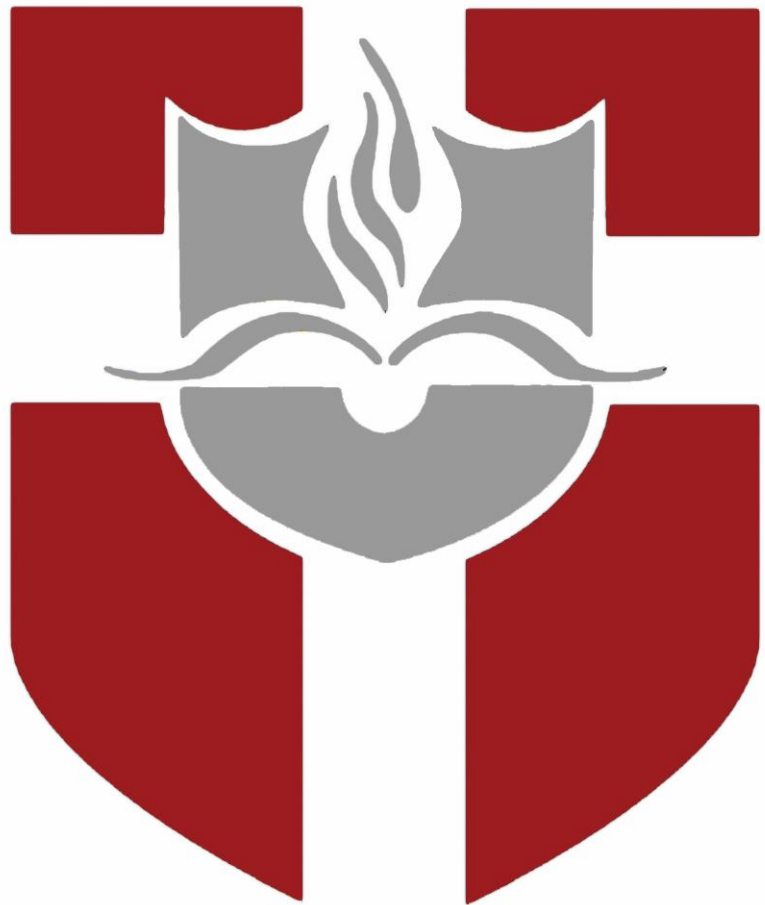


2020-2021

**North  
Mobile  
Christian  
School**

A Ministry of REDEMPTIONCHURCH



**[TEACHER HANDBOOK]**

[James 3:1 Not many of you should become teachers, my brothers, for you know that we who teach will be judged with greater strictness.]

# Contents

EVERY DAY ROUTINES AND EXPECTATIONS.....	5
THE TEACHER .....	8
CONDITIONS OF EMPLOYMENT .....	8
Loyalty.....	8
Background Checks .....	8
You and Your Pay .....	8
Ministry .....	9
Hours of Work .....	9
After School Care .....	9
Dress Code.....	9
Faculty Absences .....	9
Morning Duty .....	10
Staff Meetings.....	10
Grade Level Meetings.....	10
Outside Classroom Requirements.....	10
Cell Phones .....	10
Letters Home .....	10
Intercom Etiquette.....	11
In-Service and Professional Development.....	11
Book Reports/Projects .....	11
Teacher Technology Responsibilities .....	11
Material to Be Copied.....	11
Chapel.....	11
TEACHER JOB DESCRIPTION .....	12
\$ THE FINANCES \$ .....	13
Morning Reports and Records .....	13
Purchasing Procedure .....	13
Classroom Allotment/Supplies .....	13
Bake Sales.....	13
Money for Field Trips and Parties .....	13
THE CLASSROOM.....	14
Teaching Effectively in the Classroom.....	14
Lesson Plans .....	14
Teacher Planning Time.....	14
Classroom Time.....	14
Classroom Computers (STUDENT USE).....	15
Guest Speakers.....	15
Service Projects/Community Involvement .....	15
Classroom Discussions .....	15
Art Projects .....	15
Audio-Video Equipment - TV Movies .....	15
Schedules.....	15
THE STUDENT .....	16
Tardiness & Absences .....	16
Walking In Line.....	16
Snacks.....	16
Hall Pass .....	16
Homework .....	16
Parties .....	16
Basic Procedure for Student Illness .....	17
Basic Procedure for Student Injury on Campus.....	17
Bathroom Rules .....	17
Textbooks .....	17
DISCIPLINE .....	18
Corporal Punishment Policy .....	19
Emergency Drill Procedures .....	19
Access to Student Records.....	20

PARENT TEACHER CONFERENCE .....	20
Grade Determination.....	20
Communication.....	20
Progress Reports .....	20
Report Cards .....	20
Honor Roll .....	21
Field Trip Planning .....	21

## **MISSION STATEMENT**

It is the mission of North Mobile Christian School to enable students to honor God in their spiritual, academic, social, and personal development through Christian education based on a Biblical worldview.

## **CORE VALUES**

These values will provide a firm foundation for our school:

1. We value the Bible, the Word of God, as our foundation in life and daily studies.
2. We value Christian administration, faculty, and staff modeling Christian living.
3. We value Christ-centered leadership in all programs of the school.
4. We value high academic standards, which are maintained and reviewed regularly, by both internal and external evaluations (including AISA and SACS Accreditation).
5. We value offering our students a chance to excel academically and fully prepare them for further education.
6. We value sending forth students as missionaries armed with a sound Christian worldview into the various institutions they will attend after NMCS.

## **VISION STATEMENT**

North Mobile Christian School teachers will help their students achieve academic excellence, to the best of their God-given ability, in all core subjects, technology, and writing. Teachers will prepare students to advance to the next educational level, challenging them to be socially responsible by exposing them to Biblical training and to Jesus Christ as Lord and Savior daily.

## Effective Instructional Procedures for North Mobile Christian School

### *First Day of School*

Remember, the most important variable governing whether your students learn or not is what YOU do in the classroom.

1. Assign seats on the first day of school.
2. Introduce yourself. Talk about your accomplishments, where you went to school, etc. Consider developing a bulletin board about yourself – degrees, honors, activities, pictures – brag a little bit.
3. Introduce your plan for classroom management. Go over expectations for student behavior. Discuss ways students can be rewarded for appropriate, on task behavior.
4. Develop and go over procedures for living in your classroom. Examples: distributing papers, collecting papers, make up work, sharpening pencils, passes (where and when), etc. Practice all procedures more than once. During the early weeks of the year, take an opportunity to model and correct behaviors that are procedural. This will help to alleviate discipline specifically relating to procedures.
5. Discuss your specific procedures for checking homework, classwork, grading papers, projects, tests...anything you assign.

## ***EVERY DAY ROUTINES AND EXPECTATIONS***

The following is a list of activities and routines that all teachers must include in their teaching responsibilities. It is expected that all North Mobile Christian School teachers are effective.

**BELL WORK** (a.k.a. Bell Ringers) – “The very first thing that must occur when the students walk in the classroom is they must immediately get to work.” - Harry K. Wong

All teachers **must** have "bell work" placed strategically in the classroom. "Bell Work" is a short assignment, usually four or five questions or problems that can be completed in approximately five minutes at the beginning of the class period. Its purpose is to provide students with something to do when they enter the room. Students must arrive in the room before the tardy bell rings and begin their bell work immediately. Bell work for grades K5-5<sup>th</sup> will be at the beginning of the day. Bell work for grades 6<sup>th</sup>-8<sup>th</sup> will be for each period. Bell work should be collected and graded for credit. This is mandatory for all teachers for grades 1-8.

Expect the following of your students:

- be in the room and begin bell work before the tardy bell rings.
- **be seated** and **quiet**.
- have all materials and supplies on hand.

*It is important to have "bell work" posted in the same location every single day.*

## **LESSON PLANS**

Just as routines and procedures are vitally important to a successfully managed classroom, so, too, is lesson planning. Intentional lesson planning is critical. **Lesson Plans must be input to RenWeb.**

EXAMPLE LESSON PLANS: CLASS WORK (time sequence)

- |  |               |
|--|---------------|
| a. bell work, check roll and prayer  | a. 5 minutes  |
| b. check bell work and homework  | b. 5 minutes  |
| c. review previously taught material   | c. 10 minutes |
| d. introduction of new concepts,<br>subject and pages covered in the<br>textbook | d. 20 minutes |
| e. go over homework assignment   | e. 5 minutes  |

OBJECTIVES (The student will be able to/TSWBAT)

List the objectives to be taught.

HOMEWORK

List the assignment.

VISUALS

List all visuals/materials needed for lesson presentation.

ALCOS/STANDARDIZED TEST OBJECTIVES (STO)

List or reference by number the ALCOS/STO taught in the lesson. (<http://alex.state.al.us>)

## **GRADE BOOKS/GRADE SHEETS**

- Make sure you print off a copy of your digital grade book every two weeks throughout the year.

## HOMEWORK

- Homework is an *expected* part of the class room instructional model. Remember; **do not give homework** on Wednesday nights. Additionally, do not double up on assignments on Tuesday night with some of the work to be checked on Thursday.
- Homework is to be for review or reinforcement only and should be appropriate length (not too long or involved) and cover content relevant to the subject matter being covered for that particular lesson, unit, chapter, etc. (Rule of thumb: if a student can show understanding of the content with 10 problems, don't give them 50 to do.)

## TEXTBOOKS AND OTHER PURCHASED MATERIALS

- Be sure to **use** all textbooks, work books, and other ancillary materials included in the curriculum.
- Should you discover something that you do not like or think is inappropriate, bring it to the attention of the headmaster. A decision will be made regarding its use for the next year. Where this year is concerned, you must use it, though you may modify for content purposes.

## END OF PERIOD CLASS DISMISSAL

- Remember, it is your classroom and, under God's authority, you are the one in control. Do not allow students to begin packing and putting away their things before the bell rings. It is the TEACHER that dismisses students not the bell and certainly not the students.

## EFFECTIVE TEACHERS ALWAYS MAINTAIN EYE CONTACT

- Use of the overhead/LCD projector is available and, in certain cases, expected. Its use allows the teacher to maintain direct eye contact with the students.

## FREE TIME

- We strongly discourage unstructured "free time." If students are given free time, they must be constantly supervised by their teacher.

## POSTING HOMEWORK, TEST DATES, CLASS WORK

- Consider posting all homework, test dates, class work and other important announcements on one side of the chalkboard that is not frequently used. This is perhaps the most effective way to keep students informed and to hold them responsible for tests or missed and forgotten assignments. Have a location in your room for a missing work folder that is age appropriate.

## TESTING SCHEDULE FOR GRADES 6-8

- All weekly tests, chapter tests, unit tests or quizzes should be given according to a routine schedule and must be announced a few days in advance. The schedule below is a suggestion; an actual schedule will be worked out between all teachers.
  1. Monday: Electives and Bible
  2. Tuesday: English, History and Math
  3. Wednesday: Electives and Bible
  4. Thursday: History, Science, and Computer
  5. Friday: Math, English, and Science

## GRADING

- Students are permitted to check another student's work for a regular grade; however, all student work must be checked/graded by the teacher if the work is intended to be used as a major grade (i.e. a test or project). Do not verbally announce the grades of major tests or projects for all students to hear. **This is a matter of confidentiality** and no exceptions will be made.

## PASSES

- ALL STUDENTS MUST have a pass to be out of their classroom. If another teacher, administrator or parent needs a student, the student MUST obtain a pass from the teacher responsible at that time before being permitted to be out of the classroom. This is a serious matter. Students caught out of the classroom without proper authorization are considered skipping.

## TEACHER RESPONSIBILITY DURING CLASS CHANGE

- **All teachers are responsible for standing at the door of their classroom during class change.** Monitoring student behavior is the responsibility of all staff members during class change.

The following is a list of items for which teachers may need to develop procedures. Remember, all procedures need to be rehearsed with the students.

1. Changing groups
2. Checking out classroom materials
3. Coming to attention
4. Entering the classroom
5. Finding directions for assignments
6. Getting to work immediately
7. Going to the library
8. Going to the office
9. Heading of Papers
10. If the teacher is (temporarily) out of the class
11. If you should become suddenly ill
12. Keeping a notebook
13. Listening to/responding to question
14. Moving about the room
15. Participating in class discussions
16. Passing in papers
17. Responding to a fire drill
18. Returning student work
19. When asking a question
20. When one is tardy
21. When visitors are in the room
22. When you are absent
23. When you finish early
24. When you need pencil/paper
25. Working cooperatively

## TURNING IN LATE ASSIGNMENTS

Across the board procedures for late assignments:

- In grades 5-8: All late papers, speeches or major assignments will be deducted a letter grade (10 points) per day late, not to be accepted after 5 days without prior approval or prolonged absence.
- Homework assignments must be turned in on the due date or graded a zero, unless excused.
- Homework assignments must be graded for value, not assigned a zero when incomplete.

## AFTERSCHOOL CARE

Any student in grades K2-8 who is still on campus at 3:05 p.m. will be taken to Afterschool Care. They will be charged \$2.50 per hour to cover the cost of supervision. All students must be picked up by 6:00 p.m.

# THE TEACHER

## **CONDITIONS OF EMPLOYMENT**

- You are required to abide by the current policies and procedures outlined in the *NMCS Family Handbook*.
- You are required to read and remain familiar with all policies outlined in this handbook.
- You **MUST** attend church regularly at time of employment and continue to do so throughout employment with NMCS.
- You are expected to reflect Christian morals and ethics through your daily lifestyle.
- Assigned positions are subject to change by administration without prior notice.
- You are under a 60-day probationary period, during which this contract may be terminated without expressed or explicit cause by the administration.
- Your employment is subject to class enrollment sufficient to support a teacher's salary.
- You are required to continuously supervise your class. Students must be supervised **at all times**.
  - In case of an emergency, you must remain with your students until a replacement is secured and in the classroom.
- You are required to fulfill all responsibilities/obligations outlined in your job description.

## **Loyalty**

One of the chief qualities of any faithful Christian is loyalty. Any true Christian must be loyal to Christ in his/her life. We also ask for and expect loyalty from the faculty and staff of NMCS to each other and this ministry.

Loyalty is a two-way street. It is a difficult situation for a teacher to remain loyal an administration who will not support him/her. It is also challenging for a principal to display loyalty to teachers who do not respect church/school policies, for example.

In order to foster loyalty, please feel free to come to the principal and discuss *ANY* problems you may be having with a parent or another teacher. This is the proper channel of communication in this ministry.

Gossip in Christian ministries is one of the main destroyers of loyalty. Those who find themselves being "sounding boards" for disgruntled individuals (parents, teachers or students) need to try to display the courage necessary to redeem or end these types of conversations. Please strive for positive attitudes and edifying spirits. Loyalty also includes the ability to keep confidences, so don't be a gossip or a busybody. (Proverbs 20:3, 1 Timothy 5:13, 1 Thessalonians 4:11, 2 Thessalonians 3:11, 1 Peter 4:15)

## **Background Checks**

North Mobile Christian School requires criminal background checks on all new employees and retains this information indefinitely.

## **You and Your Pay**

Your pay should never be discussed with other teachers. If you have a question, it should be directed to the principal. Your paycheck is convincing evidence that you are not at North Mobile for BIG PAY—you are here for the BIG JOB. "Knowing that of the Lord you shall receive the rewards for ye serve the Lord." Colossians 3:24

Continued employment will be based on your merit; so be on time, stay in your room, have a positive attitude, teach your class whole-heartedly, etc. Evaluations will be completed by the end of each year. Paydays will be every other Friday, with two or three months of the year having three pay periods.



## **Ministry**

During the year, pray for your students and their families. Talk to parents whenever possible. Make the first time you encounter or contact parents as positive as possible. Once you have established a rapport, encourage them to attend a church of their choice. If you think a visit from Redemption Church pastors would be beneficial, please inform the school office. You are the ONLY JESUS some students and parents will ever see. Please always do your best to reflect Jesus with our students and parents. You may never realize the impact you will have just by a simple smile and showing genuine love to them.

## **Hours of Work**

Kindergarten teachers should pick up students from daycare by 7:35 AM and be in your classroom ready for students by 7:45 AM until completion of carline at 3:05 PM. Teachers in grades 1-8 should be on campus by 7:30 AM and in your classroom ready for students by 7:45 AM.

Before going to your classroom, Clock In and Check Your Mailbox!

Teachers are expected to be in their classrooms no later than 7:45 each day. This is just before time daycare children will be leaving to come to the class, and children should **NEVER** enter a classroom without a teacher present. Teachers may take turns picking students up from daycare (K3-K5). Teachers need to stay on campus until 3:15 PM daily unless we have a staff meeting or school-sponsored function that requires their attendance.

## **After School Care**

Teachers have the benefit of taking advantage of After School Care at no cost to you. Please use this service to assist you in the work you are doing in support for your classroom.

## **Dress Code**

Teachers have a tremendous influence in other people's lives. Whether it is fair/reasonable or not, because parents pay for their children to attend this school, they have the additional expectation that teachers here will look different from "public school" teachers. We are scrutinized every day for how we present ourselves. For this reason, our teachers must submit to our standards of dress and conduct for modesty's sake and for our testimonies. Teachers should look professional throughout the entire year. We dress to make positive and lasting impression. With this in mind, on a normal school day teachers should never wear jeans, sweat suits (shirts or pants individually or together), t-shirts (long- or short-sleeved), Bermuda shorts, tennis shoes, casual flip-flops (ex: crocs), or anything that would reflect sloppiness.

## **Faculty Absences**

Each faculty member is allotted at least six and no more than nine days of paid absences per contract per year, based on seniority. In our system, there is no distinction between "sick" days and "personal" days. Any absences beyond the designated will result in daily rate of pay deductions. At the end of the school year, faculty/staff members have the option of carrying over days remaining from the initial days. Up to eighteen (18) days may be accumulated. The teacher may choose to receive payment of \$65.00 per day for any days remaining from the initial allotted days.

### **• Teacher Responsibilities When Absent**

- Teachers must fill out a Sub Request Form prior to the missed day when planning to be absent. Teachers should provide thorough and specific lesson plans for substitutes. In case of illness teachers should call and speak with Kim Finch (251-689-6495) or leave a message informing her about the absence. Substitutes are scheduled through the office only; do not schedule your own substitute without following this procedure. In the event of an unplanned absence, a Substitute Request Form should be completed upon your return to school. Appointments, etc. should be scheduled after school whenever possible. However, time missed from school must be counted as a full day if more than four hours are missed, or a half-day if less than four hours (8:00–11:30AM or 11:30-3:00PM) off. Exceptions to this rule may be made in cases of emergencies only and must be approved by the principal.

- **Substitute Folder**

- Each teacher must have a substitute folder near his/her desk or in a conspicuous place for substitutes or administration to locate it. These folders should include the following information: class role, class schedule with daily procedures (including collecting money, lunch, restroom procedures, breaks, computer and library schedules, and dismissal), copy of all emergency procedures, location of equipment and curriculum, names of helpful students, special health needs, classroom discipline policy and procedures, copy of your weekly lesson plans, whom to ask for help, lots of extra activity work, and a seating chart.

## ***Morning Duty***

Every teacher on staff will alternate weeks of morning car line duty. It is mandatory that you arrive on time (7:25AM) and are at the proper location (7:30AM) for this duty. If you are going to be absent during your week, it is **your** responsibility to secure a faculty or staff member to fill in for you. Teachers are responsible for keeping the flow of traffic moving. Teachers should space themselves accordingly. Your children are not allowed to stand outside with you during morning duty for safety reasons.

## ***Staff Meetings***

Teachers must plan to attend Staff Meetings nearly every Tuesday afternoon at 3:10 PM in the Connection Café. All teachers are required to attend. Please schedule appointments so that they do not conflict with staff meetings. Anyone unable to attend should contact the principal **prior** to the meeting. **Teachers will be charged 1/2 day of personal leave after the third (unexcused) missed meeting and for each following, barring an emergency or assignment which precludes the teacher attending.**

## ***Grade Level Meetings***

Teachers (K5-Middle School) will meet and collaborate with the head of school on a bi-weekly basis. This **mandatory meeting** will take place during your planning period, typically on Thursdays.

## ***Outside Classroom Requirements***

Assistance is needed for events during the year. Each teacher/staff member will be required to sign up to assist in these events and show your support of our school and its activities. Attendance for **Open House** meetings is mandatory, as is attendance to **Redemption Church's North Mobile Christian School Day**. We will also have list of "Committees" is available for you to volunteer in an area of your interest. New teachers must complete the "Share Your Faith" workshop (or have completed a similar program) through Redemption Church or a church in agreement with the school's Statement of Faith (found in the Family Handbook).

## ***Cell Phones***

Teachers should not use personal cell phones except for emergencies. Telephones (cell phones) should be used during your planning periods and only if students are not present. School phones are for school business or personal emergencies. Students are not allowed to use the phone unless prior permission is given in writing by their teacher and presented to the office for approval. Students should not call home for parents to bring forgotten homework, lunches, etc. **For legal protection of all involved parties, under no circumstances should a student use a teacher's cell phone.**

## ***Letters Home***

The principal must approve **all** letters going home from teachers or room mothers. The office will approve if the principal is unavailable.

## ***Intercom Etiquette***

Teachers should remain professional when communicating via the intercom. Remember that parents may be in the office or around campus listening to what is being said. Students should be instructed to come to attention and remain silent (i.e. not to answer the intercom) when a teacher is paged.

## ***In-Service and Professional Development***

AdvancED and Alabama State Department of Education requires 50 hours of CEUs every five years. AISA recommends 20 hours per year average and requires 100 per teacher every five years. All teachers are required to attend workshops to fulfill this requirement. A list of available sources for CEUs and conferences is available on request from the headmaster. Title II funding may be used to cover those workshops dealing with technology, math and reading.

## ***Book Reports/Projects***

Teachers should assign no more than one book report a quarter and one major project a semester (example; science and social studies.) Extra-curricular projects may be given to help students who are struggling in a specific area according to the teacher's discretion.

## ***Teacher Technology Responsibilities***

Each teacher will be required to post classroom assignments and goal sheets on the NMCS website. Teachers will also be assigned an e-mail address and should check it often for messages from parents. Laptops are provided for teachers. Check your email, input grades and research personal teaching tools. It is a good idea not to download files to your hard drive; **material should be saved to your flash drive.**

## **RENWEB REQUIREMENTS**

It is a requirement at NMCS that the teachers use RENWEB. RENWEB must be updated by Monday of each week. The RENWEB site must be updated in the following areas: Grades, Bell work/Classwork, Homework, Lesson Plans (Master) and Class News

## ***Material to Be Copied***

The following guidelines should be followed for running off your classroom copies:

1. Use your planning period or run copies before and after school, be in your classroom on time.
2. DO NOT send children to the workroom for copies or to check your box.
3. For [semester] tests and finals, plan to copy your test at least one day before the test is to be given.

## ***Chapel***

- ❖ Elementary chapel (K5 - 5) will be held each Wednesday at 8:30 AM starting the week of Labor Day.
- ❖ Middle School chapel (6-8) will be held each Thursday at 8:10 AM starting the week of Labor Day.  
**Teachers will alternate periods missed during chapel to ensure that no one class will be consistently missed by students for chapel.**
- ❖ Redemption Church pastors or their designated representatives will speak every other week.
- ❖ Teachers will be responsible for services on the alternating Wednesday or Thursday.
- ❖ Classes should be involved in chapel services. *Student-led chapels are encouraged.*

# TEACHER JOB DESCRIPTION

## **Reports to:**

Principal/Headmaster

## **Job Goal:**

- To promote each child's educational readiness by enhancing his/her spiritual, cognitive, social and emotional development that will cause him/her to enjoy learning, to like school, to feel comfortable and confident with himself/herself.
- To create a classroom atmosphere that is inviting to children and parents, and to work effectively with parents by assisting them to know more about their children.

## **Qualifications:**

- Valid AL State Elementary Teaching Certificate with proper endorsements for teaching level (if applicable)
- Possess knowledge of the unique physical, psychological and social changes for particular students
- Possess knowledge and ability to implement behavioral principles
- Be in good physical condition to work with children (i.e. able to get down on floor, retrieve runners, etc.)

## **Performance Responsibilities:**

1. Assess students' learning on a regular basis with progress reports and conferences
2. Communicate concerns about student behavior and/or performance promptly to parents through letters, emails, phone calls, and conferences
3. Ensure a good teaching environment and keep proper discipline in the classroom
4. Follow the prescribed scope and sequence as set by the school
5. Implement and interpret appropriate testing and evaluative tools
6. Integrate Biblical principles of education throughout the curriculum
7. Must attend and participate in all faculty and staff meetings except when excused by the principal/headmaster
8. Must report any suspected abuse or neglect of a child as outlined in Alabama Code § 26-14-3 (2012).
9. Perform other tasks and assume other responsibilities as assigned by supervisor or principal/headmaster
10. Plan a program of study that meets individual needs, interests, and abilities of students, challenging each student to do his/her best work
11. Provide creative teaching to reach the whole child: spiritual, mental, physical, social, and emotional by using a variety of instructional aids, methods, and materials
12. Provide guest speakers, programs, and field trips to enrich learning
13. Report child neglect/abuse to proper authorities in accordance with AISA/Saraland School District policies
14. Respect and maintain the program's policy of **confidentiality**
15. Use a variety of communication modalities within the classroom (bulletin boards, signage, verbal, etc.)
16. Use homework and project work effectively for drill, review, and enrichment
17. Utilize teaching techniques to achieve student learning through mastery of the subject matter
18. Work effectively and cooperatively with community, parents, teachers, administrators and school support staff
19. Working knowledge of computer programs including Microsoft Office, Word, and grading and attendance programs. (training to be provided by NMCS)

## **Job Requirements:**

Ability to stand and walk for prolonged periods; perform a variety of specialized and responsible tasks; maintain accurate records (this includes filling out proper paperwork for communicative purposes and delineating it through proper channels); establish and maintain cooperative working relationships with students, parents and other school personnel; meet schedules and deadlines; significant physical abilities including lifting/carrying, reaching/handling, talking/hearing conversation, near/far visual acuity/depth perception/accommodation/field of vision; work in noisy and crowded environments; use sound judgment and good communication; handle stress and/or time pressure; maintain steady and responsible attendance/ behave and dress in appropriate manner as outlined in teacher handbook/faithfully live out Christian testimony.

## **Evaluation:**

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Professional Personnel and in accordance with Alabama State recommendations and the bargained agreement.

# **\$ THE FINANCES \$**

## ***Morning Reports and Records***

All money pouches must be sent to the office each morning. All lunch counts must be sent on Monday morning by 9:00 AM. Lunch counts cannot be changed after Monday. If a student is absent on Monday, parents have been instructed that they should call the office and give their lunch order. If you have a lot of money that will take more time, send the lunch count down ahead of your money. Lunches ordered on days students are absent may be credited forward on their accounts for one week from the date of their absence record of this must be kept by the teacher and the lunchroom.

## ***Purchasing Procedure***

Employees must fill out a purchase order with the financial secretary. Upon approval, the financial secretary will give the employee a purchase order number to make the purchase. A Check Request Form must be completed and filed with Carmen Christian to receive a school check. This form must be completed at least two (2) days prior to the date the check is needed. This would include t-shirt orders, field trips, etc.

## ***Classroom Allotment/Supplies***

Classroom teachers are given an advance of \$150 from classroom bake sales to purchase items needed for the room. Money should be used to purchase items that will enhance your classroom for the students. Money must be used by the first couple of weeks of May, in the school year that it is raised. Any money not used before May 10, 2019 is absorbed into the school's general fund, does not carry over for individual classes, and will not be available to individual teachers after May 10, 2019. All items purchased with this money are the property of NMCS.

## ***Bake Sales***

Bake sales are scheduled on Fridays. Teachers should contact parents willing to donate time working the sale and coordinating the items to sell. Keep in mind that all items at the bake sale are 50¢ each. There should be enough items for all NMCS students (approx. 280-300 students.) Schedule your bake sale through Kim Finch in the office.

## ***Money for Field Trips and Parties***

Teachers should keep track of all field trip money that comes in from students. All money must be recorded and turned in **daily**. The office will keep an account for each student in each class for each field trip. A Check Request Form should be filed with the Financial Secretary at least two (2) days prior to your field trip. The cost for field trips should be padded to cover a price increase, a student/parent deciding not to attend at the last minute, etc. Always round up the cost of your field trip up to the nearest dollar. (Ex: field trip & McDonald's cost \$4.67 = round up to \$5.00) Before determining cost of field trip for students, you must submit field trip request to the principal for bus pricing.

# THE CLASSROOM

## ***Teaching Effectively in the Classroom***

Teachers should **never** get into the habit of *sitting at their desk* while teaching. You should stand and move around the room to keep the students' attention and to refocus distracted or distracting students. Teacher proximity will help to control many behavioral problems. Never become a **LAZY** teacher. Unless previously approved, teachers and students should rarely eat in the classroom (on special occasion, after receiving approval from the principal). Eating will usually be done at snack time or lunch in the cafeteria.

## ***Lesson Plans***

- The teaching-learning process is dependent on PLANNING. *No effective teacher **EVER** became effective by accident!*
- Planning objectives should be adapted to the abilities, needs and achievements of stated objectives.
- Planning a schedule of learning activities should be directed toward achievement of stated objectives.
- Planning for identification and utilization of a variety of instructional equipment, materials and methods should make achievement of objectives possible.
- Planning the directions and guidance should help students want to learn.
- Plan for appropriate means of evaluating and determining progress.
- Plan for the next step.
- Include at least one alternative lesson plan in each subject per week.

The daily lesson plan is a major responsibility of the teacher and will be checked by the curriculum specialist and/or the principal on a weekly basis. Lesson plans must conform to guidelines approved by the administration. Lesson plans must include but are not limited to the following: teaching/learning (SWBAT) objectives, ALCOS/STO objectives, procedure, and assignment. In the event of an absence, lesson plans should be provided for or accessible by the substitute teacher.

Teachers are responsible for posting homework assignments and upcoming tests on your web page.

***Postings may be done daily or weekly but must be kept current (i.e. not more than 4 days old).***

Curriculum guides should always be on or around your desk. These guides are to be utilized when developing your lessons plans and dated appropriately. Your curriculum guide is a work in progress. These guides should be modified to reflect any alterations to materials, procedures, or objectives. At the end of each school year, they will be retyped to illustrate changes.

## ***Teacher Planning Time***

Your planning time should be used for planning, calling parents, grading, etc. Please use this time to inform and improve your classroom instruction and atmosphere. If unguarded, this time can become unproductive and wasteful. There is a time, however, when this time should be used for rest and refreshment. Use this time wisely. (Ephesians 5:15-16)

## ***Classroom Time***

The teacher is responsible for every student in his/her room at all times. Do not leave your room when students are present, except in a serious emergency. If you do have to leave the room for any reason, make sure a teacher close by is aware that you are out and will monitor your room. Kindergarten teachers may not leave and come to the office at the same time during any part of the day. Do not socialize during class time with other teachers or staff members. Please use children in your classroom (use the buddy system) to run errands for you or bring notes, money bags, etc. to the office. Remember, as a teacher you are liable (**legally** fully responsible and culpable) for all children under your care, in your classroom, at all times.

## ***Classroom Computers (STUDENT USE)***

Teachers should utilize the laptop computer for preparing reports, typing tests, and maintaining records. You should also use the available classroom computer(s) as a teaching tool in the classroom. Software should be age appropriate and educational for students. Students may not surf the Internet freely. Students will use the classroom computers/Nextbooks for Accelerated Reading.

## ***Guest Speakers***

Teachers are encouraged to secure guest speakers (firemen, nurses, policemen, media personalities, etc.) to address their classes. All speakers must be cleared in advance through the principal.

## ***Service Projects/Community Involvement***

Each class should participate in at least two projects over the course of the year. Suggestions include making gifts for/visiting the elderly, sponsoring a missionary, writing to servicemen, or working with a local charity.

## ***Classroom Discussions***

Teachers should keep classroom discussion age- and content-appropriate to the study. Silence students if necessary. All conversation should serve to promote learning and should be germane to the topic at hand.

## ***Art Projects***

Encourage creativity and artistic involvement in your classroom. This may prove helpful to students who have particular learning needs/styles. Make sure art projects do not involve permanent markers or permanent paint. If a parent wishes to do an art project with your class, supervise this involvement appropriately, finding out which materials will be used.

## ***Audio-Video Equipment - TV Movies***

Teachers for 2nd - 8th grades sign/check out specific TV/VCR/DVD units through the library for specific allotments of time. You may use "G" rated films without express approval, while other "PG" rated films may be approved by the principal. Refrain from showing any scary type cartoons. Teachers should always preview videos before showing to the class.

## ***Schedules***

Teachers should adhere to all schedules. This includes P.E., Library, Music, etc. Again, lunch and snack times are not a time to leave your children with other teachers. During these designated times, you are responsible for your students as if they were in your classroom.

# THE STUDENT

## ***Tardiness & Absences***

Teachers **must** log student attendance by 9:00AM every morning. The office should be notified **before** absences become obsessive. The maximum number of unexcused days that a student may miss a class and still receive credit for the course is 20 days. Parent excuses may be accepted for 7 absences. A doctor's excuse is required after 7 parent notes. Students (K5—8th) will be permitted five tardies per quarter. On the day of the 6th tardy, the day will be counted as an unexcused absence.

## ***Walking In Line***

Teachers should teach their children that areas outside the classroom (especially the office hallway and foyer) are "QUIET ZONE" areas. There should be NO talking in these areas. Teachers must accompany students to and from lunch, snack, P.E., etc. Students may talk during lunch and snack at appropriate volumes. Students should also be taught that they should not touch or lean against the walls while walking down the hall. It is the teacher's responsibility to ensure that students stay off the walls. Teachers should be midway of their line to keep front and back in good order. NO talking in designated areas. Students should never walk in line to their classroom without a teacher.

## ***Snacks***

Students in K3 & K4 may purchase milk or juice from the cafeteria for snack. Be sure that you keep accurate records for these purchases so students do not receive items that are not paid for. Students may eat or drink in the classroom only for special occasions or when pre-approved by the office. When they have snacks in the cafeteria or outside, time should be limited to 10 minutes.

## ***Hall Pass***

A child may not come to the office without an office pass giving a reason such as illness, bad behavior, etc. Children sent to the office to use the phone should have written permission from their teacher to do so. Phone calls by students should be for emergencies (i.e. not calling for forgotten homework). Students should not be sent to the office alone. Always send students in grades K3-1st in pairs.

## ***Homework***

Homework should tie in directly with classwork and **NEVER** given just for busy work. Homework should be discussed thoroughly so students will understand their assignment. ***Homework should only be given on materials covered in class as reinforcement, not to introduce new concepts.*** No homework should be given on Wednesday nights due to church (exceptions can be made very rarely). Also, Friday is not "test day." Tests should be distributed throughout the week so as not to overload students. Teachers 4<sup>th</sup> grade and up should plan testing days with their co-teachers so that tests are evenly distributed. Middle school teachers must schedule all tests considering all classes involved. No more than two major tests should be given on the same day.

## ***Parties***

Halloween is not a holiday we observe at NMCS. Witches, goblins, ghosts, etc. are not to be used as decorations or for coloring sheets. Pumpkins may be used due to their connection to fall. Kindergarten teachers should not have Pumpkin Day on Halloween Day. NO treats are sent home on Halloween Day. Mardi Gras decorations and themes are similarly prohibited.



Please stress the *real* meaning of Christmas and Easter. Parties must be on the same day for all grades. Party money issued to room mothers is meant to pay for parties. Additional money may not be requested from parents unless the party is being held somewhere like Blue Rabbit, etc. This additional money cannot exceed the cost of a child's daily lunch (\$3.50) Parents may be asked to send food items for meals if the \$3.50 for lunch is not collected. If a child does not pay the \$3.50, they may still attend the given party and the amount will be charged to their account.

### ***Basic Procedure for Student Illness***

Teachers should send a child to the office if he/she feels warm or complains of pain. Please do not send a child to the office unless you have spoken with the child and you determine that the child truly may be ill. If fever of 100° or higher is present, the child's parent is called, and the child is sent home. If no fever is detected, but the child complains of pain, a parent may be called. Sometimes the child may lie down until the pain/nausea has passed on until a parent arrives to take the child home. NMCS staff or teachers cannot administer medication unless medication has been prescribed by a doctor, sent to school in the original prescription bottle, and shows the dose to be given. Parents must come to the office to sign a Release to Administer Medication Form. Teachers should call parents of students that have been absent 3-4 days to show concern for illness or family needs. Notify the office if you have a student who has been admitted to the hospital.

### ***Basic Procedure for Student Injury on Campus***

When an injury occurs, parents are notified at once. The school has emergency locating cards with emergency telephone numbers on all students. If the injury is of a serious nature, parents are asked to meet the school official(s) at the hospital. If the injury is not as serious, *parents are notified* and may be asked to pick up the child from school. **The teacher must complete an Accident/Injury form for all injuries.**

### ***Bathroom Rules***

**Supervision is vital with all grade levels.** A student caught defacing and misusing bathroom facilities will be disciplined accordingly. Please go over simple rules with your class at the beginning of school concerning flushing commode, washing hands, proper paper disposal, etc. When teachers take a class to the restroom as a group, the teacher should check the restroom for order before returning to class.

### ***Textbooks***

All textbooks should be numbered. Teachers should check for damage and writing in textbooks and note such on the student's book card at issue and return. Make sure book cards are filled in correctly. When collecting books, make sure that each student turns in the correct books. Check for markings or damage and notify the office if books have excessive wear, if students do not turn in all of their books, or if a student damages a book.

# DISCIPLINE

Certain discipline infractions need to be addressed in the office. There is a difference however, in a discipline problem and a procedure problem. Teachers should be sure that students are properly instructed in classroom procedures such as lining up, walking in hallways, sharpening pencils, passing in papers, and bathroom procedures, etc. You should develop policies and procedures for each of these activities and be sure that your students are aware of them. These procedures must be repeated, especially at the beginning of the year, so that students know what is expected of them. After a procedure is established, inspect what you expect. If a student fails to properly perform a procedure, have the student repeat it. Reteach procedures after **EVERY** extended break. This should cut down on the necessity of sending students to the office.

1. The principal has the authority to suspend a student due to uncontrollable behavior and/or disobedience. If behavior does not improve after returning to school, the principal will have the authority to issue a dismissal from the school.
2. The principal has the authority to issue dismissal or expulsion of a student from school due to the lack of cooperation and/or willingness of a parent to conform to the standards and rules of NMCS.
  - a. Any such parent would be encouraged to find a school in which they could be agreeable and work together with the teacher and the administration.

**\*\*Kindergarten through 5th grade\*\***

- A. A Verbal Warning by the Teacher
- B. Consequences of misbehavior would include (but not be limited to):
  - a. Losing a privilege
  - b. Part of playtime taken away
  - c. Writing sentences
  - d. Being sent to have a conference with the principal
- C. Teachers should issue demerits for uniform infractions.
- D. Paddling (administered by the principal), suspension, or expulsion.

**\*\*6th - 8th Grade\*\*** (Expanded upon in the Middle School Handbook)

Authority to discipline lies with all of the adults employed at the school. These people have the responsibility of enforcing school rules and regulations and must be respected. Each teacher has classroom expectations for students regarding grading, subject matter to be taught, and behavior. All students should be aware of these expectations and the consequences for failing to meet them.

## **Conduct**

Demerits will be given for disciplinary problems – including but not limited to those expectations discussed in this handbook. Demerits can range from one to five for a given offense, to be determined by such factors as prior incidents, conduct in combined classes, repeat offenses, and severity will be determined at the discretion of the classroom teacher. Three cumulative demerits in a nine-week period will result in silent lunch thereafter for each earned demerit. A total of five cumulative demerits in a nine-week period will result in a meeting with the principal and discipline will be determined at his discretion.

Demerits given will be written and sent home for a parent signature, to be returned the following day to avoid the doubling of the demerit. Each demerit will result in a five-point deduction

from the cumulative conduct grade earned per nine weeks. Although the conduct grade is noted weekly, the total count is kept for the nine-week period and does not start over weekly. Demerits are acquired for the nine weeks.

It is our goal to have students who understand expectations and desire to follow them “as unto the Lord.” We want them to be good citizens and members of their communities, and standards/consequences play a major roll.

**In addition, students not receiving any demerits in a given nine-week period will be rewarded with a special activity.**

## ***Conduct Marks***

Conduct (on a student’s report card and weekly progress report) will reflect a student’s adherence to the aforementioned discipline policy. A teacher will issue conduct marks based upon his/her professional judgment. These marks will be used to determine conduct grades. Conduct grades will be used to determine athletic, field trip, and extracurricular eligibility.

NMCS also employs a demerit system. Students receiving three (3) demerits in one quarter will be suspended for one day. In the event of a second suspension, the student will receive a three-day suspension. A third offense will result in expulsion.

When a teacher issues a demerit, a written account of the offense will be given to the principal and sent home to parents to be signed and returned.

Demerits will be given for the following:

- Cheating
- Missing three homework assignments in one class, per quarter
- Repeated violation of class rule

The principal will have the authority, without going through the steps above, to issue demerits, to suspend a student or expel a student due to uncontrollable behavior and disobedience.

## ***Corporal Punishment Policy***

The Discipline Policy of our school follows the guidelines set forth by the state of Alabama and may include a paddling to be administered for severe behavior problems.

A paddling may be given under the following conditions:

The paddling will always be given by the Principal.

1. A signed permission card from the parent must be on file.
2. A school staff member (including Principal) must always be present as a witness to a child being paddled.
3. If a parent does not give written permission, the child may be suspended for up to three (3) days.

## ***Emergency Drill Procedures***

Specific guidelines outlining procedures for fire, tornado, hazardous spill, or campus lockdown drills are distributed to each teacher and staff member at the beginning of each school year. Evacuation procedures, as well as bad weather directions, must be posted in all classrooms. Each class should follow the exit routes assigned at the beginning of the year.

- Teachers should always take attendance records outside with them during a drill
- Drills will take place once a month

- Train your classes in how they are to react when specific alarms sound
- Teachers should become familiar with the individual alarms and be able to respond professionally
- If the teacher doesn't treat the drill as serious, the students will have no reason to

## ***Access to Student Records***

Administrative personnel, teachers, and parents may see student records. However, only personnel (defined as office staff only) may remove documents from pupil's folders.

## ***PARENT TEACHER CONFERENCE***

1. Establish a good rapport with parents, making your first contact positive when possible
2. Greet parents in a friendly way
3. Be sensitive
4. Discuss child's progress honestly but tactfully
5. Show parents your sincere interest
6. Start and finish on a positive note
7. Be a good listener
8. Guide conversation by keeping it on the child
9. Be honestly positive and necessarily negative
10. Be sure to fill out a parent-teacher conference form and make a copy for the Principal

## ***Grade Determination***

Quarter grades will be determined by calculating a homework/daily work average and a test average (66% tests & 34% homework/daily work). Formulas must be put into your RenWeb program. Teachers will post grades and print progress reports from this software.

**\*\*\*\*\*Students in grades 1-8 should receive at least 12 evaluations per quarter, with at least 4 of these being major grades such as paper and pencil tests.\*\*\*\*\***

## ***Communication***

Teachers should develop a strategy for communicating effectively with parents. Establish with your parents the best way for you to communicate with them, whether it is written (least desirable), verbal, or by phone. Always find something positive to say about a student when speaking with parents.

## ***Progress Reports***

Beginning during the first month of school, weekly electronic progress reports will be sent home folders for all students. **When students are in trouble academically, teachers are to contact parents personally and document.** The principal should be notified of students with an "F" at Progress Report time. **Due to privacy laws, teachers are not to discuss any student with anyone other than his or her parents or guardian.** In addition, NMCS will send home a report card on designated dates. It is the teachers' responsibility to ensure that the report card is signed and returned to the office.

## ***Report Cards***

The Principal will give teachers a deadline for finalizing and posting grades. Report cards must be signed by parents and returned to teachers. Report cards are sent home on a quarterly basis. These reports should reflect the students' progress or lack thereof.

All academic subjects, conduct, and work-study should be given a numerical grade. No letter grade of "E" should be given. Only use "F" for failing.

## ***Honor Roll***

When determining a student's GPA, only academic subjects are figured (no P.E., conduct, etc.). When determining Honor Roll at the end of the year, teachers should include all grades (including P.E., Computer, and Handwriting.) Any child with a "C" in conduct may not go on Honor Roll. Honor certificates may be spread out among students when one child will receive an abundance of certificates; however, core subject awards should always be given to the student with the highest grade.

## ***Field Trip Planning***

Grades 2-7 may plan no more than two (2) local trips and one (1) out-of-town day trip. The cost of the bus must be divided among students and added to any admission costs, with a total being given to parents well in advance. If enough students, as defined by school administration, do not participate, the trip may be cancelled or altered. All money should be collected at least one week prior to the trip. There will be no fundraising for field trips in grades K3-7<sup>th</sup> grade.

It is not necessary that a parent accompany each student, excluding K3 and K4. If, however, parents participate they must pay any admission expenses. All field trip deposits are non-refundable unless the trip is cancelled.

Grade 8 may plan no more than four (4) local trips and one overnight (4 nights) trip requiring bus rental. It is not required that a parent accompany each student. If, however, a parent chooses to participate, the parent will pay hotel and admission costs. All money must be collected one month prior to the trip date. If enough students, as defined by school administration, do not participate, the trip may be cancelled or altered. All field trip money is non-refundable unless the trip is cancelled.

Students having served a suspension **must** have parental accompaniment. **Uniforms are mandatory for all one-day field trips.** Teachers should instruct parents arriving for field trips to park in the parking lot behind B Building (next to Hwy. 158) and to wait for the class in the lunchroom. The major focus of any field trip should be educational in nature, but fun activities may be added. All plans are subject to approval by the administration. The principal must be kept informed as plans or changes to plans are made. Teachers must fill out a Field Trip Request Form for every trip in the year. It will then have to be approved by the Principal. A Field Trip Request Form should also be filed in the office any time your class is away from campus. This allows the office to be aware of where to contact you in case of an emergency. A cell phone number is helpful.

***Siblings of students will not be allowed on field trips.***

You should ask the principal regarding the policies and procedures for using NMCS school bus

# **NMCS Policy on Educational Compliance of the Following:**

## **Immigration Reform and Control Act of 1986**

- Immigrants hired at NMCS must fill out INS Form I-9 within three business days of the hiring. The school is responsible for verifying documents and completion of the form. Forms must be updated as required when original documents reach their expiration date.

## **Civil Rights Act of 1964 (Title VII)**

- NMCS does not discriminate on the basis of race, color, gender, or national origin in its employment decisions. NMCS complies with the Pregnancy Discrimination Act of 1978, which states that it is unlawful to discriminate against a woman because of pregnancy, childbirth, or a related medical condition. NMCS complies with the Family and Medical Leave Act of 1993. These rights are posted as required by law.

## **Age Discrimination**

- NMCS does not discriminate against persons aged 40 or older as outlined in the Age Discrimination in Employment Act of 1967.

## **Americans with Disabilities Act**

- Direct medical and disability questions are not asked on employment applications or during oral interviews. Attempts are made to provide reasonable accommodations to the disabled so that they could perform the essential functions of a job and thereby have an equal opportunity to qualify for employment.

## **Fair Labor Standards Act and Equal Pay Act**

- NMCS does not pay “head of household” allowances. The school does pay at least Federal minimum wage to support staff

## **IRS Regulations Regarding Staff Benefits**

- NMCS is in compliance regarding the IRS staff benefits. The school has a qualified tuition reduction plan for teachers that are in accordance to IRS regulations. A tuition waiver is provided as a fringe benefit to all professional employees. Staff members do not pay their children’s tuition with pre-tax dollars.

## **OSHA’s Final Rule for Blood Borne Pathogens**

- In-service is provided regarding universal precautions, and all faculty and staff are required to practice universal precautions. Rubber gloves are provided to all staff as a precautionary measure. Hepatitis B vaccinations are offered at school expense to those staff members who may come in contact with blood.