

***Belle Morris Elementary
Staff Handbook
2019 - 2020***



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***Principal: Terry Lynn Hursey
Assistant Principal: Lynne Fitzpatrick***

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I. Mission and Vision Statements

| <u>Mission</u> | <u>Vision</u> |
|---|---|
| <ul style="list-style-type: none">• Our Mission at Belle Morris Elementary is for students to make academic progress and grow in personal responsibility. | <ul style="list-style-type: none">• 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 a wide variety of teaching strategies and assessments to ensure success.

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

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

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

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

Belle Morris Teams

Leadership Team

- Janelle Estes (K)
- Ryan Himel (1st)
- Andrea Nagamoto (2nd)
- Kelsie Sise (3rd)
- Olivia Cates (4th)
- Jennifer Dement (5th)
- Pat FontenotRidley (Sp. Area)
- Tiffany Winstead
- Porschia Pickett
- Coaches
- Administration

PBIS Team

- Alyssa Cowden (K)
- Taylor Taylor (1st)
- Miranda Owens (2nd)
- Summer Moore (3rd)
- Sharonda Watson (4th)
- Caitlin Hatfield (5th)
- Cathy Clark (Sp. Ed.)
- Angela Patrick
- Anna Beth Smith
- Lisa Price (PAC)
- Teddy Snyder (E.A.)
- Administration

Instructional Support Team

- Angela Patrick
- Amanda Hollis
- Andrea Hetman
- Dee Beaty
- Amy Suarez
- Lynne Fitzpatrick
- Terry Lynn Hursey

Team Responsibilities

Belle Morris Leadership Team – Tn. Standards leaders, PLC/Cluster Leaders, Intervention, Enrichment, Data Analysis, Staff Development, Safety/Security of the school. Meets the second Tuesday of the month.

PBIS Team - Behavior team helping to monitor school-wide behavior expectations. Meets the third 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.

Hospitality Team

- Arlena McCutchenMontgomery (Leader)
- Hanna Griffen
- Christine Davis
- Andrea Hetman
- Debby Hartsfield
- Megan Morris
- Ashley Swaney
- Melina Pate

Safety Patrol Team

- Arelena Montgomery (Leader)
- 5th Grade Team
- Lynne Fitzpatrick

Year Book Team

- Antoinette Himel (leader)
- Leslie Sayers
- Samantha Wallace
- Cathy Clark
- Susan Reed
- Shannon Tester

Team Responsibilities

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

Safety Patrol- Chooses new 5th grade Safety Patrol group every 9 weeks. Monitors students on duty. Plans fundraising opportunities for safety patrol students going on the Washington D.C. trip. Meetings (to be arranged).

Yearbook- Designs Belle Morris Yearbook. It's helpful if staff sends pictures to the members of the yearbook team 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 through the support of families, communities and school.

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|------------------------|--------------|------------------|----------------|
| Amanda Hollis (Leader) | School Nurse | Porschia Pickett | Administration |
| Katie Siler | Susan Reed | Stacey Sugg | Kim Wulf |
| Dee Beaty | Parent | | |

PTA Teacher Board Members:

Debby Hartsfield

Megan Morris

***Staff meetings will be held 1st Tuesday of each month (as needed). Please do not schedule doctor appointments on this day.**

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 are to be on the teachers desk at the end of Friday before each week.** Lessons and class activities should reflect good planning and should conform to Knox County curricular guidelines. *The needs of Special Education students, as expressed in their IEP's, represent legal mandates and must be properly addressed.* Your compliance of 504 programs is also a legal requirement. It is the teacher's responsibility to check CR's and CCR's for any special conditions.
*Within the first week of school, review each student's CR.
- 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 special 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 while you are 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. Development of a positive teacher-parent relationship is one of our most crucial responsibilities.** At a minimum, each teacher must communicate weekly with parents. This may be partially accomplished by sending home children's work to be examined, signed, and returned to school. Teachers must inform parents of any problems, including misbehavior or poor work habits. 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 that does not attend orientation night within the first 2 weeks of school in order to set a positive tone for the year.* Reasonable, appropriate documentation of teacher-parent communications should be maintained.
- 4. Report cards will be sent home within 5 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 special area teacher. See Grading Period

Deadlines on the KCS calendar and/or the Principal calendar. Parents should sign and return the report card in a timely manner. 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 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 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 the determination of 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 the determination of the grades and have the evidence to back it up if parents or administration request it.
- Each school and/or 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 the evidence for determining these grades kept by each teacher.

5. All teachers are expected to participate in the improvement of the school, which includes, but is not limited to, development and implementation of the Belle Morris Elementary School Improvement Plan (ePlan), implement our school wide behavior program, PBIS with fidelity, and the support of the school's mission.
6. All staff must adhere to the Knox County School required In-service Hours which can be found on the KCS website.
7. School Communication: All staff should sign in at the notebook in the staff room. It is important 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 prior to making arrangements and will be placed on the school wide calendar to assist in*

communication. If your class will need box lunches for a fieldtrip please make sure that it is verbally communicating with the manager 4 weeks prior to the field trip.

9. HOURS OF RESPONSIBILITY - All PreK-5 teachers must be in the classroom by 7:30 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 7:30 to 3:15, 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, as well as emergency late arrivals. Always call the office if you have an emergency and will be unavoidably late.
 - **Obtain verbal consent from the Principal prior to 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 to school late. If this is the case call the school indicating that you are running behind. Maintain a running total of your time away, just as you do for your Parent Conference hours.**
 - **If you need to be absent from school for more than 45 minutes on any given occasion, please request one-half day of sick leave or personal leave.**
 - **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 your students are properly and effectively supervised by a colleague. This includes both teachers and other staff members.**
11. LUNCH SUPERVISION –Teachers need to ensure that students enter the serving area quietly. Once they are in line you may leave and go eat your lunch. *Each teacher must pick their class up on time.*
12. Please maintain your familiarity with the contents of 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, personal leave, 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 prior to 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 6:45am of that morning.

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. It is the staffs' 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 5th consecutive sick day. Also, personnel days cannot be used until after 100 days worked or half after 50 days.

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

14. In all instances where school-wide criteria are established to determine students' eligibility for any special program or award (such as Honor Awards), do not modify these criteria in any manner. Do not modify any school-wide schedules or school-wide 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 concerns 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 student name, reason(s) for calling, date, time of day, name of person to whom you spoke with, 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, Resource, etc. are on strict schedules. Please make sure that your class arrives and is picked up on time. Schedules for special classes may not be changed without the permission of the principal. 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 5th grade teachers to become familiar with and utilize current iReady, Aimsweb, literacy, science and math reports to better diagnose student needs and adjust instructional strategies accordingly.
20. **All staff will wear Photo ID cards while in the school.** Also they should assist in assuring visitors sign in at the Office and wear name badges as well.
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 envelope with them.
In the event of a lock down drill the phrase "This is a lockdown" will be announced. Please make sure you lock the door to your classroom 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.)

Teachers will participate in safety procedures such as fire, tornado, bomb, and “lock-down” drills, as directed by the principal. Teachers will properly post current evacuation maps and tornado drill maps in their rooms. Teachers will maintain and update the Safety Envelope, which is to be taken with them for every drill.

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

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

Intruder drill: We will announce the appropriate lock down 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 the same as a fire drill, however, office communications will inform you that you need to move to the campus evacuation area.

22. Teachers and staff should comply with various and/or 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 insure the following items are present.

- Birth Certificate
- Shots & Physical
- TN Ready Scores
- IEP or 504 Plan
- Allergies or special medicine (if applicable)
- Report Card copy from previous year (discard)

CR's are not to be keep out of the records room overnight under any circumstances! They must also be signed out even if you are taking 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 of which they have legitimate educational interest.

25. Teachers and staff are expected to follow the same dress code as our students. Jeans can be worn on Friday's; professional dress is expected the rest of the week. ***Staff are 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 in 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 need to 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 be asked to exchange and check papers for the purpose of immediate feedback, but the assignment of grades is the teacher's responsibility. It cannot be delegated to any student or parent volunteer.
 - Homework should be a meaningful extension of class instruction and should reinforce previously taught skills rather than introduce new ones. *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 on evenings when there are programs for student/parent participation 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 all students had the opportunity to understand their assignment.
 - Differentiate homework. Students with IEP's 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 specifically addressed at the grade level's Parent Night and in other communication with parents.
 - While class projects may vary, grade level teachers should establish overall guidelines for standards. 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 insure success for all students.
 - Students' grades both on individual assignments and in broader contexts, should be regarded as 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 Reading Streets basal and leveled readers are to be used with all students to provide the 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 complete the S-Team Data information in Aspen. 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 will 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 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 M-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 the student 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.
10. Belle Morris will follow Knox County School's guidelines for the use of 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 the purpose of entertainment, reward, allowing planning time, etc. The video must be directly related to the curriculum and must be teacher-guided and properly supervised by their teacher, regardless of length or type. Only "G" rated films, if they are rated, and only if the teacher has public performance rights provided within the purchase/rental price. Parents must be notified in writing of each audiovisual work to be shown unless it is part of an education program adopted by Knox County Character Education, Drug and Violence Prevention, Guidance program, or otherwise part of Board approved curriculum.**

11. All staff members must observe all copyright laws restricting the duplication and/or use of printed materials, videotaped materials, and licensed computer software. ***Not following this guideline can result in termination from Knox County Schools.***

12. Please keep in mind 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 checkout the item 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 insure 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 class 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 of children that have been within close proximity they can check them as well. We are asked to keep them for the day if parent is unable to pick up the child. You may ask the nurse to send home medication for the lice if it is needed. The parent will need to check in at the office the next morning 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 make sure the nits did not produce any other lice. In the meantime, teach children not to share items period (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 in moving heavy items, please request help from the custodians.
6. If a child is injured while under your supervision an accident report (found on Knox County School Web site – *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 an accident report must be completed by the teacher.

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. Only 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 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 or to the custodial crew member who has after school responsibility for your area. Please report any chronic problems or missing items directly to the Principal.
8. All students who are eligible for free or reduced-price school meals are also eligible for waiver of all school fees, including field trip 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. All classroom teachers need to emphasize the importance of appropriate lunchroom behavior. In addition, it is important to arrive and pick up your class at the scheduled time.
10. Classroom celebrations need to be limited to two per year unless special permission is obtained from the Principal in advance.
11. 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). Students should not distribute invitations at school unless every child in the class is included.
12. According to board policy parents may bring outside food for their child to eat during their scheduled lunch time.
13. Each grade level will determine and schedule their morning and afternoon duty throughout the year. Morning duty begins at 7:15 and ends at 7:30. Schedules should be turned in to the Principal.
14. 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.)
15. Students - Arrival

The front door will open at 7:15. Car riders need to be dropped off at the back of the building. Safety Patrol students will be there to assist with opening car doors by 7:15. Bus riders and walkers will enter the school through the front doors.
16. Students – Dismissal: All students should remain in the classroom until dismissed. It is very important that all students are ready to leave at dismissal time. Please do not keep a student in your room. 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 needed if a child is going to go home a different way 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 bell rings for all K-5

17. Bus service is provided to some of our students depending on where they live. 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 administration.
18. If a child needs to leave early, the parent needs to 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.
19. 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 is picking them up early and allows us to approve the pickup.
20. When a new student is enrolled, the Office staff will fill out a new CR for your student record files. 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.**
21. Classroom teachers will inform the Office regarding any address and/or phone number changes in the student CR.
22. When a child moves away during the school year, inform the parents that any lost/damaged textbooks or 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.
- 23. Once a child is enrolled in another school you must send the records to the office within five days of the notification!**
24. Teachers are to assign and record textbooks according to the provided record system created by the Coach to maintain an accurate accounting of books with the use of 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.**
25. 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 which must be preserved for year-after-year use.
26. If you have a question or problem with your computers please submit an request in Incident IQ.

27. It is a joy to have the children of our staff members at Belle Morris. Watching them grow before our eyes is a pleasure, and we feel as though they belong to all of us! 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 are policies governing our role as parents of Belle Morris Students.

- If your child attends BME, he or she must follow school-wide policies and procedures.
- Teacher's lounge, workroom, and areas with confidential records are always 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, it is your responsibility to 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.

28. 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.

29. Teachers will work to keep the hallways near their rooms decorated appropriately without obstructing the passageway.

30. 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 of time in order to be counted as present for the full school day (3 hours 16 minutes for grades K-5.) Any child who is in school for less than this minimum requirement on any given day must be counted as absent for the full day.

31. 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 requiring 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.

32. Attendance is recorded daily and should be submitted online no later than 8:15. A student arriving after 7:45 is considered tardy. Students who are tardy need to be signed in by the parent in the office. Tardiness will affect students' eligibility for Perfect Attendance Awards. Once 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. Office staff will enter the appropriate code on the computer. **All attendance notes are to 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, tardies. The office staff marks all items on the computer as unexcused until a note is sent to the office. Only then it is changed to excused.

System-wide policies require that all children be given the opportunity to complete make-up assignments following any absences, excused or unexcused, in accordance with reasonable guidelines established by the teacher. If a parent fails to send in a written excuse for a child's absence within five school days, the absence is permanently categorized as unexcused. 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 any awards given for perfect school attendance.

33. Tardies – Excessive tardiness is as serious as absenteeism. A child who is tardy is excused only with a medical statement verifying an appointment prior to the child arriving to 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 go back and change the absence to a tardy later on that day. You may keep up with the number of tardies/ absences of each student by clicking on the name of the student on the computerized attendance system and scroll to the bottom. More than 3 tardies will negatively affect Nine-week Perfect Attendance awards.

34. In the event that 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.

35. General guidelines for Field Trips and Pay Assemblies:

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 prior to Principal approval.) All field trips and pay assemblies must be directly relevant to current curriculum. All teachers must follow Knox County policy when it comes to field trips. All forms (found on Knox County School web site, 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 along with the emergency cards. If a student is excluded from a field trip/pay assembly, please notify the Principal. This should be done by way of 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 class may take more than one field trip during any 20-school-day period. (The only exceptions to the above restrictions are: the 3-5 Educational Concert and the Grade 4 Drug Awareness Day trip.) Arrangements with the bus driver will be completed by the bookkeeper. Check with the bookkeeper to determine the

total and per-student cost of bus fare. Do this before requesting payment from parents. Please notify the cafeteria staff 4 weeks in advance if your class will not be eating in the cafeteria. In addition, please notify 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 that the trip or assembly can be properly conducted in case the teacher is absent on that date.

Field Trip Timeline

- 15 school days in advance of the trip/assembly – field trip request/pay assembly request.
- 4 weeks in advance – notify the cafeteria of field trip if it is during lunch. Request lunch boxes if needed.
- 2 school days in advance – Transportation Control Sheet, notify office of all required checks.

- 36. When a parent requests to come in for an 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 in order to see if this can be arranged.**
- 37. Parent volunteers must always be under the supervision of the teacher, and they must never be left alone with students. Never let a parent take a student/students to another area.**
- 38. 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.**
- 39. 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 insure 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 the 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 his/her 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 provide an accurate account of a discipline problem in the absence of a teacher.
3. Please keep in mind 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 supported if he/she physically mishandles a child, uses profane language to a child or in the presence of children, or employs 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. **Each grade level will use clip chart grades for determining students’ grades in “Behavior” daily.**
6. Belle Morris uses the Clip-Chart as a school-wide discipline policy. Teachers will need to establish routine 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 own practices 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. Whenever a student is assigned to OSS, the Administrator will notify the teacher. 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, reprimand in private.

14. Avoid the use of academic tasks as punishment. A student will get more benefit from writing a letter to their parents describing the problem/solution vs. writing repetitious sentences or doing math problems.
15. Grade level teams should develop a more frequent 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 absence 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 clearly established, send the children in pairs, or on their own. Do not take your class as a whole group bathroom break. For grades 2 – 5, use a sign out and sign back in notebook for students going to the restroom. Any misuse of the restroom should be dealt with firmly and repeated misuse may be referred to parents, and if continued, to the office. The notebook is a great source of data for these conferences.
19. If you place a child in the hallway for disciplinary reasons, you need to know that you are responsible for that child’s safety. If your door is closed and you cannot monitor him or her, you cannot guarantee his/her safety. Therefore, you will only be allowed to put a child in the hallway for a time-out if an adult is able to monitor him/her. You might find a “teaching buddy” to let you place the child in his/her room when he/she needs a time-out outside your classroom instead of the hallway.
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. It is essential that all playground supervision be **ACTIVE**. All students should remain within the supervising staff member’s direct view and control. It is not appropriate 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 to be used. Please notify the Principal in writing, 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. Each staff member should pick their students up no later than 7:30, in the designated early morning arrival spot.
22. 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 in a satisfactory manner. Teachers must document and notify parents of chronic problems.

23. We are requesting parents in grades K-5 not to check their child out after 2:15.
24. 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 have ID checked. Once checked, the student will be called to the office.
25. Tardiness and “early check-outs” will also affect students’ eligibility for Perfect Attendance awards, given out each nine weeks with the report cards.
 - No more than 3 tardies per nine week (unexcused)
26. For the full school year Perfect Attendance awards, the student must have earned the perfect attendance award for all nine weeks grading periods.
27. Please continue to recognize and reward students whose behavior and work habits are commendable. You are encouraged to use your own 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 all in the office 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 his/her classroom activities. NEVER throw away any of your receipts documentation.** The bookkeeper needs this information for the auditors.
 - **Any student who is eligible for free or reduced-price school meals automatically receives waiver of all standard expenses except payment for lost or damaged textbooks/library books, special T-shirt orders, fines, etc.**
 - **Tennessee is a ‘right to a free education’ state, thus no parent is obligated to pay for any standard school expenses. We will ask parents to submit payments, but they may only be asked ONE time. Additional notices may be given with regards to field trip permission slips, lost or damaged textbooks/library books, fines, etc.**
 - **Teachers must deposit money on the same day it is collected. If it is necessary for you to hold money overnight, the money should be locked in the office safe, and the deposit should be made on the morning of the following school day.**

Bookkeeping Instructions: 2019-2020

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 submitted to the principal for final approval. It takes at least 48 hours for this process.

Receipting of Funds

All funds (exception of scholastic book orders and picture orders) received from students will go through the teacher for receipting.

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

Daily deposits will need to be to 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 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

Deposit of Funds forms are to be completed by the teacher on the computer. [https:// osp.osmsinc.com/knoxtnportal/default.aspx](https://osp.osmsinc.com/knoxtnportal/default.aspx)

All money is to be deposited on a daily basis, 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 that has your name written on it. 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 in to the bookkeeper at checkout.

BEP Money

Each teacher will receive \$200 allocation to purchase instructional materials for your classroom. You will receive your check 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* that 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 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, along with all your deposit tickets. If you need a check for any activity associated with your trip (i.e. admission tickets, food, etc.), you will need to complete a purchase order. Checks will need to be requested well in advance of need so it 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 one canceled, as opposed to refunding 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!!