

Union Springs Elementary School Teacher/Faculty Handbook 2022 - 2023



Union Springs Elementary School

211 West Conecuh Street
Union Springs, Alabama 36089
334-651-8968 (phone)
334-557-1859 (fax)

<http://unionsprings.bce.schoolinsites.com/>

Derrick L. Harris, M.Ed
Principal

Rebecca Ivey, Ed.S., NBCT
Assistant Principal

Samantha Miles
Secretary

Starrah Huffman, Ph.D.
Guidance CCounselor

Equal Education Opportunity

It is the policy of the Bullock County Board of Education that no student will be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity on the basis of sex, race, color, creed, religion, national origin, or disability.

Bullock County School District Directory

Bullock County Board of Education...	334-513-1616
Michael King/ Teaching and Learning	334-513-1416
Sean Dees/Auxiliary Service	334-513- 8441
Stacy Howard / Chief Financial Officer	334-513-1416
Evelyn Tolliver / Payroll/HR	334-513-1416
Presetta Walker / Bookkeeping	334-513-1416
Kandra McCray / Child Nutrition Program	334-513-1416
Ladonna Rudolph / SPED Coordinator	334-625-7306
James Henderson/ Technology Coordinator	334-738-4372
Tony Cooper-Transportation	334-513-1437
Kelia Browder- South Highlands	334-651-0183
Marvin Lowe- Career Technical Center	334-625-7306
Celester Bolden- Bullock County High	334-651-8968

Union Springs Elementary School Directory

Phone: 334-651-8968

Derrick L. Harris / Principal.Ext. 4001
Rebecca Ivey / Assistant PrincipalExt. 4003
Samantha Miles / Secretary / Bookkeeper.....Ext. 4002
Starrah Huffman / Guidance CounselorExt. 4004
Kristen Crawford / NurseExt. 4007

**Faculty and Staff
Principal
Derrick L. Harris, M.Ed.**

Assistant Principal

Rebecca Ivey

Secretary / Bookkeeper

Samantha Miles

Guidance Counselor

Starrah Huffman

Librarian

Derrick Hurt

Kindergarten Teachers

Mary Jackson-Johnson

Ayanna Levett

Bria Harris

Deborah Marshall,

Audry Raybon

Andrea Surles, Grade Level Leader

First Grade Teacher

Rhonda Anthony

Battista Baker, Grade Level Leader

Jalicia Maddox

Adriane Ross

Crystal Frazier

Second Grade Teachers

Donyetta Blue, Grade Level Leader

Sherry Calhoun

Jasmine Whetstone

Netokie Robinson

Poshia Youngblood

Third Grade Teachers

Cornelius Andrews, MTH Dept Leader

Samantha Butler

Joslyn Cunningham

Sheila Foy, ELA Dept Leader

Flora Lopez

Barbara Sellers

Fourth Grade Teachers

Kimberly Anthony, Math Dept Leader

Latrisha Baskin

Kimberly Crawford

Tara Marlow

Lynneicia McMillian, ELA Dept Leader

Physical Education

Coach Kelvin Johnson

Coach Labarron Wright

Special Education Teachers

Elizabeth Arrington

Rahman Bell

Eunnetta Stafford, Lead Teacher

Sonya Wilson

Gifted Specialist

Angela Adams-King

Special Education Aides

Constance Swanson

A. R. I. Reading Coach

Theresa M. Williams

Math Coach

Charlotte Perry

Interventionist

TBA

STEM Coach

Kristina Allen

Nurse

Kristen Crawford

Environmental Team

Tony Harris

Shameka Scott

Tadarrius Thomas

Willie Avery

Child Nutrition Program

Calvin Johnson

Jacqueline Rodgers, Manager

Jacqueline Turner

Dedra Foster

Union Springs Elementary School

Mission

The mission of the Bullock County School System is to facilitate learning in safe, nurturing, and developmentally appropriate environments and to produce college and career-ready students.

Union Springs Elementary School Regular Bell Schedule

Time	
7:00 am – 7:45 am	Breakfast in Classroom
7:45 am – 8:00 am	Homeroom/Announcements /Character ED
8:00 am – 2:30 pm	Instruction
2:30 pm	Dismissal

Accident Reporting

Any accident occurring during the school day/school activities involving students or staff will be reported to the office immediately and an accident report will be completed within 24 hours.

Bookkeeping

All money collected must be receipted and turned in to the **Bookkeeper**. A written communication will be provided detailing what days of the week to receipt money and submit to the Bookkeeper. An office receipt is given for all money turned in to the office. Receipts must be kept on file. Under no circumstances will teachers hold money in their possession after school hours. If after hours, please give the money to the Principal. Do NOT write in your receipt books until given permission by Ms. Ivey, Ms. Miles, or Mr. Harris.

Break

All students will participate in break daily. Break will be at 2:15 p.m. Stop all instruction and allow the student to enjoy the scheduled break. Students may purchase a snack from the school or bring their own snack. Classes may break in the room or outside. Teachers must make sure that the outside area is clean prior to returning to the classroom. Teachers must supervise their students at all times.

Cafeteria Procedures

All students are expected to participate in the breakfast and lunch programs. As students arrive on the campus in the mornings, personnel on AM duty are expected to direct students to the designated hall. Teachers on hallway duty will supervise students and maintain order. Students may use this time to read a book or for studying. After 7:30 a.m. students will be allowed to go directly to their assigned classrooms.

Traditionally, all teachers and students are required to go to the cafeteria and sit with their class at assigned tables. It is important that teachers and students sit at their assigned tables.

Students are not to leave the cafeteria until their group has finished and the tables have been cleared. Students will not be permitted to walk and visit others while at lunch. Students will remain seated until their lunch period is complete. Bullock County Public School System participates in the USDA sponsored Child Nutrition Program. Students, teachers, or staff that opt to bring lunch should avoid items that are not permitted by regulation: McDonald's, Subway, Hilltop Grill, Coke, Pepsi, or other food products brought into the lunchroom in their original containers that identify them as being from an outside agency.

Proper student conduct is expected en route to the cafeteria, while in the cafeteria, and returning to class from lunch. Each class is allocated a maximum of thirty minutes (30) for lunch. **(TAKE NO LONGER!)** Most importantly, teachers are expected to be on time and in the cafeteria at their scheduled time. Teachers should discuss lunch procedures with students.

Check In and Check Out Procedures

Any student wanting to check in/out of school must be checked in/out in the office by a parent/guardian who is listed in PowerSchool as an authorized parent/guardian. Students arriving after 8:15 am must report to the main office for check-in with a parent or guardian. Parents deciding to check their child out of school will need to do so before 2:15 pm. Students are not permitted to check themselves in or out of school. Check in's and check out's will not be conducted over the phone. All parents checking in and out students will be positively identified by Driver's License or Non - Driver's License.

Child Abuse and/or Neglect

Any suspected child abuse shall be reported to the principal in writing on the appropriate DHR form in accordance with state law.

Communications

Printed and mass communications reflect on the total school and should be approved by the Principal first. This would include any requests for donations for financial assistance with the

educational and extra-curricular activities such as Thanksgiving, Christmas, and Valentine Parties.

Computers / Technology

Students are not to have access to and/or use any computer that an instructor uses for reporting of grades into PowerSchool. Students must have a signed **Technology USE Form** on file. All computer students use must be done in a lab or classroom setting monitored by a Board of Education employee. All computer problems must be reported to the administration immediately. Do not allow anyone to tamper with the Smart Board. Personnel on campus will assist you with all reported technology problems.

Dismissal

At 2:30 pm promptly, all teachers must bring their bus students to the bus lane and walk each student to their respective bus every afternoon. Each teacher will need to have a listing of students and their assigned bus. Please reference the Morning and Afternoon Duty Roster for procedures to follow for car riders.

Discipline

Teachers are expected to follow the school's PBIS Plan to promote positive behavior. Each teacher is expected to handle his/her own discipline problems unless the student is uncontrollable. If you send a student to time out with another teacher, the teacher who the child is registered for in PowerSchool will be the responsible person for supervision. Students in time out should not be in the hall sitting or standing. If you utilize time out or reassignment in the classroom, the child needs to be facing where they can see instruction, not the wall. If a student needs to be referred to guidance for counseling or administration for discipline, send a counselor/office referral with information on the infraction(s), not your feelings.

Doors

Classrooms and exterior doors must be locked from the outside at all times. Do not prop open doors for students or visitors. Staff members must make sure hallway doors are secured when taking students to PE and extracurricular activities.

Dress Code

Teachers are expected to dress in a **professional manner for school each day**. Denim, sun dresses, halter-tops, tops above the waist, ripped jeans, and flip-flop shoes are not considered professional attire. Tights/leggings must be worn under dresses and skirts. No hats or bandanna to be worn by classroom teachers. Denim and other leisure clothing may be worn on days when needed to participate in student activities such as athletic events, field trips, physical education activities, outdoor science projects, etc. Notify the principal when this is necessary.

Every Friday will be designated as a Denim Day. Personnel will be allowed to wear tasteful, non-ripped/torn denim on Friday's.

Faculty, Committee (Work Groups), and Departmental Meetings

Faculty, Committee (Work Groups), and Departmental Meetings will be scheduled at the Principal's discretion. All teachers are required to attend and remain until the completion of the meeting unless excused by the Principal.

Faculty Meetings will be held after school at 2:45 pm 1st and 3rd Tuesday. In the absence of a physical Faculty Meeting, administration will utilize Hornets' Bulletin via Bullockco.org email.

Field Trips

Field trips are designed to enhance learning if they are well formulated and carefully planned. All Field Trips on or off campus require approval by the Principal. **Each student is required to return a permission slip signed by his/her parents in order to participate on a Field Trip.** Each professional sponsor will be required to take permission slips on the actual Field Trip. Sponsors will check off as students board the bus. This manifest is needed for the safety and security of students and staff. Teachers must receive approval from the Principal for field trips at least two (2) weeks before the activity.

School rules and regulations as stated in the Student Code of Conduct will prevail at all times. An approved Field Trip Request Form for all trips must be submitted to the Superintendent's office, with the Principal's signature, no less than one week prior to the day of the trip.

Fire and Bomb Drill Fire and Bomb Emergency Procedures

Signal – Fire Alarm Pull Station Siren (Short Intermittent Bell Rings)

Procedures

- Instruct the students to follow the exit map to the designated area.
- Close the windows, the door, and cut off the lights when leaving the room.
- Teachers must carry their Grade Book
- At the designated area, take attendance and report any missing students to the Principal or his representative.
- Signal - Fire Alarm Pull Station Siren – all clear (Short Intermittent Bell Ring) – drill ends

Grading System

An academic grade should reflect the skill and standard taught according to pacing guides. All graded assignments, quizzes, tests, or rubrics must be filed in the students' class folder for documentation. Academic grades should not be used as a means of maintaining order in a classroom, nor should student behavior be included in calculating academic grades.

The grading scale to be used by teachers in Bullock County Schools is as follows:

<u>Grade</u>	<u>Range</u>
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

Professional Development

Staff members are encouraged to participate in professional development to enhance their professional growth. Bullock County Schools PD requests form must be completed and approved by school administrators and central office personnel prior to registering for a professional development activity. Turnaround training is required for all professional development activities.

Promotion to Next Grade

A student in grades 1-2 must pass reading and math for the year to be promoted to the next grade. A student in grades 3-4 must pass English-language Arts, reading, mathematics, science, and social studies to be promoted to the next grade level. Promotion for all students may be determined by a committee, if they don't meet the minimum requirements due to extenuating circumstances that occurred during the current school year.

If a student needs to be retained based on the teacher's professional judgment of the student's academic performance and/or other factors, the parent(s) or guardian(s) of that student would be informed as early in the school year as possible. In all cases, the decision of whether a student should be promoted or retained shall be made on the basis of which grade placement provides the student a better chance of progressing in his/her educational development. (Bullock County Policy)

- K-8 grading should include a minimum of 9 grades and a maximum of 9 grades.
- **2 major** grades: Summative Tests and projects
- **7 minor** grades: classwork, quizzes
- **See Grading, Retention, and Promotion Manual for more details.**
- Teachers should give informal formative assessments daily.

Notice for Admission To the Gifted Program

Gifted students are those who perform at or who have demonstrated the potential to perform at high levels in academic or creative fields when compared to others of their age, experience, or environment. These students require services not ordinarily provided by the regular school program. Students possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor.

Teachers, counselors, administrators, parents, or guardians, peers, self, or any other individuals with knowledge of the student's abilities may refer to a student. Additionally, all second grade students will be observed as potential gifted referrals using a gifted behavior checklist.

For each student referred, information is entered on a matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted services.

To make a referral, contact the principal or school counselor at your child's school.

Homeroom

All classes will conduct Homeroom and Homeroom activities starting at 7:45 am. During Homeroom students will do the following:

1. Pledge of Allegiance (Unless for religion or parent reasons)
2. Character Education
3. 60 Seconds of Quiet Reflections
4. Announcements from Administrative Staff

Student's attendance will be recorded promptly at or by 8:30 am in PowerSchool.

Instructional Supply Money

Instructional supply funds are provided for instructional purposes only. A requisition must be approved by the Principal and

submitted to the central office for purchase. All instructional supplies must be spent on items to enhance teacher performance and learning.

All items ordered and delivered to Union Springs Elementary School are considered property of Union Springs Elementary School. If you purchase anything with your personal money, please mark personal on the item.

Lesson Plans

Lesson Plans are due in PowerSchool each **Friday** by 3:30 pm before the **Monday** of the week that the Lesson Plan will be taught. Simply, before you go home on **Friday** make sure your Lesson Plans are in PowerSchool for the next week.

In preparing your Lesson Plans, the teacher must adhere to the lesson plan format and checklist. Please make the Lesson Plans visible for all in PowerSchool. Also, daily agenda must be posted in the classroom and visibly readable.

Science and Social Studies may be taught on a weekly basis for the combined time. For example, if Science is scheduled to be taught for 30 minutes daily per week and Social Studies also for 30 minutes daily per week, personnel may teach Science or Social Studies for 1 hour daily every other week. The same amount of grades must still be entered into CHALKABLE.

All Physical Education classes will start with exercises and end with a cool down exercise.

Library Regulations

The school library media center has been designed with the student in mind. The resources of the library media center are for the students. Feel free to make any suggestions for the improvement of the library. The following reminders have been re-stated for your benefit:

1. Books may be checked-out for a two-week period but may be renewed for another two-week period.
2. Return books on or before the date due.

3. Overdue books will be attended at once. An overdue notice will first be sent to your teacher. If necessary your parent will be notified.
4. If a library book is not returned, students will be placed on the lost textbook list.
5. Students must pay for lost library books.
6. Books that are damaged can be costly.
7. Under no circumstances are books to be taken from the library without being scanned or checked-out.
8. If a page is torn, please do not mend it yourself. Please show it to the School Librarian.
9. Please do not reshelve books or materials.
10. In order to be recognized, please raise your hand.
11. Hands are expected to be clean when handling books.
12. No chewing gum, candy, food, or drinks are allowed in the library media center.
13. Walk in the library and sit down immediately without taking things off of the tables or shelves.
14. The library media center is a place of quiet. When a class is in session in the library and reference people are working, this is the time that talking and whispering are not allowed.
15. Always leave the tables and chairs as they were found.
16. Keep the library neat and clean.
17. No teasing, cursing, or horse playing in the library. Keep your hands to yourself.
18. Please treat books with care. Respect each one as if it were yours to keep for a lifetime.
19. Students should be on their best behavior in the library.
 - 1st Offense- Admonishment
 - 2nd Offense- Relocation
 - 3rd Offense- Disciplinary Action

Main Campus Building

The main campus building is usually open in the morning by 6:30 am and is closed by 5:00 pm. An employee of the Bullock County School System must supervise any student or group of students remaining in the building after 3:00 pm.

Personnel who are left in the building after hours are required to check that all exit doors are locked and turn off all lights.

Maintenance Procedures

Teachers must report any maintenance needs to administration and complete work orders in School Dude to the Central Office requesting work to be completed.

No person will build, add to, or alter any school building in any way without consulting the Superintendent. Teachers should report to the Principal's Office a prioritized list of maintenance needs at the end of each school year. Maintenance that cannot be provided by the county crew will be the responsibility of the local school.

Network and Internet System Usage

School computers, networks and Internet access are provided to support the educational mission of the Bullock County School System. They are to be used primarily for school-related purposes, i.e., to communicate with educational resources, to research topics, and/or to obtain useful education information. Incidental personal use of school computers must not interfere with the employee's job performance, must not violate any of the rules contained in Board Policy Handbook or the Student Internet Acceptable Use policy and must not damage the school's hardware, software or communications systems. No student should be allowed to use the Internet without a parental signature indicating his or her approval on a Student Internet Acceptable Use policy Permission Form.

Outdoor Classes

If classes are to be held outdoors, excluding P.E. classes, please discuss your objectives with administration at least one day prior to the activity.

Parking

All teacher/faculty members are expected to park on the side of campus just behind the cafeteria. During the instructional day, there will be no parking on the side of campus where buses pick up

and drop off students. Faculty members are expected to observe and follow all parking signs. No parking on the lawn.

Parent-Teacher Conferences

Parents/Guardians requesting a conference may speak with an administrator or the classroom teacher. If a conference must be scheduled, the administration will leave a detailed note in your mailbox. Conference times will be during your planning period or at 2:45 pm. If a conference is scheduled and you cannot keep the appointment, please notify the parent and notify the administrator who scheduled the conference. If the teacher schedules a conference, please notify administration and the main office.

Purchasing Procedures

All teachers must fill out a Purchase Order/Requisition prior to purchasing anything. The teacher will be responsible for the order if a purchase order is not on file in the office when the invoice arrives.

Room Care

Each teacher has a responsibility to assist in keeping the building and grounds neat and attractive at all times. It is the responsibility of the teacher to ensure that at the end of each period that the room is attractive. Take pride in your classroom. Keep it neat and attractive. Bulletin Boards should be print rich and related to instructional skills being taught. A schedule will be created to ensure that hallway bulletin boards are maintained throughout the school year. There are many ideas to make a bare room come to life.

As a major part of room care, it is imperative that teachers/faculty keep up with their classroom key. If lost, the teacher/faculty will be responsible for paying for a replacement key.

Students should be reminded that paper should not be thrown on the grounds or floors. Waste paper should be placed in the trashcan before the dismissal of each class.

Before leaving the school each day, teachers will ensure that the lights are turned off, windows are closed and locked, the door is locked, and the AC/Heater is turned off. The furnishings in your classroom are your responsibility. Please make periodic checks of desks, tabletops, and window areas. Window shades should be pulled down and kept on the same level.

School Nurse

Students who need medical attention must have a pass from the teacher along with their blue or pink registration card.

Signing In & Out

All faculty and staff members will sign time in and out daily. Staff members must also sign in and out each time he/she leaves the campus during the school day. Teachers are expected to sign in before 7:30 am. If on Morning Duty, teachers are expected to sign in before 7:00 am. Teachers are expected to sign out no earlier than 3:00 pm daily.

If not signed in by the predicated time and personnel do not notify the Principal, the Principal will call a substitute and charge the absence to the employee.

All faculty members who normally sign in using the time clock must show daily where they have taken a lunch break. In the event that the time clock is inoperable, personnel must sign in and out on the paper document.

Severe Weather Drills

Severe Weather Drills will be held periodically during the school year. A long continuous bell will be a signal for this drill.

When tornadoes are a possibility, school officials should constantly monitor the National Weather Service Radio updates.

Procedure

- Direct the students to the interior halls designated for tornado drill as quickly as possible
- Teachers must take their Grade Book and Classroom Roster to account for all students.
- At the designated area, take attendance and report any missing students to the Principal or his representative/designee.
- Do not block doors or sit in front of windows
- **All students must sit with their backs to the wall with legs crossed or folded.**

Social Media

Teachers are not allowed to check, post messages or pictures to their personal Facebook, Twitter, SnapChat and any other social media outlet during school hours. Failure to adhere to this directive will result in disciplinary actions. If you would like to add a school picture, activity, or event to the school's Facebook, please see Mr. Hurt, who will be the only authorized personnel to post messages on social media.

Sarcasm

Sarcasm will not be tolerated. It is our responsibility to motivate and uplift students at all times. Teachers/Personnel are expected to be positive, professional, and productive at all times.

Student Attendance

At the beginning of each school day, the teacher will take attendance and mark accordingly in PowerSchool the status of each student's attendance at or by 8:15 am. If a student is in your class that is not on your PowerSchool roster, send the student to the Guidance Department for an updated schedule. If a student comes to your classroom after you post attendance, email Dr. Huffman to update the student's attendance record.

Any student who is absent from your classroom for two consecutive days or more, each teacher is responsible for notifying administration and guidance, either via verbally, email, or text message of the student's absence.

A student returning to school after being absent must bring a written statement from a physician or his/her parents on the day of his/her return to school. This notice must be submitted to the school counselor.

Students Leaving Class

Students are not to be excused from class unless it is an emergency. Students should not be allowed to go to the water fountain, Library, or restroom, etc. without a hall pass. Each teacher will create his or her own distinctive hall and restroom pass. Encourage students to use the restroom during breaks so that students will not miss instructional time.

Student Records

All student records are confidential in nature and should be handled carefully. Test scores, grades, discipline records, IEP's, cumulative folders, lunch applications, and other such documents are considered student records. Students should never handle student records. Student records should be handled in accordance with the Buckley Amendment, State and local board policies and local school procedures.

Substitutes

Each teacher will have a substitute folder readily available for the substitute. Contents of the substitute folder should include, roster of students, seating chart, assignments, special instructions, a guide for emergencies, dismissal procedures. Please do not insert confidential information in the Substitutes folder.

Supervision of Students

Teachers are expected to supervise students according to their PowerSchool rosters. Make copies and conduct other instructional preparation activities before 7:30 am or after 2:30

pm.

Teacher Absence

Personnel who expect to be absent from duties must notify the Principal no later than 6:30 am on the day they are expecting to be absent. If personnel are reporting their absence after school hours, personnel must notify **Mr. Harris at 334-312-6165. Text messages and emails are acceptable.** If personnel expect to be late for work or duties, be sure to notify Mr. Harris at the listed number.

Teachers who call in to report that they are running late and it is already into the instructional day, a substitute will be called and the teacher will be charged for the absence. In the event a teacher becomes ill during the instructional day and it is after 11:00 am, a ½ day substitute will be called.

Teacher Mailboxes

All teachers have a mailbox located in the main office. Teachers should check their box each morning and afternoon for announcements, mail, etc. **Students are not to pick up mail from teacher's mailboxes.**

Teacher/Administrative Communication

Teachers/Faculty/Staff members are expected to read information thoroughly that is given to them by administration. **Teachers/Faculty/Staff are further expected to read their Bullockco.org email at least once a day.**

In the process of communicating with other professionals, expectations are for all personnel to hold professional conversations about students and staff.

Teacher's Use of Students

Teachers should not send students to the office with duplicating materials, nor should teachers send students to pick up supplies, soda, etc. Students are not at school to run errands. They are here to learn and to be taught by you. **Teachers are not allowed to send students into the teachers' lounge under any circumstances!**

Students should not under any circumstance enter grades in a teacher's grade book or PowerSchool. In addition, students may not file papers, including their own.

Textbooks

All textbooks are to be checked every nine-weeks during the school year. In the event a textbook is lost or damaged, no books will be issued until all obligations are cleared. Be sure each student receives a textbook form. Textbooks should not be issued until the student returns the form signed by a parent. The homeroom teacher should keep the textbook forms. It is the responsibility of the teacher to secure and account for any and all textbooks in his/her possession.

Transportation of Students

Transportation of students will be provided by Bullock County School buses. Teachers will not transport students in their personal cars unless authorized by administration and according to district policy.

Visitors

All visitors must enter through the main entrance. Administration will make the final determination if visitors are allowed to your classroom.

