FACULTY & STAFF HANDBOOK

2015-2016

Ringgold Elementary School

NORTH CAMPUS
3685 Finleyville-ElramaRoad
Finleyville, PA 15332
724.348.7205

Mr. Ference, Principal
Ms. Farnsworth, Assistant Principal

SOUTH CAMPUS
120 Alexander Avenue
Monongahela, PA 15063
724.258.8454

Mrs. Black, Principal
Ms. Podrosky, Assistant Principal

"PREPARING OUR STUDENTS TODAY FOR THE CHALLENGES OF TOMORROW"
ATTENDANCE

Homeroom teachers should complete Progress Book attendance by 9:05 AM. Tardy students must be sent to the office to receive a tardy slip. The Guidance Counselors will change the attendance status for tardy students.

Students are to be marked pending until an excuse is received. Excuses are to be sent to the Guidance Office. Please remind students about returning excuses. The Guidance Office will be responsible for sending letters home concerning excessive absences.

If MMS becomes disabled, teachers will take attendance on an enrollment sheet and send the sheet to the Office by 9:15 AM. Keep in mind, school Messenger makes attendance calls by 10:00 AM. **Attendance must be recorded before 9:05 AM.**

ASSEMBLY SUPERVISION

Teachers are responsible for monitoring their students in the gymnasium and/or cafeteria during programs. Teachers should position themselves throughout the gymnasium and/or cafeteria so that students are monitored from all directions. All teachers must monitor their own children, so that another teacher does not feel the need to discipline another teacher’s children. Do not leave your children for another to watch. Itinerant teachers should sit with their rooms at their appointed times. Students should be quiet and attentive. Please allow students to use the restrooms before any program to limit the number of students that are excused from the gymnasium and/or cafeteria. Work together in keeping these experiences and performances pleasant for the presenters, the students, and the faculty.
BULLETIN:

The daily bulletin will be emailed to you. A small number of hard copies will be and distributed to the custodians, cafeteria etc… This will help to conserve paper and eliminate some cost for the district. Email accounts are to be accessed daily for your own information.

CAFETERIA SUPERVISION

Students and teachers should arrive and leave the cafeteria at the proper time. When entering the cafeteria, homeroom teachers should have their students in the following order: Choice 1, Choice 2, Choice 3, Bag Lunches. Those students eating in the cafeteria should go directly into line, students with bag lunches should be seated quietly and quickly. Homeroom teachers should not leave the lunchroom until all students are in place.

Lunch Times are as follows:

11:00-11:30  Kindergarten
11:15-11:45  1st Grade
11:30-12:00  2nd Grade
12:00-12:30  5th Grade
12:15-12:45  3rd Grade
12:30-1:00   4th Grade

Teachers should circulate around the cafeteria directing your attention to the entire group.

Teachers on cafeteria duty should try to limit excusing students to the restroom. Only one boy and one girl should be excused at one time.
CAFETERIA SUPERVISION:

Rules:

Students should not exchange food in the cafeteria.

Students should raise their hands to be recognized.

Students are permitted to talk to students in their immediate area.

Students are not permitted to return to their rooms for forgotten items.

All students must clean up the area they use and place trays on the dishwasher belt when called to do so.

Students are not permitted to leave their seats without teacher permission.

The following suggestions may assist in reprimanding a student in the cafeteria:

A. Assign and/or change student’s seat.

B. Student goes last through cafeteria line.

These guidelines are to be available to a substitute teacher. You may want to place such documents in a “Substitute Folder” in your plan book.

Following these guidelines will enable us to meet with more consistency and solve the various problems in the cafeteria.
CLASSROOM PARTIES

Please limit the number of parties you have within your classroom. Parties should not begin until 2:30 PM. In accordance with the adopted District’s wellness policy, edible treats are prohibited unless approved by the administrator. Edible treats must be healthy and align with your lesson. Sample lists of acceptable rewards are posted on the District’s home page under health services. Students are not permitted to distribute treats throughout the school. The PTA will continue to sponsor parties. Itinerant teachers are responsible for coming to the homeroom to cover the class during PTA parties.

COPIERS:

Copiers in the first floor and fifth grade hallway lounges are for staff use. If a large number of copies are required, please place the item you need copied in the copy box located in the office workroom. They will be made by an office volunteer. Please include your name, room number and number of copies to be made. The copier located in the office is for office use only.

DISCIPLINE

Teachers are responsible for the orderly operation and management of their classroom. Teachers should record all incidents and disciplinary actions via the E-mail form located on RESS’ home page. If the E-mail form is not accessible, hard copies will be accepted. The following procedures should be implemented prior to sending students to the office.

1. Complete “Notice of Unsatisfactory School Conduct” form.
2. Contact parent to discuss the problem.
3. If necessary, send discipline form to Mrs. Black or Ms. Podrosky.
4. An administrator will call for the student when time permits.
Parental involvement with chronic disciplinary problems is a MUST. Referrals will be automatically returned if parents have not been notified. The discipline form is or will be located on the left side of our home page. Confidentiality for our user name and password is a must.

Recess detention begins with 15 minutes and adjusts to 30 minutes (if needed). Part of an effective recess detention is having students earn time back when appropriate behavior is demonstrated. Recess detention rooms may be adopted on a grade level basis. If in this case, classrooms will need to be divided in order to have a teacher supervise detention in a designated classroom.

If you need to send a student out of your classroom for a short period of time, please make arrangements with another classroom teacher using the “buddy” system or contact the office. Students are not to be brought to the office without prior approval from an administrator.

**Fire Drills:**

Remind students of designated exit route and plan.

Students are to walk in a single file line quietly and rapidly out of building to their designated area.

**Before leaving the classroom:**

- Close windows.
- Turn off lights and other equipment.
- Take your roster and RED/ GREEN cards.
- Close classroom door.
- Take attendance in the designated area.
The Command Center will be located at the main entrance of the building with administration, guidance and secretaries. Designated staff members will be stationed in various areas outside of the building to notify administration of either a clear (GREEN CARD) or if an emergency exists (RED CARD), such as missing students.

The school nurse will be responsible for emergency cards and first aid supplies.

Designated staff will signal classroom teachers when it is safe to re-enter the building.

Homeroom teachers are to assist itinerant teachers with attendance.

Fire Drill exit plans are to be reviewed and practiced weekly during the first month of school.

Mandatory Fire Drills will be conducted on a monthly basis.

Fire Drill Evacuation Plan:

First Floor:

Rooms 102, 103, 104, 111, 112, 113 exit using main bus entrance (Exit 1).

Cafeteria exits through side entrance (Exit 2). Cafeteria/kitchen staff will assist students exiting the building during lunch periods.

Cafeteria/kitchen staff exits through loading dock entrance (Exit 3) if students are not present in cafeteria.

Second Floor:

Administration, guidance, secretaries and following room numbers: 207, 235, 236, 237, 241, 242, 243, 244, 245, 246 are to exit main entrance (Exit 9).
Rooms 208, 209, 211, 212, 213, 218, 219, 220, 221, 222 are to exit side door by parking lot (Exit 11).

Rooms 225, 226, 227, 228, 229, 230, 232, 234, Library and Computer Lab are to exit side door (Exit 4) near Title One rooms (225, 226).

Life Skills, Autistic Classroom, OT, PT and Nurse are to exit front gym entrance door (Exit 7).

Art – (Exit 5)

Band and Music – (Exit 6)

PE – (Exits 5, 6 or 7)

Third Floor:

Rooms 301, 304, 306, 309, 311, 312 exit down Stairwell 3 and then proceed out front entrance (Exit 10).

Rooms 303, 305, 313, 314, 315, 316 proceed down Stairwell 4 and then proceed out front entrance (Exit 8).

HALLWAY SUPERVISION

Students should walk through the hallways in a quiet orderly manner. Teachers should monitor students at all times. Please refrain from stopping at other teacher’s rooms while walking with students. Please be prompt for itinerant classes and be courteous to your colleagues.
HOMEROOM SUPERVISION

Teachers should be in their homerooms by 8:30 A.M. Students should enter the room quietly and put away any personal items. All students should be dismissed from breakfast by 8:50 AM. Students should not be meeting or waiting for students in the hallways. Teachers should provide an activity for the morning homeroom period. This may be a writing assignment, a “problem of the day” math assignment, or an AR activity. Students should not be using this time as socialization; it should be used to prepare them for the school day.

ID TAGS:

All staff members are required to wear their ID badge during the school day. All visitors will be issued a temporary ID tag when they sign in. These tags expire within 24 hours after being activated. Please be vigilant if you see a visitor in the building without an ID. Please refer them to the main office.

KEYS:

A key will be provided for your classroom door. Your key will only open your classroom door. You will also be issued a card reader to access outside certain exterior doors. This card will only open designated exterior doors and be active during the hours of 7:00 AM till 5:00 PM weeknights.

LAMINATOR:

Items that need to be laminated are to be placed in the laminator box located in the office workroom. An office volunteer will laminate your items. Please include your name and room number with items that need to be laminated.
LESSON PLANS

All teachers are to submit their lesson plans to Google docs every Friday by 2:30 PM. Reading and Math lesson plans should include PA Common Core Standards to insure the standards are being addressed during the school year. Lesson plans should also be tied directly to the Curriculum Modules.

Collection of writing samples will be asked for throughout the school year. Please be ready to share your strategies and methods that enable our students to properly answer open-ended questions and successfully write on a selected theme.

Team planning is expected each week with a Title One teacher. An Action Agenda form is to be completed during the team meeting and a copy of this form is to be returned to the office.

For the 2015-2016 school year, Ringgold School District is focusing on planning and teaching methods that will increase the district’s rigor and relevance as they pertain to instruction. Teacher teams will be inserviced on methods of attaining this goal. In turn, teacher teams will inservice the teaching staff within each of the buildings.

Lesson objectives aligned to the PA Common Core Standards will continue to be displayed within the classroom daily.

COMMON CORE

In preparation for the transition to the Common Core Standards adopted by the State of Pennsylvania for the 2013–2014 school year, it is imperative that we begin to align our curriculum and instruction to these core standards. The district is developing an action plan as to how this transition to core standards will be implemented and evaluated.

Common Core Standards can be accessed through the PA Dept. of Education at [www.pdesas.org](http://www.pdesas.org). Click on the Clear Standards bubble. Look at the top right side of the page for Common Core. Click the Common Core tab.

The PA Standard Aligned System will continue to be used for the next two years.
PHONE

Students are permitted to use only the Office telephones. He/she will be granted permission for those reasons deemed necessary (i.e., forgot medicine or eyeglasses, needs change of clothes, or must make parent aware of a home situation, forgot their lunch, etc.). The philosophy of the school discourages parents from bringing those items that the child should have remembered and will not physically suffer without (i.e., homework papers, books, gym shoes, musical instruments, etc.). The child’s responsibility will improve under this system as well as leaving the telephone lines clear for the purpose of operating each school efficiently.

PHONE (CELL):

Teachers are not permitted to use cell phones during instructional time, and the phones should be shut off during the day. In the case of an emergency, the office will contact teachers as necessary. Cell phones may be used during any non-instructional time.

Texting a student or accepting a FaceBook invitation from a student is prohibited.

PROFESSIONAL CONDUCT

Professional employees serve as role models for the students. If we are to develop a community of learning, we must demonstrate the rules established for the students. The students look to us for guidance with regards to proper school behavior.

Please do not chew gum or eat during instructional time, unless for students as an approved earned reward or lesson activity.

Please arrive on time for duties and itinerant classes.

Please give colleagues a courtesy call if they have not arrived at an itinerant class.
Please do not distract teachers or students during duty assignments or instructional time with personal conversations.

Use planning time wisely and meet weekly with your grade level and Title One Teachers.

Please complete an early dismissal form when requesting to leave before 4:00 PM.

When using planning time or lunch time to run an errand, please inform the office. Remember, if you use your lunch time to run an errand - you may not extend lunch into recess time.

**RECESS SUPERVISION**

Adult supervision is necessary to ensure playground safety. Accidents will occur, but accidents can be minimized through the communication of safety rules and the enforcement of these rules. It is a cooperative effort of the entire school staff to reduce accidents in the school and on the playground. It must be emphasized that when an accident does occur, the nurse must be utilized. Documentation is very important to avoid further problems.

**Hand held radios (two-way radios) are MANDATORY when at recess in case of an emergency.**

**RESTROOMS**

Students on grade levels 1-3 should be excused with their classroom. Teachers should assign monitors to enter the restrooms both before and after students have been excused, to check for any problems. While being excused students are expected to stand in the hallway quietly and follow all restroom rules. Students on grade levels 4-5 may be excused, individually. Teachers should keep a log of students being excused noting the time they left and the time they return. No more than 1 girl and 1 boy should be excused at one time. Please try to excuse students before lunch to eliminate the need to excuse students during lunch.

Please monitor as needed to avoid unnecessary restrictions.
STAR STUDENTS

Grade level teachers should determine guidelines for Star Students and inform the guidance counselors of the guidelines set. Teachers are to work with students in achieving set goals.

TEACHER ABSENCE

When it is necessary for you to report off from work, please continue to use the AESOP system. Please inform the office ASAP, if you are requesting certain substitutes.

Please prepare a folder for any substitute teacher who may teach in your absence. Include pertinent information in this folder such as:

1. The student list used to choose lunch choices and to order lunch.

2. An explanation of how to take attendance.

3. Teaching schedule

4. Plans (if continuing on in your regular plan book, indicate by a check mark what has already been completed.)

5. List of children who may need special attention (behavior problems, health concerns, etc.)

6. Seating charts with students’ names.

*****ADDITIONAL INFORMATION AND EXTENDED VERSIONS OF RINGGOLD SCHOOL DISTRICT POLICIES ARE AVAILABLE IN THE OFFICE FOR RUTHER REFERENCE.