



WELCOME!

Research indicates that the teacher is the key to student achievement. Teachers impact student achievement more than any other variable, although there are many. Still, **teachers who are committed to their profession, who love children, and who love their subject will see student achievement soar.** Teachers, who significantly impact student achievement, do whatever it takes to make sure their students learn.

The administration of Clio Elementary Middle School believes that every child can learn; He/ She deserves the best possible instruction in a positive environment to maximize his/ her potential.

This handbook is a resource of information and should be referred to often. Please keep in mind that you have a responsibility and a job to do here at school. The procedures in this handbook will help you to do that job successfully.

By no means is this handbook exhaustive and inclusive of every day-to-day operational procedure; therefore, please be mindful of our professional obligations and responsibilities at school.

I hope this school year will prove to be very successful one for you and each of your students! Have a wonderful year.

Yours in education,

The Administrative Staff of CEMS

Staff Charge and Administrative Support

The administration of each school has been charged with the responsibility of supervising the total program of the school, with the full support of the Superintendent and the Board of Trustees. I intend to give this same support to the Clio Elementary/ Middle School Staff. I will look to you to formulate and carry out your plans of instruction in your classes. We are evaluated according to the quality of education we provide our students. CEMS goal is for have every student achieving at or above grade level in every subject. Each teacher is expected to develop a program of instruction within the Unified Curriculum Program (UCP) which is designed to excel students.

It is my desire as your administrator to facilitate your work as a classroom teacher. I hope that some of the new approaches will allow time for sharing rather than possessing, praising rather than telling and encouraging rather than condemning.

Please take advantage of every opportunity to use the Leadership Team in our building to serve and work with you.

OUR PLEDGE

I pledge to be a good citizen of CEMS;
To improve my academic achievement and to show respect;
To always reach for excellence and try to be successful in everything I do.

OUR MOTTO

Great Staff, Great Students, Great Schools.

CLIO ELEMENTARY/MIDDLE SCHOOL

VISION

The vision of Clio Elementary/ Middle School is to partner with families, businesses, and communities to develop the next generation of responsible citizens, lifelong learners, and global leaders.

MISSION

The mission of Clio Elementary/ Middle School is to educate and enable all students to achieve their highest potential.

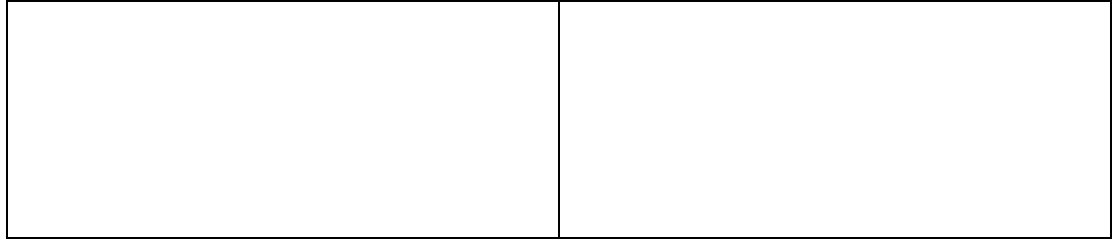
BELIEF STATEMENTS

The School District of Marlboro County:

- Will promote strong leadership that meets the academic, social, emotional, and physical needs of all students.
- Believes that all children can learn given opportunities that maximize their learning potential.
- Believes that all students, parents, and staff will treat each other with respect.
- Believes that continuous, high-quality professional development is essential to teaching and learning.
- Believes a rigorous curriculum is vital to effectively develop students with critical thinking, problem solving, and real world skills.
- Believes that a safe and orderly environment will provide diverse learning opportunities for all students.
- Believes that a highly skilled and dedicated staff will produce responsible citizens and life-long learners.
- Believes that all stakeholders are important for the success of all students.

**Clio Elementary/Middle School
Faculty and Staff**

<p align="center">Administration Julia Cain-Principal</p> <p align="center">Secretary Debbie Dease</p> <p align="center">Guidance Counselor Letha Gregg</p> <p align="center">Custodians Robert Pouncey Donald J. Stanton</p> <p align="center">Nurse Elvern Davis</p> <p align="center">Fine Arts Whitney Hilburn – Art Kenneth Yates – P.E. J. Covington- Music Patrick Davis-Band Sheila McCall-Computer</p> <p align="center">Media Specialist Bernetha Scarborough</p> <p align="center">LD Resource Teacher Elizabeth Murphy</p> <p align="center">Pre-Kindergarten Teacher Hanna Burks Josephine Welch-Assistant</p> <p align="center">Kindergarten-Teacher Mae Woods Annie McCall-Assistant</p> <p align="center">First Grade-Teachers Ashleigh Kinard Jamie Brock</p> <p align="center">Second Grade-Teacher Anne Bunch</p> <p align="center">Third Grade- Teachers Valarie Moore Breanne Wilbur</p>	<p align="center">4th Grade- Teacher Patricia Howle</p> <p align="center">5th Grade Teacher Greg Morris</p> <p align="center">6th,7th , 8th Grade Teachers</p> <p align="center">Elizabeth Furraganna – Math Rosie Powell – Social Studies Eric Sirvinkas – ELA Alice Mbeng - Science</p> <p align="center">Reading Coach- Kentrina Bridges Master Teacher – Jorushia Thornton</p> <p>Curriculum Frances Baker</p> <p align="center">Cafeteria Eva McRae Amanda Hatcher Preston Teal Hope McCall Chastity Locklear Jackie Hood</p> <p align="center">ISS/ Teacher Assistant TBA</p> <p align="center">Attendance/Receptionist Clerk Verlee Wilson</p> <p align="center">Parenting Clara Thompson</p> <p align="center">Speech Therapist TBA</p> <p align="center">Bus Drivers Clara Thompson Annie M. McCall</p>
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Dr. Rippin McLeod.....Deputy Superintendent
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Dr. Henry Cobb.....Executive Director of Public Information and Human Resources
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Effective Schools Defined

An effective school is one in which all students learn the specified curriculum, regardless of their background.

All students will learn.

Seven Correlates of Highly Effective Schools

- 1) High expectations
- 2) Strong instructional leadership
- 3) Clear and focused mission
- 4) Positive home/school relations
- 5) Safe and orderly environment
- 6) High time on task behavior
- 7) Frequent monitoring of student progress

Expectations for all Faculty & Staff

1. Professional performance.
2. Professional behavior.
3. Maintain at all times the commitment to continuous improvement.

Staff General Information

Absenteeism

All staff should notify the administrative secretary when he/she will be absent and then notify Aseop system. If you already have a scheduled appointment you can go ahead and enter the date requesting a sub.

- *In case you get sick and need to call in the morning of school, please call Aseop(Kelly Staffing) by 6:00 a.m. and the administrative secretary as close to 6:30 a.m. as possible (Do not text). When you wait to call after this time, most substitutes are already booked for the day. (Mrs. Dease do not have your information, so please do not ask her to enter it for you).*
- When it becomes necessary for a teacher to leave before the school day is over for a previously planned appointment, the principal must be notified at least the day prior so that the proper arrangements for the supervision and instruction of the students can be provided. **Emergencies are the only exception.**

Accidents and First Aid

Please refer to the school nurse (or the office in her absence) if a severe accident happens. *Complete an Accident Form and return it to the office for all accidents occurring under your supervision.*

Health Room Procedures

Each student must have a pass for admittance to the Health Room, unless it is an emergency. The Health Room pass should be filled out with the student's name, sex, date, time, person referring student, and complaint or injury so proper course of action can be taken.

Students who should be sent to the Health Room:

1. Any student who has an accident or injury.
2. Any student who has a suspected communicable disease.
Symptoms include, but are not limited to: fever, rash, frequent cough, red or itching eyes, frequent scratching of the scalp, or complaint of itching scalp.
3. Nausea, vomiting, or diarrhea.

4. Any illness or complaint which effects the student's ability to concentrate (i.e. Earache, headache, toothache).
5. Emergency products such as sanitary products (tampons and sanitary pads).

Students should not be sent to the Health Room for:

1. Calling home.
2. Band-Aids for minor cuts. (All teachers are given Band-Aids, if you are out please notify the school nurse)

Notification of Parents of Illness or Injury:

Parents will be notified as soon as possible by the school nurse, front office staff member calling on behalf of the classroom teacher concerning an injury or illness of a student. The notification should be made in a manner such that panic or excitement is avoided.

A Parent or Guardian will be notified in the following instances:

1. Elevated temperature above **100.2** degrees
2. Head, eye, back, or neck injury
3. Vomiting and/or diarrhea
4. Bee sting
5. Deep puncture wound
6. Suspected sprain or fracture
7. Any situation in which the nurse determines the well being of the student or other students are threatened.

If a student is to be dismissed due to illness, follow these procedures:

1. Notify the parent or guardian, if possible, regardless of the student's age. If the parent or guardian is not available, only the alternate authorized by the parent may be called.
2. The parent or guardian in the main office will sign out any student being dismissed from the Health Room. Any student being dismissed from the Health Room for illness will be sent to the attendance office with a clinic record saying the child is ill and can be released to a guardian as designated in the early dismissal and attendance policy.

Nurse's Schedule

The nurse will be at our school on designated days and times. The nurse will provide the days and hours of service for the school.(See Mrs. Dease on her off days.)

Bulletin Boards

Our classroom and hall bulletin boards are basically the “windows” of the school. Visitors notice bulletin boards first. Classroom and hall bulletin boards are the responsibility of the teacher. Bulletin board schedule enclosed.

Currently, we have boards: Student Work, Parenting, and Guidance. Those in charge of these activities/departments are responsible for keeping boards up to date. .

Some hints for effective bulletin boards are:

1. Change displays frequently. Displays should indicate the standard and include captions.
2. Make bulletin boards a “conversation piece”, among students and teachers.
3. Consult team members for ideas, colors, contrast, and creative background.
4. Paper used for mounting pictures should follow a consistent color scheme chosen to harmonize with bulletin board’s color.
5. If two or more units or topics are on display, they should be mounted, arranged, and titled distinctively with sufficient intervening space to avoid a run together appearance.
6. Small headings may be lettered in a single stroke manuscript style. Large letters should be in block style.
7. Use staples where possible. Tacks are a possible hazard and cellulose tape is not as neat looking.
8. Use guidelines for lettering or make sure the letter is neat.
9. Have good balance. Do not clutter. Allow for highlights.
10. There are many things that can be displayed:
 - Booklets made by students
 - Illustrated book reports
 - Current events with pupils captions
 - Relevant pictures with captions
 - Graphs
 - Illustrations drawn by students

Daily Room Tasks

1. Insure that paper has been removed from students’ desks.
2. Erase whiteboard, put up tomorrow’s objectives/standards.
3. Empty pencil sharpener into wastebasket.
4. Arrange furniture as needed for next day’s class.
5. Close blinds and lock all windows.
6. Turn off lights and close/lock doors.

Copies

Please make sure that copies made are necessary for high student performance!

Worksheets should be kept to a minimum and should be used in a cooperative learning environment or as homework. **(Please do not send students to make copies)**

Proper planning should be used in order to have materials ready for instruction. This means that all copying for lessons should be done in advance. This will allow for down time if the

copier breaks and will not disrupt your lesson plans. If the copier is down, plan to use an overhead.

CLASS TRIPS:

All field studies **must be approved**, not requested, at least two (2) weeks in advance. These trips must relate to topics covered in the classroom. This is not to discourage trips because our students certainly need the exposure, just don't plan impromptu trips to "fill" out the year. The following steps are necessary:

- Obtain a field study request from the office and fill it out completely. Forms must have account numbers. (See the secretary for account numbers and verification of available funds before obtaining the principal's signature) **If the form is not filled out correctly, it will be returned.** No field trip request should be turned in if it is not within the proper cut-off time. This will be strictly adhered to by the school secretary and transportation department.
- The principal must then approve the request.

If the form is approved, the sponsor of the trip must then do the following:

- All chaperons must complete a volunteer packet before they are allowed to go on a field trip or volunteer. (Please see Mrs. Thompson)
 - All student names must be emailed and attached to the field study as well.
 - A list of students going and not going on the trip should be turned into the main office the day of the trip. It is the teacher's responsibility to contact parents before leaving students behind and/or placing them with other teachers.
1. Collect and receipt money to pay for trip (if necessary). Please be certain to charge enough to cover all costs of the trip (gas mileage, driver, entrance fees, substitute (if necessary), parking, meals, etc.). Keep in mind that all students may not want to go; therefore, the cost must be spread among those that do. It costs the same to transport 20 as it does 40.
 2. Submit necessary forms to the office, such as invoices and other billing information (3 weeks ahead).
 3. Arrange for the transportation of the group. Provide follow-up until bus and driver are confirmed as available. **(All money should be collected 10 days before the trip and no money collected the day of the trip. Unless arrangements have been made in advance with the bookkeeper.)**
 4. Get an adequate number of adults to help supervise (CEMS personnel, assistants, etc, should not be included without prior approval from the principal – exception being classes with permanently assigned assistants. The minimum number of chaperones per grade level is as follows:
PreK-4th – One chaperone per five (5) students and 5th - 8th – One chaperone per eight (8).
 5. Trips that are using school buses cannot leave before 8:30 am and must return before 2:30 p.m. Specific arrangements must be made for trips using charter buses (three quotes, student transportation home, if you return after school hours).
 6. Arrangements to pay for parking, admission, special meals or any other activity that requires money should be made well in advance. We must request checks ahead of time in order to have the check on the day of the trip. The actual number going on the trip may differ from the number that was originally submitted for the check, this is permissible. Most businesses/companies will either give the change on site or the difference will be mailed back to the district. Funds are not necessarily accessible just because money was collected. (All money collected is deposited into an activity account. We must request a check through the district office.)

7. Contact the lunchroom manager at least three **weeks in advance**, giving him/her the number of students that will not be eating on the day of the trip and/or to provide the necessary information concerning the trip so that food can be ordered if needed.
8. Inform students that if they normally pay for lunch that they will have to pay on the day of the field trip also (If lunch is provided for the trip).
9. Distribute parent permission form and send it home with students to make contact with the parents, giving them such information as the destination, time, cost, and teacher expectations for the trip.
Note: All students must have a signed parental permission form in the office before they are allowed to attend the field trip. (a copy goes with teacher and a copy stays in the office) Also, you must inform the office and make arrangements for the students that will not be attending the trip.

Computer Use Guidelines

1. Must have an Acceptable Use Policy for Internet Access signed and returned to use the internet.
2. Food, drinks and gum are not allowed in the computer lab, laptop lab or media center by students when using computers.
3. Students are not allowed to download any programs or files to computers.
4. All work on a word processor must be deleted or saved to a floppy, or a flash drive.
5. Students are not allowed to send or receive personal e-mail through use of school computers.
6. Students are **not allowed** to participate **in any social network**.
7. Students are not allowed to play computer games, unless instructional games.

CRISIS INFORMATION - Please refer to RED CRISIS NOTEBOOK

The most frequency occurring drills will be fire, and tornado. We will also practice for earthquake and intruder situations.

FIRE DRILL PROCEDURES:

A fire drill should be thought of as an exit drill, since the objective of the drill is to evacuate the building of all of the occupants, not fight the fire.

- The principal will designate each class an exit route. The teacher should explain routes to each class. (Note: Routes should be posted in each classroom for substitute teachers.)
- Teachers must bring their roll book and call roll during the drill.
- No one is to stop for coats, books or other items.
- There should be no crowding or pushing in the evacuation line. Talking should not be tolerated.
- In cases where students are unable to hold their places in line, provisions should be made to have them aided by other students.
- Teachers should be designated to search the toilets or other rooms after their classes have joined the other classes in an evacuation.
- Students and teachers should remain in their groups outside the building until the hall is clear and the principal or other responsible persons give a signal. The all clear signal for returning to the building should be given by hand, flag, whistle or the bell.

TORNADO DRILL PROCEDURES:

During a tornado drill, students should do the following:

- Go out into the hallways as quietly as possible.
- Go to the designated area, face the wall and get on their knees and crouch down as much as possible.
- Cover their heads with jackets, sweaters, etc. and then cover their heads with their hands.
- Return back to their rooms when the drill is completed.
- Remember! When a tornado threatens, your immediate action can save your life. Stay away from windows, doors and outside walls.

TORNADO DRILL PROCEDURES

During an earthquake drill, students should do the following:

- An advanced warning will not be given since we will have no noticeable advanced warning.
- Immediately have students take cover under desks or tables and turn away from windows.
- Remain in sheltered position for at least 60 seconds.
- If the building needs to be evacuated, the fire alarm will be used.

DISCIPLINE (Please refer to code of conduct)

It is the responsibility of the teacher to maintain good order and discipline in their classroom.

However, students are ultimately responsible for their own behavior and learning.

- ✓ Get them involved with setting classroom rules, procedures, consequences, etc. (class mission statement, rules/consequences)
- ✓ Give Ms. Cain a copy of your rules within the first week of school.
- ✓ Post your class discipline plan – rules, consequences, and means of positive reinforcement (**WITHIN THE FIRST THREE WEEKS OF SCHOOL**). Send a copy of your classroom rules home to parents so they know your classroom management procedures.
- ✓ Do not punish the entire class for offenses committed by individual students.
- ✓ **DO NOT USE “WRITING” AS A FORM OF PUNISHMENT.**
- ✓ Be firm, fair, and consistent in enforcing rules.

Teachers are the most important part of any instructional program!! The appearance and atmosphere of the classroom is a direct reflection of the teacher. We expect the teacher to keep

his/her classroom neat, be well prepared and **manage the classroom**.

Once your classroom discipline steps get to the point where an office referral is necessary, please **make sure that parent contact has previously been made and documented**. This does not include behaviors which warrant OSS upon the first offense.

Discipline Info. to Know

- Assist in maintaining discipline, not just in the classroom, but throughout the entire student body as the need arises, either by taking care of the problem or referring to office.
- Do not send minor infractions to the office.
- **TAKING RECESS CANNOT BE USED AS A CONSEQUENCE. FOOD CANNOT BE USED AS A REWARD, UNLESS WRITTEN IN AN IEP.**
- Have only a few rules. Be sure they are necessary and in the general interest of students, not just for your comfort, and be sure all students know what they are.
- **Never touch a student when you are angry.** Be careful, even if you are not angry..
- Stop the little things. It is easier to put out a match than it is a forest fire.
- Do not be afraid to acknowledge an error. You are not infallible and the class knows it.
- **Sarcasm and ridicule have no place in the classroom** or our school. Watch what you say.
- You should always make every effort to deal with each student on a fair and impartial basis, maintaining a status of emotional neutrality.
- Remember that the ultimate goal of all discipline is self-discipline, you above all should exemplify it. Too often, teachers who advocate severe discipline are themselves intemperate in their actions and rash in their judgments. They interpret any misconduct as directed at them personally, regarding it as a deliberate, defiant, intolerable personal insult. It is not unusual to see a teacher usher an offender to the principal's office demanding that prompt reprisal be administered in the teacher's presence. Don't make promises to students you cannot keep.
- **NO STUDENT** is to stand outside your classroom unsupervised
- **Teachers will not prohibit students from entering the class for discipline reasons.** This decision is reserved to the principal.

Teachers are to stand in their doorways during the changing of every class and immediately after school. Be alert to possible problems which may occur at this time.

Teachers are expected to handle their classroom discipline except in cases where the discipline code specifically indicates action, which must be referred to the office. It is not necessary to document general classroom misbehavior unless you feel that the office will eventually need to be involved. In cases where the code indicates specific action or one which will involve assistance, documentation is a must. All endeavors by the teacher should be documented with regards to any offense that has resulted in a student being sent to the office. Please use your conference atom in Power school.

Discipline should always be reasonable and fair. Be sure that the accused committed the act and that you have the proper interpretation of what took place

before taking or recommending action. While discipline is an integral part of school program, we must be careful that students' rights are not violated. The administration requires and strongly supports the discipline program. We must be careful, however, to divorce our feelings and emotions from disciplinary action.

Records or Research indicates that teachers who demonstrate through their own actions that they respect students and sincerely enjoy working with young people, while at the same time are able to maintain a proper teacher/student relationship, have fewer behavior problems by being alert and receptive to student concerns. If we enjoy working with young people, we will take time to relate to them and help them.

Under the Assertive Discipline Plan the teacher operates under the premise that he/she (teacher) has a right to teach and the students have a right to learn. The teacher is prepared to back up his/her words with action by providing meaningful consequences without violating the best interest of the students.

Teachers should praise individual students and continue to praise them every few minutes, gradually lengthening the time between praise statements. Firmly and clearly tell the students the behavior you want; (set limits) remain calm; speak in a soft but determined tone of voice. Provide positive reinforcement to help improve your classroom discipline plan.

- Remember, a well planned lesson and good teaching is inseparable from good discipline. The most important part of any instructional program is the teacher. The teacher is the instructional leader in the classroom. The appearance and atmosphere of the classroom are direct reflections of the teacher. We expect the teacher to keep his/her classroom neat, be well prepared, and be in control at all times. Administration is available for support but they will not manage your classroom for you.

*******STUDENT SUPERVISION (at no time should your class be left unattended)**

All teachers are expected to manage the behavior of their students throughout the school day. Please be aware of the dangers and liability issues of leaving students unattended. If you must leave the room, **DO NOT leave students to take names.** Tell students the expected behaviors and ask another staff member to watch your students until you return.

Behavior at assemblies

Assemblies, pep rallies, etc. are held to teach, entertain, honor and display school spirit, and/or to celebrate. Students must understand the specific type of behavior expected at an assembly. For example, an awards program requires silence (except for applause); while a pep rallies require audience participation.

Students will be expected to:

1. Follow assembly instructions given by teachers and principal;
2. Honor and respect the dignity of the program;
3. Avoid talking, yelling, clapping, or indicating your approval or disapproval when inappropriate;
4. Fully understand that inappropriate behavior at an assembly will result in immediate disciplinary action.

Please share this information with your students.

TIPS TO NEW TEACHERS AND/OR VETERAN TEACHERS NEEDING A REMINDER

SCHOOL ORGANIZATION

- Conduct a New Teacher's Orientation to include a tour of the school, use of machinery and potential supplies to request.
- Read your Teachers Handbook.
- Become familiar with the school's class schedule
- Be prompt in arriving and leaving out-of-room assignments.
- Be sure you know your duty and committee assignments and cover them conscientiously.
- Check your mailbox in the morning, at lunch, and at the end of the school day.

- Read the morning bulletin via email. Be sure to share appropriate items with students.
- Turn in all money to the school bookkeeper by 12:00 daily.
- Be sure to keep your handbag in a secure place during the day.
- Keep a substitute folder ready at all times.
- Coordinate student restroom breaks with other teachers on your team.
- Stand outside your door during each class change.
- Keep parents informed about their child's progress – both the positive and the negative.

SAFETY

- Learn immediately the proper procedures for fire and tornado drills for your room.
- Never leave a class unsupervised. If you must leave your room, notify the teacher in the adjoining classroom.
- Do not allow students to stand outside your door or to remain in any area unsupervised.
- If a student is injured, administer first aid, if necessary, and notify the school nurse immediately.
- Have students carry a hall pass or use your teacher issued agenda, when leaving the room. Have them record their name, the date, their departure time, their destination, and their return time in your Out-of-Room Book.
- All classroom doors must remain locked at all times (Per the District)

Travel

All travel forms must have an attachment of where you are going before it can be approved for travel and reimbursement, if not, it will not be approved and returned until documents are provided.

E-mail

It is your **professional responsibility** to check your Outlook e-mail daily and use the internet according to Marlboro County School District Policy. **AT LEAST TWICE A DAY!!**

Faculty Meetings

Mondays will be the designated faculty meeting day. The purpose of faculty meetings is to disseminate information, conduct staff development and team planning. **If information can be disseminated effectively through email, memo, or newsletter, it will be.**

Failure Reports

Teachers will complete a failure report each interim and nine weeks. If your failure rate for any class is 20% or higher you will be required to have a conference to explain what action plan you have developed to address this issue and make sure it does not happen again. Interventions need to be put in place **early** to avoid student failure.

FINANCIAL GUIDELINES AND RESPONSIBILITIES:

Teachers must consider the handling of school money very important. Both the teacher and school office must account for all money.

- All money for field trip, school fees, fundraisers, lost books, etc. must be receipted in the teacher receipt book and **turned in on the day collected**. All money collected should be turned in by 12:00 p.m. each day.
- All items must be receipted separately. For example, the student should receive a receipt for insurance and another receipt for instructional fees even if he pays for them at the same time.
- All money collected by the teacher during homeroom should be sent to the office in the envelope along with the receipt book and a revenue summary sheet. All receipts must be listed on the school revenue summary form. Each form should be signed and dated by the teacher. The forms will be on file in the office. Please turn in all money at one time. Bank closes at 1:00 pm daily.
- All voided receipts should be retained in the receipt book. The original should be stapled to the copy if torn out and marked “void”.
- Teachers should use receipts in order. Do not skip receipts.
- The office copy will be attached to the back of the last receipt issued by the teacher on a particular day and will contain the numbers of all teacher receipts covered by the single office receipt.
- The office must handle refunds. Once the receipt has been written, no refund can be made until the office issues a check for the refund.
- Receipt books are kept in the office. Send for them as needed and return them when finished.
- Never leave money in your classroom overnight. The money is your responsibility until it is turned into the office. Be sure to keep your handbag in a secure place during the school day.
- Write a receipt to yourself for monies not collected from individual students, such as for dances, games or other fundraising activities, including canteen and school store funds.

Fund-raising

Ms. Cain must approve ALL fund-raising activities. The Fund-Raising Project Request is to be completed any time you plan to collect money from any project or event. This includes selling products/services and events such as prom, talent shows, doughnut sales, faculty basketball games, car washes, raffle, penny drives, etc. The secretary will not deposit money

into the pupil activity account unless this form has been approved. The teacher signing this form will be responsible for the overall project, ensuring that money collected will sufficiently cover all expenses where in the account does not incur a negative balance.

Guidance at Clio Elementary/Middle School

The counseling program at Clio Elementary/Middle School is an integral part of the educational process. It is designed to help students develop their maximum potential both academically and socially. This year, we would like to develop a positive school environment where the student, staff, parents, and community can all work together.

GUIDANCE REFERRALS:

Please refer students to the counselor anytime you feel that the student needs special attention. Remember...all troubled children are not discipline problems. The student you least suspect may be the student who needs the most help.

A guidance referral should never be used in anger, or as a punishment. The time for a counselor to deal with the student who is a discipline problem is after you have handled the disruption, and the student is calm enough to talk.

*Any suspicions of child abuse should be reported directly to the school counselor..

Withdrawal Procedures

The custodial parent or guardian should notify the counselor or attendance clerk of intent to withdraw within one week of the planned withdrawal .On the student's last day of attendance, the custodial parent or guardian will meet with the school counselor to sign paperwork. The withdrawal process will not be complete until textbooks and library books are turned in and all financial obligations are met. Official records will be mailed upon request from the new school.

Responsibilities to students:

- Treat each student with respect as a unique individual.
- Work to develop the total needs of students and encourage maximum growth.
- Help students to understand the meaning and limits of confidentiality.
- Make appropriate referrals.
- Protect the confidentiality of student records.
- Release personal data according to prescribed laws and school policies to appropriate agencies.
- Assist with interpreting the nature, purposes, and results of tests in language that is understandable.

Responsibilities to parents:

- Establish a cooperative relationship with parents to facilitate the maximum development of the student.

- Teachers are required to contact five parents a week.
- Inform them of the confidential nature of the counseling relationship between counselor and student.
- Adhere to laws and local guidelines when assisting parents experiencing family difficulties that interfere with students' effectiveness and the total welfare of the student.

Responsibilities to colleagues:

- Establish and maintain a cooperative relationship with faculty, staff, and administration.
- Promote awareness and adherence to appropriate guidelines regarding confidentiality, the distinction between public and private information, and staff consultation.
- Treat colleagues with respect, courtesy, fairness and integrity.
- Provide professional personnel with accurate, objective, concise and meaningful data necessary to adequately evaluate, counsel, and assist students.

Homework

Homework may be assigned Monday-Thursday. Projects may include Fridays and weekends.

Interim Reports

Interim reports will be sent home for all students. (See district calendar for dates) We will have PTA/Parent Conferences at the interim this year.

Keys

The security of the school is crucial! Keys are issued according to specific room(s) for teaching. Master keys are issued only to administration, secretary and custodians.

If you lose your key, please inform the secretary immediately. There will be a charge for the price of a new key. Duplication of any key is prohibited. All keys must be signed out.

GUIDELINES FOR LESSON PLANS

Rationale for writing lesson plans

- To provide self-direction for effective and productive use of resources: including human, time, space, and money.
- To ensure that teaching and learning are not haphazard, but are goal oriented. (Clarification: If one does not know where he is going, he will not know when he has arrived.)
- To identify goals and objectives for students to know why they are expected to do what.

- To establish an orderly procedure for sequencing and pacing what is to be done, taught, and learned.
- To provide definitive information data for use by principals and others who monitor the teaching/learning process.
- To ensure effectiveness and productivity of substitute teachers when the need arises.
- Lesson plans should be prepared on a weekly basis for Monday through Friday. **Lesson plans are due in the office each Monday before the outlined instructional week.**
- The following components of the Six-Step Lesson Plan are to be included in your daily lesson plan: Focus and **Review, Statement of Objective, Teacher Input, Guided Practice, Independent Practice, and Closure.** Every plan may not include six steps. If a step is omitted, just be prepared to justify its omission. However, an assessment component must be included each and every time.
- Objectives must be based on the Common Core State Standard. These objectives must be used since they guide instruction not textbooks. The textbook is a resource for helping teachers achieve their objectives.
- The framework of your lesson plans should be reasonably understood by an adult who might need access to them, such as the principal, an assistant principal, a substitute teacher, etc. The amount of detail included should be left to the teacher's discretion.
- The class schedule should be posted in a conspicuous place within the classroom, and placed in a substitute folder.

Note: Within the above framework, individual teachers should write lesson plans that complement their teaching styles, the learning styles of their students, and with which they can be comfortable.

Substitute Teaching Materials

Every teacher is required to have a file on hand with at least **(10 days of lesson plans that can be used by a substitute if needed in an emergency situation).**

Included in this folder should be:

- Assignments to be completed by each class.
- All materials needed to complete assignments.
- Instructions on where to find materials and books, and other supplements.
- A seating chart (if applicable).
- Your daily schedule and duties.

- Classroom rosters and rules. (Rules Posted)
- Discipline referrals to refer students to the office if it becomes necessary.
- Instructions on what kind of report you would like from the substitute.

Mailboxes

It is important that you check your mailbox daily for messages and other important information. Students are not to visit mailboxes at anytime-either to put anything into or remove anything from them

Maintenance

Every effort will be made to maintain and improve the quality of the school's facilities. Maintenance also involves cleanliness. Everyone is expected to cooperate in this endeavor. Clean surroundings will always make positive impressions. Maintenance request should sent to Mrs. Dease to enter in the computer.

News Articles, Publications, Letters

All news articles for publication in the newspaper must be given to the school's Public Information Officer (PIO). The principal must approve **ALL** memos and, correspondences disseminated to the public.

New Students

Please check the cumulative folders of transfer students as soon as we receive the cumulative folder. Taking a few minutes to peruse the folder may provide you with some valuable information.

Parties

Please see Ms. Cain and notify Mrs. Dease with the decisions.

Guidelines for class parties: Code JJB-R

Teachers may only hold class parties after obtaining approval from the principal. Any student contribution toward party expenses must be entirely **voluntary**. The teacher or his/her adult designee, such as a homeroom parent, will be responsible for purchasing and/ or providing refreshments. Clean up activities are the responsibility of the teacher and students. Students are expected to behave in a reasonable and appropriate fashion

Public Relations

The image that our faculty and staff provides the community has a tremendous effect on the public's attitude toward the school and the district. **It is totally unethical for teachers or any staff member to speak against the school, the district or its employees to the general public.** Teachers are not expected to approve of every aspect of the educational system; however,

problems should be solved from within rather than attempting to solve them in the community. (See Public Relations Plan)

Report Cards

Academic achievement will be graded using numerical values to designate the following:

A 93 -100	F Below 70
B 85-92	S (3) 85-100
C 84-77	N (2) 70-84
D 70-76	U (1) Below 70

Keep in mind, that the lowest 9-weeks grade allowed on the report card is 60.

Report cards are sent home to parents once every nine weeks. The grades shown on the report cards should reflect accurately the work each student has done during the marking period.

The average should be composed of all work done (daily work, tests, homework, extra credit work, etc.) during the marking period.

1st-8th grade, the semester grade is calculated by averaging the previous 2-nine week grades. The yearly grade is calculated by averaging the two semester grades.

Grades 1-5 receive 3, 2, 1 (S,N,U) in exploratory

Grades 6-8 receive numerical grades (refer to grading policy)

Staff Dress Code

. **All staff should dress professionally each day.** Our dress sets the tone for our school and our day. Dressing professionally sends a message to the students that we are all about business

Staff Working Day

The minimum workday for teachers and instructional personnel is 7.5 hours. Teachers not on duty are expected to arrive no later than 7:30 and leave no earlier than 3:30.

The school day begins at 7:45 am with homeroom. **All staff members are expected to arrive on time and be ready to begin homeroom at 7:45** since students are allowed on campus at 7:15, it is best that your arrival time precedes the students on your duty day. All teachers on duty should be in their duty place no later than 7:00 in order to be ready for the task at hand. **IF YOU ARE UNABLE TO FULFILL YOUR DUTY, IT IS YOUR RESPONSIBILITY TO SECURE SOMEONE TO COVER YOUR DUTY POST.**

You are expected to sign in and out each day in the main office. If for any reason you are going to be late for duty, please make arrangements with a buddy. It is your responsibility to cover your duty.

TEACHERS MUST BE AVAILABLE FOR PARENT CONFERENCES AFTER SCHOOL during the 3:00 PM – 4:00 PM TIME, IF NEEDED.

Sign-In/Sign-Out- Periodically the sign-in book will be removed after 7:45 and a plain white tardy sheet will be placed out front for persons to sign in.

Student Attendance

Teachers are to take daily attendance on their blue cards (**in pencil**) and computer. If this is not possible, please notify **Mrs. Wilson**

Attendance must be done by homeroom teachers in Power School.

We cannot stress enough the importance of getting this information into the computer. The SDE and other agencies have the capability to tie into our Power School system and will be extracting information from our system for their reports. Information must be accurate and up-to-date. **FOR HELP WITH TAKING ATTENDANCE, SEE MS. Wilson, the Power School contact.**

Student Folders

Teachers are required to keep documentation for each student. Copies of student's work should be kept (in a folder) that determines the student's grades. This information is very helpful when parents come for conferences. This will allow the teacher to show parents the student's actual work and how the student performed. Parent conferences should be scheduled so that all team members can meet with the parents to discuss the student's performance, if at all possible. PLEASE LOG CONFERENCES IN PARENT NOTEBOOK.

Make sure that information is accurate and up-to-date so as to account for everything in regards to grades, attendance and disciplinary behavior.

Tardy to School & Class

Be consistent with ALL parents and students.

TARDY TO CLASS POLICY: (other than late bus arrival to school)

- 1st tardy: Verbal warning which should be documented by the attendance clerk.
- 2nd tardy: Note/call to parent which should be documented.
- 3rd tardy: ISS/ Parent conference which should be documented.
- After three consecutive ISS visits, the student will serve OSS.

Telephone Use

Telephone access is available to teachers from their classrooms. Please accept calls only during your planning. **Students are NOT to use classroom telephones at any time.**

Cell phones seem to be a necessity today; however, **during working hours cell phones should not be in use**, or visibly displayed *unless there is an emergency situation*. (ex. Sick child at home) In that case, please notify an administrator that you need to have your phone on vibrate. **Cell phones should not be ringing during instructional time.**

Textbooks

Teachers are required to conduct a **mandatory** textbook check **every 9 weeks**. Upon completion submit your inventory sheet. Textbooks are very expensive to replace and will create a major cut in the school budget if replacements are needed. **IF STUDENTS OWE FOR A LOST TEXTBOOK, WE DO NOT HAVE TO ISSUE ANOTHER TEXTBOOK UNTIL FEE IS PAID. HOWEVER, A TEXTBOOK WILL BE PROVIDED TO THE STUDENT WHILE HE/SHE IS IN THE CLASSROOM (IF ANOTHER TEXTBOOK IS AVAILABLE).**

Visiting Speakers

CEMS encourages the utilization of appropriate resource persons as speakers, artists, etc. to enhance instruction.

The principal is required to approve all guest speakers and visitors, they should receive a visitor's pass before leaving the main office.

Weekly Memos

Every effort will be made to send out "Friday Info" weekly staff memos via email before the end of the day on Fridays. Please read your email before going home on Fridays or on Sunday evenings so that you will be informed of activities for the following week. Using email streamlines the time and costs associated with making copies. Most communications will be through email.

OTHER IMPORTANT INFORMATION:

- **REFRESHMENTS IN CLASS:** Students are not allowed to eat or drink in the classroom for obvious reasons, **EXCEPT FOR PARTIES.**
- Make sure that you are familiar with the duty lists and adhere to it.
- All teachers are expected to be in their classrooms during the entire period unless there is an emergency that calls them from the room. Always make sure your class is covered
- **ATTENDANCE AT SPECIAL FUNCTIONS:** Attendance at "Open House" and PTA Meeting nights and Parent-Teacher Conference days **is required of all teachers and assistants.** Everyone will be assigned to work athletic events. Your presence is requested at sporting and other evening events. **Attendance at PK, K & 8th grade promotion ceremonies is required by those grade level teachers and assistants.**
- **Teachers will confer with the principal concerning problems, not members of the community and parents.** If necessary, the principal will arrange for the Superintendent to become involved to resolve conflicts. There is no other ethical way in which to operate.

- **Learn the proper dismissal procedures for your classes.** Students are to leave the class upon your command, not because an announcement has been made. .
- **When assemblies are held,** the teacher supervising should accompany them to the designated area. ALL teachers are expected to attend school-wide assemblies and assist with monitoring students.
- **Remember that the school office is an office.** Attendance, secretary, nurse, counselor and the principal are in the main office, please do not use the office for waiting and conversation purposes.
- **Students coming to the office without hall passes will be sent back to class.** This includes during the change of classes. Also, if you detain a student for any reason, please give him/her an excuse on the spot. This will prevent the student from coming back to you to obtain an excuse. The office will not give an excuse when you detain a child.
If a student is caught in the hall without a pass:
1st Offense-Return student to class and remind teacher to give student a hall pass
2nd Offense-Student conferences with administrator and give teacher a verbal notification of procedure
3rd Offense-Student is give a written communication for the parent
4th Offense-ISS
- **Turn in reports, attendance, lesson plans, grades in computer, etc. on time.**
- **Maintain appropriate documentation** on academics, discipline matters and parent contact.
- **Maintain high expectations, for all students, EVERYDAY!**



DAILY SCHEDULE

THERE IS NO SUPERVISION OF STUDENTS BEFORE 7:15am; THEREFORE, STUDENTS ARE NOT ALLOWED TO BE DROPPED OFF BEFORE THIS TIME. Upon arrival, students should report to the cafeteria. Car riders are dropped off in the front of the building. Students are not to be dropped off in the bus area. **If you are on Bus duty you are to arrive at 7:10 am.**

Early Release @ 11:30 - : Regular schedule w/dismissal for all students at 11:30.

Early Release Schedule @ 1:00: Regular schedule w/dismissal for all students at 1:00.

One Hour Delay Schedule (No Breakfast)

Homeroom: 8:45-9:00

Begin 2nd Period @ 9:00

Two Hour Delay Schedule (No Breakfast)

Homeroom: 9:45-10:00

Begin 3rd Period @ 10:00

Report Card Day Schedule:

Students return to H/room the last 10 minutes of the day @ 3:20

Building Leadership Team

Some of the duties to be performed by the Leadership Team are listed below:

- Assist teachers with identifying specific common core state standards – based lessons and learning objectives to be reflected in carefully planned activities.
- Assist teachers in planning researched – based instructional strategies, methods, skills, along with the timing of these strategies that are to be implemented in the classroom.
- Work to assist teachers to create activities that associate instruction with real life experiences, students’ background knowledge and skills, personal interests, cultural heritage, and special needs.
- Assist teachers in designing lessons, which take into account differentiation of instruction, student attention spans, and learning styles, while developing the knowledge of the learner.
- Work with teachers to help them develop objectives, questions, activities and assessment that are aligned with the common core state standards; utilizing the revised Bloom’s Taxonomy. And reflecting a range of cognitive skills that are appropriate for the content and students.
- Help teachers plan assessments.
- Observe instruction daily.
- Develop a professional development plan to provide the teachers at CEM with knowledge and skills essential for teaching the lesson.
- Design an instructional plan process to facilitate meeting the targeted performance goals in the School Renewal Plan.
- Provide Coaching /Modeling to CEM teachers to improve the quality of instruction and maximize student achievement.

Faculty Meetings & Staff Development Meetings

Please reserve every Monday afternoon for faculty meetings. Try to schedule all other meetings and personal appointments for other days. There may be occasions

when meetings are called on other days. Such meetings will be termed, “an emergency staff meeting”.

Leadership Team (Meet 3rd Tuesday of the month)

M. Woods
E. Murphy
J. Thornton
K. Bridges
A. Kinard
G. Morris

Leadership Team:

- Coordinate one of the PTO nights with activities that will engage parents and students while exposing them to the importance of subject area.
- Will meet as a department once a month for extensive curriculum monitoring and planning.
- Help with coordinating Veterans Day, and Black History program.
- Sponsor a local spelling bee to move to the regional level (ELA).
- Sponsor a local writing contest to move to next level.
- Provide news is in the newsletter
- Put on a Science and Math Fair.
- Coordinate Spelling Bee

**CLIO ELEMENTARY MIDDLE SCHOOL
School Advisory Committee**

Each department is being asked to select one person to serve on the Advisory Committee. The departments will consist of all core subject areas, exploratory and special needs. This committee will meet with the principal monthly to discuss such things as:

- Concerns
- Suggestions for growth

- Strengths/ Needs
- Things we need to improve on
- Other

The School Advisory Committee will meet monthly in the media center/ conference room. The names of the selected persons will be due to the principal after selection is made. Meetings are scheduled to be held the 2nd Wednesday of each month. Other members of the School Advisory Committee include:

- Head Custodian
- Nurse
- Cafeteria Manager
- Clerical Staff Representative
- Paraprofessional Staff Representative

2016-2017 Committees

1. School Advisory Committees – The School Advisory Committee is made up of a cross section of school employees and will serve as a sounding board. See outlined duties and meeting dates.
2. 504 Committee/Intervention Team: Section 504 is a broad civil rights law that protects the rights of individual with disabilities in programs and activities that receive financial support from the United States Department of Education. Section 504 mandates that a committee (Team) of knowledgeable participants develop an individual accommodation plan for a student who qualifies under its provisions Elements of an individual accommodation plan may include the provision for medical homebound instruction. This group will also serve as the schools intervention team to review and receive information for students experiencing difficulty that maybe considered for special needs assessments.

3. American Education Week Committee: This committee will be responsible for launching a celebration of education that will announce to stakeholders our devotion to education.

Administration Team (Meet every Monday)

Julia Cain
Debbie Dease
Letha Gregg
Frances Baker
Kenneth Yates
Clara Thompson

Hospitality Committee

Debbie Dease
Mae Woods
Hannah Burks
Clara Thompson
Kentrina Bridges

The Hospitality Committee will recognize Faculty and Staff who are sick, new babies, honors, bereavement and Children's Day.

- Plan entrance/ greeting
- Plan Christmas Party for staff
- Plan end of the year celebration with staff
- Develop a standard plan for recognizing staff accomplishments, illness illnesses and other occurrences.

Technology Committee

Chairperson:

Members: Ms. Ashley Kinard
Dr. Jorushia Thornton
Ms. Hannah Burks
Mrs. Sheila McCall

PTO Committee

Chairperson: Mr. Damion Johnson

Members: Clara Thompson, Frances Baker, Letha Gregg

Field Day/Fun Day Committee

Chairperson: Mr. Kenneth Yates

Co-Chairperson: Ms. Clara Thompson (and for Parent Curriculum Nights)

Members: Classroom Teachers, Guidance, Curriculum Interventionist

Sick Bank

Debbie Dease

Hannah Burks

CLIO ELEMENTARY MIDDLE SCHOOL 504 TEAM

Section 504 is a broad civil rights law that protects the rights of individuals with disabilities in programs and activities that receive financial support from the U.S. Department of Education. Section 504 mandates that a team of knowledgeable participants develop an individual accommodation plan for a student who qualifies under its provisions. Elements of an individual accommodation plan may include the provision for medical homebound instruction.

Section 504 referrals will be made to the following school-level team:

Counselor

School Nurse

Administrator

Student's Classroom Teachers

Student's Elective Teachers

Extracurricular Activities List

Cheerleaders: 6-8 Grade Only

Football: 7 & 8 Grade Students Only

Girl's Basketball: 7 & 8 Grade Students Only

Boy's Basketball: 7 & 8 Grade Only

Girl's Softball: 7 & 8 Grade Only

Boy's Baseball: 7 & 8 Grade Only

Academic Challenge:

National Honor Society:

Student Council:

Extracurricular Activities:

All teachers are encouraged to attend extracurricular activities. If you are being S.T.E.P. evaluated, it is part of your evaluation. Please see the athletic director or the coach of that particular activity to sign up. This is also a way of connecting, and interacting with your students outside of the classroom.

Sixth grade students are not allowed to participate in middle school organized sports (football, basketball, baseball, softball, cheerleading). However, they can serve as helpers, managers, etc. All committees are expected to meet at least once a month and turn in to the **principal** all action plans with timelines of completion dates.

