

Hollinger K-8

Staff Handbook

**Absences:** Absence Report/Request for personal/professional/sick days:

* Teachers are responsible for obtaining their own substitute teachers through Frontline. This can be found on the TUSD Staff homepage.
* Classified staff requests time off through the district’s Time-Clock system.
* Staff members requesting personal time off, must have prior approval from the principal See office manager for approval form.
* Personal leave days may not be approved the day before or after any holiday or break.
* Documentation may be requested for sick days if more than 3 days.
* Please ensure that you have emergency lesson plans submitted to the office manager.

**Accidents:** If you are involved in an accident, please complete an incident report, then turn it in to the principal. Incident report forms are available in the nurse’s office.

**Assemblies:** Prior to the assembly, please review attentive listening expectations with your students:

* Students will walk quietly to and from the assembly.
* All students should use the restroom and get any drinks prior to the assembly. It is not unreasonable to expect a student to sit through a performance.
* Bulldogs show appreciation by applauding, not whistling or “cat calling.”
* Students should not have backpacks, cellphones, or food during an assembly.

**After-School Activities/Intramurals**

* All coaches/school sponsors for intramural/after school activities must stay with their students until they are picked up before leaving campus.
* Coaches will be responsible for keeping inventory and collecting uniforms at the end of a season and returning them to the assistant principal.
* If you are keeping a child after-school, please notify parents and the office of student’s name.

**Attendance**

* Computer attendance **MUST** be done immediately following the morning announcements. Attendance must be taken after lunch for K-5 & Middle school teachers **MUST** complete attendance for each period within the first 10 minutes.
* If a student has excessive absence, first the teacher will contact home and document the call, then the teacher will refer the student to the Community Liaison.

**Backpacks**: If students are in need of a backpack, please let the community liaison know. No backpacks the last week of school, during assemblies, or during fire drills.

**Be At Your Door:** Middle School Teachers be at your door **each day/each period/between classes and after lunch to greet your students**. Elementary Teachers will **pick up students** at the beginning of the day-by 8:25 AM, and please be prompt when picking up after lunch.

**Be On Time:** Your contract work hours are from Monday, Tuesday, Thursday, and Friday **8:00-3:30 p.m., Wednesdays 8:10 -3:40 p.m. Also, please be on time for PLC/PD.**

**Bell to Bell:** Teach “Bell to Bell.” The teacher excuses their class, the bell does not.

**Board Policies:** All board policies must be followed and adhered to at all times. Copies available online.

**Calendar:** Add activities and events to the Hollinger Outlook calendar located in Office 365.

**Classroom Management: Hollinger’s PBIS Expectations are: Be Safe, Be Respectful, Be Responsible. Clear, calm and consistent** classroom management is essential for an optimal learning environment. Please consult the PBIS Committee if you are in need of assistance in this area.

**Committees**: Each committee will need representation from elementary and middle school grades. Committees should be limited to 5-7 individuals.

* **MTSS** – Multi Tiered System of Support team- The core committee will include the counselor, ISI, an Ex Ed teacher and a Gen Ed teacher. The committee will meet as needed.
* **PBIS**- led by ISI teacher and Data Interventionist. The team will meet twice a month to support the implementation of a school-wide PBIS system.
* **Leadership**- will meet one morning per week and report back to their stakeholder groups.
* **Site Council**- requires a minimum of 3 teachers and meets once a month (2nd Tuesday).
* **Awards** – recognizing student achievements and talents. This group communicates with staff, organizes certificates and helps to organize the cafeteria on assembly days.
* **Social Committee** – staff celebrations, birthdays, potlucks will be organized. This group collects dues from staff on a voluntary basis.

**Communication with Parents and Guardians:** Please communicate with parents and guardians with frequency, compassion, and kindness.

* For all Kindergarten through Fifth Grade Teachers:
  + Please make sure to send a weekly newsletter home. This can be done through a communication journal, or through an online tool such as REMIND.
  + Please make sure to send **literacy HW** and **Math HW** home each week.

**Confidentiality:** Confidentiality is not only a professional expectation, but a legal one. Refer to School District Policy – Sections CCD, CCD-E, CCD-R

* Do not discuss your students or co-workers in the community.
* Do not have conversations about students, parents, etc., while in the office.
* Make sure that files, grades, test scores, and student information is kept out of sight.
* Grades are confidential information and are protected under FERPA.
* DO NOT use a student’s full name in an email subject line, use the students first and last initial.

**COWS/Computers:** An online schedule will be developed at the beginning of the year to sign up for and check out a COW. Please ensure that we monitor students closely and respectfully when they are using computers. Please ensure that you use the online check in/check out system so that students have the same computer each time they work. Please return the COW better than you found it. If a computer needs to be repaired, fill out a request on TrackIt and leave a note on the computer that a maintenance request has been submitted.

**Cumulative Files**

* Cumulative files can be reviewed by the teacher but cannot be removed from the office without signing it out with the front office. Information contained in this folder is confidential.
* If you get a new student and no information from his/her previous school is in the file, please let the attendance clerk know so he/she may send a request for records.

**Curriculum Maps:** All curriculum maps are accessible through the Tucson Unified School District intranet. These maps are to be used by teachers when lesson planning throughout the school year.

**Custodial Needs:** Small repairs may be reported to the custodians. Let the office manager know via email. If they are unable to repair the item, you will need to submit a work order to our office manager.

**DIBELS:** A **D**ynamic **I**ndicators of **B**asic **E**arly **L**iteracy **S**kills (DIBELS) assessment is given to all Kindergarten through 3rd grade students three times a year by the DYNAMIC DIBELS team.

**Discipline:** We will implement the TUSD Code of Conduct. Any discipline will be aligned to the Code of Conduct and will include restorative practices and PBIS.

* K-5 teachers will utilize the buddy teacher system for any student in need of a time-out.
* Middle school teachers will have access to the PIC room.
* All students sent out of class are required to have a referral and/or a “think time sheet.”
* ISI and Community Liason will contact families for 6-8 removals, and the teacher will contact home by the end of the workday and document this contact.

\***Classroom Removal** is considered a time out. It is when a student is sent to a buddy teacher (grades K-2) or PIC room (grades 3rd-8th). Students sent to a buddy teacher must have a “Bulldog Think Time Sheet.” Students sent to the PIC must have a PIC room referral. Please call the front office via intercom if a student needs to be removed. Students must be escorted to the PIC room at all times. **Teacher must notify parents/guardians and documentation in Synergy is required.** Remember, it is important for students to return to class in order to limit the time of missed instruction (no more than 30 minutes out of class).

**Dismissal:** Please do not dismiss your students early, at the end of the day or at lunchtime. All students must be dismissed at their designated times. Elementary teachers must walk their students to the back of the school at dismissal time.

**Dual Language:** Hollinger has a TWDL strand, K-8, using the 90/10 model K-1 with progressive reduction in grades 2-8. Please note that the entry points for dual language are kindergarten and first grade, so a Spanish screener will be provided to students in all additional grades.

**Duty to Report**: *Reporting Child Abuse:* Any school personnel who reasonably believes that a minor is or has been the victim of child abuse shall immediately report such information by calling 911. These reports shall be made immediately by phone and shall be followed by a written report to be submitted to the principal.

**Electronic devices:**  JICJ-R—Student cell phones should be off and in backpacks from bell to bell unless the use of the device is listed in the teacher’s weekly lesson plans.

**E-mail:** CHECK YOUR EMAIL **TWICE** A DAY. **It is a must for effective communication**.

\*Please respond to requests within 36 hours.

\*Keep emails professional, anything you write in an email is public information.

**Evacuation Procedures:** In the event of a school wide evacuation, students will walk/be transported to Higher Ground. The secondary location is Pueblo H.S.

**Exceptional Education:** In the event a student appears to be in need of extra assistance, the student must first be referred to the MTSS team before the student is evaluated. If the student is tested and is found to qualify for ExEd, arrangements are made to provide the student with the type of support that will best meet the needs for that student.

**Responsibilities of the General Education Teacher:**

* **Realize the IEP is a legal document and by law you must follow it.**
* **Participate in your students’ IEP team meetings**
* **Collaborate on the accommodations and modifications necessary for student achievement.**
* **Implement the specific accommodations and modifications in your classroom setting, which may include a section of grading accommodations.**

**504:** If a parent requests any special accommodations for their child, please refer the parent to the counselor. Original 504’s shall go into the student’s cumulative file. If you have a student on a 504, the school counselor will provide you with a copy.

**Faculty meetings & Staff development: 2:45-3:45 every Wednesday**

All certified staff attend Wednesday PD. PLEASE BE ON TIME. If you are unable to attend, please let your administrator know ahead of time.

**Fire Drills**: Ensure fire drill procedures are posted in your classroom. Take a printed roster and your color coded cards with you during a drill. It is imperative that you take attendance to verify that you have all your students present that day with you.

**Field Studies (Field trips):** All field studies are to have academic focus.

\*Field studies should be planned well in advance. See the office manager for required paperwork.

\*Six weeks prior approval from the principal and a request for transportation must be submitted. It is necessary to make a copy of the field trip form for yourself and hand in the original to the office manager.

\*Teacher will notify the cafeteria of the date and the number of students attending.

\*Parents need at least 2 weeks prior notification of what field studies/activity requirements are.

\* All permission forms must be on the district permission form, no substitutions will be accepted.

\*Notify the parents and the office if a student will not be participating in the activity. List of students not attending must be given to the attendance office.

\*If parents are driving, they must give a copy of proof of insurance and driver’s license a week prior. \*Please give completed field trip packet to the office manager.

\***Do not schedule field trips during testing dates.**

\*If students need closer supervision, please ask for parents to help by attending.

Refer to the following website for forms: <http://intranet/fieldtrips/home.asp>

**Guests:** Inform an administrator prior to inviting a guest. The topic of the speaker must be related to curriculum. Speakers must sign in the front office to pick up a visitor’s badge.

**Grades:** All teachers are required to input grades once a week into Synergy in each subject area. Parents will have access to this information online. Teachers are to maintain an accurate and timely record of the grades earned by students throughout the school year.

* Grades are due quarterly, with middle school teachers also submitting progress report grades.
* Homework cannot be more than 10% of the grade.

**Hours:** Student hours are from 8:25am-2:40pm, K-5 & 8:25am-3:30pm, 6th – 8th.

**Health Office Pass/Medicine:** Teachers will issue passes to refer students to the Health office. The health assistant must administer all medications. Each teacher will be issued a classroom First Aid box. Use your best judgment, but never deny a student access to the Health Office. Only emergencies will be admitted without a pass.

**Hall Passes**: If the student must leave the classroom, a written hall pass from the teacher is required.

**ID Badges:** All staff members need to wear their ID badges at all times while on campus, on school related business, or on any TUSD site. This is Governing Board policy.

**Individual Education Plan (IEP):** IEPs and appropriate accommodations will be shared with teachers that have these students within the first two weeks of the school year. It is extremely important that these accommodations are followed and implemented to meet your student’s individual needs.

**Information and Announcement Bulletins**: AM announcement requests should be turned in to the office in writing at least one day in advance.

**In-School Intervention (ISI):** ISI can only be assigned by an administrator. If an administrator assigns ISI, the attendance office and the teachers will be notified. Student work must be sent to the office upon notification.

**IT Requests (Help Desk):** If you have problems with your computer, telephone, other electronic devices, etc., notify the office manager after you have contacted Tech Services at 225-6333 or TrackIt. If the IT problem is still not taken care of, please notify administration for follow-up.

**Keys:** Hollinger is moving toward a keyless site. On the elementary side, every door will be locked through a keycard system. Middle school, on the other hand, will remain a key based system. If your key or card is lost, go to TUSD Key Control.

**Leaving campus during working hours:** Please make leaving campus the exception not the rule. Please let the front office or office manager know if you will be leaving campus during the workday (even if it is during your lunch or planning period).

**Lesson Plans**: Please have them out and visible. Please email them to your supervising administrator by Monday at 8:30 a.m.

**Lunch:** **Do not dismiss students early, not even as a reward**. No student shall go without lunch if a student requests one.

Lunch Time Procedures/Norms:

* Stay in your seat.
* Use restaurant style voices.
* Walk in the cafeteria.
* Remain in the cafeteria for the first fifteen minutes of the lunch period.

**Lock Down Procedures**: See School Emergency Procedure. Procedures must be posted in each classroom.

**Meet the Teacher Day:** It is a Hollinger tradition to “meet the teacher” on a designated date/time before the school year begins.

**Newsletters:** School newsletters go out monthly. If you would like to have something included, please inform our Office Manager by the 19th of every month to be ready for publication on the 1st of the following month.

**Objectives**: Lesson objectives **must** be visible to all students and aligned to Arizona College and Career Readiness Standards.

**Open House:**

* TBD
* TBD

**Pancake Breakfast**: TBD

**Parent Communication:**

* **Meet the Teacher- TBD**
* **Open House- TBD**
* **Fall Parent Teacher Conferences- TBD**
* **Spring Parent Teacher Conferences- TBD**

**Parent/Teacher Conferences:** Twice a year early release time is provided for parent/teacher conferences. This is an important part of our evaluation of student progress. Teachers will make every effort to meet parents or contact them by phone based on academic achievement, meeting the standards, and/or if a child is receiving a 1 or *D* or *F prior* to end of quarter report cards. A record of Parent/Teacher conferences will be submitted to the office. This record will include phone conferences.

* If you need a translator for the parent teacher conference, please see our Community Liaison 3 weeks prior to the event. You must provide student first and last name, language needed, teacher name, classroom number and date/time meeting is scheduled.
* It is your responsibility to schedule meetings with parents either in person or by phone.

**Passing Period:** Passing period is defined as periods when students move through the hallways before and after school, between classes, and at lunch. Teacher planning period begins after passing period has ended. It is the responsibility of every teacher to be on duty in the halls during passing periods. Students are required to clear the building as soon as the last bell rings unless attending tutoring or approved after school activity.

**PBIS:** Positive Behavioral Intervention System. Hollinger has implemented PBIS to teach and manage behavior expectations. Refer to the PBIS manual on Office 365 for more information.

**Physical Education Facilities:** The field and courts outside are a classroom. If you need to use these areas for a class activity, clear it with the physical education teacher before the planned event.

**Positivity**: All Hollinger employees are expected to maintain high standards in their work relationships.

* Employees shall not use language which is offensive or profane.
* Employee must not intimidate, threaten, coerce or abuse, either physically or mentally, another employee, supervisor, or students.

**Professional Learning Communities:** K-5 PLC’s will meet every Wednesday from 2:00pm-2:45pm. Middle School PLC’s will be embedded in the professional development quarterly and will be held through quarterly vertical planning days. **PLC Teams Should:**

* Collaborate to ensure best teaching practices occur daily.
* Focus on key questions that drive their instruction.
* Create and follow team norms that guide collaboration.
* Pursue specific and measurable performance goals.

**Releasing Students from School**: A parent or authorized person must make arrangements through the office for a student’s release. The authorized adult will sign for the released student in the office. Students are never to be released to the parent/guardian directly by the classroom teacher.

**Retention**: A student eligible for promotion is one who is meeting Arizona State Standards at grade-level, and/or is demonstrating growth in learning. In grades K-5, promotion generally depends upon receiving a passing grade in ELA/ELD and Mathematics. In grades 6-8, promotion generally depends upon receiving a final passing grade in Humanities, Mathematics, and Science. Teachers must consider attendance, test scores, grades, and the best interests of the student when deciding whether to promote or retain a student.

On an ongoing basis (and at the beginning of the school year, based on the previous year’s performance), teachers identify students who are at risk of retention, based on the above factors. Teachers complete the MTSS form (Office 365), send it to the Principal, and share it with parents and student at the first parent conference. The MTSS is reviewed and revised every 4.5 weeks, with parent signature. Teachers should record interventions (e.g. extra help given) on the MTSS form.

By May 1, after considering the MTSS and student progress towards meeting grade-level state standards, the teacher will decide for promotion or retention. By May 4, the teacher will notify parents with a letter supporting promotion or a Notice of Decision for Retention (templates available on SharePoint). At a parent conference before the end of the school year, the teacher will discuss the retention decision, and create a Recommended Educational Plan for the Following School Year. By the last day of school, the teacher will send the following documentation to the principal: updated MTSSs, Notice of Decision for Retention, Recommended Educational Plan for Following School Year. The forms can be found in MTSS (SharePoint).

**Room Appearance Is Important:** Please leave your room clean and clear of clutter at the close of the day, when leaving for an activity or special class, etc. Student desks should be organized/cleared. Our students have the right to learn in an orderly environment.

**Student Screening Instrument (45-day Screener):** Teachers will be given a student-screening instrument on all new students. Please complete/date the form and return it to the front office.

**School Site Council**: In compliance with state regulations, each school will have a site council. The Site Council is made up of administrators, teachers, parents, non-certified employees, and community members. The site council facilitates two-way communication and exchanges ideas with the principal. The Site Council will meet once a month or as needed. Anyone is welcome to attend. Please let the principal know if you would like to be a member.

**Snacks:** Only water and healthy snacks are allowed at school.

**Sub Plans:** Guest teacher/Substitute teacher plans are expected for any reported absence.Emergency lesson plans should be on file with the office manager.

**State Assessments:** AZMerit testing window is ­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. AIMS Science is \_\_\_\_\_\_\_\_\_\_\_\_\_\_. Please avoid pre-planned absences as much as you can during these testing windows.

**Teacher Certification**: Teachers are reminded that certification is their responsibility. Current certification and official transcripts must be on file at the district office and in our office.

**Teacher Boxes**: Please check your boxes daily.

**Telephone Use**:

1. Follow the instructions in Schoolwide Forms (SharePoint) to reset your password, as needed, so that you can access your phone messages. Please check your phone voice-mail daily for messages. Please provide your extension number to parents.
2. Teachers should limit their cell phone use during their contract day.

**Unsupervised Students:** Students should NEVER, EVER be unsupervised at any time. Student supervision is your responsibility at all times.

**Video Viewing:** Video viewing must be tied to the curriculum and be in your lesson plans. Any PG-13 movies must have the principal’s permission and permission from parents.

**Visitors & Volunteers:** Unauthorized people on campus should be reported to the school office immediately. Do not assume that someone else has made a report. Make sure they have a badge on. All visitors and volunteers must sign in at the front desk to receive a visitor badge. Do not allow people to proceed through the building if they are not wearing the proper identification. All volunteers must fill out the Certification Regarding Criminal Record prior to doing any volunteer service. The office manager will have these forms and you can access it online at the TUSD website under Governing Board policies. There are 4 policies/ regulations that deal with volunteers. Please read all of them and know that parents do not have to be fingerprinted but anyone else must be fingerprinted before they may volunteer. Any time you have volunteers in the classroom, on field trips, assisting with after-school sports or activities, please make sure they are signed in a Front Office. We must report all volunteers and the number of hours they are working with us.

**Walkthroughs**: Each administrator will conduct walkthroughs periodically. No need to stress. PLC members are highly encouraged to visit another PLC member’s classroom once per month. These visits can focus on Danielson’s model of communication, questioning, and engagement.

**Who’s who at Hollinger:** Faculty list with phone numbers will be provided by the Front Office.

**Year End Check-out:** The following must be turned in or completed before you leave for summer break:

* Grade Books
* Year-End Teacher Evaluation Report
* Book Inventory
* Computer and Promethean bags returned
* Work Requisitions for Repairs
* Warehouse Requisitions for the next school year
* Classroom and desks clean & shelves covered

A checkout form will be available in the office and must be completed before leaving.