

Algonkian

Staff

Handbook

## *THE TEN ACADEMIC NEEDS OF STUDENTS*

- 1. To understand the teacher's goals*
- 2. To be actively involved in the learning process*
- 3. To relate subject matter to their own lives*
- 4. To follow their own interests*
- 5. To experience success*
- 6. To receive realistic and immediate feedback*
- 7. To experience an appropriate amount of  
structure*
- 8. To have time to integrate learning*
- 9. To have a positive contact with friends*
- 10. To have instructions matched to their level  
of cognitively development and learning style*

## **INTRODUCTION**

This handbook is designed to serve as a reference regarding the philosophy, procedures, and guidelines pertinent to the overall operation of the school. It is relatively impossible to answer all the questions that may arise in connection with the daily operation of the school; however, this handbook addresses the majority of the basic questions and concerns. Each staff member is instructed to refer to the Loudoun County Public Schools Policy Manual on the LCPS website at [www.lcps.org](http://www.lcps.org) for further, detailed information.

It is the expectation that every teacher study the contents of this handbook. The time and effort that you spend in becoming familiar with the contents is greatly appreciated. To understand the procedures and policies of the school is an important aspect of ensuring that students' educational needs are met.

“Our greatest contribution is to be sure there is a teacher in every classroom who cares that every student, every day, learns, and grows and feels like a real human being.”

The Gallup Organization

### Accidents

The health and safety of the students is a priority in all activities. Teachers must consider this in planning classroom and playground activities. Teachers should be cognizant of individual student's health issues to help avoid the possibility of injury or accidents.

Every teacher should be knowledgeable of basic first aid principles. If a student has sustained a severe injury (e.g., broken limb, severe bleeding, etc.), it is the responsibility of the teacher to call the clinic or office using the radio to request assistance. If a radio is not available, someone (e.g., another teacher, assistant, student, etc) should be sent to the office immediately. A brief description of the incident is helpful so that the clinic assistant may report to the scene prepared with necessary supplies. If there is an accident/injury in the classroom, or other area with a call back button, you must use the call back button to alert the office. **The student should be kept warm comfortable and should not be moved until medical help arrives.**

In the case of a minor accident or injury, the teacher should send the student to the clinic with a completed clinic slip.

In the event of an accident, the Health Clinic Assistant will ask the teacher to complete an accident report. **All information on the form must be completed and returned to the office before the close of the school day. It is crucial that these forms are returned to the Health Clinic Assistant on the same day.**

### Announcements

Announcements will be made over the closed circuit television network in the morning and the public address system in the afternoon when necessary. Announcements must be submitted in advance to the office for approval. Please make sure the date(s) and time(s) to be read are clearly indicated. **According to Virginia State Law, a moment of silence will be observed throughout the school each morning during morning announcements.** It is the responsibility of the teacher to ensure that the children are quiet and attentive during announcements. All students and staff must pause and respect the moment of silence. This includes when in the classroom, hallways, library, or office.

Top priority will be given to ensure that classes will not be interrupted during instructional time.

### Assemblies

Assemblies are selected with instructional preparation and classroom follow up in mind; therefore, teachers are expected to be present, and remain with their students, to view the assembly. Teacher attendance reflects the importance that students view assemblies as instructional-based opportunities as well as entertainment. Consideration is given so that assemblies are scheduled on different days and times throughout the school year for fairness in the missing of planning periods. Grading, or processing of papers, and other clerical tasks are not appropriate during any assembly.

During assembly programs, please sit where you can supervise your students. Students, for whom assemblies are difficult, should be seated near you before the program begins. Please ensure that all students have used the restroom facilities before coming to the assembly. In addition, please give consideration to the placement of students in line before coming to the auditorium. Students should enter and leave the assembly area in a quiet and orderly manner.

### Assessments/Grading

\*\*\* See report card manual for details on assessment and grading\*\*\* Teachers are expected to provide a variety of instructional activities so that an adequate number of grades are given in each subject area. In addition, it is important that grades are directly related to the desired outcomes and

objectives for each particular subject area taught and should reflect academic achievement of the task. For example, it is inappropriate to lower a grade because a student did not number, or head, the paper correctly. Such errors should be reflected in the *Social Work Habits* section on the student report card.

All student work should be assessed in a timely fashion and sent home weekly. Exceptions include work displayed in the classroom or hallway. Student work should include encouraging comments and specific feedback from the teacher. Keep in mind that parents are looking for assignments that their children completed to come home within one week. All students' work which is graded should have the number correct rather than the number wrong indicated.

Grades should be entered into Clarity no later than one (1) week after the assignment/test is completed. Mandatory state and county assessments are given periodically throughout the year. It is the teacher's responsibility to meet necessary deadlines and to record assessment data scores as directed by the state/county.

### **Attendance - Students**

Teachers are to hang the Daily Record of Attendance (DRA) outside their door each morning by 8:00 A.M. If a student is absent, mark a one (1) in the appropriate box next to the corresponding day.

**Attendance is to be taken each day at 7:50 A.M. Students not in class at that time are to be marked absent. NO STUDENT IS TO BE ADMITTED TO CLASS AFTER THE 7:50 A.M. TARDY BELL WITHOUT A TARDY SLIP FROM THE OFFICE. STUDENTS WHO COME TO CLASS AFTER 7:50 A.M. WITHOUT A TARDY SLIP ARE TO BE SENT TO THE OFFICE IMMEDIATELY TO GET A TARDY SLIP. THOSE STUDENTS WHO WERE MARKED ABSENT, AND COME IN TARDY, WILL HAVE THEIR ATTENDANCE CHANGED BY THE ATTENDANCE SECRETARY. Teachers are to keep all tardy slips until the end of the school year as a means of verifying the student's attendance.**

Teachers are asked to be aware of excessive tardies and absences. Please notify the office regarding concerns so corrective measures can be taken. These may include, but are not limited to, phone calls home from the teacher, office staff, and/or administration; notices sent home to parents; and, in extreme cases, contact with the LCPS Attendance Officer.

Listed below are the procedures for taking student attendance on a daily basis:

### **DRA INSTRUCTIONS**

#### **FIRST DAY**

1. Each child who is present is marked **E1**.
2. Each child who is not present is marked **N for Not Present**

#### **SECOND DAY**

1. Any child attending for the first time is marked **E1**.
2. Any child who has not yet attended is marked **N**.
3. Any child who attended the first day (**E1**) but is absent the second day is marked 1 (this is the mark to be used for any child who is absent throughout the school year).

#### **FOLLOWING DAYS**

Follow the procedures for the second day.

## **TARDY**

1. If a student arrives to class after attendance has been taken at 7:50 A.M., the teacher is not to accept the student into class without a tardy slip. The student is to be sent back to the office for a tardy slip.
2. Unless otherwise instructed, if a bus is late, or if students are late for any other reason, post the DRA to the office at the regular time. Those children not present at the time attendance is taken (7:50 A.M.) are to be marked absent. Students who are late are not to be admitted to class without a tardy slip. The Attendance Secretary will change the DRA for those students who were marked absent to tardy.

A written excuse for students' absence(s) is required. These are to be reviewed by the teacher and sent in the DRA folder to the office for recording. After they have been recorded by the attendance secretary, the written documentation will be kept on file in the office for the school year.

**PLEASE NOTE: IT IS EXTREMELY IMPORTANT THAT ABSENCES ARE REPORTED ACCURATELY. WHEN YOU INDICATE A STUDENT IS ABSENT, THE OFFICE CALLS HOME TO VERIFY THE ABSENCE. IF YOU HAVE MARKED THE WRONG STUDENT ABSENT, THIS PRESENTS A SERIOUS CONCERN TO THE PARENTS WHO KNOW THEY SENT THEIR CHILD TO SCHOOL. CONSIDER THE USE A RULER OR STRAIGHT EDGE TO MAKE SURE YOU ARE MARKING ON THE CORRECT LINE. IF THIS HAPPENS ON A CONTINUOUS BASIS, YOU WILL BE ASKED TO CALL THE PARENTS TO REASSURE THEM.**

Frequent and/pr extended absences from school for any period of time will result in loss of learning. It is important for each student to be present whenever possible to take full advantage of the educational opportunities offered by the school. All students who are absent are required to make up work missed regardless of the reason for absence.

### **Attendance - Teachers**

***School Hours*** – The teacher's school day will begin at 7:30 a.m. and end at 2:50 p.m. The librarian and counselor abide by a different contract specifying additional work time and/or workdays. All classroom teachers should be in their rooms and ready for instruction at 7:30 a.m. Classroom teachers are expected to stand and greet students as they enter/leave for the day. All teachers will have duty at various times throughout the year. Depending on your duty assignment, your required arrival or dismissal time may change.

***Late Arrival*** – Staff should make every attempt to call the office when an unexpected late arrival to school occurs so that coverage for the class and/or other duties may be quickly established. However, since emergencies do occur, and it is not always possible to call in your late arrival, the following procedures should be in place:

- Teachers assign a student to report their absence to the neighboring teacher after 7:40 a.m.
- Teachers establish an understanding with each other to check classes routinely.
- **Students should not be permitted to enter a classroom where no teacher is present.**

***Early Departure*** – If an illness or emergency requires the teacher or staff member to leave early, he/she must:

- Inform the principal or assistant principal regarding the need to leave early and receive authorization to leave early.

- Sign out at the office indicating time of departure.

**Staff should understand that these hours are expected to be maintained. Recurring late arrivals or early departures will be monitored and a meeting with the principal to discuss variations from these hours will be held.**

**Teacher Absence** – Teachers needing to take leave for any reason, are asked to make arrangements with the Assistant Principal. Please notify the Assistant Principal using the Substitute Request Form as soon as you know a future absence will be necessary. This form needs to be used regardless of whether or not you require a substitute. Forms are located outside the Assistant Principal's office. Once completed, the Substitute Request Form should then be placed in the mailbox behind the Bookkeeper's desk. Requests for the next day need to be completed before 3:00 P.M. All employees must call the Assistant Principal during designated times for absence requests after our school day.

In the event of an unexpected absence, please call the Assistant Principal prior to 6:00 am. After that time it is difficult to obtain a substitute and you may be asked to report to school until coverage can be secured. A leave sheet must be signed upon your return.

All leave, including personal, sick, religious, and leave without pay, must be utilized in accordance with Loudoun County Policy and Regulation (7-57, 7-58 & 7-60). All requests for personal leave must be approved in advance. Requests for personal leave are granted at the discretion of the Principal and are subject to the limitations as outlined in Loudoun County Policy and Regulation (7-60).

Leave Without Pay must be utilized in accordance with Loudoun County Policy & Regulation (7-58). Employees must complete a Leave without Pay Form, to be turned in for approval by the Principal and the Director of Personnel, before being turned in to the Assistant Principal. Please read this section in advance of planning any leave without pay requests.

**Religious leave** - Employees may take up to three days per year for religious observances which will be deducted from accumulated leave or leave without pay. Please submit a leave request form indicating religious observance to the Assistant Principal at least three days in prior to the date requested in order to secure a substitute.

### **Audio - Visual Inventories and Distribution**

**Operation of Equipment** – Teachers should not permit children to operate projectors or any other A-V equipment unless pre-approved by the librarian. Follow the directions from the librarian to secure and return A-V equipment.

**Ordering Materials** – The librarian has numerous catalogs for ordering material from the Media Center (MC) as well as additional materials available from the state media office. Orders from either source are placed through the librarian. Please observe the deadline and directions for the use of all materials. The librarian is a valuable resource and is always willing to assist teachers with locating appropriate books and materials.

### **Bell Schedule**

#### **Morning Bells:**

**7:30 A.M. 1<sup>st</sup> Bell: Children can enter the building**

7:50 A.M. Tardy Bell- Start of the school day

8:00 A.M. BLT Begins



### Afternoon Bells:

2:35 P.M. First bus students and day care bus students dismissed. (day care students will be dismissed to the Activity Room)

2:40 P.M. Walkers dismissed by announcement once all buses have left.

2:45 P.M. CASA and second bus students (if applicable) dismissed to the Activity Room.

### Walkers are not to be dismissed until all buses have left.

### Building Security

It is the responsibility of everyone in the building to ensure safety. Classroom blinds need to be down and closed during overnight hours. Classroom doors are to be closed and locked when you leave the room. Outside doors are to remain locked at all times and are not to be propped open.

### Bulletin Boards

Teachers are responsible for maintaining the bulletin boards in their classroom. Bulletin boards are to be changed on a regular basis and must be reflective of current curriculum and classroom activities/procedures. In addition to individual classroom bulletin boards, each teacher will have the responsibility of completing one of the bulletin boards in the hall corridor during the school year. (See bulletin board schedule and guidelines)

Work displayed in the hallways should reflect the students' best efforts. Displayed writing should reflect the writing process. **Student work displayed in the classroom or hall should not have a grade written on it.**

### Bus Pass Procedures

Students who have written permission from their parent or guardian to ride another school bus to or from school must obtain a Bus Pass from the office. Parent permission notes should be sent to the office first thing in the morning with the attendance to obtain the pass. **Bus Drivers will not permit students to ride the bus without the pass.**

### Child Abuse and Neglect

Under Virginia Law, school employees are mandated to report suspected cases of child abuse or neglect. Teachers should be alert to the signs of child abuse and neglect. **STAFF MEMBERS ARE TO REPORT SUSPECTED CASES OF CHILD ABUSE OR NEGLECT TO THE ADMINISTRATIVE STAFF IMMEDIATELY.**

### Classroom Environment

**Classroom Organization** – Each classroom should be arranged to include:

- An area for small group instruction
- An area with independent reading materials, visible to the teacher
- An area for centers or enrichment
- A listening station should be included in grades K-1
- Computer monitors must be facing outward and be viewable by the teacher at all times.

Classrooms should be *ATTRACTIVE* and show signs of student work. Bulletin boards should be changed with relative frequency. Furniture or carpets may be used with approval from the administration. Coats, boots, umbrellas, etc. should be organized and stored properly to ensure safety. Students are expected to participate in the end-of-the-day clean-up and with classroom organization. Large items (e.g., tents, paper trees, etc.) must be approved by an administrator to meet safety requirements.

### **Classroom Supervision**

Teachers are legally responsible for the supervision of their students during the school day and are not to be left unsupervised at any time. Please be vigilant about being in your classroom at 7:30 am. Should an emergency arise, a neighboring teacher should be asked to supervise the class. Teachers should use the call back button in the event of a **serious emergency** in order to send help from the office immediately. **Use the call back button only in cases of emergency.**

Individual students or small groups of students are not to be left unsupervised in the classroom or hallways. Students who are unable to go to recess due to illness, injury etc., should be placed in another classroom until the teacher returns with the rest of the students.

### **Collecting and Distributing Items**

**Money** – All money collected from students (e.g., pictures, yearbook, field trip costs, etc.) must be counted upon receipt unless otherwise specified. Identify the student and the amount collected before sending it to the office. Do not store any money collected in your classroom overnight. Money must be given to the Bookkeeper and the appropriate form must also be filled out to record the transfer of funds.

**Materials** – Teachers should check with the principal regarding student or parental requests pertaining to school items or materials. The principal may be able to help determine whether or not the item(s) requested may cause potential conflicts or problems with safety, legal issues, or other concerns. The principal also has available funds to assist families in-need.

**Book Clubs** – Teachers often provide information to students and their parents about Troll, Trumpet, and Scholastic Book Clubs. Teachers are to send home a letter (see appendix) which describes the book club and states that participation is optional. We strive to explain to parents that we do not select the books, we only provide the service. Each team should participate in only one book club each month.

**Reimbursements of Funds for Staff Purchases** – Teachers wishing to purchase instructional/reward materials should first obtain permission from the Principal. County policy states that **sales tax can not be reimbursed** to an individual due to LCPS being a tax-exempt, non-profit organization. If a staff member pays sales tax, it will be at the purchaser's expense. Please see the Bookkeeper for the tax-exempt form if applicable. When a purchase has been made with the principal's approval, please give the receipt to the Bookkeeper for reimbursement. When the Bookkeeper is away from her desk, place the receipt in an envelope with your name and explanation of purchase.

### **Communication**

Teachers are asked to check your mailbox at least twice per day for important messages and notices including at the end of the day. In addition, email should be checked at least once every 24 hours as many parents prefer this method of communication. Telephone calls and e-mails to parents should be returned in a timely fashion (less than 24 hours). The Principal and Assistant Principal send most pertinent information via email and all staff members are accountable for this information. For assistance using email, please see the TRT.

### **Computer Lab**

It is the expectation that students utilize classroom computers throughout the school day. Classroom teachers **must** stay with their students while they are in the computer lab and students must be supervised at all times. When no class is scheduled to use the lab, teachers are encouraged to make use of the availability. Whole classes or small groups may use the lab.

The TRT and TRT assistant are available to help design lesson plans and implement activities in the lab as well as the classroom. Teachers are encouraged to schedule a time to meet with the TRT.

### **Computer Use (Teachers)**

It is LCPS policy that all LCPS employees are required to agree to and sign the Acceptable Computer Use Policy agreement. Computer equipment, software, and networks in schools and administrative offices are the property of LCPS and are intended for LCPS business only. Please see the TRT if you have questions regarding this policy or are interested in reading specific examples of acceptable and unacceptable use.

### **County Policy Manual**

Loudoun County School Board policy and regulations are presented in detail in these manuals which are housed on the LCPS website. It is highly recommended that teachers refer to the policy manual and become knowledgeable regarding its contents. Questions regarding School Board Policy should be directed to the administrators.

### **Custodial Services**

Requests for custodial services should be made through the office by completing a Repairs/Clean and Supply Needs form and returned to the Bookkeeper. Prompt notification should be given when teachers become aware of a maintenance problem. Should a maintenance problem persist, the administrative staff should be notified.

Teachers are responsible for general clean up during and at the end of each school day. The classroom should be free of paper and debris. Students' chairs should be stacked at the end of each day and placed at the end of rows or next to tables/clusters of desks. All textbooks and school supplies should be off the floor so that the custodian can clean the floor. A neat and clean classroom helps to promote a positive learning environment in the school.

### **Daily Schedule**

Each teacher is required to post a daily, written schedule on the front board. The review of the daily schedule should not be a perfunctory exercise but should involve the students in a meaningful discussion of their day.

The written schedule does not need to include everything you plan to do for the day, but should generate interest in the day's activities and provide purpose and meaning regarding instruction. Instruction should begin promptly at 7:50 am each morning and should not end before 2:35 pm. Routine tasks such as attendance, lunch count, agendas, packing up, etc. should be completed quickly and efficiently to maximize instructional time.

### **Discipline**

**School Discipline** – What is good discipline? Discipline is evident in a classroom when:

- Students are attentive to teacher instruction.
- Students are self-directed and involved.
- Students move from place to place in an orderly fashion.
- Students respect each other's rights, school property, and demonstrate good school spirit.
- The teacher maintains control with his/her presence. Shouting, threats, or group punishment are inappropriate and ineffective methods of discipline.

A copy of the signature form for the Loudoun County Students Rights and Responsibilities must be **signed by both the parent and student in the Student's Scholastic Record (SSR)**. It is the teacher's responsibility to ensure that the signature form is placed in each student's SSR. Teachers are responsible for helping students develop an awareness of school and classroom rules. Classroom rules should be visibly posted in each class and a copy sent home to parents.

While it is necessary at times to discipline students for inappropriate behavior, students are to be treated with respect and not disciplined in such a way as to infringe upon their dignity. Natural and logical consequences are a result of student's behaviors and should be administered in a non-punitive manner. Disciplining students should be carried out in a fair and consistent manner.

**Corporal punishment is not an acceptable form of discipline. It is against the law in Virginia.**

Recess should not be used as a punishment. No behavioral program should be implemented without prior **communication** between school and home for **prevention** of discipline problems. ***It is an excellent idea to call parents with any issue that may have come up during the day before the child goes home with just one side of the story.***

Should it become necessary for a teacher to send a student to the office, a Discipline Referral Form must accompany the student. Only in cases of extreme emergencies will administrative action be taken without a completed Discipline Referral Form. If a child is sent to the office, a phone call home, by either an administrator or the teacher, dependent on the circumstances or severity of the situation, will be made. Please reference the appendix for the matrix regarding what behaviors determine the need for an office referral.

### **Dress Code**

The primary responsibility for proper dress and grooming rests with the individual employee who serves as an example for the students of the school division (7-24, County Policy Manual). As role models for the students, it is important that as educators we dress in an appropriate, professional manner. Jeans, T-shirts, stretch pants, shorts, etc. are not considered to be professional attire. On Spirit Day, which is held each Friday, casual clothing [e.g., jeans, school shirts, or colors (red and black)] may be worn.

### **Duty**

All teachers will be assigned a duty. Classroom teachers should be in their rooms by 7:30 a.m. and at their doors to greet students. Staff who are on duty will be stationed at positions throughout the school. Bus duty staff must be at their posts at the arrival of the first bus (7:30-7:50). Afternoon bus duty will be from 2:35-2:50, or when all students have safely departed.

Bus Duty teachers will see that:

- Children enter and exit the school building in a safe and orderly manner.
- Children are released from their cars at the "Kiss and Go" area in a safe manner.

### **Early Dismissal Procedures**

All early student dismissals will be approved through the office. Teachers will be contacted by the office staff as to the release of the student. The student is to be sent to the office to be dismissed by the office staff. **Under no circumstances is a student to be released directly to an adult other than school staff personnel.** In the event of an early dismissal during an assembly, the student must return to the classroom with his/her class and then dismissed from the office.

### **Emergency Openings/Closings**

#### **Delayed Opening:**

In the case of a one-hour delayed opening, teachers and secretaries are expected to report one hour late.

In the case of a two-hour delayed opening, teachers and secretaries are expected to report to school two hours late. You will receive a call from the LCPS information office if school is delayed or closed. Please be sure to allow yourself plenty of time to arrive at school safely. In the event that you are unsure of a school closing or delay, check the LCPS website ([www.lcps.org](http://www.lcps.org)). FUTURA will still meet even with a two-hour delay.

### **Early Closing:**

Occasionally it becomes necessary to dismiss early due to inclement weather or other emergency conditions. The administration will inform teachers of this as soon as possible. We ask that you not to announce the early closing to your students. An announcement will be made at a time deemed appropriate by the administration. We want to ensure that our students continue working without disruption until the last possible minute. **In the event of early dismissal, all students will be held in their classrooms until buses arrive. Bus riders will be called (via the intercom system) once their bus has arrived. Teachers and staff are to remain at school until dismissed by the Principal.** Staff members who reside locally may be asked to remain at school to assure that children arrive home safely should school close early due to inclement weather. Faculty and staff should not assume that they are automatically dismissed in the event of an early dismissal. Consequently, staff who have children returning home from other schools should prepare alternative plans for their children. We will make every effort to dismiss staff who live farthest from Algonkian.

Please have all parents complete an action plan in case of early closing. Keep one copy in your classroom and send one copy to the office to keep on file.

### **Emergency Bag**

All classroom teachers will have an "Emergency Bag". In the event that there is an immediate emergency, the folder should contain all the necessary emergency information. Please indicate a short explanation regarding the Emergency Bag in your Substitute Plans. Emergency Bags must accompany your class to all specials, lunch, recess, and assemblies.

The folder will contain the following items:

- Class List (must be kept up to date)
- Emergency Drill Procedures (fire, tornado, Lock Down, Shelter in Place)
- Student Accounting Forms
- Copy of Emergency Care Cards
- Emergency Medical Information on medically "Fragile" students (allergies, diabetics, etc.)
- List of students on medication / when medication is taken
- Teacher Daily Schedule (Master Schedule)

### **Emergency Response Procedures**

Daily fire and safety inspections must be done by each teacher. If you notice anything that appears to be in violation of the safety code, please contact the administrative staff immediately.

### **FIRE DRILLS**

Fire drills will be conducted once a week for the first month of school and then monthly thereafter. Teachers are to lead their students out of the building in a quiet and orderly manner. The last student out of the class is responsible for closing the classroom door. Students are not to run or talk while leaving the building. After arriving at your designated area, teachers are to take roll. A new class roll will be provided to each teacher the first week of every month. Each teacher is responsible for adding or deleting students to the roll during the month.

After taking roll, each teacher is to fill out the **Student/Staff Accounting Form**. A staff member will come and collect the forms.

Students should be taught that if a fire drill or other evacuation should occur while they are traveling unattended in the hallways, they should join the **nearest** teacher, announcing their arrival. They should **not** return to their room or look for their teacher.

***During Lunch*** - Students should be instructed to exit quickly and quietly through the exits indicated on the emergency evacuation map. Classroom teachers are asked immediately to meet their classes at the designated assembly area.

***Students With Specialists During Evacuation Procedures*** – Should a fire drill or other emergency occur while students are in art, music, PE, library, reading resource, or other resource classrooms (e.g., speech, OT, SPED, etc.), the specialist is asked to lead the students out of the building to the designated assembly area. Classroom teachers will join their classes at that time.

### **TORNADO**

Please review the information sheets found in your Emergency Folder for information about a Tornado Watch and Warning Plan as well as the Tornado Action Plan.

- Proceed to designated area outside of the classroom
- Face the wall
- Crouch to the floor – head to the wall
- Place arms over the head
- Remain in the crouched position until an all-clear signal is given

### **LOCK DOWN – Act of Violence**

If a threat of violence or violent event occurs which endangers the security and safety of the students and staff of Loudoun County Public Schools, the Lock Down procedures will be initiated. An announcement will be made over the public address system by the principal and/or designee. All staff and students will follow the prescribed Lock Down procedures.

### **CLASSROOM LOCK-DOWN**

- Students proceed to the classroom coat rack area
- Face the wall
- Crouch to the floor – head to the wall
- Classroom lights are off
- Door locked
- Remain in your room until an all-clear announcement is made

### **CODE ORANGE – Bomb Threat**

#### **DO NOT CHANGE THE ENVIRONMENT**

- Do not turn on or off the lights
- Do not turn on or off radios, TVs, etc.
- Do not use a cell phone or a two-way radio
- Do not close your classroom doors
- Line your students up and exit the building
- Escort your students to your assigned Fire Drill area
- Take roll
- Complete the Student Accounting Form
- Wait for the all-clear signal

## CODE RED – Chemical Threat

### **Shelter in Place**

- Stay in your room or proceed to assigned room
- Close and lock all exterior windows and doors
- Assigned staff will place “Shelter in Place” signs on all exterior doors
- Do not open any exterior doors until directed to do so

### **Energy Conservation**

When leaving the classrooms, work areas or bathrooms, please turn off all lights. Computer monitors should be turned off each night before leaving your classroom.

### **Faculty and Grade Level Meetings**

Faculty, Committee, and Grade Level meetings, which are a required part of regular duties, will extend the working day. All certified staff members are expected to be in attendance. All classified staff are encouraged to attend, especially when issues that may directly affect them are being discussed. Active participation is essential to a successful meeting.

All school-based meetings will be scheduled for **Thursdays** at 2:50 P.M unless otherwise indicated. **Please do not schedule other events or appointments on those days.** In the event that you must miss a meeting, a reason for none-attendance is required. All faculty members, present or not, are responsible for the information given at each meeting.

### **Field Trips**

All field trip requests will be reviewed and approved by the administrative staff based on the Loudoun County School Board’s Guidelines for Field Trips. Field Trips must be an extension of grade level SOLs. Field Trip Request Forms must be submitted to the Assistant Principal no later than **October 31**. Forms submitted after that date will not be considered.

### **Procedural guidelines are listed below:**

1. Parent Permission Forms must be signed and carried with the teacher on the bus. Students and adults must ride the same bus during the entire trip (both ways).
2. A list of students pre-assigned to chaperons must be completed as well as an indication of those students who are absent or are remaining at school. After roll is called on the bus, the completed form is to be copied and left with the office. The copy will be carried by the teacher on the bus. This list should include cell phone numbers for all adults in attendance.
3. A list of emergency numbers (Parent Permission Form) and copies of Emergency Care Cards should be carried.
  - i. If an emergency occurs during the field trip, the first priority is the safety of the students on board the bus. If an evacuation is necessary, move the students to a safe place away from the bus, providing medical care to those injured, as well as support to all students.
  - ii. The Transportation Office will be notified immediately via the 2-way radio who will, in turn, notify fire/rescue/police and the affected school. If help is obtained in an alternate manner, the school staff member or bus driver must also notify the Transportation Office.

- iii. DO NOT MAKE STATEMENTS TO THE MEDIA. REFER QUESTIONS TO THE AUTHORITY IN CHARGE OF THE ACCIDENT OR TO THE PUBLIC INFORMATION OFFICER (PIO). All information released to the public will come from the school division PIO.
4. The schedule for the day must be turned into the **Assistant Principal** with the field trip request.
5. Notify the cafeteria and specials teachers three (3) days prior to the trip if the students will miss their classes. Specials time missed due to field trips will not be made up.
6. Teachers are responsible for transporting and administering medication to students while on a field trip. Advise the Clinic Assistant at least 3 days in advance of a field trip. She will provide the necessary medications to you with instructions. **Do not allow parent chaperones to administer any medications to students, unless the student is their own.** The Clinic Assistant will provide each teacher with a “fanny pack” first aid kit to keep with them at all times during a field trip.
7. Lunches for field trips are to be provided by the student or cafeteria staff. Only in unusual circumstances are students to bring money to pay for lunch on a field trip and must be approved by the office. Students are asked to bring a bag lunch or one can be provided by the cafeteria. Please notify the cafeteria of the number of lunches needed the day before the trip. Students may not bring any glass containers on the bus.
8. Students are not permitted to visit or make purchases in “gift stores.” Do not make a visit to the gift shop a part of your itinerary.
9. **To reiterate, teachers are to take class roll on the school bus prior to departure. No bus is to leave until the form is turned into the office and a copy is made for you to take with you.**

#### **Fire Marshall Codes and Regulations**

- Door frames may not be decorated
- Items may not be placed in the sill above the door
- All items hung on walls must be 18” or lower from the ceiling
- Plug in air fresheners are not allowed
- Microwaves, coffee pots, or electric burners are not allowed in classrooms
- Doors and exits may not be blocked
- Any large items such as tents, paper trees, etc. must be pre-approved by an administrator

#### **Food in Schools Guidelines**

Teachers may not use food in classrooms as a manipulative, part of any project, or a reward. Although snacks brought in by individual students, are permitted, THE SHARING OF FOOD IS STRICTLY PROHIBITED. Students who bring a snack containing an ingredient that other students are allergic to (e.g., peanuts, dairy, wheat, soy, etc) will be asked to eat their snack at another location (not in the classroom). Administrators will provide parent information regarding food in schools to be discussed at Back-To-School Night. Suggestions for rewards other than food will be provided as well. **Cupcakes or other food treats will no longer be permitted for birthday celebrations.**



### **Grade Book Guidelines**

Each teacher is responsible for keeping an accurate and organized on-line grade book using the Clarity tool. These books are legal documents, subject to review by the administrative staff, and will be retained by the school at the end of the year.

Expected guidelines are listed below:

1. Since letter grades are not given in grades K - 2, checklists, authentic assessments, and portfolio assessments, which closely parallel the curriculum and the report card, are to be used to assess student progress.
2. **LOUDOUN COUNTY DOES NOT HAVE A GRADE SCALE AT THE ELEMENTARY LEVEL. DO NOT CONVEY TO A PARENT THAT A GRADING SCALE IS USED.**
3. Although homework is not to be used as a student grade, it may, however, be reflected as "effort," as well as within the comment section of the report card.
4. Please refer to the Report Card Manual for further guidance on grading.

**At the start of the school year, parents are to be informed in writing of the procedures used for assessing student progress in each teacher's class.**

### **Grievance Procedures**

Loudoun County Public School System has a formal grievance procedure outlined in the Loudoun County School Board Policy Manual. Teachers should become familiar with this policy.

### **Guidance Counselor**

The Guidance Counselor works collaboratively with parents, students, teachers, and community agencies on the following goals:

- To help students view themselves as worthwhile individuals and recognize their abilities, interests, and feelings
- To understand, appreciate, and work cooperatively with others
- To develop effective decision-making, critical thinking, and study skills

While working with all students in their classrooms on the aforementioned goals, counselors will also be working with parents, teachers, and students individually to address specific problems a student may have. If you have a concern regarding one of your students, talk with the counselor or fill out a referral form. Please consult with the counselor if you have student concerns regarding the following:

Self-esteem	Getting Along with Others
Divorce	Functioning Away from Parents
Death	Depression/Anxiety
Behavior	Study Skills
Child Abuse and/or Neglect	Test Interpretation
Cultural Differences	Coping Skills
Drug/Alcohol Abuse at Home	Understanding and Accepting Handicapping Conditions

The counselor will work with you to help students better understand themselves, developing positive self-concepts and effective interpersonal relationships as well as learning effective decision-making and study skills. In addition, the counselor will have a regular schedule for class instruction (two times per

month). Occasionally, the counselor may be needed by the administration to assist in an unplanned circumstance. Please be flexible in these situations.

Trust your instincts – if you think something is wrong, or if you need information, contact the counselor. The counselor will also be working directly with parents and community agencies on the student’s behalf to foster a team approach (e.g., teacher, counselor, parents, and community agencies) so that there is a shared vision of how to best help children reach their potentials.

### **Gum Chewing**

Students are not permitted to chew gum. Gum should not be given as a reward. The building and grounds should be protected from the effects of improper gum disposal. Staff members should also not chew gum when in the presence of students.

### **Holidays**

Loudoun County Public Schools will remain neutral during all holiday seasons and will not promote or inhibit any specific faith and/or their celebration.

### **Homework**

Homework is an important aspect of the educational process and is a natural extension of the school day. Homework should be assigned each day in accordance with the guidelines outlined below. In all cases, work assigned for home study should supplement and reinforce concepts taught in school. (Reference LCPS Policy Manual 5-14)

#### **Several reminders:**

- Homework should be practice, not a struggle. Always assume that parents/siblings may be involved in the completion of student homework.
- Involve students in meaningful practice or extension activities and projects, so that homework is worthwhile/purposeful.
- Make homework “count.” Take time to assess student mastery of skills/concepts and evaluate the level of thinking used by the student, utilizing the data to refine drive planning and drive instruction.
- **Evaluate**, but **do not grade** homework. Grading of homework can unfairly inflate grades if strong parental or other assistance is given to students. Exception: Projects may be graded; however, you should involve students in self-evaluation and be sure the criteria is specific for grading.

***Elementary Guidelines (Reference: LCPS Policy Manual 6:4)*** – In addition to work assigned by the teacher, homework also includes activities that children pursue as a result of their interests in the classroom program. Individual differences and needs of pupils should determine the type and amount of homework that is assigned; therefore, teachers are encouraged to create differentiated assignments. Under no circumstances should teachers assign homework requiring pupils to work with skills or concepts that have not been developed in the classroom. Moreover, homework should **never** be given as **punishment**.

Textbook assignments should be those that pupils can do independently. Parental involvement is encouraged through drilling of math facts and spelling words, reading for pleasure, collecting specimens for science, making observations in the home or neighborhood, discussing various school-related topics and playing games that reinforce skills.

The amount of homework that a teacher assigns will vary from day to day. **As a general rule, primary-aged children should be required to spend no more than thirty (30) minutes daily doing homework while children in grades four and five should spend no more than one (1) hour daily.** A child who fails to complete his/her homework assignment, due to reasonable circumstances may

occasionally be excused from that assignment. Teachers are encouraged to work with parents in circumstances where a student is repeatedly not completing homework.

***FUTURA Homework Policy*** – The following is excerpted from county policy:

Each student in the elementary school superior learner program is expected to make up **important** work missed in the regular program. Important work includes special reports, important assignments, and tests (tests for fourth and fifth graders should be avoided on FUTURA days).

All homework or special reports assigned in advance are to be turned in before the student leaves to attend the FUTURA program. Important work missed in the regular classroom during the time the student attends FUTURA must be made up according to arrangements made with teachers.

### **Illness at School**

Students who are asthmatic, diabetic, or have allergic reactions should never walk to the clinic unsupervised! The Clinic Assistant can come to you or your location. Use the call button in any classroom or send a student or another adult for immediate help.

For “routine” care, the teacher or a responsible student should bring any child who becomes ill or is hurt at school to the clinic. A Health Referral form should be completed each time a child comes to the clinic. Please notify the parent if you have a child asking to go to the clinic on a regular basis. In case of serious injury, do not attempt to move the child and notify the office immediately. Anytime a child is injured while under your supervision, you are required fill out an accident report form immediately. This form can be obtained from the office.

### **Interim Reports**

Interim Reports are a means of communicating to all parents’ mid-way through the grading period regarding their child’s academic progress. These reports are to be used to communicate the following information:

1. Improvement in a student's overall academic achievement
2. Positive feedback regarding the student's academic performance
3. Grades that have dropped significantly (one letter grade or more) since the last reporting period
4. A grade of a “D” or an “F” in any subject
5. Other specific concerns or commendations

Remember, a phone call can easily diffuse a difficult situation and soften unpleasant news including a lower-than-expected grade.

In filling out the Interim Report for grades K-2 a ‘check mark’ is to be placed next to the specific subject with a brief narrative identifying areas of commendation or improvement. Grades 3-5 are to place a letter grade next to the subject area. All Interim Reports are to be reviewed by an administrator prior to being sent home.

### **Library**

Library materials are available for check out by students and staff. Books, periodicals, and professional materials may be checked out by staff for a period of 30 days with the option of renewal for additional 30 day periods. Media and equipment may be checked out for 7 days. (Equipment that stays in the room is checked out to the room for the entire year).

Items not returned at the end of the school year will be considered lost and payment will be requested to replace the items.

## **Lunch Program (Cafeteria Rules and Procedures)**

Students may purchase or bring lunch from home. Teachers will walk their students into the cafeteria to the serving line. Students who are buying lunch and a la carte items will go through the line. Students will be released as a class, by a hostess in order to buy dessert items (e.g., ice cream bars, cookies, etc).

Hostesses are assigned tables in the cafeteria and are responsible for assisting students as needed as well as maintaining appropriate behavior. In addition, hostesses will let teachers know of specific behavior problems when the teachers arrive at the end of the table to pick up their students. Time-out tables will be used to separate students who do not cooperate. Students who continue to be disruptive will be sent to an administrator for disciplinary action. Hostesses will be introduced to the classes they are to supervise at the beginning of the school year. Cafeteria rules are to be stressed and reinforced by the classroom teachers on a daily basis.

### **Cafeteria Rules:**

#### **Respect**

- \*Clean up table and floor
- \*If lights are out, voices are off

#### **Responsibility**

- \*Use inside voice
- \*Stay seated and raise your hand for help
- \*Stand in straight line quietly

#### **Relationships**

- \*Use kind words
- \*Offer to help others in need
- \*Keep hands, feet and food to self

**Teachers need to be on time to pick up their classes. Be a minute early, not a minute late!**

When teachers pick up their classes at the end of the lunch period, they are to check to see that the floor and tables are clean and free of debris before dismissing the students. Teachers are encouraged to assign "table" captains to assist in ensuring that the table and floor areas are left in good order and to assist the hostesses as needed. According to LCPS procedures, they are NOT to use the wet cloths to wash tables.

**All classroom teachers are expected to eat lunch with their classes during the first week of school, and specialists during the second week, to reinforce cafeteria procedures and rules and to assist the cafeteria hostesses with getting to know your students.**

### **Medication**

No medication, prescription, or non-prescription drugs may be given to any student without written permission and specific directions for dosage from the parent. All medicine will be administered by the Clinic Assistant or office staff. For the health and safety of all students, no students will be allowed to deliver any medicine (prescription or non-prescription) to school or to return the medicine to home. Parents or guardians must deliver and pick up medicine from the clinic or office.

### **Newsletter/Overviews**

Teachers/Teams are expected to create and post a monthly newsletter (generated by themselves, their students, or both). A nine-week overview should also be sent home during the first week of each grading period and should focus on curriculum to be taught during the grading period as well as state the SOLs being covered. In addition, newsletters and nine-week overviews should be posted on the

grade level or individual teacher websites. All newsletters and overviews should be reviewed by the principal prior to distribution.

### **Parent Conferences**

A minimum of one parent conference is required during the school year. The first conference is required at the end of the first nine (9) weeks. Should a child be in danger of being retained or is experiencing difficulty in a particular academic subject, the second conference should be scheduled at the end of the first semester. The Parent Conference Form, outlining the purpose of the conference, topics discussed, and date of the conference, is to be completed after each parent conference. The completed form is to be placed in the student's cumulative folder. The conference form can be obtained from the office.

If you are recommending that a child attend summer school, it must be noted on the student's third quarter report card. Parents are to be notified either through a telephone conference or a parent/teacher conference of your recommendation prior to the third quarter report card being sent home. This should not come as a surprise to parents: you will be in contact on a regular basis with a parent of a child who may need summer school.

Conferences are the best means of establishing a positive relationship with parents. Approaching the conference in a positive manner reaffirms to parents that the school supports their child. It is through these positive communications that we strengthen our support for students.

### **Parent Teacher Association**

Each teacher is encouraged to become an active member of the school's PTA and to attend regularly scheduled meetings. PTA's are considered one of the best ways to involve the community in the total school-community relations. Teacher representation from each grade level is encouraged at all PTA/school functions during the school year. The Algonkian PTA works diligently to help the staff provide a quality education to our students.

### **Parties**

There may be three classroom parties during the school year and may coincide with the following holidays: Halloween, Winter Holiday, Valentine's Day and End of the Year. The party menu may not replace lunch. All parties must be approved by an administrator and dates and times given to the secretaries. Parents may be permitted to attend parties at your invitation; however, siblings are not permitted to attend. Please inform parents of this when sending invitations.

**Changes in Specials schedules', to accommodate classroom parties, may not be made.**

Class parties for individual student's birthdays are not permitted. Parents may NOT bring cupcakes or other treats for the students.

## **POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)**

The faculty, staff, and administration at Algonkian Elementary School seek to provide a school environment in which students feel safe, secure and happy. Our goal is to teach children to be responsible for their education and behavior. We stress the necessity for order and self-discipline within the school in order to provide an atmosphere that promotes learning.

In order to maintain this high standard of conduct, Algonkian Elementary School will implement Positive Behavior Interventions and Supports (PBIS), a school-wide approach to managing student behavior. PBIS is an approach for *teaching* children appropriate behavior and providing supports necessary to sustain that behavior. This process will include stating expectations, defining expectations, teaching expectations and recognizing compliance. We will be focusing our behavior instruction in the cafeteria and hallways for the 2012-2013 school year.



### **Algonkian Elementary School PBIS Teaching Matrix**



		<b>Definition</b>	<b>Cafeteria</b>	<b>Hallways</b>
<b>Rules/Expectations</b>	<b>Respect</b>	<b>Accept the direction the first time it is given</b>	<b>*Clean up table and floor *If lights are out, voices are off</b>	<b>*Walk silently</b>
	<b>Responsibility</b>	<b>Be accountable for your actions</b>	<b>*Use an inside voice *Stay seated and raise your hand for help *Stand in a straight line quietly</b>	<b>*Walk in a straight line</b>
	<b>Relationships</b>	<b>Treat others the way you want to be treated</b>	<b>*Use kind words *Offer to help others in need *Keep hands, feet, and food to yourself</b>	<b>*Keep your body and belongings to yourself</b>

### **Phone Tree**

All staff must be a part of the phone tree as it is used for other pertinent information in addition to weather delays/cancellations. If you cannot reach someone, and they are assigned to call other staff members, you may leave that person a message. ***HOWEVER, YOU MUST*** make his/her calls for him/her or the phone tree will not work.

### **Plan Books**

Daily written lesson plans with objectives are required and expected to be kept up to date. **At minimum, lesson plans should include the following: the objective to be taught (SOL), the method or activity used to teach the lesson, materials, and method of evaluation. The plans are to be accessible for teacher use, substitute teachers, and administrative review.**

Long-range plans for each nine (9) week period are to be sent to parents in each report card. These may take the form of a letter, graphic representation, or a narrative summary. As part of the SOL initiative, these plans must have the appropriate SOL objective written next to each objective/area. These may be done by grade level or individual teacher and must follow the prescribed VA SOL Objectives and LCPS Curriculum Guides.

### **Pledge of Allegiance**

The Pledge of Allegiance will be recited every day during the morning announcements. If a student chooses not to join in this activity, s/he may find an alternate, silent, and non-disruptive activity. **No student will be forced to stand or to recite the Pledge of Allegiance.** Please include this in your substitute plans as a reminder in your absence.

### **Recertification Procedures**

As a requirement of employment the state of Virginia, by law, requires all certified school employees to renew their professional certificate every five (5) years. Procedures for renewing your certificate are specified in The Virginia Recertification Manual. The cost for renewing a certificate is paid for by the individual employee. The principal will serve as the advisor in the recertification process.

It is the responsibility of the certificate holder for planning and completing professional development activities leading to their recertification. Certificate holders must provide their advisor with documentation of completed activities and college transcripts. All recertification requirements are to be completed by April of the year your certificate expires.

### **Recess**

1. Recess provides an unstructured, supervised activity period for students. All students must participate in a daily, 15 minute recess period in grades 1-5. Classroom teachers are responsible for scheduling recess for their classes. If the class has Physical Education in the morning, recess should be scheduled in the afternoon or vice versa.
2. Teachers are to circulate around the area in which their students are playing to monitor student behavior and to prevent dangerous play that may cause injury. Teachers are not to be sitting on benches or standing in groups talking with other adults. Supervision prevents accidents!
3. A student may not be denied recess as punishment for infractions that have occurred at other times during the day unless the child's parents have given their permission. However, students who do not behave in an appropriate manner during recess may be asked to sit out the remainder of the recess and any additional time deemed appropriate by the teacher.

4. It is the responsibility of the teacher to arrange for adult supervision of those students not participating in recess due to illness or injury.
5. Rules of good sportsmanship should be taught and each teacher should reinforce their use at all times.
6. Students are not allowed to engage in physical activities that may cause harm.
7. If an area is being used for a physical education class, it is the responsibility of the recess class to relocate.
8. Each teacher is responsible for his/her recess equipment.
9. **Students are not allowed on the steps or on the grass by the back of the building. Additionally, students are not allowed to sit in the back hall during recess.**
  - i. Teachers are to make sure that the door to the building is closed after their students are outside.
  - ii. Each staff member has a "proxy" tag on his or her ID badge for access into the building from the back playground. Substitutes will not be granted the proxy tag while with us for the day. *\*Please be certain to schedule recess during your absence with another classroom teacher\**
10. Teachers will work together to arrange times for students to use the playground equipment. **STUDENTS MUST BE SUPERVISED AT ALL TIMES WHEN USING THE EQUIPMENT. THE TEACHER MUST BE INSIDE THE PLAYGROUND AREA.**

**IT IS IMPERATIVE THAT APPROPRIATE SAFETY PROCEDURES ARE PRACTICED DAILY DURING RECESS AND THAT ALL TEACHERS ARE DILIGENT IN SUPERVISING THEIR STUDENTS.**

### **Referrals**

#### **Child Study Team (CST)**

Referral to the Child Study Team (CST) should occur only after: the Responsive Instruction (RI) Data Team have met to discuss the student's lack of academic progress, research-based interventions have been implemented in the classroom, resulting in little or no changes, and the appropriate paperwork has been completed. A referral to Child Study may also be made when there are behavioral concerns impacting the student's performance. The classroom teacher will then consult with the Assistant Principal to move forward with a Child Study Referral.

The purpose of the Child Study Team includes, but is not limited to, the following:

1. To identify students with academic and/or behavioral needs and to implement research-based interventions to meet those needs.
2. After the intervention(s) have been put into place, the CST may reconvene to update student progress as needed. If a CST meeting is reconvened, at that time, additional interventions may be implemented, the interventions continue as is, or the CST may refer the student for a full educational evaluation. The Eligibility Team will meet within 65 business days, and at that time, determine eligibility for special education services.

When notifying parents that you plan to refer their child to Child Study, never imply to a parent that a child has a learning disability, needs testing or is ADHD. The teacher's responsibilities are to refer



### **Report Cards**

Report cards are to be completed according to County Guidelines (refer to Loudoun County Report Card Manual) and are to be submitted to the administrative staff by the dates that are indicated on the calendar. ***\*Prior to turning in your report cards, please reread the comments to ensure correct spellings, etc. Do not rely on "spell check" to be the editor.\**** Please refer to the staff calendar for "send home" dates.

Student evaluation must be reflective of accurate record keeping in the teacher's grade book. Comments on report cards should be individualized, constructive, and specific, not "cookie cutter" in style. While it requires extra effort to be objective, parents appreciate and deserve the attention to detail. Please refer to the LCPS Report Card Guide for suggestions.

Teachers are to be aware of the Loudoun County Promotion Guidelines.

### **Scholastic Record Folder Maintenance**

Scholastic Records should be reviewed by every classroom teacher within the first month of school. Teachers are responsible for the maintenance and updating of the files and great care must be taken to maintain accuracy. No scholastic records may be taken out of the building. In addition, if records are checked out of the office area, they must be returned by the end of the school day. Records must be signed out on the sign-out sheet located in the vault. See the attendance secretary for questions relating to the Scholastic Records.

Disclosure to a **third party** is restricted by state and county policy. A **third party** includes another teacher, colleague, or parent not directly involved with that student. The privacy rights of students and their parents must be respected at all times. Parents have a right to view their child's folder and are required to sign the Right to Access (green card) before viewing their child's folder.

### **School ID Badge**

A school ID badge will be issued to all school personnel. After receiving the badge, all staff will be expected to wear badges during school hours. New badges are made in the Personnel Department. The principal can assist you with a new/replacement badge request.

### **School Screening**

All new children shall be screened in the following areas: speech, voice and language, fine and gross motor, vision, and hearing within 60 administrative working days of initial enrollment in public school. Screening records are kept on the health card in the cumulative folders and are the responsibility of the Clinic Assistant. All students enrolled in grades 3, 7, and 10 will be screened for vision by the Clinic Assistant and for hearing difficulties by the speech therapist. A complete audiological assessment, used to assess inner and middle ear functioning, must be performed on each child who fails the hearing screening.

### **Sexual Harassment**

#### **Staff**

In accordance with Loudoun County School Board Policy (8-2), employees shall be free from sexual harassment in the carrying out of their employment responsibilities. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, shall constitute sexual harassment when 1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment 2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual or 3) such conduct has the purpose or effect of substantially and unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

## **Student**

Using the above definition of sexual harassment, all instances of sexual harassment towards students or employees of LCPS are to be reported immediately to the principal who shall investigate each complaint and take action where appropriate.

### **Sign-in/Sign-out Procedures**

All staff members must sign in daily at the front office when they arrive. Doing so informs the office that classrooms are covered. Please sign out when you leave so we know who is in the building in the event of an emergency.

### **Smoking Policy**

Smoking is prohibited by Virginia Law and school board policy on all areas of the school grounds.

### **Social Networking**

Policy 7-35 Professional Conduct

"School personnel perform on two equal levels as professionals dealing with clients and as adult role models shaping young lives. Employees of LCPS are prohibited from dating or engaging in any intimate social relationship with a student." There are high risks associated with "friending" students or their parents. Please refrain from using social media to network with students or parents. Be mindful of what you post on your personal sites such as Facebook, MySpace, etc., as you are held to a higher standard as an educator of young children.

### **Study Skills**

All teachers are expected to teach strong study skills to their students in all grades. The Student Agenda should be used daily by students in appropriate grades.

### **Substitutes**

Teachers must provide substitutes with an up-to-date substitute folder containing detailed lesson plans and emergency lesson plans for one full day, as well as the completed Substitute Guide. If abbreviations are used, a key must be included in the substitute folder. Substitute folders should contain the following:

1. Current classroom seating chart and class roster
2. Daily schedule to include, names/times for special programs
3. Emergency evacuation procedures- All plans and materials needed to relocate as outlined Emergency Response Plan.
4. Health/Allergy information
5. Lunch procedures
6. Location of daily materials
7. Additional work
8. Daily classroom procedures (i.e. restroom breaks, distribution of materials, discipline plan, and the names of reliable students who can provide assistance. Include in your procedures that it is not mandatory that the students stand and say the Pledge of Allegiance).
9. Dismissal (times, bus riders, walkers, and special arrangements)
10. Notification to the substitute that students are not permitted on the internet and all students should be visible when working on the computer.
11. RECESS information: (1) safety information regarding supervision on playground equipment (2) ensuring that your class goes out with another classroom teacher in your absence due to entry with the "proxy" tags.
12. PBIS tickets and an explanation of how to earn them.

*Substitute "Follow-through"* – Each teacher is expected to follow-through with the substitute's

instruction. The importance of this cannot be stressed enough. Students will quickly learn that the instruction and work presented by a substitute either “counts” or “doesn’t count”.

In emergency situations, substitute plans may be faxed to Algonkian. In non-emergency situations, the responsibility remains with the teacher to supply detailed plans. The grade level team and the administration will assist substitutes with planning long-term absence situations.

### **Telephones**

The office telephone is for conducting school business. Should an occasion arise that a staff member needs to use the phone, it is requested that the conversation be kept to a minimum amount of time. Phones in the main offices should never be used for confidential phone calls. Telephones are located in the staff lounge and conference room. All long distance calls relating to school business and personal calls are to be recorded with the school secretary.

Teachers will not be called from their classrooms to accept telephone calls other than in case of extreme emergency. Teachers are to check their mailboxes for telephone messages on a regular basis during the day, especially before dismissal.

**Cellular phones are not to be used when a teacher/staff member is supervising students including texting. Phones in academic classrooms, such as computer lab, guidance department, library, office etc, are to be used for school business only. Teachers are not to use these phones when their students are in those areas.**

### **Television**

The television programs and videos viewed by the students must relate to instruction. Check with the school librarian, and ask to see the program guide, before showing video tapes/DVDs. All movies must be pre-approved by the principal and relate to the grade level SOLs.

### **Testing**

Short written tests shall be given in all areas of the curriculum, and at all grade levels where such tests are practical, approximately once every two weeks. At the elementary school level, tests are used mainly as teaching aids, are valuable as a motivation for review, and as an instrument of self-evaluation for teachers and students. They should, in all cases, be corrected promptly, returned to the children, and used as a basis for discussion. Please make it “standard practice” to have students correct their mistakes. Teachers may want to offer “retakes” of certain tests for children who initially perform poorly.

Remember, one goal is to help children learn. If they do not learn something the first time, we remain responsible to each student until s/he does learn the information. **Re-teach and Re-test.**

**Standardized Testing** takes place throughout the school year. A Testing Schedule is provided to teachers for all standardized testing given to students during the school year. In preparation for these tests, we will work with students on general test-taking skills and provide practice tests which utilize both the context and content of the standardized tests.

**Teacher Tests** – Teachers are encouraged to give pretests to determine the entry level skills and skill attainment prior to instruction. Research shows there is a tendency for teachers to emphasize skills already mastered by their students. Pretest students, and, should students know the skills and concepts, **move on!** This saves your energy and avoids boredom for students.

Keep in mind ASSESSMENT of student knowledge can occur in ways other than traditional “tests.”

**Testing of FUTURA Students** - Whenever possible, tests should not be scheduled on the day students attend the FUTURA program. If it cannot be avoided, FUTURA students should be permitted

to make up the test in good testing conditions at a later date.

### **Visitors**

Persons visiting the school must report to the office upon arrival. All visitors must sign in at the office and obtain a visitor's badge before entering other areas of the school building. Teachers should notify the office immediately of any person(s) in the building without a visitor's badge. Parents have been advised in the Parent/Student Handbook that staff has been asked to be diligent in asking them to return to the office if they do not have a visitor's badge.

### **Volunteer Program**

Parent volunteers are a valuable part of our instructional program. A request form for volunteer services is available from the Volunteer Coordinator. When working with students, volunteers are required to work in an area where they can be seen by school personnel. Small children are not allowed to accompany volunteers while they are working in the building. Please make this clear to your volunteer parents at Back to School Night. Our parents are one of our greatest resources, please use them!

### **Weapons**

LCPS has policies and regulations, consistent with state law, regarding student expulsion guidelines in cases involving student use of weapons/drugs. The school principal will recommend expulsion should a student possess any item construed to be a Category A weapon (see policy 8-32).

### **Withdrawals**

Teachers are to notify the office when they are informed that a student may be withdrawing from the school. Please be sure to collect or account for all school materials before the student leaves the school.

### **Worker's Compensation**

Upon the occurrence of a job-related injury, the following procedures must be followed:

1. The employee must seek medical treatment from a member of the approved panel of physicians for any injury or illness reported as work related (Please see front office for a list of approved physicians). EMPLOYEES NOT REQUIRING EMERGENCY TREATMENT (definition below) MAY NOT RECEIVE COMPENSATION FOR WORK-RELATED MEDICAL EXPENSES IF THEY SCHEDULE APPOINTMENTS WITH PHYSICIANS NOT ON THE APPROVED LIST.
2. In an emergency (defined as a life or death situation), the employee should seek treatment from the nearest medical facility. Once the employee's condition is stable, the employee must be treated by a physician on the approved list.
3. State law requires that all job-related injuries must be reported within three (3) days on the Employer's First Report of Accident. Forms may be obtained from the office staff.

**IT IS MANDATORY THAT THE ABOVE LISTED PROCEDURES BE STRICTLY ADHERED TO IN ORDER FOR YOUR CLAIM TO BE PROCESSED.**

**“Children are apt to live up to what  
you believe of them”**

**Lady Bird Johnson**