

**Carter - Parramore Academy  
Hope Academy  
Bold Step Day Care Center  
Transition Program**



2017-2018

Faculty and Staff Handbook

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# CARTER-PARRAMORE COMPLEX

## Faculty and Staff Procedures

1. **TEACHER ARRIVAL** should be at 7:45 a.m. each school day and departure not before 3:05 p.m. Staff members have varying/prearranged schedules.
  - a. When teachers and staff members arrive at school in the mornings, they must sign in on the Teacher/Staff Attendance sheet posted in the main office. The “Sign In” procedure assists all of us in many ways; we can: be certain that you are present and that your responsibilities are being fulfilled, properly compensate you, get information to you in an emergency, and assure visitors or school personnel of your presence and approximate whereabouts.
  - b. Appointments should be made that do not conflict with school hours. However, be sure to check out in case of emergency with the administration. The office staff maintains a sign-out and sign-in sheet for all personnel.
2. **A TEACHER/STAFF ABSENCE** from duty for a day or part of the day is treated in accordance with county policies.
  - a. When you know ahead that you will need to be away, notify the Office Manager and complete a leave request form two weeks prior to the date you will be out. In extenuating circumstances, leave forms will be accepted on a date closer to the leave date.
  - b. In case of illness or emergency, faculty/staff has the duty to notify the Ms. Frances Harrell the night before by 9:00 p.m., and no later than 6:00 a.m. on the day the absence is necessary. Ms. Harrell’s telephone number is 850- .
  - c. Teachers, please keep your lesson plans well organized in case of emergency. Write your “duties” in your plan book so that a substitute will understand them. An emergency lesson plan should be filed with the Assistant Principal.
  - d. Leave forms for sick leave must be completed and submitted to the Office Manager, Ms. Harrell, on the day of return.
  - e. A leave form is to be completed by each employee for each day he or she is not on duty. Forms are located in the main office.
3. **DUTIES**
  - a. Special duties will be assigned from time to time throughout the total school year.
  - b. You are expected to report promptly to an assigned duty.
  - c. While on duty, each staff member will supervise activities in his/her assigned area. Do not plan to hold student-staff or staff-staff conferences, or any activity which would divert your attention from the assigned duty.
4. **ATTENDANCE AND TARDIES**
  - a. Teachers are responsible for taking attendance in **each class** throughout the day and recording tardies and absentees in their grade book and in the computer. Teachers are also responsible for checking the attendance roster

for that day, and sending any discrepancies immediately to the Guidance Department Secretary to Ms. Keyichee Burke located in main office suite room (# 1).

- b. When a student has been tardy or absent from your class three times, teachers should call the parent, determine the problem in a positive way, offer any help needed in providing make-up work, emphasize the learning opportunities that are being missed, and ask for the parent's help in getting the student to school on time everyday. It is extremely important to that all staff comply with the School Board Policy for Attendance.

#### 5. **FACULTY MEETINGS**

- a. Teachers are requested to be prompt at all meetings and not be absent unless excused by the administration. All faculty meetings will be announced in advance. The standard meeting day will be Monday so that there is no interference with the Gadsden District 21<sup>st</sup> CCLC After-school Program. Extended meetings will be negotiated with faculty consensus. Support staff should adhere to the GCCTA and GESPA Collective Bargaining Agreements.
- b. Department Team meetings will be held as announced. Department or School Leadership Team meetings will be announced.

#### 6. **SAFETY PROCEDURES**

- a. School wide emergency procedures are outlined in the Gadsden County Crises Response Procedures. (Bruce James, Safety Coordinator)
- b. LEAVING A CLASS of students should not be done except in an emergency. If you have an emergency that requires you to leave, be sure to notify the teacher next door and the office/security staff.
- c. Duty assignments are an important part of our safety plan. A roster will be provided. A roster will be provided.
- d. Students, who are ill, injured, or who require emergency attention of any kind should be sent or accompanied to the office. No attempt should be made to move a student who appears to be seriously injured. If there is any doubt regarding a student's ability to care for him / her self while reporting to the office, the teacher should accompany the student or seek assistance.
- e. All student injuries should be reported by using the standard Accident Report Form. This form may be secured from the Office Manager in the main office.
- f. Teachers' injuries must be reported to the office within 24 hours to be covered by Workman's Compensation. Even if you make a judgment that medical attention is not required, please complete the forms.
- g. Each teacher/staff member is responsible for the enforcement of safety rules regardless of who the student is or under what circumstances a situation occurs. Please do not look for someone else to correct a situation that you have observed.
- h. Teachers are not to excuse students to run errands of a personal nature. **ALL PROCEDURES THAT INVOLVE SCHOOL ERRANDS REQUIRE A WRITTEN PASS / SIGNED COMPOSITION BOOK FROM THE TEACHER. PUPILS ARE REQUIRED TO CHECK IN AND OUT IN**

THE MAIN OFFICE IN ALL CASES WHERE THEY ARE REQUIRED TO LEAVE SCHOOL DURING SCHOOL HOURS. Teachers are not excused to run errands of personal nature. All teachers checking out or signing out must receive permission from the administration in the front office.

- i. Student COMPOSITION BOOKS will be the only hall pass permitted for students going to the Media Center or other designated places. The student's name, time, and purpose must be indicated clearly. A student should never be found outside of class unless they are carrying their composition book with a teacher's signature.

7. **ACTIVITIES AND ASSEMBLY PROGRAMS**

- a. **ALL** activities must have prior approval using the district form or in-house form. **REMEMBER, IF IT'S NOT APPROVED, IT DOESN'T HAPPEN!**
- b. Teachers must accompany classes when assemblies are scheduled and sit in the designated sections with their classes.

8. **CARE OF CLASSROOM:** Teachers should be mindful of the following items relative to the general care of the classroom:

- a. The flag of the United States should be displayed at all times.
- b. Classroom doors should be locked and all lights turned off whenever the room is not in use. (Windows closed and locked at the end of each day.)
- c. Teachers should make periodic checks of classroom property and instruct students in the proper use of any special equipment.
- d. All student records, grades and financial obligations should be checked by the teachers before leaving for the summer.
- e. Keep classroom doors unlocked during the instructional school day and do not cover the window of the classroom door. Classroom walkthroughs will be completed regularly.
- f. All efforts will be made to ensure that hallways are free from disruption during class sessions.
- g. **Note:** Custodians and custodian assistants will work dutifully to assist with cleaning of all classrooms, restrooms, and hallways.

9. **WORKERS' COMPENSATION REPORTS:** Should any staff or faculty member sustain injury on the job, report immediately to the main office or call or send someone to the main office to get an administrator/security officer. Accident reports must be completed as soon as possible as well as a decision to the immediate care needed. Notice of injury forms should be submitted to Ms. Harrell in the main office for all injuries sustained regardless of whether or not medical treatment is needed, or the employee loses time from work.

10. **REPORT CARD, GRADING**

- a. At intervals of four and a half weeks, **progress reports** will be issued and sent home to parents. Students will carry the report from class to class and have each teacher complete their part of the report. At the end of the day the student takes home the top (white) copy, and returns the yellow copy to the seventh period teacher. The yellow copies should be turned in to the guidance counselor.

- b. Report cards will be issued on the dates prescribed by the school calendar. The following standardized grading scale shall be used by all schools:

<b>Grade</b>	<b>Percentage</b>	<b>Grade Point Value</b>
A	90-100	4.0
B	80-89	3.0
C	70-79	2.0
D	60-69	1.0
F	59 or below	0

No teacher should permit a student to fail his/her subject for the nine weeks without having notified the parent/guardian of the possibility of failure. This may be done with a personal visit to the home, e-mail, conference, a telephone call, or a danger of failing notice which will be provided by the office. The student does not necessarily need to be failing the subject for a warning to be beneficial. Often when you are aware that a student is working much below his/her capacity, a warning sent to the home can quickly remedy the difficulty. Please keep a copy of the danger of failing notice sent home to parents for a record, which may be needed later.

**11. DAILY BULLETIN / ANNOUNCEMENTS**

- a. A bulletin will be prepared each day. In it will be those announcements which concern students, as well as teachers. The daily bulletin furnishes current information in regard to school life. Persons who wish to make announcements must prepare them in writing and present them to the office by 3:00 p.m. on the day prior to the announcements. Any announcements prepared by students should be approved by a faculty sponsor. All announcements must be approved by an administrator. Ms. Grant will insure that daily bulletins are published daily.
- b. General announcements will also be made via television and or student broadcast.

**12. STUDENT RECOGNITION PROGRAM:** Teachers are asked to submit no more than two names to the Principal of those students who have performed an extraordinary task at the end of the week. An administrator will make a positive phone call to the parents of each of these students.

**13. By state law SMOKING is not permitted on or near campus.**

**14. Cell Phone usage (before and after school) is to be kept to a minimum and should not disrupt the instructional period.**

**15. FIELD TRIPS:** Field trips can be an important part of classroom instruction and are encouraged when funds are available. Field trips should be properly planned and executed. When planning a field trip, the following guidelines should be followed:

- a. A written request for a field trip must be submitted to the Principal in person for approval fifteen (15) days in advance of the proposed field trip.
- b. You must have signed parent or guardian consent forms for each student for each specific trip before departure.

- c. Field trips should occur between 7:55 a.m. and 2:55 p.m. during the regular school day. Many students ride the bus home.
- d. A mixture of instructional employees and parents must serve as chaperones for every ten (10) students, depending on the circumstances.
- e. Plans must be made for those students who do not wish to participate.
- f. The cafeteria manager must be notified three (3) days in advance, indicating any special meal requests or non-attendance at lunch.
- g. You must provide a list of students' names to teachers three (3) days prior to the trip.
- h. On the day of before the field trip, check with the Office Manager to confirm the arrival of the bus on the day of the trip.

16. **PROFESSIONAL DEVELOPMENT TRAINING:** Professional Learning Training will be scheduled as needed. The ePDC may be activated per training request.

17. **INSTRUCTIONAL VIDEOS:** Videos from the Carter-Parramore Academy Media Center and the Gadsden ITV Network may be used without administrative approval. Any other video must be approved. Videos must relate to the instruction occurring in the classroom at that time and be reflected in the lesson plans. Approval forms may be obtained in the media center. When showing a video, the following guidelines are suggested:

- a. Preview all learning material before use.
- b. Study the teacher's manual or guide if one is provided.
- c. Plan an introduction to the use of the media based on the preview and study of the teacher's manual, making connections with the student's prior knowledge.
- d. Inform the class about what the media covers, why it is being used, and what the class is expected to gain from it. Assign a task, such as asking the students to look for key points.
- e. Arrange for necessary equipment and assistance in advance.
- f. Use the media.
- g. Follow-up with discussion and interaction time.
- h. Provide books and other related learning media on the subject.
- i. Provide follow-up with practical application and other student activities as soon as possible.
- j. Evaluate the success of the lesson plan from both teacher's and student's point of view.
- k. If necessary, plan for modification when the use of the media is repeated.

18. **HOMEWORK, EXAMINATIONS, REPORTS, OTHER**

- a. General: The teacher should be able to recognize the needs of individuals and classes and regulate his/her teaching, testing, and examining accordingly. However, to avoid having all semester and final exams on the same day, the testing schedule must be followed at the close of each semester.
- b. Homework Assignments: The teacher must integrate homework assignments with the individual student's capacity. The teacher must be sure that the student knows how the assignments should not require more

than ½ hour for completion unless a special report, project, or unit work has been assigned. In these cases, the completion date should be announced and posted; moreover, the student's progress should be checked on a scheduled basis.

- i. The assignment should be clear and definite, including necessary and specific directions for the study of the lesson.
  - ii. The assignment should be sufficiently detailed to enable each student to understand the task assigned, allowing for the differences in the ability and interest of students.
  - iii. The assignment should anticipate special difficulties in advanced work, and suggest ways to overcome them.
  - iv. The student should understand the importance of the assignment.
  - v. The assignment's motivation should be the satisfaction of achievement, rather than the scholastic reward or the fear of punishment.
  - vi. The assignment should stimulate thought.
  - vii. The assignment should be adjusted to the time and opportunity of the class.
  - viii. Establish a written policy and include in the syllabus. Let your students know what is expected of them for the semester. Also, include the "Power of I" information for students so that they will be aware of the makeup day and deadlines.
- c. Only fees approved by the administration should be collected from students.
  - d. Class record books should contain not only the continuous record of each student's academic progress, but also his/her attendance record.
  - e. FORMS: All school forms may be obtained from the Office Manager in the main office.
  - f. PURCHASES: ALL purchases must have prior approval by the Principal or designee.
  - g. CONFIDENTIAL INFORMATION: The nature of the educational process brings about much use of confidential information pertaining to human relationships. All school personnel shall recognize and properly respect confidential information as a matter of good human relationships and effective professional service. A breach of such confidence is considered professionally unethical. School records, such as cumulative folders, student grades, test scores, guidance or counseling reports and lists of names and addresses are not considered public property. Such information may never be given without direct consent of the Principal. However, please keep in mind that these cumulative reports may be subpoenaed by the courts at any time; therefore, never add any written document to the cumulative folder that you would not want presented as evidence.
  - h. STAFF MEMBERS ARE ENCOURAGED TO COMPLETE THE PERSONNEL DATA FORM PROVIDED BY THE SCHOOL. This allows the school to maintain pertinent information in case of an employee emergency.

## FINANCIAL PROCEDURES: INTERNAL ACCOUNTS

**MONIES COLLECTED:** All monies collected by teachers, unless otherwise specified, are to be turned in with a monies collected form, in duplicate, to the school office manager-bookkeeper to be deposited in the school's internal accounts. The bookkeeper will deposit this in the proper account within the bookkeeping system. It will then be available for disbursement from that account as needed. A receipt must equal the total shown to have been turned in. The office requests that all money be turned in before 3:00 p.m.; otherwise, the teacher must keep the money until the following day. **DO NOT SUBMIT MONEY AFTER 4:00 P.M... PLEASE DO NOT USE CORRECTION FLUID (WHITE-OUT) ON THE MONIES COLLECTED FORM. The forms are located in the main office.**

**FUNDRAISING:** All fundraising involving sales must be approved by the Principal. **Prior to ordering merchandise, you must have a project approval form and a purchase order.** Tight security must be maintained during the sale with all money being deposited on the day it is collected or no later than the first school day following the collection. At the end of the project, a sales report must be completed and submitted to the office manager-bookkeeper within five (5) working days. All outstanding debts must be cleared and merchandise not sold noted.

For all fundraising involving tickets, you must use tickets from the office manager-bookkeeper's office. When picking up your tickets, you will receive a ticket report with beginning numbers listed. When the sales are finalized, the ticket report must be completed, signed, and submitted along with the money on a monies collected form. The balance of the tickets is returned to the office manager-bookkeeper. **The sponsor will be held responsible for all indebtedness of the club/team/organization.**

**CHECK REQUISITIONS:** No purchase shall be made in the name of Carter-Parramore Academy or Hope Academy or Bold Step without a purchase order signed by the Principal. Requests for payment of unauthorized purchases will not be honored. **Staff members will have to assume personal responsibility for the payment of unauthorized purchases.**

Obtain a check requisition form in the office. When writing a requisition for a check, you must attach an itemized bill, invoice, and a copy of the purchase order before the check will be issued. Please plan ahead! Check requisitions must be given to the office manager-bookkeeper by 12:00 noon. **PLEASE DO NOT USE CORRECTION FLUID (WHITE-OUT) ON THE CHECK REQUISITION FORM. The forms are located in the main office.**

**PURCHASE ORDERS:** An internal purchase order must be written and approved prior to any purchase made from internal funds. This includes any item ordered on consignment. No invoice will be paid without a purchase order and the sponsor/teacher making the purchase will be responsible for the debt. **The Purchase Orders may be obtained from the main office or office manager/bookkeeper.**

Warehouse and county purchase order requests should be given to the Office Manager. She will type and forward them for approval through SKYWARD.

**PERSONAL CHECKS:** No personal checks will be accepted by the Office Manager from students or parents. All debts, dues and etc. should be paid for by cash or money order **ONLY.**