

# Northshore Elementary Staff Handbook

## **PROFESSIONAL RESPONSIBILITIES**

- Lessons and class activities should reflect good planning and must conform to Knox County curriculum guidelines. Lesson plans are required and must be left on the desk or in an easily accessible location. Please make plans with a substitute in mind. Have materials ready prior to leaving the building each day. Lesson plans will be reviewed periodically.
- As mandated by the Family Educational Rights and Privacy Act of 1974, **the confidential nature of student records and related school matters must not be violated**. Never discuss a student with any parent other than the student's parent. Please be careful not to discuss confidential information concerning students or others while you are in the office, workrooms, hallways, or other common areas, especially when parents are present. Please be careful not to discuss confidential information concerning the school, personnel, or other pertinent information.
- \*Teacher hours are 7:30 - 3:15 (with necessary allowances for such activities as bus duty, staff meetings, etc.). Please be in your classrooms no later than 7:30 in order to greet your children at the door as they arrive. Your presence is the greatest deterrent to inappropriate behavior in the hallways.
- The ethics of the Tennessee Education Association will be followed. Problems and grievances will be addressed through proper channels. Professional conduct is expected of all staff members.
- \*It is expected that each teacher will communicate regularly with parents. Each teacher should plan to have parent conferences individually as needed. All teachers should utilize phone calls, their classroom webpage, notes, emails and other forms of communication. Please make positive communications as well as calls of concern. Parents do not like surprises about grades, continual inappropriate behavior, missing assignments, etc.
- Report cards should consist of comments so that parents are aware of how the student is performing in the classroom. Comments are optional on interims - unless they are performing poorly. Interims also do not include Encore grades.

- Each teacher is asked to provide parents with a weekly class communication (newsletter or updates on website, etc.) throughout the school year and provide a copy of each newsletter to the Principal unless it is on your website. Prior to completing your first newsletter of the year, inquire as to whether parents would prefer a hard copy or online version.
- A minimum of 6 parent conference hours is required and is to be recorded on MyLearningPlan under "Northshore Elementary Parent Contact Hours".
- Please reserve the first Tuesday of each month from 3:15 p.m. until 4:00 p.m. for meetings/trainings. PLCs will be held each Wednesday, virtually.
- All teachers are expected to participate in the improvement of the school, which includes, but is not limited to, active participation in at least one of the Action Teams.
- It is expected that all teachers become familiar with and utilize the current TCAP, AimsWebPlus Information, common assessments and other data reports to better diagnose student needs and adjust instructional strategies accordingly. It is also expected that teachers come to RTI meetings with data analyzed and prepared with classroom input to make informed decisions.
- Telephone calls: The office will take a message during the day. Non-emergency phone call messages will be sent via email or to your voicemail. Please check your voicemail daily. Parent calls that have to do with a change in dismissal or other urgent matters will be directed to the teacher's attention. Student use of classroom telephones is left to each teacher's discretion. Procedures for telephone use should be communicated with parents at Parent Information Night meetings in August. Cell phones are an acceptable means of communication with the office, especially when you are outside the building. However, please do not make or accept personal calls on your cell phone while you are supervising students, which includes text messaging. Phones should be kept on silent while instructing your students.
- A duty-free lunch will be provided for all classroom teachers. Lunch schedule times include travel to and from the serving line. Students are to be escorted into the cafeteria and go through the line as a total group. Do not leave students in your classroom to finish work, look for lunch money, etc.
- **Children must be supervised at all times.** If you find it necessary to be briefly absent from your classroom, it is your responsibility to arrange for supervision of your children. If an emergency occurs, send for help or press the call button in your room twice. All teachers are responsible for all Northshore Elementary students. When a student is seen misbehaving, please take responsibility for correcting the inappropriate behavior. When

students are following expectations please acknowledge this as well with PBIS strategies. Playground supervision must be *active*. Students must be in your direct view at all times. Review playground safety rules from PBIS with students frequently. When leaving the building for a play period at your regularly scheduled time, make sure you have your cell phone or a walkie-talkie from the office to contact you. If you are ever not in your classroom at a regularly scheduled time, you must make the office aware so they can contact you. If using a walkie-talkie, it is your responsibility to return it to the office.

- \* Staff members will be assigned morning arrival and afternoon dismissal duties on a rotating basis. **Morning/afternoon duty will NOT be assigned to a substitute. It is your responsibility to arrange for a colleague to assume your extra duties.** Early morning duty begins at 7:05am. At 7:35am, all students will be dismissed to classrooms. Students will be counted tardy after 7:45am. Afternoon duty will begin with dismissal and end by 3:15pm. Any students who remain after 3:15pm will become the responsibility of the administrators. Please make an administrator aware of any remaining students.
- Please maintain familiarity with the contents of the Knox County Schools Policy Handbook as well as the rules and regulations printed in the Student Handbook for Northshore given to each child at the beginning of the year. Some classrooms or grade levels may create their own additional rules, but they may not supersede the guidelines in the official Northshore Student Handbook. Any rules created by teachers and/or grade level teams should be consistent within the grade level. Any special rules or policies must be well communicated to administration and parents in a timely manner. In addition, all teachers must be consistent with school-wide rewards and incentives (PBIS).
- We are fortunate to have such a supportive PTA. All teachers, instructional assistants, and other staff members are encouraged to join and support the Northshore PTA. PTA information regarding dates and times will be updated on the website or distributed directly from PTA.
- Northshore Elementary has one of the largest Partners in Education groups in the county. Our business community has been behind our school with support from the earliest days of planning and development. We encourage all staff members to support our partners when possible. There is a complete list of our partners on our website.
- Please be aware that anything put into an email message must be something that would be appropriate for the superintendent to read. When communicating to other staff members please remember that students' names should not be used in an e-mail that has identifying information involved. In addition, be aware that anything posted on Facebook or other social media, by you (or your Facebook contacts) can potentially be seen by anybody. **DO NOT** post any student's work or artifacts on your Facebook page, regardless of the content.

Also, do not be on Facebook during work hours. *It is also highly advised to NOT become Facebook "friends" with present or past students or parents of students while students are still in the school system.*

- Your profile on our school website and email must be nothing but professional. You must use your most recent school picture for your profile picture on the website if available. You may put family or personal pictures on your classroom pages. All pictures located on your class webpage must be appropriate and professional.
- Professional dress is expected of all staff members. We must set an example for students by dressing in an appropriate and professional manner and by following the Knox County Schools dress code.
- Be aware of, and make the office and administration aware of, any religious, legal or medical restrictions you or your students may have.
- The office and administration **MUST** be made aware of dates or events that need to be on the "**Northshore Elementary Calendar**". This calendar will be a shared document through the email exchange and it will be posted in the office as well. You must fill out a School Calendar Request form located in the office (binder behind Nikki) to submit an event to the calendar. The form must be approved by an administrator before the event will be posted on the school calendar. A "Facilities Use" form and an "Energy Use" form (as applicable) must be completed and approved by an administrator prior to scheduling events such as concerts, bridal/baby showers, meetings, etc. in ANY room of the school.
- All personnel records in this building and at the Central Office are open to the public. Personal information (Social Security numbers, etc.) about the employee can be blacked out before the records are given to the person making the request.
- As per Knox County Schools policy, smoking is NOT allowed ANYWHERE on Northshore Elementary School's campus. Please bring to the attention of the administration immediately any knowledge of anyone smoking on campus.
- Please keep us informed. We really want to support all the activities you have planned for your classes. We are available to help you with difficult situations and help celebrate your accomplishments. In order to do this effectively, we need you to alert us to areas where our attention might be required.
- In-service hours are to be recorded in MyLearningPlan. The requirements are: 12 hours plus 6 parent conference hours for certified personnel; 18 hours for classified personnel.

You can locate the current requirements under the "Professional Development" tab on the Knox County Schools intranet. All hours must be earned for the 2020-2021 school year by April 30, 2021.

- All building keys, technology, and security entry cards issued are the *responsibility of the holder*. Lost items will result in a replacement fee.
- Staff members are not to write a letter of support or recommendation in a legal or custody issue involving parents or students. Knox County School employees are also unable to complete information for private schools. All requests for such documentation should be referred to the administration or guidance counselor. Also, if you are asked to complete rating scales from a doctor, we must have parents complete a Release of Information before we can do this.

### **STAFF ABSENCES/SUBSTITUTES**

- \* Staff absences may occur due to illness, personal leave, bereavement, professional or administrative leave or approved religious holidays. Personal leave is not to be taken on in-service days, on a day adjacent to a designated school holiday or during the last two weeks of school unless the principal has given prior approval.
- **Any time you leave the school property during school hours, you must sign-in and out in a book located in the front office.** If you need to be absent from school for more than 45 minutes, you will need to enter your half or whole day absence in Aesop as applicable. In order to leave early (limited to 45 minutes), you must obtain prior approval from an administrator. If you are away from school during any time when you are responsible for the supervision of students, it is your responsibility to ensure that a colleague properly and effectively supervises your students.
- **All** teachers and Instructional Assistants will require a substitute for days absent. A **"Leave Request"** form must be filled out for any absence other than sick, personal or bereavement leave. For Professional or Administrative Leave, please let our AESOP database administrator (Lynn Coffey) know who will be paying for your sub. You may also request "Leave Without Pay" if the leave request follows the county guidelines. This must be done through Human Resources.
- Please create your absence in AESOP as early as possible. The earlier you create an absence in AESOP, the easier it is to secure a substitute. AESOP starts contacting substitutes at 6pm and continues through 10pm. If you create an absence later than that,

the system will start calling at 5:30am the next day. If you create an absence after 6:30am *on the morning of your absence*, PLEASE leave a message at the school and contact Keith via phone/text (865-719-6581) in order to get coverage for your classroom until a substitute arrives. **Your morning/afternoon duty will NOT be assigned to your substitute. It is your responsibility to arrange for a colleague to assume your extra duties.**

- To contact AESOP, you may: (1) Call 1-800-942-3767, or (2) Go to our school website (knoxschools.org/northshorees), choose For Staff and then "Aesop" to log into the AESOP website. To create an absence, you will need your "wallet" **AESOP information card** that includes your **PIN Number** and your **Password**. Please keep your AESOP information card somewhere that you can access it at any given time. If you lose your AESOP login information, please see Nancy.
- **Keep a substitute folder readily available** in your classroom at all times. Provide written lesson plans for your substitute. You may also attach plans for the substitute via Aesop. A copy of your class schedule should be kept in your folder as well as emergency evacuation plans. ***Pertinent Medical Information for each student MUST be included.***
- You must have your class schedule posted at all times in case class coverage is ever needed. It is expected that you keep a calendar of all your scheduled meetings. If you are scheduled for an IEP meeting, you must have plans prepared for an IA to come in and teach seamlessly. Please make sure computers do not go to "sleep" as IA's cannot access Promethean boards without computer access. Please over-prepare in case meetings should run long.
- In order to plan for emergency absences or other times that it is not possible to secure a substitute for your class, you need to provide the office a **SPLIT CLASS** list for your class. You will divide your students between all of your teammates in your grade. Please have this list to the office by the second week of school.

### **CURRICULUM RESPONSIBILITIES**

- Tennessee mandates certain curricular requirements, which are augmented by Knox County and Northshore Elementary standards. **A copy of your daily classroom schedule should be turned in to the folder by Friday, August 28th.**

- Every child must receive a report card every nine weeks. ***Students enrolled in NES for 30 days of the grading period will be issued a report card.*** Children receiving special education services must receive an IEP Progress Report each nine weeks that indicate progress toward goals and objectives outlined in the IEP. All grades will be entered in Aspen by the teacher for that subject including special areas, special education, team teachers, etc. Interim reports will be sent home at 4½-week intervals. The portal's opening and closing schedule will be sent out via email.
- The use of **worksheets** and workbooks should be appropriate for the age and academic maturity of the students. **At no time should such materials become the major mode of instruction in any subject area at any grade.**
- \* Teams should meet once per week as a PLC (Professional Learning Community) during Encore planning time to analyze academic formative data, identify instructional needs, and track student progress regularly. Curriculum Coaches and Administrators will regularly visit PLC meetings.
- Each teacher will keep on file examples of students' work (exams or tests, daily work, etc.) used as grading criteria for student progress. A minimum of one grade per week per subject area must be given, checked and returned each week. Teachers should utilize a systematic method of sending the students' work home. Grades should be taken for each student weekly.
- \* Time on the playground is limited to 30 minutes "seat to seat" per day. Additional physical education requirements will be fulfilled during Physical Education classes.
- Regular homework assignments are acceptable. Homework should be a meaningful extension of class activities. Avoid busy work assignments. Suggested homework guidelines are 10 minutes per grade level. Homework should be used to reinforce previously taught skills, not to introduce them. Please make your parents aware of your classroom "Homework" policy.
- Knox County testing dates can be found on the school calendar. The TCAP dates are subject to change.
- All special area classes are an integral part of our school curriculum. Every teacher's support is expected as we work together to benefit all students. Students are NOT allowed to be held out of scheduled special area classes for classroom discipline consequences or to make up class work. Please make sure you arrive and pick up your class on time from special areas.

- Each grade level team will review curriculum to be covered over the course of each nine-week grading period. The grade level team will share their curriculum documents i.e., frameworks, topics, concepts, etc. with grade-level administrator, instructional coach, Encore and ELL teacher. Please designate who will be sharing documents for your team to grade level administrator each nine weeks.
- When making long-term assignments, please check students' work at regular intervals to avoid a last-minute rush.
- Teachers should acknowledge all written assignments in some manner, such as: teacher graded and returned, check marked, smiley face, or group checked.
- Staff members must observe all copyright laws for printed materials, videos, music, and computer software. If you are showing a video in your class, an Audio/Visual Request for Classroom Instruction must be submitted to and approved by an administrator and notice sent home to parents prior to showing the material. This does not pertain to KCS Curriculum or Discovery Education/United Streaming videos. Staff members are responsible for observing all Knox County policies and procedures located in the *Guidelines for the Use of Audiovisual Works, Use of Copyrighted Materials and Duplicating Copyrighted Materials*. (G rated movies only)
- All teachers/staff must be familiar with IEP's /504's of students with whom they work. If you have questions about this, please talk with the student's case manager. **CRs should be checked at the beginning of the school year, and teachers are responsible for knowing all needs - academic, safety, etc. - for all their students.**
- Teachers are expected to make accommodations for any student who cannot, for whatever reason, do the same work required of other students. These accommodations can be documented through an S-Team if needed. Please make Special Area teachers aware of accommodations for individual students.
- Student grades, behavior grades and class rankings are CONFIDENTIAL. It is not appropriate to announce or post student scores or grades for all to see (FERPA).
- Students who meet the guidelines will begin the appropriate tier in RTI2.
- The Gifted and Talented Coach will be used to enrich and supplement the curriculum.
- S-Team Process:



- If you have concerns about a student's academic progress, please talk with a principal. The S-Team process will be initiated and documented online.
  - You will receive an email notification that an S-Team for a student has been initiated and you have a task waiting to be completed. This email is for notification purposes ONLY and contains no links to the workflow.
  - The workflow is accessed by going to the *Pages* top tab, *Tasks* widget and clicking on ***Observations*** in the Task list. (Do not click on the workflow name (S-Team Teacher Observations).
  - **Step 1:** Click *Hold Open for Further Review*. Click next.
  - **Step 2:** Click on the long link. This will open the form to fill out.
  - **Step 3:** Click on the magnifying glass to see a list of observable behaviors. Choose the ones that fall in the percentage range chosen. **Note: Please use each observable behavior only once! You will have to keep track of the ones used in each percentage block.** You are expected to describe each of the <10% in detail in the space provided. **CLICK SAVE AND FINISH BEFORE YOU GO ON!** Make sure you scroll all the way down the page to complete the entire form.
  - **Step 4: SEND TO ADMIN FOR REVIEW.** The observation form will remain in your Task widget UNIL you send it back to the Administrator. This will allow you to edit your responses if necessary. Click on ***Observations***, just as you did in Step 1. Click ***Send to Admin***. Click ***Next***. Click ***Finish***. **The task (Observations) will no longer appear in the Tasks widget.**
- Individual Education Plan: Any student who is in Special Education will have an IEP. The classroom teacher is part of the IEP team, which develops the plan and becomes an important part of its implementation. At the beginning of the year, you will have students who have an IEP already developed. Teachers are required by law to follow the modifications and requirements of the plan even though you were not the teacher who served on the IEP-team. Until the IEP is changed by the IEP-Team, the classroom teacher must be in compliance with every part of the plan. It is not the student's responsibility to remember to go to Resource - the teacher is responsible for maintaining the proper schedule. Attendance at Resource is not optional. However, if there are special activities going on in the classroom, the Resource teacher should be notified that the student will not be coming, or will be late.

### **CUMULATIVE RECORDS (CRs)**

- Please notify the office of any phone/address changes throughout the year. In addition, teachers must review the files for open S-Team paperwork on all of their current students.

- When you receive a new student during the school year, a partially completed CR envelope *including the new student's enrollment packet* will be placed in your mailbox. You must read the enrollment information. Special attention should be taken to *identify students with special needs*. Forward names of students receiving special education services to appropriate case managers. After review, complete the white enrollment card and give the entire CR to the nurse for medical review. Previous academic records, etc. will be passed on to you for review as soon as they arrive. Please be sure to **thoroughly review** them. Notify the office if you have not received these records within four weeks of the enrollment.
- ALL CRs and CCRs MUST remain in the vault and be available to other authorized personnel AT ALL TIMES. If you will be taking your students' CRs to your classroom (temporarily) for parent conferences, etc., please sign it out on the sign out sheet in the vault. CRs and CCRs must be returned to the vault at the end of each day. All information contained in CRs and CCRs must remain confidential and only be shared with parents and authorized personnel.
- If a student receives home-bound/hospital instruction, be sure the CR is up-to-date when the student ceases to come to class. Academic grades should be penciled in.
- Classroom teachers are the ONLY individuals to keep the Reading/Language Arts and Math records updated with test scores (FERPA). Reading and Math unit tests are diagnostic and it is expected that the teacher is personally involved in the timely grading and recording of these tests. Please do not remove the math and reading/LA records from the CR at the beginning of the year until instructed to do so by the office approximately 2 weeks into the new school year.
- When a student leaves our school during the school year, we will receive a request for records from the receiving school. When this occurs, the office will pull the CR from the vault and put it in your mailbox along with a "transfer/withdrawal" form to be completed. Be sure ALL records are up-to-date and recorded...**including math/reading folders and the back of the white enrollment card**. Please turn the completed CR and withdrawal form into the office in a timely manner, preferably within 5 days.
- Inform parents that any lost/damaged textbooks, library books, or other financial obligations must be resolved before records will be released. Each child is responsible for texts during the year.

### **STUDENT ATTENDANCE POLICIES**

- Teachers are responsible for posting their first morning attendance via Aspen as soon as the pledge has been recited during morning announcements. This must be a part of every

morning routine. Under no circumstances are teachers to leave the building (i.e. field trips) without first posting attendance. Attendance must be posted by 9:00AM. If you make an error when posting attendance, you must call or email the office with the correction.

- Students must be signed in at the office when tardy. Tardy students will be marked as such (and posted on the data base) by the office staff. If chronic tardiness is a problem, please inform the social worker. Teachers must keep on file all tardy slips for your students. If a child arrives at your room after the pledge without a tardy slip, please send them back to the office.
- When a student brings a note to school for being absent, tardy, or for leaving early, please send the note to the office in the attendance folder after taking attendance in the morning. Office staff will enter the attendance codes in the computer and return them to you. You will keep the notes in a file. You will use those, along with your attendance chart, to double check attendance on the 20-day reports from the office or should any attendance issue arise. Absences will be excused if they fall within the Knox County Board of Education policy. Please stress to your parents that all notes must be received within 5 days of the absence AND it must be a signed note (not an email) or it can be permanently categorized as unexcused. Please adhere to the make-up work policy located in the *Knox County Student Attendance Policy JB (revised 6/08)*.
- Students must be at school for 3 hours and 30 minutes to be counted present. Accurate attendance records must be kept at all times. The office WILL document students who are signed out too early or arrive too late to be counted present for the day.
- When a student withdraws from Northshore Elementary, teachers are to continue marking that student absent for 10 school days or until they are dropped from the system (within that 10-day period). If a student continues to show up on your roll (in Aspen) after 10 school days, please notify the office.

### **SECURITY**

- All staff will wear Photo ID cards while in the school. NEVER give your staff card, access codes, and/or computer logins to ANYONE including student teachers/interns.
- If, at any time, any staff member becomes aware of any potential security concerns, contact an administrator immediately.

- All visitors to the school need to sign in at the office. In addition, they need to wear a visitors' badge. Please remind your volunteers to sign in each time they come to school. Pre-school age children are not to accompany volunteers during the school day.
- Parents (or designated representatives) must sign students out in the office when being dismissed early. IDENTIFICATION IS ALWAYS REQUIRED.
- Fire Drills, Disaster Drills, Bus Evacuation Drills, and Safety Management Drills will be conducted on a regular basis throughout the year. In the case of any drills, you should always be with your assigned class. If they are not with you at the time of the drill, make sure you locate them immediately. Be sure that all students are aware of ALL emergency procedures. (Please see safety plan.)
- Students MUST be escorted to and from special area classes and lunch. Punctuality is essential.
- In order to provide a secure environment for all staff and students, all outside doors must remain locked at all times. Doors are NOT to be propped open. Make sure your purse/valuables remain locked up at all times.
- \* When a parent requests to come in for an observation, they must schedule at least 48 hours in advance with the classroom teacher. Any parent/guardian wishing to bring an outside person to observe the class must contact the administrator and teacher in order to see if this can be arranged. They may observe for a maximum of 30 minutes each semester. Please refer parents to obtain observation expectations (from an administrator) before their observation.
- \* All volunteers and visitors must follow the Knox County Volunteers Policy IFCD (revised 8/12) and Knox County Procedure IFCD (revised 10/13). In accordance with this procedure, in order to volunteer in the Knox County Schools, an individual must: Sign a confidentiality agreement to protect the rights of students and parents (located in office or online), Sign in and out each time they visit a school, Be punctual and prepared, and notify the appropriate school contact in the event of an absence or delay, Appear clean, neat, and appropriately attired, Wear an identification tag at all times while on school grounds, Work with students in area designated by school staff, Only provide food or drink to a student if authorized by the student's teacher or principal. In order to volunteer at a Level 1 or 2 clearance level, an individual must sign the confidentiality agreement and the task must take place under the supervision of a Knox County Schools employee and involve little or no student contact for Level 1 or the task takes place under the supervision of a certified employee in a classroom or other group setting for Level 2. In order to volunteer at a Level

3 or 4, a background check must be submitted (can be sent in to the office or the child's teacher and it is processed by Knox County). Level 3 involves a task that has direct contact with students under limited supervision by school staff unsupervised without driving students such as a field trip or working in small groups not under the supervision of an employee (in hallway area). Level 4 involves unsupervised contact with students on or off campus that is supervised with driving students.

- Also for security purposes, students should not leave the classroom on their own for any reason. Be sure to utilize the "buddy system".
- Any person with knowledge of child abuse or neglect should report it to the principal immediately. **Administrators will provide a form that you will return to them after reporting.** We then will decide the best way to handle the situation. Any calls to the Department of Child Services, DCS, (877) 237-0004 should be recorded with student name, reason(s) for calling, date, time of day, name of person to whom you spoke with, and your name. Please have the operator to send a report to the school. A log has been put together to record this information. It is located in the office. DCS has designated a phone number specifically for educators (855) 209-4226. Please make our resource officer aware of the referral. You or the officer must also call Knox County security (865) 594-3624 after making a phone call to DCS with the report number.
- \*Dismissal - Afternoon dismissal will begin at approximately 2:40. All students should remain in their classroom until dismissed. It is very important that all students are ready to leave at dismissal time in order to prevent any dismissal issues. Please make sure you know how each child is to go home. A parent note is needed if a child is going home a different way than usual. If a child is riding the bus home with another student (and it is not the child's regular bus), please send the parent note to the office with a student to sign and return. The student should give it to the bus driver when loading the bus in the afternoon. If you receive a dismissal note that an adult other than the child's parent is picking them up early, please send the note to the office so we can stay informed. A detailed dismissal schedule will be distributed to the staff on an annual basis or as adjustments are made.

## **HEALTH**

- If a child is injured at school, the **supervising adult** must fill out an Accident Report online on SchoolStream and have the nurse check the student. The parent must be notified **on the same day the accident occurred by the nurse or supervising adult. It is ultimately the responsibility of the supervising adult to ensure that the parent was notified.** If a child is injured, no matter how minor you feel the injury may be (within reason), please have the

nurse check first and she will let you know if an accident report is needed and the parent will still be notified. Ice will be available in the clinic and in the office in case of an injury.

- If a student becomes ill (headache, stomach ache, etc.) during the school day, teachers should send the student to the nurse. If you attempt to handle it within the classroom, please let the nurse know. Also, let her know if you called the parents. If you suspect a student is running a fever, and the Clinic is closed, you may send them to the office to have their temperature taken. Students running temperatures of 100.4 or above, or who have vomited or have diarrhea need to be picked up by a parent/guardian.
- If it is necessary to send a child to the clinic or office, students should bring a completed *Referral of Pupil to Clinic by Teacher* form.
- Due to safety and health concerns, animals of any kind may be brought to school only with the prior approval of the teacher and the principal. Animals must be restrained in cages or on leashes while on school property. Exercise good common sense in the area of health, cleanliness and sanitation.
- Medication may not be given to students without an *Administration Medication Form*. This includes prescription and over-the-counter medication. Once completed by the parent and physician, the parent must bring the medication and form to the nurse. Under no circumstance may students transport medication to or from school. If you see that a student has done so, confiscate the medication immediately and notify the nurse. All medications will be secured in the nurse's office. It is the nurse's responsibility to make sure students have their inhalers and epi-pens available when needed.

### **\* FIELD TRIP INFORMATION**

- Field trips and pay assemblies enable teachers to expand student learning beyond the walls of the classroom into the vast community outside. They provide students with experiences that cannot be duplicated in the classroom, but are nonetheless an integral part of school instruction. Perhaps a field trip can best be described as a living laboratory in which learning is acquired through active hands-on experience with the rich resources of the local community.
  - All off-campus field trip forms are to be completed online.
  - All pay assemblies must secure the proper paperwork from the bookkeeper.
  - Do not eliminate any student from participating in a field trip. If in doubt, check with an administrator.
  - Avoid in-school field trips during TCAP testing week.

- **Before planning an off-campus field trip:** Teachers requesting the trip must read the entire Knox County Board of Education Policy IFCB. Off-Campus Trip Policy and Knox County Off-Campus Trip Procedures are online to download from the KCS website. Factors to consider are:

**Limit:**

Four off-campus/pay assemblies (combined) during the year. No class may take more than one field trip during any 20-school-day period.

**Planning:**

What type of trip to take (Instructional, Contest, Motivational, other). **All classrooms will participate in all grade level field trips.**

**Risk Assessment:**

Hazards present: Who will be affected? Can risk be eliminated or minimized?

**Emergency Plan:**

List of students and other participants, including emergency contacts, phone numbers, etc. Visible identification for all participants... **NO nametags.**

**Parental Permission Form:**

Can be downloaded from the KCS Intranet. This must be attached to the online form. Please only invite parents who are the chaperone.

**Transportation Plan:**

Use of buses, verification of private cars and their drivers' legal responsibility and personal liability.

**Chaperones:**

**Minimum of 1 adult to 5 students for primary grades and 1 to 10 for intermediate grades.** Each trip must

ALWAYS have two adults, minimum. Names and phone numbers of adult chaperones must be submitted on Field Trip Request form. Siblings not in the same grade are not allowed to attend field trips with chaperones. The chaperones must have a minimum of a Level 3 volunteer clearance to go on a field trip and be alone with children other than their own unsupervised by a staff member.

**Coverage for Supervising Teacher** (If necessary)

**Plans for Lunch:**

Notify cafeteria manager. Document plans for supervision of students during mealtimes. (All students must be fed.)

**Itinerary:**

Must be attached to the Field Trip Request Form.

**Countdown Checklist:**

Items will be initialed and form completed prior to trip.

**Attendance:**

Be sure to post your attendance on Aspen prior to leaving the building.

**Directions:**

Use Google Maps or MapQuest to give explicit directions on forms.

**Special Needs:**

Every teacher submitting a field trip for approval must perform a special needs assessment. If it is determined that the field trip is not accessible for all students attending the trip, the trip will be denied. If there are special needs arrangements or mobility requests, they must be



submitted to the administration and Health Services at least 4 weeks prior to the trip. (TAKE INHALERS AND EPI-PENS AS NEEDED!)

The importance of adhering to these guidelines cannot be overstated. All Off-Campus trip requests will be submitted to the appropriate supervisor. Failure to satisfy all requirements outlined above will result in the request being denied. Please know that the safety and well being of all Off-Campus trip participants has driven this Board Policy.

### **STUDENT MANAGEMENT**

- Provide students and parents with a written set of classroom rules and practices (may be done by grade level) within the first two weeks of school. Involve students as much as possible in developing class rules. Include a copy of rules and/or classroom discipline policy when submitting your schedule to the principal.
- Establish routine consequences for misbehavior in advance so that children know what to expect if they are disruptive. Please reinforce your written guidelines by informing parents of your expectations and practices at your parent information night and via parent conferences. **Avoid group punishments.**
- Each grade level will develop and use a standard format for determining student behavior grades. Behavior policy should not change to be more stringent, nor punitive near the end of the year. Consistency throughout the year is most effective.
- Hallway behavior is equally as important as classroom behavior and needs to be consistently enforced. With the number of classes using the halls at the same time, students need to walk in a line down the hallway, reasonably quiet as to not disturb other classes. Students must also keep their hands and feet to themselves, away from other students and away from the walls and doorways. (Please see PBIS Matrix and lesson plans for hallway).
- Handle discipline problems on your own or with a "buddy-partner" whenever possible. Office referrals will be handled on an individual basis. You will receive notification of how the referral was handled. Please do not deposit students in the office for a "Time Out". Students should not be sent to the office on their own. Do not place students in the

hallway unattended. Do not delay or limit lunch as a punishment. You may not send students directly to PAC without administration approval. Please follow the new online discipline referral process. Do not send a student to the office before you discuss the incident with an administrator. He or she will request student interviews when appropriate.

- Whenever possible, verbal reprimands should be given in private, not in the presence of a group. Remember: praise publicly, criticize privately.
- Emphasize and support our school's zero tolerance policy regarding any form of violent behavior that includes rowdy or aggressive horseplay in addition to other physical contact. Bullying will not be tolerated in any form or to any degree. This includes teasing, name-calling, ridiculing, exclusion, threats, and intimidation in the classroom, on the playground, or in the cafeteria. Any allegations will be taken seriously, investigated thoroughly and disciplined appropriately.
- Teachers are requested to reinforce the supervisory authority of instructional assistants and lunch assistants. Do not detain a student from another class without the prior approval from the other teacher.
- Do not lower children's academic grades for misconduct unless the offense is directly related to the academic task. (For example, cheating on a test, incomplete assignment, or failure to complete assignment.)
- We will continue to recognize and reward children whose behavior and work habits are commendable. All teachers are encouraged to use incentives for good behavior and work habits. Our goal is to see all students in the office to celebrate positive achievements, versus only giving out punishments.
- We are committed to supporting teachers. However, no teacher can or will be supported if he/she physically mishandles a student, uses profane language to a student or in the presence of students, or employs excessively harsh methods of punishment. Corporal punishment will not be used or tolerated.

### **FINANCIAL RESPONSIBILITIES**

- Each Northshore Elementary teacher is responsible for maintaining complete and accurate records of all money received and disbursed in their class activities. Each teacher must comply with all requirements governing the purchasing and acquisition of materials and equipment. The teacher is **fully accountable** for the accuracy and completeness of all

financial records pertaining to his or her program. Teachers' records will be audited at the end of each school year.

- Northshore Elementary School fees are \$25.00 per student.
- **BEP Funds:** Typically these are funded at \$200 per teacher. All BEP funds will be distributed equitably as the annual budget allows. BEP funds (individual and pooled) must be spent on or before December 1st.
- **Receiving Money:** Teachers will use the **Teacher Deposit Listing Sheet** and complete it with all required information. Use a separate Teacher Deposit Listing for each type of collection (school fees, each field trip, etc.).
- When you have completed your collection for that date, total the amount at the bottom of the form (checks and cash in a grand total), and turn in the Teacher Deposit Listing, with a completed Deposit of Funds form for the day's collection, keeping the pink copy for your records. The office receipt number will be put on the yellow/white copies and you will receive a copy of the complete receipt. Please make sure to check this for accuracy before filing away.
- Student money must be deposited on the same day it is collected. Under no circumstances should money be "held" for more than two school days. If it is necessary to hold money overnight, the un-deposited funds must be locked in the vault and the deposit made the following school day.
- Any student who is eligible for free or reduced meals automatically receive a waiver of all standard expenses except payment for lost or damaged textbooks, library books, special t-shirt orders, pictures, fines, etc.
- Tennessee is a 'right to free education' state. Therefore, no parent is obligated to pay for any standard school expenses (fees or field trips). We will ask parents to submit payment only once. Additional notices may be given with regard to field trip permission slips, lost or damaged textbooks, library books, fines, etc.
- Classroom book clubs should never pass through a teacher's classroom's financial records. All payment for these book clubs should be made in the form of check or online directly to the book club. Teachers do not need the added liability of cash. (Ex. Scholastic)
- No programs that require taking money from students are to be scheduled after May 1<sup>st</sup>, so the bookkeeper can close the books. If it is absolutely necessary to collect money after

this date, it needs to be collected as *CASH ONLY*. Please limit activities in April and May due to the numerous activities already scheduled for that time of the year.

- Your Teacher Deposit Listing forms comprise your only record of students' payment for most purposes. Keep them in a secure location.

### MISCELLANEOUS

- \*Teachers will keep their classrooms generally tidy to allow proper cleaning by the custodians. Paper, pencils, crayons and general trash should be cleared from the floor at the end of the day. It is appropriate to have students take part in this end-of-day ritual to encourage citizenship and responsibility. Please report any cleaning problem or needs directly to our Head Custodian. In addition, please encourage your students to take care of their school by keeping all areas tidy, keeping their hands and feet off of the walls, and respecting the school's property. Classroom doors must be locked anytime the class is going to be empty. Please report any chronic problems or missing items directly to the Principal.
- In order to maximize efficiency and funds, every staff member is responsible for being a good steward of all Knox County supplies and items. Supplies and copiers are to be used by Northshore Elementary staff members (or their appointed classroom volunteers) only. Any other use must receive prior authorization from an administrator. **Do not laminate "consumable" materials. Restrict laminating to items that must be preserved for year-after-year use. Limit the amount of copies that you make to a reasonable number in order to prevent waste. Use the Riso for printing when available. When printing to a printer, use only black ink unless absolutely necessary.**
- When hanging or removing items from a high area ask for help from a custodian. Also, please do not hang items that require drilling into the wall. Work orders need to be placed for this.
- When applying items to the wall do not use a regular size nail or screw that is permanently installed. Small nails that are easily removed without damaging the wall, as well as low heat glue guns, or some other adhesive that will not leave a mark or permanently damage the wall, is required.
- If you have a question or problem with your computers, please submit a SchoolDude request. If you have a maintenance issue, please notify the office so they can enter a work order.

- Always look for ways to conserve power. Knox County is moving to reduce the number of small appliances in schools. Please follow Knox County Schools policy or recommendations on these issues.
- In the event the principal and the assistant principals are absent for the day, there will be an administrative designee appointed. Please attempt to handle all "normal" problems within your grade-level team before involving the designee.
- Teachers should make all students aware of school policies contained in student folders. Be sure you have enough folders on hand to give to every student in your classroom.
- It is a joy to have the children of our staff members at Northshore. Because of this, it is important that our children are never subjected to criticism from their peers or adults for getting special treatment that we may have allowed to take place. The following policies governing our role as parents of Northshore students.
  - Your child must follow school-wide procedures and policies.
  - The teacher's lunchroom, workroom, office and areas with confidential records are always off-limits to children, including our own.
  - Children of staff members should remain in their regular classroom until the end of dismissal, when they should go directly to their parent's classroom or office.
  - Staff members are responsible for supervising their children during after-school hours. Children should remain in the parent's classroom unless a conference is in progress, in which case you must arrange for supervision by a colleague.
  - Under no circumstances may children roam or run through hallways or be in other areas of the building, including the gym, unless an adult is monitoring them.
  - As a general rule, staff children are not allowed to be at the school during in-service days. If you have an extenuating circumstance, please see the Principal for approval.
- \*It is occasionally necessary to schedule school-wide or grade-level assembly programs at times that conflict with a given teacher's Encore schedule. On such occasions, the Encore class will not meet unless the classroom teacher changes his or her assembly schedule with the principal's consent and informs the special area teacher of the change one day in advance or the Encore teacher reschedules the class to another time or day.

**Phone Numbers:**

Keith (865)-719-6581      JoLea Behrens (865)-809-9588      Kim Harris (865)-321-5322

\* Please refer to the NES reopening handbook for alterations to these procedures for the 2020-2021 school year.

