

Williamsburg Elementary

Staff Handbook

2011-12

Activity Supervision

Teachers/Sponsors are to maintain adequate supervision on all activity/field trips. Teachers/sponsors should position themselves toward the middle and/or back of the bus.

Art

Elementary teachers should plan to integrate an art activity into their curriculum regularly. Relating these activities to other curricular areas is strongly encouraged. Art Friday will be provided by PTO volunteers this year.

Assemblies

Assemblies are held to enhance student learning and provide exposure to the fine arts, curricular enhancement etc... Classes are expected to give the presenters their undivided attention.

Teachers, please do not bring things to work on during assemblies. Set a good example of etiquette through modeling.

Attendance/Lunch Count

Attendance will be recorded twice daily. AM attendance should be entered on the computer by 8:30 daily. PM attendance is due within twenty minutes after returning from lunch.

Please collect all notes, money etc in the AM promptly and send it to the secretary.

Never allow a student to enter your room tardy without a pass from the office or the teacher who detained them. This is especially necessary at the beginning of each day or upon their initial arrival to school.

Lunch count should be entered on PowerSchool no later than 8:30 each day. In the event that PowerSchool is down, send a note with a student to the office or call with your count.

In the event of activity or field trips, the classroom teacher should notify the kitchen at least ten days prior to the activity in writing. Follow-up contact the day before would be a good idea as well.

Bus Schedules

AM

7:45-Williamsburg students arrive (walkers/buses) breakfast is served to K-5 students

7:40-6th-12th students leave for WFHS/WSMS

8:10-K-5th students arrive from Pomona area; breakfast is served; students arrive in classrooms at approximately 8:25

PM

3:10-K-5th students dismissed to load the shuttle bus

3:20-Buses dismissed; walkers dismissed

3:40-Buses arrive from WFHS/WSMS; K-5th bus riders dismissed; leave for normal bus routes

It will be necessary to utilize a buddy system to appropriately monitor the movement of bus riders and non-bus riders until they have walked to the appropriate exits and know the schedule. All teachers/aides/paras that are not with students will be expected to help in monitoring the halls, doorways, etc. for a safe well-organized dismissal.

****Do not dismiss students to parents/guardians, etc without a note from the office.**

Child Care

Children of teachers are welcome to remain in the building during non-teaching time. Please be sure they are supervised by an adult or remain in your assigned area. I want you to feel free to bring your children with you during non-contract times also, but please expect them to follow the same rules as our classroom students.

Classroom Management

All teachers are expected to establish a positive environment within their classroom. Establish a set of classroom rules, expectations, and procedures. These need to be posted in the classroom, distributed to students and parents. These need to be taught and reviewed regularly in the classroom and through integrated activities.

Spend adequate time “up front” establish rules, expectations, and procedures. The initial time spent will pay dividends later by saving time and energy on preventable behaviors. Well-managed classrooms will spend more time on academics and less time on discipline.

Refer to the WES discipline guidelines for more details and proper paperwork to file.

Students may be kept after school with a 24 hour notice to parents/guardians. Parents/guardians must be notified in person or by phone call only. Notes are excellent for documentation, but not PR. Students will remain under the assigning teacher’s supervision only.

Students may be sent to the office for academic or behavioral problems only after appropriate documented teacher interventions have taken place in the classroom. Parental contact (by phone or person) by the responsible teacher (same day as the referral) is a mandatory expectation if a student is sent to the office.

These contacts need to be logged for your personal files should there be any discrepancies. This responsibility lies solely on with the referring teacher.

In addition to normal teaching times, teachers are responsible for supervising their students during computer lab, library, and guest presentations. Teachers are to remain with students during these times.

Class Schedule

A daily schedule should be submitted to the building administration and secretary. These schedules will be combined into one document to provide office personnel, custodial, and maintenance staff availability information that is frequently needed.

Please also e-mail your guided reading and intervention lesson plans on a weekly basis beginning on the week of August 29th. Your plans need to include the objective for each lesson taught—remember that the focus is on improving instructional strategies.

Our focus as a district: concrete/hands on activities

Cooperative learning

Objectives for each lesson must be written on the board in your classrooms. They must be read/told to the class by you and visual to everyone in the room.

Contact Information

Update your contact information at the beginning of each year and as your information may change.

Custodial Concerns (cleanliness of rooms)

Discuss areas of concern with your building custodian before they become an issue-it could be an oversight. Build a good relationship with your custodian and they will take care of you.

Please do not make reports to administration unless you have unsuccessfully attempted to correct the problem to no avail. I will be happy to intervene if and when necessary.

Maintenance request website: <http://usd287.org/forms/maint>

Discipline

All staff is expected to follow the WES discipline guide. This document is available in the office and will be given out to teachers and staff each fall.

Dismissal/Movement of Students

At this time we have no aide to assist in leading students to PE/Music and lunch. You are responsible for leading your class and picking up students. Please be prompt.

Duties-extra

Certified staff may choose extra duties for compensation per the negotiated agreement. AM duty/PM duty, lunch duty etc are possible duties.

Non-certified staff will be assigned duties as necessary or availability allows.

Duty Day

Duty day for certified staff members is 7:50 until 3:40. Staff meetings will be called outside these times only when necessary. Students will arrive in your classroom at approximately 8:10. You are expected to be in your classroom before students arrive at that time.

E-Mail

Many communications will be sent by the office via e-mail. Check your e-mail at minimum twice a day. Remember that we have no right to privacy in regard to e-mail or internet use. Be professional.

Emergency Chain of Command

Susan Wildeman	Principal
Brenda Stinson	Secretary
Shawn Walters	Administrative Designee
Dotson Bradbury	Superintendent

Environment

A neat, attractive building/classroom environment is necessary for effective learning and school pride. Many efforts have been made over the summer to improve our facility.

Faculty Meetings

Meetings will be held as scheduled by the principal. As a general rule, we will schedule meetings from 3:30-4:00. Please be on time and do not bring other items to work on during these meetings. The majority of information from the office will be communicated through e-mail.

Field Trips

Field trips should be directly related to educational outcomes. Please complete the appropriate forms and return them to the office at least ten days prior to the trip. Please be prepared to have and share your plan for student supervision.

Each classroom/grade level will have one field trip per year.

Grade Reports

Grade cards are issued each quarter. A percentage grade is recorded as indicated on respective reports. Please be sure to include positive comments regarding student progress. Remember that each grade card becomes a part of the student's permanent file.

Grades are to be entered into the computer on a timely basis. **Teachers should not fall more than 3 days behind in entering grades.** Remember that parents will be monitoring your grading procedures via PowerSchool. Please be professional in your diligence. Information for providing grades for guided reading will be discussed and agreed upon by staff prior to the start of guided reading instruction.

Gum/Candy

If teachers distribute gum/candy in their classroom, it must remain in their classroom. Students and teachers should not be chewing gum while at school.

Hall Supervision

All staff members are responsible for hall supervision during the school day. Elementary teachers are to supervise students during periods of transition. Being highly visible is important to managing student behavior and safety. Strive to teach your students to be respectful to others during these times of transition.

IEP at a Glance

An IEP at a Glance for each IEP student should be given to each teacher by the resource teacher. If you do not have this student's information, please ask the resource teacher.

These documents are confidential and should be kept in a secure area.

IEP at a Glance are due to classroom teachers and principal by August 31st so that special student needs are clear to classroom teachers.

Lesson Plans

All teachers will prepare weekly lesson plans supporting both district and state curriculum. You are encouraged to use a variety of activities when presenting lessons which require hands on/concrete learning experiences. Copied worksheets/workbooks are valuable resources but should be limited.

Textbooks are a resource, not the curriculum. You should not expect to "cover" everything in a textbook. Refer to your specific curriculum guides as you plan lessons for the year.

Plans for the coming weeks should be completed and **e-mailed** via to the principal's office no later than 8:00 am the first day of each school week. Remember to include objectives for all lessons taught in each week's plans.

First lesson plans are due the week of August 29th.

Maintenance Requests (building repairs)

If anything is in need of repair, please make a report on the following URL:

<http://usd287.org/forms/maint>

These requests come to my e-mail.

Mid-term Reports

Keep your parents informed about the progress of their children—positive as well as negative. **At minimum mid-terms will be sent home via the students. Weekly grade reports would be preferable.**

Phones

Phone calls should be made during non-student time only.

Cell phones are to be turned off during the times when students are in the classrooms. Staff should not leave their duties to make or take calls on cell phones or text. Please keep cell phones out of plain sight during student contact time. Cell phones are not the responsibility of USD 287 and the school is not responsible for loss, theft, damage, or vandalism-as well as other property.

Classroom telephones should be used only for intra-school contacts, emergencies, or personal calls-during plan time.

Students are not to use the phones during the instructional day for any reason. Please send a written request with a student if they are sent to the office for phone usage.

Phone Messages

Phone calls/messages will be extremely limited. There will be no phone calls to classrooms during the Literacy Block times:

8:40-10:00

Any calls that come to the building will be sent directly to your voice mail during the reading block time period.

Emergency phone calls—we will do our very best to immediately contact and cover your responsibilities for you to take the call.

Planned calls—(doctor or other significant appts that are difficult to return) let the secretary know who and when you expect to call and they will work with you during these times of need.

Professional Attire

You belong to a prestigious profession and should dress accordingly. Pride yourselves in being a good role model for appropriate attire. **Jean days are appropriate on Fridays only-unless otherwise directed.**

Recess

A maximum of twenty minute recesses are expected for each grade level. In addition to these recess times there should be a Planned “Take 10” activity time. “Take 10” meets the needs of the district Wellness Plan. The “Take 10” is a physical activity that can involve laps, calisthenics, games, etc. followed by a brief play period.

Outdoor recess will occur unless the weather does not allow it. Indoor recess will be held in the classroom. Each recess period should begin with an intense aerobic activity—"Take 10".

Students that have last recess time are to walk instead of standing against the wall.

Security Drills

Fire Drills—occur monthly with/without notice. Take your gradebook, emergency procedure booklet, and keys with you. Be sure your classroom door is closed. Walk with your students and ensure your students are leaving in an orderly manner to the assigned area.

Tornado Drills-occur at least three times/year. Students are to be in assigned areas as quickly and orderly as possible.

Lockdowns- (code yellow).

Lights are turned off, doors locked, and students hidden from view as best as is possible.

Bomb Threats-will not be openly practiced (code red). In the event of a bomb threat, lead students to the area designated for fire drills. Further directions will be given. Take your keys and gradebook with you.

SIT Team

The assist team will meet at two week intervals to consider educational plans for at risk students. Please use official referral forms. **All paperwork must be completed and returned at least one week prior to the meeting.**

Members of the team include but are not limited to:

Bev Bird-Title Teacher

Diana Converse-SPED Teacher

Susan Wildeman-Principal
Tommie Gonzalez-School Psychologist
Bonnie Walz-Social Worker

Times and meeting dates will be announced.

Staff Absences

Your attendance is vital to student achievement. If you know are going to be absent, please complete a staff leave request as soon as possible. In the even of an illness, please contact building administration. Scheduling appointments as late in the day as possible is appreciated.

Susan Wildeman
107 North 1st
Williamsburg KS 66095
Home phone-785-746-5696
Cell phone-785-241-0128

Student Day

Students (Williamsburg walkers/bus riders) will be dismissed from the gym or brought in from the playground at 8:10am. They are to have eaten breakfast before that dismissal time. Students arriving from Pomona will arrive at 8:10 and eat breakfast.

Student Planners

Planners are issued to all students. Use the planners to keep track of assignments. Check these planners daily for any correspondence from parents.

