

APPENDIX 9: TEACHER HANDBOOK

Whittier K-8

STAFF HANDBOOK PROCEDURES AND EXPECTATIONS

2009-2010

"WE BELIEVE WE CAN FLY"

HOURS FOR TEACHERS

All teachers are to meet the students on the playground at 8:10. a.m. and bring them into the building. Classes will begin as soon as attendance has been taken and will end at 3:00p.m.

Teachers will choose one or two flex-time options: 7:15-3:20 & 7:30-3:35

HOMEWORK

Homework is to be given to pupils in grades 1-6 Monday through Thursday. Homework should be meaningful and should reinforce skills taught in the class. Teachers should check the work that is turned in and give students appropriate feedback on the work as soon as possible. Kindergarten students are to have homework at least two times per week.

INSTRUCTION

The instructional program is the highest priority of our school. Each teacher is expected to demonstrate an acceptance of and an adherence to the following beliefs:

- All students can and will learn if given appropriate materials and quality instruction.
- Learning is the direct result of good teaching.
- the learner must demonstrate that he/she has learned what was taught. If the child has not learned it, it has not been taught—presented maybe, but not taught.
- Instruction is to be planned to meet the varied learning styles of students (oral, aural, visual, and motor.)
- On-going assessment, evaluation, effective planning, and focused instruction are essential to mastery of content/skills.

Each teacher is responsible for the educational growth of all the pupils assigned to his/her classroom/program. High expectations are to be set and maintained throughout the school year. Expectations are to be communicated on a regular basis to the students and the parents.

Thorough planning and organization are essential to quality instruction. Many discipline problems stem from negligence in these areas. Therefore,

- Plans are to be written so that they can be easily followed by a substitute, if necessary.
 - Plans are to be implemented and readily available to the principal upon visitation to the classroom.
- **Some plans may need to be turned in to the principal on a regular basis.

Accurate and up-to-date records of test results, daily assignments, and homework are to be kept. Homework is to be checked and discussed with the students each time it is assigned. Be sure that homework is understood before sending it home.

It is our professional responsibility to provide a learning environment that is productive, supportive, and respectful. Report cards are to reflect careful, thoughtful and accurate evaluation of each student's progress. No child is to be removed from the classroom for specials during the literacy or math blocks.

KEYS

Keys are to be left on the keyboard in the main office at the end of the day. Keys are not to be taken out of the building. Do not leave keys in desk drawers, on the desk, etc. during the day. Care should be taken to not let keys get into the wrong hands. Building security depends on our cautiousness. Lost or missing keys should be reported to the principal immediately.

MEDICINE

District policy states that NO employee of DPS shall diagnose illness or prescribe medicine. All request for administering or taking medicine should be referred to the office or nurse. After proper procedures have been followed, all medicine will be given in the clinic by the nurse or other designated personnel.

BUZZER SYSTEM

The buzzer system is a means of communication. It is used to signal a person to the office.

1 buzz.....A student messenger

2 buzzes.....The teacher

3 buzzes.....ALERT! Close doors and keep students in the classroom. Adult personnel who are not with students report to office for assignment.

CALENDAR (School's Master Calendar)

The school's master calendar is kept by the principal. All activities must be approved and scheduled. Plan ahead! Get activities on the calendar as soon as possible to avoid problems with conflicts. It is highly recommended that all excursions for the school year be scheduled early in the year.

Events such as: Winter Celebrations, October Celebrations, and Valentine's Day will be held on the same day for the entire school and preferably on Friday's. The principal will determine the best day for such events according to the Master Calendar schedule.

CLASS REGISTER

Accuracy is a must. Information entered into Infinite Campus is a permanent record and is recognized as legal in a court of law. Therefore, it is imperative that all entries be accurate and entered appropriately.

COMMUNICATIONS/PUBLIC RELATIONS

Good communication helps to alleviate misunderstandings and confusion. Make every effort to communicate, as appropriate, with your colleagues, office personnel, paraprofessionals, lunchroom personnel, custodians, and the principal. Do not rely on rumors and gossip.

You are to check your mailbox in the office upon arrival, at your lunch break and after school. The office and lounge bulletin boards are also to be checked daily.

Before changing any procedures, which will affect other persons, teachers are to discuss the suggested change with * the principal.

*'GIVE THE LUNCHROOM MANAGER A ONE-WEEK NOTICE WHEN YOUR CLASS WILL BE AWAY FOR THE SCHOOL DURING THE LUNCH PERIOD.**

If a class is out of the classroom for activities other than those regularly scheduled, a note is to be left on the door indicating the location of the class members.

Parents and community members are our partners and, as such, are important to helping us reach our goals. We are to be respectful of them and their concerns.

Phone calls from parents are to be returned in a timely manner.

Teachers are to call the parents of their students during the first two weeks of school as a means of introducing yourselves. A record showing dates/times of the calls is due to the principal by August 29.

On-going school-to-home communication is important. Positive feedback in the form of notes; telephone calls, and conferences are to be made to parents on a regular basis. Keep parents informed of what you are teaching and encourage them to visit your classroom and participate in classroom activities.

On-going parent contact regarding student progress is to be made throughout the school year.

Each teacher is to keep a written record of all telephone calls and conferences, including dates, times, purpose, follow-up plans, etc. This documentation will be necessary if a parent lodges a complaint against you.

Please check all communications to parents for accuracy of content and correct spelling and grammar. All communications to be sent home are to be cleared through the principal.

CUMULATIVE RECORDS

Cumulative records are kept in the office in a locked file and are available to teachers at anytime during school hours. Check with the secretary before removing cums from the office. They are not to be taken from the building.

Teachers must use rubber gloves when working with pupils who are bleeding, vomiting, etc. Contact the nurse for additional information to assure your personal safety.

MONEY AND VALUABLES

Do not, at any time, leave money, class keys, your purse/wallet, or any valuables where there might be a temptation. Take precautions to secure your belongings. Also, stress with your students the importance of keeping their valuables in a safe place. Lock your door when you and your class leave the room. You may also use a locker in the office. Contact the secretaries if you are interested in acquiring a locker.

OFFICE

The office will be open each day from 7:00-3:30. Office personnel have a variety of responsibilities, including (but not limited to) greeting visitors, answering phones, ordering and receiving supplies, monitoring pupils sent to the office, caring for sick or injured pupils in the absence of the nurse, attendance, payroll, assisting with district, federal, and state reports, distributing supplies to teachers, and other duties assigned by the principal. They are busy. They will make every effort to assist you and to do so in a timely fashion. All requests for typing is to be approved by the principal. Upon approval, the principal will route the document to the secretaries.

PARAPROFESSIONALS (PARAS)

Para hours vary and each one arrives and departs according to an individual schedule. Each para is to sign in and out daily in the office. Paras who will be absent must call the office by 7:00a.m. to indicate the reason for the absence.

PROFESSIONALISM

As professionals, we serve as models for our students by exhibiting an awareness of and an acceptance of each other as professionals. Each of us should set goals and continually strive to reach a new level of professional growth.

- Each employee is to do his/her part in maintaining a positive school climate.
- Acceptable techniques for problem solving are to be utilized. Respect the rights of others to a point of view even though we may not agree. Communicate on a level that will benefit the learning and working environment.
- Conflicts are to be solved in a professional manner. Loss of temper will not be tolerated.
- Each teacher is to maintain the integrity of the work day by adhering to your work schedule.
- Each teacher is to be on time for faculty meetings, grade level meetings, and in-services regardless of the work day schedule you selected. Faculty meetings and grade level meetings will begin at 7:15a.m. On meeting days everyone's work day will be from 7:15-3:20.
- Staff development meetings are not to be used for completing lesson plans, eating, grading papers, etc.
- Teachers are expected to dress appropriately at all times. Professional jeans may only be worn on Fridays.
- Footwear should be comfortable yet professional. Toes are not to be exposed. Socks are inappropriate to wear when students or parents are present unless worn with full length slacks.

SIGN-IN SHEET

Each teacher is to check in on the sign-in sheet located in the office each day upon arrival and to check out upon departure. Do not sign in/out for more than the current day.

TELEPHONE CALLS

The office phones are for school business only.

Personal calls are not to be made during class time.

Family members and friends are to be asked to use your voice mailbox. Inform likely callers of your number and the procedures.

Check your voice mail at least upon arrival at school and before departure.

USE OF EQUIPMENT

As a courtesy to other teachers, please do not use copiers unless you know how to use them correctly. Report all problems to the office staff.

Audio-visual equipment is not to be left unattended in the hallway. The teacher is responsible for returning the equipment to the custodian for securing.

The laminator is to be used only by the designated and trained paras.

VISITORS TO THE BUILDING

All visitors to the building must have a visitor's pass. Do not allow a stranger into your classroom unless the visit has been authorized by the office (the visitor will be wearing a visitor's pass). Parents must check in at the main office so that the office staff is aware of their presence.

If you encounter someone in the hall that you do not recognize, proceed as follows:

- Ask him/her if you can be of assistance.
- Ask whether or not if he/she has reported to the main office. If the person does not have a pass, show *him/her* to the office. Do not make physical contact with the person.
- Be cautious and courteous. Do not accuse, argue with or attempt to hold such a person. If you are concerned or if the person is resistive, notify the principal or designee immediately.

Children of staff members are not to be brought to school whether our students are here or not unless authorized by the principal. Relatives and friends of students are not to visit unless accompanied by a responsible adult.

REQUEST FOR LEAVE

- The school administration has the authority to pay teachers pro rata share of their compensation up to the point that they are dismissed. Teachers cannot use leave for more than 5 days if they have been notified of Non-renewal or dismissal
- Application for leave for purposes other than sick leave shall be submitted to the principal on a District approved form at least (5) working days in advance, except in case of emergency.
- To maximize continuity of instruction, personal leaves will not be granted during the first four (4) or last four (4) weeks of the school year except for urgent, documented reasons.
- Use of personal leave may be restricted or denied by the District when an adequate supply of substitute teachers is not available
- All other polices that coincide with the Innovation Plan and collect bargaining agreement will apply

1. Para appraisals will be E- Mailed or sent by hardcopy teachers. Teachers may type information into text boxes or print a copy and write in the information.
2. Please review the appraisal form before filling in the information.
3. Be honest. Appraise your para based on factual information when he/she has been under your scheduled supervision.
4. Schedule a time to share the completed appraisal form with your para. Document the time and date you shared the appraisal information on the back of the appraisal form.
5. Both the teacher and the para should sign the appraisal immediately after the meeting. A signature does not indicate approval, rather that the appraiser has reviewed and discussed the appraisal with the employee.
6. The employee's signature is required on any attachments.
7. The paras overall appraisal will be based on the compilation average of the appraisers.
8. Any unsatisfactory ratings may invoke a plan of improvement for the para.
9. Make a copy of the completed and signed appraisal for yourself and turn in the original to Mr. Palmer
10. The final copy must be a hard copy.
11. This information is due April 14, 2010 at noon.
12. If you have any questions contact Mr. Palmer

**Denver Public Schools
WHITTIER K-8
BULLETIN BOARD DISPLAYS
2009-2010**

On the months assigned, teachers are asked to post a display in the hall. Displays are to be posted by 8:30 a.m. of the first working day of the month. The display may have a seasonal message, or may be a display of student work, etc. Displays are to be removed after school on the last working day of the month.

NORTH HALL

The North Hall is now designated for CSC NOTES only. Therefore, it will remain the same for the year

OFFICE BULLETIN BOARD

Month	Team
August	Mahri-Reed Whitney/Stewart
September	Chitwood
October	Hood/Morrow
November	Landy/Moe
December	Keatinge/Hall-Jones
January	Barber/Benjamin
February	Sandlin/Ritter
March	Lee/Morrow
April	Hikaru/Wilkinson/Solliday
May	Mays/Washington

1. Acquire classroom list of students from your mailbox. You will also receive a list of all other classrooms for the purpose of assisting your fellow teachers.
2. Report to the playground at 7:25 with classroom student list in hand.
3. Stand by your sign.
4. Have your students line up in front of you as they report to your class.
5. If a student is lost ask them the following questions:
 1. What is your name?
 2. What grade level are you in for this year? or What was your grade level last year?If the student's name is on any of the class list, guide them to the appropriate classroom. If the student is not on any classroom list, send them to the office to be processed.
6. We will stay outside until all students have been accounted for.
7. Once all students have been accounted for, teachers will proceed to their classrooms and begin their orientation.

Helpers outside: Computer Teacher, Special Ed. Teachers and Art Teacher, Dance Teacher
Please use class list to circulate around the school to assist parents and children with classroom assignments. Return to normal schedule after the bell rings. You may be moved from your post based on the situation.

Helpers inside: Humanities Facilitator, ESL Teacher, and Administrative Assistant

Use the class list to assist when needed. Report to the office and assist the secretaries before school. Return to normal schedule after the bell rings. You may be moved from your post based on the situation.

***Make sure to inform parents (if necessary and applicable) that their child will have two teachers: one for literacy and the other for math and science.**