



Pollard Teacher Handbook

2019-2020



Pollard School

Absences

James Pelletier's **cell# (978) 290-7433**. You can call before 9:00 PM and then again in the morning before 7:00 AM. After this you should call the school, 382-7146 and speak to an administrator. Doug's ext. 5501 & Jame's ext. is 5506. Doug's cell is (603) 303-8219,

Abuse, Reporting

All cases of suspected child abuse are to be reported to the principal. The principal may involve the nurse, guidance counselor or other appropriate personnel. The principal or guidance counselor will call the Division of Children, Youth, and Families (DCYF), if warranted.

Accident Reports

The nurse will keep a log of all visits to her office, including minor and serious accidents. All slips, trips and falls should be reported to the nurse to be entered on the Slip/Trip/Fall Log. All accidents that occur to staff and /or students in school must be reported immediately and noted on an accident report form, which is available from the nurse, or from Fran. The staff member on duty should complete the form where the accident occurred. Please be prompt and thorough in completing the form. When in **doubt**, fill it out. (TRSD Policy EBBB)

AESOP:

All staff that typically secure substitutes for their positions must not only call James when they are sick but also call or go online to the Aesop site and request a sub. This will be important to do ASAP on days that you call out sick early in the AM. Using AESOP will be your responsibility. Please review the material that I will be giving you during the staff meeting Tuesday morning. You should have received an email from netpost@aesoponline.com if you did not receive it please let me know. The email will give you your User ID and Pin number.

Afternoon Dismissal

Students who are picked up by parents or walkers will be dismissed at 3:10 PM. Teachers will then walk their bus riding students down to the bus loop for afternoon dismissal and are responsible for supervising students until everyone has been loaded on a bus.

Attendance

We will continue to use PowerSchool to take attendance. Please have extra paper attendance sheets available for substitute teachers. If students arrive in your classroom after 8:30 they should have a tardy pass. If they do not, please send them to the office to get one. Also, if you have received a call or e-mail from a parent regarding a student's absence, please notify the office. Attendance must be completed no later than 9:00 AM.

Change in Going Home Procedure

Each classroom teacher is provided with an 2 pocket folder to assist in organizing weekly dismissal notes. Inside this folder will be:

- Attendance sheets (used only when Power School is down)
- A pocket to store miscellaneous items.

This is how it works:

1. Please put the notes inside the front right-hand pocket labeled notes. Your folder should be sent to the office whether or not you get notes passed in from your students. Parents do call in changes to the office directly or put it in Pick Up Patrol.
2. If a child forget their note, they need to come to the office no later than 2pm so we can contact a parent.
3. A front office secretary will process the notes and file them in the office. Notes will not be returned to you.

Confidentiality

Protection of student, parent, and staff rights must remain among the highest priorities for all school personnel. Paramount among those rights is the assurance that information about a child's performance and behavior will be restricted only to those people who have immediate need to know. Please remember to respect the confidentiality of *everyone* in our school by exchanging confidential information in a discrete and private manner in order to protect children's rights as well as those of parents and other staff.

Conflict of Interest

Staff members may not engage in, or have a financial interest in, any activity that raises a reasonable question of conflict of interest. (TRSD Policy GBCA)

Copyright

Teachers are not to photocopy copyright-protected materials for student use. (TRSD Policies EGAD and EGAD-R)

Correspondence Home

All class correspondence from school to home should be submitted to the principal for review at least one day in advance of the time when you intend to distribute it to

students. Please do not leave these notices for the last minute. In addition, a copy of every notice that is sent home should be given to the school secretary.

To keep our parents and community informed, a school newsletter will be posted on our website every month. Classroom teachers are expected to send classroom or grade level news monthly or more often to keep parents informed of classroom activities and learning.

Courses and Workshops, Permission and Reimbursement for Teacher Assistants

For **teacher assistants** who have B-1, 2 or 3 classification, money for educational benefit is available. The activity should relate to your current job assignment. Please submit a copy of the form Request for Education Benefit (This form needs to come from Fran) to the principal at least three weeks before the activity. The approval will be returned to you. After completion of the activity, submit your copy of the approval, along with verification of completion and receipts, to the superintendent's office.

Courses and Workshops, Permission and Reimbursement for Teachers

Teachers shall be allowed time, within the current approval process, with no loss of pay, to visit other schools, attend workshops, institutes and/or conferences for professional improvement.

The school district will reimburse teachers \$425 per credit hour for up to 12 credits for approved courses per teacher per year. Please refer to your TTA contract 2019-2022 for specifics.

Please follow this procedure for course reimbursement:

1. The form Application for Course Approval must be filled out and submitted to the principal for approval by the principal and superintendent.
2. Monies will not be approved or encumbered prior to one month before the first class session of a course. You must then present evidence to the SAU (Accounts Payable) of registration for the class within fourteen days of the first class session or the encumbrance will be made available to other teachers.
3. You should be under contract and have begun your assignment in the district at the time of application and when reimbursement is requested. If courses are taken during the summer, you are eligible for reimbursement only if you return to the district in the fall under regular contract.
4. In order to receive reimbursement, submit the form Reimbursement of Course Credit Costs. Include your grade report showing a grade of B or better, and a receipt indicating the per credit cost of the course.

5. The district will not be responsible for the payment of registration fees, books, etc. in connection with the course(s).

Please follow this procedure for workshop reimbursement:

1. Submit the form Request for Travel Authorization to the principal for approval in advance of the workshop. Please attach information on the workshop.
2. Following completion of the workshop, submit the form Request for Travel and Expense Reimbursement. Please include receipts.

Discipline

Student behavior guidelines are outlined in the online student handbook and in the Timberlane Regional School District Code of Discipline. For both safety and legal reasons, children are to be supervised at all times.

Each teacher (or class) should determine a graduated set of responses to inappropriate behavior. Discipline protocols must be posted in every classroom.

Students may be sent to the principal or assistant principals after receiving three minors or a major offense, or when a child's behavior is inappropriate and other efforts have failed to correct the behavior. All students who are sent to the office must have a Student Behavior form. This should be written as soon as possible after the incident occurs.

Dress

While no official dress code exists, teachers and staff members, as professional employees and role models, are expected to dress in a clean, neat, and appropriate manner. Jeans and informal attire are not acceptable at any time other than designated Friday "Jean's Day".

Drug-Free Workplace

TRSB Policies ADB and GBEC will be followed.

Faculty Meetings

All teachers working on Mondays are expected to attend faculty meeting and district level meetings. It is expected that teachers will not make other appointments on these dates. The principal must receive written notification if a teacher is unable to attend a faculty meeting.

FIELD TRIP MONEY

- Balances will continue to follow the class, please ask Fran for a balance before you start spending money.
- Do not give money for fieldtrips to Fran until all the money is collected. For security purposes you can get a manila envelope and bring it down to Fran so it can be locked up if your desk/file cabinet does not lock.
- Fran will hold your grade level packets. One person should get paperwork when a field trip has been decided upon and SEE FRAN. No field trip will be approved that does not follow the following procedure, **INCLUDING AT LEAST A 3 WEEK NOTICE:**
 1. Complete the field trip request form
 2. **Get the trip approved by Doug AND THEN THE SAU**
 3. All classroom teachers must be certified first aid/CPR. Attach a copy of their cards with permission form.
 4. See Fran for the paperwork regarding financial end
 5. Call First Student to get a quote for your bus

☆ **FIELD TRIP APPROVAL FORMS:** Please review the form/procedure for Field trip forms in your handbook. The form can be found on SharePoint: <http://portal/Transportation%20Forms/Forms/AllItems.aspx>
(There is a bus request for field trips as well in this section.)

Handbook, Student/Parent

All Pollard staff should read, become familiar with, and take responsibility for enforcing procedures outlined in the Student/Parent Handbook which is located on our website.

Hazard Reporting

All faculty and staff shall be responsible for reporting hazards in writing to the Principal. (TRSB Policy EBAA)

Internet Use

Students will be supervised at all times when using the Internet. All students AND staff members will sign the school district's Acceptable Use Procedures and the Internet Code of Conduct form at the beginning of the school year. Violation of school board guidelines (Policy EGA-R may result in disciplinary action.)

Library

The entire staff is encouraged to become frequent library users. Students may go to the library before or during school hours. Library passes should be used. Teachers are encouraged to collaborate with the librarian in planning special lessons and units that involve library resources. Teachers are expected to remain with their class when working in the library or during a lesson facilitated by the librarian.

Leave Time, Teachers and Assistants

All employees must request time off through Time Clock Plus **AND** through AESOP and an e-mail to "PS Front Office". These requests will be approved by the principal and/or superintendent.

Lesson Plans

All teachers should have lesson plans for several days in advance, and roughed out for longer periods, at their desk at all times.

Lunchroom Supervision

Teachers are expected to supervise the lunchroom for one twenty minute period per week. It is essential that you be on time. Please circulate among the tables helping students and maintaining discipline. This is not a time to eat your lunch. Two teacher assistants will also be on duty.

Mail

For reasons of confidentiality, please do not send students down to the staff lounge to pick up your mail.

Money, Collection

If money is collected in the classroom for any reason, it should be counted, labeled with amount, teacher's name, and purpose for the money. Money should be taken to the school office for safekeeping. Teachers are responsible for any loss if kept in the classroom.

Non-School Employment

An employee will not perform any duties related to an outside job during his/her regular hours or during the additional time he/she needs to fulfill the responsibilities of the position. (TRSD Policy GCQA)

Personal Days, Teachers and Support Staff

Teachers may have up to three personal days a year. Support staff may have up to two personal days per year. The Request for Personal Day through Time Clock Plus should be submitted to the principal at least 2 days in advance of that anticipated leave and through AESOP. Only five professional staff members may be take a personal day on any given day. The principal and/or superintendent will determine final approval.

Phones

No calls from students to parents from the classroom will be allowed during the school day. In the event of an unforeseen situation, please send the student down to the office.

Photocopier

Because of the number of staff members needing this machine, teachers are strongly urged to plan ahead and not leave copying for the last minute. Teachers are urged to give as much copying as possible to trained assistants to reduce the wear and tear on the copiers. Please do not send students or parent volunteers to the staff workroom to make last minute copies. Please notify the office when a repairman is needed to fix the machine(s). The office will call Conway to request a work order.

Playground Supervision

Staff members are expected to actively circulate among children while on playground duty. Children should play in clear areas away from classrooms. A walkie-talkie is located at the recess doors and should be outdoors with an adult on duty during all recesses.

School Board Policy

The TRSD Policy Manual is available to the public and school employees at all times on the district web site.

Schedules

A copy of your daily schedule must be submitted to the office, including your choice times. Please notify the office of any changes throughout the year. REMINDER: Any time you take your students out of the classroom to another location that is not indicated on the grade level schedules, you need to **call the office** and let us know. If you go outside, you need to call the office when you leave and when you return, take a walkie-talkie and a key card. These are strictly safety precautions so we are aware of where all students are throughout the day.

Security

All visitors and volunteers must enter the school through the main entrance, sign in, and wear a badge when in the building. Staff members and students are not to prop doors open or to open doors for visitors at any time. Visitors should be directed to the main entrance at all times to sign-in and get a pass.

Smoking

Smoking is not permitted in any area of the building or on school grounds at any time.

(TRSD Policy ADC (Also, GBED, JICG & KH)

Solicitation

According to School Board policy, staff members may not solicit or collect contributions for any purpose without permission from administration. In addition, staff members must not sell or offer for sale any article or service on school property without permission from the administration.

Staff Responsibilities

Please note TRSD Policies GBCC and GBCC-R following this section.

Student Teachers

Student teachers who work in the school will be accepted only after approval of the Principal and Superintendent. (TRSD Policy LEA)

Substitute Plans

Teachers must keep substitute plans on file in the office and keep it up to date. All teachers should include information in their plan book that will allow a substitute to easily assume responsibility for your class. This should include your attendance procedures, emergency procedures, discipline procedures, the daily schedule, specials schedule, and information about special needs students and those with medical conditions that may warrant attention. Plan folders on file in the school office should include several days of lessons in the eventuality of emergencies or unanticipated absences.

(TRSD Policy IFE-R)

Supplies

Supplies are provided at the beginning of each school year and during the year as needed. A supply request should be e-mailed to Fran Allen.

Teacher Assistants

Teacher assistant time will be distributed to classrooms according to student need. Teachers should understand that in the course of the year, teacher assistants might be called to work elsewhere in the school. Teacher assistants are expected to work primarily with students in the classroom.

Textbooks

Please keep an accurate account of textbook numbers issued to children. If a child loses or seriously damages a textbook, parents must pay the current price of the book for replacement.

Time Clock

The system for reporting employee hours. Professional Staff and Administrators will have up to one hour at the beginning of the school day to log themselves into the system and are not required to log out at the end of the day.

Support Staff (hourly employees) will log in and out at the start and end of their scheduled days. Support Staff are not required to log out for lunch break as a 30 minute time has been automatically programmed in for you.

Please make sure to verify hours before the end of the week.

Tutoring for Pay

No teacher may receive pay for tutoring one of his or her own pupils. In addition, a teacher should not tutor any child from our building. The principal will approve all tutoring arrangements. (TRSD Policy GCQAB)

Videotape Viewing

Videotapes, which align with the school curriculum, are valuable teaching tools. Videotapes are not to be shown simply for student enjoyment, or as a reward. Prior approval of the principal should be obtained before showing videotapes that are not part of the school collection.

Visitors

All school visitors **must** sign-in at the main office when they enter the building and sign-out when leaving. Conferences, interviews and/or visits with any staff member to occur on school grounds should be scheduled in advance and the main office should be notified.

All staff should notify the office prior to visitors (i.e. guest speakers, student teachers, etc.) arriving.

Any visitor who disrupts the educational program will be asked to leave the premises.

Work Day

Full-time certified staff hours are 8:15 AM to 3:30 PM. Instructional assistant hours vary. Leaving prior to the end of your regular hours requires pre-approval by the principal. All staff members will sign out in the office when leaving or returning to the school building during school hours.

Policies and Procedures:

Pollard Playground Expectations

At Pollard we **CARE... Consider and Respect Everyone**

1. Students are to play in areas with an adult close by. Adults should walk around the playground areas (fields, playscape) making contact with students at all times.
2. Tackle or “hands on” games are not allowed.
3. Running... is only allowed on the grass. (No Tag or running around equipment!!!)
4. No jumping off any equipment or swings. Benches are for sitting only.
5. No climbing on handrails, fences or stone wall near the basketball court.
6. Students must be seated feet first on the slide.
7. No throwing anything harder than a softball...no snow, rocks or sand.
8. Whistle is blown one to line up students by homeroom.
9. Refer to “Rules of the Playground” flip guide.
10. In case of emergency, radio the nurse. **DO NOT** move student. (See regular Pollard personnel on duty.)

INDOOR RECESS RULES

1. Follow adult direction

2. Be respectful of classroom materials
3. Be friendly to your classmates
4. Off limits:
 - 🚫 Computers
 - 🚫 Toys (from home)
 - 🚫 Whiteboards
 - 🚫 Easels

Children must stay in the classrooms unless given permission

WHISTLE PROTOCOL

- 🚫 The whistle should be used when there is an emergency outside where we will need to complete a reverse evacuation. (A **reverse evacuation** is when we need to quickly get students back into the building)
- 🚫 The whistle should be blown continually (short blows) to get students' attention during an emergency. The whistle should continue to be blown until all students are moving toward the building doors and entering the building.
- 🚫 The whistle should be blown once (using one long breath) to line students' up at the end of recess, and may **NEVER** be blown a second time.
- 🚫 At no time may a whistle be blown for the sole purpose of discipline or gaining students' attention while at recess.