

THE ABCs OF TEACHING

Admit your mistakes -- and learn from them.

Be firm but flexible.

Communicate with parents.

Develop a homework policy -- and stick to it.

Empower your students; don't just lecture to them.

Find time to attend after-school events.

Get to know all the teachers in your school and make friends with the cooks, custodians, aides, and secretaries.

Have the courage to try something else if what you're doing isn't working.

Institute a clear discipline policy -- and enforce it consistently.

Just listen -- both to what the kids are saying and to what they're not saying.

Keep a journal.

Learn your school's policies and procedures.

Model desired attitudes and behavior.

Non carborundum ignorami. (Don't let the imbeciles wear you down.)

Overplan.

Prepare interesting lessons.

Quit worrying and just do your best.

Remember that you teach students first, *then* you teach whatever academic discipline you learned.

Stay alert.

Take pictures.

Understand that the learning process involves everyone -- teachers, students, colleagues, and parents -- and get everyone involved.

Volunteer to share projects and ideas, and don't be afraid to ask others to share their ideas with you.

Work within your limits.

Xpect the unexpected -- and plan for it!

Yell if you need support (but never yell at children).

Zero in on your strengths, not your weaknesses. (Remember -- nobody's perfect!)

Finally, keep in mind the words of Philadelphia teacher Lew Clark: "Have a blast! You are about to begin a remarkable adventure."

Board of Trustees

The Florence County School District Three Board of Trustees is comprised of 9 members from seven voting districts. Each board member is elected to serve a three-year term. Each year, three trustee seats are up for election.

The board of trustees normally meets on the third Thursday of each month at 6:30 p.m. A list of meeting dates and locations are listed below. Special meetings are scheduled as needed.

The board is charged with policy making, planning, goal setting, providing school buildings, and adopting an annual budget to finance instructional programs and services. Trustees must also be familiar with important legal decisions as well as state and national legislation and regulations.

Board of Trustees Members

Dr. Lane Floyd, Chairperson

Mrs. Barbara Singletary-Bryant, Vice Chair

Ms. Paula Morris, Secretary

Mr. Toby Ackerman

Mr. Michael Blakeley

Ms. Terrie Gaskins-Bryant

Mr. John L. Graham

Ms. Debra McKnight

Dr. Julia G. Mims

2014-2015 Board Meeting Dates

<u>DAY</u>	<u>DATE</u>	<u>LOCATION</u>	<u>TIME</u>
Thursday	August 20, 2015	District Office	6:30 p.m.
Thursday	September 17, 2015	District Office	6:30 p.m.
Thursday	October 15, 2015	Scranton Elementary	6:30 p.m.
Thursday	November 19, 2015	District Office	6:30 p.m.
Thursday	December 17, 2015	District Office	6:30 p.m.
Thursday	January 21, 2016	District Office	6:30 p.m.
Thursday	February 25, 2016	Olanta Elementary	6:30 p.m.
Thursday	March 17, 2016	District Office	6:30 p.m.
Thursday	April 21, 2016	District Office	6:30 p.m.
Thursday	May 19, 2016	District Office	6:30 p.m.
Thursday	June 16, 2016	District Office	6:30 p.m.
Thursday	July 21, 2016	District Office	6:30 p.m.

Purpose

This handbook is intended for informational purposes only. It is not intended to change or create any contractual rights in favor of the teacher or FCSD3. The District’s regulations, policies, procedures, work site rules, and benefits are continually evolving. Therefore, this Staff Handbook does not contain all of the information you will need or be required to know during the course of your employment. It is your responsibility as a professional to read and know the contents of this Handbook and District Policy and act accordingly.

Limitations

It is impossible to list all the policies, regulations, and procedures in this document. All staff members have access at any time to FCSD3 Policies and Procedures that can be accessed at www.florence3.k12.sc.us

Our Mission

The mission at Main Street Elementary School is “Doing What’s Right Today for a Better Tomorrow”.

School Pledge

As a proud Panther at Main Street Elementary, I will strive to...

Act in such a way that I will be proud of myself,
and others will be proud of me too.
I came to school to learn,
and I will learn.
I will have a great day at MSE,
And I will make great choices.

I will be **Ready**, exercise being **Responsible**, and show **Respect**.

School Rules

- 1. Be ready**
- 2. Be respectful**
- 3. Be responsible**

Core Values

The Main Street Elementary learning community is built on a few simple, fundamental principles in direct alignment with the values of Florence County School District Three.

Safety Above All Else. The Main Street community understands that no one can be successful in an environment where they feel threatened, physically or otherwise. A safe environment must be provided for every child, parent, guardian and employee.

Student Learning is the Main Thing. The primary charge of any school is to provide its students with an education. The Main Street community values both traditional and contemporary teaching strategies and will work hard to meet the academic needs of all students. All members of the Main Street community will create an environment that values the teaching and learning process and reinforces a culture of achievement.

Focus on Excellence and Results. Florence County School District Three and the South Carolina State Department of Education have clearly defined and measurable expectations for academic achievement. The Main Street community believes that, with data driven instruction and individualized attention, our students can meet and exceed these expectations—no excuses.

Parents are Partners. The Main Street community understands that learning happens around the clock and instruction does not end when students leave our classrooms. The parents are our students’ first and most effective teachers; we will work to be inclusive and considerate of our parents’ needs and concerns as we pursue our mission of “Doing What’s Right Today for a Better Tomorrow”.

Common Decency. All members of the Main Street community deserve and must receive respectful and courteous treatment. We will strive to interact and work with one another respecting each others' personal beliefs, experiences and opinions while keeping our primary task in the forefront of our minds: working together to build educational foundations for all of our students.

General Procedures

EXPECTATIONS FOR STAFF

All Main Street Elementary School Faculty and Staff members are to conduct themselves in a professional manner at all times. The guidelines listed below are not all-inclusive.

We expect the staff to:

1. Report to work, duty, meetings, professional development sessions, etc. on time and with necessary materials (notebook, calendar, etc.), respect the person talking, and come prepared. Adhere to your assigned arrival time. Teachers are to sign in by 7:00 a.m. on mornings when they have assigned duty and by 7:25 a.m. if they do not have an assigned duty.
2. To provide a clean, attractive, nurturing classroom.
3. Follow all expectations and Non-Negotiables.
4. Actively monitor and supervise all students at all times throughout the school every day.
5. Adhere to all policies, procedures and deadlines for submitting all paperwork.
6. Comply with all policies and procedures including the completion of all necessary paperwork regarding any requests to be absent or away from the campus.
7. Maintain collegial relations with other staff members.
8. Treat students, parents, and visitors on campus with respect. Respect instructional time (refrain from interrupting any class during instructional time) and model respect for MSE (facilities, equipment, and supplies).
9. Remember student and personnel information should remain confidential.
10. Display a positive attitude about school initiatives. Refrain from speaking negatively about the school or team members.
11. Check your e-mail during your planning time.
12. Participate appropriately in all professional development activities and meetings. Report on time and with all needed documents/materials for appropriate participation.
13. The receptionist will assist in the photocopying of classroom materials. **Teachers/Assistants will not be allowed to make copies.** Request forms for copies are available in the work room and in the main office. Requests need to be placed **48 hours** in advance.
14. Refrain from sending mass e-mails or other mass communications (including parent letters, etc.) without principal approval
15. All correspondence should be proofread and signed-off by two co-workers before submitting your folder for Dr. Moore for approval.
16. Remain open to solutions to problems/concerns.
17. Lesson plans are to be placed in a visible spot within your classroom daily as well as submitted into the lesson plan dropbox prior to 10:00 am Monday each week.
18. Supply appropriate exceptional education teachers with required updates in accordance with established guidelines. Also, read and comply with Individualized Education Plans (IEP) for exceptional education students. Document the services rendered on the OEC documentation form.
19. Prepare "Substitute Lesson Plans" for submission in accordance with guidelines by 3:30 on September 3, 2013. Ms. Fulmore and Mrs. Smalls will collect these.
20. Check e-mail and teacher mailboxes daily and respond appropriately to all correspondences.

**ALWAYS BE PROUD OF THE FACT THAT YOU ARE A MEMBER OF THE MAIN STREET
ELEMETNARY FAMILY!!!**

MSE and District Non-Negotiable Expectations

Goal I: Increase student learning.

1. All schools will meet or demonstrate growth from previous year toward meeting the State's ESEA target based on each school's AMO by ensuring all students in grades 3 - 12 demonstrate academic growth on their individual PASS result as measured by the ESEA accountability report card while closing the achievement gap.
2. Goal II: Increase Parent and Community Partnerships and engagement.
3. Goal III: School Culture /Climate
4. Goal IV: Teacher / Administrator Quality

Non-Negotiable Expectations

Grs. 1-5 – Daily Schedule will include:

ELA – minimum 150 mins. (Includes daily writing instruction) (Uninterrupted)

Math – minimum 60 mins. (Uninterrupted)

Science – minimum 40 mins. (Uninterrupted)

SS – minimum 40 mins. (Uninterrupted)

1. Develop an individual learning plan (intervention plan) for students not demonstrating mastery on interim reports, report cards, and/or standardized test. The intervention should include, but not limited to, tutoring, name of person that will conduct the tutoring, and how often (location, days, and time). The plan must show face-to-face communication with parent and student. Documentation of intervention must be evident and include on-going monitoring and collaboration (parent and student) process.
2. Collect and analyze all teacher administered assessment (mini, quiz, test, etc) to ensure alignment and mastery.
3. Have math teachers establish a system that pulls students (one-on-one or small group) to perform diagnostic prescriptive teaching of questions/skills missed on each assessment to help ensure mastery of prerequisite skills. Ex. Students may be pulled during the day from a related arts class, before school, after-school, or during lunch.
4. Use your school's strategic plan and data to evaluate goals, progress, and plan of action needed. Analyze and update strategic plan to reflect current data.

****Research:** When school leaders are developing a strategic plan, they must decide the real purpose of the strategic planning process which should be a tool to improve student achievement. (Reeves, 2008). It is important that plans focus on improving student performance, and have a consistent monitoring and evaluation process in place (Reeves, 2008).

****Research:** Data teams are one of the best ways to help instructional leaders use information effectively to make instructional decisions (Reeves, 2009). Reeves also concluded that data teams should look at and use student results, instructional strategies, and leadership support as a means to improve SA.

5. Attend monthly data meetings to present progress of strategic plan strategies, progress of school SA goals, progress of student interventions, etc.
6. Benchmarks in all subjects.
7. All teachers will pretest prior to teaching a unit /pacing guide cycle and posttest at the end of the unit /cycle. Teachers must focus on what students do not know, not on what students know.
8. Implement behavior intervention measures before recommending a change in placement.
9. Administrator present at all staffing and IEP meetings
10. Students with mild or moderate disabilities will be included in general education classes.
11. Instruction for students with disabilities will begin on the first day of school.
12. Instructional assistants in OEC and 4K must remain with their assigned teachers at all times.
13. Immediate feedback /updates at all levels/areas:
 - Parent Portal
 - Teacher Observation
 - Student feedback on assignments
 - District to school level
 - School to district level
 - School to parents
 - Etc.
14. Monitoring and evaluating student data on a consistent basis.
 - Includes School Improvement Plan (Plan of Action) and SACS Plan and Updates which should align. Evaluate plans often to include instructional team and teachers, and Title I SIC/Parents
15. Opportunities for students to apply learning
 - Participation in National History Day at all grade levels
 - Arbor Day
 - Dr. Ronald E. McNair Day
 - Community Arts Initiative
16. Use Science kits
17. Participate in all district Professional Development
18. All 4K teachers and assistants attend staff development necessary for re-licensing.

19. Empower your staff and parents! Use them as a resource! Remember the 20 -80 Rule.

20. Submit all requested information items on or before the due dates.

21. Accept responsibility for action or non-action – No Excuses.

*Failure to meet expectations and non-negotiables will result in the following:

- First Time: Warning (a memo followed by a conversation)
- Second Time: Official Reminder Letter with Cover Letter (This information will be placed in you school file)
- Third Time: Letter of Reprimand (cc'd to Mrs. Angelia Scott, Director of Human Resources and placed in your personnel file)

Absences

If a teacher/assistant will be absent from school, he/she will be responsible for obtaining a substitute by calling a pre-approved substitute from the list. Teachers/assistants should make every effort to decide if they are too ill to report to work as soon as possible in order to obtain a substitute.

If you become ill during the evening, please call Dr. Moore 704-907-4733 before 6:00 a.m. Please do not send me a text message, if you do not speak with me personally, do not leave a message. I may need to ask you something about your children for that day. It also lets me know to provide coverage for your children until your sub arrives. If you have tried both numbers and cannot reach me, call Ms Fulmore at 843-687-8467 or Mrs. Smalls at 803-493-0495. After calling me, immediately begin calling your substitute. If a teacher is extremely ill and unable to make calls they should contact their "buddy teacher" who will work to secure a substitute. However, the absent teacher/assistant is responsible for securing a substitute.

If you know you will be out for a consecutive number of days, please call the school office by 1:00 p.m., and we will attempt to secure the same substitute.

If you are in an extreme emergency situation, Dr. Moore, Ms. Fulmore, or Mrs. Smalls will secure your substitute.

Please sign your leave form the day you return following an absence. After five consecutive days, please bring a doctor's excuse.

A substitute folder is to be turned in to Ms. Pearl Major by September 4th. The folder will be given to the substitute and left for you to update upon returning to work. This should include work for a five day period. Be sure to include a seating chart, a detailed schedule, your duty responsibilities, safety drill information and other details that will help the substitute be effective in your classroom. Ms. Pearl will inform you when your plans need to be replenished.

Activities Inside/Outside the Classroom

Be on time when taking your students to and from special assemblies and related arts. When leaving your classroom for any activity that has not been scheduled, please notify the office of your whereabouts and place your location on your door. This is necessary in case we need to call a student from your room and it helps with communication.

Agendas

Student planners teach students time management skills that will ensure success. Agenda communication should be brief, concise, and written with positive undertones. The agenda is also an effective communication tool among students, teachers and parents for daily reminders, brief communication and requests for conferences. Teachers are expected to check and initial agendas daily, as well as encourage the use of agendas each day.

The agenda does not take the place of one-on-one communication (phone, conferences) with parents.

Arrival and Departure of Teachers

All teachers shall be at school by 7:25 a.m. and signed in and in their rooms before 7:30 a.m. each morning. (If you have duty, you should be at your duty station at or before the appointed duty time.) Teachers are to remain at school until 3:00 p.m., unless prior arrangements have been discussed with the principal. All staff must sign-in in the morning and sign-out each day.

All employees are expected to be at their duty stations at the time listed on the Duty Assignment Chart. Remember, that you are a role model for our students. Show that school is a priority by being on time.

Please arrive on time. In the event of a rare occasion of running late, please contact the office and ask to speak to Dr. Moore, Ms. Fulmore, or Ms. Smalls. **DO NOT LEAVE A MESSAGE**, as your duty station will need coverage.

Employees are expected to stay on campus during the time school is in session. In the event that you need to leave for an emergency, please see Dr. Moore to complete an Emergency Leave Form. We will, of

course, work with individuals when an emergency situation arises, however, please make arrangements to handle personal errands after 3:00 p.m.

Arrival and Departure of Assistants

All assistants shall be at school by 7:00 a.m. (If you have duty, you should be at your duty station at or before the appointed duty time.) Assistants are to remain at school until 3:00 p.m., unless prior arrangements have been discussed with the principal. No overtime or comp time is approved, unless it is cleared with Dr. Moore beforehand.

Please arrive on time. In the event of a **rare** occasion of running late, please contact the office and ask to speak to an administrator. **DO NOT LEAVE A MESSAGE**, as your duty station will need coverage.

Employees are expected to stay on campus during the time school is in session. In the event that you need to leave for an emergency, please see an administrator to complete an Emergency Leave Form. We will, of course, work with individuals when an emergency situation arises, however, please make arrangements to handle personal errands after 3:00 p.m.

Attendance- Record Keeping

Teachers are responsible for taking attendance each morning using Power Teacher, and should report absentees by 8:00 a.m.

All teachers will mark student attendance on the computer and in the attendance book. **Accurate records must be kept**, as we will be audited each year. Please make sure that excuses from home have your name and the student's name on the note. These should be turned in each day by hanging them on the hook on your door.

IF a student leaves during the school day, he or she should be checked out through the office. Students should not be dismissed from the classroom to leave school. If an individual asks for a student at your door, ask that person to report to the office. The office will then call the student from your room. This allows for accurate record keeping and also provides for the safety of the students.

If a child is absent for more than one day, please call to inquire about the student, as well as, to give homework assignments.

Books

All books and reference materials should be stamped with the school stamp. If a book is lost or destroyed by a student, the office should be notified. The child will be assessed the cost of the book.

All books, including library books, should be accounted for when a child moves from this school. The classroom teacher is to account for all textbooks and should notify the librarian so that she can account for library books.

Breakfast

Breakfast begins at 7:00 a.m. Breakfast ends at 7:40 a.m. All students are to report to the cafeteria unless cleared by an administrator.

Bulletin Boards

An attractively decorated building makes the school a more inviting habitat for learning for students, members of the faculty/staff, and visitors. Student work on bulletin boards should be current and bulletin board themes should be changed each 9 week period. However, **student work should be rotated bi-weekly. Student work should be accompanied by the standards in which they address.** Due to FERPA, all displayed work should have grades posted on the back of the assignment. Everyone viewing the display should be able to identify the existing instruction and learning taking place in the classroom. All team members should plan displays that showcase student's current work or unit of study. Please constantly check to make sure that bulletin boards are neat and in good repair.

Candy & Snacks

Because of the Nutrition Law and a general sense of well-being for our children, staff members should not give candy or gum to students as an incentive. Teachers and parents will also not be allowed to bring cakes, cookies, or chips, etc. as classroom treats. Soda/snack machines are for faculty use only. Do not purchase items from the snack machines or eat them while students are present. Snacks and/or soda are not to be purchased by students or for students from the machines. Students are not allowed to be in the staff area.

Care of Building

Care and maintenance of the school building is the obligation of every member of the staff. Teachers should show and express pride in their classrooms. Setting high expectations for the room's appearance and cleanliness can do this. Students should keep individual desks clean and neatly organized. Books should remain in the desk except for those being used at the time. Books should never be placed on the floor. Student's desks should not become cluttered with trash.

Teachers are responsible for keeping their room colorful and attractive. Student work should be displayed in the room and hallway. Bulletin boards and walls should be used for displays that encourage learning. Bulletin boards should be changed at least once per nine weeks period.

Hallway bulletin boards cannot be 3-D, as this poses a fire hazard. Torn and unsightly displays should be repaired or removed immediately.

Inform the front office (Ms. Loris) of any pest control issues you may have, so that they can be documented.

Inform Stacy Moore (Secretary) of any repairs that require maintenance.

Class Schedule

The principal will develop a master schedule for the school, special areas, the computer lab, recess and lunch. Teachers must display their schedules outside their classroom door. The district non-negotiables reflect the total number of minutes for each content area (ELA 150 minutes including writing, Science 40, S.S. 40 minutes, and Math 60 minutes of math are required each day).

Class Lists

Please do not send home class lists. We cannot give out this information for Valentine cards, parties, etc.

Classroom Management

Effectively managing your classroom is an essential part of maintaining control and discipline. A lack of well-established classroom processes and procedures leads to many discipline issues. Classroom management deals with the procedures that you must establish at the beginning of the school year. Students must know how you want them to begin their day, pass out papers, sharpen pencils, line up, etc. Procedures must be rehearsed over and over again until the students do them automatically.

Clutter Control

Excessive clutter is not only a safety hazard, but it also invites rodents, and limits the amount of space for interactions. Teachers will be expected to sift through their belongings and organize/de-clutter their classrooms. Excessive furniture and materials that are not used must be eliminated from the classroom.

Confidentiality

Comments and discussions regarding student personalities and records should only be discussed with appropriate people in the educational setting. Student behavior problems should not be a part of public discussions. Professional discretion and courtesy should be used in discussing all staff and district concerns.

Communication

All staff members are expected to check their e-mails daily to stay informed about events/activities, etc. Staying informed will eliminate excessive after school meetings.

It is important to communicate frequently with your students' parents. Keep a Title I Parent Communication Log of the various communications with parents, such as phone calls, notes, parent conferences, and/or home visits. Communicate good things as well as areas of improvement. Keep the communication honest and open. You will be asked to submit your Parent Communication Log at the end of each month to Mr. State.

E-mails, texts, notes and phone calls are appropriate for general information. Confidential correspondence should be handled in person. Also, be mindful that conversations 'in the middle of dismissal' are generally ineffective because of the hectic nature of this time

Comp. Time

Comp. time will only be preapproved by Dr. Moore. Comp. time for staff will be given for days indicated only by the principal. Comp. time will not be given during times that students are present. All team members should keep a log of all accrued comp time. All comp forms should have Dr. Moore's signature for all accrued time.

Copies

The receptionist will assist in the photocopying of classroom materials. **Teachers/Assistants will not be allowed to make copies.** Request forms for such work are available in the work room and in the main office. Requests need to be placed **48 hours** in advance.

Photocopying procedures:

- *Please consider conserving print requests to help alleviate the demand.
- *Print requests will be done according to dates requested.
- *Excessive worksheets are not to be used. **ALL worksheets must be attached to the lesson plans for the week.**
- *Whenever possible, make sure that both sides of the paper are used in photocopying.

Fill out the blue forms including the date wanted. If your request is further out than 7 days, put in the 1 week or later slots and they will get added in the rotation.

While we will always attempt to cover emergencies, please do not make this a habit as habitual requests will not be honored.

Discipline

Main Street has adopted the Positive Behavior Intervention Support method for addressing discipline. We seek to teach appropriate behavior just as we teach academic strategies. Please follow the steps that have been designed to ensure that discipline does not prevent teaching and learning.

Discipline Philosophy (The "5C" Plan)

Main Street Elementary is a zero tolerance school. Teachers must begin on the first day of school to teach rules and consequences, to teach the importance of respect for self and others, and to remind students of positive incentives or negative consequences. To assist with developing a culture of responsibility, the Administrative Team will meet with each grade level on the first day of school to discuss our school culture and discipline plan with the students. The best planned lessons will fail without strong classroom management procedures. Teachers must create an environment that is conducive to excellent student behavior. Poor student discipline is a reflection of inadequately planned lessons, inconsistent routines and procedures, and a lack of student engagement. Having the "5 C's" in place is a proactive move that will help teachers to maintain control and to attain high student results. Teachers should review the "5 C's" listed below and make sure that they are in place by the first week of school. Teachers must have these concepts in place prior to making any office referrals.

Classroom Environment. A highly structured environment must be created by the first day of school and continued throughout the school year. Specific activities and routines should occur daily with consistency.

Clear teacher, student, and parent expectations. Teachers should begin to communicate with parents about student expectations and to establish positive working relationships at the beginning of the year. We must be clear about what we expect from parents and students from the very beginning if we are to build meaningful partnerships and have a successful year.

Correction before Consequences. When a student behaves inappropriately at school, the first attempt to eliminate that behavior is correction. Does the child know what they did wrong? Do they know what should be done instead? Seek to discuss these issues before you hand down a consequence. If these expectations have not been clearly communicated to or understood by the student, both the student and the child's parent will immediately deem consequences unfair. If the student continues this behavior after you have corrected them, consequences given should be appropriate for the behavior.

Center on the Positive. Students respond more to praise than punishment. Focus your energy on finding examples of every student's work to improve their behavior and make better choices, and you will eventually find that there are fewer problems to focus on to begin with. Praise every attempt at improvement without lowering your expectations for excellent behavior.

Consistency in Consequences. Teachers should consistently implement classroom management techniques and strategies. Even the best school discipline plan will fail if students develop the belief that some students can never escape negative consequences or punishments while others are "above the law." Teachers should consistently enforce consequences when necessary. Students should never be told that they are going to receive a consequence without follow through.

At **Main Street Elementary School** affirmation is one of the most direct and effective disciplinary tools that a teacher should use. Each student needs to know that he or she is accepted, even if, at times, the behavior is not. Parents and teachers can work together for the benefit of the student. If both agree on a plan to help a child alter behavior and work together in a team effort, much can be accomplished. You are expected to use the 3R's to Success. The 3Rs to Success are **Ready, Responsible, and Respectful.**

Consistency, routine and organization will prevent or eliminate many discipline problems. Discipline is a positive matter and should be viewed as motivation rather than controlled behavior. Whenever, as a teacher, you decide you are going to "make your students behave," you may be on the road to failure.

When you send a student to the office for discipline, the discipline referral must be complete. Please provide as much detail as possible , If a student is sent to the office without the proper documentation he/she will return to class.

When a Student Presents a Threat to Self and Others

If a student becomes so unruly that he/she presents a threat to self or others, the teacher in the classroom should contact the main office and ask for an administrator. A student should not be touched for any reason if the purpose is to punish or discipline the student. The Main Office staff will locate an administrator.

Non-Negotiables Regarding Discipline

1. The following are not permitted:

- Sitting students in the hallway.
- Administering a repetitive writing assignment (i.e. I will not...).
- Denying the opportunity to attend a field trip without prior consent by the principal.
- Embarrassing the child in any way (Please try your very best to correct the child's behavior, if severe, speak to them in private.)
- Failing to give the student due process
- Teachers will not assign In School Suspension or suspension days.

Administrator Response to Office Referrals

When the principal, assistant principal and/or principal designee receives an office referral, due process will be followed to determine the consequences. Due process includes providing the student an opportunity to explain his/her side of the problem and may also involve talking to any witnesses or other students involved, reviewing any notes from the teacher, gathering evidence such as damaged materials or handwriting samples. Once due process is

completed, the person addressing the discipline will provide consequences based on results of the investigation, the severity of the infraction, and the policies of the school district.

Leave: Early Leave

Each employee shall receive two "Panther Express" leave passes each nine weeks. You are required to place your signature, date, and time on your early leave pass prior to giving it to Ms. Stacey W. Moore. Ms. Moore will keep a log of all early leave information. Once you have exhausted your three early leave passes, you will be able to use your available personal leave time. Leaving campus will be limited to making a home visit or carrying out the duties of the District. You are required to sign out when you leave.

Early Release Days

Early Student Release Days are designated for Staff/Professional Development. All faculty members are expected to attend.

Errands

Students are not allowed in the front office during instructional times. Please do not send students to run errands such as checking your mailbox, etc.

Faculty Meetings

Faculty meetings will be as necessary. They will be held every Monday. The 2nd and 4th Mondays of each month will be dedicated to district wide PD. All faculty members are expected to attend faculty meetings unless prior arrangements have been made with the principal. On occasion, additional meetings (at least one per month), may be called to handle school-wide issues, to relate information and/or as celebrations. You will be informed of these meetings in advance.

Greeting Students

All teachers are to meet students at the classroom door whenever groups of students are entering the building. This practice will add to our warm building climate, as well as, assist with behavior management.

Teachers should dismiss students in an orderly manner, again remaining in the hallway.

Hallways

The hallways are "Quiet Zone" areas. Students are expected to be quiet and walk on the blue lines.

Health Room

Students must have a Health Form when sent to the nurse.

If a student is hurt on the playground or the classroom you may be called upon to complete an incident report.

If you have a student on medication, please send that student quietly to the nurse's office. DO NOT ask a child in front of anyone if s/he has had their medications that day; this is breach of confidentiality which places you and the school in a difficult situation.

Please check the health forms for your students as they may have health issues you will need to be aware of.

Instruction

Instruction should begin at 7:30- a.m. and last until 2:35 p.m. Please plan accordingly to maximize instructional time.

Internet Usage (Staff/Students)

Internet access is being provided to school district students and employees to assist in learning and to provide access to information needed to better perform work tasks. The Internet Usage policy also applies to students. All students and their parents are required to sign an Internet agreement form to be kept on file in the classroom. Internet use is a privilege and inappropriate use will result in cancellation of Internet privileges.

Lamination

In order to prolong the life of our machines, Lamination and Posters will be completed by Mrs. Loris Fulmore/volunteers. Please give 48 hours notification.

Lunch Count

Please have your salad and lunch count sheet ready by 8:00 a.m.

Main Street Elementary School Pledge

As part of our morning announcements, all students, faculty and staff will recite our school-wide pledge. The Main Street Elementary School Pledge will follow the Pledge of Allegiance. This pledge should be posted in all rooms.

Money

All money (and receipt books) collected must be turned into Stacey Moore by the teacher. All homeroom teachers are responsible for counting the monies and Stacey will verify the amount you turn in. Money should **never** be left in the classroom overnight.

Morning Announcements

Each morning the morning announcements will begin at 7:40 AM Teachers should ensure that students are paying attention to both the morning show and any announcements throughout the day. This should be done by modeling your expectations by stopping and listening yourselves.

Snack Shack (MSE)

The student "Snack Shack" will be used at the teacher's discretion. These items must not replace the student's lunch.

Social Fund

The social fund is for any staff member who wishes to participate. Remember, our goal this year is to pull together. It would be nice to have 100% participation.

Flowers/balloons will be sent to any employee who is hospitalized, seriously injured/ill, or the child (under 18) of the employee.

Funerals- Flowers will be sent in the death of a spouse, parent, brother/sister, grandparent or child.

A gift will be given to any staff member leaving the school, getting married, or becoming a parent.

Each staff member will give \$15 to begin the year's fund. Please give your \$15 to Mr. Myers as soon as possible-preferably during by the end of September.

Soliciting

Students and staff are not allowed to sell items unless it is approved by the principal.

Staff Socials

"**Alive After Five**" staff socials are held periodically throughout the year. Though not required, these events are an opportunity for the staff to come together to celebrate and to foster a sense of caring and unity that can be lost so easily in a large school.

Emergency Plan Folder Guidelines

Each teacher will be given a substitute folder at the beginning of the school year. Emergency plans are due on or before Friday, September 4th to Ms. Major. Once you have used your plans, please replenish with additional plans.

Contents of the folder should consist of, but not be limited to the following:

Daily Activities Schedule

Management and Discipline Procedures

List of car riders/bus riders (indicate which bus they ride)

Duty Schedule

Lunch Schedule/Recess Schedule

Class Roster and Seating Chart

Emergency Procedures (Where to exit the building and where to go)

Students with special concerns

Teachers are to write substitute plans so that substitute teachers are able to give continuity in instruction to the students. Plans should continue the current unit of study (ex. In math students are learning to regroup, therefore plans should include extra practice sheets on regrouping). Please make sure your plans are detailed and easy to follow. If you are absent and your plans have not been replenished, you will be held accountable for securing plans for that day. All copies of items needed are to be completed and placed in the box.

Temporary Room Changes

Please leave a message on your door when you have moved your class to another room for any reason. This will allow tardy students to find their classes when such moves are made. Also, please notify the front office of a temporary move in case of phone calls or emergencies.

Time

MSE time is set by the District time on the telephone system. Please set your watches accordingly.

Time on Task/Class Interruptions

Our major focus will be to improve student achievement. Time on task is an essential element to improve student achievement. Students are expected to have a “rigorous academic day”. We will keep class interruptions to a minimum, unless it is an emergency. All faculty and staff members are asked to respect instructional time, please refrain from interrupting any class during instructional time. If there are conditions within your classroom or near your proximity that interfere with your instruction, please inform us. We will assist in any way we can.

Please refrain from using classroom instruction time to have a parent conference. Many parents like to visit the class and engage in conversation. Please be polite and offer to schedule a parent-teacher conference at another time. Please make sure parents know the expectations when observing classroom instruction.

Unattended Students

At no time are teachers to leave students unattended in their classrooms. (This includes stepping into another classroom for just a second). Please remember that you are liable for each student’s safety. If an emergency arises, please buzz the office for assistance.

Safety

Accidents (Staff and Students)

If a student is injured in your area, regardless of the severity of the injury, have the student report to the Health (Nurse's) Office to be checked and notify the principal. In cases where a student has fainted or where the injury appears to be serious, call the nurse for assistance. **Under no circumstances** should a student who is dizzy or bleeding be sent to the health office unaccompanied. An accident report must be completed and submitted to the nurse on any injury to a student, regardless of the seriousness of the injury.

If a staff member suffers any type of injury, regardless of the severity, in the performance of his/her job or while on school grounds, the injury should be reported to the school nurse and an administrator immediately. The staff members will be expected to complete a form provided by the nurse/office and may be required to see a doctor. Specific directions will be provided upon the report of the injury.

Building Security

Each teacher will be given a key to his or her respective classroom. All classroom doors should remain locked when occupied by students throughout the day. When the teacher leaves for the day, she should lock her classroom. Hall doors should not be propped open during the day. If the custodian has secured the building prior to the teacher leaving, the teacher should make sure the outside door used to exit the building secures itself as she leaves.

CHILD ABUSE/NEGLECT REPORTING RESPONSIBILITIES

State law mandates that teachers, assistants and other authority figures in schools report cases of suspected child abuse/neglect. This abuse may be physical, sexual or emotional. If you have a situation where a student has you as a confidante, you are still responsible for reporting suspected abuse, even if the student shares that information with you in confidence. When a student begins to share such sensitive information, the staff member should inform the student that he/she has an obligation to report such information.

In cases where you suspect child abuse/neglect of any nature, report your suspicions immediately to a counselor or administrator. You must contact the appropriate authorities to conduct the investigation or designate a counselor or administrator to do so.

Duty Schedule

It is very important that the school provides adequate supervision and guidance of the students during the time the student is in the care of the school. Special duty assignments will be limited as much as possible, but it is the responsibility of each faculty and staff member to accept special assignments on the playground, lunchroom and during extracurricular activities.

It is imperative that any teacher on duty be present for that duty on time, if not a few minutes early.

Emergency Drills

All staff should keep their Crisis Intervention folder easily accessible for quick, easy reference. Do not share the safety procedures with the public.

Earthquake Drills

Earthquake Drills will be held once per semester. Students should take cover under their desk or any other furniture that is strong enough to withstand falling debris. Once the trembling is over, the student should be directed to the shelter area quickly and orderly. Once the students have reached the shelter area, the teacher should call roll to account for all students. There is no signal for an earthquake since there would be no advance warning. For the purpose of a drill an announcement will be made over the intercom to begin earthquake drill procedures.

Fire Drills

Fire drills will be held each month. Teachers and students should be familiar with the posted evacuation routes. Evacuation should be completed as quickly and orderly as possible. Once outside each teacher should have a roster, and roll should be taken to account for each child. If any student is not accounted for the area contact person should be advised at once.

INSTRUCTIONS FOR FIRE DRILLS

Signal- Fire Drill will be indicated by sounding of the fire alarm bell.

Pupils will leave out of rooms single file, quietly, and with as little confusion, talking, and other noise as possible.

Follow routes indicated on the following page.

After clearing the buildings, all groups will move to a safe distance from the buildings and remain in line until the signal is given.

The first student will open and hold the outside door until that particular class is out, and then the first student from the next class will do the same.

Teachers are to carry their class roster and an accountability sheet out with them. When outside, teachers will check their roster to see if they have all of their students. This will be reported to the contact person checking accountability.

Do not re-enter the building for any reason until directed.

Keep your students under control and in line at all times.

Tornado Drills

Tornado Warnings are issued when a tornado has actually been sighted in the area or indicated by radar. Students will be seated on the floor with their face to the walls, knees drawn to chest, with head down, and with the protection of a book on the back of head and neck. Stay away from doors/windows.

Health Services

Students who are ill or injured should be sent to the health room accompanied by another student or adult. NO medications are to be given to students, including aspirin, by the teacher. All medicine and notes of instructions should be sent to the health office. Do not keep medicine in your room where it is accessible to students. Teachers should not call parents to inform them that the student is ill; rather this should be done by the nurse or the front office.

Lunchroom Procedures

All faculty/staff are expected to use the color cup system to monitor and minimize the noise level in the cafeteria. The first ten minutes of the lunch period for each class is **SILENT LUNCH**. Students should be reminded of the correct level of conversation. **Use the cup system to monitor (Green- Inside voice, Yellow- Warning, Red-Silent for the remainder of the time)**. All team members must enforce these rules in order for this system to work. All cups will remain in the cafeteria on each table.

Proceed to the cafeteria according to the schedule. Students should enter the lunchroom without talking. Teachers should escort their students to lunch and monitor until they are through the lunch serving line. Students are expected to follow all lunchroom rules.

Do not skip tables upon entering the cafeteria. Teachers are expected to sit at the table with their classes and are encouraged to use this time to get to know their students better. Teachers are to leave as soon as their time ends, so that other classes may enter.

Expectations for Student Behavior in the Cafeteria

Students are expected to:

- Use an inside voice
- Use table manners
- Say “please” and “thank you”
- Clean their area
- Follow adult directions
- Eat over their tray
- Bring what they need
- Follow the line procedures
- Get everything they need the first time
- Wait their turn
- Remain silent at lunch until signaled by the teacher
- Pay attention

Recess/Playground Guidelines and Rules

Teachers on playground duty should circulate throughout their assigned area and not visit with other teachers who are on duty at the same time.

It is a general rule that students will not go out to recess if the temperature is below 32 degrees. The office will make an announcement when students are not to go out unless it is obvious (raining, extremely cold, extremely hot, etc.) No wrestling, karate, touch football or other aggressive type behavior will be allowed even if it is being done in a playful manner.

Staff Children

Each staff member is responsible for their child after school hours. Personal children are to remain in the staff member's classroom/work area for their personal safety.

Strangers in the Building

All staff are expected to challenge any strangers or unauthorized persons who may be on the premises. Badges are kept in the office and all adults should wear a badge. If you see someone in the building who does not possess a visitor's pass or a faculty ID or someone who is acting in a suspicious fashion, approach that person by asking if you can help them and asking for an ID. Do not leave them alone – accompany them to the office to secure proper clearance for them. If you are unable to get them to the office, call the office for immediate assistance.

Windows

Windows and door should not be open when the air conditioning and/or heat are on. If you need a temperature change, please let the office know.

Please make sure all windows and doors are closed and locked at the end of the day.

Visitors

Please welcome all visitors when you see them. We want to encourage parental involvement and volunteerism at our school. *However, teachers may not have conferences with parents during instructional times.*

Professionalism

Dress Code

Main Street Elementary recognizes that teachers and other staff are role models for the students. The manner in which teachers and staff present themselves will be reflected in the conduct of the students and the respect given teachers, staff and the school system by the community. To this end, all staff members must appear neat, clean, and appropriately dressed at all times, for a business or professional environment in accordance with the position held by the employee.

The principal or supervisor may approve variations for special situations such as field days, spirit days, and class or team days, work days (when there are no parent conferences or meetings involving the public) or for those individuals whose responsibilities may necessitate an alternate form of dress, such as physical education teachers.

Dressing for success has three main effects for teachers:

Maintain respect

Establish credibility

Establish yourself as an authority figure

Chalkboard Friendly Fashions

Male: dress shirt or sport shirt with collar, polo shirt, sweater, slacks, shoes (except sandals) with socks.

Female: slacks, skirts and dresses of modest length (at the knee), jumpers, sweaters, polo shirts. Shirts or tops without collars are acceptable as long as they compliment other attire being worn and are not too casual. Capri or cropped pants and city/walking shorts or skorts worn must have a professional feel (worn with a jacket or sleeved top and appropriate shoes).

Shoes: Personnel should wear shoes that provide support and protection. Athletic-type shoes and Toms are acceptable on Fridays only. Sandals, preferably with backs and a heel, are acceptable; however, beach-type shoes, such as flip-flops, sandals that look like flip flops, shower shoes, and plastic shoes such as Crocs are not appropriate at any time.

Jeans: Professional Jeans will only be worn on special days identified by the principal.

Khakis: Khakis and shirts with the school logo or plain polos may be worn on Fridays.

Inappropriate dress or personal grooming includes, but is not limited to:

- Attire that breaks the student dress code.
- Dresses, shirts, and blouses that have cut-outs or see-through elements or reveal undergarments or is excessively tight fitting, do not cover the back, waist or midriff, and are too short.
- Warm up pants or suits, sweat or tee-shirts (except PE)
- Clothing that promotes alcoholic beverages, tobacco, the use of controlled substances, depicts violence, is of a sexual nature, or is of a disruptive nature.
- Jewelry that is disruptive to the teaching/learning process.
- Wrinkled or torn clothing

DUTIES & RESPONSIBILITIES OF A TEACHER

1. Flexible
2. Fair and impartial
3. Friendly in and out of class
4. Neat and attractively dressed
5. Sense of humor
6. Knowledgeable in content area
7. Firm, fair, and consistent in discipline

8. Reasonable in regard to homework
9. Understands and genuinely likes students
10. Continual self-evaluation and improvement

Gossip “The Street Committee”

Problems are not solved by gossiping. As humans, we will all have times when we disagree. Let’s work together as a team to solve those problems. “Negative talk” within the community makes us all look bad.

IF YOU HEARD IT THROUGH THE GRAPEVINE...

Believe it or not, everything you hear through the grapevine is not always accurate!!! We strongly encourage anyone who has a concern or a question about something you've heard to speak with the administrative team. We will be glad to discuss any concerns, answer any questions and/or provide the most up- to-date information available.

Are you a part of the problem or a part of the solution?

Internet Usage (Staff/Students)

Internet access is being provided to school district students and employees to assist in learning and to provide access to information needed to better perform work tasks. The Internet Usage policy also applies to students. All students and their parents are required to sign an Internet agreement form to be kept on file in the classroom. Internet use is a privilege and inappropriate use will result in cancellation of Internet privileges.

We would also caution staff members to ensure that material they have on applications such as MySpace or Facebook would not compromise their standing as an educator. Staff members should also be aware of issues that may arise by inviting students to join them as friends on these sites.

Professional Ethics

From time to time, there will be situations arising in school and discussions taking place, which should not be repeated outside of school. It is taken for granted that a sense of professionalism will keep any criticism of the school from being aired in public. Any dissatisfaction with school policy or problems concerning the school should be presented to the administration. Students must feel that all areas are worthwhile and beneficial and play an important part in their school life. It is the professional responsibility of all faculty members to help students maintain their feeling.

Decisions are made with the “best interest of our students” in mind. While creating a pleasant working environment for staff members is always a top priority, the best interest of the student body will be considered over staff convenience.

All staff members are expected to treat all members with utmost respect. Disrespect to other staff members, students, parents and/or the school is intolerable.

The office staff is expected to maintain an even higher level of confidentiality. In many situations, it is inappropriate to share all that is known. Teachers play a significant role in our students’ lives, and the office staff will share as much as possible.

Telephone & Cell phones Usage

Cell phones should be turned off and should not be visible at any time during the school day when students are present. This includes sending text messages, on Facebook, Candy Crush, etc.

Classroom phones are to be used responsibly. The **DO NOT DISTURB** Button should be on during instructional time.

Calls of any nature should be made and/or received only on scheduled breaks in order to avoid any interruptions to classroom instruction or supervisory duties.

Students are not allowed to use the phone. Talk with your students about the need to make after school arrangements/be responsible for bringing their belongings to school, etc., before they get to school. If a student is ill, please send that student to the nurse's office where the nurse will make the phone call to parents. This is an important step so that we may document a student's health history.

Voice Mail

Every staff member is assigned a voice mailbox. Voice mail should be checked a minimum of once per day and calls, particularly from parents, should be returned within twenty-four hours. Also, homework assignments for the upcoming week can be placed on voice mail at the beginning of each week to allow parents and students to access them.

Academics

Field Trips

All grade levels are **strongly encouraged** to take field trips that provide rich, educational and cultural experiences for our students. While cost should not be the only factor in considering a field trip opportunity, teachers are expected to make reasonable decisions when planning trips.

Students should be aware that field trips are an extension of school and therefore all rules apply. Remind students of appropriate field trip behaviors and rules; when your class is out of the building, they are representing our school.

A first aid kit should be taken on all field trips. Remember to take student medication on field trips.

All field trips must be pre-approved with the proper, completed paperwork through Ms. Fulwood at least six weeks beforehand. If your class will be on a field trip during their lunch period, you are responsible for notifying the lunchroom manager **at least 2 weeks in advance.**

Films or Videos

All DVD & VCR players are to be secured in the media center. The teacher may check out A.V. equipment from the library. **Requests to show videos should be relative to the standards, written within the lesson plans and must receive prior authorization from the principal.**

An excessive amount of instructional time should not be used for the viewing of a video; rather sections that are relevant should be shown. Total showing of movies will be reserved for celebrations.

All films and videotapes, including United Streaming Videos, should have an educational purpose relative to the planned lessons for the week. Teachers must receive prior authorization from the principal and check out VCR/DVD players from the media center.

Teachers are discouraged from showing an entire video, but rather, showing individual scenes that focus on the concept being taught.

Copyright laws must also be followed. Please review this policy to stay in compliance with the use of videos in your classrooms.

Grading

Each teacher is furnished with an electronic grade book and will be obligated to keep a record of the work of all students in the grade program **Power School Gradebook**. Hard copies should be printed for your records and submitted to the office at the end of the year. ***The teacher should record a minimum of two grades per week, per subject level, per student to include assessments, homework, classwork and projects.***

Any grade that goes into the grade book should be graded by the teacher (not students). Papers graded by students should not be used as recorded grades.

Florence County School District Three now offers parents access to the **Power School Parent Portal**, which will give parents instant access to their child's grades, attendance, fee balances, and other pertinent information via the internet. Teachers should enter grades weekly. Please make sure all grades are up-to-date.

Homework

Homework is an extension of the classroom that should be used to reinforce learning at home. Homework should always include a nightly reading component.

Lesson Plans

It is imperative that each teacher adequately prepare to teach his/her students on a daily basis. Lesson plans should be submitted electronically as well as be visible at **ALL TIMES in the classroom**. As visitors enter into your rooms your plans should be easily accessible. **Plans are due by Monday Morning at 8:00 am.**

Instruction should focus on South Carolina State Standards. Essential Questions, SC Curriculum Standards (Science and Social Studies), higher order thinking skills, small groups, RIT instruction, cooperative learning, inquiry based instruction, and differentiated learning should be prevalent in your planning. The emphasis is on engaging instruction, and differentiated instruction, rather than worksheets. Excessive worksheets will be questioned. Use manipulatives, group and/or class projects, cooperative learning, etc.

Your lesson objectives along with essential questions, should be written in student friendly language on your whiteboard daily.

Promotion/Retention

In teaching children, we realize we are teaching individuals. Therefore, in promoting a child, we consider each one separately.

Promotion is not based on grades alone. We also consider the child's age, maturity (sometimes a child is old enough for the next grade, but not mature enough), attendance (not to exceed 25 days), and his/her total achievement.

Teachers will make recommendations for possible retentions at the end of the school year. Final decisions will be made by the school level retention committee.

Teachers are to notify parents of the possibility of retention during the second and third grading quarters. Teachers must notify parents of retentions at the end of the school year.

PARENT CONFERENCES

Parent conferences for the school year are scheduled throughout the school year. Parent conferences should be used to:

- Update parents on their child's progress in school.
- Discuss the child's strengths.
- Discuss minor behavioral problems.
- Offer parents specific strategies to improve their child's academic work.
- Explain your grading procedures.
- Show and explain samples of the student's work.
- Allow parents to share concerns/problems they have with their child.
- Inform parents of upcoming projects/new curriculum you plan to introduce.

“Do's” for Parent Conferences:

- Be present and in your assigned seat when parents arrive.
- Greet the parent warmly.
- Invite the parent to be seated.
- Look the parent in the eyes when speaking.
- Address the parent often by name, using Mr. Mrs. or Ms.
- Mention some commendable trait about the child early in the conference.
- End the conference on time or schedule another, if needed.
- If it is apparent that the parent is very hostile, ask a neighboring teacher to get the student's counselor and or/principal or suggest that the conference move to the office.
- End the conference by thanking the parent for coming and for taking interest in their child. (If the conference is running long, you might stand to indicate the conference is ending.)

“Don'ts” for Parent Conferences:

Don't surprise parents with new problems unless they are from within the previous day or two. Parents should have been notified as soon as the problem arose. Use every moment of the parent's time to discuss their child's progress.

You do want to maintain control of the conference but you should allow the parent to discuss his/her concerns and ideas. You may learn an important piece of information that you may find useful in helping the child.

Communication

Panther Communicator Folders (Take Home)

Every Monday, the teacher will send home a folder filled with information for parents. Schoolwork, school newsletters, fliers, or district information sent to parents will arrive in the take home folder provided for each child. Parents are asked to remove and review all information in the folder, sign the parent review form showing receipt of the folder and send the folder back to school with their child the next day. If parents are not receiving a folder each Tuesday, they will inform the teacher.

Parent Communication

Teachers are strongly encouraged to communicate regularly with parents. Don't wait for problems to arise. Establishing positive communication lines early will establish much better relationships. Make each communication with our parents as positive as possible. Even when we must share potentially negative behaviors or performances, we should make every attempt to word them in a positive manner.

Discipline matters will not be handled at the office level until all other avenues have been explored.

Postcards

"Pawsitive" Postcards should be sent each week at the rate of 2-3 students, making sure that each student receives a postcard each 9 week period.

Pupil's Cumulative Records

Every pupil in school has a cumulative record, into which is placed pertinent data concerning that pupil. They are located in the central office. Permanent records must be checked out by the guidance counselor and cannot leave the designated areas.

Permanent Records are not to be taken to classrooms!

Report Cards and Grading

Official reports to parents shall be made quarterly. Teachers have a responsibility to keep parents informed of their child's progress throughout the entire year. If a child deviates greatly from the expected rate of progress, parents should be contacted by a face-to-face conference or telephone.

Student Intervention Team-Special Education

The special education teachers, administrators and other special education support staff meet periodically to discuss the progress of students already receiving special education services and to screen those students who have been referred as candidates for special services. It is this team which decides if a student meets the established criteria for special education. Occasionally your input, either oral or written will be sought to assess the needs of individual students.

The special education staff also holds IEP meetings. These are designed to develop and/or review a student's Individualized Education Plan. It is very important (**it is also the law**) to have regular education staff at these meetings since the IEP often has implications for the mainstream classroom. Your presence is absolutely necessary.