



Educator's Handbook

Troy Elementary School

Educator's Handbook

- Electronic software that allows the user to maintain discipline referrals using a paperless system.
- This system creates transparency in the form of communication.



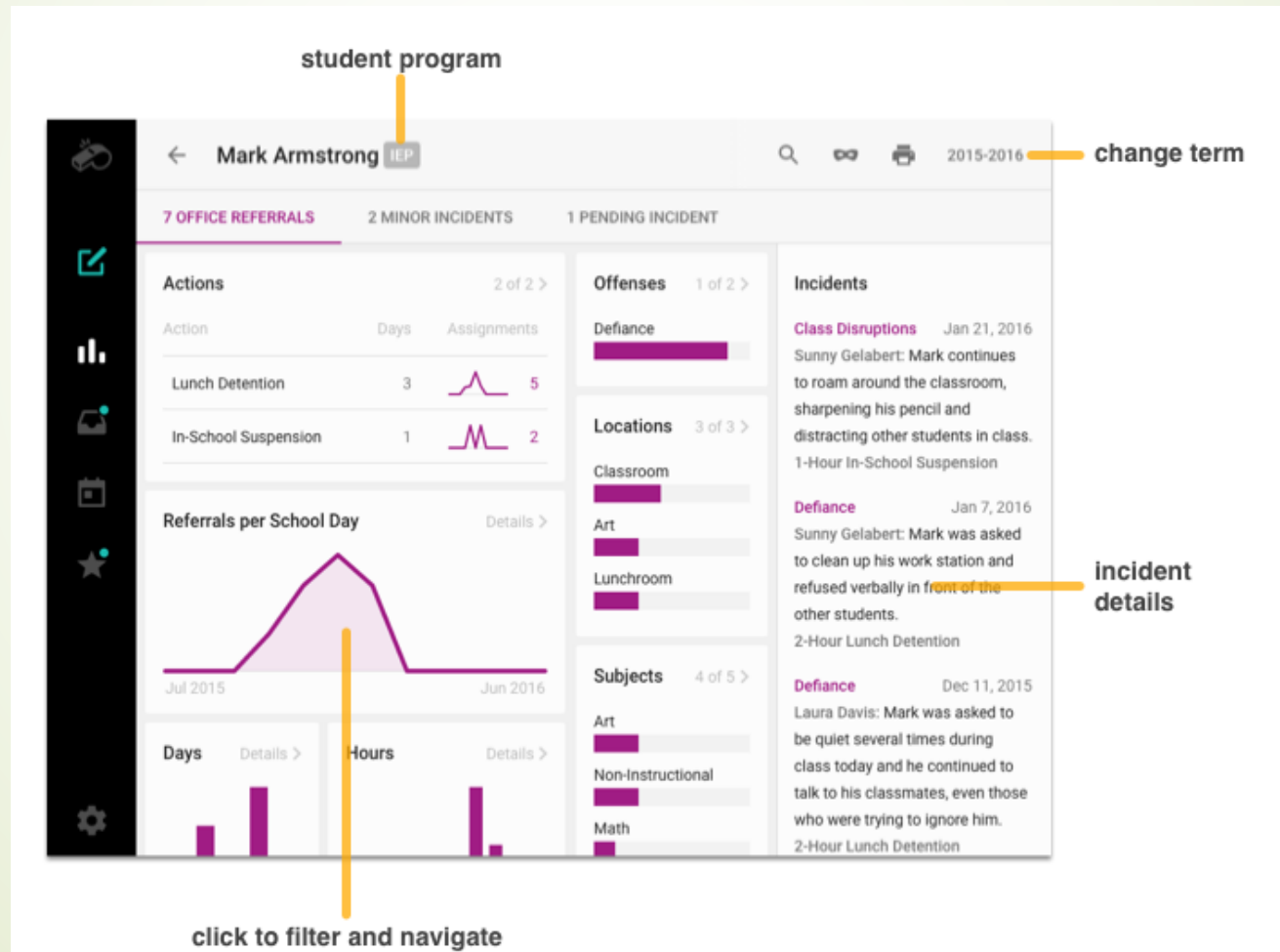
Benefits of Educator's Handbook

- Visual analysis conveys data in an accessible format



Benefits of Educator's Handbook

- Objective communication about student performance,



Benefits of Educator's Handbook

- Paperless Trail

The screenshot displays the 'Inbox' section of the Educator's Handbook. On the left is a dark sidebar with icons for home, add, list, mail, calendar, star, and settings. The main area shows a grid of incident reports. Annotations with orange arrows point to the 'search inbox' icon, the 'enable notifications' bell icon, and a 'click to review or process' arrow pointing to a report.

Date	Incident Type	Description	Involved Parties
Jun 1, 2016	Class Disruptions	School Teacher: Ronny was throwing paper airplanes and making noises during our math test today. I tried to call home, but was unable to reach either of his parents.	Ronny Lightfoot
May 2, 2016	Fighting	School Principal: Sara and Christopher were arguing in the hallway about something that happened during lunch. Sara hit Christopher with her book bag, then ran from school staff who were trying to break up the fight.	Christopher Arnold, Sara Flemming
May 2, 2016	Skipping/Truancy	School Teacher: Mark was found in the building 3 hallway after lunch when he was supposed to be in class.	Mark Armstrong
Apr 29, 2016	Defiance	School Teacher: David refused to sit in his assigned seat at the start of class. When I asked him to move back to his assigned seat, he responded by saying "No!" and throwing his books on the floor. He then put his head down on the table and refused to participate in class.	David Sharpe
Apr 28, 2016	Fighting	School Teacher: Nora started a fight with Willie because he was copying answers from her paper.	Nora Bailey, Willie Janneh

Uploads to PowerSchool

 PowerSchool

Welcome, **Maxine Brigman-Brown** | [Help](#) | [Sign Out](#)

School: Troy Elementary **Term:** 18-19 Quarter 1



Alerting
SwiftReach SwiftK12

Functions
Attendance
Daily Bulletin
Enrollment Summary
Master Schedule
Dashboard
Special Functions
Teacher Schedules
Alert Solutions 2

Reports
System Reports
ReportWorks
State Reports
Standalone Reports

Start Page

Students | Staff | Parents

 **SN** ☐ **Advanced** ☐ **Include Remote Enrollments**

[View Field List](#) [\[?\]](#)

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

-5 -4 -3 PK3 PK4 K 1 2 M F All Statewide Student Search Stored Searches Stored Selections

Current Student Selection (0)

 The current selection is empty.

Alert Selected Students **Select By Hand** **Select Function**  [\[?\]](#)

https://montgomery.powerschool.com/admin/home.html

 K-12 Framework for Learning

Show all 

Data Syncs with RTI Stored



**Students**

PLC

EWS

FAQ

Tasks



☒ Active

Montgomery

All Schools

Kindergarten

Class

Search

Statistics of Tiers 1, 2, and 3
Summary of movement for school since beginning of the school year

ALL STUDENTS																											
Tier 1 Core only				Tier 1 at Risk only				Tier 2 only				Tier 3 only				Referral Meeting				Evaluate only				Eligible only			
		L	M	S	B	L	M	S	B	L	M	S	B	L	M	S	B	L	M	S	B	L	M	S	B		
All	99	47	48	99	99	51	51	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
K	99	47	48	99	99	51	51	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		

SHOW STUDENTS WITH 504 PLAN ONLY

MOVE STUDENTS TO TIER 1 AT RISK

MOVE STUDENTS TO TIER 2

CREATE NEW MEETING

CREATE INTERVENTION GROUP

CREATE 504 PLAN

REQUEST SCREENINGS

First

Previous

1

2

3

4

5

Next

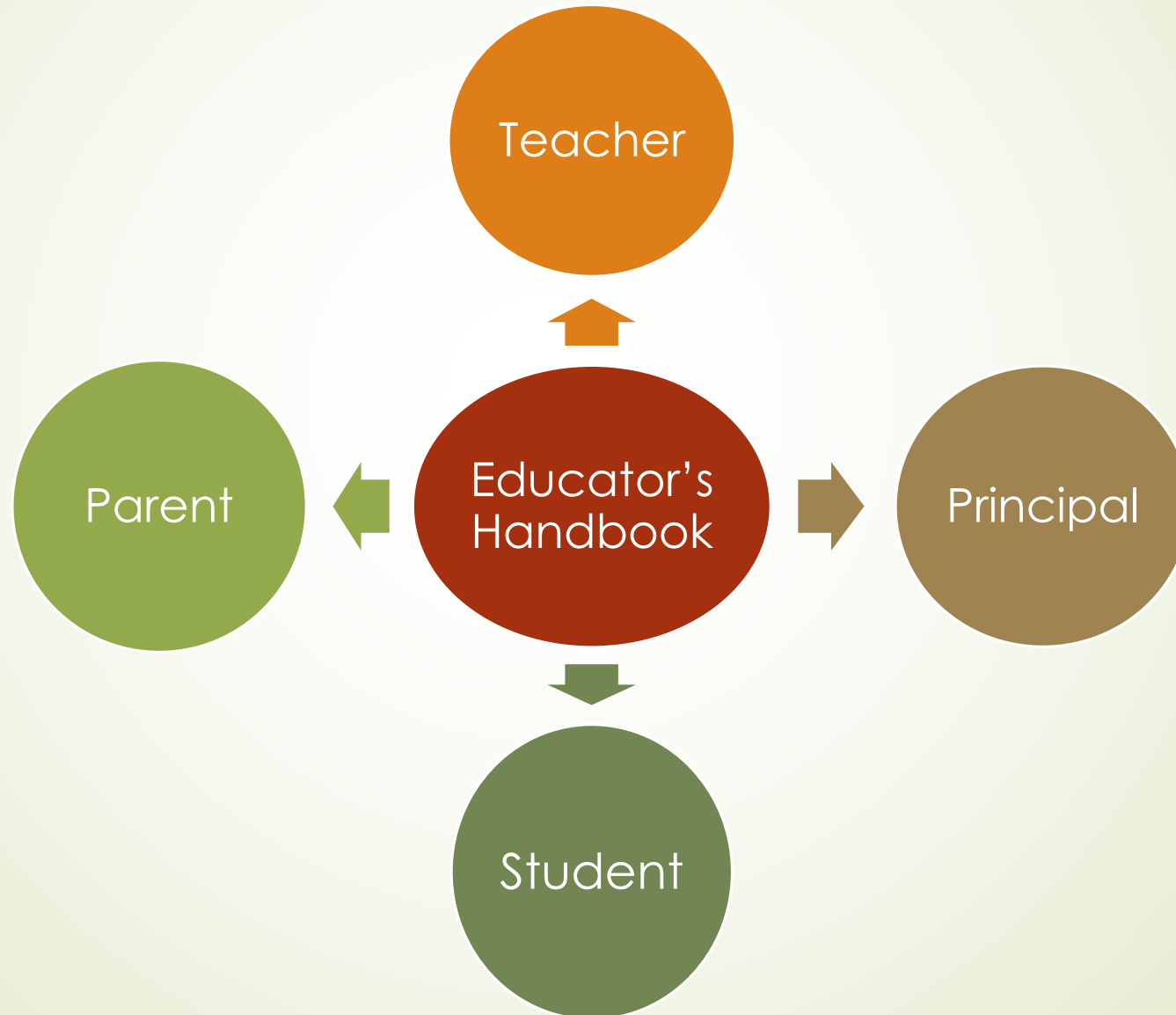
Last



Communication

- Transparency
- Immediate Feedback ~ Discipline Referrals
- Parents are issued a Parent Letter at the press of a button ~ English or Spanish
- Parents can receive an incident log of all behavioral concerns whenever requested

Communication Process





Why Educator's Handbook?

- TWC ~ not all teachers knew how discipline was handled
 - Immediate Feedback
- PBIS
 - Data presentation faculty meetings
 - Instructional time lost
 - OSS Data
 - Student support



References

- EducatorsHandbook.com
- RTIStored.com
- My.ncedcloud.org