Faculty Handbook



Wrens Elementary School

2026-2027

"One Team, One Goal."

Introduction

Policies and rules are essential to the effective operation of a school.

All teachers must become familiar with the policies, rules and procedures in this handbook and use it as a guide in performing their day-to-day responsibilities at Wrens Elementary School. All policies relating to teachers are not in the handbook, but may be found in the system policy manual (located on-line at www.jefferson.k12.ga.us).

Questions concerning the interpretation or explanation of policies should be directed to the principal. All questions for which the principal cannot provide a satisfactory answer will be referred to the Superintendent.

Staff Conduct/Ethics

Teachers will be treated as professionals and, in turn, are expected to conduct themselves likewise. Students, fellow teachers, parents, paraprofessionals, visitors, staff and administrators will be treated with courtesy and respect.

The professional standing of the teaching staff of Wrens Elementary School should become and remain exemplary in the eyes of students and the community in general. Teachers should strive to set the kind of example for students that will serve them well in their own conduct and behavior and contribute toward a school atmosphere that is friendly, but has a degree of formality.

A. Solutions for problems within the school should be sought by teachers. Teachers must discuss problems constructively within the school rather than destructively in the community or on social media. Professionals do not engage in public discussions of a student, parent, teacher, or administrator or other employee of any school. Humiliating, derogatory or sarcastic remarks damage the reputations and credibility of the individuals involved.
B. Personnel gain respect from students, parents, and peers by dressing appropriately each day. The way you are dressed affects students', parents', and your colleagues' attitudes. Teachers/Paraprofessionals are expected to dress as professionals; all personnel are to be clean and well-groomed each day. Clothes should not be ***"sloppy"***, ***wrinkled, "too tight", revealing, stained, containing holes or inappropriate in style, fit or manner***.
   Inappropriate Dress includes: Shorts, leggings—without covering to the knee, jogging pants, tracksuits, spaghetti strap blouses, short skirts/skorts, capri shorts/pants (shorter than mid calf).
   The principal reserves the right to judge the appropriateness of any clothing worn by teachers/staff and to require changes. An excellent "rule of thumb" is to refrain from wearing any article of clothing which may or may not be appropriate or about which you have any doubt. Doctor excuses are required in instances where medical problems may exist.
C. Name Tags------should be visible and worn daily.
D. Friday will be a dress down day. **School-Appropriate/Professional Jeans and school t-shirts are appropriate for dress down day. (Fridays)**
E. The use of tobacco in any form is prohibited on this campus as well as the remainder of the Jefferson County school district. See Board of Education Policy.
F. As members of a professional team, all personnel and the administration have mutually dependent responsibilities. Failure by a team member to carry out his or her responsibilities causes additional work for others and lowers the standards and reputation for all.

Jefferson County School System

One Tribe, One Warrior Nation, One JC!!!

Motto:

Jefferson County Schools: Where Inspiration, Innovation, Imagination, and Collaboration are the Expectations.

Vision:

In collaboration with all stakeholders, Jefferson County Schools will be the economic future of Jefferson County and prepare students for success in an ever changing world.

Mission:

We will prepare all students to be college and career ready by providing a challenging curriculum (rigor) that connects students' lives and their future (relevance) in a safe, supportive, and nurturing environment (relationships).

Values:

We believe in restorative practices which is a framework for healthy relationships built on a culture of:

- Compassion
- Empathy
- Equity
- Trust
- Personal Accountability

Procedures for the 2026-2027 School Year

1. School Work Week and Work Day

A. State Standards require teachers to work 40 hours per week.
B. The teacher work day for all Jefferson County Public Schools is 8 hours (JCBOE Policy). Teacher's hours at school are from 7:30 a.m. until 3:30 p.m. The principal reserves the right to require any employee to remain at their work position after 3:30 p.m. for as long as is necessary for the completion of specific tasks or the safe supervision of WES students. **All staff members must remain on campus and on duty until 3:30**. Additional time may be needed to perform any of the following duties: a) preparation of lesson plans; b) preparation of classroom materials; c) grading papers/inputting grades; d)assessing checklists; e) preparing report cards; f) contacting parents by telephone or in person; g) meeting, conferences, and in-class work. Common planning times are at 3:00 and teachers may be asked to work past the 3:30 workday.
C. Please make sure you keep Wednesday open for Faculty Meetings.
D. The work week for teachers will consist of Monday- Friday, unless other days are designated by the JCBOE.
E. Teachers are required to be in their assigned area or classroom by 7:30 a.m. .
F. Supervision begins when students arrive on campus.
G. Teachers must sign in/out PERSONALLY. Standing around the clock area before school and at the end of the day looks unprofessional and will not be allowed. The building will be locked at 6:00 p.m. unless otherwise stated.
H. At NO TIME is a teacher, paraprofessional, or support staff to leave the WES campus without clearing absence with the principal. In the event the principal is absent, permission is to be obtained from the assistant principal**. A sign-out book is located in the office. All employees leaving campus for any reason must sign out and in during the course of a work day.**
I. The principal reserves the right to deny any employee permission to leave the WES campus during the course of a workday.
J. All leave should be approved by the principal. All personal time should be approved two weeks in advance.
K. See Mrs. T. Arrington or Mrs. J. Amerson concerning sick, personal, or professional leave forms.

2. Daily Attendance for Students/Daily Absentee-

A. Daily absentee forms will be distributed to all teachers. Teachers should fill these out and hang outside your classroom door by 8:10 a.m. A designated employee will pick up the attendance daily. Failure to turn in absentee form causes problems with daily attendance and tardies. Absences – Upon returning to school after an absence of one day or more, the student MUST bring a note signed by the parent stating the reason for the absence. This note is vital to our homeroom attendance records. If a note is not brought the absence will be marked unlawful. If a doctor's visit is required, please remember to ask for an excuse.

B. Lawful Absence – Children may be temporarily excused from school: 1) who are personally ill and whose attendance in school would endanger their health or the health of others; 2) in whose immediate family there is a serious illness or death which would reasonably necessitate absence from school; 3) on special and recognized religious holidays observed by their faith; 4) when absence is mandated by order of governmental agencies. e.g., meeting with Social Security or a court appearance. Children will be excused from school attendance due to conditions rendering school attendance impossible or hazardous to their health or safety.
C. Unlawful Absence—Any absence not permitted under the compulsory school attendance law or by policies and regulations of the Jefferson County Board of Education is considered to be unlawful. (See Lawful Absences above)
D. Excessive Absences—NOTICE – The Jefferson County Board of Education adopted the following policy: Student attendance is essential for a quality education. When extended hospital recuperation or periods of convalescing at home are required, special arrangements for homebound study programs may be made through the county office. Excessive absences can result in the failure of the grade. The only exception is upon appeal and approval of the Jefferson County Board of Education.
E. Tardiness – Students are late at 8:00 a.m. Students should be in class and ready to go to work by this time. No student should enter your room after 8:00 a.m. unless they have a TARDY PASS. Students not riding buses should be in school before 7:45 a.m. if they are going to eat breakfast at school.
F. The principal should be notified when any student has been excessively tardy or absent. The school's data clerk will notify the principal immediately concerning student attendance.
G. Picking up students early—Standards require school to be in session a certain number of hours per day. Students should not be picked up early except in special circumstances. Class work will be missed. The Attendance Officer from the Jefferson County Board of Education will record absences and make home visits as needed. In cases where her visit does not result in proper attendance, warrants are served and an appearance in the Superior Court of Jefferson County may be required.
H. Attendance Checks –Joyce Arrington, our data collector is our attendance monitor. If a child is out of school, she will contact a parent or guardian to find out why the student is out and encourage him/her to return as soon as possible. The attendance monitor will follow county policy in contacting our county attendance officer. She will contact the Department of Family and Children Services (DFACS) when deemed appropriate.
I. All teachers will be asked to provide to our data collector/secretary at least three telephone numbers per student and current 911 addresses. Our attendance officer/data collector will call every student's home every day a student is absent unless we know of a valid reason.

3. **Faculty Meeting/PTO Meetings**
   A. Faculty meetings will be held at 3:00 on days designated (Wednesday) by the principal in the lunchroom or media center. **ATTENDANCE IS MANDATORY**. On duty personnel will leave their duty posts when the last bus leaves so they can be present for the faculty meeting. Any employee arriving after 3:10, except on- duty personnel, will be considered late for that meeting. All personnel should sign in for all faculty meetings.

B. Common Planning time/Grade level meetings/Vertical meetings will be held during school and after school on designated days. Other meetings will be announced when it is deemed appropriate. Teachers and paraprofessionals should check email for announcements.
C. The principal reserves the right to require all teachers and paraprofessionals to attend ALL faculty/staff meetings. The principal reserves the right to deny all requests to be excused from faculty/staff meetings. All such requests will be considered on an individual basis. In the event a request to be excused from a faculty/meeting is granted by the principal, the teacher or paraprofessional being excused is fully responsible for obtaining all information discussed in said meeting and for complying with any and all deadlines and directives pertaining to the same.
D. PTO and parent/family nights will be announced. All teachers are expected to be in attendance for all after school functions.
E. WES teachers are required to attend all in-service/staff development meetings for their area of service (EIP, Title I, etc...), unless individually excused by the principal. Paraprofessionals may be asked to attend in-service/staff development meetings.
F. All teachers are expected to be prompt in reporting to all meetings. They are to remain until they conclude. Exceptions are to be discussed with the principal prior to the meetings.

4. <u>Morning/Afternoon Duty</u>

A. Teachers and paraprofessionals must be signed in and at their duty post by 7:30 and remain on duty until 7:50 a.m. or until the duty area is clear. All teachers should be on duty in the mornings at 7:30. All teachers should be at their classroom door and remain there until 8:00. Teachers should have organized assignments, duties and responsibilities, etc... for their students so that when they arrive they know what is expected of them. Teachers should help monitor the hallways in order to keep a quiet, orderly atmosphere in the mornings. Teachers should also be available at the classroom door to greet students and parents.
B. During the bus call, all teachers must remain alert and attentive to ensure that no child misses the bus. All teachers should be at their door monitoring, except those teachers who may have assigned after-school duty.
C. If the rare occasion exists that you must be late or absent from your duty, you are responsible for "covering" your duty station.
D. The principal must be notified of any changes or exchanges of duty assignments.
E. The principal reserves the right to alter duty assignments or to make additional assignments at her discretion.
F. A duty schedule will be provided to you. Should conflicts or concerns arise, they are to be discussed with the principal.

5. **<u>Lesson Planning/Roll Books/Attendance Reporting/FTE</u>**

A. Lesson plans must be available in the classroom every day. If a teacher must be absent from work, plans must be provided so that a substitute teacher can use them.
B. Emergency Substitute Plans will be kept at WES in case they are needed. These will consist of 5 days worth of detailed plans. More information will be provided.

C. All teacher's lesson plans will be kept electronically on Google Docs and uploaded every Friday afternoon. These will be available for administrators at all times and must be kept current.
D. Teachers must be certain that their class rolls are in the classroom every day, even if the teacher is not present.
E. Attendance will be kept daily using forms provided. Mrs. Arrington will pick up attendance starting at 8:10. Please have your attendance hanging on the outside of your door. Questions relating to attendance record keeping or FTE reporting should be referred to Mrs. Jessica Amerson, Ms. Joyce Arrington, or the Principal.
F. It is crucial that you keep up with attendance and tardies. Please keep accurate records.
G. A Parent Contact log should be kept. All EIP children need this to follow guidelines.

6. **Grades/EIP- EIP students are found in your powerschool roster.**
   A. Teachers should collect data, student work samples, conference minutes, etc. on all students who are EIP. This information will need to be turned in at the end of the year for each of those students. So please keep accurate documentation.
   B. Grades should be input in Powerschool weekly. Parents have access to the parent portal and are requesting to see grades frequently rather than at Progress Report or Report Card.

7. **Teacher/Paraprofessional Absences and Leaves**
   A. See System Policies for information on Teacher and Paraprofessional sick and personal leave. **Teacher attendance is important if we are going to give our students 180 days of instruction. A substitute is no substitute for you, the teacher.**
   B. The principal may deny personal leave requests when he deems the presence of teachers or paraprofessionals to be in the overall best interest of the school.
   C. **Personnel who are ill or who have any reason for not being able to attend work must notify the principal**, BY 6:30 a.m. on the date of the absence. (no earlier than 6:00) When possible, it is preferable to notify the principal the evening before the absence. Mrs. Howard- 706-840-0505.
   D. Any teacher or paraprofessional who has not called in by 6:30 is expected to be at his or her workplace on time.
   E. The principal reserves the right to determine the legitimacy of any absences and to respond thereto.

8. **Fire Drills and Disaster Drills**
   A. Fire Drills will be held monthly. Use the exit chart provided for you (post in your classroom).
   B. When a fire drill is in effect, the teacher and paraprofessional should immediately direct the students quickly and safely from the building to the designated place on campus. Turn off the lights, close all windows and doors, take roll books, and head count all students after reaching the designated area of safety. Fill out the fire drill report sheet. Monitors will pick up at your designated location.
   C. In the event a malfunction of the fire alarm system occurs, the use of the intercom and/or the Centegix system will be utilized to signal a fire drill.

D. DO NOT return to the building until you have been instructed to do so. "AN ALL CLEAR" signal will be given when it is time to re-enter the building.
E. Students will be taken into the hallways for disaster drills. Have them sit on their bottoms and cover their heads until the "ALL CLEAR" signal has been given.
F. Hard Lock Down drills will be conducted. Classroom doors should be locked, move students away from windows or doors and remain calm until notified.
G. Classroom doors should remain locked at all times.
H. Classroom fire drills and emergency information should be located behind the classroom door.
I. No curtains or shelves, etc. should be placed in front of the windows. These are fire exits.
J. Locate where your fire extinguishers are on your hallways. Know where they are in case of an emergency.

9. **<u>Lunchroom and Morning Reports</u>**
   A. Remind your students that they must speak softly in the cafeteria or they will not be allowed to speak at all. Music is played to signal silent time. Students may speak softly when the music is on. The principal and assistant reserve the right to limit or prohibit talking for single classes, entire grades, and the student body as a whole when, in their estimation, students go beyond the measure of polite conversation.
   B. Each teacher and paraprofessional is responsible for making sure the table and floor are clean for the next class that will use the area. Students should be taught good table manners and should be responsible in assisting with clean-up.
   Each teacher and paraprofessional is responsible for ensuring that students demonstrate good table manners. An assigned custodian will be responsible for cleaning the table and sweeping the floor but it is good practice to ensure that students clean up behind themselves.
   C. It is essential that teachers get their classes into and out of the lunchroom according to the lunch schedule.
   D. Individual adults who wish to eat in the lunchroom may pay for lunch. Teachers and staff members who plan to invite parents or other family members to have lunch at the school should make arrangements with the manager in the cafeteria in advance.
   E. Food may not leave the lunchroom without permission from the principal or assistant principal. The only exceptions to this are food brought from home, which is not totally consumed.
   F. Remember to return any utensils borrowed from the cafeteria the same day.
   G. In keeping with the duty-free lunch policy, teachers may choose not to eat with their students. Please plan ahead and rotate so that there is adequate supervision.
   H. A lunch schedule will be provided.
   I. At no time should students be spoken to in a sarcastic tone. Teachers and paraprofessionals should treat children as they would like to be treated. "Hollering" at students will not be tolerated. In order to gain respect, you must give respect.
   J. The cafeteria manager will review lunch code procedures
   K. If you eat in the lounge, please clean up the area in which you ate, return any borrowed utensils, clean the microwave, etc. Treat our lounge as if it were your own.

L. All teacher lunch bills are due at the end of the month. No carry-over will be allowed.

10. **Grade Chairpersons**
    A. A grade chairperson will be appointed to represent their grade.
    B. The chairperson must be **POSITIVE**, open-minded, flexible, and a team player.
    C. Grade chairpersons will disseminate information to teachers and paraprofessionals within their grade in a timely manner. This should take place either the day of or the following day.
    D. Grade chairpersons are responsible for making sure assigned bulletin boards are decorated. They are responsible for newsletter information that will go home to parents weekly in a timely manner. Newsletters should be in the office by Friday afternoon.
    E. Grade chairpersons will provide the principal with a report of each grade level meeting; Gradechairs should keep meetings positive and productive.
    F. Grade chairpersons will perform other duties stipulated by the principal or assistant principal.
    G. The principal reserves the right to make changes when in the professional opinion, a currently serving grade chairperson fails to meet the duties and responsibilities of the position.

10. **Oral Medications**
    A. All medication must be presented in a labeled prescription bottle. Our school nurse or designated personnel is in charge of all medication. (Ms. Joyce Arrington)
    B. Written instructions signed by a parent shall always be required. (Form in the office)
    C. The parent(s) guardian(s) of the student must assume responsibility for informing the principal's designee of any change in the child's health or change in medication.
    D. No medication shall be administered at school unless a current Medical Authorization Form has been completed and signed by the student's parent or guardian. (This form may be obtained from the school nurse or the secretary)
    E. Rubber gloves and other first aid will be provided for each classroom. Use for your protection.

11. **Reports/Data – Timeliness Accuracy -** All reports and data will have established deadlines. It is required that requested information will be on time and accurate.

12. **Discipline –**WES is implementing Restorative Practice and Positive Behavior Intervention Support. For additional information visit www.gadoe.org Home---Curriculum, Instruction and Assessment – --Special Education Services and Support-Statewide projects and initiatives.
    A. Development of acceptable conduct and behavior is part of the teaching task. All teachers are expected to exercise professionalism, careful deliberation, and determination of fact and good judgment in maintaining appropriate behavior of students throughout the schools. One of the most effective methods of teaching appropriate conduct of students is modeling. Self-discipline is the starting point for effective discipline. The manner and tone used to address students is vital. Personnel should constantly be aware of the way in which such interactions take place.

B. Consistency is the key to good discipline. You should be prepared and expect cooperation from your students, to the extent; you will not allow a child to stop you from teaching. This is crucial in maintaining a positive, controlled teaching environment. It is generally recognized that until proper order of students in the classroom (and elsewhere) is gained, the teacher cannot teach.
C. Teachers should see that the emotional climate of the classroom is always such that a good learning situation can be attained. This requires careful planning by the teacher; Remember that achievement and discipline go hand and hand. Problems may arise when a student is bored, when work is too easy, too difficult, when there is too little work, too much work, when a child is able to achieve and doesn't or can't achieve and is expected to do so. <u>The sound way to solve discipline cases is to find the cause of the trouble and actively seek reasonable solutions and resources for help. Listen to your students – Get to know them.</u>
D. At no time should students be lectured in public places when other people can hear what is being said. Use a quick and respectful technique for immediate correction and save the longer discussion for a private meeting.
E. Teachers must complete as a grade and submit to the principal for approval a written classroom positive behavior plan and a copy of the correspondence to parents indicating the intended use of the plan. Teachers should handle most discipline within their classrooms; however, discipline problems that are beyond the control of the teacher should be reported to the principal or assistant principal immediately. Make sure that you are using the school's FLOW CHART.
F. If a discipline problem occurs, complete a discipline referral form and send it to the office. An administrator will then call your room for the student or will come to your room to address the situation. If the situation requires immediate response, please use the PANIC BUTTON. No teacher should leave their class unattended. Follow PBIS procedures.
G. The Attorney General for the State of Georgia has ruled that teachers can be investigated for child abuse.

13. **<u>Supervision of Students</u>**
A. All teachers should stand at their doors to greet students as they enter their classrooms each morning @ 7:30am.
B. Teachers will not leave their classes unsupervised except in cases of extreme emergencies.
C. JCBOE policy states that "Students must be under some type of supervision at all times." Strict adherence to this policy is mandatory.
D. Teachers will not be required to supervise their students during scheduled art, music, or p.e. activities. No student will be sent back from Specials.
E. Teachers must supervise their students closely when they are in the restrooms. Teachers are to have bathroom monitors to make sure bathroom floors are clean, toilets are flushed, and water is turned off. Teachers must inspect the restrooms for cleanliness and order before and after their class has used it.
F. The principal reserves the right to require teachers to remain with their classes AT ALL TIMES, including staying in the restrooms with students, when, in the principal's professional opinion, the teacher has been negligent in their supervisory duties.

G. Supervision must extend to the halls. Do not allow your class to disturb other children in the school.
H. Children must NEVER be left unattended on the playground. Teachers need to be close distance from their students in order to supervise. Teachers monitoring classes must be walking around and observing student behavior. All teachers and paraprofessionals are to go to recess with their classes unless you are keeping a student or students inside with you. Teachers should not be sitting together, but rather spaced around the perimeter of the playground. **SUPERVISION IS CRUCIAL!**
I. Bus Dismissal – Students will exit the classroom as buses are called over the intercom. Please stand at your door and make sure students exit without running or pushing. Hall monitors will be in place as well.
J. If a child's dismissal is any other than routine, the teacher is responsible for seeing that the child is dismissed according to the parent's/guardian's directions. Be sure to obtain names of parents and guardians that the students can and cannot be released to. This should be turned into the office. If you question the validity of a note or need clarification regarding a note, discuss the situation with an administrator.
K. Accidents occurring during school time must be reported to the office. At the time of the incident, the child's welfare is the primary concern. Once this has been addressed, the child's parent/guardian is to be informed of the accident; the accident form is to be filled out and filed in the office on the same day the accident occurs. The principal and office personnel are to be made aware of the accident in the event questions arise and require a response.
L. WES School PBIS Expectations: It is important for teachers to teach daily the school-wide PBIS expectations for all areas of the school. Teachers must be consistent and inspect what we expect. All staff members are responsible for monitoring these expectations.
M. Teachers Workman's Compensation -- If any employee of the JCBOE is hurt (and may require a doctor's care or visit) while on the premise of WES, the accident should be reported to the office immediately so that the appropriate reporting form can be filled out and filed. See Mrs. Teresa Arrington immediately.

14. **Visitors on Campus**
A. **All visitors to the school must check in through the office and obtain a visitor pass**. Teachers may not meet with any visitor who has not obtained a pass. The principal reserves the right to deny a pass to anyone.
B. Encourage visitors to come before 8:00 and after 3:00. Visits for personal reasons are discouraged.
C. If you are "visited" by an irate parent who disturbs your class, or has failed to obtain a visitors pass, DO NOT engage in conversation with him or her. Refer the person to the office immediately or send for the principal or assistant principal.
D. Classroom doors should remain locked at all times. Parents must show a visitors pass before entering the classroom
E. When decorating classroom doors, the entire window should be cut out in order for a clear visible view of the classroom.
F. Do NOT open the Safe Doors for anyone. All individuals must report to the office for admittance.

15. **Lost and Damaged Instructional Materials**
    A. Students who fail or refuse to pay for a lost or damaged textbook, trade book, library or media materials at replacement cost will not be issued any additional materials or books until restitution is made. No report cards or certificates of progress will be issued at the end of the year until restitution is made.
    B. All money collected for lost or damaged materials must be sent to the office.

16. **Supply Requests/Copies**
    A. Supply request forms can be picked up in the office, filled out by the teacher, signed by grade chair, and turned in to the office. Designated personnel will fill orders and get them out in a timely manner.
    B. Teachers are asked to plan cooperatively. Copying will be done by grade in order to conserve paper. Copies should be turned into the office a WEEK (no later than Thursday on the week before they are needed.) before they are needed. Excessive use of handouts is discouraged.

17. Letters to Parents/Parent-Teacher Conferences
    A. Teachers must conference with (or document the fact that a parent is unwilling to attend a conference) parents, at a minimum, during the scheduled dates provided for you. Specific information regarding what information should be reported will be given to you.
    B. In cases where students are failing subjects and/or promotion is in danger, written notification and parental contact should be made immediately.
    C. Teachers will meet with administrators regularly to review assessment data in order to guide instruction. Teachers are expected to keep a data notebook with up-to-date assessment data, student work, progress monitoring information, etc..

18. Conference/Evaluations
    A. Teacher observations and conferences will be conducted by the principal and assistant principal using the Georgia Leads Platform.
    B. Conferences with individual teachers and paraprofessionals will be held at the principal's discretion or at the employee's request.
    C. Paraprofessionals are evaluated as Contributing Professionals in the GA Leads Platform.

19. Use of Telephone
    A. School telephones are for the purpose of conducting school business.
    B. PERSONAL calls are discouraged and will be held to a minimum.
    C. Long distance personal calls cannot be charged to the school telephone number. All long distance school-related calls must be logged in the school office.
    D. Teachers will not be called from their classrooms to the telephone except in cases of extreme emergency or when, in the opinion of the school administration, it is prudent for the teacher to talk with the parent or calling party.
    E. Teachers and paraprofessionals ARE NOT to go behind the secretarial counter to use the telephone or for any other matter. A telephone has been provided in the lounge for teachers/paraprofessionals. See the secretaries if long distance calls need to be made.

F. **Cell phones should NOT be used during instructional time** or when students are present in the classroom.
G. Social Media (Facebook, Instagram, Twitter, Snapchat, KIK, etc.) should not be used during school day. Refrain from posting comments about work on site and pictures of students. Also, be mindful of the personal pictures you post.

20. Rules Governing Confidentiality

A. Teachers and paraprofessionals MUST be aware that what is discussed in meetings and conferences held at this school is confidential and may not be discussed in public.
B. Any and all information pertaining to children at this school is of a confidential nature. You may not discuss a child with an aunt, uncle or grandmother, unless the parent is present and agrees to the discussion. Address exceptions with the administration.
C. Be particularly aware that civil and criminal penalties can be levied for careless utterances regarding matters of a privileged and confidential nature. Federal and state laws govern the confidentiality issue.
D. Confidential records for students enrolled in any of the Special Education programs are secured by the special education teachers in a locked file. Access to the files/records is limited to school administrators and teachers directly involved in the student's instruction. If it's necessary for you to review a Special Education file, you MUST sign out and sign in the folder.

21. Class Cleanliness/Displayed Student Work

A. Be sure you instruct your students in the proper care of their classrooms. A neat, attractive classroom lends itself to a positive work and learning environment. Students should take pride in making their room the neatest one at Wrens Elementary School. Desks should be kept neat, paper should be kept off of the floor, and book bags and other belongings should be kept in a designated place.
B. Every room has bulletin board space. Utilize this place with quality student work.

22. Suspected Cases of Child Abuse

A. All school system personnel who have reasonable cause to believe that a student has been abused shall report the suspected abuse (physical and sexual) to the WES counselor, Mrs. Monika Worthen. She will then inform the principal and take the appropriate actions. If Mrs. Worthen is absent, report abuse to Mrs. Howard. The school social worker will be contacted and in turn contact the Department of Family and Children Services and/or other necessary individuals/agencies. Reports should be made also for life threatening situations – suicide, murder, or running away threats.
B. Remember: You cannot be held liable for civil or criminal prosecution when you report suspected cases of child abuse and neglect in good faith.

23. Mail/Messages

A. Teachers and/or paraprofessionals must check their mailboxes a minimum of 3 times per day (before school, lunch, specials, after school). School messages, telephone messages, mail and memorandums will be placed in your mailbox.

B. E-Mail must be checked at least 3 times daily as messages are now conveyed electronically (before 8:00, at lunch, during specials, or after school). However, sending emails during instructional time is not permitted.

24. Use of School Materials

A. All school materials are purchased for use by teachers, paraprofessionals, staff employees, administrators, and students assigned to Wrens Elementary School for the purpose of improving instructional programs of the school.
B. School materials are purchased with either public tax funds or general public funds. These materials cannot be used by individuals or groups that are not employed by the Jefferson County Board of Education.

25. Field Trip Policies and Procedures

A. When requesting permission for field trips involving use of school buses, the teacher (grade chairperson) will complete a field trip request form and have it approved by the principal and superintendent. When field trip permission is granted, the teacher requesting the field trip must inform Mrs. Teresa Arrington, the school secretary. She will make arrangements for buses and drivers.
B. If sack lunches are needed, the teacher must inform the cafeteria manager, in advance, that lunches and beverages are needed and also that their class will be off campus during their normal lunch period.
C. No child will be allowed to leave the WES campus and participate in a field trip activity unless written parental permission is on file specifically granting permission for the child to take that trip. Separate field trip permission forms are required for each field trip.
D. Teachers need to carry with them a list of students attending with emergency numbers (home & work) and place the list in compartments in front of the bus. Head counts should be taken before leaving, during field trips, and upon returning.
E. Teachers will provide the secretary with an accurate list of all students attending field trips. If multiple buses are used, the lists will designate which students will ride which bus, the names of each bus driver and their bus number, and the name of the teacher in charge of each bus. The bus driver should also be given a list of all riding the bus.
F. The principal reserves the right to approve or deny any student, school system employee, parent, or individual access to any school sponsored field trip.
G. Teachers' and paraprofessionals' dress for field trips is essentially the same as that for standard workdays. Exceptions will be made by the principal due to the nature of the trip.
H. When using the ice cooler that PTO provided please be sure they are cleaned and returned to their proper place.

26. Reporting Maintenance Problems/Requesting Repairs (see Ms. Joyce Arrington to submit a request)

A. Items in teacher classrooms or the school in general, needing repairs must be reported to the office using the forms provided. All repairs should be reported as soon as you notice them. This includes playground equipment, lights, etc… Scott Tiner is our maintenance repair person. If work has not been completed in a timely manner, please contact the principal.

B. Items needing emergency repairs (water leaks, falling ceiling tiles, broken windows, or other unsafe situations) must be reported to the office immediately after they are discovered.

27. Paraprofessional Expectations

A. While in the classroom, paraprofessionals should be involved in meaningful work with students. Teachers are responsible for providing instructional materials/strategies for paraprofessionals to use while in the classroom. Paraprofessionals should be an integral part of enhancing all phases of classroom instructions.
B. Paraprofessionals may be asked to supervise classrooms during teacher meetings, teacher absences, or as designated by the principal.
C. Paraprofessionals must stay in their assigned classroom, unless given another assignment by administration.

28. Responsibility for Providing Instruction/Supervision

A. Teachers have the primary responsibility for planning and implementing instruction in their classroom. To do this properly, the teacher must be present. There are times when it is necessary to see the school administration, speak to a peer, use the restroom, or attend designated meetings. At all other times, however, the teacher must be present to provide direction for students and paraprofessionals. The classroom teacher is responsible for everything that occurs in her/his classroom.
B. Teachers are expected to refrain from leaving their classrooms unnecessarily. Each time the teacher leaves the room, valuable instructional time is lost. If deemed necessary, the supervising administrator will address noncompliance of this expectation. Teachers should not send students to other classrooms to deliver messages, etc… Instructional blocks should remain sacred and instruction should be top priority.

29. Office Etiquette

A. The secretaries and attendance officer will be glad to assist you in the office with your needs. **Please check with them before entering administration/hallway** since you are unable to see if their offices are occupied. Administration has an open door policy. However, seeking the secretary's help may save you additional steps. Please do not stand outside of the administration's door. Wait at the seating area near Ms. Joyce Arrington until administration is available. Conversations with parents/teachers may be confidential.
B. If refunds are needed from the machines, please see the school secretaries and they will be happy to assist you.
C. Please refrain from gathering in the office for conversations, as visitors are frequent on campus and we must maintain a professional setting.

30. Planning with Colleagues /Peers

A. Planning and discussing standards of learning with colleagues and peers is essential.
B. The Instructional Coaches will help to devise a specific schedule for joint planning sessions. As a minimum, teachers must meet once per week for collegial planning and discussing of performance standards. The Coaches will be responsible for providing the principal with a schedule of the planning sessions for each grade.

C. Special Ed. Teachers are responsible for attending grade level meetings that are appropriate to the level of children they are serving.

31. Treatment of Head Lice Infestation

A. Head lice are a common problem among school children at any time of the year.
B. When a student is found with live lice or live nits, he or she must be sent home for immediate treatment.

32. Personal Items in the Classroom

A. At all times, personnel should secure personal items (i.e., purses, wallets, etc…) in a manner that provides the utmost safety. This matter is the responsibility of each employee. The school will not be responsible for lost or stolen items. Classroom doors should remain locked at all times.
B. School employees are **NOT to use cell phones in the classroom**. Teachers should not be on the phones while students are in the classroom. We are here to teach.

33. Moment of Quiet Reflection

A. In each classroom in the Jefferson County School System, the teacher in charge shall at the opening of every day, conduct a brief period of quiet reflection for not more than 60 seconds.
B. This moment of reflection shall not be conducted as a religious service exercise but shall be considered as an opportunity for a moment of silent reflection on the anticipated activities of the day.
C. Please model this daily with your class and if you are in other parts of the building at this time.

Statement of Non-Discrimination

The Jefferson County Board of Education is committed to a policy of nondiscrimination in relation to race, color, religion, national origin, political affiliation, age disability, or sex in all manners concerning employees, students, parents, the general citizenry, educational programs and services, and persons with whom the board does business.