

Cedar Bluff Elementary School

2019-20 Staff Handbook

The following information is provided as a guideline of your principal's expectations to ensure a cohesive school environment that is academically strong, safe & orderly, and adheres to district policies.

GENERAL INFORMATION

- Bullying: If a student or parent reports an incident of bullying, please tell your grade level administrator immediately. We must investigate any report of bullying within **48 hours** of the report, and we must develop a plan to address the situation within **20 days**. All teachers and staff must sign off that they have seen and understand Knox County Schools' Bullying Policy.
- DCS Reporting: If you suspect abuse or neglect of a student, or if it is reported to you, you must report immediately to DCS. Failure to do so is a violation of the law and a Class A misdemeanor. **Do not investigate the situation.** Once you have reported the situation to DCS, keep the DCS referral number and alert an administrator. If you need assistance with this process, you may reach out to an administrator for guidance and support.
- Civility Code: Remember that Knox County Schools' Civility Code (School Board policy B-230) maintains that employees, parents, and the general public should maintain a mutual respect, civility, and orderly conduct at all times. Everyone should refrain from behavior that threatens or attempts to disrupt school or school district operations, physically harms someone, intentionally causes damage, employs loud or offensive language, gestures, or profanity, or inappropriately shows a display of temper. Behaviors not in line with this policy will not be tolerated.
- Harassment: Knox County Schools does not discriminate in its programs or employment practices nor does it tolerate harassment for any reason including, but not limited to, harassment on the basis of age, actual or perceived gender, sexual orientation, national origin, disability, religion, race, color, genetics, veteran status or any other federally identified protected area. Harassment by any employee will not be tolerated. Please refer to School Board policy G-220.
- Technology: As a new policy, it will be our expectation that any technological device that belongs to Cedar Bluff Elementary will be repaired at the teacher or staff member's expense IF the damage occurs outside the school day and/or by a staff member's family or friend. Damages to equipment that occurs at school as part of the instructional day will be repaired at the school's expense.
- Lesson Plans: Lessons and class activities should reflect good planning and must conform to Knox County curriculum guidelines. Lesson plans are required and must be left on the desk or in an easily accessible location. Please make plans with a substitute in mind. Have materials ready prior to leaving the building each day.

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Three full days of plans should be available to any sub in the event of an emergency. Please prepare 3 days of sub plans and refill any used items.

- Hours: Teacher hours are 7:30 – 3:15 (with necessary allowances for such activities as bus duty, staff meetings, etc.). Please be in your classrooms no later than 7:30 in order to greet your students as they arrive. Your presence is the greatest deterrent to inappropriate behavior in the hallways. Special Areas teachers will be assigned a location. Remember that morning announcements will begin at 7:45am. Teachers and staff must have approval from your grade level administrator before leaving campus during contract hours.
- Ethics: The ethics of the Tennessee Education Association will be followed. Problems and grievances will be addressed through proper channels and chains of command. Professional conduct is expected of every staff member. The confidential nature of student records and related school matters must not be violated.
- Email: Please check your email in the morning and the afternoon. This is a means of relaying messages from the office to staff members as well as among staff members.
- Parent Communication: It is expected that each teacher will communicate regularly with parents via phone calls, email, discipline folders, or notes for positive communications and areas of concern. Parent Conferences– At least one face-to-face per family. This may be held anytime during the school year and is to be documented. A minimum of six parent conference hours is required and is to be recorded in MyLearningPlan. All teachers should utilize phone calls, their classroom webpage, notes, emails, and other forms of communication.
- Meeting Days: Reserve Tuesdays each week for school related meetings. Meetings will begin promptly at 3:15 and will normally be over by 4:00. Appointments should be avoided during these times.

Mondays – Instructional Support Team (when scheduled)

- 1st Tuesday: Leadership Team Meetings
- 2nd Tuesday: Faculty Meetings
- 4th Tuesday: Committee Meetings (as needed)

Thursdays – PLC Meetings every week

- Mailboxes: Please check your mailbox each morning and afternoon for important messages, handouts, etc.
- Announcements: Morning video announcements will be made each day @ 7:45 a.m. Please be sure students are quiet and attentive during this time. Important details will be shared during this time. You may sign your class up to do the Mission Statement and Pledge of Allegiance during morning announcements. Melanie Sardonía will be in charge of this effort. Further interruptions via the intercom will

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be kept to a minimum during instructional time. Calls to individual classrooms will be made only as necessary.

- Lunch: A duty free lunch will be provided for all classroom teachers. Lunch schedule times include travel to and from the serving line. Students are to be escorted to the cafeteria and go through the line as a total group. Do not leave students in your classroom to finish work, look for lunch money, etc.
- Policies: Please maintain familiarity with the contents of the Knox County Schools Policy Handbook. It will be provided on our school file folder online. KCEA will provide one copy to each building representative.
- Telephone calls: The office will take a message during the day. Messages will either be left in your box or delivered to your room. Non-emergency phone calls will be forwarded to each staff member's voicemail. It is imperative that each teacher checks and clears voicemail daily. Student use of classroom telephones is left to each teacher's discretion. Procedures for telephone use should be communicated with parents at Parent Information Night meetings in August. Cell phones are an acceptable means of communication with the office, especially when you are outside the building. However, please do not make or accept personal calls on your cell phone during the school day.
- Supervision: Children must be supervised at all times. If you find it necessary to be briefly absent from your classroom, it is your responsibility to arrange for supervision of your children. If an emergency occurs, send for help. All teachers are responsible for all Cedar Bluff Elementary students. When a student is seen misbehaving, please take responsibility for correcting the inappropriate behavior or acknowledging exemplary behavior. Playground supervision must be active. Students must be in your direct view. Review playground safety rules with students frequently.
- PTSA: All teachers, instructional assistants, and other staff members are encouraged to join and support our Cedar Bluff PTSA. They have a solid committee and have planned many exciting activities for this year.
- Email & Web Pages: Please be aware that anything put into an email message is public domain. In addition, be aware that anything posted on Facebook or other social media sites, by you (or your Facebook contacts) can potentially be seen by anybody. It is also highly advised to not become Facebook "friends" with present or past students. For your grade level and class web page, please remember that this is often the very first place that a parent or community member looks to learn more about our school. Be sure that your web pages are up-to-date, factual, and welcoming. Please adhere to the Knox County Social Media Policy (G-161).
- Professional Dress: Professional dress is expected of all staff members. We must set an example for students by dressing in an appropriate manner and following the Knox County Schools dress code. Professional dress also fosters respect from

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students and parents. Shorts are not acceptable with the exception of PE, field days, appropriate field trips, etc.

- **Religious & Medical:** It is important that we be conscientious of religious or medical restrictions that have been shared by parents regarding any of our students. This information will need to also be shared by the teacher with front office staff and administration.
- **Building Use:** The office and administration must be made aware of dates or events that need to be on the master calendar. A “Building Use” form must be completed and approved by an administrator prior to scheduling events such as concerts, bridal/baby showers, meetings, etc. in any room of the school.
- **Smoking:** As per Knox County Schools policy, smoking is not allowed anywhere on Cedar Bluff Schools campus. Please bring to the attention of the administration immediately any knowledge of anyone smoking on campus.
- **In-service Hours:** are to be recorded in MyLearningPlan. The requirements are: Certified Personnel – must have 12 inservice hours yearly, district-wide or building-level. For Classified Personnel – must have 18 inservice hours yearly. 12 hours must be earned at trainings related to the job responsibilities of the individual, and 6 hours may be earned at the discretion of the principal. All personnel are required and responsible to have all hours completed and information entered into MyLearningPlan before the designated date.
- **Keys:** All building keys issued are the responsibility of the holder. Lost keys will result in a replacement fee (TBD).

ABSENCES/SUBSTITUTES

- **Absences:** Staff absences may occur due to illness, personal leave, professional or administrative leave, or approved religious holidays. Personal leave is not to be taken on in-service days, on a day adjacent to a designated school holiday, or during the last two weeks of school unless the principal has given prior approval.
- **Substitutes:** All teachers and Instructional Assistants will require a substitute for days absent. For Professional or Administrative Leave, please let our AESOP data base administrator (Denise Yoder) know who will be paying for your sub.
- **Late Notification (sick in the morning):** Please create your absence in AESOP as early as possible. The earlier you create an absence in AESOP, the easier it is to secure a substitute. AESOP starts contacting substitutes at 6 p.m. and continues through 10 p.m. If you create an absence later than that, it will start calling at 5:30 a.m. the next day. If you create an absence after 6:30 a.m. on the morning of your absence, please also call the school office and leave a message in order to get coverage for your classroom until a substitute arrives. Your morning/afternoon

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duty will not be assigned to your substitute. It is your responsibility to arrange for a colleague to assume your extra duties.

To contact AESOP you may: (1) Call 1-800-942-3767, or (2) Go to our school website (www.knoxschools.org/cbes), choose "Online Services" and then "Absence Management" to log into the AESOP website. If you lose your AESOP log in information, please see Denise Yoder.

- **Sub Folders:** Keep a substitute folder readily available in your classroom at all times. Provide written lesson plans for your substitute. A copy of your class schedule, roster should be kept in your folder as well as emergency evacuation plans. Pertinent Medical Information for each student must be included. Also, remember to have 3 full days of plans prepared in advance and re-supply these as needed/used.

CURRICULUM RESPONSIBILITIES

- Every child must receive a report card each nine weeks. Students enrolled in CBES for 15 days of the grading period will be issued a report card. Children receiving special education services must receive an IEP Progress Report each nine weeks that indicate progress toward goals and objectives outlined in the IEP. The special areas teachers will provide music, physical education and art grades to you in advance. Interim reports will be sent home at 4½-week intervals.
- Attendance must be recorded by 9:30 every day.
- Each teacher will keep on file examples of students' work (exams or tests, daily work, etc.) used as grading criteria for student progress. A minimum of one grade per week per subject area must be given, checked and returned each week. Teachers should utilize a systematic method of sending the students' work home. Teachers must decide as a team how Sci/SS grades will be recorded and progress is measured.
- Time on the playground is limited to 30 minutes per day following the Master Schedule, that includes transition to and from the playground.
- Homework should be a meaningful extension of class activities. Suggested homework guidelines are 10 minutes per grade level. Homework should be used to reinforce previously taught skills, not to introduce them. Please make your parents aware of your classroom "Homework" policy.
- All special areas classes are an integral part of our school curriculum. Every teacher's support is expected as we work together to benefit all students. Students are not allowed to be held out of scheduled special area classes for discipline purposes or to make up class work.

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- Teachers should provide feedback for all written assignments in some manner, albeit oral or written. Writing will be expected to be integrated across the curriculum as well as practiced on a consistent basis and to be identified in your lesson plans.
- Staff members must observe all copyright laws for printed materials, videos, music, and computer software. If you are showing a video in your class, an Audio/Visual Request for Classroom Instruction must be submitted to and approved by an administrator and notice sent home to parents prior to showing the material.
- All teachers/staff must be familiar with IEP's/504's of students with whom they work. When attending an IEP or 504 you are required to remain in the meeting in its entirety – state law. If you are attending on behalf of your team make sure you come prepared with academic progress for all classes. If you have questions about this, please talk with the student's case manager.
- If you have concerns about a student's academic progress, please talk with your grade level principal. The S-Team process will be initiated and documented. We will adhere to and follow the RTI² District Intervention Policy.
- Please make Special Areas teachers aware of special needs/modifications for individual students.

CUMULATIVE RECORDS (CRs)

- All teachers must review and keep up with their students' CRs.

When you receive a new student during the school year, a partially completed CR envelope including the new student's enrollment packet will be placed in your mailbox. You must review the student's enrollment information. Special attention should be taken to identify students with special needs. Forward names of students receiving special education services to appropriate case managers. After review, complete and file in the vault. Previous academic records, etc. will be passed on to you for review as soon as they arrive. Please be sure to thoroughly review them. Notify the office if you have not received these records within six weeks of the enrollment.

- ALL CRs and CCRs MUST remain in the vault and be available to other authorized personnel at all times. If you take your students' CRs to your classroom (temporarily) for parent conferences, etc., please notify the office. CRs and CCRs must be returned to the vault at the end of each day. All information contained in CRs and CCRs must remain confidential and only be shared with parents and authorized personnel.
- When a student leaves our school during the school year, we will receive a request for records from the receiving school. When this occurs, the office will pull the CR from the vault and put it in your mailbox along with a "transfer/withdrawal" form to

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be completed. Be sure ALL records are up-to-date and records including math/reading folders and the back of the white enrollment card. Please turn the completed CR and withdrawal form into the office in a timely manner.

- Inform parents that any lost/damaged textbooks, library books, or other financial obligations must be resolved before records will be released. Each child is responsible for texts during the year. Textbook costs will be pro-rated according to years of use. Texts should be numbered and assigned to individual students where appropriate.

STUDENT ATTENDANCE POLICIES

- Staff members will be assigned morning arrival and afternoon dismissal duties on a rotating basis. At 7:35 a.m., all students will be dismissed to classrooms. Students will not be counted tardy until the tardy bell rings at 7:45 a.m. Afternoon bus duty will begin with dismissal. Any students who remain after 3:15 p.m. will become the responsibility of the administrators. Please make an administrator aware of any remaining students. Morning arrival duties begin at 7:10.
- Students must be at school for 3 hours and 15 minutes to be counted present for the day. Accurate attendance records must be kept at all times. The office will document students who are signed out too early or arrive too late to be counted present for the day. Have your attendance in by 9:30 each morning.
- When a student withdraws from Cedar Bluff Elementary, teachers are to continue marking that student absent for 10 school days or until they are dropped from the system (within that 10 day period). If a student continues to show up on your roll (in Aspen) after 10 school days, please notify the office.

ROUTINES, DUTIES, AND RESPONSIBILITIES

- All teachers must follow Knox County Procedures for lunch charges. No student will be denied lunch due to lack of lunch money. Teachers and staff may not charge meals in the cafeteria, per downtown request.
- Fire Drills, Disaster Drills, and Safety Management Drills will be conducted on a regular basis throughout the year. Be sure that all students are aware of ALL emergency procedures. (Please see safety plan.)
- Students must be escorted to and from special area classes and lunch. Punctuality is essential. Please refer to your cell phone or school computer for the correct time.
- If a child is injured at school, the supervising adult must complete an online Accident Report and notify the parent on the same day the accident occurred. It is the supervising adult's responsibility to make sure an accident report is completed. If a child is injured, no matter how minor you feel the injury may be (within reason),

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an accident report must be completed and the parent notified. Any type of head or face injury must be documented.

- If a student becomes ill (headache, stomach ache, etc.) during the school day, teachers should attempt to handle it within the classroom unless the Clinic is open. If you suspect a student is running a fever, and the Clinic is closed, you may send them to the office to have their temperature taken. Students running temperatures of 100.6 or above, or who have vomited or have diarrhea need to be picked up by a parent/guardian and cannot return for 24 hours.
- In order to provide a secure environment for all staff and students, all outside doors must remain locked at all times. Doors should not be propped open. Make sure your purse/valuables remain locked up at all times.

FIELD TRIP INFORMATION

Field trips enable teachers to expand student learning beyond the walls of the classroom into the vast community outside. They provide students with experiences that cannot be duplicated in the classroom, but are nonetheless an integral part of school instruction. Perhaps a field trip can best be described as a living laboratory in which learning is acquired through active hands-on experience with the rich resources of the local community.

- All field trip forms are to be completed online.
- Do not eliminate any student from participating in a field trip. If in doubt, check with an administrator.
- Follow the Field Trip Checklist (see Mitch for a copy of you need one) when submitting field trip requests online.
- Students are allowed to be dismissed while on a field trip. Identification must be checked and a sign-out sheet must be completed prior to turning the student over to a guardian.

STUDENT MANAGEMENT

- Provide students and parents with a written set of classroom rules and practices (may be done by grade level) within the first two weeks of school. Involve students as much as possible in developing class rules.
- Establish routine consequences for misbehavior in advance so that children know what to expect if they are disruptive. Please reinforce your written guidelines by informing parents of your expectations and practices at your parent information night and via parent conferences.
- Hallway behavior is equally as important as classroom behavior and needs to be consistently enforced. With the number of classes using the halls at the same time, students need to walk in a line down the hallway at level 0.

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- Handle discipline problems on your own or with a “buddy-partner” whenever possible. Office referrals will be handled on an individual basis. Per District requirement, all discipline referrals will be initiated in Aspen by the respective faculty member. Please do not leave students in the office for a “Time Out”. Students should not be sent to the office on their own. Do not place students in the hallway unattended. A brief “time-away” with the “buddy-partner” is one of your discipline options. Do not delay or limit lunch or recess as a punishment. Isolated lunch is an option. PAC assignments are only to be approved by administration. If you text an administrator, please do not list specifics.

FINANCIAL RESPONSIBILITIES

- Each Cedar Bluff Elementary teacher is responsible for maintaining complete and accurate records of all money received and disbursed in their class activities. Money must be turned in daily. Please do not hold any checks or cash in your classroom overnight. Each teacher must comply with all requirements governing the purchasing and acquisition of materials and equipment. The teacher is fully accountable for the accuracy and completeness of all financial records pertaining to his or her program. Teachers’ records will be audited at the end of each school year.
- Cedar Bluff Elementary School fees are \$25.00 per student. The cost of a class T-shirt is included in this fee.
- Receiving Money: Fill out the paper form. Give the paper form to Kathy along with the money. Keep the yellow paper and Kathy will return to you a receipt to attach to the yellow form.
- Student money must be deposited on the same day it is collected. Under no circumstances should money be “held” beyond a school day.
- No programs that require taking money from students are to be scheduled after May 1st, so the bookkeeper can close the books. Please limit activities in April and May due to the numerous activities already scheduled for that time of the year.
- Refer to Bookkeeper’s handout for all bookkeeping procedures and expectations.