

# Staff Handbook

## Table of Contents



Page

### TABLE Of CONTENTS Section 0 (0)

### INTRODUCTION Section One (1)

School's Mission Statement	1
Introduction	2

### GENERAL EMPLOYMENT INFORMATION Section Two (2)

Address/Telephone Update	1
Affirmative Action	1
Cell Phones	2
Frontline – Day Off/Time Out of Classroom	2-3
Observations	3
Ordering Supplies	3
Photocopying	3
Professional Day Report	3
PTA	3
Notification System	3
Repairs and Replacements	4
Sick Calls	4
Staff Calling Chain	4
Sunshine Club	4
Teacher-in-Charge	4
Walkie Talkies	4-5

### SCHEDULING & PLANNING Section Three (3)

Bulletin Boards/Hallways	1
Cafeteria Program	1
Daily Schedule	1
Duties	1
Early Dismissal	2
Facilities Use	2
Faculty Meetings	2
Committee Meetings	2
Field Trips	2
Homework Guidelines	2

# Staff Handbook

## Table of Contents



	Page
<b>SCHEDULING &amp; PLANNING</b>	
<b>Section Three (3) cont.</b>	
Hours	3
Bell Schedule	3
Individual Education Plans (IEPs)	3
Intervention & Referral Service (I&RS)	4
Potential Dyslexia Screening	4
Laminating	4
Lesson Plans/Grade Books	4-6
Marking Period Dates	6-7
Movie Guidelines	7
Parent Daily Communication	7
Parent Participation	7
<b>SUBSTITUTE TEACHER PREPARATION</b>	
<b>Section Four (4)</b>	
Guidelines & Suggestions	1
Substitute/Emergency Plans	1
Classroom Procedure	2-4
Classroom Teacher Checklist	5
Substitute Information Form	6
Students Who Leave The Room Chart	7
Substitute Teacher's Evaluation	8
Classroom Teacher Feedback Form	9
<b>STUDENT DAY-TO-DAY GENERAL INFORMATION</b>	
<b>Section Five (5)</b>	
Accidents	1
After School Clubs	1
Book Selection/Book Systems	1
Birthdays	1
Cafeteria	1-2
Cell Phones	2
Dress Code For Students	2
Dress Code For Staff	2
Fire & Security Drills	3
Security	3-4
Hallways	4-5

# Staff Handbook Table of Contents



	Page
<b>STUDENT DAY-TO-DAY GENERAL INFORMATION Section Five (5) cont.</b>	
Parent Notes	5
Promethean Board	5
Restrooms	5
School Nutrition Program	6
Student Services (County)	6-7
Child Abuse & Child Neglect	7
Homeless Children Rights	8
Technology	8-9
Textbooks	9
Student Attendance	10
<b>ASSESSMENT Section Six (6)</b>	
Curriculum Review Five Year Schedule	1
Frameworks/Test Specifications	1
Grading System/Report Cards	1
Parent Portal	2
Promotion & Retention	2
<b>DISCIPLINE Section Seven (7)</b>	
Bullying	1
Discipline Procedures/Detention	1
Code of Conduct	
In-School Suspension	1-2
Tips for Teachers:	2
<i>Eight Steps to a Successful Start of School</i>	2
<i>Student Problem-Solving Questionnaire</i>	3
<i>Discipline Report Form I</i>	4
<i>Discipline Report Form II</i>	5