

2023-2024
Phalen Leadership Academies @
E. D. Nixon Elementary
Staff Handbook



Nixon Elementary School
1000 Edgar D. Nixon Ave, Montgomery, AL 36104
Telephone 334- 269-3012 ♦ Fax 334- 269-3019

Mrs. LaDedra Frazier, Principal

August 16, 2023

Dear Faculty and Staff,

Our children are our most precious resources. We must make the commitment to ensure that our scholars receive an education that is of the highest quality. The faculty and staff members of PLA @ Nixon Elementary School will be dedicated to nurturing educational values that promote high academic standards.

Society is constantly changing, thus the educational and emotional needs of our children are also changing. PLA @ Nixon Elementary School will proactively strive to meet these changing needs to set the tone for future scholar success. We will begin the first step in a thousand-mile journey. We want the imprint of this step to last a lifetime!

Sincerely,

LaDedra Frazier, Principal

Learning Today, Leading for Tomorrow-One Scholar at a Time

PURPOSE

The purpose of this handbook is to provide faculty and staff members with important information concerning all aspects of school life. Please refer to this handbook for answers to general questions.

Mission

Our mission is to ensure scholars achieve their highest potential by providing a high-quality education in a nurturing environment.

Vision

Our school will equip scholars to think independently, become life-long learners, and college/career ready.

Title I School

PLA @ E. D. Nixon Elementary School is a Title I School. Title I is a federal program that provides additional funds to qualifying schools. Currently, our school is receiving Title I funds based upon the number of Scholars who qualify for the free or reduced lunch program. The funds are used to provide additional support to all Scholars based on their needs.

Our goals...

- Provide opportunities for scholars to exhibit self-control, decision making, and problem-solving skills are necessary for scholar success.
- Create a learning environment that promotes active involvement and communication among parents, administrators, and to promote a positive educational experience for scholars.
- Provide a learning environment in which scholar accountability occurs.
- Provide a learning environment that respects and accepts diversity among faculty, staff, scholars, parents, and community in order to enhance the learning environment.
- Provide a learning environment that holds high expectations for scholar achievement.

- Provide learning opportunities in which all scholars acquire the essential knowledge and skills needed to be successful at the next level of learning

Nixon School Pledge

I believe in myself and my ability
to do my best at all times.
I will act in such a way that I will be
proud of myself and others will be
proud of me too.
I will use this day wisely because
this day will never come again.
If it is to be, it is up to me.
I will let my light shine!

PLA Strategic Initiatives

The Big Six



Instructional Expectations for all Teaching Staff

1. Effective Teaching

- a. We expect all teachers to employ research based instructional strategies in classrooms.
- b. We expect all teachers to utilize direct instruction for approximately 80% of classroom instruction.
 - i. Direct instruction is when teachers explain exactly what scholars are expected to learn and demonstrate the steps systematically (in a specific order) needed to accomplish a particular academic task.
- c. We expect all teachers to “show up” not only in body; but in mind—teaching from the beginning of the day right up to the end; with no time wasted.
- d. We expect all teachers to use formative and summative assessments within classrooms.
- e. We expect all teachers to use formative and summative assessment information to adjust instructional content for scholars.
- f. We expect all teachers to use differentiated instructional strategies when applicable during lessons.
- g. We expect teachers to intensively plan and prepare for lessons with scholars.
- h. Google Classroom Configuration in all content areas.

2. Nurturing and Safe Classrooms

- a. We expect all staff to convey to our scholars each day that they are important.
- b. We expect all staff to use invitational language to scholars and parents.
- c. We expect all staff to praise loudly and blame softly.
- d. We expect all classrooms to be a place where children, parents, and visitors feel welcome and safe.
- e. We expect all classrooms to be neat and tidy (including teacher and scholar spaces).
- f. We expect all classrooms to have clearly defined rules, procedures (what the teacher wants done), routines (what the scholars do automatically), consequences, and rewards.
- g. We expect all classrooms to have clearly defined areas

3. Passion for Education

- a. We expect all staff to persevere in professional practice when scholars show difficulties with behavioral choices and academic deficiencies.
- b. We expect all staff to research strategies and ideas to improve professional practice whether the staff member has been an educator for 1 year or 30+ years.
- c. We expect all staff members to actively participate in team planning and team initiatives (carry your own load so someone else's load isn't heavier).
- d. We expect all staff to act as if their scholars' education is of personal importance to him/her (even on tough days).
- e. We expect all staff to exhibit collegial attitudes towards all staff members; regardless of the person's position (there is no small role at our school); even if personally a staff member is not your favorite person.

ALABAMA CODE OF ETHICS

Introduction

The primary goal of every educator in the state of Alabama must, at all times, be to provide an environment in which all scholars can learn. In order to accomplish that goal, educators must value the worth and dignity of every person, must have a devotion to excellence in all matters, must actively support the pursuit of knowledge, and must fully participate in the nurturance of a democratic society. To do so requires an adherence to a high professional ethical standard.

The Alabama Educator Code of Ethics defines the professional behavior of educators in Alabama and serves as a guide to ethical conduct. The code protects the health, safety and general welfare of scholars and educators, outlines objective standards of conduct for professional educators, and clearly defines actions of an unethical nature for which disciplinary sanctions are justified. Please review, reflect, and implement the Code of Ethics by visiting the following link:

[Proposed Alabama Educator Code of Ethics \(alsde.edu\)](https://alsde.edu).

SCHOLAR SAFETY AND SUPERVISION

It is of utmost importance that scholars are supervised adequately at all times. Scholars may not be left alone in areas or sent to areas without adult supervision. Scholar safety requires strict attention being paid to scholars as they go to the restroom and to varying areas within the building and on school grounds.

For dismissal, staff members may never "take a scholar's word" as to how he or she will get home (transportation). If a scholar does not provide a transportation change via written note (or notification from the front office), the scholar must go home in the manner that he or she usually goes home.

There are incidents in which some scholars' parents change transportation frequently. If you have a scholar in this category and are unsure as to how he or she should be dismissed from school, please keep the child at school with you, contact Principal Frazier or AP Merriweather and assistance will be provided as soon as possible.

ACTIVE INSTRUCTIONAL ENGAGEMENT BY THE TEACHER

Active learning instructional strategies include a wide range of activities that share the common element of – involving scholars in doing things and thinking about the things they are doing (Bonwell & Eison 1991).

Active learning instructional strategies can be created and used to engage scholars in (a) thinking critically or creatively, (b) speaking with a partner, in a small group, or with the entire class, (c) expressing ideas through writing, (d) exploring personal attitudes and values, (e) giving and receiving feedback, and (f) reflecting upon the learning process.

It should also be noted that active learning instructional strategies can (a) be completed by scholars either in-class or out-of-class, (b) be done by scholars working either as individuals or in groups, and (c) be done either with or without the use of technology tools.

When an instructor employs active learning strategies, he or she will typically (a) spend a greater proportion of time helping scholars develop their understanding and skills (promoting deep learning) and a lesser proportion of time transmitting information (i.e., supporting surface learning). In addition, the instructor will provide opportunities for scholars to (a) apply and demonstrate what they are learning and (b) receive immediate feedback from peers and/or the instructor.

It is expected for teachers:

Model excitement and engagement concerning the teaching and learning process including voice tone, preparation for lessons before the lesson begins, and instructional delivery. If teachers are monotone in their instructional delivery, scholars will not engage in the lesson. The classroom is a stage. Therefore, instructional staff are expected to convey their love of teaching by creating and implementing lessons that are not dry and stuffy.

PROFESSIONALISM

- * Please refrain from having conversations or talking loudly (yelling) to/at scholars to give directions or instructions. When this is done (especially in the hallway), a negative connotation may be gathered concerning the atmosphere and culture of our school. Speaking loudly in the hallways may also be a distraction to the scholars and teachers who are having instructional time in classrooms.

Dress professionally. The dress code will be followed. Jeans are appropriate on any teacher workday (when scholars are not present) in which you have no contact with the public. However, when you have to go

to the central office for a meeting or attend any meeting in which you represent Nixon (See Appendix A) jeans are not appropriate unless it is a Friday. Friday is "Jean Day" in the PLA Network school system.

*Staff members are prohibited from wearing the following:

- Spaghetti strap dresses or shirts
- Stomach baring tops
- Revealing and/or low cut tops
- Workout attire
- Leggings or jeggings
- Skirts three inches above the knees
- T Shirts (unless it is a Nixon shirt or "Spirit Day")

*Familiarize yourself with the permanent record folders, Tier 2 records, Tier 3 folders, and psychological evaluations on all scholars that you instruct. These are confidential records (Appendix B). All records must be kept up-to-date. Homeroom teachers are expected to update permanent records during the 1st semester and the beginning of the 2nd semester.

*There are times in which a staff member may not agree with the dispensation of a consequence that another staff member provides to a scholar. There also may be times in which a staff member would have handled a situation with a scholar in a different manner than someone else did. Staff members are prohibited from discussing scholar issues of this nature with the parent of the scholar as this may constitute a FERPA violation. If there are any issues in which you feel a scholar should be assisted, please talk with the staff member in direct contact with the situation first. If professional discourse cannot take place, please contact Principal Frazier or AP Merriweather and we will mediate the dialog between the staff members.

*Gossip is defined as "casual or unconstrained conversation or reports about other people, typically involving details that are not confirmed as being true." Gossip undermines and erodes the professional working relationship and trust that is integral to the smooth running of a school. Therefore, gossip concerning staff members and the school is strictly prohibited. As staff members work closely together, mutual respect (even in areas in which staff members disagree), teamwork, and professionalism are vital ingredients to a productive school year in which all agree to work together to create a safe, nurturing, and rigorous learning environment for the boys and girls of Nixon (please also refer to the section below entitled COLLEGIALLY.)

*All teachers are expected to be on time and sign in and out every day in the office by 7:30 AM. Do not call another teacher and ask him or her to cover your class. If you have an emergency please call the principal at 334-604-3225. On critical days, staff members must provide an excuse from a doctor verifying the reason for the absence. Personal days taken during critical days may or may not be approved by the principal. Critical days are school days before and after a school holiday, the first two weeks of school, three weeks before the end of the school year, standardized testing dates, and all pre-planning and post-planning dates.

LEAVE PROCEDURES

- All staff members accumulate PTO (Paid Time Off)
- Professional learning opportunities may be provided by different departments at the Board of Education during the school day. Unless the professional learning is mandated by Nixon Administrative Staff or by PLA Administrative Staff, personal leave must be taken to attend such professional learning opportunities.
- Administrators will coordinate the scheduling of flex teachers or teacher assistants in the case of a Pre- K - 5th grade teacher being absent. Attendance is integral for the smooth operation of a school and for maximized scholar achievement. Therefore, attendance is a documented part of each staff member's annual evaluation. The following scale is used to document attendance (excluding Family Medical Leave Act — FML and professional learning)
 - Unsatisfactory Attendance-12 or more days missed
 - Needs Improvement Attendance- 8-11 days missed
 - Satisfactory Attendance- 6-7 days missed
 - Above Average Attendance- 3-5 days missed
 - Distinguished Attendance- 0-2 days missed
 - The above scale excludes any professional learning you took as well as any FMLA you may have taken. The above scale includes days in which physician's documentation is provided.
- At times, it may become necessary to take medical leave for an extended illness, maternity/paternity leave, or to provide care for an immediate family member. If this is the case, FMLA may be granted to excuse absences if you have been employed with PLA for one year or longer. Please contact Human Resources for FMLA paperwork to complete. Human Resources will review and either approve or disapprove FMLA requests.

COLLEGIALITY

Collegiality is defined as working well with other staff members in a cooperative and professional environment. A staff that practices collegiality and mutual respect will gain much in terms of productivity and scholar achievement. It is expected that each staff member treats one another with respect and professionalism at all times. This is in accordance with the PLA evaluation system and classified staff evaluation.

If at any time, there is a dispute among staff members, the first course of action is to discuss the difference with the person involved. If a mutual resolution cannot occur, then the staff members should seek mediation from an administrator. At no time is it acceptable to discuss staff problems with an individual who is not directly involved in the conflict. Each staff member is expected to practice self-control, flexibility, and professionalism when working with others. Please keep in mind that comments or informal remarks made may be offensive to others on the staff. Be mindful of your conversations so that professional standards are being adhered to at all times.

Failure to follow the aforementioned suggestions on collegiality will result in disciplinary actions given by the principal, not excluding recommendation for dismissal.

ANONYMOUS NOTES

It is understandable that in any organization, conflict or causes for concern may arise. Any organization that consists of humans will have this occur. If there is any practice or behavior amongst staff members that you feel is ill-advised or you disagree with, please seek to resolve your concern by discussing your feelings with the staff member directly involved. Please refrain from sending anonymous notes to fellow staff members, administrative staff, or outside staff members concerning your grievance. When anonymous notes are given to administrative staff, the concerns listed in the note are not addressed and will not be addressed. Concerns will most certainly be addressed in a timely manner when given directly to an administrator. This will allow the administrator time to follow up with the staff member after the matter has been handled to ensure that the situation has been taken care of in an appropriate manner.

GRIEVANCES

The proper channeling of complaints and/or grievances involving instruction, discipline, or learning materials are: (1) teacher (2) school administration (3) PLA Human Resources Dept.

Each step in this procedure is to give fresh consideration of the grievance and is to be a separate review of the facts. Each administrator to whom the grievance is presented shall issue a decision independent of the person who has issued previous decisions or who may issue decisions at a later time regarding the grievance.

Formal Process—The formal process begins with the employee who is filing the grievance preparing a written statement containing his/her name, address, and telephone number. The written grievance must be signed and dated by the aggrieved.

Step 1: An employee may present a grievance in writing at any time to his or her immediate supervisor (Assistant Principal). The supervisor will make every attempt possible to resolve the grievance.

Step 2: If the grievance is not resolved by Step 1 or if the employee does not feel free to discuss a grievance with his or her immediate supervisor as in Step 1, the employee may present the grievance in writing to the Principal. The principal will make every attempt possible to resolve the grievance.

POLITICAL AFFILIATION

As a public institution, Nixon Elementary does not hold a political affiliation of any kind. Staff members are prohibited from distributing political materials to colleagues or scholars while on campus. Discussions concerning political opinions or affiliations while on campus are strongly discouraged. Political clothing or paraphernalia is also prohibited while on campus.

LANGUAGE (ORAL AND WRITTEN)

Staff members are prohibited from using inappropriate language (cursing, obscenity) at school. Staff members are strongly encouraged to refrain from casual language with scholars and parents. A professional demeanor is expected at all times from all staff members.

In written communication (notes to parents, scholar agendas, etc.), please be mindful to use correct spelling and subject - verb agreement. When in doubt, please use the spell check feature on school computers or ask a colleague to proofread your communication to assist you.

MEDIA REQUESTS FOR SCHOOL INFORMATION

You are asked to refrain from releasing information to the news media about staff members or scholar(s) involved in incidents where such incidents are being investigated by school administrators or local law enforcement. Making statements or releasing information on such incidents may 1) hamper school level/local law enforcement investigations 2) prejudice a possible case against a staff member or scholar(s), or 3) violate the federal law requirement that schools protect the confidentiality of the scholar's school records (FERPA). All media requests for information must be directed to the school administrators, who will forward inquiries to the PLA Director of Media and Communications.

CHILD ABUSE

We are required by law to report all cases of suspected child abuse and/or neglect to the Department of Human Resources. If you have reason to suspect child abuse and/or neglect, notify the principal, the assistant principal, and/or the school counselor. A referral to the appropriate agency will be made when deemed necessary. Please refer to the section on Child Abuse in this handbook and become familiar with its contents. Please make reports at the time you suspect possible abuse or neglect.

CERTIFICATION

It is your responsibility to keep your certificate up-to-date. A criminal record check will be required for renewal of certificates.

CLASS INTERRUPTIONS

Disturbances of your classes will be kept at a minimum as your teaching time is valuable. Scholars and teachers are not to request a scholar from another teacher's class without prior written approval from the principal. No teacher is to hold a class and cause a scholar to be tardy to another teacher's class. Do NOT use another teacher's time to punish a scholar or an entire class. If this happens to you, please discuss your concerns with the teacher involved. If this does not resolve the issue, involve administration.

Many of our teachers have their personal children/grandchildren attending our school. Please treat that scholar as you would all other

scholars, following the same procedures for illness (scholar is sent to the clinic) and behavior concerns. Remember, that parent is a teacher during school hours and should not be interrupted during their instruction except in emergencies per this handbook policy.

COMMUNICATION WITH PARENTS

Parents communicate with teachers in a variety of ways including, scholar agenda, email, letters, phone calls, and face to face contact. Please make yourself available (excluding instructional time) to parents. If you receive an email, phone, or note requesting information or a conference, please respond to the parent within 24 hours of your receiving the communication. Preferred methods of parent/ teacher communication are Remind.com, LiveSchool app, text, email, or phone call.

COUNSELING

The Counseling Department at Nixon Elementary provides a wide range of services which include classroom guidance, group, and individual counseling. The counselor is ready to support scholars in any way that will make their school experience more rewarding. The counselor is always available to consult with parents regarding special concerns they may have about their child. Teachers are also encouraged to use the services of the counselor regarding the special needs of their child.

Counseling & Guidance Program Expectations

- Process DHR- Child Abuse/Neglect Reports and Social Worker Requests
- Conduct school wide professional learning seminar on Child Abuse/Neglect Reporting
- Send home tardy/attendance letters to scholars on a 5 / 10 / 15 day, etc basis
- Complete reports due to the Director of Counseling concerning activities
- Complete school wide guidance plan
- Coordinate school wide Red Ribbon Week Activities
- Coordinate school wide character education program
- Coordinate cost effective assembly programs for scholars
- Coordinate school wide Career Day
- Sponsor school wide mentoring activities
- Keep a log of counseling activities separated by the following categories: small group counseling, large group counseling, individual counseling, school wide initiatives
- Conduct small group sessions on academic fear, grief/loss, bullying, anger, and self-esteem
 - Conduct individual guidance interventions for scholars with social or personal problems that interferes with learning
 - If a scholar is referred, they must be seen a minimum of 3 times by the counselor (1 initial + 2 follow up visits)

- o Follow up with referring person in writing concerning counseling visit
- Conduct whole group sessions for scholars in the area of character education
- Conduct parent workshops in conjunction with the school's Parent Involvement/Advisory Coordinator
- Assist teachers in disaggregating and interpreting scholar achievement data
- Support parents, teachers, and scholars in Tier 3 and 504 needs
- Coordinates school wide goal setting program with scholars
- Contacts parents as needed when requested from teachers

SCHOOL NURSE

Nixon has a full-time nurse who provides non-emergency medical care for scholars and staff members. If a scholar requires a visit to the clinic, please fill out the clinic note and send it with the scholar to the nurse's office. Kindergarten scholars should be escorted by an adult to the clinic if a visit needs to take place. Please do not call parents to ask for scholars to be checked out of school for an illness. The communication for such instances should take place via the school nurse or an administrator. This is due to the procedure that only checkouts required by the school nurse or administrator are noted as excused absences. Therefore, if a staff member calls a scholar's home to inform parents of an illness and the school nurse is not involved in the communication, the scholar's absence is unexcused unless a physician's excuse is provided to the school.

EMAIL USAGE

You should check your email account a minimum of twice daily. Many important emails are sent throughout the work day. Each staff member is accountable for the content received in emails. For instance, if a due date is assigned via email, you are responsible for complying with the expectations in the email. It is not acceptable to say, "I did not check my email, so I did not know this was due".

All email addresses at our school follow the same format:

first initial, last name.pla @mps.k12.al.us ex:

ladedra.frazier.pla@mps.k12.al.us

It is possible to email the entire school using the school's Listserv (Nixon_All). If you have an email that needs to be sent out to the entire staff, please send the email to Principal Frazier and I will forward it to the staff on your behalf. However, please be sure that the information sent in the email is intended for everyone.

Also, remember that all email accounts are subject to the Open-Records Act. System provided email addresses are not private and should be used for educational purposes only.

PROFESSIONAL ENHANCEMENT

Membership in professional organizations is encouraged for personal growth in the education profession.

GRADE LEVEL FUNDRAISERS

Please do not engage in any fundraising activities without the prior approval of the principal.

Teacher Leadership

Teacher leadership is an integral part of the success of Nixon's academic program. Teacher leadership opportunities are available in the following forms: team leader, professional learning re-delivery, Content Leaders, School Council Teacher Representative, Teacher Support System (TSS) specialist, mentor teacher, chairperson of a committee, and member of the Nixon Leadership Team. Please avail yourself to these opportunities as they arise.

Team Leader's Responsibilities

- Attend leadership meetings (leadership meetings will take place once a month)
- Relay information for leadership meetings to grade level teachers by grade level meetings once a week.
- Facilitate grade level meetings (PLC) to plan for instructional task (including leading the creation of lesson plans for academic content areas & common assessments—pre/post tests)
- Coordinate all activities done by the grade level (i.e. group activities)
- Establish an effective means of communication between teachers, principal, assistant principal, and instructional support staff
- Support colleagues in obtaining necessary instructional resources
- Communicate potential problems or areas of concern to administrative staff
- Communicate with administrative staff concerning special events, class or grade level activities, and field trips
- Participate in professional learning
- Promote positive thinking and school spirit throughout the school
- Support teachers if questions arise concerning Tier 2 procedures
- Attend all Tier 3 meetings for your grade level
- Support flex teachers that are in the building on your grade level
- Accept other responsibilities as assigned by the principal or assistant principal

PAL, GRADE LEVEL, and FACULTY MEETINGS

Please reserve Monday - Friday until 4:00 p.m. for faculty meetings or professional learning meetings. Appointments should be scheduled on days after 3:30 to avoid conflicts. MTSS meetings are held bi-weekly on Thursday's during teachers' planning time.

*Tuesdays (weekly PLC meetings/intellectual prep)

*Thursdays (MTSS Tier 2 and Tier 3 meetings)

Professional Learning Communities (PLC)- to plan assessments, interventions, projects, homework, and instruction for the upcoming week.

These meetings also serve to ensure consistency among teachers on a grade level. Curriculum chaos is avoided when everyone is on the same page in terms of what should be taught and assessed. Attendance is required at these meetings.

Each grade level's Team Leader is asked to coordinate and help with these meetings. Team Leaders are responsible for turning in grade level agendas and minutes to the school's Instructional Coach. See Appendix F.

Everyone is expected to attend faculty meetings unless prior approval from the principal has been given.

- Join, support and attend PTO once it has been established. Please notify the principal if you will be unable to attend PTO meetings. Teachers are required to attend at least 2 PTO meetings during the school year (Once formed).
- Report any unsafe playground equipment, holes in the ground, ant mounds, wasp nests, classroom repair needs, etc. immediately to the Head Custodian and/or Ms. Wilburn.
- Read and comply with the Nixon Elementary Teacher Handbook and PLA Onboarding Resources. You are accountable for information presented in emails or at faculty meetings. All school properties in MPS are tobacco free environments (See Appendix A).

GRADING

Teachers will utilize PowerSchool as the gradebook for scholars. Teachers are required to place grades in PowerSchool in a timely manner (weekly) as parents utilize the Parent Portal section of PowerSchool to check their child's grades/assignments. If a scholar is not performing upon grade level expectations or not putting forth optimal effort, the teacher is required to make either phone (verbal conversation) or face to face contact with the parent to express the concerns. These concerns should be noted in the Contact Log section of Power School and/or teacher documentation notebook.

Progress Reports are sent home to parents every 4 weeks. Report Cards are sent home to parents every 9 weeks.

Grading Categories

- ✓ Grades should be in each of the categories (classwork, quizzes, tests.)
- ✓ Classwork is defined as informal assignments that are done by the scholar during the course of the instructional day.
- ✓ Quizzes are defined as quick formal assessments (5-10 questions) that are conducted throughout a unit.
- ✓ Tests are defined as the end of the unit or end of the module assessments that are longer in length and again, provided at the end of a unit or module of skills.
- ✓ Performance tasks are hands-on projects, experiments, or tasks that may be held at the end of the unit as a culminating activity or throughout the unit or module.

By the end of each 9 weeks, each scholar should have a minimum of the following in Math, Science, Social Studies, Reading, ELA (Grammar):

- ✓ 8 minor quiz grades
- ✓ 4 major test grades

For all scholars Pre-K - 5, it is important to inform parents through verbal and written communication of scholars' academic progress. When documentation goes home, teachers are expected to make a copy of information given to parents to verify communication as the need may arise. (See Appendix G).

TIER 2 AND TIER 3 MEETINGS

The effective implementation of MTSS is integral to the success of our academic program. Interventions will be utilized by all staff members in order to support our scholars as they learn. Tier 2 meetings are mandatory and will be attended by certificated staff according to their team membership.

Tier 2 meetings will be held on Thursdays during planning time and Thursday's afterschool if needed. Tier 2 Team Leaders will ensure that forms are filled out in PowerSchool and that parent notifications are sent out.

Tier 2 Team Leaders will ensure that parents are notified about this intervention for Tier 2 scholars.

Tier 3 interventions are implemented for scholars whose performance data has not shown academic or behavior improvement after Tier 2 interventions have been put in place with fidelity. Meetings will be held during grade level planning. Teachers are only asked to attend these meetings if their specific scholar is being met on that day.

COMMITTEES

School committees are vital to the smooth operation of Nixon. Your total cooperation with the committees are expected and your work/participation will be appreciated.

(See Appendix G)

Special Note: When Principal Frazier is out of the building, AP Merriweather is in charge, as we are equally in charge.

TEACHER AND EMPLOYEE OF THE MONTH

Here at Nixon, we appreciate all team members. It is important to recognize and celebrate the professional, hard work, and commitment given to the school and its boys and girls. Each month a Teacher of the Month and Staff Member of the Month will be recognized. Both individuals will park at the back of the building in the two parking spots reserved for

teacher and staff of the year/week. The following criteria will be used for selection.

Selection Criteria

Teachers and staff members will be selected based on two primary criteria:

- **Excellence in the Classroom**

Teachers and staff members could exemplify classroom excellence in many ways including, but not limited to:

- Having high academic expectations of all of scholars
- Understanding the needs of all scholars and excelling at motivating them to achieve
- Consistently advancing scholars to higher levels of academic achievement

- **Excellence in the School**

Teachers and staff members could exemplify school excellence in many ways including, but not limited to:

- Serving as leaders in the classroom and beyond
- Sharing their expertise with colleagues
- Serving as mentors to other staff members

The teacher and staff member of the month will be recognized and given a certificate of achievement. Ms. Fayson is the coordinator of this program.

Teachers and staff members will vote each month using the aforementioned criteria.

PUBLIC RELATIONS:

- Keep in mind that we are a public school and we serve all of the public. We are supported by the taxpayers who do, in fact, own the school.
- Smile and be friendly. Make your scholars feel comfortable at school. Be professional when speaking to scholars, even during a reprimand. The public is in our building all day and they get a “snap-shot” of situations in the hall or in passing classrooms.
- Welcome new scholars with a smile. Let them know you want them in your class. It can be tough going to a new school.
- Be courteous and professional when conversing with parents in the school, in public places, on the phone, or in writing. Make all visitors to our school feel welcome. A smile and a greeting in the hall can go very far in public relations.

GENERAL INFORMATION

Announcements

The Pledge of Allegiance, Nixon News, and Moment of Silence will begin each day at 8:00 a.m. Only necessary announcements will be made over the intercom. Most announcements will be sent via email. Neither scholars nor staff are required to stand for the Pledge of Allegiance (Supreme Court Ruling, 1943). Thank you in advance for modeling the behavior you expect your scholars to display during these times.

Attendance/Arrival & Department

All full-time school employees work 40 hours each week from 7:30 AM until 3:30 PM. All employees are expected to be present and on time daily. As scholars enter classrooms, staff members should be at their classroom door at 7:30 to welcome and supervise scholars. **If breakfast or coffee is required as a part of your morning routine, please do these things before the scholars enter your room.** Scholars may not be left alone in the classroom for morning routines to take place. If it is necessary for you to leave early please discuss the concern with Principal Frazier prior to the time you want to leave.

Support staff members are provided with scheduled breaks throughout the day. Support staff hours are from 7:30-3:30.

Solicitation for Private Monetary Gain

Staff members are not permitted to solicit other staff members, scholars, or parents for their personal monetary gain either verbally or on an electronic/paper means. If a staff member has an outside event, business venture or fundraising effort that he or she would like to publicize, please utilize the bulletin board in the staff room, with the principal's approval.

School Solicitation for Staff Hardship

There are rare occasions that the principal in conjunction with the school's Hospitality Committee may decide to solicit funds to support a staff member who is facing an economic hardship (ex: house burning down, extended life-threatening illness, etc.) . In these cases, school staff members are not required to donate funds to support the staff member in need. Donations are voluntary and conducted through the school's bookkeeper. All funds will go directly to the staff member and all staff members will be informed of the total amount raised to support the staff member.

Hospitality Committee

The Hospitality Committee is in place to support a collegial atmosphere amongst all staff members. The Hospitality Committee also keeps abreast of illnesses, deaths, and other important life events of staff members to provide support. Additionally, the school's Hospitality Committee spearheads staff celebrations and treats that are sent to members throughout the year. All staff members are encouraged to join the Hospitality Committee for the fee of \$10.00.

Scholar Attendance

The school's instructional day begins at 8:00 AM. Attendance is taken daily in the morning by each homeroom teacher no later than 8:30. Any scholar who arrives after the 8:10 bell must have a tardy slip from the front office to enter the room. Tardy slips are given in the front lobby. Parents are asked to accompany a scholar to the front lobby and/or office to receive a tardy pass. Tardy passes are identified as excused or unexcused. After 5 tardies (excused/unexcused), the counselor will send a letter home. Teachers, please support in monitoring your class attendance by making the initial call to check on the scholar the second day he or she has been absent.

Any scholar who is absent must bring in a written statement upon returning to school giving the reason and date(s) that he or she was absent. Please be sure to date notes as you receive them and give them to Ms. Jordan each morning to be entered into PowerSchool. Only 7 parent excuses are allowed for scholar illness. After the 7th parent excuse is given, doctor's notes are required to excuse the absence. 504 Plans do not excuse scholars' absences. This note must be signed by a parent/guardian.

Excused absences are the following:

- | | |
|-------------------------------------|------------------------------|
| A. Illness | C. Death in Family |
| B. Doctor Appointment
(subpoena) | D. Court required appearance |

It is also the responsibility of the teacher to monitor the absences of all scholars in your room. At a minimum, when a scholar is absent for three (2) days, call the parent to verify absences. When a scholar is absent five (5) times (excused or unexcused), a letter, generated by the counselor, will be sent home to parents.

Scholar Dismissal

As the school has over 400 scholars, an orderly dismissal routine is essential to scholars safely exiting the building to embark upon the journey to their home. Please ensure that scholars are appropriately marked and/or tagged so you are able to ensure scholars arrive home safely. In your absence, you are required to maintain an up to date dismissal plan for your flex teacher. Never take a child's word for how he or she is to go home. Also, never accept a phone call from a parent as to how scholars should go home. Always ask for information in writing (either note in the agenda, text, or email) with a signature.

Scholar Withdrawals

Should you have a scholar withdraw from school:

- *Do not remove the scholar from your roll until notified by the office.
- *Make sure that all textbooks are returned to you. The office will verify with the cafeteria and media center staff that other debts are not owed to the school.
- *Update all records on the day of the notification. Turn these records into the office.

Duties and Responsibilities

Please know that all staff members will be assigned to duties throughout the year. Every effort will be made to ensure that staff members know their roles and responsibilities' concerning duty before the duty is to be performed. Please report to your duty post on time. It is your responsibility to find coverage if you are unavailable. This is a part of staff members' annual evaluation.

Bulletin Boards and Classroom Displays

- Classroom bulletin boards & scholar work displays should be changed frequently. They should be conducive to learning, attractive, and used to display scholars' work with commentary both

in and outside the classroom. Standards are required to be posted as well as a word wall/focus wall. After work is posted in the classroom, it may be moved to the front door or hallway as more current work is posted in the classroom. Hallway decorations and hallway work with teacher commentary posted should be changed in a timely fashion.

Scholar Agendas/Parent Communication

Scholar lists for classroom rolls will be made available to teachers during pre-planning. Teachers are required to make phone contact with families introducing themselves and welcoming them to the 2022-2023 school year.

All teachers are required to use the scholar agenda to maintain communication with parents. Scholars in grades 4 and 5 are expected to write down their homework in the agenda on a nightly basis. Scholars in grades K-3 may have a homework sheet typed with pertinent information for parents.

Teachers should plan on setting aside the last 10-15 minutes of the day to write any notes necessary to parents concerning scholar progress/behavior. Teachers are encouraged to use a stamping or coloring system to quickly accomplish this task. Each morning, teachers are also asked to check agendas for any notes to you from parents concerning scholar transportation, conference requests, scholar progress/behavior, etc. Please use neat print so that parents may read your information clearly.

Teachers are encouraged to sign parents in their class up to "Remind.com". This is a free communication tool used to quickly send text messages to parents. Teachers are also asked to utilize emails to aid in communication.

To create and maintain a positive working relationship with parents, teachers are required to contact a minimum of 2 parents per week noting any positive strides that scholars are making. Teachers will be asked to turn in their parent log (provided to teachers) at the end of each month to administrative staff.

For scholars who are not performing on grade level or show behavior deficiencies, teachers are required to contact parents to inform them of your concerns. Please note these conversations in the Power School contact log.

In all communication, please be mindful of your tone—as it is easy for parents to misinterpret your message. It's not what you say, but *how* you say it.

CURRICULUM AND INSTRUCTION:

The following should be seen in your classroom:

Evidence of PBIS Techniques

Positive Behavior & Intervention Support (PBIS) is a school wide initiative utilized in order to effectively deal with scholar conflict resolution. All staff

members are expected to use the language of conscious discipline in a concerted effort to address the needs of our scholar population (i.e. "Use your walking feet in the hallway" instead of "Stop running in the hallway". Staff members are required to use the school's LiveSchool system as a way to reward appropriate behavior as well Positive Praise behavior cards. PBS emphasizes our scholars' socio-emotional needs and should be a part of each teacher's behavior management program.

All teachers are expected to implement the PBIS initiatives of the school.

- The language of "Be safe, Be responsible, and Be respectful"
- Please reinforce the behavior matrixes that are placed around the school
 - Zone 1 (no talking)-in the hallways
 - Lines- 2nd Tile away from the wall
 - Restroom behavior, hallway, cafeteria, and bus behavior
- Teachers will teach PBIS Lessons (already created by district PBIS Team) each 1st and 3rd Wednesday of the month during the time allotted for Social Studies and Science (teachers will receive the lesson plans and be reminded of this in the Live Wire)
 - Classroom Procedures Clearly Posted Written neatly in large print or typed in at least 20 font (typed is preferred)
 - Group Work Expectations
 - Independent Work Expectations
 - Obtaining Materials Expectations
 - Using Equipment Expectations
 - Where to Put Items Expectations
 - Homework
 - Supplies
 - Personal Belongings
 - How to Enter & Exit Classrooms
 - Classroom Management Plan Posted and Easily Viewed by scholars and parents (Written neatly in large print or typed in at least 20 point font)
 - Consequences for Appropriate Behavior Posted
 - Consequences for Inappropriate Behavior Posted
 - Consequences must be posted in incremental stages & include warning as first line of redirection
 - scholars must have the opportunity to "earn back" an incremental level on your behavior management system (unless a severe behavior infraction occurs).
 - The behavior management system goes back to "default" each morning.
 - The behavior management system must be written and provided to parents during Open House or upon first meeting the parents.

Staff Members Using the Language of the Standard

Research shows that when scholars understand what they are learning, they are more apt to be focused on their learning. Therefore, staff members are expected to utilize the language of standard at the

beginning of the lesson as well as a verbal closure of the lesson. For example, if the standard says: **The scholar uses a variety of strategies to gain meaning from grade-level text. The scholar makes predictions from text content.** Then you are expected to begin your lesson by making a statement similar to, "Today, you are going to learn more about making predictions from text." At the end of your lesson, you would close by making a statement similar to, "What standard did we work on today?" (Pause) "Yes, today we learned about making predictions."

Word Walls

Interactive word walls are used daily throughout our school. scholars need to have access to the word walls. They should be at the scholar's eye level, and scholars can add and/or remove words when necessary. Adding additional content word walls throughout your classroom may also increase scholar's vocabulary skills. For Example: math word walls, science word walls, health word walls, social studies word walls, reading word walls, writing word walls, etc.

Current Standards

It is important that scholars have a dialog with the teacher to understand the skills and topics that they are learning on a daily basis. To assist with this, all **current** standards need to be posted in your classroom in kid friendly language. To meet this objective, the current standard must be prominently displayed either on a bulletin board, Smart Board, or whiteboard. Having all of the standards for the year posted in each subject area will not meet this criterion.

Notice that all standards are to be translated to "kid friendly language" and should be in large enough print that someone from the back of the room may read it without difficulty. Standards may either be written on your dry erase board/chalkboard, on your classroom bulletin board, or on the walls using computerized printouts. Standards should be placed for scholars' easy viewing. Current standards on English/Language Arts, Math, Social Studies, and Science need to be posted at all times.

The following should be seen in your classroom as well:

1. School Mission Statement
2. School Pledge
3. Anchor Charts for ELA, Math, Science or Social Studies
4. Word Wall
5. PBIS (Positive Behavior Support/Behavior Management System) –All typed in kid friendly language
6. MyOn Recognition

Other Instructional Reminders

- ❖ Keep your scholars on task... Time on task is the most important variable in improved scholar achievement.
- ❖ Display with pride children's exemplary work.

- ❖ Stay in contact with parents, using verbal and written communication. Always return phone calls as promptly as possible.
- ❖ Preview all video material or internet resources before showing it to scholars. You are not to show any videos brought in by scholars from home or any video that does not fit into the copyright specifications. See our Media Specialist for more information on this. **Only G rated videos are permitted unless approved by an administrator.**
- ❖ Materials to be copied at the board office are to be approved by Ms. Anderson. If you have items that require laminating, please place the item (labeled with your name) on the table in the office workroom. These items will be laminated for you and placed back on the table upon completion. Teachers should be conservative in the use of this machine because of the cost involved. scholar folders and small cutouts will not be laminated.
- ❖ Keep abreast of current educational trends. Be knowledgeable in your subject areas and keep abreast of current trends and expanding information.
- ❖ Have high expectations for yourself and your scholars.
- ❖ A record must be maintained of books provided to scholars. Teachers are accountable for all textbooks. Textbooks should be counted and checked periodically. A record must be maintained of books issued to scholars (a form is provided). All scholars are to be issued textbooks. A textbook inventory will be turned in at the end of the year. (See Appendix)
- ❖ Make **assessment of learning** a priority, don't just rely on grades! (Assess during the learning process, not just at the end of a lesson. Assessment for learning provides data that shows strengths and areas to improve, allows you to target specific areas of need, allows for the learner to be proactive and self-assessing, is conducted formally and informally, and is the root for **differentiated instruction**.)

F. HOMEWORK

Please follow these guidelines in assigning homework:

1. Homework should reinforce skills and concepts taught in class.
2. Homework must be given to scholars Monday-Thursday. **Homework assignments must not be provided on Fridays or over school breaks.**
3. Homework must be checked the next day by the teacher to ensure completion. Teachers are required to inform parents of missed homework either through Kickboard, Remind.com, or note in the agenda. For prolonged instances of scholars not completing homework, please refer the scholar to the counselor for assistance.
4. Teachers are required to develop an incentive program to reward scholars for completing homework.
5. scholars may receive missed recess time for not completing homework. However, for prolonged periods of homework not being completed, please reach out to parents to ensure that there are not any factors related to poverty that creates a barrier to homework not being completed.
6. All homework assignments should be checked and corrected.
7. Homework should be meaningful. Homework should never be assigned as "busy work" or as punishment.

8. Homework should not be unreasonably long. Homework assignments for average elementary scholars should not exceed thirty minutes but definitely no more than an hour daily. Assignments for younger children should be based on 10 min. per year in school grade level (i.e. 2nd grade-20 minutes of homework time (all subject areas combined), 5th grade-50 minutes of homework time/all subject areas combined). *These are approximate times. This includes assigning unfinished class work as homework.*
9. Teachers are expected to track homework completion in order to submit weekly data regarding scholars' participation in homework activities.

GRADING (PROMOTION/RETENTION)

PLA @ Nixon follows the state's requirements regarding promotion & retention procedures for gateway grades. Formative and summative evaluation techniques are to be used in determining scholar grades. Formative or diagnostic evaluation techniques are daily assignments designed to provide practice and reinforcement. The formative evaluations are tests, book reports, projects, etc. That provides a measure of what the scholar can do independently. Decisions on grades and promotion/retention should be based on the combination of the results of both measures of evaluation. Individual differences and extenuating circumstances should be considered when averaging grades. Always use professional judgment. Promotion/retention is a teacher decision with parent input. scholars who are retained must be an active participant in the Tier 2 / Tier 3 process. Academic Deficiency letters should be provided to parents before the retention decision is made in order to inform the parents of the scholar's academic difficulties. **The principal makes the final decision regarding retention on appeal.**

FEES

Scholars are not to be charged fees for items that are required by the instructional program. **A child cannot be denied a field trip because of non-payment for field trip fees.** All fees charged to scholars must be approved by the principal and bookkeeper.

At the end of the school year, school records and report cards will be held in the office if scholars owe a debt to the school. The debts may include but are not limited to the following: owed lunch money, lost or damaged textbook, lost or damaged media center book, damage to school property. Ms. Jordan and and Ms. Wilburn will coordinate efforts to receive all debts to the school.

FIELD TRIPS (See Appendix)

END-OF-THE-YEAR AWARDS PROGRAMS

At the end of the year, Nixon's 3rd - 5th grade scholars will be recognized for their accomplishments. These may include Perfect Attendance, Most

Improved, A Honor Roll, A/B Honor Roll, high scores on standardized tests, citizenship, principals' award, and most improved.

Each semester, Honor Rolls must be alphabetized by the teacher and turned into the office. All A's (45) will be recognized at the end of the year. Listed below are the requirements of the school's elementary honor roll:

1. Scholars who make all A's.
2. Scholars who make all A's and B's.
3. Release to news media by each grade level and only grades 4 & 5.
4. Release to news media the following week after scholars receive report cards.
5. The conduct grade does affect eligibility for academic honor roll.

RECORDS and TEXTBOOKS

- Teachers are responsible for maintaining all school records. This includes accurate and up-to-date scholar information sheets.
- All school records should be maintained using black ink.
- Permanent records are to be filled in with necessary information at the beginning of school, mid-year, the end of year, or the day the scholar withdraws from your homeroom. Records are to be signed out of the front office vault prior to your taking them to your classroom. Records are to be returned to the office before 3:45 each afternoon. Records are **NOT** to be taken from school.
- Teachers are responsible for maintaining record of issuing and receiving back textbooks and instructional materials. Please follow school set guidelines to ensure that there is a proper accounting of these materials.

PRINCIPLES OF INSTRUCTION

An engaged scholar is a successful scholar. A disengaged scholar may lead to disruptive behaviors exhibited in the classroom. It is imperative for teachers and staff to analyze scholar behavior to determine if the scholar is acting out because of a "can't do" or "won't do" root cause.

For example, in a 5th grade classroom, if a scholar is reading at the 1st grade level, he/she may show non-compliant or avoidance behaviors to deflect from the root cause of not being able to read. It is also essential for the educator to walk a fine balance between having high expectations for scholars and nurturing scholars to meet them where they currently are in the educational setting. If scholars do not feel emotionally safe in the classroom or if scholars are "talked at" instead of "taught" or "talked with", then the battle for winning him/her to be an engaged scholar will likely not be won by the educator.

Staff members are expected to carefully analyze scholars' "Scholar Growth Percentage (SGP)" in order to make necessary instructional adjustments for scholar growth. Each scholar can learn with appropriate interventions and supports in place. scholars are expected to meet the same standard with different layers of support to assist the scholar in being successful---while cheering scholars on as they make incremental progress.

All lessons should have the following:

- ✓ Lessons should begin with a short review of previous learning
- ✓ Present new material in small steps with scholar practice after each step
- ✓ Ask a large number of questions and check responses of all scholars
- ✓ Provide models
- ✓ Guide scholar practice
- ✓ Check for scholar understanding
- ✓ Summarize the content of the lesson

COLLEGIAL TEAM PLANNING

All teachers on a team are required to plan together to implement the planning process. A consensus must be reached among the teachers as to when the end of the unit assessment will occur and what scholars are expected to master at the conclusion of the unit of study. Then, teachers will use the end of the unit test to develop formative assessments (quiz) for scholars to use throughout the unit. After this, teachers are to plan together to craft their daily lesson plans that are tailored to meet the needs of their class. A commonality of lessons, interventions, and homework are required amongst all teams.

LESSON PLANS

Lesson plans are to follow the current state curriculum (Alabama Course of Study) and school pacing guides, incorporate instruction toward the state test objectives, and reflect remedial, enrichment and special education adaptations and/or modifications using the Davis lesson planning template.

It is your responsibility to plan with your team. Lesson plans for the upcoming week (a week in advance) need to be ready for viewing by your planning period times on Friday, uploaded to Google Drive, and placed in the Lesson Plan folder in your classroom. Lesson plans are considered late if not received by your planning period on Friday for the week. Teachers are encouraged to save lesson plans on both your personal school drive and a personal jump drive to ensure that the plans are preserved for future use.

Emergency lesson plans for a substitute in case of emergency (**See Appendix**) are required. Please include a transportation list for your scholars, medication list, any special medical condition list, etc. Please turn in your substitute plans to Ms. Horton, Instructional Coach.

RECESS GUIDELINES (Supplemental Movement Activities)

- On days in which the temperature is too hot/cold, the teacher is asked to use discretion when providing outside time. It is appropriate to provide indoor recess may be held on these days.
- Teachers are required to maintain vigilant supervision of scholars on the playground to ensure scholar safety.

- Please ensure that scholars have the opportunity for recess each day. Recess is on an indoor/outdoor schedule that is posted for all staff daily.

SCHOLAR ATTENDANCE / SCHOLAR SAFETY

In order for scholars to be academically successful, they must attend school. Please encourage your scholars to attend school regularly and to be on time. A note from the parent explaining the reason for an absence should accompany scholars when they return to school. If a scholar is absent more than three consecutive days without an explanation or is frequently tardy, please contact the parents. **Scholars are allowed twice the number of days they are absent to make up their work. (i.e. if a scholar is absent for 2 days, and then the scholar has 4 days to turn in makeup assignments).** Excessive absences should be reported to the counselors. Please always keep a paper copy of attendance notes /tardy slips from the office.

Scholars are considered tardy if they are not in your classroom by the 8:10 AM Bell unless he/she is in the cafeteria eating breakfast. In order for a scholar to be considered present, he/she needs to remain at school until 11:30 AM.

At times, it may be necessary for scholars to leave early from school (early dismissal). For security purposes, parents/or adults may not come to classrooms to personally check out scholars. Adults must come to the office to sign the scholar(s) out of school. Office personnel will then call teachers' rooms to officially dismiss the scholar from school. On rare occasions when we have many visitors in the school, the office may give the parent a pre-made slip notating to the teacher that the parent has already checked out the scholar in the office.

Visitors will be prohibited from entering the building if COVID-19 concerns are presented. However, once visitors are permitted back in the building, any person in the building who is not an employee of PLA or MPS must have a visitor's sticker on at all times while at Nixon. Individuals without a visitor's sticker will be asked to return to the office to sign in and receive a sticker. All staff members are asked to wear his/her name badge at all times in the building.

Transportation Changes

Please note that transportation changes will not be made unless written notification has been provided to the school from the parent. If a bus pass for a new bus is needed, please send the scholar to the office along with the note from the parent so that the office staff is able to give the scholar a bus pass in the morning.

If a parent faxes or emails a transportation change to the school or brings a note to the school, the office staff will use the intercom to inform you of the change as well as provide the scholar with a transportation change sticker that should be affixed to the scholar's clothing.

Scholar's Medical Needs

You may teach scholars with medical needs ranging from minor to severe. Please stay in close contact with our nurse in order to ensure that our scholars' needs are addressed. scholars at no time are allowed to transport medicine from home to school or vice versa. Parents must always bring the medicine to school in order to sign a medical needs form provided by the school. If you ever see a scholar with medicine on their person, please take the medicine immediately and contact the school nurse.

The only exception is if a parent has provided a note to the nurse providing permission for a scholar to have his/her "Epi-pen" on his/her person. If this occurs, the nurse will inform the teacher of this situation.

Parents may inform teachers that their child has an allergy that requires dietary restrictions. If this is the case, please refer the parent to the school nurse, as the nurse will provide a physician's form to the parent to appropriately identify the allergy.

Scholar Accidents

If a scholar is involved in an accident (under supervision of school) during school hours, the teacher or supervisor during that time must complete a clinic pass and send the scholar to the clinic (have another scholar escort). If the scholar's injury is severe, the teacher should bring the scholar to the nurse. The nurse will evaluate the severity of the injury. If the injury is not severe, the nurse will treat the scholar and have him/her turn to class with a clinic pass. If the injury is severe, the nurse will contact parents and determine if the scholar should return to class. The escort will return to class with a clinic pass or information on the scholar. For severe incidents an accident report must be completed and signed by the teacher and administrator.

When a child is injured at school the parent is responsible for medical expenses. scholars are given the opportunity to purchase accident insurance each school year at a very small price.

When a scholar has an accident, the procedure shall be as follows:

1. Make sure that the scholar receives appropriate medical attention.
2. Notify the scholar's parent/guardian.
3. Before a scholar is transported to a hospital or is taken to a doctor's office, consult Principal Frazier or Mr. Merriweather.
4. Notify medical staff in the clinic.
5. Prepare a written report of the incident (form in nurse office) and give it to the principal to sign and forward to PLA.

Gifted/Talented Program

MPS' Quest (Gifted Program) provides gifted education services to K-12 scholars who have the potential for exceptional academic achievement. To enter the program, a scholar must meet the State of Alabama eligibility criteria. A scholar may be referred for consideration for gifted educational services by teachers, counselors, administrators, parents or guardians, peers, self, and other individuals with knowledge of the scholar's abilities.

Please visit www.gagc.org for additional eligibility information. Dr. Smith is the Gifted Eligibility Facilitator.

DISCIPLINE (POSITIVE BEHAVIOR SUPPORT)

- Teaching routines and expectations are integral for a successful school year. Staff members are encouraged to teach routines and practice routines for *at least* the first 3 weeks of school. Please do not assume that scholars know how to behave. We have to support scholars in meeting our expectations similar to how we support staff members in meeting our instructional expectations.
- Teachers are encouraged to handle their own discipline. However, no scholar will be allowed to disrupt the learning environment. Be firm, fair, positive, and consistent. In cases where the scholar continuously disrupts the learning environment, or where scholars are in danger or harming themselves or others, contact the office immediately.
- After 3 office discipline referrals, Tier 2 meetings must begin for the scholar in the domain of behavior support.
- scholars should not be allowed to go to the restroom without supervision. Please do not send scholars to the restroom with a scholar monitor.
- Classrooms should not have a “name taker” (ex: another scholar writing down scholars’ names for their behavior if the teacher is out of the room). This puts scholars at an unfair advantage of being “in charge” or supervising other scholars. This is also difficult to justify to a parent if a consequence is given to a scholar because of a behavior that may have happened when the teacher was not in direct supervision.
- Classes are expected to be in line in the hallway (Second Tile / Zone 1), not crowded in bunches around each other or the teacher. scholars should always walk on the right side of the hallway. Teachers are asked to place themselves in the middle of the line, in order to have a visual of scholars in the front and scholars at the end of the line.
- Be in control of your class at all times, whether in the classroom, on the playground, in the lunchroom, in the restroom, or at dismissal. If you must step away from your classroom, ask another staff member to keep a watchful eye on your class. Please keep these instances to a minimum.
- Scholars should never be left unsupervised. **Neither should they be placed in the hall for punishment or isolation or have physical consequences for misbehavior.**
- Use professional judgment when dealing with inappropriate behavior.
- **Refrain from using cell phones to videotape scholars. Videotaping scholars is a FERPA violation and a possible documentation of your conduct as a staff member.**
- Praise loudly, blame softly
 - Discipline your scholars privately. For instance, if you are in the hallway and a scholar displays inappropriate behavior, it is preferable for you to quietly handle the disruptive behavior

privately. It is not necessary to let other staff members know of your behavior issues (i.e. "Ms. _____, do you see how this child is acting? Even scholars in Kindergarten know how to be quiet in the hallway.")

- Focus on positive and effective approaches in building self esteem and teaching children how to develop self-discipline.
 - Antagonistic behavior towards scholars is not acceptable.
 - Do not antagonize scholars. scholars who have academic or behavior issues tend to have little problems in engaging in a power struggle with you. scholars will always win power struggles either by engaging you in an argument to deflect from academic deficiencies or to "save face" in front of his/her peers. You are encouraged to remain professional and mature in dealing with such scholars.
 - Arguing with scholars is not acceptable.

- Remind scholars that there are certain limits ~ that no one has the right to:
 - injure self or others
 - damage or destroy property
 - discriminate against others
 - impose on others
 - interfere with others
 - misrepresent information

BUS CONDUCT PROCEDURES

Please go over the Bus Conduct Rules with scholars. This information can be found in Nixon Elementary scholar handbook.

J. BUS PASSES

Bus passes are provided in the form of transportation change stickers. This is required for any scholar who has a change in transportation from what usually occurs. In order to receive a bus pass, a parent must write a note to the teacher/school. The scholar will in turn bring the note to the office and a bus pass will be issued. Do not take a scholar's word for how they are to get home. scholars may say, "My mom told me I'm a car rider today." However, without a written note or email from the parent, every scholar should go home in the manner that he/she usually goes home. When in doubt, keep the scholar at the school with you until you can verify how a scholar is to go home.

All transportation stickers will be issued by the office. A scholar requiring a transportation change should report to the office by 9:00 a.m.

K. FIELD TRIP PROCEDURES-AS OF NOW, FIELD TRIPS ARE PAUSED DUE TO COVID-19 CONCERNS. VIRTUAL FIELD TRIPS ARE WELCOME AS LONG AS THE TRIP IS IN ALIGNMENT SCHOOL IMPROVEMENT PLAN.
PRIOR TO FIELD TRIP:

- Make sure you have chosen the field trip appropriate for your grade level. All field trips must be connected to our School Improvement Plan.
- **Classes in Grades 3rd, 4th, & 5th should plan & conduct field trips by December 13. Classes in Grades K, 1st, & 2nd should plan & conduct field trips by April 29.**
- Field trips require lesson plans to be submitted with the request.
- When the field trip permission letters are given, please remind parents that appropriate behavior is essential towards the scholar earning the opportunity to attend the field trip. If unsafe behavior is displayed by scholars at school, then it is reasonable to assume that unsafe behavior may also be displayed while on the field trip. If scholars display unsafe behaviors, parents may be asked to attend the field trip with the scholar in order for the scholar to participate.
- scholars may not be kept at school during a field trip as punishment for poor behavior unless an administrator is involved in this decision making. Parents of chronic discipline problems may be asked to attend the field trip.
- Families may be asked for contributions to offset expenses, **but all children will go on field trips regardless of whether the scholar has turned in a monetary contribution.**
- Please give this information to the school secretary. This will ensure that no other school event will conflict with the selected date.
- There may be limited space for chaperoning parents on buses; however, all parents who wish to provide their own transportation and/or buy their own tickets may attend. Younger siblings/family members are not allowed on school buses and parents should be discouraged from bringing them on trips.
- It is the classroom teacher's responsibility to notify the cafeteria manager **THREE WEEKS IN ADVANCE** if sack lunches are needed.
- All children must have a signed permission slip from home on official school form in order to participate. These forms may be secured from the office. **Phone calls will not be made on the day of field trips for parent permission.**
- The transportation department handles buses/transportation needs, but be sure you know the directions of your destinations.
- Complete form using the computerized transportation system. After principal approval, the form will be electronically sent to the Transportation Department. **The central office must have an electronic version of the field trip request for a field trip 10 active school days prior to the trip. This does not count weekend days or holidays.**
- All adult chaperones/supervisors will be designated/approved by the principal. The number of chaperones is limited to **one per every eight** children or as determined by the principal.

ADDITIONAL FIELD TRIP PROCEDURES (SEE APPENDIX)

SUPPORT STAFF MEMBERS

Support staff members play an integral part of a scholar's educational success. Paraprofessionals are required to abide by the same standards

of professional ethics as the regular teacher. Paraprofessionals are expected to refrain from discussing school affairs with unauthorized and non-professional persons. They are expected to reserve judgment and not discuss what he/she does and hears at school with other personnel.

Paraprofessionals are not teachers. The law specifically defines who should teach. The paraprofessional is responsible to the teacher. The teacher's decision is the final one in all matters involving the classroom.

If a paraprofessional should be absent he/she should inform the administration and teacher in advance.

Paraprofessionals will be evaluated each year by their supervising teacher(s).

SUPPORT STAFF MEMBER'S WORK GUIDELINES

The following guidelines will assist each of us in maintaining a positive work environment.

1. Regular attendance is very important. Teachers and scholars need the support you offer.
2. Loyalty to your assigned teacher(s) is a must. Talk with an administrator if you have problems that you and the teacher cannot resolve.
3. Complete tasks as directed by your teacher(s).
4. You will be pulled from your regular schedule from time to time to assist in room coverage.
5. Your immediate supervisor and evaluator is the person(s) you are assigned to work with.
6. Paraprofessionals will be expected to complete assigned duties to assist in the organization of the school.
7. During the school day, when scholars are in the classroom paraprofessionals are expected to be in the classroom.
8. Teachers are not expected to leave the paraprofessional in the classroom alone with scholars for an extended amount of time (no longer than 10 -15 minutes unless at an IEP, 504, SST, RTI meeting).
9. Dress professionally. Please adhere to the same dress code as teachers.
10. In case of absence, call the principal at (334) 604-3225.

Support Staff Are Appreciated at Nixon!

GENERAL PROCEDURES

M. FIRE AND TORNADO DRILLS

Fire drills will be held monthly. Tornado drills will be held periodically throughout the year. Maps showing escape routes must be posted in all classrooms.

N. LUNCHROOM

- Please strictly adhere to the lunchroom schedule.
- We will follow the Duty-free Lunch guidelines outlined in the MPS Policy Manual.
Cafeteria prepared food will be eaten in the lunchroom.
- **Scholars may not eat commercial foods in the cafeteria.**
- Scholars are encouraged to pay for lunch by the week either at Nixon or online at <http://www.mealpay.com>.
- Staff members may not charge meals at any time.

O. ICE CREAM

Scholars will be given the opportunity to purchase ice cream daily. Ice cream may not be served until after children have finished their lunch. Ice cream will be sold in the cafeteria only. If a scholar has a charge to his/her account, he/she may not purchase an ice cream. All proceeds from these sales will benefit the Davis nutrition program's budget.

P. VISITORS

- All visitors (including spouses and other family members) must sign in the office and receive a visitor's sticker. If you see someone who does not have a sticker, please notify the office. Parents should not interrupt your class to discuss the progress of or concerns about their child. Tell the parent that you will be glad to schedule a conference at a later time. Notify the principal if this continues. **Please refrain from asking visitors to supervise your scholars while they are in the school.**
- Please schedule resource people for your class when appropriate for instruction. This is an excellent way to build background knowledge with scholars. Notify the office when you have guests or parents scheduled to visit.
- If you have volunteers working in your room, remind them to sign in the volunteer book in the office. Also remind them to get a visitor's sticker. Before visits are arranged for volunteers, please check with administrators to ensure that a criminal background check is completed and on file in the front office.
- Many of our parents or others in the community or area have special skills, talents, or professions that can be of interest and/or have instructional value to our children. **Please get prior approval from the administration before scheduling any visits or demonstrations for your class.**

Q. CLASS PARTIES

All classes may have only **two** official parties during the year. These parties are scheduled before Winter Break and the End of the Year Party. For the Winter Break party, no names are drawn nor gifts exchanged. Teachers are asked to inform the office of the time of each individual class's celebration in order to appropriately answer parent questions as they arise. Room

mothers/fathers can plan the parties and furnish the refreshments, but teachers remain responsible for the supervision of their classes during this time. Teachers are asked to coordinate either scholars bringing in a nominal fee to provide class snacks for each scholar for the party. Teachers are discouraged from scholars providing \$\$ for individual food for a party (scholars being asked to bring in \$5.00 (example) for a "Happy Meal" / "Wing Meal", etc.) Food rewards for accomplishments and scholar birthdays (cupcakes) are appropriate but only during the regular scheduled lunch time. The school does not host formal birthday parties for individual scholars—only cupcakes during lunch time.

R. CORRESPONDENCE

Because it is important that the principal keep abreast of all that is going on in your classrooms, please keep copies of all communication on file. Parents should never be asked to send in money to the school unless prior approval is given by an administrator.

It is essential that a positive relationship exists between the school and home. Please send home bi-monthly reports to parents to keep parents aware of scholars' progress. This communication serves as documentation for possible Tier 3, IEP, and retention meetings.

S. LUNCHROOM

Staff members are encouraged to take advantage of the meals provided by the cafeteria. Meals may not be charged at any time by staff members. Staff members are not allowed to enter behind the serving area at any time. If there is a conflict concerning lunch or practices of the cafeteria staff, please see Ms. Denise Turner, Cafeteria Manager or Principal Frazier.

T.1. TELEPHONE CALLS

Teachers are asked to make "positive" phone calls to 3 families each week. When making these phone calls, please note the contact in the Parent Log Tracker.

Long distance calls related to your class must be logged in the front office. Unlogged long-distance phone calls are paid for by the school supply money! Please do not make personal long-distance calls unless you charge time to your credit card or home telephone number. Do not call for directory assistance or have a busy number verified. Please limit calls to school or family related calls. Keep all calls short.

Calling parents when scholars are absent or to discuss the scholar's academic work or discipline problems is encouraged. Only phones in the front office are designated for out of state phone calls.

scholars may not use workroom phones at any time.

T.2. CELL PHONES AND OTHER ELECTRONIC DEVICES

In order to protect the integrity of our instructional program and to provide the most responsible supervision of our scholars, personal cell phones and other personal electronic devices should not be used during the school day by faculty or staff. Staff members are discouraged from using cell phones during any supervisory moments with children (i.e. walking scholars to a location within the building, supervising scholars during recess, supervising scholars during lunchtime). Scholars are allowed to bring cell phones to school as long as they are in the off position while at school and on the bus (unless participating in a teacher approved instructional activity). Exceptions due to extenuating circumstances may be approved by the principal or supervisor on an individual basis.

Please note that it is imperative that no wireless communication devices be used during emergency situations, particularly bomb threats, since frequencies emitted have the potential to detonate an explosive device.

U. NAME BADGES

All faculty and staff members are encouraged to wear their given name badges at all times while on campus. This is to help intensify our security measures.

V. MONEY

Money must not be left in the classroom. Teachers are required to lock their rooms if the entire class is gone from the classroom. This will lessen the likelihood of theft in the building. Teachers are responsible for any money that is missing as a result of a classroom not left secured. Monies collected by scholars are asked to be sent in to Ms. Wilburn each school day in the money collection pouch provided by Ms. Wilburn.

When turning money into the office:

*Place collected money in your class envelope. Write the name of the scholar who is giving you money, the amount of money, and the purpose for collecting the money.

*A receipt will be sent to you to confirm the enclosed amount. Should there be a discrepancy between your total and the amount on the receipt, notify the bookkeeper at once.

*If a child turns in money in a sealed envelope, please keep it sealed and turn it in to Ms. Wilburn—she will verify the amount of money in an envelope.

Y. PARKING

Please refrain from parking in the handicap areas designated at the school unless you have a handicap designation for your vehicle. Please do not take up two parking spaces for one vehicle. **Also, please do not park in Handicap Parking spaces.** There is one Teacher of the Year parking space reserved for this staff member. There are 5 Office Staff parking spaces—(Principal, Assistant Principal, Secretary, Bookkeeper, and SIA).

Z. STAFF MEMBERS' CHILDREN

It is understandable that your own children may be here before and after school. Staff members' children are always welcome at Nixon! However, your children are to be in your classroom, under your supervision. They are not to be in faculty lounges, in the office, roaming the hallways, playing in the gym or on the playground, in the media center, or the cafeteria. The school is liable for scholars on campus who are not supervised, whether they are staff members' children or not. Your children are to follow the rules for all scholars with regard to reporting to class and being dismissed.

HOUSEKEEPING

Each teacher is responsible for keeping the classroom neat and attractive. Boys and girls should be assigned duties and taught to keep the room clean. Each teacher should also plan to sanitize classroom desks, other frequently touched areas, and sink areas throughout the day. No paper or trash should be left on the floor at the end of the day. All single chairs should be placed on top of the table or desks. Have your scholars place all personal belongings inside their desks or cubbies in the afternoon prior to leaving.

Needs for repairs and maintenance should be reported to the school's Head Custodian.

RELIGION

Each day our school will have a "moment of silence" so that adults and scholars can reflect upon their values and even pray silently if they wish. Teachers should be careful not to "model" for other scholars. For example, their prayer or reflection should be silent as well.

Religious literature may not be passed to scholars by faculty members or fellow scholars. The teacher mailboxes are not to be used for the distribution of religious literature from other teachers or scholars.

Staff members may participate in their own voluntary prayer groups before 7:30 AM or after 3:00 PM so long as it is private (away from others) and a voluntary event. The bulletin boards in teacher work areas and sign in areas are the designated places (by the principal) that notices can be posted. The school intercom will not be used to announce such events. scholars may have their own voluntary prayer groups before or after the instructional day at a location designated by the principal. scholars are not required to stand during the pledge of allegiance. If there are situational questions regarding this, please see an administrator.

WORKER'S COMPENSATION

Worker's Compensation requires exact procedures for those injured on the job. The doctor treating the injury must be chosen from a master list in order for compensation to be considered. This should always be coordinated through an administrator and Ms. Wilburn in the office.

Accident reports must be completed by staff members and submitted to Ms. Wilburn (who will then submit to the principal and PLA's Business

Office). All such forms must be signed by the principal or principal's designee (in case of the principal's absence).

BOARD POLICY

Updated Montgomery County Board of Education Policies and Regulations are located on the PLA Network website: <http://www.mps.k12.al.us/>.

Teachers should be aware of the policies and should be familiar with the system and local school handbook.

APPENDIX A DRESS CODE

Edgar D. Nixon believes that an appropriate appearance by employees promotes respect for authority and contributes to a positive learning environment. Employees should be neat, well groomed, and dressed in an appropriate manner for their individual work assignments.

Appropriate dress includes, but is not limited to:

- business suits
- collared shirts with and without ties
- skirts
- dresses
- slacks
- sweaters, blouses, knit tops, jackets
- coordinated dress shorts ensemble with appropriate shoes and hosiery
- sweatshirts and tee shirts with holiday or school-related insignia

To ensure that employees are professionally attired, the following are considered unacceptable:

- oversized t-shirts and undershirts
- leggings/jeggings
- biker shorts
- sweatsuit-like apparel (when scholars are present)
- tank tops without a jacket
- see-through clothing
- sundresses without a jacket
- clothing that exposes the midriff/back
- extremely low-cut dresses and blouses
- shorts

Suitable attire for field trips, spirit days or other predetermined special occasions will be determined by the type of activity.

Each principal or supervisor is responsible for maintaining an acceptable standard of dress for employees under his/her supervision.

Spirit Days will be held at Nixon every Friday if you elect to wear a school t-shirt. Jeans may be worn on Spirit Days.

APPENDIX E

FERPA / PPRA

Family Educational Rights and Privacy Act (FERPA) Directory Information Notice

It is the policy of the PLA Network Board of Education that accurate and complete scholar academic and discipline records shall be maintained for each scholar enrolled in the PLA Network school district. Confidentiality of scholar records shall be preserved in compliance with the Family Educational Rights and Privacy Act. Access to education records is provided to parents, eligible scholars (those eighteen years of age or older or those enrolled in post-secondary educational institutions), to professional educators with legitimate educational interests, to those federal or state officials whose access is authorized in connection with an audit or evaluation of federal or state supported education programs or with the enforcement or compliance of federal legal requirements courts pursuant to subpoenas.

The PLA Network Board of Education designates certain information from scholar education records as "directory information," as is specified in this paragraph. Unless a parent or eligible scholar makes a timely request to the principal of the school where the scholar is enrolled that such information not be designated directory information as to that individual scholar, such information will not be considered confidential and may be disclosed upon request. Directory information is as follows:

- a) Each scholar's name, address, and telephone number;
- b) The date and place of birth of each scholar;
- c) Each scholar's participation in clubs and sports;
- d) The weight and height of a scholar if he or she is a member of an athletic team;
- e) Dates of attendance at PLA Network Schools; and
- f) Awards received during the time enrolled in the PLA Network School System.

Protection of Pupil Rights Amendment (PPRA)

No scholar shall be required to submit to a survey, analysis, or evaluation that reveals information concerning:

1. Political affiliations or beliefs of the scholar or the scholar's parent;
2. Mental or psychological problems of the scholar or the scholar's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;

6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the scholar or scholar's parent; or
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without prior written consent of the parent or eligible scholar.

A parent of a scholar may, upon request, inspect any survey created by a third party containing one or more of the items listed as (1) through (8) above before the survey is administered or distributed by a school to a scholar and may choose to opt the scholar out of participation in the survey. The Superintendent shall develop procedures for: (1) granting a request by a parent for reasonable access to such survey within a reasonable period of time after the request is received, and (2) making arrangements to protect scholar privacy in the event of the administration or distribution of a survey to a scholar containing one or more of the items listed as (1) through (8). The requirements of PPRA do not apply to a survey administered to a scholar in accordance with the Individuals with Disabilities Education Act (IDEA).

A parent of a scholar may, upon request, inspect any instructional material used as part of the educational curriculum for the scholar. The Superintendent shall develop procedures for granting a request by a parent for reasonable access to instructional material within a reasonable period of time after the request is received.

Parents shall be notified prior to the administration of physical examinations or screenings that the school may administer to scholars. This notice shall offer the parent the opportunity to opt the scholar out of any non-emergency, invasive physical examination or screening that is (1) required as a condition of attendance; (2) administered by the school and scheduled by the school in advance; and (3) not necessary to protect the immediate health and safety of the scholar, or of other scholars.

The parent of a scholar shall be notified prior to the commencement of activities involving the collection, disclosure, or use of personal information collected from scholars for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose). The school system shall offer the parent the opportunity to inspect, upon request, any instrument used in collection of such information before the instrument is administered or distributed to a scholar and to opt out of such activities. This request by a parent for reasonable access to such an instrument shall be handled within a reasonable period of time after the request is received.

APPENDIX F

ADDITIONAL FIELD TRIP PROCEDURES

- i. Trip Requisitions
 - a. Please see Ms. Wilburn to help determine the cost per scholar for the field trip.
 - b. Please inform our Cafeteria Manager in the cafeteria the dates of your field trip at least 3 weeks in advance to ensure those lunches are available for scholars.
 - c. A trip requisition furnished by the Transportation Department must be used.
 - d. A separate requisition should be used for each trip requested.
 - e. A separate requisition should be used for each additional bus per trip.
 - f. A separate requisition is required for a lift bus. Please indicate on the requisition the number of wheelchair scholars to be transported. Lift buses can transport 2 wheel chairs and twenty scholars.
 - g. Buses will not be approved for any group other than athletic teams during route times. This includes cheerleaders, chorus, pep squads, band, and etc.
 - h. Only tournament or out of county trips will be scheduled during elementary route times.
 - i. **PLEASE DO NOT CALL TRANSPORTATION TO VERIFY A TRIP. YOUR RETURNED EMAIL FROM THE TRIP DIRECT WEBSITE IS YOUR CONFIRMATION.**
 - j. No standees are allowed on field trips. (No more than 60 elementary scholars, 40 middle or high school scholars per bus, this includes chaperons/teachers).
 - k. Requisitions should be received in the Transportation Department 2 weeks (10 school days) prior to the trip date. **Only athletic tournament trips will be processed on an as needed individual basis.**
 - l. No requisitions will be accepted the last two weeks of school for that school year.
 - m. The principal must approve and sign all requisitions.

- n. A cancelled trip will be rescheduled on availability of a driver.
- II. **Safety Regulations**
- a. The driver is responsible for the route taken to the trip site.
 - b. Additional stops must be listed on the requisition or they will not be allowed (i.e. stopping to eat...)
 - c. All passengers and scholars must be seated while the bus is in motion.
 - d. A teacher, coach, or chaperon must be on bus with scholars during trip
 - e. Teachers, coaches, or chaperons are responsible for the scholar's behavior on bus
 - f. **Teachers are responsible for making sure scholars are back on the bus in time to arrive back at school by 1:40 PM on school day trips.**
 - g. Drivers are required to stay at the field trip site. For a trip over 4 hours long, the driver is permitted to go eat and then return. Teacher or coach will be notified and informed of location and return time.
 - h. It is the teacher/coaches/chaperones responsibility to account for scholars and make sure all return to the bus for the trip back to school.
 - i. **scholars or chaperons are not permitted to operate back doors. Damage to the rear emergency door caused by this will be charged back to the school.**
 - j. Aisles cannot be blocked with equipment or other cargo.
 - k. Teachers/coaches/chaperons are responsible for loading equipment or lunches on the bus.
 - l. Eating or drinking is not allowed on the bus unless approved through the Transportation Department. Any trash must be removed by the group on the trip before departing the bus.

III. **Costs**

- a. **Driver salary: \$15.00 per hour (subject to change)**
- b. **Mileage: \$3.50 per mile (subject to change)**
- c. It is the teacher's responsibility to correctly determine the costs of the trip.

IV. **Cancellations**

- a. The driver must be notified before arriving at pick up location when a trip is cancelled; otherwise a 2 hour minimum will be charged.
- b. Drivers will wait 30 minutes after the time listed for pick up on the requisition form before leaving. Buses will not be sent back if the driver is not notified they are running late.
- c. Buses will pick scholars up at the schools in the bus loading and unloading zone UNLESS otherwise instructed on the requisitions.
- d. A trip scheduled for a drip-off only will be charged a 2 hour minimum.
- e. Trips that run over eight hours may require two drivers.

DAY OF TRIP

Teacher is responsible for taking attendance and correcting the lunch count for the day. All lunch information should be turned in along with this list to the office prior to leaving for the trip. If more than one class is attending the same trip on the same day, each classroom teacher is responsible for an accurate account of both scholars and adults attending. This should be turned in with the lunch count. If payment is required for admission, etc. Please make sure you secure a check from the office before boarding the bus. * For scholars taking prescribed medications, obtain their dosage from the nurse. Parents are not allowed to attend field trips and "check out" or take their child from the field trip to transport to home or another location. scholars who ride school transportation to the field trip destination must return to school on said transportation.

All MPS buses are equipped with 2 way radios. These radios have a limited area in which they can transmit or receive communication. Therefore, all teachers, coaches, or anyone scheduling field trips must have a cellular phone with them on the trip.

All field trip teachers, coaches, or chaperones must have a written roster of scholars on the trip and provide the written roster to the office before leaving the campus.

NOTE: Any scholar serving a bus suspension shall not be permitted to ride the field trip bus.

RETURNING FROM TRIP

Keep in mind your arrival time back at school is to be no later than 2:30 p.m. Do not be late! Check bus(es) for personal items, coolers, etc. There is a \$25.00 cleaning charge billed to the school for buses that do not return in a satisfactory condition. Notify the office of safe return.

APPENDIX H

Emergency Sub Plans Checklist (Plans are due to Ms. Horton if she has not received a copy)

Place this checklist at the front of your substitute folder/notebook. Please place it on your desk on days that you know you will be absent. On days of unforeseen absences, please make sure that you have your Emergency Sub plans in the vault prior to the first day of school.

	Letter of greeting including a narrative general overview of your classroom and materials
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	Detailed current schedule
	Instructions for daily procedures (lunch count & attendance)
	Listing of scholars
	Bus, car rider, day care information
	Directions for dismissal
	Special Education, EL Information
	Seating charts (if necessary)
	Clinic/medical information
	Fire Drill Instructions (Emergency Packet Should Be in A Visible Location)

Nixon Elementary School
1000 Edgar D. Nixon Ave. Montgomery, AL 36104
Telephone 334- 269-3012 ♦ Fax 334- 269-3019

Grade Level Achievement Status

Date_____

For The Parents Of:_____

Teacher:_____

Dear Parent(s):

Your child appears to be showing signs of decreased attention and commitment to his/her studies. At this time, your child is not in danger of being retained in the current grade. We wish to prevent the situation from becoming this severe. Please encourage your child to put forth the extra effort necessary to ensure that all requirements will be met by the end of the school year.

If you feel that a conference is necessary to discuss the situation please contact your child's classroom teacher immediately.

Sincerely,

LaDedra Frazier, Ed.S.
Principal

Nixon Elementary School
1000 Edgar D. Nixon Ave. Montgomery, AL 36104
Telephone 334- 269-3012 ♦ Fax 334- 269-3019

Mrs. LaDedra Frazier, Principal

Grade Level Achievement Status

Date_____

For The Parents Of:_____

Teacher:_____

Dear Parent(s):

Your child appears to be showing signs of not progressing on grade level according to the Alabama Course of Study Standards (ACOS). At this time, your child is not in danger of being retained in the current grade. We wish to prevent the situation from becoming this severe. Please encourage your child to put forth the extra effort necessary to ensure that all requirements will be met by the end of the school year.

If you feel that a conference is necessary to discuss the situation please contact your child's classroom teacher immediately.

Sincerely,

LaDedra Frazier, Ed.S.
Principal

Nixon Elementary School
1000 Edgar D. Nixon Ave. Montgomery, AL 36104
Telephone 334- 269-3012 ♦ Fax 334- 269-3019

Mrs. LaDedra Frazier, Principal

Grade Level Achievement Status

Date:

For The Parents Of: _____

Teacher: _____

Dear Parent(s):

It has been brought to my attention that your child is not on target with his/her academic progress. At this time, there is the possibility that your child will not be promoted from the current grade level if progress is not dramatically increased. Documentation of progress may be verified within the portfolio in grades K-3 and with numerical averages in grades 4, and 5.

I strongly encourage you to closely monitor the future progress of your child. We will continue to strive to meet the specific needs of your child and to provide the additional assistance necessary for academic growth. It is strongly encouraged that you schedule a meeting with your child's teacher.

Should you desire suggestions that require further information, please contact either your child's teacher or feel free to call my office. There are resources available here at school which are designed to improve your child's academic performance.

Sincerely,

LaDedra Frazier, Ed.S.
Principal

____ Check here if your child has been previously retained. Administrative placement into the following grade may be a consideration for the upcoming school year.

Nixon Elementary School
1000 Edgar D. Nixon Ave. Montgomery, AL 36104
Telephone 334- 269-3012 ♦ Fax 334- 269-3019

Grade Level Achievement Status - K, 1st, 2nd, 4th

Date:

For The Parents Of: _____

Teacher: _____

Dear Parent(s):

It has been brought to my attention that your child will be retained within the current grade level at the end of this school term. Your child's progress has not been such that it would benefit your child to move ahead. Documentation of progress may be verified with numerical averages.

At the end of this year you will receive an additional year plan. This plan details the instructional strategies that will be in place to help your child succeed academically next year. Also, counselors will meet with your child periodically next year in order to provide assistance with any emotional concerns you may have concerning an additional year in the current grade. I already know that you will closely monitor the future progress of your child and we will continue to strive to meet the specific needs of your child and to provide the additional assistance necessary for academic growth.

If you would like to appeal the decision for retention, please check the box below. The appeals process will include your child having the one-time opportunity to take the placement test. Scholars must make a 70 or higher on the placement test to be placed in the next grade. The placement test covers all standards that were taught during this school year.

Sincerely,

LaDedra Frazier, Ed.S.
Principal

Check here if your child has been previously retained. Administrative placement into the following grade may be a consideration for the upcoming school year.

I would like to appeal the decision to retain my child. I understand that the retention is in place unless my child passes the Placement Test given in July. If my child moves to another school, all paperwork will indicate that the scholar is retained until the test is given and passed. My best contact number to schedule the test is _____.

Parent's
Signature _____

APPENDIX H—Committee Listing

Committees-2022-2023

****All staff members are expected to actively participate on at least one committee.****

Charity Committee—This committee coordinates charitable contributions to needy scholars or community outreach programs on behalf of the school.

Music—Sponsors of this club meet with scholars on a regular basis for music appreciation activities/performances.

Literacy Days Club-Sponsors of this club meet with scholars on a regular basis to practice public speaking and recitation of poems/readings

Art Club-Sponsors of this club meet with scholars on a regular basis for art appreciation/art enrichment activities.

Science Club-Sponsors of this club meet with scholars on a regular basis for science enrichment activities.

School Recycling—Sponsors of this club lead scholars in activities to increase their awareness of the Earth's status in terms of environmentalism.

Fitness Club— Sponsors of this club meet with scholars on a regular basis to participate in wellness activities.

Relay for Life- This committee coordinates contributions to Relay for Life (ACS) on behalf of the school.

Sunshine Committee-This committee coordinates flowers, gifts, or other expressions of sympathy for staff members who have extended illness or death of immediate family members.

Safety Patrol-This committee coordinates 5th grade scholars in patrolling our building before and after school to ensure scholar safety.

Fall Festival/Spring Fling-This committee works closely with our PTO Board to ensure a profitable, efficient, and successful Fall Festival/Spring Fling.

Photography Club-Sponsors of this club works with scholars who show an interest in photography. scholars must provide their own digital camera (or disposable camera). scholars' photographs may be displayed around the school.

Science Club-Sponsors of this club provide enrichment activities for scholars who are interested

Yearbook-Staff members design and produce our school's yearbook.

Black History Month Activities—These staff members design and implement activities that inform scholars of Black History month information from the past, present, and future.

Hispanic Heritage Month Activities-- These staff members design and implement activities that inform scholars of Hispanic Heritage month information from the past, present, and future.

Parent Involvement—These staff members design and implement activities for parents to increase their engagement and active involvement with Nixon.

TLC Scholar Mentorship-These staff members work actively as mentors for scholars who are at-risk either behaviorally or academically.