

Belle Morris Elementary  
Staff Handbook  
2022 - 2023



2308 Washington Pike  
Knoxville, TN 37917  
Office: (865) 594-1277  
Fax: (865) 594-1125

Principal: Terry Lynn Hursey  
Assistant Principal: Lynne Fitzpatrick

## **Table of Contents**

- I. Action Team/Mission and Vision Statements**
- II. Professional Responsibilities**
- III. Curricular Responsibilities**
- IV. Routine Duties and Responsibilities**
- V. Student Management**
- VI. Financial Responsibilities**

## I. Mission and Vision Statements

### Mission

Our Mission at Belle Morris Elementary is for students to make academic progress and grow in personal responsibility.

### Vision

We envision Belle Morris as a sanctuary for children. We implement research based curriculum and instructional strategies through collaboration and cooperative learning. Our school fosters ongoing growth for students to reach their greatest potential both educationally and socially.

### Our Beliefs

We believe students need a safe environment to learn and grow.

We believe in utilizing various teaching strategies and assessments to ensure success.

We believe an effective educational program with a robust school-wide discipline plan enables the students to become good citizens.

We believe regular attendance and being on time positively impact student achievement.

We believe good communication and collaboration among administrators, staff, students, and parents are essential for a successful school.

We believe our students' educational success is a shared responsibility of administrators, staff, students' parents, and community organizations.

## Belle Morris Teams

Leadership Team/PBIS	Department Chairs	Instructional Support Team
<p>Hanna Starkey (K) Shelby Smith (1st) Earlene Romero (2nd) Andrea Nagamoto (3rd) Summer Moore (4th) Arlena McCutchins-Montgomery (5th) Nichole Simmons (Resource) Patricia Fontenot-Ridley (Sp. Areas) Melinda Forgety (ELL) Ryan Himel (ITS) TBT (CSC) Coaches Adminstration</p>	<p>Cathy Clark ( Sped) Anna Beth Smith (Encore) Andrea Nagamoto (Social Studies) Sara Daugherty (Science) Leslie Sayers (Math) Andrea Hetman (Reading)</p>	<p>Olivia Cates Miranda Owens Leslie Sayers Amy Suarez Lynne Fitzpatrick Terry Lynn Hursey Robert Angel</p>

---

### Team Responsibilities

**Belle Morris Leadership Team (BLT)** – Tn. Standards leaders, PLC Leaders, Intervention, Enrichment, Data Analysis, Staff Development, Safety/Security of the school. Meets on the third Tuesday of the month.

**PBIS Team** - Behavior team helping to monitor school-wide behavior expectations. Meets the second Tuesday of each month.

**Instructional Support Team:** Conducts certified staff TEAM evaluations throughout the school year. Conducts classroom walkthroughs to support and follow-up on refinements. Supports teachers with academic, behavior, and social concerns. Meets the fourth Tuesday of the month.

## Hospitality Team

Alyssa Cowden  
Brooke Mercer  
Janelle Estes  
Patricia White  
Melinda Forgety  
Arlena McCutchins-  
Montgomery  
Asha Hoyle  
Abbey Bowling

## Yearbook Team

Hanna Starkey  
Angela Patrick  
Samantha Rather  
Samantha Wallace  
Kassandra Kalle  
Christine Rhodes

## Teacher Leader Team

Ashley Swaney  
Kelsey Sise  
Miranda Owens  
Andrea Hetman  
Olivia Cates  
Leslie Sayer

---

## Team Responsibilities

**Hospitality Team**- Plans for Special Events (ex. First Friday of the Month snack day, staff card in the time of illness or loss of a family member, staff parties, etc.) Meetings (to be arranged)

**Teacher Leader Team** – Taking new learning to share with grade level team members to support and refine areas of success criteria, student ownership, and student goal setting.

**Yearbook**- Designs Belle Morris Yearbook. It's helpful if the staff sends pictures to the yearbook team members throughout the year. Meetings (to be arranged).

---

**Mentor Leader** – Mentor and support new teachers in the building. (New to the county, or if it is their first year.)

Sara Daugherty (Leader)      Anna Beth Smith

**Coordinated School Health Team**- Improve student health and their capacity to learn by supporting families, communities, and schools.

Ryan Himel (1<sup>st</sup>) (Leader), Jennifer Doherty (Nurse), (Community Schools)  
Susan Reed (Technology), (ELL), Kim Wulf (Cafeteria Manager) Earlene Romero, (Teacher) Dee  
Thomason, Brooke Mercer (Library) Ashton Babb, McKenzie Adams, Parent  
Administration

**PTA Teacher Board Members:** Ryan Himel, Kelly Deal, Alexandra Johnson

---

**\*Staff meetings will be held 1st Tuesday of each month (as needed). Please do not schedule doctor appointments on this day. Save Monday afternoons too! 216 Day contract staff members.**

The following policies provide a general outline of the professional duties and responsibilities which apply to all Belle Morris staff members.

## II. PROFESSIONAL RESPONSIBILITIES

1. **Completed Lesson Plans for the upcoming week will be found in Google Docs.** Lessons and class activities should reflect good planning and conform to Knox County curricular guidelines. *The needs of Special Education students, as expressed in their IEPs, represent legal mandates and must be appropriately addressed.* Your compliance with 504 programs is also a legal requirement. It is the teacher's responsibility to check CRs and CCRs for any special conditions.
2. 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 particular reference to this Federal law. 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 in the office, workrooms, or hallways, especially when parents (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.**
3. Developing a positive teacher-parent relationship is one of our most crucial responsibilities. At a minimum, each teacher must communicate weekly with parents. Teachers must inform parents of any problems, including misbehavior or poor work habits. Phone calls, notes, deficiency notices, other written communication, and parent conferences must be utilized consistently by all teachers. ***Every teacher must make a "courtesy phone call" to the parents of each of their students within the first two weeks of school.*** A reasonable amount of parent contact should be maintained.
4. Report cards will be sent home within five days following the end of each grading period. Teachers must be able to justify grades by grades in the Aspen Grading System with work samples and weekly folders. If there is a significant drop in grades, notify the parents. No pluses or minuses are to be given. Thoroughly explain your grading system to parents. Encore grades will be entered into Aspen by the particular area teacher. See Grading Period Deadlines on the KCS calendar and the Principal calendar. Conferences should be scheduled as needed.

### **Please follow the following guidelines when completing report cards:**

- Grades should be submitted to the online report card form during the open access period.
- The office will print report cards at the end of each grading period and place them in the teacher's mailbox.
- Each student must receive a report card every nine weeks or every 4.5 weeks for the interim, even if no grades are listed due to insufficient attendance.
- The last report card of the year will be printed by the office and is to be filed in each student's CR by the classroom teacher.

- Report Card grading policies at Belle Morris Elementary School will conform to system-wide policies, which will be reviewed before the first Report Card is issued. The numerical system adopted 2005 will be used as defined by the state as follows: the Knox County Schools grading scale: 100-93 = A; 92 – 85 = B; 84 – 75 = C; 74 – 70 = D, 69 and below = U.

#### Requirements for E, S, & N

##### **First & Second Grade Academics:**

E (Excellent) = 93-100

S (Satisfactory) = 92-75

N (Needs Improvement) = 74 and below

#### Work Habits (K-5):

- *Same scale as above.* Each grade level will be consistent in determining the grades and have the evidence to back it up if parents or administration request it.

#### Behavior/Conduct (K-5):

- *Same scale as above.* Each grade level will be consistent in determining the grades and have the evidence to back it up if parents or administration request it.
  - Each school and grade level should have the same criteria for determining the grades. Aspen needs a numeric grade to be entered for all of these areas. A rubric may be devised, a point system, etc., but the final grades will need to be on the scale above, and each teacher will keep the evidence for determining these grades.
5. All teachers are expected to participate in the improvement of the school, which includes, but is not limited to, the development and implementation of the Belle Morris Elementary School Improvement Plan (ePlan), implementing our school comprehensive behavior program, PBIS with fidelity, and the support of the school's mission.
  6. All staff must adhere to the Knox County School's required In-service Hours which can be found on the KCS website.
  7. **School Communication:** All staff should sign in to the notebook in the staff room. It is essential to check your email in the morning before school, during your plan time, and again before going home for important information. Read the Principal 2 Weeks Events sent out every weekend.
  8. ***Grade-level events, field trips, or programs should be approved by the principal before making arrangements and placed on the school's comprehensive calendar to assist in communication. If your class needs box lunches for a field trip, please ensure that it is verbally communicated with the manager four weeks before the field trip.***
  9. **HOURS OF RESPONSIBILITY** - All PreK-5 teachers must be in the classroom by **7:15 AM** (KCS contract time). The sign-in book will be located in the staff room. Staff **must** sign in at arrival. **If you anticipate arriving late, please call the office and sign the prerogative notebook when you arrive.** The official workday for all staff members is from **7:15 to 3:00**, with necessary allowances for such activities as faculty meetings or "times when the needs of the system or requirements of the job dictate."
  10. **EMERGENCY LEAVE DURING SCHOOL** - *Each staff member is limited to a maximum of six hours of emergency leave requests per school year.* This includes requests to leave early and late emergency arrivals. Always call the office if you have an emergency and will be unavoidably late.

- Obtain verbal consent from the Principal before leaving the building. Sign out on the form provided in the school office at the time of your departure. Sign in on your page if you arrive at school late. If this is the case, call the school, indicating that you are running behind.
- If you must be absent from school for more than 45 minutes on any given occasion, please request one-half day of sick leave or personal leave.
- Suppose you are away from school during any time when you are responsible for the supervision of students. In that case, your responsibility is to ensure that a colleague properly and effectively supervises your students. This includes both teachers and other staff members.

11. **LUNCH SUPERVISION** –Teachers must ensure that students enter the serving area quietly. Once they are in line, you may leave and eat your lunch. ***Each teacher must pick their class up on time.***
12. Please maintain your familiarity with the Knox County Schools Procedures Handbook, the Belle Morris Elementary School Parent/Student Handbook found on the Belle Morris Intranet and the contents of the Knox County School Handbook. Board policies can be accessed at <http://knoxschools.org/>.
13. **STAFF ABSENCES** - Staff absences may occur due to personal or family illness, professional or administrative leave, or approved religious holidays. Once you have a date of the leave, it must be sent through the Aesop program for approval. Electronic requests for Personal Leave on Aesop must be submitted to the Principal no fewer than ***five school days*** before the requested date. Once approved, the Aesop Program will begin calling and securing substitutes.

If you need to take a sick day, you may use the Aesop system up through 6:45 am of that morning. **IF YOU ARE PUTTING A REQUEST IN THE MORNING, PLEASE CALL TERRY LYNN AND LET HER KNOW AT 865-556-6865.**

Details on the usage of the Aesop system will be given at the beginning of the year and can be found on the Aesop website, which is [www.aesoponline.com](http://www.aesoponline.com). It is the staff's responsibility to be familiar with the usage of this site.

**NOTE:** Board Policy states that you must have a Physician form-form HR-102 filled out if you have a 5<sup>th</sup> consecutive sick day. Also, personal days cannot be used until 100 days worked or a half day after 50 days.

Lesson Plans for Absences. Every teacher must keep an UPDATED copy of their three-day substitute lesson plans on their desk. This lesson plan should be written so that a substitute could follow (with the assistance of a grade level team member if needed).

14. Do not modify these criteria in all instances where school-wide standards are established to determine students' eligibility for any particular program or award (such as Honor Awards). Do not modify any school-wide schedules or policies (including all dress code requirements) without the prior consent of the principal.
15. If any parent contacts you with complaints or concerns of a **religious** nature, you must immediately refer such matters to the principal.
16. *Any person with knowledge of child abuse should report it to the principal immediately.* We then will decide the best way to handle the situation. Any calls to the Department of Child Services (DCS) should be recorded with the student's name, reason(s) for calling, date, time of day, name of the person with whom you spoke, confirmation number, and your name. **A log has been put together to**



**record this information. It is a secured log kept by the principal. The principal is required to report ALL DCS calls to school security.**

17. Students are not to go into workroom areas. This is important since the laminators and cutting boards are located in these areas, and we want to avoid possible injury for our students.
18. Special classes such as Music, P.E., Art, Library, resources, etc., are on strict schedules. Please make sure that your class arrives and is picked up on time. Schedules for special courses may not be changed without the principal's permission. Encore teachers are not required to make up classes due to field trips, special programs, or holidays. Students are not to be held out of Encore classes for any reason.
19. It is expected for all K through 5<sup>th</sup>-grade teachers to become familiar with and utilize current iReady, Aimsweb, literacy, science, and math reports to diagnose student needs better and adjust instructional strategies accordingly.
20. **All staff will wear Photo ID cards while in school.** Also, they should assist in assuring visitors sign in at the Office and wear name badges.
21. **At the beginning of the year, please review the Classroom/School Safety Envelope with evacuation procedures. In the event of a fire or disaster drill, please have the students go to the designated place in a quiet and orderly manner. All teachers should take their Safety envelopes with them.**

As directed by the principal, teachers will participate in safety procedures such as fire, tornado, bomb, and "lockdown" drills. Teachers will properly post current evacuation and tornado drill maps in their rooms. Teachers will maintain and update the Safety Envelope, which will be taken with them for every drill.

**Fire drill:** Students line up at the exit and are escorted outside to the designated area; a teacher takes the emergency folder, ensures everyone is out of the room and closes the door, verifies class roster/attendance with students in line, reports any child missing using the red card and letting the principal know on the walkie talkie (or say that everyone is accounted for using the green card)

**Tornado drill:** Students line up at the room door; the teacher takes the folder and leads them to the designated area, ensures students assume safety drill position (sitting on bottoms with heads facing the wall) and monitor.

**Intruder drill:** We will announce the appropriate lockdown phrase, and teachers will lock their doors and hide away from the door. As you close your door, "grab" any unescorted children who may be standing outside your door.

**Evacuation drill:** The response will begin like a fire drill; however, office communications will inform you that you need to move to the campus evacuation area.

**Lock Down:** In the event of a lockdown drill, the phrase "This is a lockdown" will be announced. Please make sure your door is locked; lock and pull all shades. The children should remain quiet and out of sight. (Soft lockdown requires all students to be in the classrooms. No one outside.)

22. Teachers and staff should comply with various specific school "start-up" and "shut-down" procedures given by the principal, office staff, custodians, and coaches.
23. At the start of each school year, homeroom teachers should check CRs to ensure the following items are present.
  - Birth Certificate
  - Shots & Physical
  - TN Ready Scores

- IEP or 504 Plan
- Allergies or particular medicine (if applicable)
- Report Card copy from the previous year

**CRs are not to be kept out of the records room overnight under any circumstances! They must also be signed out even if you take one to your classroom for a moment. Once returned, sign the CR back in.**

24. Teachers and staff are allowed access only to the files with legitimate educational interest.
25. Teachers and staff are expected to follow the same dress code as our students. **Jeans can be worn on Fridays. Professional dress is expected the rest of the week. Staff is expected to dress appropriately and professionally. If you have any questions regarding professional dress, ask the administrator. Be careful about necklines and hemlines. Gym attire is inappropriate unless you are a physical education teacher.**

### III. CURRICULAR RESPONSIBILITIES

1. Please reference the Knox County curriculum guides on the Knox County Schools website or the Prioritized Curriculum Notebook. (The K-2 curriculum has changed this year to reflect the Common CORE standards. Please review the KCS intranet for current and updated content for core areas of teaching.
2. HOMEWORK: The following guidelines must be followed when assigning homework or projects for the students. Under no circumstances may any student assign grades of any kind (including behavior) to any other student. Students may review other students' work for immediate feedback, but the assignment of steps 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. *Busy work assignments such as writing spelling words ten times each or assigning many math problems dealing with the same specific skill should be avoided.*
  - Homework should be avoided on weekends and evenings when there are student/parent participation programs at school (Family Engagement, Parent Night, testing week, etc.)
  - Always review the homework assignment with students, and perhaps do the first problem together before sending the assignment home. This way, you are assured that all students have the opportunity to understand their assignments.
  - Differentiate homework. Students with IEPs and performing low should not be going home with the same assignment if they don't understand the work.
  - Always allow time in your day for homework explanation/discussion.
  - Homework should be regularly checked for completion and accuracy.
  - Your expectations for homework should be addressed explicitly at the grade level's Parent Night and in other communication with parents.
  - While class projects may vary, grade level teachers should establish general guidelines for standards. Project directions and rubrics should be sent home with students on the first day of the project period. 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 ensure success for all students.
  - Students' grades, both on individual assignments and in broader contexts, should be considered CONFIDENTIAL. It is not appropriate to read aloud student scores for all to hear.
  - Please allow students one day per day(s) absent to make up work.

3. Long-term projects are encouraged when they enrich and supplement the curriculum. Teachers should check students' progress at regular intervals to avoid problems. Long-term projects should be planned well and coordinated around vacation periods and TN Ready.
4. The Gifted and Talented Coach will be used to enrich and supplement the curriculum. Details can be found by asking the GT coach for clarifications.
5. The Benchmark Advance basal and leveled readers will be used with all students to provide a comprehensive foundation of skills in our reading program. Teach reading skills daily. ***Other supplemental materials, such as chapter books, little readers, etc., can be used to ensure in-depth text understanding.***
6. *We are committed to the practice of instructing children at all levels, which match their academic abilities and needs. This applies not only to reading, language arts, and math but also to other academic subject areas.*
7. **Teachers are requested to provide consistent notification to parents when students fail to complete required tasks in a timely and acceptable manner.**
8. **S-Teams Process:**
  - The TEACHER will identify students who are not making adequate progress and let the administrator know they have a concern. Complete the S-Team Data information in Aspen the principal sends to you. The principal will schedule an S-Team meeting, and you will be notified of the date.
  - The S-Team will meet to identify interventions to implement and complete the S-Team Instructional Strategies.
  - The S-TEAM COORDINATOR will fill out the S-Team report.
9. 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 essential to its implementation. You will already have students with an IEP set at the beginning of the year. 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 M-team. Until the IEP Team changes the IEP, the classroom teacher must comply with every part of the plan. It is not the student's responsibility to remember to go to Resource – the teacher is responsible for the student maintaining the proper schedule. Attendance at Resource is not optional. However, if special activities occur in the classroom, the Resource teacher should be notified that the student will not be coming or will be late.
10. Belle Morris will follow Knox County School's guidelines for audiovisual works in the classroom. Please email the principal at least one week in advance for pre-approval. Requests are approved for only the current school year. **Briefly, no full-length movies will be shown to students for entertainment, reward, planning time, etc. The video must be directly related to the curriculum and be teacher-guided and adequately supervised by the 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.**

11. All staff members must observe all copyright laws restricting the duplication and use of printed materials, videotaped materials, and licensed computer software. **Not following this guideline can result in termination from Knox County Schools.**
12. Please remember that items you check out from the library must be accounted for at the end of the year on the AV inventory. **The teacher that checks out the item will be responsible for the item if lost.** Please do not let others borrow an item. Have them check the article in their name before switching the item to another room.

#### IV. ROUTINE DUTIES AND RESPONSIBILITIES

1. Each school day will begin at 7:45 with morning announcements, the school-wide "Moment of Silence," and followed by the Pledge of Allegiance; **Teachers should organize their morning classroom routine to ensure the students are in their seats and attentive by 7:45.**
2. K-5 teachers must **escort** students to/from Encore classes (Music, PE, Library, Art). Punctuality is essential. Parts of a course may not be held and sent in phases as this disrupts the special area lessons.
3. **Student Medications:** 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. Only the school nurse, trained personnel by the nurse, or office personnel may accept medication or administer medications. It is the teacher's responsibility to send students to the office at the correct time for medication. Please talk to the nurse and parents about giving medicine on a field trip. It is the teacher's responsibility to take inhalers or any other necessary medication on field trips.
4. **Lice:** If a teacher finds lice on a student, let the school nurse know. She can check the children. If you have concerns about children that have been within proximity, they can check them as well. We are asked to keep them for the day if a parent cannot pick up the child. You may ask the nurse to send home medication for the lice if it is needed. The parent must check in at the office the following day after treatment with the nurse. If the student has been treated, they can come back even WITH nits. However, they will be checked in 7 days to ensure the nits do not produce any other lice. In the meantime, teach children not to share items (combs, brushes, headbands, hats, etc.).
5. Under no circumstances may any student, regardless of age or size, be used to transport computers, monitors, or other major AV equipment or similar heavy loads. If you need assistance moving heavy items, please request help from the custodians.
6. Suppose a child is injured while under your supervision; an accident report (found on Knox County School Website – *School Stream*) must be filled out **before you leave school that day**. The report is for your protection. **Please notify the parent about the injury.** If a child is injured during special area classes (P.E., music, art, resource, library, etc.), the Encore teacher is responsible for filling out the accident report and notifying the parent.  
**\*\*\* Head injuries** – If a student is brought to the clinic with a head injury, the school nurse will contact the parent without delay, and the teacher must complete an accident report.

If a child is sick or injured, please send a note with the child to the office. If it is determined that the child needs to go home, the parent will be notified by the school nurse or office and must sign the child out in

the office. Students must be fever free for 24 hours before returning to school. The clinic or office should call parents about sending a sick or injured child home.

7. 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 participate in this end-of-day ritual to encourage citizenship and responsibility. Please report any cleaning problem or needs directly to our Head Custodian or the custodial crew member with after-school responsibility for your area. **Please report any chronic issues or missing items directly to the principal.**
8. All students eligible for free or reduced-price school meals can waive all school fees, including field trips, or pay assembly costs. Such students must still furnish written parent permission for field trips. Teachers will be notified of all students in their classes for whom such fees are to be waived. This information is **confidential!**
9. Classroom celebrations need to be limited to two per year unless special permission is obtained from the principal in advance.
10. **Birthdays/Wellness:** 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 class instruction. Treats should not be given to students at lunch in the cafeteria. All food treats should follow KCS Wellness Food Nutrition Policy (IL – 1). **All food treats should be purchased with individual wrapping.** Students should not distribute invitations at school unless every child in the class is included.
11. Breakfast in the Classroom begins at 7:15 and ends at 7:35. Breakfast in the classroom should be over by 7:45. (Use your best judgment with this.)
12. **Students - Arrival**  
The front door will open at 7:15. Car riders must be dropped off at the back of the building. Safety Patrol students will be there to assist with opening car doors by 7:15 (not during COVID period). (safety patrol this year) Bus riders and walkers will enter the school through the front doors.
13. **Students – Dismissal:** All students should remain in the classroom until dismissed. All students must be ready to leave at dismissal time. If a student misses the bus, the teacher will need to call the parent for arrangements. Please make sure that you know how each child is to go home. A parent note is required if a child goes home differently than usual. If a child is riding the bus home with another student, please send the parent note to the office with the student. The office staff will sign the note and give it back to the student. The student should give it to the bus driver when loading the bus in the afternoon.

#### Dismissal Plan

1:00 PreK dismissal (back alley)

2:35 Announcement for Boys and Girls Club, Walking School Bus and busses only K-5

2:45 Car rider and walker remain in the classroom and wait for their number to be called. **(NEW -Quiet Dismissal)**

14. Bus service is provided to some of our students depending on their living. Teachers should review bus safety expectations and rules during the first week of school. A student can be suspended from riding the bus if there is misconduct. This is up to the administration.
15. If a child must leave early, the parent must sign the child out through the office. (No early checkouts after 2:15.) No child should be released to any individual, even a parent unless notified by the office. In

case of early dismissal due to weather, teachers should look at the child's emergency card for instructions on how the student is to go home. Please stress to parents the importance of keeping emergency information up to date.

16. Send all parent change of dismissal notes to the office when you receive them in the morning. Once we copy them, we will return them to you. This helps us stay informed if an adult other than the child's parent picks them up early and allows us to approve the pickup.
17. The Office staff will fill out a new CR for your student record files when a new student is enrolled. Previous academic files and other forms will be placed in the CR as soon as they arrive. **\*\*If you have not received records within six weeks of the enrollment, please notify the office.**
18. Classroom teachers will inform the Office regarding any address and phone number changes in the student CR.
19. When a child moves away during the school year, inform the parents that any lost/damaged textbooks, library books, or other financial obligations must be resolved before any records can be released. This can also be noted on the form Nancy sends you when a child does move away.
- 20. Once a child is enrolled in another school, you must send the records to the office within five days of the notification!**
21. Teachers are to assign and record textbooks according to the provided record system created by the Coach to maintain an accurate accounting of books using the school-wide textbook system. Teachers will also do periodic "book checks" to identify lost books early in the year. **This process will also apply to calculators in grades 3-5.**
22. Our workroom copiers are for use by Belle Morris staff members only. Any other use must receive prior approval from the Principal. The small copier in the front office is reserved for use by office personnel only. Do not laminate student folders or other "consumable" materials. Restrict laminating to items that must be preserved for year-after-year use.
23. If you have a question or problem with your computers, please submit a request in Incident IQ.
24. It is a joy to have the children of our staff members at Belle Morris. Watching them grow before our eyes is a pleasure; we feel they belong to all of us! Because of this, our children must never be subjected to criticism from their peers or adults for getting special treatment that we may have allowed. The following are policies governing our role as parents of Belle Morris Students.
  - If your child attends BME, they must follow school-wide policies and procedures.
  - The teacher's lounge, workroom, and areas with confidential records are permanently off-limits to children, including our own.
  - Children of staff members should remain in their regular classrooms until the last bell; then, they should go directly to their parent's classroom.
  - 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.
  - School-wide announcements to locate children are disruptive to after-school conferences and meetings.
  - Under no circumstance may children roam or run through hallways or be in other areas of the building, including the gym, unless an adult is monitoring them.
  - If you are absent from school, you must arrange after-school supervision for your child.

- Staff members are responsible for attending to the needs of all Belle Morris students during the school day. Therefore, on days when Belle Morris students are in attendance, a staff member's child, who is not attending their own school, may not spend the day at Belle Morris.
  - Children of staff members must remain in their parent's classroom while the parent fulfills afternoon duty or any school-related activity involving Belle Morris students/staff.
25. All doors to the outside must remain closed due to security reasons. All staff members must use proximity access cards to enter the main building.
26. Teachers will work to keep the hallways near their rooms decorated appropriately without obstructing the passageway.
27. Teachers can maintain a classroom attendance record by using the computerized attendance system. Be sure to discuss with the office any changes or discrepancies. Tennessee law requires that students be present for a minimum period to be counted as present for the whole school day (3 hours 16 minutes for grades K-5.) Any child in school for less than this minimum requirement on any given day must be counted as absent for the entire day.
28. Excused/Unexcused Absences - Knox County Board of Education policy allows students' absences from school to be excused only for the following reasons:
1. Personal illness
  2. Illness in the family temporarily requires help from the child
  3. Death in the family
  4. Recognized religious holidays regularly observed by persons of the student's faith.
  5. Verifiable family emergency
- Any absence not complying with the above reasons for excused absences will be considered unexcused.
29. Attendance is recorded daily and should be submitted online no later than 8:15. A student arriving after 7:45 is considered tardy. Tardy students need to be signed in by the parent in the office. Tardiness will affect students' eligibility for the Perfect Attendance Awards. Once a student brings a note to school for being absent, tardy, or leaving early, please send the note to the office in the attendance folder. Office staff will enter the appropriate code on the computer. **\*\*All attendance notes are to be sent to the office to be kept on file by the secretary. Please remember to stress to parents the importance of sending in notes within five days regarding absences and tardies. The office staff marks all items on the computer as unexcused until a note is sent to the office. Only then is it changed to excused.**
- System-wide policies require that all children be allowed to complete make-up assignments following any absences, excused or unexcused, per the teacher's reasonable guidelines. The absence is permanently categorized as unexcused if a parent fails to send a written excuse for a child's absences within five school days. Teachers are responsible for double-checking such excused/unexcused absences.
- If children are absent due to recognized religious holidays, they will receive excused absences. Such absences will not prevent these children from receiving awards for perfect school attendance.
30. **Tardies** – Excessive tardiness is as severe as absenteeism. A tardy child is excused only with a medical statement verifying an appointment before the child arrives at school. If chronic tardiness is an issue, please inform the PIT team. If a child arrives after 7:45 AM without a tardy slip, they should be sent back to the office unless an announcement has been made to excuse them. Record the tardy as an absence on the computerized attendance system. Nancy will return and change the absence to a tardy later that day. You may keep up with the number of tardies/wants of each student by clicking on the student's name on the computerized attendance system and scrolling to the bottom. More than three tardies will negatively affect the Nine-week Perfect Attendance awards.

31. If both principals are absent for the day(s), either a classroom teacher with admin endorsement or the Curricular Coach will be the designee. Please attempt to handle all “normal” problems within your grade-level team before involving either of these people.
32. General guidelines for Field Trips and Pay Assemblies: (Review 34-37)  
**Each grade level should submit to the Principal a list of planned assemblies and field trips by the end of August.** (Do not plan a field trip before Principal approval.) All field trips and pay assemblies must be relevant to the current curriculum. All teachers must follow Knox County policy when it comes to field trips. All forms (found on Knox County School website, SchoolStream) must be filed with Central Office before a field trip can be taken. Permission slips must be sent home and signed by parents. A child may not participate without the signed permission slip. The optional medical release forms also need to be completed by the parent. Please take these forms with you on the trip and the emergency cards. If a student is excluded from a field trip/pay assembly, please notify the Principal. This should be done through the form found in the field trip folder on school fusion regarding the reason for the exclusion. No class may plan more than four field trips/pay assemblies (combined) during the year. No course may take more than one field trip during any 20-school-day period. The bookkeeper will complete arrangements with the bus driver. Check with the bookkeeper to determine the bus fare's total and per-student cost. Do this before requesting payment from parents. Please notify the cafeteria staff four weeks in advance if your class is not eating in the cafeteria. In addition, please inform all special area teachers that will be affected by the field trip. Special area teachers are not expected to reschedule classes to accommodate your field trip. All field trips and pay assemblies must be completed by the system-wide deadline in May. Each teacher is asked to share all field trip/pay assembly information with a designated colleague so the trip or assembly can be conducted appropriately in case the teacher is absent on that date.
- Field Trip Timeline
- Fifteen school days before the trip/assembly – field trip/pay assembly request.
  - Four weeks in advance – notify the cafeteria of the field trip if it is during lunch. Request lunch boxes if needed.
  - Two school days in advance – Transportation Control Sheet, notify the office of all required checks.
33. When a parent requests to come in for observation, they must schedule that in advance with the classroom teacher. (No longer than one hour.) Any parent/guardian wishing to bring in an outside person to observe the class must contact the administrator and teacher to see if this can be arranged.
34. Parent volunteers must always be under the teacher's supervision and never be left alone with students. Never let a parent take a student/student to another area.
35. All visitors to the school need to sign in at the office. In addition, they need to wear a visitor's badge. Please remind your volunteers to sign in each time they come to school.
36. A room mother or father can be selected at the beginning of the year. This parent should help in the planning of parties and any other appropriate activities.

## V. STUDENT MANAGEMENT

Each teacher will need to supplement the school-wide management plan, PBIS, with additional, more extensive information that is appropriate for and generally consistent with the grade level. This must be done early in the school year, with updates being provided for parents of transfer students as the year



progresses. Please ensure that all students and parents are familiar with the rules and policies in our Parent/Student Handbook.

**Your consistency, fairness, professionalism, and "common sense" are keys to a positive and successful atmosphere!**

1. Whenever possible, handle discipline problems through your standard classroom procedures, using your grade-level team to assist as appropriate. A child must understand that you are in charge and make decisions in their best interest. The principal should be the last resort; if not, the effectiveness will be diminished. When a child comes to the Office, the Administrator/Behavior Liaison assumes full decision-making authority in that case.
2. If a child comes to the office, the teacher will complete an "Office Referral" on Aspen, including detail on the offense and attempts to modify behavior up to this point. The exceptions to this rule are obvious, i.e., temper tantrums or other out-of-control behavior.  
Do not expect the child to explain a discipline problem without a teacher accurately.
3. Remember that each child is to be respected in every way. The school is no place for put-downs, abusive language, humiliating children, physically mishandling a child, or employing ridiculous methods of punishment. Administration and Behavior Liaison are committed to supporting teachers and support personnel. No one, however, can or will be kept if they physically mishandle a child, use profane language to a child or in the presence of children, or employ excessively harsh or ridiculous methods of punishment. **Administrators are being told that we are to report such incidences, not investigate them.**
4. As mandated by Knox County School Board, corporal punishment will not be allowed at Belle Morris Elementary School.
5. K-1 will be using Clip Chart. 2-5 will be using Class Dojo.
6. Teachers will need to establish expected consequences for misconduct. Share this information in advance so that students know what to expect. Reinforce written guidelines by informing parents of your expectations and practices in conferences. Closely examine your procedures to ensure that there is no "double standard" by race, gender, or any other "category" over which the child has no control. PBIS is also a behavior system that is being used at Belle Morris.
7. Each grade level will develop and use a standard format for determining students' grades in "Behavior."  
**Keep in mind that a grade of C is average.**
8. In no case will a teacher assign a student In-School or Out-of-School Suspension. The administrator will notify the teacher whenever a student is assigned to OSS. Belle Morris will adhere to the suspension policies found in the Knox County Board of Education Policy Handbook and Procedures Handbook (descriptor code: JCCC).
9. PAC (Personal Accountability Class): Belle Morris uses a PAC approach with students. **Teachers may not directly send a student to PAC.** PAC is assigned only by the Principal. It is an alternative discipline placement that isolates the child from classmates as a deterrent to misbehavior.
10. Classroom teachers are requested to reinforce the supervisory authority of the Educational Assistants in the cafeteria, playground, and other areas.
11. Never withhold lunch or breakfast as punishment.

**12. Avoid large-group punishments.**

13. Remember, whenever possible, praise in public, and reprimand in private.
14. Avoid the use of academic tasks as punishment. A student will benefit more from writing a letter to their parents describing the problem/solution than writing repetitious sentences or doing math problems.
15. Grade level teams should develop a more systematic and relatively consistent method of informing parents regarding student behavior and academic progress/problems beyond the report card. Quality advance communication with parents avoids "Report Card Shock."
16. Supervision of students in the hallways should be maintained at all times.
17. Teachers have a legal responsibility and liability to maintain supervision of students. If it is necessary to be away from your class **briefly**, please ask another staff member (teacher across the hall or next door) to monitor the class. Students must be trained to remain quiet and seated anytime the teacher is not in the room. Please notify the Principal of any emergency requiring more than a few minutes' absences so an adult can be assigned to the room.
18. Teachers are expected to emphasize proper behavior in the bathrooms and appropriate treatment of the bathroom. After expectations are established, send the children in pairs or independently. **Do not take your class as a whole group bathroom break.** For grades 2 – 5, use a sign-out and sign back in a notebook for students going to the restroom. Any misuse of the restroom should be dealt with firmly, and repeated abuse may be referred to parents and, if continued, to the office. The notebook is an excellent source of data for these conferences.
- ~~19.~~ Do not place a student in the hallway for disciplinary reasons. They need to go to another teacher's classroom.
20. School Board policy requires all teachers to teach playground safety at the beginning of each school year. This should be documented in your lesson plans. All playground supervision must be ACTIVE. All students should remain within the supervising staff member's direct view and control. It is inappropriate for teachers to grade papers, stand in groups to talk, walk laps, etc., while supervising students on the playground. Parents should not supervise students on the playground (except on rare occasions pre-approved by the Principal). Insist that all equipment be used only in the way it is designed. Please notify the Principal immediately if any playground equipment is broken or dangerous. On the playground and during special activities, the staff-student ratio will be no less than one staff member per two class groups.
21. The report card includes "Work Habits," with a grade scale of E/S/N. This grade reflects non-disruptive behaviors, the most common of which is students' failure to complete academic tasks satisfactorily. Teachers must document and notify parents of chronic problems.
22. We request that parents in grades K-5 not check their child out after 2:15.
23. Car rider pick-up will have a car tag identifying the child being picked up. If a parent does not have a sign in their car, they will need to park at the front of the building and go to the office to check their ID. Once reviewed, the student will be called to the office.

24. Tardiness and "early check-outs" will also affect students' eligibility for Perfect Attendance awards every nine weeks with the report cards.
- No more than three tardies per nine weeks (unexcused)
25. For the entire school year Perfect Attendance award, the student must have earned the perfect attendance award for all nine weeks of grading periods.
26. Please continue recognizing and rewarding students whose behavior and work habits are commendable. You are encouraged to use your system of incentives for this purpose, or you can use the school-wide reward system for students, "Caught Doing the Right Thing" write-up. Students will bring this write-up to the office, where everyone will celebrate the child's positive write-up behavior with praise and get in the treat jar.

- - **VI. FINANCIAL RESPONSIBILITIES**

1. Each teacher is responsible for maintaining accurate records of all receipts and disbursements related to classroom activities. *NEVER* throw away any of your receipts documentation. The bookkeeper needs this information for the auditors.
  - Any student eligible for free or reduced-price school meals automatically receives a waiver of all legal 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 regarding 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.

**Bookkeeping Instructions: 2022-2023**

Purchase Orders

Obtaining purchase orders-

*Purchase Request forms* are to be done on the computer at

<http://sfo2.com/SPknoxTN/Login.aspx?ReutrUrl=%2fspknoxtn>.

Requests **MUST be filled out and submitted** by the person making the request. It will go to the bookkeeper to approve and then submit to the principal for final approval. It takes at least 48 hours for this process.

Receipting of Funds

All funds (except scholastic book orders and picture orders) received from students will go through the teacher for receipt.

Funds for fees and dues, fundraising, yearbooks, and field trips are to be recorded on the computer every day and printed out the receipt, and send money and receipt to the bookkeeper.

Daily deposits must be at the office no later than 9:30 a.m. **Absolutely no receipts will be issued to parents by the bookkeeper. ALL QUESTIONS FROM PARENTS REGARDING FEES WILL BE DIRECTED TO THE CHILD'S TEACHER.**

Remember, we can only remind parents ONE TIME to pay fees. This means that after your initial letter is sent home to the parents, we (the school or you) can only send home one reminder, including newsletter reminders.

#### Depositing of money

The teacher on the computer must complete deposit of Funds forms.

[HTTPS:// osp.osmsinc.com/knoxtportal/default.aspx](https://osp.osmsinc.com/knoxtportal/default.aspx)

All money is to be deposited daily, if at all possible. Money is **NEVER** to be kept in the classroom. Money is to be sent to the office in the provided 6 x 9-clasp envelope with your name written. Loose deposits that are not in this envelope will not be accepted.

A folder has been provided for you to keep all financial papers in. This envelope has your name/account numbers listed on the outside. Please keep this folder, as you will be required to turn it back into the bookkeeper at checkout.

#### BEP Money

Each teacher will receive a \$200 allocation to purchase instructional materials for your classroom. You will receive your check-in in September. You will need to keep all receipts for your purchases in case you get audited.

#### Field Trips

Field trip money is to be sent to the bookkeeper as you would any deposit. All students going should be listed on the *Fees and Dues form* you will send to the office with your deposit. Parents will indicate on the *Field Trip Permission Form* if they want to waive all or a portion of the trip expense. When the permission form is returned to you by the parent, you will indicate "W" (for waiver of the entire fee) or "PW" for partial waiver of a fee. The partial waived amount must be listed so the bookkeeper will know the amount to bill uptown. When all activity on this form is complete, you will need to keep it in your financial folder and all your deposit tickets. You must complete a purchase order if you need a check for any activity associated with your trip (i.e., admission tickets, food, etc.). Bills will need to be requested well in advance of need so they can be ready the morning/day of the trip. We will not refund students' money on field trips not taken, EXCEPT for trips canceled by the teacher or the business you are visiting. If this happens, it will be recommended that you plan another trip to replace the canceled one instead of refunding the money. **When you send the field trip permission form home to parents, please indicate on the letter that refunds will not be given on field trips.**

Have A Wonderful Year!