



Martin Luther King, Jr.
EARLY COLLEGE

19535 E. 46th Ave.
DENVER, CO 80249
PHONE: (720)424-0420
Fax: (720)424-0496

EMPLOYEE HANDBOOK

2009-2010 SCHOOL YEAR

Staff Handbook

Table of Contents

Part I

Personnel and Operating Procedures

Part II

Intervention Manual

Part III

Professional Development Expectations

Part IV

AVID Guidelines

Part I

Personnel and

Operating Procedures

Section I

District and School Information

- **Administrative Welcome**
- **Our Mission**
- **Schedule**
- **DPS Calendar 2008-2009**
- **School Calendar Work Year**
- **District Assessment Schedule**
- **FAQs**
- **Campus Experts**
- **Common Terms**

WELCOME TO MLK JR. EARLY COLLEGE!

You are a valued member of our school community and you serve a special and unique role in helping to make our school a welcoming place for all of our students, parents, and community members.

Each student who enters our school is a special person who has different, individual needs from any other. It is our responsibility to provide them with the unique educational experiences and rich activities that will fulfill the academic and social needs of each student.

We, as professionals, give our best to students and must accept no less than their best.

We are the dream makers.

We must care more, risk more, dream more, and expect more than others think possible.

We as professionals in this field have the expertise and the talent to inspire and motivate others to become all they can be.

All staff at MLK Early Jr. College are accountable for the academic, democratic and personal empowerment of all students in a safe learning community.

We provide personalized learning for all members of the school community through, and in, a family environment. We use best practices in teaching and learning. We are rooted in the community. We honor genius in each child fostering high expectations. We are a professional community of learners.

We do it the MLK way!

Have A Great Year! Our students are depending on it!

OUR MISSION

DPS Mission Statement

The Mission of Denver Public Schools is to provide all the students the opportunity to achieve the knowledge and skills necessary to become contributing citizens in a diverse society.

The DPS Theme for 2009-2010

“Picking Up Where We Left Off”

MLK Jr. Early College Mission Statement

In the spirit and wisdom of Dr. Martin Luther King, Jr., the mission of MLK Jr. Early College is to graduate all students as great thinkers, great communicators, leaders and good citizens.

In partnership with students, staff, parents and community, the hallmarks of our mission include:

- A rigorous, pre-collegiate, individualized education
- Empowering each student to have a voice in the learning process
- Respecting themselves, each other and their learning environment

MLK Motto for 2009-2010

“Digging Deeper, Picking Up Where We Left Off”

Section II

Personnel

- **Faculty and Staff Roster**
- **Staff Roster with Address and Phone**
- **Teacher Work Day Schedule**
- **Duties and Area of Responsibility**
 - **Principal**
 - **Assistant Principal**
 - **Dean of Students**
 - **Teachers**
 - **Facilitators**
- **Support Services**
 - **Social Worker**
 - **School Nurse**
 - **Speech Language Specialist**
 - **Paraprofessionals**
- **Areas of Responsibility**
 - **Secretary I**
 - **Secretary II**
 - **Bookkeeper**
 - **Custodians**

**Staff Roster
2008-09**

**THE STAFF ROSTER WILL BE PROVIDED ONCE
ALL INFORMATION HAS BEEN UPDATED**

ROOM ASSIGNMENTS PHONE NUMBERS

**THE MLK PHONE LIST WILL BE PROVIDED ONCE
ALL PHONES HAVE BEEN UPDATED**

MLK Jr. Early College Teacher Daily Work Schedule

School Hours for Teachers:

7:00 A.M.Teacher Day Begins

7:10-7:20 A.M.Morning Teacher/Staff Duty

7:25 A.M.1st period (Advisory)

7:50 A.M.Class Begins

2:25 P.M.....Student Dismissal

2:25-2:35 P.M.Afternoon Teacher/Staff Duty

Staff members are required to check in and out on the Sign-in Sheet located in the main office (initials are acceptable). The payroll is made from the sign-in sheets. It is an expectation that you notify the office if you leave during the school day.

MAJOR FUNCTIONS OF PRINCIPAL

Principal: Allen Smith

The principal is the chief administrator in the building and has the responsibility for administrative assignments, the instructional program and public relations. The principal supervises, administrative staff, the faculty and support personnel engaged in the areas of administration, instruction, records and behavior of pupils attending the school

Instructional Leadership: Enhance student learning through updating of curriculum and instructional materials, evaluating staff for the purpose of improvement, and evaluating education programs and student progress. Ensure that teachers are engaged in consistent and relevant learning/teaching through professional and staff development opportunities.

Learning Environment Management: Develop and maintain discipline standards that provide students with a clear understanding of expectations for behavior inside and outside the classroom. Provide an educational atmosphere conducive to learning.

Non-instructional Management: Schedule all routine and special activities; supervise logistical matters and the school community.

Student Involvement: Meet with students individually and in groups to address their problems and concerns. Promote student involvement in activities, and concerns.

School-Community Relations: Communicates with parents and promotes the school through advisory committees, CDM, needs assessment, and the media.

Areas of Responsibility:

After-School Activities
Office staff
Discipline
Budget
CSC
Calendar
Various Instructional/Staff Meetings
Community Meetings
Master Schedule
Professional Development
Special Education
ELA
Security
Transportation
Facilities
Support Staff

MAJOR FUNCTIONS OF ASSISTANT PRINCIPALS

Moira Coogan – 7th & 8th Grade, Instruction and Curriculum, Professional Development, SAL

Ronda Juett – 6th Grade, Student Services, School Calendar, Saturday School

Tony Smith – High School, Athletics, AVID, ELA

The Assistant Principal is an administrator in the building and has the responsibility of specific administrative assignments, the instructional program and public relations. The Assistant Principal supervises the faculty and support personnel engaged in the areas of administration, instruction, records and behavior of pupils attending the school

Instructional Leadership: Enhance student learning through updating of curriculum and instructional materials, evaluating staff for the purpose of improvement, and evaluating education programs and student progress. Creating opportunities for teachers to improve their teaching through professional and staff development opportunities.

Learning Environment Management: Develop and maintain discipline standards that provide students with a clear understanding of expectations for behavior inside and outside the classroom. Provide an educational atmosphere conducive to learning.

Non-instructional Management: Schedule all routine and special activities; supervise logistical matters and the school community.

Student Involvement: Meet with students individually and in groups to address their problems and concerns. Promote student involvement in activities, and concerns.

School-Community Relations: Communicates with parents and promotes the school through advisory committees, CDM, needs assessment, and the media.

Areas of Responsibility:

After-School Activities

Discipline

Office staff

Budget

CSC

Calendar

Various Instructional/Staff Meetings

Community Meetings

Master Schedule

Professional Development

Special Education

ELA

Athletics

Support Staff

MAJOR FUNCTIONS AND RESPONSIBILITIES OF DEAN OF STUDENTS

Darron Dunson – Middle School
Rudy Bustos – High School

Reports to: Principal, Assistant Principal(s)

Advising: encompasses, under the direct supervision of the principal and assistant principals supervisory duties including safety, records and reports, student discipline, student-parent communication, and community relationship functions.

The Dean of Students is expected:

- to actively participate in professional development around topics of classroom management and discipline and follow-up with staff regarding the implementation of RtI and PBS preventions and interventions.
- Encourage, support, and compel our students to engage in positive behaviors:
- to support a positive school culture and student discipline policies and plans
- to work closely with grade level teams to ensure that students demonstrate positive behavior
- to serve as the primary disciplinary authority for students, supporting teachers with students who are being disruptive in class, removing students (as necessary) and assigning appropriate consequences
- to work closely with the administrative team to ensure consistency in the development and application of schoolwide discipline procedures and policies
- to assist teachers proactive planning for chronic misbehavior
- to develop special relationships and behavior plans with those students who need help by coaching, supporting, and compelling these students towards increasingly positive behavior
- to supervise breakfast and lunch and the campus

Extracurricular activities: The Dean serves as the individual charged with the supervision and attendance of all student activities needing supervision including but not limited to:

- School dances
- Athletic events
- Extracurricular activities
- Club events
- Drama events
- Music events

MAJOR FUNCTIONS AND RESPONSIBILITIES OF TEACHERS

Reports to: Principal, Assistant Principal(s)

Basic Functions:

- To keep all students safe
- To provide the relevant and rigorous instruction
- To know and utilize best practices
- To meet students where they are, build relationships with them, and set high expectations.
- To actively engage with team members and other staff members in the functions necessary to operate a school.

Duties and Responsibilities:

- Monitor students in the hall during passing periods
- Create a climate of learning in the classroom and school
- Focus on helping all students develop and practice higher order thinking skills
- Instill a desire for learning in each student and have high expectations for student academic success.
- Actively participate in Professional Development
- Demonstrate school spirit and support
- Maintain all records and make all reports required by the Principal or AP
- Cooperate with counselors and psychological services to identify and diagnosing problems with individual students
- Continue to be a lifelong learner and share your learning with MLK Jr.'s Professional Learning Community
- Serve on special committees that are of interest to you and that will foster your growth and development as an educator
- Differentiate and accelerate the curriculum
- Promote the Early College/Middle College Model
- Maintain Professionalism at all times
- Actively engage parents in the learning process

General Expectations:

- Arrive to work on time and sign in
- Dress professionally
- Take attendance at the beginning of each period (unless a block period)
- Include parents in the learning process
- Turn in records on time
- Turn in lesson plans as assigned
- Be at assigned duties
- Attend and actively participate in faculty, department, and team meetings

It is expected that all staff members will perform these responsibilities to ensure an excellent School year and to maximum achievement for each student.

MAJOR FUNCTIONS OF HUMANITIES FACILITATOR

Humanities Facilitator – Bev Short

Model teaching in humanities classes and, in coordination with the Assistant Principal overseeing curriculum and instruction, provide in-school staff development and coaching to teachers on all components of the DPS literacy program, including the reading, writing and skills blocks.

Duties and Responsibilities

- Informally observe lessons in class with teachers daily.
- Provide specific strategies for student achievement to teachers.
- Assist with the facilitation of grade level planning meetings with teachers to analyze student work, review classroom assessment information, and plan for instruction.
- Conduct teacher study group sessions on components of the literacy program.
- Serve as a member of the school's leadership team to plan and coordinate implementation of the literacy program and orchestrate program improvement efforts.
- Network with facilitator colleagues in DPS and professional organizations that support the work of educators whose focus is literacy and who promote cross curricular educational opportunities
- Work with teachers to identify interventions for individual for individual literacy plan students. Monitor ILP paperwork, parent notifications and end of year file reports. Analyze assessment data for ILP students.

MAJOR FUNCTIONS OF MATH/SCIENCE FACILITATOR

Math/Science Facilitator – Allen Hagerman

Model theories and computations of math and, in coordination with the Assistant Principal overseeing curriculum and instruction, provide in-school staff development and coaching to teachers on all components of the DPS math and science programs.

Duties and Responsibilities:

- Informally observe lessons in class with teachers daily.
- Provide specific strategies for student achievement to teachers.
- Assist with the facilitation of grade level planning meetings with teachers to analyze student work, review classroom assessment information, and plan for instruction.
- Conduct teacher study group sessions on components of the math program.
- Serve as a member of the school's leadership team to plan and coordinate implementation of the math program and orchestrate program improvement efforts.
- Network with facilitator colleagues in DPS and professional organizations that support the work of educators whose focus is math and who promote cross-curricular educational opportunities.

MAJOR FUNCTIONS OF SOCIAL WORKER

Social Worker: Tommie Lou Robinson

Performs social service functions. These may include determining the student's needs or problems, assisting the student's family in resolving individual family or group problems that may hinder the student's adjustment to achievement.

Counseling: Works with students individually and in groups providing support around behavior management, anger issues, family issues, grief and loss, peer pressure, conflict mediation and stress management.

Mental Health, Risk Assessment, and Crisis Intervention: Provides initial mental health assessment and suicide assessment. Provides Risk Assessment Screening for students identified as posing a risk to an individual or the school community.

Special Education Assessments: Completes student and family assessments of social/adaptive functioning for IEP evaluations.

Consultation to classroom teachers and other building staff regarding behavior management and intervention plans.

Child Abuse/Neglect issues: Responds and adheres to state mandatory reporting procedures regarding suspected abuse and neglect. Provides support to students and parents regarding dealing with family stress and aggression.

Economic needs: Responds to referrals regarding students in need of basic clothing, winter coats, food basic school supplies etc. In the past, the District Social Work Department has been able to offer winter coats for students in need. The District's Student Assistance Fund provides some limited financial resources for clothing and eyeglasses.

MAJOR FUNCTION OF SCHOOL NURSE

School Nurse-Virginia Munoz

School Nurse- is a member of the educational team that contributes to the physical, mental, emotional and social health of students. This is accomplished by health appraisals, testing, and the follow-through of health problems. She is also involved with teaching students about health and wellness, as well as counseling them about their health problems.

A. Health Information is available in the following places:

- The individual pupil Health Record on file in the Nurse's office.
- The counselor's office.
- The cumulative folder.

B. How to send a student to the Nurse:

- When a student asks to see the nurse during class, use a pass slip. (No student will be seen by the nurse without a pass.)
- Appointment slips may be sent to the classroom to be distributed by the teachers. Please allow students with appointment slips to report to the health office. If there is a time conflict, have the student make other arrangements with the nurse.

C. Whom to send to the Nurse:

- Students who have been absent for one week or more due to illness should be seen by the nurse.
- Any student who appears ill should be seen by the nurse. Students who are acutely ill or injured may come to the nurse at anytime. If the nurse is not in, have the student report to the main office.

D. Medicine: Administering to Pupils:

- No employee of the Denver Public Schools shall prescribe or give an unauthorized medication to a student.
- Students who have medication of any kind in their possession should be sent to the school nurse or the main office to have the circumstances investigated.
- Prescribed medication, which must be administered during the school day, may be given by the school nurse or authorized personnel designated by the principal. The medication must be properly labeled with name of medication, child's name, time of day to be given, and the dosage amount. The medication shall be provided by the parent or guardian.
- A request for giving medication at school form shall be completed and filed on the health record for the student who is to receive the medicine.
- A chart listing medications to be given (including the time and amount) will be recorded in the nurse's office. The individual who gives a student medication will initial this chart each time the medication is given.

Areas of Responsibility

RESPONSIBILITIES OF SECRETARY II

Secretary II –Tiara Fields

Reports To: Principal

The Secretary II:

- Types correspondence for Principal.
- Makes appointments for Principal.
- Handles all mail and telephone messages for Principal.
- Maintains Principal's office files and calendar.
- Notary Public
- Prepares sign in sheets for Teachers and Substitutes.
- Records daily absences of staff and reason for absence.
- Records substitute workdays for payroll.
- Prepares monthly payroll.
- Contacts substitutes (prepare room assignments and maintain substitute folders).
- Enrolls new students and processes all registration papers.
- Answer telephones and take messages for staff.
- Acts as liaison between principal, parents, students, faculty, other administrators and the general public.
- Reviews and evaluates existing responsibilities of clerical staff to distribute responsibilities in an equitable manner.
- Supervision of records/attendance clerk, bookkeeper, front office, and clerical support staff.
- Performs other duties as assigned by Principal and Assistant Principal(s).

RESPONSIBILITIES OF SECRETARY I

Secretary I – Maria Torres, Cassandra Flores

Reports To: Principal

The Secretary I:

- Answers telephones and takes messages for staff.
- Acts as liaison between principal, parents, students, faculty, other administrators and the general public.
- Directly assists building counselors by providing updated student information.
- Assures that the student-record process is implemented accurately and in a timely manner.
- Receives and sends out student transcripts and records.
- Works with Principal in compiling and reconciling pupil count.
- Enrolls new students and processes all registration papers.
- Compiles information and types daily absence list of students.
- Notifies Principal and Social Worker of students who have an attendance or truancy problem.
- Handles withdraw process for students.

- Updates student information in Infinite Campus
- Makes calls to parents informing them of student absences.
- Writes partials for students who are leaving early.
- Writes tardy passes for students who arrive to school late.
- Maintains student registration and emergency cards.
- Performs other duties as assigned by Principal, Assistant Principal(s) and Office Manager.

RESPONSIBILITIES OF BOOKKEEPER

Bookkeeper – Elaina Trammel

Reports To: Principal

The Bookkeeper:

- Inventories and orders all supplies and handles distribution of those supplies.
- Handles budget request, balances and coordinates budget for Principal.
- Types maintenance work orders for copiers, typewriters, computers and all AV equipment.
- Pays bills on Cayenta
- Collects and deposits all money for armored car.
- Collects all activity monies, counts and makes deposit.
- Keeps ledger records.
- Sends in monthly report balancing all accounts.
- Works with the Principal in handling not clears and deposits.
- Writes EARS to have unusable equipment removed from school premises.
- Performs other duties as assigned by Principal, Assistant Principal(s) and Office Manager.

RESPONSIBILITIES OF CUSTODIAL STAFF

Facility Manager – TBD

Assistant Facility Manager - TBD

Reports To: Principal

The custodial staff is expected to:

- Maintain cleanliness of school
- Vacuum or dust mop classrooms - daily
- Empty trash containers - daily
- Empty pencil sharpeners - daily
- Clean restrooms and drinking fountains - daily
- Clean lunchroom during lunch hours
- Keep children on task
- Be visible in the school as another adult body
- Attend staff meetings

Section III

Duties and Discipline

- **School Map**
- **Supervision Expectations and Duty Schedule**
- **Discipline Policy**

Teacher Duty Expectations

Morning Duty: 7:10 a.m. – 7:23 a.m.

After School Duty: 2:25 p.m. – 2:40 p.m.

- Teachers must stay at their designated spot for the entire time. Duty spot will be assigned at the beginning of the school year.
- If you are not able to be at your duty spot, you must contact an administrator prior to the absence.
- Students are not to be in the building/entry breezeway until the bell rings at 7:15.
- Students are to be out of the building by 2:35.
- Teachers must check for proper dress code.
- All electronics must be put away when students enter the building. i.e. cell phones, i-pods, cameras, etc.
- At 7:23, teachers are to leave their duty spots and stand by their classrooms until the hallways are clear.

MORNINGS AND AFTER-SCHOOL DUTY:

- 1 security at buses, 1 outside in front, 2 floating in building
- 2 main teachers in cafetorium for breakfast
- All teachers in hallways, PE teachers front door, Teams assignments will be given Student Advisor
- Administrators will be present throughout the building

LUNCH DUTY:

- 1 security in lunchroom, 2 outside and 1 floating in building
- All middle school classroom teachers escort students to lunch in orderly fashion
- Student Advisor at Lunch
- Administrators at lunch period
- Each staff will communicate with radios on frequency 1
- 1 teacher volunteer for each lunch period
- Other teachers will monitor halls and entrance doors As expected
- Family Liaison will be at lunch

HALL DUTIES:

ALL Teachers must stand outside their classrooms during all passing periods to ensure students are following school wide expectations.

Section IV

Objectives, Goals, and Appraisals

- **Evaluation Forms**

- (For detailed information and specialist evaluations, go to <http://hr.dpsk12.org>)

- **Classroom Teacher (DCTA)**
 - **Classified and Unaffiliated**
 - **Facility/Assistant Facility Manager**
 - **Part-Time Custodian**

- **Standards-Based Classroom Expectations**

- **Student Growth Objectives**

- (For detailed information, go to <http://my.dpsk12.org/objectives/default.aspx>)

- **Overview of Student Growth Objectives**
 - **Checklist for Developing Objectives**
 - **Student Growth Objective Template**

- **Integrated Calendar of Performance Evaluation, Growth Objective, and Professional Development**

Standards-Based Classroom Expectations 2009-2010

All classroom instruction is expected to meet the professional standards articulated in the DCTA Teacher Evaluation Forms.

In addition, to ensure a consistent learning environment at Martin Luther King, Jr. Early College, the following elements must be observable in all classrooms:

Element	Purpose	Description
Standard	To help students understand that the lessons are connected to larger social expectations	<ul style="list-style-type: none"> ▪ Standards should be posted in student friendly language and reviewed often ▪ The specific standard being addressed should be discussed with students during the lesson
Objective	To provide students with a clear focus for learning	<ul style="list-style-type: none"> ▪ Objectives should be posted in student friendly language and should be stated in measurable terms ▪ Objectives should be written to address the <u>specific</u> learning goal for the day ▪ All activities should be related to the posted objective
Language Objective	To support ELLs by articulating the specific language development skills that will be targeted in the lesson	<ul style="list-style-type: none"> ▪ Language objectives should follow the DPS recommendations at: (http://curriculum.dpsk12.org/elem_lit_program/lang_obj_ELL.pdf) ▪ Language objectives should be tailored to students language needs
Warm-Up Activity	To help students activate prior knowledge and to transition into the classroom	<ul style="list-style-type: none"> ▪ Warm-up activities should activate students' prior knowledge by either addressing previous instruction or by connecting the daily activity to students' lives ▪ Warm-up activities should be brief individual activities
Closure Activity	To assess whether or not students have met the lesson objective	<ul style="list-style-type: none"> ▪ Closure activities should be a direct measure of the daily objective ▪ Closure activities should be reviewed by the teacher to provide feedback on students' understanding of the lesson ▪ Closure activities should be brief individual activities
AVID Strategy	To provide a clear link between AVID activities and the lesson plan	<ul style="list-style-type: none"> ▪ The AVID strategy should clearly support the lesson from the planning guides and should be discussed with students during instruction

Element	Purpose	Description
College skill	To explicitly articulate how the intended learning will support students' post-secondary success	<ul style="list-style-type: none"> ▪ College skills should be discussed with students as a daily part of instruction ▪ The college skill should clearly articulate the post-secondary application of the skill being addressed
Guidelines for Success (Schoolwide and class specific)	To promote a well ordered classroom by providing consistent reinforcement of behavioral expectations	<ul style="list-style-type: none"> ▪ Schoolwide "Guidelines for Success" should be posted in each room ▪ Classroom "Guidelines for Success" should be developed in accordance with the MLK Intervention Manual ▪ Behavioral expectations should be reiterated often
Word Wall (Key Vocabulary)	To highlight important concepts and promote vocabulary development	<ul style="list-style-type: none"> ▪ Words should be visible to students ▪ Vocabulary should be referenced regularly during instruction ▪ Definitions should be provided in various ways including visual representations
Accountable Talk Stems	To facilitate in-depth instructional conversations by providing the necessary linguistic support	<ul style="list-style-type: none"> ▪ Accountable talk stems should be posted so that students can see them during whole group and small group discussions ▪ Accountable talk stems should be regularly modeled by the teacher
Rubrics	To provide students a detailed description of expected performance	<ul style="list-style-type: none"> ▪ Rubrics should be tailored to the specific assignment or unit ▪ Rubrics should be written in student friendly language and discussed regularly
Student Work	To recognize exemplary work and to provide students with models of expected performance	<ul style="list-style-type: none"> ▪ Student work should be posted with some form of sign or comment which directs students to the exemplary portion of the posted work
Two Column Notes	To support the AVID program at MLK and to provide students with a common organizational strategy	<ul style="list-style-type: none"> ▪ Notes should be arranged using questions on the left column ▪ Copies of notes should be available to students who were absent

Section V

Technology

▪ Voicemail Instructions

Please see the instructions manual with direction on setting up your voice mail. All staff voicemails need to be set up by August 19, 2008 at 3 pm.

▪ IC Attendance and Gradebook

Please refer to the DPS Website, under the Dept. of Technology Service (DoTS) to access, training videos and documentation that will provide detailed information regarding setting up these systems.

▪ Tech Support

Due to the fact that we are starting the school year without a full time Tech support person, these issues will be funneled through DoTS until further notice.

How to Contact DoTS

- Call x33888. The Hotline is staffed from 7:00 a.m. to 4:30 p.m., Monday through Friday. Messages can be left on voice mail after business hours.
- Use the Hotline web form on the DoTS web page (DoTSweb.dpsk12.org).
- E-mail the Hotline at DoTS_Hotline@dpsk12.org or in Outlook using global address "Hotline, DoTS."

Section VI

Emergency Response and Crisis Management Procedures

See Emergency Response and Crisis Management Classroom Guide either in your classroom or at:

<http://static.dpsk12.org/gems/ercm/EmergFlipchart100204.pdf>

A formal training will be scheduled to review, in detail, the specific elements of these procedures including, but not limited to:

- **Teacher Responsibilities**
- **Accounting for students**
- **Evacuation vs. Lockdown**
- **Directed Evacuation**
- **Lockdown/Shelter-in-Place**
- **Gun or Weapon on Campus**
- **Severe Weather**
- **Child Abuse and Sexual Assault Reporting**
- **Suicide**
- **Fire or Explosion**

The names of the Emergency Coordinator and specific contact persons for each of the procedures in the guide will be provided during the training.

Section VII

General Building Policies and Procedures

- Sign in
- Keys
- Student Attendance
- Staff Absence/Leaves
- Lesson Plans
- Substitute Folders
- Breakfast for Students
- Hall/Bathrooms Passes
- Staff Possessions
- Master Calendar
- Communications
- Visitors in the Building
- Library Procedures
- Custodial Request
- Request for Supplies
- Teacher's Lounge
- Video/Movie Viewing and Production Guidelines
- Excursion/Field Trips
- Homework for suspended students
- Injury to Staff
- Student Illness or Accident

General Building Policies and Procedures

Staff Sign In: Everyone must sign-in and out on a daily basis on the staff Sign-in Sheet. Your initials are acceptable. This tells us if you are on time in the morning for coverage purposes, if you have left for the day, and for payroll accuracy. Please sign-in in the morning and sign-out in the afternoon. Also, please notify the office when you are out for a half day or coming in late for proper record keeping for payroll.

If you are leaving the building for any reason you must let Yunika, Tiara or the Principal know that you will be out of the building. Please be considerate of your workmates and be responsible.

Keys: It is not the responsibility of the custodian or Office Staff to let substitutes enter your room when you are out. When a substitute reports, it becomes a real problem to let them enter your classroom when your keys are not in the office. Please remember to leave your keys every day. Keys are not to be taken home and are to be placed back in the designated area every evening when you leave.

Student Attendance: Denver Public Schools has mandated attendance rules and procedures for all teachers. Electronic attendance using IC is required for monitoring student attendance. Attendance for all pre-enrolled students will begin on August 18, 2008.

Teachers will take attendance within the first 10 minutes of each period. Students who enter the room after the beginning of class without an excuse will be marked tardy and admitted into class. Yunika will update absences for illness, family business, suspension, etc.

When IC is unavailable, use the Attendance sheets to report student absences. Absence slips must be turned into the attendance office each day by 10:00 am.

Do not share your IC logon password with substitute teachers. Substitute teachers must report absences on the Attendance sheets. Please provide the substitute with clear instructions for taking and reporting attendance in your absence.

Partial Absences: Students must bring the written request for early dismissal to the office before the beginning of the school day.

Staff Absence/Leaves:

Sick leave- All teachers are assigned ten days of sick leave per the contract each school year. Unused sick days are accumulated from year to year. Every teacher is responsible for calling the Sub Finder or the secretary as soon as you know you will not be reporting to work, whether it is the week before or the morning of your absence. You must provide a doctor's note upon your return.

Personal Leave- You must request a personal day 5 days in advance. Please make every effort to avoid taking personal days or school business leave during the last 3 weeks of the school year. If your request is granted, office staff will arrange for your substitute but you must leave lesson plans for the time you are out. Request forms are available in the mailroom on the counter. Please complete and put in the principal's box.

Leaves during the school day-If you must leave school during the school day, you must get approval from your administrator and check out/in with the secretary.

If you are not currently on the Sub Finder, please see the instructions to assist you in entering your information.

Call the Sub Finder when you are going to be absent and the absence requires a substitute. When you call the Sub Finder for a substitute, please do not leave your lesson plans on the recorder for special instructions. The special instructions recorder should be used only to inform the sub of a field trip or where they will find instructions in your class. The system does not allow the school to fast-forward your instructions. Please leave your Sub plans on your desk with Tracy or call her directly.

Please keep all information very brief. If you need to leave detailed instructions, please leave the information on her voicemail.

If you know that you are going to be out, tell Tracy as soon as possible. She has all the forms that you will need to request personal leave or a sub for staff development in-services.

Lesson Plans: Teachers are expected to keep daily lesson plans for all periods taught. The lesson plan should include: standards being addressed, daily learning objective, warm-up activity, closure activity, and the lesson sequence. Lesson plans should follow the Pacing and Planning guides for all DPS curriculum. Lesson plan books should be either on top of your desk or in the center drawer of your desk.

Substitute Folders: A substitute folder containing up to date information will be kept on file in the main office. The substitute folder should contain seating charts, schedules, daily program, notes on students, fire drill instructions and any other pertinent information. You must turn in a copy of substitute plans to your department chair.

TEACHERS ARE REQUIRED TO TURN IN 3 DAYS OF EMERGENCY LESSON PLANS TO THE OFFICE BY FRIDAY, SEPTEMBER 5, 2008.

Emergency lesson plans are only to be used in case of emergency. If you have a planned absence, please leave current plans on your desk or with the office staff and your AP.

You are encouraged to partner with a colleague who will greet your substitutes, make them feel welcome and answer any questions that he/she may have.

Breakfast: Students are allowed to enter the building at 7:15 for breakfast. Once they are in the lunchroom, they are not allowed to leave until teachers line students up for start of the day.

Hall/Bathroom Passes: Refer to the Intervention Manual (Part II of this handbook) for information.

Staff Possessions: Do not leave personal items such as purses, wallets, cell phones, pagers, etc., unlocked. If you do not have a locking closet or file cabinet, please inform our Facility Manager. You should always lock your room when you are away from it.

Master Calendar: A master calendar is kept in the main office close to Rhonda Juett's office. It is imperative that all events be written on the calendar in the office. When school activities are being planned, check with this calendar for scheduling.

Communications:

Telephones-Please phone the main office to report any serious concerns you observe or are made aware of. Please do not give students the code to call out of the building or allow them to dial out of the building from classrooms. Students may only call home from the main office or the nurse's office.

Communication to staff- will be disseminated through e-mail. Please familiarize yourself with e-mail and develop practices to check your mail daily.

Visitors in the Building: All visitors must sign in at the Main office. They must have a visitors badge to be in the halls. If a visitor comes to your room without a Visitor's Badge, please ask them to return to the main office to check in. People working in the building or in school on legitimate business should have their identification badges visible at all times.

If you have a question or concern about anyone in the building, please call the main office as soon as possible and give a description and location of the person in question.

If you will be having a visitor/guest speaker in the building, please instruct them to check in at the main office before they proceed to your room.

Library Procedures: Classes are scheduled in the Library throughout the week. Please refer scheduling and library procedural question to the Librarian (Ken Goodman).

Internet access is available in the library. Students must have an "Internet Use Agreement" form signed and on file. No student is to print an article without permission. Computers in the library are for accessing books and research.

Custodial Request: Teachers will need to fill out a Requisition Form when something needs to be repaired and/or large furniture moved. You can get these forms from Sylvia or in the main office. After filing out the form, return to Allen Smith for a signature. If the request is reasonable, the turn around time for completion is usually 24 hours.

Teachers need to report any problems in their classrooms to Allen Smith or contact the Secretary for a maintenance request form. The operations department appreciates your cooperation in keeping your area clean and free of gum and unnecessary trash on the floors in your classrooms. Please assist the operations department by teaching your students the responsibility of a clean workspace.

Please adhere to the District Policy # 3200 as stated below:

- No nails, screws may be used on any surface.
- No adhesive materials shall be used on any varnished, painted or enameled surface.

- Scotch tape is classified as an adhesive material.
- Sticky Tack – Tack board is acceptable.
- No super glue on walls or tables.
- No tape on carpet area or flooring.
- No staples on painted walls.
- No writing on carpets or floors.

If you have any questions about what you should or should not do, please ask any member of the custodial staff.

Request for Supplies: Please see the attached memo from Elaina Trammier regarding supply ordering.

Teacher’s Lounge: NO student should be allowed in the teacher lounges for any reason. This is your space and should be kept sacred

Video/ Movies Viewing and Production Guidelines: Videos are to be used for instructional purposes only. They must be tied to the standards and used with appropriate scaffolding (i.e. pause after clips to discuss, check for comprehension, write, analyze etc.). Administrative approval must be obtained for movies to be included into daily instructional time. Video/movie viewing or production Denver Public Schools will comply with the following standards:

- No glorification of drug, alcohol, or tobacco use/abuse
- No profanity, violence or sexually explicit materials
- No nudity (partial or full) or inappropriately revealing clothing
- No inappropriate or demeaning slang
- No gang related slang, hand gesturing, or related clothing
- No statement or interference that undermines or attacks Denver Public Schools policies, practices, personnel, students or community members
- No negative portrayal of any gender or race; any ethnic, political, disability or religious group; or any individual’s sexual orientation
- No R rated films will be shown to any student. Some PG films may be considered. G rated movies not belonging to DPS are only acceptable with prior approval by the Principal and/or Assistant Principal.
- Each video shown must have educational justification and relevance to the grade level curriculum.

Excursions/Field Trips: When transportation is needed for excursions/field trips, Tracy must be notified at least 3 weeks in advance and the proper forms must be completed. Forms for requesting buses for field trips are available in the office.

Please complete a field trip/excursion form contained within this section or speak to Anthony Smith to obtain a copy of the appropriate form.

If you wish to order sack lunches for the students, your request must be made to the cafeteria with two weeks advance notice.

Homework for Suspended Students: We are required to provide homework for students who are suspended for three to five days or in the expulsion process. You will receive an email

notifying you to prepare a homework packet for suspended students. The homework is to be turned in to the office staff within 24 hours of the notice. It is the responsibility of the parents to pick up and return the homework so credit may be given to students.

Injury to Staff: Should you incur an injury while on the school campus, the school nurse must be seen immediately. The secretary has Employee First Report of Injury Forms, which must be completed within 24 hours of the incident.

The designated Physicians for worker's compensation are:

- Occ Med Clinics
 - Aurora
 - Thorton
- Health One Clinics
 - Aurora
 - Bryant St.
 - Green Valley Ranch
 - LoDo

Student Illness or Accident: First aid is to be administered by the school nurse or designated personnel. Whenever the situation requires additional attention, beyond first aid measures, references on the Emergency Card, located in the nurse's office, should be contacted. When no adult listed on the Emergency Card can be reached, or if such urgent care is needed, an administrator will call 911 to request assistance.

Section VIII

Denver Public School Policies

Staff members must be familiar with the following DPS Board of Education policies. The text of these policies is available at: <http://board.dpsk12.org/policy/policy.shtml>

- Policy JLF-Reporting Child Abuse/Child Protection
- Policy JLF-R Reporting Child Abuse/Child Protection
- Policy GBAA-Sexual Harassment (employee)
- Policy GBAA-R Sexual harassment procedures for investigation of complaints (Employee)
- Policy GBAB-Harassment based on Race, Color, National Origin, Sexual Orientation, Disabilities, Religion, Age, or Gender (Employee)
- Policy JBB-Sexual Harassment (Student)
- Policy JBB-R-Procedures for investigation of Sexual Harassment policy complaints (Student)
- Policy GBEC-Drug and Alcohol Free Workplace
- Policy JE-R-Student Attendance Procedures
- Policy GBEB-A-Staff Dress, Accessories, and Grooming for Certified Staff (Teachers)
- Policy GBEB-A-R-Staff Dress, Accessories and grooming for Certified Staff (Teachers) Procedures