**GENERAL PROCEDURES**

1. Accidents

2. Attendance Records

3. Bulletin Boards

4. Cafeteria/Lunch

5. Clinic Referrals

6. Communication to Parents

7. Computer

8. Conference Guidelines

9. Evacuation Drill

10. Field Trips

11. Fire Drills

12. Fire Exit/Cafeteria

13. Fire Safety

14. Grade Level Meetings

15. Halls & Restrooms

16. Health & Safety

17. Homework

18. Intercom

19. Keys

20. Mailboxes

21. Main Office

22. Medication

23. Physical Education

24. Plays & Programs

25. Room Orderliness

26. Target Team

27. Teacher/Staff Areas

28. Telephone

29. Textbook Policies

30. Tornado Drill

1. ACCIDENTS

A. All accidents must be reported to the office immediately. The teacher’s first concern is the care of the child.

B. Complete an accident report and submit it to the office manager. This report must be submitted to the office within 24 hours of the accident. Refer to Sample Forms in the faculty handbook.

C. In the case of an accident, no matter how minor, the school should notify parents or guardians. Telephone number and addresses may be obtained from the student information cards in the office.

D. An accident involving a teacher must be reported to the office immediately. An employee accident report must be submitted to the principal’s secretary the same day. Refer to Sample Forms in the faculty handbook.

2. ATTENDANCE RECORD in reference to the Attendance Roster for your homeroom, the information below is to be followed throughout the school year.

A. All students have to be entered on your roster the first day they attend school in the new school year. Place an “E01” on the date the student first attends school. A student should not have anything marked on the roster until they actually enter school. If the student is not present on day one please leave blank.

B. New students or students not listed on the roster should be listed on the space provided at the bottom of the Weekly Attendance Sheet.

C. Attendance lists MUST BE KEPT IN BLACK INK. Red will be used for correcting errors.

D. Pupils returning to school from any kind of absence are required to present a written explanation from parents or guardians according to state law. Such excuses should be dated and maintained by the teacher until the end of the current school year.

 E. Listed below are the district-wide codes that are used for the attendance roster:

 A = Excused absence

 U = Unexcused absence

 I = In school suspension

 T – Tardy

 S = School related activity

 O = Out of school suspension

 P = Present for changing an absence or a tardy to present

 F. All absences are marked as “A” excused to begin with and changed to “U” if no documentation is received by the teacher within two school days.

G. Late students must have a tardy slip from the main office to be admitted to the classroom after 8:05 a.m. All tardies will be marked on the roster by the teacher.

H. All attendance rosters must be signed by the homeroom teacher in black ink and dated to the last school day on the current roster.

I. Attendance rosters and lunch count forms should be sent to the main office every morning by 9:00 a.m.

J. The attendance roster (paper and/or electronic) is left blank for students who are present.

K. Students who transfer in/out during the school year will be coded by the Office Manager.

L. NEVER use whiteout on the rosters. These are audited for FTE and errors must be corrected by using a red line through the error.

M. Registers (paper and/or electronic) are legal documents and must be kept accurately by the teacher.

3. BULLETIN BOARDS

A. Bulletin boards are an extremely important way to communicate with students, parents, and visitors. Boards should be standards based, interesting, creative, and reflect current student work.

B. For a sample of a standards based bulletin board refer to Standards & Expectation, in the faculty handbook.

C. Bulletin boards should be updated according to the schedule listed in Standards and Expectations section of the Faculty Handbook.

4. CAFETERIA/LUNCH PROCEDURES

1. Lead your class to the cafeteria at your scheduled time. Please arrive on time.

B. During lunch, work with your students regarding proper table manners. Support the staff person providing supervision during lunch.

C. After lunch, lead your class quietly back to your room.

D. Make sure to bring your behavior long (with a pen/pencil attached) to the cafeteria.

 E. Teach and remind students of the following cafeteria rules:

a. The conversation level in the cafeteria is a soft – restaurant style. (LEVEL 1)

 b. Enter quietly in a single file line.

c. Remember to obtain all needed items when going through the line. No going back.

 d. Use good restaurant manners.

 e. Stay in your seat. Raise your hand for assistance.

 f. Use a soft voice when talking to your friends.

 g. Line up quietly at the end of lunch.

h. Please designate three cafeteria helpers: one table washer, one sweeper, and one dustpan helper.

5. CLINIC REFERRALS

A. Each teacher will have a “Clinic Pass.” The student must bring this pass when being sent to the clinic. Refer to Sample Forms in the faculty handbook.

B. Students on medication must have a Medication Release form on file in the office. Refer to Sample Forms in the faculty handbook.

C. Students may not have any form of medication (including aspirin, cough drops, etc.) in their possession while at school. All medication must be kept and dispensed by the main office.

D. Simple first aid may be administered when needed. In case of sickness, fever, etc., parents will be notified immediately by phone.

E. A completed copy of the Student Emergency form will be filed in the office for quick reference during emergencies. These forms will be provided by the office at the beginning of the school year and on enrollment of new students.

6. COMMUNICATION TO PARENTS

A. The principal must approve any important notices.

B. Teachers are required to send home a weekly newsletter on the first day of the school week. Each grade level may send a joint newsletter.

C. Any correspondence to or from parents which deals with a potential problem should be brought to the attention of the principal.

D. Retain all written communications from parents and keep on file until the end of the year.

E. Parent conferences may be scheduled with the principal and/or guidance counselor if deemed necessary.

F. The teacher should read to the students important school bulletins or notices. The teacher should stress to the students the importance of conveying this information to their parents/guardians. Information for parents should be placed in the students’ agendas or the homework folder.

 G. Use agendas or homework folders as a means for daily communication.

 H. Please make sure to check your voice and e-mail three times daily.

7. COMUPTER CARE

A. At the end of each day, please log off your computer and turn off the monitors. “Power off” all laptops and desktops.

B. For weekends and holidays, please completely shut down all computers, turn monitors and power off.

C. Please email IT (ITsupport@firstcoastymca.org) to report any computer problems or needs. Please Cc. the principal on all IT emails.

D. Teachers are responsible for maintaining the cleanliness of the computer area. While the custodial staff will clean the tables, teachers should clean the tables on a weekly basis to prevent dust build up.

8. CONFERENCE GUIDELINES

A. Conferences may be held before or after school, or on planning days. All before school parent conferences must end by 7:55 a.m.

B. Teachers are encouraged to have at least one conference monthly with each student’s parents/guardians during the school year. Parent phone calls must be accepted Monday – Friday from 4:00 p.m. until 8:00 p.m.

C. Be professional, friendly, and tactful. Conferences should be standard based. Allow the parents to talk. Develop a plan to improve academic and/or behavior difficulties. Have evidences of student’s work and utilize documentation and data that you have acquired.

D. A conference regarding a student’s academic difficulty should include student data and individual academic prescription. Refer to sample forms in the faculty handbook.

E. If you anticipate the parent/guardian may become belligerent, schedule the conference with the principal or guidance counselor.

F. Maintain confidentiality during conferences. **Other students should not be discussed.**

G. Document all parent conferences. Conference logs should contain: parent name, student name, date, concern and final outcome; refer to standards & expectations in the faculty handbook.

9. EVACUATION DRILL

A. Each teacher is required to have an Emergency Evacuation Bag containing the following items:

 a. Student Roster

 b. Parent/Guardian contact information

 c. Evacuation map

 d. Pen

 e. Pencils

 f. Clipboard

 g. Legal pad

 h. Sticky note pad

 i. Emergency plan

 j. Evacuation/no return procedural sheet

 k. Red and green sign

 l. Story books – grade level appropriate

 m. Mini-First aid kit

 n. Transportation list

B. There are three different kinds of emergency codes: Code Yellow, Code Red, and Code Green Evacuate/No return.

C. In the event of a Code Yellow the principal or other person in charge will announce over the intercom “Code Yellow.” The front office will call 911. The office will lock all outside doors and notify the Metro Office. Main office staff will call “Lock Down” on all walkie-talkies. Classroom teachers will:

 a. Lock classroom doors, but ADMIT STUDENTS

 b. If outside, remain outside and gather students until directed otherwise.

 c. Do no leave the classroom or allow students to leave.

 d. Continue instruction.

 e. Create a list of students not in class. Note late arrivals.

f. Call office by classroom telephone intercom system, only in an emergency. No personal phone calls.

 g. Emergency team members report to designated area.

 h. Use radio for emergency communication only.

D. If it becomes necessary to secure the campus or school building in the event of unlawful trespass by an individual or group (armed or unarmed) the following lock down procedures will be conducted for a Code Red. Principal or person in charge will announce over the intercom “Code Red.” The front office will call 911. The office will lock all outside doors and notify the Metro Office. Main office staff will call “Lock Down” on all walkie-talkies. Classroom teachers will:

a. Lock classroom doors. DO NOT ADMIT STUDENTS. No one leaves the classroom. Cover door glass.

b. If outside, remain outside. Gather students. Seek shelter at designated location. Maintain a calm environment.

 c. Document students present or absent.

 d. Students are to sit away from doors and windows.

 e. No phone calls. Use radios for emergency only.

 f. Emergency team members report to designated area.

g. All adults who do not have immediate supervisory responsibility for students, proceed with caution to designated area.

h. If evacuation is called, exit and follow evacuation procedures. Bring Emergency Bag and leave the door unlocked and open.

i. If imminent danger dictates escape, exit the area via the quickest means available.

E. In the event it becomes necessary to evacuate the Campus the following procedures will be conducted. Principal or other person in charge will announce over the intercom “Code Green” or an alarm will sound. Classroom teachers will:

a. Collect Emergency Bag. Take attendance noting situation of all students i.e. absent, clinic, restroom, etc…

b. Line up. Admit all students returning to class. Exit the building according to the route on your map and go to the designated spot.

c. When you arrive, hold up either the red or green sign to show if all your students are accounted for. Green means all students are present. Red indicates missing student(s).

 d. Silence is to be maintained and listen for further directions.

10. FIELD TRIPS

A. Filed trips are extensions of the curriculum and should be based on specific learning objectives. To ensure optimum benefit, students should be prepared in advance for this learning experience. After the field trip, teachers should evaluate and build on this experience.

B. All field trips must be approved, in writing, by the principal at least **four** weeks in advance. Please make sure all appropriate forms are completed. Refer to sample forms in the faculty handbook.

 a. Filed trip request

 b. Parent release

 c. Chaperone responsibilities

C. All students participating in the field trip will ride the approved mode of transportation.

D. Any money collected from students to cover field trip expenses must be receipted. It is prohibited for teachers to have more than $40.00 in their possession. Any money collected during the week must be turned in each Friday afternoon by 2:00 p.m. All money being turned into the school manager must be accompanied by the receipts and report of monies collected form. See sample forms in the faculty handbook.

E. A permission slip must be signed by the parent/guardian and on file for each child leaving school property. “Phone call permission” is not acceptable. All permission slips are to be sent to the main office prior to leaving the school grounds.

F. If a student is unable to attend a field trip, the teacher is responsible for making arrangements to place the child in another teacher’s class. The teacher is also responsible for providing student work for the day. Please notify the office of the child’s location.

G. Only those students enrolled in your class are allowed to attend the field trip. Chaperones are not permitted to bring other children on the trip. All chaperones must complete the volunteer training, before attending a school field trip.

H. Before leaving school property, all chaperones are required to sign the Chaperone Responsibility form. Refer to sample forms in the faculty handbook.

I. Teachers assume direct responsibility for the supervision of field trips. At least one adult for every ten (10) students is recommended for grades two through three. One adult to every seven (7) children is recommended for Pre-Kindergarten through first grade.

J. The school has a responsibility to provide lunches for students on free and reduced lunch status.

a. Make sure the cafeteria manager is informed at least ten days in advance of the field trip.

b. Each teacher is responsible for completing the form, Field Trip Lunch Request Form. The cafeteria manager must have this form a minimum of 10 days in advance. Refer to sample forms in the faculty handbook.

c. One day prior to the field trip, please notify the cafeteria manager of any changes in the required number of bag lunches.

d. On the morning of the trip, students receiving a bag lunch will go to the cafeteria to pick up a bag lunch.

11. FIRE DRILLS

A. Fire drills are conducted monthly. At the sound of the alarm teachers are to evacuate all children from the building following the evacuation plan posted in the classroom.

 B. Fire Drill procedure:

a. Line students up and exit immediately following the appropriate evacuation route. Please walk. No running.

b. Lead your students quietly in single file to the designated area facing away from the school. No talking.

c. Bring the Emergency Bag and verify attendance and location of all students. Complete the Fire Drill Check sheet and immediately notify the supervisor of the fire drill of any missing students. Refer to sample form in faculty handbook.

 d. Maintain absolute silence.

 e. After all-clear bell rings, students quietly return to the classroom.

f. Students that are not in the classroom (such as a resource) will exit the building under the direction of the supervising teacher or adult.

 C. Primary and Secondary Evacuation Plans should be posted in the classroom.

12. FIRE EXIT FROM CAFETERIA

A. Students are to immediately exit the cafeteria following the cafeteria fire exit plan. Teachers and assistants are responsible for reviewing the procedures with their class.

 B. Students must not take their lunch.

13. FIRE SAFETY

A. Fire alarm boxes are located throughout the building. If a fire is detected in your area, pull the lever to activate the general alarm.

B. Fire extinguishers are located throughout the building as indicated on the Evacuation Plan (located on the wall), however the teacher’s first responsibility after the alarm sounds, is to evacuate the students.

14. GRADE LEVEL MEETINGS

 A. Grade level meetings are to be conducted weekly.

B. Grade level meetings should include collaboration of lesson plans, sharing instructional strategies, reviewing data, sharing and evaluating student work.

 C. Agenda for each grade level meeting shall be submitted to the principal.

15. HALL AND RESTROOMS

A. Students should have a destination pass while in the halls unescorted. Students must always travel in pairs. Pre-kindergarten students must always be accompanied by an adult.

 B. Students may not pass notes or collect money from teacher to teacher.

C. Students should be encouraged to keep hands and feet off walls and to wipe feet before entering the building.

D. Encourage children to adhere to the “Tiger Way” while in the halls. Rituals and routines for common areas should be practiced and enforced. Loud talking, yelling, running or other unruly conduct should be discouraged by any teacher in the area of the disturbance. Refer to school wide discipline plan.

 E. Teachers should supervise students changing classes.

F. Students should be taught that they have a responsibility to keep the restrooms neat, clean and to use bathroom supplies wisely. Teachers must supervise uncooperative students.

G. As safety precaution, students should never be alone in hallways. Students must always travel in pairs or in three’s if leaving a student at the office. Pre-kindergarten students must always be accompanied by an adult.

16. HEALTH AND SAFETY

A. Classroom doors are to be locked and the lights turned off when the class leaves the room.

B. When leaving for the day, all blinds are to be drawn and closed. Please make sure all doors are locked.

C. Report to the office any fire or safety hazards or dangerous defects in the room or on the school grounds.

17. HOMEWORK

A. Homework should be meaningful and on the students’ level. Homework assignments should meet the individual students’ need. New material that has not been introduced should not be assigned.

B. Careful consideration should be given to the amount of homework. In accordance with the National PTA Guidelines, the following recommended:

a. Kindergarten, First and Second grade should not exceed fifteen to twenty minutes each night.

 b. Third grade should not exceed thirty minutes.

 c. Fourth grade should not exceed forty-five minutes.

 d. Fifth grade should not exceed sixty minutes.

 C. Homework should not include reading, according to grade level standards.

18. INTERCOM

 A. Classroom instruction will not be interrupted unnecessarily.

B. School personnel should not disrupt the classroom involving issues that can wait until the end of the day.

 C. All calls are made by the principal and principal designee only.

19. KEYS

A. Teachers are responsible for keeping their keys. If lost, report to the office immediately.

B. Keys should not be given to students for locking or unlocking doors or cabinets.

20. MAILBOXES

1. Teachers/Staff have a mailbox located in the main teacher planning room. Each member is responsible for checking at least twice daily for mail and announcements. The office will notify you of additional important messages. Students not permitted in this area.

 B. Students are not permitted to transport mail for teachers.

 C. Mailboxes should be kept clear and not used for storage.

21. MAIN OFFICE

 A. The purpose of the main office is to conduct official school business.

 B. Refrain from discussing student problems while in the main office.

C. Students should wait at the counter and not enter the main work area. Students should have a pass indicating why they have been sent to the office.

22. MEDICATION

A. The parent/guardian must request that their child be given medication while at school and sign the liability release allowing the school to administer the medication. Refer to sample forms in the faculty handbook.

B. The parent/guardian must present a prescription container, which has the name of the medicine, correct dosage and time to be given.

C. All medicine must be kept and administered in the main office. Students are not to transport medicine. Parents must bring the medicine to the office.

D. Students are to be sent to the office with a clinic pass when it is time for their medicine.

23. PHYSICAL EDUCATION

 A. All students are to participate in resource and enrichment classes.

B. Students are exempt from participation if they have an illness or injury with a note from the parent or doctor. Inform the P.E. teacher of any notes excusing the student.

C. A student will not be forced to participate, but can still accompany the class to P.E.

D. Students are to be instructed and reminded of safety rituals and routines before going outside.

24. PLAYS AND PROGRAMS

A. All teachers will accompany their students to assembly programs and remain with them. All teachers, resource and classroom, should position themselves in such a manner as to insure maximum supervision.

B. The “Tiger Way” for student behavior should be discussed prior to attending assemblies. Please include the following:

 a. Talking and mumbling

 b. Whistling

 c. Booing or other negative gestures or comments.

 d. Inappropriate laughter

 e. Entering and leaving in a quiet and orderly manner.

 C. Remember to praise your students when they have used good audience manners.

25. ROOM ORDER

A. Each teacher is responsible for the neatness and appearance of their room and storage areas.

B. Student desks/tables are to be left neat and clean. The floor should be clear of notebooks, lunch boxes, etc. so the custodial staff may clean.

 C. At dismissal, please place all chairs on top of desks and tables and close all blinds.

 D. If custodial services are needed, place a note in the head custodian’s mailbox.

E. For the first week of school, a neat and attractive alphabetical class list should be posted on your outside bulletin board.

26. RESPONSE TO INTERVENTION – Listed below is the process for referring a student for Exceptional Student Services.

A. Tier 1 – The foundation of scientific, research-based core instructional and behavioral methodologies, practices, and supports designed for all students.

B. Tier 2 – Supplemental instruction and behavioral interventions targeted groups in addition to and in alignment with effective core instruction and behavioral support.

 At the RTI meetings the teacher will:

 1. Describe the problem

 2. Share any ideas regarding the problem.

 3. Description of desired outcome

 4. A summary of data

 5. A list of intervention/strategies and their outcome

 6. A list of student’s capabilities/strengths

C. Tier 3 – Intensive instruction and behavioral interventions for individual students in addition to an in alignment with effective core instruction and behavioral support.

During Tier 3, they will be placed on the next agenda for the Multidisciplinary Referral Team (MRT) and Eligibility Determination Team (EDT), which is the new name for the Child Study Team.

27. TEACHER/STAFF AREAS

A. Students are not permitted in any of the teacher/staff planning areas or teacher/staff dining room at any time. **Students are prohibited from entering the teacher’s lounge to retrieve mail or food from the refrigerator.**

B. Please help keep the refrigerator and microwave clean. Remove all personal items by the end of each week. The refrigerator will be cleaned each Friday.

28. TELEPHONE

A. FAX and long distance phone calls are to be made for school business only. All long distance calls will be made from the administrator’s phone. The telephone log must be completed for documentation of charges.

B. Phone calls to parents from the classroom should only be made when students are not present in the room, unless the student needs to speak with the parent and the call is of a disciplinary nature.

C. Teachers should check their voice mail daily. All phone messages from parents must be returned within twenty-four hours. No exception.

 D. Teachers should check e-mail daily.

E. Students are to use the telephone only for emergencies. Written permission from the teacher must accompany the student during school hours.

29. TEXTBOOK POLICIES

A. Textbooks must be accounted for at the end of each fiscal year. Therefore, it is very important to maintain accurate textbook records.

B. Each grade level will designate a Textbook Chairperson. The chairperson will be responsible for distributing books and maintaining records.

C. Each teacher is responsible for keeping accurate records for the textbooks issued to them.

D. Students are to be assigned numbered/barcoded textbooks for which they are responsible. Books should be checked frequently for loss and damage. Students will be charged for lost and damaged books.

30. TORNADO DRILL

 A. Tornado drills will be conducted at least once a year.

 B. At the sound of the alarm:

a. Students will immediately line up in single file and proceed to an inside hall.

 b. Students will face the inside support wall which is free of windows.

 c. Students will assume the Duck and Tuck position.

 d. Maintain absolute silence.

 e. When “all clear” is indicated, students quietly return to the room.

C. Students who are outside the building during a drill will enter the building under direction of a supervising adult and quietly assume tornado position along hallway support walls.