

# Vernon Public Schools Elementary Teacher Responsibilities Handbook



Revised August 2010

## Vernon Public Schools Elementary TEACHER RESPONSIBILITIES

This is the handbook of common Vernon Public Schools Elementary teacher responsibilities for the 2010-2011 school year. *This handbook supersedes and replaces all previous versions of elementary staff handbooks.* Appendices and further information for all elementary schools are available that give specific details for each school and are distributed by the Principal of each school.

### **1.0 School Hours:**

#### ***Regular Hours***

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CRS/LSS		NES/SRS	
Grades 1-5:	8:07 a.m. – 2:37p.m.	Grades 1 – 5	8:32 a.m. – 3:02 p.m.
Kindergarten A.M.	8:07 a.m. – 10:47a.m.	Kindergarten A.M.	8:32 a.m. – 11:12 a.m.
Kindergarten P.M.	11:57 a.m. – 2:37p.m.	Kindergarten P.M.	12:22 p.m. – 3:02 p.m.

#### MSS

Grades 1-5:	8:07 a.m. – 2:37p.m.
Ext. Kindergarten	8:07 a.m. – 12:17 p.m.

#### ***Late Opening (2 Hours)***

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CRS/LSS		NES/SRS	
Grades 1-5:	10:07a.m. – 2:37p.m.	Grades 1 – 5	10:32 a.m. – 3:02 p.m.
Kindergarten A.M.	CANCELLED	Kindergarten A.M.	CANCELLED
Kindergarten P.M.	12:07 p.m. – 2:37p.m.	Kindergarten P.M.	12:22 p.m. – 3:02 p.m.

#### MSS

Grades 1-5:	10:07a.m. – 2:37p.m.
Ext. Kindergarten	CANCELLED

#### ***Half Day***

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CRS/LSS		NES/SRS	
Grades 1-5:	8:07a.m. – 12:37p.m.	Grades 1 – 5	8:32 a.m. – 1:02 p.m.
Kindergarten A.M.	8:07a.m. – 10:17 a.m.	Kindergarten A.M.	8:32 a.m. – 10:47 a.m.
Kindergarten P.M.	10:17 a.m. – 12:37p.m.	Kindergarten P.M.	10:47 p.m. – 1:02 p.m.

#### MSS

Grades 1-5:	8:07 a.m. – 12:37p.m.
Ext. Kindergarten	8:07 a.m. – 12:17 p.m.

***Teachers are expected to be prepared and “on duty” at least 15 minutes before the beginning of the school day, and remain available and “on duty” 30 minutes after dismissal of the children every school day.***

## **2.0 Morning and Afternoon Responsibilities**

All teachers are responsible for hall and room supervision beginning 15 minutes before the start of school, during the school day, and 30 minutes after dismissal of the children, if not assigned a different and specific responsibility at these times.

## **3.0 Attendance and Lunch Count**

*All teachers must send attendance and lunch count to the office within the first 45 minutes of the school day, or sooner if possible.* Teachers are asked to expedite this process on half-days and early closings.

*During the 2010-2011 school year, grades 4 and 5 teachers will be piloting attendance and lunch counts within i-PASS, with the intention of this practice occurring across all grade levels.*

## **4.0 Preparation & Library Time**

In an effort to carve out additional instructional time, library should not be taken as a second preparation period on any given day. Use the time to work with your students on further instruction and interventions (academic and behavioral).

## **5.0 Receiving General Staff Information**

### ***Mailboxes***

Staff are expected to check mailboxes *at least 2 times per day (before school and at lunch time)* for important notices. Staff will be notified of the need to check mailboxes if an important notice is placed within mailboxes after the lunch waves begin.

### ***Email***

Staff are expected to check email *at least 2 times per day (before school and at the end of the school day)* for important notices. Staff will be notified of the need to check email if an important notice is sent and requires a response before the end of the school day.

## **6.0 Staff Supervision of Students**

Children need to be under our direct supervision at all times while on school grounds. If you have to leave your class, have another teacher supervise until you return. Remember that no child will be dismissed to any adult from anywhere other than the school office. Parents must sign their child out from the office. Office staff will call the child after approving the release.

## **7.0 Teaching Schedule Grades K – 5:**

*Teaching Schedules are due to the Principal by the end of the first full week of school.* See the Vernon Public Schools “Elementary Time Allotment Schedule” (minimum instructional minutes) that follows as a guide to develop your schedule. ***Language Arts & Math instruction are never to be cancelled. Reschedule later in the day if necessary!***

## ELEMENTARY TIME ALLOTMENT SCHEDULE

### Expectations for the Use of Instructional Time

(Minimum of 1550 minutes of Instructional Time required per week)

Curriculum Area	Grade Level					
	K	1	2	3	4	5
Reading/Language Arts		975	945	945	800	810
Mathematics		300	300	300	300	300
Health		30	30	30	45	45
Science		60	60	60	120	120
Social Studies		*60	*60	*60	120	120
Art		50	50	50	50	50
Music	20	60	60	60	70	60
Physical Education	20	60	90	90	90	90
Library Visitation		30	30	30	30	30
Lunch, Recess		250	250	250	250	250
Routines and Transitions		75	75	75	75	75
Totals (6 hrs., 30 mins. per day total time)		1950 MPW	1950 MPW	1950 MPW	1950 MPW	1950 MPW

#### Kindergarten Program Time Allotments

Requires a minimum of 750 minutes of instructional time per week (150 minutes per day)

Morning Meeting  
 Reading and Language Arts Readiness Activities  
 Math Readiness Activities  
 Science and Social Studies Activities  
 Arts and Movement Activities  
 Total

\*Social Studies instruction in grades 1-2-3 can be integrated into the Reading/Language Arts block.

\*\*Instruction in and application of both computer technology and library media skills is to be integrated into the content areas.

## 8.0 **Plan Books and Preparations Needed for Substitutes**

- Seating Charts, Plan Book and Class Schedules are to be current and kept on desk top. *Plans should be written by the week and are to be detailed and complete for a minimum of three days in advance. Make sure your plans are specific and easy to read. Do not just leave page numbers.* Remember substitutes are not familiar with your everyday classroom routine so you **MUST** leave detailed and specific plans. The more specifics you leave the smoother the day will go.
- Develop an alternate set of class activities for the substitute and keep them in a file in front of your plan book, especially needed for students who finish your tasks quickly. If a set is used, you must replace them upon return.
- Insure that special education students and their programs are listed, as well as specific directions (and student health concerns) for working with your pupils, including other adults that will be working with the students throughout the school day.
- In the event of an emergency: sub plans may be faxed or emailed to the school (or posted within Aesop for the substitute to access).

## 9.0 **Reporting an Absence**

Aesop (automated substitute placement and management system) should be used for all absences (see Aesop manual for details). The online system located at <http://www.aesoponline.com> is recommended for use for reporting all absences, as lesson plans can be posted directly for the use of the substitute, and more detail regarding the plan and class needs can be documented by the classroom teacher.

In addition, staff seeking approval for professional days for which reimbursement is being requested will also need to complete the green “Professional Day Request” form. Account numbers from which dollars are being requested will be provided by administration.

## 10.0 **Building Security**

- **All staff** are required to wear their identification badges at all times in all school buildings.
- **All staff** are required to check in and out of the building each day utilizing the Sign In/Sign Out Sheet located in the office.
- All exterior doors are to be locked by the beginning of the school day.
- **All classroom doors** that lead outdoors must remain locked and closed at all times.
- All visitors are required to come into the office and sign in directly upon entering the building.
- All visitors must sign in and wear a visitor’s badge at all times.

*Please be sure to ask any visitors to see their badge. If they do not have one, please ask them to return to the office to get one. The office will check with the teacher before allowing visitors to go to a classroom. If the visitor refuses to return to the office for a badge, call the office right away.*

*Staff must be aware of emergency procedures (including evacuations, lockdowns, and drills), as outlined in the Vernon Public Schools Emergency Response Manual.*

**11.0 Housekeeping**

Please help the custodial staff keep the rooms clean and picked up. All chairs should be placed on top of desks and tables (or stacked) at the end of each day. This includes the chairs for computer areas. *Please keep computers clean and covered for dust each day.* Each morning please take down all chairs, even if a child is absent, as it looks much more “businesslike”.

Please make certain that all classroom windows and doors are locked when leaving the classrooms or offices at the end of the school day.

**12.0 After School Staff and Data Team Meetings**

All elementary schools will have once monthly staff and data team meetings after teacher supervisory responsibilities are completed upon completion of the school day. These meetings occur on the first (staff) and third (data team) Wednesdays of the month, or as otherwise noted on the Vernon Public Schools Calendar (with Elementary Dates), for a minimum of one hour each. *Please consult this calendar and do **NOT** schedule any appointments on these specific dates.*

**13.0 Scientifically Research-Based Interventions (SRBI)/Response to Intervention(RTI) and Special Education**

Classroom teachers are responsible for monitoring all student progress (using universal screens, common formative and summative assessments, curriculum-based assessments, CMTs, F&P reading assessments, and other assessment measures). Data team time and intervention/super-flex blocks will be used to monitor student progress (in all 3 tiers – tier 1, 2, & 3) and provide necessary instruction. *Classroom teachers are responsible for providing appropriate instructional support in the classroom for all students at all levels of intervention.*

Educating students with special needs (those having an IEP or 504) **is the responsibility of the classroom teacher as well as the special education teacher (and other professionals providing services)**. Classroom teachers and specialists should work collaboratively to plan proper modifications and accommodations. Students with IEPs must remain in the regular education setting as much as possible. We want to provide our students with the least restrictive environment. Using co-teaching in the classroom is supported and encouraged. **Both the regular education teacher and the special education teacher should be familiar with the student’s IEP** so that proper planning can occur and the student’s educational needs are met. Both teachers should comment on the student’s progress report.

**14.0 Confidentiality**

Confidential and personal information should only be discussed in private, not in the hallway, office or staff room; ***confidentiality is a top priority***. You would not want your child discussed around a lunch table or in front of others. Also, such discussions may violate the law (Family Educational Rights and Privacy Act, or FERPA).

**15.0 Parent Communication and Reporting Pupil Progress**

Please communicate frequently with your children's parents and keep them informed of their child's progress. Alert them of concerns as well and provide professional suggestions as to how they may assist. Parents love to hear positives. If you have a history of positive interactions, calling with a concern will be less of an issue.

Teachers will maintain ongoing and adequate communication with parents. Teachers will keep adequate records of student progress. Student progress will be reported as described in the ***Vernon Public Schools "A Teacher's Guide to Reporting Pupil Progress."*** The i-PASS student information system will be available for teacher report card preparation as noted by the Vernon Public Schools Calendar (with Elementary Dates). *Please consult this calendar for specific dates and timelines.*

**16.0 Student Attendance in Music, Art, and Physical Education**

Students will not be denied attendance or partial attendance at music, art or physical education **for any reason** unless directed by the principal. These are important areas of the unified arts and there is a curriculum that must be taught. *All students in a grade level classroom should arrive at music, art or physical education at the same time so that they can gain full advantage of the class session.* Exceptions would be those students who are in the nurse's office or the principal's office. *Please respect your colleagues and arrive to Music, Art, and Physical Education classrooms on-time to drop-off and pick-up your class.*

**17.0 Passing in Corridors**

Please have children pass as a group from one spot to the next. Students should be to the right and pass quietly so not to disturb others, keeping their hands and feet to themselves.

**18.0 Bathrooms**

Children should be supervised as much as possible. *Do not send children to the bathroom unsupervised in small groups as it often leads to inappropriate behavior.* Remind students that they are responsible for keeping our bathrooms clean throughout the day and ask them to report any problems.

## 19.0 **Field Trips**

According to the Vernon Public Schools Board of Education policies (please see and familiarize yourself with all BOE policies at

<http://www.vernonschools.com/boepolicies.html> )

“Field trips are valuable educational activities which enhance classroom learning.”

The following are required forms for any field trip:

A. **Vernon Public Schools Field Trip Request** (Double Sided) – Please complete this form and submit to office **at least 3 weeks in advance of proposed field trip.** \*The approval of the Superintendent is required for out-of-state trips.

B. **First Student Trip Request Form** – Please complete this form and submit to office with **Vernon Public School Field Trip Request.**

C. **Vernon Public Schools Parent/Guardian Permission and Medical Consent Form** – Please complete and submit this form to office with **VPS Field Trip Request, and First Student Field Trip Request** at least 3 weeks in advance of proposed field trip.

D. **Permission Slip/Money Collection Tracking** – Each classroom teacher is responsible for collecting and tracking student payment (when required). All money should be submitted to responsible office staff **3 days prior to field trip.**

E. **Staff member in charge of trip** is responsible to see responsible office staff in order to **obtain check** (if necessary) **one day prior to field trip.**

F. **Staff member in charge of trip** is responsible for the collection of a receipt and submission to responsible office staff upon return from field trip.

## 20.0 **Other Forms**

Please fill out the following forms as directed within the attached/linked document and/or directed by administration. This list is not meant to be all inclusive, only a list of commonly used forms for convenience sake. Many forms may be found at:

<http://www.vernonschools.org/>

- Vernon Public Schools SRBI Paperwork/Forms
  - [VPS SRBI Teacher Referral form](http://www.vernonschools.org/SRBI/VPS%20SRBI%20Teacher%20Referral%20Form.pdf) (found at <http://www.vernonschools.org/SRBI/VPS%20SRBI%20Teacher%20Referral%20Form.pdf>)
  - Intervention record keeping form for Tier II/III
    - [Reading](http://www.vernonschools.org/SRBI/Intervention%20Record%20Keeping%20Reading.pdf) (found at <http://www.vernonschools.org/SRBI/Intervention%20Record%20Keeping%20Reading.pdf>)

- [Math](http://www.vernonschools.org/SRBI/Intervention%20Record%20Keeping%20Math.pdf) (found at <http://www.vernonschools.org/SRBI/Intervention%20Record%20Keeping%20Math.pdf>)
  - Behavior (*to be determined*)
- Vernon Public Schools Teachers' PPT Checklist  
Classroom teachers should fill out this form to provide structure for discussion of relevant student information at the PPT.