The chaperone will not need a background check if they will consistently be under the supervision of a certified employee during a field trip.
- A list of all students attending must be submitted to the office on the day of the trip. It is imperative that the list identifies the bus number and those students that are on that particular bus. In case of an emergency, the office personnel must know exactly the names of the students on each bus.
- If a mobility impaired student rides a lift bus to and from school on a daily basis, **then a lift bus must be requested for the field trip.** A special education assistant must accompany the student on the lift bus. **The arrangements for the bus must be made thirty (30) calendar days prior to the field trip.**

- When students do not go with their class on a field trip, the teacher is responsible for making arrangements for them to stay with a regular classroom teacher.

All field trips and pay assemblies must be completed by the system-wide deadline in May.

- When writing important information on the field trip permission forms, please make sure you tell the parents that the money is **non-refundable**.

Submit the forms at least a month before the trip to provide enough time in case a form is not initially approved. It is extremely important to adhere to the timeline expectations in order to receive your trip approved in a timely manner. Field trip forms submitted with less than the 15-day minimum approval time could be subject to denial. Only in rare circumstances should trips be submitted less than 15 days prior to the trip. Make sure to complete the appropriate form if requesting an out of county field trip, which is longer to secure approval.

Harassment

- Knox County Schools does not discriminate in its programs or employment practices nor does it tolerate harassment for any reason including, but not limited to, harassment on the basis of age, actual or perceived gender, sexual orientation, national origin, disability, religion, race, color, genetics, veteran status or any other federally identified protected area. Harassment by any employee will not be tolerated. Please refer to KCS School Board policy [G-220](#).

Housekeeping

Good housekeeping is encouraged. Please treat your classroom as you would your own home.

- Please report any cleaning problem or needs directly to anyone on our Admin Staff.
- Please be careful about putting tape on the painted surfaces that will pull the paint off when it is removed.
- Make sure all food items are off the floors before leaving your classroom each day.

Bulletin Boards -

- Teachers have bulletin boards outside of their classroom or in the blue hallway (for the portables). It is an expectation that bulletin boards be changed on at least a seasonal rotation. Keeping an attractive bulletin board is part of each teacher's professional responsibilities. Bulletin board paper and trims are in the mailroom.
- Please let us know if any additional supplies are needed.

Hallway Work –

- Please do not have first and last names of students on their work in the hallways. Additionally, please do not have grades on work that is displayed. It is ok to have just student's first names on the work. This is per security.

Classrooms -

A well-organized, neat, attractive classroom is inviting and helps the children develop school pride and much need organizational skills. “Less is more” where clutter is concerned. Teachers need to keep their classrooms generally tidy to allow proper cleaning by the custodians. The following are suggestions that will assist our custodians in keeping our facility clean. Please make every effort to follow them:

- Do not place liquids in trash cans.
- Please limit the amount of tape you put on your floors.
- **If it is age appropriate, have students place chairs on desks and pick up trash from the floor before leaving in the afternoon.**
- Monitor the maintenance of the bathrooms carefully.
- Instruct students to place paper towels in the trash cans.
- Instruct students to flush the toilets when they are finished.

Lice

- If a teacher suspects lice, send student to the clinic form. Students will be examined by the school nurse. The nurse or principal will determine next steps based on KCS policy. Parents and students are expected to check in with the nurse upon return back to school following treatment. To prevent lice, teach children to not share items used for their hair or head (combs, brushes, headbands, hats, etc.)

Licensure

- Teachers need to go to <http://www.tncompass.org> to ensure that you are keeping up with your required state hours for your license.
- A Tennessee educator license must be renewed on or before the date of expiration. Educators may apply to renew a license on September 1, one calendar year prior to the date of expiration. For example, an educator who holds a license that expires on August 31, 2023 may apply to renew this license no earlier than September 1, 2022.
- The Practitioner License is valid for three years. If an educator does not meet expectations for advancement to the Professional License, the Practitioner License may be renewed once. In order for the Practitioner License to be renewed, educators must have completed an approved educator preparation program and submitted passing scores on all required assessments. In order for the Practitioner Occupational License to be renewed, educators must have completed

an approved educator preparation program and submit proof of current industry certification, where required by teacher endorsement areas.

- The Professional License is valid for six years. In order to renew the Professional License, educators must earn 60 Professional Development Points (PDPs). In order to renew the Professional Occupational License, educators must also submit proof of current industry certification, where required by teacher endorsement areas. See more at: <https://www.tn.gov/education/licensing/educator-licensure/licensed-educators.html>

Lunch Procedures

All students enrolled at Spring Hill Elementary have lunch provided at no charge, regardless of the economic status.

- You will need to review lunchroom procedures and expectations for cafeteria behavior during the first week of school. You will need to revisit these expectations consistently during the school year.
- Please be on time when sending students to lunch and picking up your class.
- **Teachers must walk their students down the steps to the cafeteria to drop them off and walk back down the steps to the cafeteria to pick them up. ☺**
- Please support the efforts of those working with the students in the cafeteria as they strive to maintain order and discipline in the cafeteria by having consequences for student misbehavior in this area.
- Carry behavior clipboard to lunch each day.
- Please do not loan money for ice cream or other extra items in the cafeteria.

Mailboxes

- Upon arrival, please check and empty your mailbox. **Mailboxes should be checked and emptied at the close of each day. Telephone messages will be placed in mailboxes unless it is an emergency.**

Medication

- Do not give any medicines even if the parent sends it to school with the directions on how to give it. **Medicine may be administered only if the guidelines set by Knox County's Board of Education are followed (J-352).**
- Medication may not be given to students without the appropriate form completed by the parent and doctor. Students should never carry medications to and from school. An adult must bring the medication to and from school. The medication must also be brought to school in a container appropriately labeled by the pharmacy or physician. The medication will be kept in a locked box in the clinic and administered by the school nurse. Documentation of administration

- of medication will also be maintained in the office or nurse's office.
- It is the teacher's responsibility to send students to the clinic to receive medication at the scheduled time. Create a buddy system so students are not walking by themselves in the hallway. **Teachers must make arrangements with the nurse to take inhalers or any other necessary medication on field trips and appropriately document administration.**
 - If a student gives you medicine, **you** will need to bring the medicine to the office and a call will be made to the parent to remind them of the procedures that we are required to follow.
 - Make a list of students in your classroom who have unusual medical problems (subject to seizures, diabetics, allergies-such as bee stings, eating certain foods, etc.) and place this list in your plan book and sub plans.
 - Make sure all students know how to get to the clinic.

Meeting Days

- All teachers need to reserve time in their schedule to attend weekly Professional Learning Community meetings, grade level meetings, monthly staff meetings, monthly committee meetings, monthly action team meetings, as well as, student meetings such as IEPs, 504s, S-team, and parent conferences.

On Campus Events

- Notify any special area teacher, resource teacher, head custodian or anyone else whose services may be needed or whose program will be affected by your special event.
- If event is after school hours, let Debbie know so she can request that the air be left on in the building.
- When we have an assembly or special event and it occurs during your planning time, the special area teacher scheduled to be with your class at that time will supervise your students. You will be responsible for supervising your students if the event goes beyond your Encore time.

Parent Communication

Development of a positive teacher-parent relationship is one of our most crucial responsibilities. Each teacher must communicate regularly with parents. This may be partially accomplished by sending home children's work to be examined, signed, and returned to school.

- **Teachers must inform parents of any problems, including misbehavior or poor work habits personally, either by ParentSquare, a phone call, or a conference.** All teachers must utilize parent conferences, phone calls, notes, emails, or other written communication consistently.
- Classroom teachers are expected to communicate via a weekly email, or newsletter. Please document your emails, website updates or newsletters so that I can review them from time to time.
- All electronic or other forms of communication should be professional in nature. Email

communications with parents/guardians should be pleasant. Please remember that it is difficult to convey your tone or inflection in an email.

- Always be proactive with your communication with parents. If you are unsure of whether to call a parent, be safe and call. It is always better for a parent to hear about an incident from you before they hear about it from their student.
- If you are addressing an issue in your email or newsletter that is likely to be controversial, please submit it to me for approval before distribution.
- Telephone or in-person conferences are a **must** when there appears to be a problem that needs immediate attention.
- Every teacher is asked to make a courtesy call to **each parent within the first three (3) weeks of school** in order to set a positive tone for the year.

Parties

- Spring Hill Elementary will have up to three (3) school-wide parties throughout the school year, which will be a teacher's choice of three of the following: a fall party, winter holiday party, a Valentine's day party, or an end of the year party.
- Treat bags for the children are permissible at Halloween and other holidays for which parties are not planned.
- Please respect cultural differences.
- All food items must be store bought and/or individually wrapped.

Playground Safety

Every classroom teacher should teach playground safety rules during the **first two weeks** of school. **Please document this in your plan book.**

- Please report any broken playground equipment or concern to the office immediately so that we can correct the problem.
- Teachers may sit on the playground to monitor children at times, **but please make sure you move around the playground frequently and constantly monitor students in order to ensure that students are following playground expectations.** This not only ensures the safety of our students, but it also helps decrease discipline problems on the playground.
- **Please remember to take a walkie-talkie outside. We must be able to communicate with someone on the playground at all times.**
- Please do not take an extended playtime unless approved by the principal. The students need to be in their seats ready for instruction at the time that recess ends. That is called seat-to-seat recess.
- Please inform the office if your students earn an extra recess, so we know where your class is all times in case of an emergency.

Profile Sheets

- Student Enrollment Form profile sheets (previously known as emergency cards) will need to be

- sent home the first day of school. Please write your name at the top of the paper.
- It will be your responsibility to complete any omitted information on the sheet before sending a copy to the office. You may have to call the parent to get accurate information but it is crucial to have complete information on every student.
 - Once a child's profile sheet is complete, make a copy and turn in the original to the office. You will need to keep a copy of each profile sheet in your Emergency Folder.
 - Parents will need to come to the office when adding names to their child's pick-up list.

Radio Protocols

One of the goals for this year is to reduce radio messages.

- Each classroom has a telephone that can be used for communication as well as a call button to the office. Please utilize these as needed.

Please utilize the radio communications for more urgent matters. Because the radios need to remain on at all times due to the possibility of an emergency, excessive radio use can be disruptive to the learning process. Please remember conversations on the radio can be heard by the students. Make sure all radios stay on channel one. Place radios on charger at the end of each day.

Religious and Medical Information

- Teachers must be conscientious of religious and/or medical restrictions that have been shared by parents regarding students. If a parent contacts you with complaints or concerns of a religious and/or medical nature, you must immediately refer such concerns to the principal. Teachers should be sensitive to the needs of our families.

Safety Measures

- **Keep your doors locked and closed at all times.**
- It is expected that you have your key and ID with you at all times, either wearing it on a lanyard, collar, etc. as well as your walkie-talkie.
- **All staff must always have your walkie-talkie on you at all times when you are not in your classroom.**
- Walkie talkies remain "on" throughout the day. You may lower the volume, but never completely down. You should be able to hear information that may be pertinent.
- Be sure to utilize your first aid kit when needed.
- Regularly check your first aid kit to ensure that you have all the supplies you need. If you are low on any supplies, let the nurse know and she will replenish your kit for you.
- Keep your key on your person at all times. If we have a lockdown or some other emergency, I

- don't want anyone to have to "hunt" for their key.
- Keep rubber gloves accessible both in the classroom and on the playground. Always use them in the event of bleeding or other body fluids.
 - Call the custodians immediately to clean up or you may call for assistance from your walkie-talkie.
 - Always know where your students are and the class in which they are located.
 - Under no circumstances, may a student transport desktop computers, television monitors, or other major AV equipment or similar heavy items. If you need assistance in moving heavy items, please request help from the custodian on duty.

Outside Doors –

In order to maintain building security, doors are not to be propped open. This includes all doors to the outside including the doors to the playground in the orange wing and cafeteria and other doors in the back of the school.

- Please do not admit any visitor through any entrances. Visitors will be buzzed in through the office.
- Instruct your students **NOT** to open locked doors for anyone. Visitors will only be let in the school by the front office.
- Please close doors as you exit and enter the building when classes participate in outside activities.

Safety Plan

Each staff member is responsible for knowing the safety procedures as outlined in our safety plan.

- Teachers will properly post current evacuation maps and tornado drill maps in their rooms.
- The emergency go-bag which houses the safety plan for any emergency should be placed on the hook near the classroom door. It should contain the most recent, pertinent information for all students in that classroom including but not limited to a class roster, profile sheets and important medical information. The red folder should be taken with the teacher for every drill.
- The safety plan will be reviewed at the beginning of school.
- Teachers will participate in safety procedures such as fire, tornado, bomb threat, and "lockdown" drills, as directed by the principal. The district requires that we hold a fire drill at least one time every 30 days, an armed intruder drill once a year, one annual CPR and AED drill, and three additional drills, not requiring full evacuation, during each school year.

School Counselor/Social Worker Referrals

- If any staff member has concerns regarding a student's attendance or physical or emotional health, complete a Whole Child Support Team (WCST) (formerly known as PIT) referral form. The WCST could meet every week or every other week to discuss these referrals.
- Teachers should also share with their students the process students can use to request support/resources from the school's guidance counselor and/or social worker.

School Mail

- The school mail is received and picked up on Mondays and Thursdays.
- There is a gray box in the office area for depositing outgoing mail.
- Please be sure to put a route number on each piece of outgoing mail. The list of routes and schools are available above the gray box.

School Outlook Calendar

- Please put events on the Outlook Calendar as it is readily available at all times.
- Staff members will need to respond to any Outlook invites that are received through email from the school's Outlook calendar - "The Spring Hill Elementary Calendar".
- The staff's responses to meeting invites help ensure that all team members have been informed of the meeting and can attend the Special Ed meeting.

Special Education (Individuals with Disabilities Education Act, IDEA)

- For students with disabilities who **do** require specialized instruction to progress, the Individualized Educational Plan (IEP) is a legally binding plan developed to ensure a free appropriate public education is in place to meet their unique needs. An IEP is developed as a team and provides for special education instruction, supports, and services a student needs to be successful in school. Accommodations are utilized to provide a student with equal access to learning and an equal opportunity to show what they know and what they can do. Modifications are also available for students who require changes in what students are expected to learn, based on their individual abilities.

504 (Civil Rights)

Not all students who have disabilities require specialized instruction. For students with disabilities who **do not** require specialized instruction, the 504 is a plan developed to ensure that they will receive equal access to public education and services through accommodations that are put in place to ensure their academic success and access to the learning environment. Accommodations allow a student to complete the same tasks as their nondisabled peers but with some variation in time, format, setting, and/or presentation.

Confidentiality of special education records is protected under the Individuals with Disabilities Education Act as well as FERPA for students who are receiving special education and related services.

The primary teacher for a student who is being evaluated for and/or who has been identified as needing an IEP or 504 will be requested to participate in the determination of eligibility and development of the corresponding plan. All teachers, including encore, will be given a copy of the plan for the children they serve. Each teacher will be responsible for implementing the plan with fidelity.

Grades will be provided by the general education teacher for all students, with support from the special education teacher, if required. The special education teacher will provide students who have a modified curriculum on their IEP and/or modified grading.

Staff Development

- All certified staff will be required to have 12 hours of unscheduled in-service. This requirement can be completed with any combination of building level and system-wide hours. These hours must be recorded no later than 11:59 p.m. on Saturday, April 30, 2023. At that time, the Central Office staff will certify your hours. Please do not wait until the last minute to record these hours.
 - You will need to register through Frontline to receive your in-service credit.
 - If you are attending professional development sessions at the school level and you do not sign in, you will not receive credit for attending. **It is imperative that you sign in for every session in order to receive in-service credit.**
 - For classified personnel, eighteen (18) total hours of unscheduled in-service must be earned by midnight on April 30th at 11:59 p.m.
 - Classified employees should consider school and district instructional priorities as well as relevance to job assignment when deciding about unscheduled in-service activities.
-
- Certified and classified employees who would like to receive credit for an activity out of our district must receive prior approval before signing up for any session. Out of District refers to an activity that takes place outside of Knox County Schools and is not listed in the electronic catalog.

Staff Meetings

Please do not schedule personal appointments on Tuesdays as we will have Tuesday meetings at 3:00 pm multiple days a month depending on your role.

- The **1st Tuesday** of each month will be the regularly scheduled Staff meeting. All certified staff members are expected to attend each monthly meeting unless they have received permission from the principal to miss a meeting. The principal will communicate if there's ever a staff meeting that classified staff need to attend.
- The **2nd Tuesday** of each month will be Action Team meetings.
- The **3rd Tuesday** will be reserved monthly 30 minutes PDs.
- The **4th Tuesday** of each month will be Leadership Team meetings. All leadership team members are expected to attend.
- All grade level teams, Special Areas, and SPED teachers are expected to take part in Professional Learning Communities.
- You are expected to schedule a consistent grade level planning day every week and communicate that with the Admin team and the coaches. The coach/master teacher will attend this meeting. It is important to set aside a scheduled time to ensure that you have a common time to get together each week. You are welcome to schedule this during a planning period or

after school, but it must be a consistent time. For example, you could say, “The 2nd grade team will meet every week during our Monday planning period.”

Staff with Children Enrolled at Spring Hill

It is a joy to have the children of our staff members at Spring Hill. However, it is important that these students are treated the same as other students at Spring Hill. Because of this, it is important that these children are never subjected to criticism from their peers or adults for getting special treatment or privileges that we may allow to take place. If your child attends Spring Hill Elementary, your child must:

- Follow school-wide policies and procedures
- Not be permitted in the teacher’s workrooms and areas with confidential records. This would include before and after school.
- Remain in their regular classrooms until the last bell. At that time, your child should go directly to the parent’s classroom or area pre-arranged with the principal.
- Not attend staff breakfasts, luncheons, meetings or parties for the staff on teacher workdays. The children must stay in the parent’s classroom or designated area. Your child may not invite their friends to spend the day with them at Spring Hill. Parents may fix a plate for their child after any staff event is over.
- Be supervised during non-school hours. Children should remain in the parent’s classroom, a designated area, or under the supervision of a colleague while the parent fulfills morning duties, afternoon duties, or any school related activity involving Spring Hill students or staff. Under no circumstances may children roam or run through the hallways or be in other areas of the building, including the gym after normal school hours.
- Have arrangements for after-school supervision when you must be absent from school.

Staff Work Room

Under no circumstances should a student be allowed in the teacher’s workroom due to safety and confidentiality reasons.

- Students are not to be sent in the workroom to run errands for the staff.
- Please keep the area tidy as you work. Many supplies are provided for all staff members to use, so please leave the work area neat, clean, and organized for everyone.
- All materials should remain in the workroom for others to use.

Stipends

If a KCS/SHES employee signs a contract for a stipend with an outside agency, understand that this agreement is between you and the agency. KCS/SHES is not responsible for payment.

Substitutes

- **A substitute folder should also be kept up-to-date and easily accessible.** It should include

your schedule, group listings, group movement to other rooms, special needs for any student(s), discipline policies and procedures, and lunch procedures. It should include how each student goes home. The substitute folder should also inform the sub where the Red Safety Folder is located. This should be a part of the lesson plan book that is placed in a readily **accessible area, preferably on the teacher's desk**. This folder should be completed by **Friday, August 26th**. Your grade level team should know where you keep your lesson plans, substitute folder, etc. in case of an emergency.

- Lesson Plans for Absences: Every teacher must email their lesson plans to their team and/or substitute and keep an UPDATED “folder” in their classroom with pertinent activities for substitute teachers. **The activities can be review activities or comprehensive lessons, but the activities are expected to be rigorous and challenging and not simply worksheets. It is important that we have high expectations for our students even we are out of the building.** Please leave a designated space in your plans for the substitute to leave you notes about the day.

Supervision of Students

Under no circumstances may any student or group of students be left unsupervised in your classroom, during lunch, recess, out in the hallways or any other time.

- If you must leave your class for a brief time, find a nearby colleague to step in to monitor your class while you are gone. If it is an emergency, contact the office immediately.

Teacher-Parent Conferences

- The Tennessee Education Improvement Act of 1992 mandates that one (1) day within the 200-day school calendar and outside of the 180 instructional days must be used for teacher-parent conferences.
- Classroom teachers will be required to complete and document six (6) hours of state-mandated teacher-parent conference time outside of the regular 7 hours 45-minute day. The weeks that have designated for Parent-Teacher Conferences are **Oct. 24-28 and January 17-20.**
- Please record your conference hours in Frontline. Once you have completed the required hours, it will be your responsibility to register for the Spring Hill Parent Contact session on Frontline no later than midnight on April 30. It will also be your responsibility to turn in the appropriate hard copy of documentation for these hours to Tiffany, Shane, or Tim.
- Parents who come to the office with a request to see you concerning their child will be asked to wait to see if it is convenient for you at that time. If it is not a convenient time, he/she will be asked to make an appointment.
- If you are expecting a difficult parent conference, please notify Tiffany, Shane or Tim so we can help support you in the conference.

Textbooks

- When issuing textbooks, please make sure each textbook has been numbered. It is helpful to assign students a set of books with the same number in each book if possible. Books that are lost or damaged must be paid for. There is a policy for payment of books that Knox County has

- approved (I-210). Please see Debbie in the event you need to know prices.
- If you receive notification that a student is moving, please let the secretary know if that student has any books that he/she has not returned to you. We can withhold records until we receive payment or the books are returned.
 - Teachers are to assign and record textbooks according to the provided record system created by the Master Teacher/Instructional Coach to maintain an accurate accounting of books with the use of the school-wide textbook system.

Threat Assessments

- Knox County Schools is committed to protecting the health and well-being of all students/staff and understands that physical, behavioral, and emotional health are integral components of student achievement. **Faculty and staff are expected to be proactive in maintaining a safe and supportive learning environment and to immediately report to the building principal any indications that a student or teacher may be in danger of harming himself/herself or others.**
- Refer to Knox County Schools Procedures [J-580](#) and [G-100](#).

Tutoring

- If you wish to tutor students for pay, please reference board policy G-450. In particular, understand that any private tutoring after regular school hours, must be approved by the principal by submitting a request. The request will then be forwarded to the Director of Schools for final disposition. Employees approved to offer private tutoring in the schools must adhere to policy E-130.

Unscheduled Inservice Hours/Parent Contact Hours

- Certified personnel are responsible for accumulating twelve (12) hours of unscheduled inservice in any combination of system level and building level and six hours of parent conferences. Hours are to be documented according to district policy. Teachers should keep a record of parent contact hours and submit to their base school principal when a minimum of 6 parent conference hours have been earned. An administrator will then approve the entire 6 hours in Frontline. Hours should be recorded as they are accumulated.

Work Day

- The official work day for all staff members is from 7:30-3:15, with necessary adjustments for such activities as bus duty, faculty meetings, or times when the needs of the system or requirements of the job dictate. All of the extra work, time, and energy you invest in your students and our school is greatly appreciated and does not go unnoticed. On Fridays, teachers can TGIF, which means if you do not have any afternoon responsibilities, you may leave at

- 3:00 p.m. Please do not leave any earlier than 3:00 p.m.
- All teachers must arrive to school by 7:30 a.m. and be ready to meet in the gym for Morning Assembly at 7:35 a.m. Teachers are expected to help with hall traffic as the boys and girls prepare for the day. Remember that all students are “our” children, not “yours” or “mine”.
 - Morning Assemblies will be each day at approximately 7:45 and will include a moment of silence, Pledge of Allegiance, and morning announcements.
 - Please try to do your best to make personal appointments after 3:15 p.m. If you need to leave the building for any reason during the regular school hours, **you must notify the principal or assistant principal and sign out in “Staff Checkout Book” in the office.**
 - Teacher workdays on student holidays, inservice days and administrative days will begin at 8:00 a.m. and end at 3:15 p.m. unless otherwise noted.

If you are going to be late for any reason, you must text or call Tiffany, the school secretary, and grade leadership team rep (texts are preferred). Please let us know as early as possible if you suspect you will be late. Make sure to secure someone to cover your class until you get to school. Your grade leadership team rep will let your team know you are going to be late.

Family and Community

Family Nights

- **All staff are expected to attend and participate when we have school-wide family night functions.**

Parents Working in the School

- Parents are encouraged to help a teacher when help is requested.
- Parents should check into the office and receive a visitor’s badge before going to the classroom.
- Please be careful not to discuss confidential information concerning the school, pupil personnel, teachers, or other pertinent information outside of school.
- Please be careful not to discuss confidential information concerning students or others when you are in the office, mailroom/workroom, hallway, etc. especially when parents or substitutes are present.
- Please keep in mind that per district policy I-260, if a volunteer will have direct contact with students under limited supervision by school staff or will have unsupervised contact with students on or off campus they are considered a Level 3 or 4 volunteer by KCS and will need to complete a background check through Knox County.

Visitors to Spring Hill

- Always greet visitors in our building. Please do not ignore anyone.
- If you see someone without an ID, ask him/her to go to the office to sign in and get a visitor/volunteer sticker. Please radio the office if there is a problem.
-

Teaching Responsibilities

Curricular Responsibilities

- Knox County required instructional reading, math, science, and social studies materials should be used with all students to provide the comprehensive foundation of skills in our reading and math programs. Teachers must teach the required subjects' standards daily. The use of worksheets and workbooks should be appropriate for the age and academic maturity of students. At no time should such materials become the major mode of instruction in any subject area at any grade. Avoid the use of "busy work" assignments.
- All K-5th grade teachers will participate in weekly Professional Learning Community meetings to review data and instruction to improved advance student growth and achievement.
- Classroom Instruction is aligned with Knox County Schools Curriculum Framework.

K-5 RLA/Math Minimum Recommended Instructional Times:

Grade	K	1 st	2 nd	3 rd	4 th	5 th
RLA	150 minutes	150 minutes	135 minutes	90 minutes	90 minutes	90 minutes
SCI/SS	30 minutes (SCI/SS)	30 minutes (SCI/SS)	45 minutes (SCI/SS)	60-90 minutes (SCI/SS)	90 Minutes (SCI/SS)	90 Minutes (SCI/SS)
MATH	60 minutes	60 minutes	75 minutes	90 minutes	90 minutes	90 minutes

Tier 1 instruction includes:

- 90 minutes of RLA must be uninterrupted.
- Small groups with differentiated instruction to meet the needs of all students (emerging, on-grade level, and advanced)
- Research-based instructional strategies

- Ongoing assessments of student progress to guide instruction
- Re-teaching opportunities provided as needed

Grades and Report Cards

- Students should receive one grade per week per subject per KCS elementary expectations. The grade(s) are to be posted in ASPEN and must be able to be viewed by parents. Student grades are *confidential*. It is not appropriate to read aloud student scores for all to hear. (FERPA)

Grading will follow the Knox County Schools Grading Scale and Policy:

Kindergarten Proficiency Levels

ME = Meets Expectations

DE = Developing Understanding of Expectations

LE = Limited Understanding of Expectations

Grades 1-2 Academics

The grade scale for Reading, Writing, Art, Mathematics, Music, Social Studies, ELL, Physical Education, Science:

E (Excellent) = 93-100

S (Satisfactory) = 92-75

N (Needs Improvement) = 74 and below

Work Habits (1-5)

E (Excellent) = 93-100 S (Satisfactory) = 92-75 N (Needs Improvement) = 74 and below

Behavior/Conduct (1-5)

A, B, C, D, and U

- A = Excellent = 93-100
- B = Good = 85-92
- C = Average = 75-84
- D = Below Average = 70-74
- U = Unsatisfactory = Below 70

Grades 3-5 Academics

The Grade Scale for Reading, Language/Writing, Art, Mathematics, Music, Social Studies, ELL, Physical Education, Science, and Behavior.

A, B, C, D, and U

- A = Excellent = 93-100
- B = Good = 85-92
- C = Average = 75-84
- D = Below Average = 70-74

- U = Unsatisfactory = Below 70
- It is expected that teachers write a comment on each 9-week report card.
- If a student does not receive grades in science or social studies due to attending another class, a comment must be written explaining why. This not only helps the parents understand, but it also helps the administration when we are reviewing grades for interim and report cards.
- If a gen ed teacher has a Special Ed student in your classroom, keep in mind that these students must be given general ed grades. The classroom teacher and the Special Ed teacher must work together to give a grade to the student.
- If you have modified any student's grades per IEP decision, you will need to write "modified" in the comment section to notify parents why the grade was modified.
- If a student receives accommodations, they would be graded on the general ed curriculum and note accommodations were made on the report cards.
- The administration will review all interim reports and 9-week report cards.
- If a child receives a "U" in any subject area, there should be regular communication and documentation about the student's performance along with the teacher working with the student regularly in small group instruction. The teacher must update the parents on the student's progress. Parents do not want to be surprised for any reason.
- An "I" for incomplete work is not to be used on report cards in elementary schools.
- Grades must be entered in the computer by the deadline given by the administration.
- Report cards will be sent home on a designated date following the end of each grading period.
- Our School Secretary will print report cards at the end of each grading period and place them in the teacher's mailbox after they have been reviewed by the administrative team. The last report card is to be filed in each student's CR by the classroom teacher.

Grade Level Teams

- We will have Professional Learning Communities meetings every week, where we will collaboratively plan, utilize data (AimsWeb Plus, formative assessments), and share & reflect on instructional practices. All grade level teachers are expected to attend along with our coaches and the administration. An agenda will be developed for each meeting.
- Special Area teachers will have their own Professional Learning Community meeting every week.
- SPED teachers will choose a consistent Professional Learning Community meeting to attend with a grade level they support.
- This will be a time to plan as a team, ask any questions and collaborate for future instruction or upcoming events.

Homework/Projects

- The following guidelines need to be followed when assigning homework or projects for the students. Under no circumstances may any student assign grades of any kind to any other student(s). Students may be asked to exchange and check papers for the purpose of immediate feedback, but the assignment of grades is the teacher's responsibility. It cannot be delegated to

- any student or parent volunteer.
- Homework should be a meaningful extension of class instruction and **should reinforce previously taught skills** rather than introduce new ones.
- If teachers assign homework, they should assign very purposeful or meaningful work that target foundational skills.
- The following guidelines should be considered when assigning homework: multiply the grade level by 10 minutes. Therefore, **1st graders** should have no more than **10 minutes** of homework in an evening, **2nd graders** should have no more than **20 minutes** of homework in an evening, **3rd graders** = should have no more than **30 minutes** of homework in an evening, **4th graders** = should have no more than **40 minutes** and **5th graders** = should have no more than **50 minutes**.
- Homework should be avoided on weekends and on evenings when there are programs for student/parent participation at school (Parent Nights, testing week, etc.)
- Always review the homework assignments with students, and perhaps do the first problem together before sending the assignment home. This way you are assured all students had the opportunity to understand their assignment.
- Homework should be regularly checked for completion and accuracy.
- Your expectations for homework should be specifically addressed at the grade level's Parent Night and in other communication with parents.
- While class projects may vary, grade level teachers should establish overall guidelines for standards. Distributing a rubric for grading the project in the initial phase of the project assignment is the best way in avoiding problems down the road. Make sure you schedule the time required to meet the needs of your students for the project in your lesson plans and provide the consistency needed to insure success for all students.
- If you make long-term assignments, check the student's progress at regular intervals to avoid problems caused by a "last minute rush".
- Please make sure to provide the accommodations for students with IEPs, 504s, or S-Teams to ensure accessibility for all students.

Make-up work policy:

- Students will have one day for each day missed to complete and return the assignments unless the teacher decides more time is needed. Knox County policy affords students up to ten (10) days to complete missed work

Lesson Plans

- Lesson plans **must** be up-to-date and should extend through the current week. Lesson plans should always be easily **accessible and available for administrators to review**.
- Lessons and class activities should be clearly focused on the Tennessee State Standards, reflect good planning and should address the Knox County curricular guidelines. Admins, Coaches and the Master Teacher will review grade level plans and provide intermitted feedback.
- The needs of Special Education students, as expressed in their IEP's, represent legal mandates

and must be properly addressed. Your compliance of 504 programs is also a legal requirement. It is the teacher's responsibility to check CR's and CCR's for any special conditions. Please make plans with a substitute in mind. Have lesson plans ready prior to leaving the building each day.

Social Emotional Learning, Restorative Practices and Office Referrals

- **Students can only be placed in PAC by a principal.**
- Students may not be placed in PAC due to failure to complete their work.
- **The teacher or staff member will always need to fill out a hard copy discipline referral when referring a student to the office.** Sometimes the student will be placed in PAC and at other times, other actions will need to be taken. Please be respectful of whatever decision the administration makes. Please refrain from telling students they are going to spend time in the office or PAC without the administrator first making the decision. When a student is sent to PAC as a consequence for his/her behavior, the ultimate goal is to address the reason for the behavior, teach the student the correct behavior and ultimately help them get back to the classroom in order to get the direct instruction they need on a daily basis to be a successful student in school.
- We will communicate with you via your classroom phone or text to let you know how long a student with a referral will be in PAC.
- **If a student is written up and sent to the office with a discipline referral, the expectation is that the teacher will call the parent.** That expectation will be communicated to the parent when the administration makes the call.

RTI²

- Every 4 ½ weeks, we will meet as a grade level/RTI² team to discuss students that are in the tiers. We will discuss teaching strategies that are being used and the progress or lack of progress while in the tier process. If you have concerns, please bring this to the attention of an admin, master teacher, or coach regarding beginning the S-Team process. **If the tier process is complete and the student is not making sufficient progress, the school psychologist will do a gap analysis before determining whether the student needs to go to formal referral.** Once the team determines this, we will continue the S-Team process.
- Students in the tier process can only participate in one subject (reading or math) at a time. If a student qualifies for both reading and math, we will start with reading until the student makes progress or goes formal. If a student comes to us from another school in the tier process and they are receiving services in both reading and math, we will suspend math and focus on the reading.
- Intervention students that are on Tier III will be taught the "SPIRE" program. This will be for those students that score 10% or below on the AimsWeb testing. All students that score

between 11% and 25% will use Voyager as their intervention piece. The RTI² committee will determine the other interventions that will be used for these students.

Teacher Instructional Expectations

We will teach the Knox County Curriculum and use the curriculum frameworks as a guide when planning our instruction. Use the curriculum frameworks as a foundation and use your creativity and innovativeness to add to these researched based resources.

- ELA-Students should read about it, talk about it and write about it in reading class on a daily basis.
- Math-Students should build/draw it, talk about it and write about it in math class on a daily basis.
- Science-During science instruction, students should be appropriately engaged in all of the eight science and engineering practices (SEPs) throughout the school year. Teachers are expected to use the 5E Instructional Model of Engage, Explore, Explain, Elaborate, and Evaluate when planning science lessons.
- Social Studies- During S.S. instruction, student should be appropriately engaged in all of the S.S. practices throughout the school year.
- Use a variety of formative and summative assessments on a daily basis to assess your students' mastery of their grade level standards.

Teachers will have guided small groups daily. Teachers are expected to meet with each group a minimum of four times per week.

Teachers will implement engaging workstations to replace worksheets and work packets. It is something that everyone must develop in order for our students to be more successful with this reading program.

If you have a student who receives special education or 504 accommodations, you are responsible for following the guidelines. Please work closely with the special education teachers if you have any questions. **The Special Ed teachers will meet with each grade level to go over the IEP guidelines and to review individual IEPs in the conference room during the first weeks that teachers are back on contract along with the administration. Teachers will sign off that they have received a copy of the IEPs and/or 504s at a Glance.**

Technology & Multimedia

Acceptable Use of Electronic Media Forms

At the beginning of each year, all grade level teachers will need to distribute and collect signed "Acceptable Use of Electronic Media" forms for each student, give a copy to school librarian, the secretary, place other copy in the CR. If the parent denies permission, "NO INTERNET" should be written on the CR.

Audiovisual Works

Spring Hill Elementary will follow Knox County School's guidelines for the use of audiovisual works in the classroom. Please use the form provided by accessing this link, and give the form to the principal **at least one week in advance** for pre- approval. Requests are approved for only the current year. You will be required to sign that you understand and agree to follow this policy. Forms do not need to be turned in for educational resources like Brain Pop, Discovery Ed Streaming, Teachertube, appropriate Youtube videos etc. If you are unsure if you need to turn in a form, just ask the principal.

- Educational television should be utilized only when it correlates directly to the Knox County Schools curriculum and has been approved by the principal. At no time may children view commercials at school.
- No full-length movies will be shown to students for the purpose of entertainment, reward, allowing planning time, etc. The video must be directly related to the curriculum and must be teacher-guided and properly supervised by their teacher, regardless of length or type. Only "G" rated films, if they are rated, and only if the teacher has public performance rights provided within the purchase/rental price. Parents must be notified in writing of each audiovisual work to be shown unless it is part of an education program adopted by Knox County Character Education, Drug and Violence Prevention, Guidance program, or otherwise part of Board approved curriculum.

Expectations and Acceptable Use of Electronic Communications

- All users shall act in a responsible, ethical, and lawful manner when using the school's information technology resources.
- Staff members who supervise students, control electronic equipment, or otherwise have occasion to observe students' use of said equipment online, shall monitor the use of this equipment and see that the use conforms to the mission and goals of the Knox County School District.
- Employees shall sign an "Acceptable Use of Electronic Media Agreement", are required to follow the regulations set forth in the guidelines and report any misconduct to appropriate personnel.
- **If you have a Facebook account, you are discouraged to be a friend to parents.** We need to continue to have a professional relationship with our parents. We would also encourage you to be very careful what you write on social media about our school and others. We need to be professional at all times.

Staff Use of Personal Communication Devices at School

Personal Communication and/or Electronic Devices-A "personal communication device" is any device that emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor. A personal electronic device is any device that can be used as a camera, a recorder, a player, or any such item that electronically transmits or receives a signal or image.

Cell Phones

Teachers may possess personal communication devices, such as cell phones while on school property. However, the personal communication device must be in quieted or in **silent mode** and must be kept in a secure location. Personal communication devices may be used during off-duty times like **lunch or planning period**, for short calls or brief text messages or for emergency calls or text messages. Phone calls during the school day should come through the office or advise family/friends to leave a message on your cell phone for you to check when students are not present. Please do not use your cell phone to make calls during your instructional time or recess. Cell phones may be used to communicate with staff members via text, to play music in class or for other instructional purposes, but the phone needs to stay in the quieted or silent mode.

Technology Help

- If you have a question or problem with your computers, please submit an Incident IQ request.

Bookkeeping Instructions: 2022-2023

Financial Responsibilities

Each teacher is responsible for maintaining accurate records of all receipts and disbursements related to his/her classroom activities. Never throw away any of your receipts documentation. The bookkeeper needs this information for the auditors.

- Any student who is eligible for free or reduced-price school meals automatically receives waiver of all standard expenses except payment for lost or damaged textbooks/library books, special T-shirt orders, fines, etc.
- Tennessee is a 'right to a free education' state, thus no parent is obligated to pay for any standard school expenses. We will ask parents to submit payments, but they may only be asked ONE time. Additional notices may be given with regards to field trip permission slips, lost or damaged textbooks/library books, fines, etc.

Teachers must deposit money on the same day it is collected. If it is necessary for you to hold money overnight, the money should be locked in the office safe, and the deposit should be made on the morning of the following school day. Deposits will be made online this year.

- The Spring Hill Elementary School fees for 2022-2023 will be \$25.00 per student. Money collected for school fees is used for storeroom supplies, assignment books, work folders, etc.
- You must request a tax-exempt form when purchasing materials for school. The school will no longer be able to reimburse you for tax charge on purchases made for school.
- Reimbursements should be requested in a timely manner. You should request a check within one month of the time the purchase was made.
- Check the packing slip/invoice of orders to confirm/verify content. Make note of missing items and complete orders. Give the packing slip/invoice to the bookkeeper.
- No items intended for personal use should appear on receipts or register tape submitted for reimbursement.

Making Purchases

Purchase Request forms must be submitted online before any purchases are made. Purchase Orders are now required for all purposes.

- Requests must be filled out and submitted online by the person making the request. No requests will be filled out by the bookkeeper.
- Requests should be approved by the principal before any order is placed or a purchase is made. If the request is denied, the form will be sent back to you electronically with an explanation.

Receipting of Funds

- For classroom money transactions, you will use the new online report. Print out the receipt from your computer and bring it to the office with your money in your envelope. Turn your deposit into the office with your money and computer-generated receipt. Your envelope will be returned to you promptly so you will be able to continue to collect money. If you cannot finish your deposit, be sure it is locked up or bring your unfinished deposit to the office to be locked away. Turn in the envelope that you were issued each time. “Never” remove any of the paperwork from the envelope. All your transactions will be turned into the auditors with the bookkeeper’s records. Please put your envelope somewhere that you will remember where it stays.
- If you are planning a field trip please tell the bookkeeper as soon as possible because she will to make arrangements for the bus. Also, you, the bookkeeper, and the principal will have to decide how much to charge for the trip. All your information about the trip needs to be turned in for backup for the trip. Do not forget the field trip must be approved by the principal before any money is collected.

Staff Expectations

- Always make decisions based on what is **best for students**.
- Have a positive attitude.
- Bring enthusiasm to your teaching and have a passion for what you do.
- We will work together to establish a clear vision for the school and will do everything we can to work towards making that vision a reality.
- Make it a priority to build strong relationships with your students. Students don’t care how much you know until they know how much you care.
- Make every effort to build strong relationships with parents. See your relationship with students’ parents as a partnership to help your students reach their potential.
- Have a Growth Mindset. Make it a point to always be growing and improving yourself as an educator. Don’t ever settle with “I’ve always taught it that way.”
- Speak with candor with your colleagues, but be professional in doing so. Don’t shy away from healthy conflict. Conflict is often necessary for our school to improve as long as it is a conflict

- of ideas, and not personal.
- Don't gossip and cause unnecessary drama because it has a way of trickling down to the students.
 - Be innovative, creative and be willing to take risks in your instructional practices. If we approach teaching like everyone else does, we will get the same average results.
 - Be creative, but at the same time don't throw out research based instructional practices just to be innovative. Research based instructional practices need to be the foundation of which we build upon when planning instruction.
 - Planning is where student & teacher success begins. Planning is less about what you put on a piece of paper and more about the thorough collaborative thinking and planning that goes into your lesson plans.
 - Remember that those that do the thinking do the learning. Make it a point to incorporate a variety of grouping structures in your room on a daily basis so that students are working together and doing the thinking and the learning.
 - Focus on the Tennessee Standards and work backwards from what you want your students to know when planning lessons.
 - We have to create a culture of "no excuses" where we truly believe that every kid can succeed. Regardless of our students' home lives or challenges, we must own our data. We must look at the data with an objective eye and use the data to reflect and improve our instruction.
 - Use data to inform decisions, but prioritize being student driven, not data driven.
 - Make teaching fun for your students. Constantly ask yourself, "Would I want to be a student in my own classroom?"
 - **Laugh daily with your students and colleagues.**
 - Be very careful with using sarcasm with students. It often can be misinterpreted and deeply hurtful to students.
 - Teach with a sense of urgency and a determination to make every instructional minute count. Five minutes of wasted time on a daily basis adds up to almost two full days of instruction over the course of a year.
 - Always be proactive and over communicate with parents. If you are on the fence about whether you should call, always call.
 - Set clear behavioral expectations in your classroom and reinforce them on a daily basis.
 - Teach behavior like it is one of our core subjects. Implement PBIS and Restorative Practices strategies.
 - Make it a point to praise and encourage your students and colleagues. Remember that for every negative interaction with a student or colleague, there should be at least 5 positive interactions.
 - Be an Active and Engaged Participant of PLCs. Use PLCs as a time to collaborate, reflect, learn and grow as an educator.
 - Do everything with honesty and integrity.
 - **Have fun and do your best to make Spring Hill a fun work environment.**

Appendix

KCS Board Policies

Please find below a list of some of the most pertinent school board policies to date for certified teachers in our district. Please note -- this is *not* all-inclusive, and it is your personal responsibility as an employee of KCS, in any capacity, to familiarize yourself with all board policies.

Board Policy Title	Board Policy #	Summary
Civility Code	B-230	Students, faculty, staff, parents, guardians and all other members of the

		community must treat one another with courtesy and respect at all times, etc.
Advertising & Solicitation in Schools	C-180	No part of the school system, including the facilities, email addresses, the name, the staff, and the students, shall be used for solicitation or promoting the interests of any commercial, political or other nonschool agency or organization except as expressly permitted.
Grants Management	D-270	Any Knox County Schools employee who applies for a grant in any amount must follow the administrative procedures pertaining to grants management. Any questions about these procedures should be referred to the Knox County Schools grant manager.
Emergency Preparedness Planning & Training	E-122	Children shall be supervised at all times during the school day. Teachers shall instruct students in safety and practice the emergency safety procedures, at least during the first month of each semester.
Private Vehicles for Transporting Students	E-173	The Board specifically forbids any employee to transport students for school purposes without prior authorization by the Director of Schools or his designee.
Staff-Student Relations	G-140	Employees must guard against associations with students that are outside the normal scope of employment and appropriate educator/student relationship. Employees engaging in such inappropriate conduct will be subject to disciplinary action, up to and including dismissal.
Smoking and Use of Tobacco	G-211	Smoking is not allowed in any form at any time inside any school building or anywhere on school property. For the

		purpose of this policy, "Smoking" will mean all uses of tobacco (including all "smokeless" and chewing tobacco products), cigars, cigarettes, pipes, imitation tobacco products, and electronic cigarettes. Employees are prohibited from possessing tobacco products on school property that are visible to others. This policy on smoking shall be communicated to all existing employees and to all prospective employees upon their application of employment.
Harassment of Employees	G-220	Any employee found to have engaged in harassment shall be subject to sanctions, including, but not limited to, warning, suspension, or termination.
Qualifications & Duties of Teachers	G-280	<i>**Certified staff have been given a complete copy of this policy. Please read it thoroughly and carefully.**</i>
Time Schedules & Extra Duty	G-440	<i>**Please read this policy carefully, in its entirety.**</i>
Tutoring for Pay	G-450	Any teacher may enter into an agreement with parents for private tutoring of children for a fee, but this practice must be limited to children other than those for whom the teacher is currently exercising teaching, administrative, or supervisory responsibility... Any employee of the Knox County Schools seeking to offer private tutoring in a school after the regular school day must submit a request to the Director of Schools through the principal of the school.
Sick & Bereavement Leave	G-461	A certificate from the physician on forms furnished by the Board may be required in support of any claim for sick leave pay... An employee absent for five (5) consecutive working days shall

		submit a doctor's statement verifying illness or injury of the employee or immediate family member.
Time Schedules of Classified Personnel	G-570	Supervisors shall prepare a daily work schedule ... The daily schedule includes the time to begin work, lunch time and ending time. Each employee is required to work according to his schedule unless there is an emergency. When an emergency arises, the immediate supervisor shall be notified as soon as possible. All authorized overtime or time-on-the-job-location not within the scheduled time must be approved by the immediate supervisor before the overtime occurs.
Homework	I-320	Homework shall be assigned to reinforce and strengthen students' interests and abilities.
Special Education	I-160	The Board shall provide access to a free appropriate public education to all children with disabilities ages 3-21, inclusive, residing within the jurisdiction of the school system.
Extracurricular Activities	I-170	All student activities/clubs, to include their scheduled meeting times, whether before, during, or after school hours, must have the approval of the principal.
Internet Safety	I-222	...Staff members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of said equipment online shall monitor the use of this equipment to assure that it conforms to the mission and goals of the Knox County School District.
Off-Campus Trips	I-250	<i>**Please read this policy carefully, in its entirety.**</i>

School Volunteers	J-260	...To protect the KCS students and staff, the Knox County Schools reserves to right to collect certain information about volunteers who enter the school building and may potentially be in contact with students. Depending on the type of volunteer activity proposed, volunteers must submit to a background check and/or provide information about themselves.
Attendance	J-120	<i>**Please read this policy carefully, in its entirety.**</i>
Harassment of Students	J-210	<i>**Please read this policy carefully, in its entirety.**</i>
Harassment, Intimidation, and Bullying or Cyber-bullying	J-211	<i>**This MUST be investigated if: "...the act takes place on school grounds, at any school-sponsored activity, on school-provided equipment or transportation or at any official school bus stop..." Please read this policy carefully, in its entirety.**</i>
Use of Personal Communication Devices (i.e. student cell phones)	J-240	Use by students in grades Pre-K-5: Students may possess PCDs while on school property. However, the PCD must be in the off mode and must be kept in a backpack, purse or similar personal carry-all and may not be used unless the principal or the principal's designee grants a student permission to do so. The principal or the principal's designee may specifically grant permission for a student to use a PCD during class time for a specific academic purpose or at other times for other purposes that the principal deems appropriate.
Supervision of Students	J-380	Students shall be under the supervision of school personnel, either certified or classified, 1 at all times, including play periods and lunch periods, as well as,

		during the school day and during extracurricular activities. The principal shall assign students to school personnel and ensure proper supervision.
Child Abuse & Neglect	J-400	All Knox County Schools personnel are required to immediately report suspected child abuse or neglect.
Student Suicide Prevention	J-580	All district employees shall attend an annual 2 hour in-service training in suicide prevention. Any employee who reasonably believes that a student is at imminent risk of suicide shall report such belief to the principal or designee.

Signature Page

I _____ have read and understand the Staff expectations at Spring Hill Elementary School for SY 2022-2023.

Signature _____

Date _____

