



Claremont/Key Summer School 2016 Teacher Handbook

Welcome to summer school at Claremont. We are looking forward to a safe and successful program.

Please be aware that it is an expectation that you read, understand and follow the information and procedures contained in this handbook.

Work Hours/ Days:

- **Teachers:** -- July 8 Staff Work Day (8:00 am–4:00 pm) ****All teachers are expected to work at least 5 hours. Teachers may work up to 8 hours. Sign-in/out of office.**
--July 11 - August 12—Regular Summer Program (8:45 am – 12:15 am)
- **Assistants:** -- July 8 Staff Work Day (8:00 am – 1:00 pm) ****All assistants are expected to work at least 3 ½ hours on July 10. Assistants may work up to 5 hours. Sign-in/out of office.**
-- July 11 - August 12—Regular Summer Program (8:45 am – 12:15 am)
- **Coordinators:** July 8 - August 12 (8:30 am – 12:15 am) + 30 flex hours
- **Administrative Assistant:** July 5 - August 12 (8:30 am– 12:30 pm)

**** You must sign in and out in the summer school office to be accurately paid!**

Each day you should:

- **Sign in and out** in the summer school office (room 127)—Important if you want to get paid!!!
- **Read announcement board** for important information
- **Check your mailbox** for important documents/handouts/messages/etc.

Payroll

All teachers, assistants, and ESOL/HILT and Immersion coordinators must sign in and out in the summer school office each day. Payroll will be completed on Fridays based on the sign-in sheet, so please be sure it is accurate. Nadia Vasquez will be in charge of payroll. You may NOT sign in or out any other staff member other than yourself.



Identification Badges:

All school staff must wear APS identification badges during summer school. If you already have an ID badge, please use it for summer school. If you do not have one, you will need to visit the Human Resources office (4th floor) at the Education Center between 12:30 pm and 4:00 pm on Friday, July 8th to have one made.

School Security:

All visitors should be directed to the Summer School Office (room 127) to sign in and receive an identification sticker. If you encounter someone who does not display either an APS ID or Claremont sticker, please immediately **ESCORT** the person to the office.

Although we have experienced very little theft at Claremont, we advise you to secure your valuables while you are in the building and lock your car while it is parked in the lot.

DO NOT PROP OPEN OUTSIDE DOORS!!! Doors to the outside should remain closed at all times (except for the few minutes when teachers are escorting their students from the playground to classrooms at the beginning of the day).

Important information about the "Casitas" (trailer)--Staff members assigned to rooms in the trailer (rooms 501-506) will sign out keys to enable them to enter the trailer and school building (back door). **STUDENTS SHOULD NEVER BE ALLOWED TO MOVE BETWEEN THE TRAILER AND SCHOOL BUILDING WITHOUT AN ADULT!** If you need assistance with a student, please call the Summer School Office for help (x2535).

Substitute teachers:

Teachers and assistants do not have leave in the summer and substitutes should be called infrequently. If an emergency or rare event occurs and you need a sub:

- ***Do not take a day off without arranging coverage.***
- Refer to the sub list which will be placed in your mailbox and posted in the summer school office. Recommended subs will be highlighted.
- ***Do not use STAN and do not call an APS employee or substitute who is not on the list. He or she will not be paid.*** If you have difficulty finding a sub, please let the office know so we can help.
- ***If you are having a sub, you must notify the office since we will not be using STAN to inform the office of subs.***



Student Attendance

Teachers are to take attendance each day using a paper attendance roster (unless everyone is able to access Synergy). Please return attendance roster to the office by 9:30 am each morning so that student attendance can be officially recorded. The attendance roster will be returned to your mailbox each day for use the next day.

If a student arrives late, please send him/her to the summer school office to obtain a late pass.

******Any parent notes regarding changes to regular dismissal procedures should be forwarded to the summer school office immediately******

Schedule

* Teachers and assistants are to arrive by **8:45** am each morning. *Morning staff announcements will be posted on the bulletin board in the summer school office. Please check it each morning.*

*** STUDENT ARRIVAL:**

- On the first day, students arrive and report to their classrooms. Staff members should be in their classrooms by **8:40 am** to greet students **on the first day only**.
- **Starting the second day**, students will go directly to the playground upon arrival for a brief morning recess. **Please designate an outside meeting place to meet your students when the school day begins.** Do this on the first day so that students know where to meet you on the 2nd day of school. We will give you your classroom sign from to help the students find you.
- Each day, teachers should pick up their students on the playground by 8:55 am.
- In the case of inclement weather, students will sit in the hallways by their designated classrooms.

Brief morning announcements will be made over the intercom as needed

*** STUDENT DISMISSAL:**

It is the responsibility of the classroom teacher to know the dismissal procedures for each of your students. **Acquiring this information will be a priority procedure on the 1st day of school.** Along with the student "Welcome" letter, parents were sent a "dismissal" sticker they were asked to fill out and place with the student on the 1st day of school. In addition, each classroom teacher will receive a spreadsheet with dismissal information we will have before the 1st day of school (i.e., Extended Day, Bus Assignments). Use these items to help you determine how each student will dismiss. Further instructions will be given to you at the staff orientation.

You will be given a Student Dismissal Chart to fill out and hang in your classroom to help you keep track of student dismissal information. If you share a group of students with another teacher, you will be responsible for filling out a chart for the other teacher, also.



Dismissal Procedures to follow each day:

- Students should prepare for departure at 11:55 am. Staff will line the students up in the following order: extended day, bus riders, car riders, and walkers.
- Teachers will walk their students to the dismissal areas. **Bus riders** will be dropped off in the gym where they will line up by bus route number/color. **Claremont Extended day** students will be dropped off in the library. **Key Extended Day** students will be dropped off in the cafeteria. **Car riders** and **walkers** will exit by the door closest to Wakefield HS (**Building Exit 11**). See school map (attached) for additional guidance as to the location of these drop-off points.
- For teachers of grades 3, 4, and 5: once your students have been dropped off at the designated area, please report to your assigned duty.
- Teachers and assistants may depart after 12:15 pm. Do not forget to sign out in the office!

Morning and Afternoon Duty:

Each teacher and assistant will be assigned a week of morning or afternoon duty. ***It is extremely important that responsibility for these duties be taken seriously.*** We depend on you to help keep students safe during the few minutes before and after school. Please check the schedule included in your folder to find your assigned days and job.

If you are out on a day during which you have been assigned a duty, you are responsible to communicate duty responsibilities to the substitute.

Bus Routes:

Bus routes are numbered and will also be assigned a color. A chart of the bus numbers and color assignments will be given to you in your Teacher Folder on the first day. It will be your responsibility to know the dismissal procedures for each of your students, including bus route numbers and color. Please help your student bus riders learn their bus number and color.

Classrooms

Classrooms doors will be permanently locked. A custodian will open all classrooms each morning but will leave the door knob locked. Classroom keys will not be issued to teachers, except for those assigned to teach in the "Casitas" (trailer).

Summer school teachers are responsible for the general maintenance of their classrooms. The custodial staff will perform daily clean up. Classroom teachers have left staplers, tape dispensers, and scissors for your use. Please report any broken items at the beginning and end of summer school so that we may replace them. Please be respectful of the taped and/or covered items in the classroom. You are not to use anything not designated for summer school use. *Please secure valuable items.*



Please do not use permanent markers on the white boards, easels, or Smartboards. If you need additional white-board markers, contact the office.

Orientation and Training:

Summer school teachers are expected to participate in a general summer school orientation and subject area training that will be held at Claremont on Friday, July 8. See schedule included in Welcome Letter and teacher folder. These meetings are mandatory.

Instruction

Instruction should be underway by 9:05 am each day. Instruction should be based on the APS provided materials. Teachers are always encouraged to use creativity to make lessons more engaging. Please consider sharing lesson ideas with grade level/program colleagues.

Supplies and Materials

You will be provided with an inventoried set of instructional materials and supplies for your use. These will be located in the summer school office. Please keep track of the materials that come from these sets. Each teacher will be responsible for returning all non-consumable materials at the end of summer school. Spanish Immersion (Option 1) and ESOL/HILT (Option 2) materials may be picked up in room 125.

Recess:

Students in grades 1 through 5 **should not** take recess during the day in summer school. Students in PreK and K may take a **10-minute recess**. On "Code Red" days students should not go out for recess. Check the summer school office board daily for air quality status. The only recess ALL students will have is the before-school recess from 8:45-8:55 AM.

Pre-Post Testing:

The subject area coordinators are primarily responsible for organizing pre- and post-tests. You will learn more about this at the subject-area training on July 8.

Breakfast/ snack/ Lunch:

A Grab and Go Breakfast will be available for all students. New for this year, lunch will be served to students in Extended Day. Students may bring nutritious snacks to have in the classroom and each student should bring his or her own. **Due to allergy concerns, please do not allow students to trade or share snacks. Birthday cupcakes or any other edible treats are not allowed. Parents may only bring non-edible treats to share with the class after having obtained clearance from the summer school office.**



Clinic:

Our summer school clinic aides will be on site from 9:00 am - 12:00 pm. Rosa Vanwey will be here July 11-22 and Vilma Guillen from July 25-August 12. The clinic is located in room 117 (next to the school's main office). Clinic passes are included in your teacher folder. Students in grades Pre-K through 2nd grade in the main building should be sent to the clinic with a companion. Students in the trailer should be accompanied by an adult. Call the office if you need assistance (x2535). Parents/guardians need to take care of medical needs either before or after school.

Emergency forms:

In your mailbox, you will find emergency forms to be sent home with the students the first day. Please collect completed forms and send them to the summer school office. The information provided on these forms is critical. Please encourage students to return these as soon as possible!

Copiers/printers: Two copiers are available for summer school use. One is located in the teacher's lounge on the main floor and the other is located in the lower level hallway. Only teachers and assistants may use the copiers.

Computers:

Wilmarie Clark is our Instructional Technology Coordinator. Non APS teachers can check out computers between 11:30 am -1:30 pm in the library on Staff Orientation Day, July 8, 2016.

Library:

The library will be available every day from July 12 through August 12. If you would like to bring your class to the library, please schedule a time with the librarian, Luly Maceo.

Discipline Referrals and Student Conduct:

In summer school, we expect teachers and staff to have high expectations of the students in both achievement and conduct. Students should conduct themselves in an orderly manner appropriate to the activity in which they are participating. Teachers are expected to help students develop the self-discipline necessary to take advantage of the learning opportunities available to them. Positive reinforcement of good behavior helps ensure good behavior for everyone.

If a student is disruptive, action must be taken to assist the child in gaining self-control. A teacher may take the following actions:

- Correct the child's behavior quietly. Give the child a few minutes of "time out" in the classroom.



- If needed, remove the child from the situation temporarily—work with a colleague in a classroom nearby to provide a “safe place.” *Students may never be placed in the hallway unsupervised.*
- If the situation cannot be managed or if it continues, send the student to the summer school office with a note or, if necessary, call **x2535** for assistance. Discipline referrals are included in your folder. **Please supply as much information as you can when sending a child to the office so that the situation can be dealt with appropriately.**

Emergency Procedures:

A fire drill will be held the first week of school. Please practice fire drill procedures with your students the first few days of school. The fire drill will be announced to teachers in the summer school office in the morning. An exit map is posted in each room by the exit door.

Fire Drill Procedure:

1. When the alarm sounds, everyone is to leave the building immediately.
2. Teachers are responsible for the safe evacuation of all students in the class.
3. Students should exit the building in a single file line in a quick but orderly manner.
4. The teacher should be the last person to exit the classroom. Please turn out the lights and close the door.
5. During the fire drill there should be no running, pushing, talking, playing, or stopping in the hallways. Students should be taught not to cover their ears so that they are able to hear any directions given by emergency personnel or adults in charge.
6. Students should stand in line and remain silent. Teachers should take roll to ensure that all students are present. Then, everyone shall wait for the signal to reenter the building.

Take your class roster and emergency forms (with phone numbers) with you as you exit with the students. Take attendance immediately after exiting the building. Report any missing students to an administrator immediately. Please make sure to provide your substitute with evacuation plans.

In a **lock down** situation, students should be directed to stay in classrooms away from windows and doors. Blinds must be closed, lights must be turned off, and doors must be closed. Both a **green placard** and a **red placard** have been included in your orientation packet. The **green placard** is to be slipped under the door if all persons in the classroom are safe. The **red placard** is to be slipped under the door in the event that someone is missing or hurt.

In the event of a **tornado**, students should sit in the hallways with their backs to the walls and knees to their chest.



A copy with all emergency procedures have been included in your orientation folder for your information

IMPORTANT ARLINGTON PUBLIC SCHOOL POLICIES:

- **All employees are expected to dress appropriately** for a PreK-5 educational environment, wearing attire that presents a neat, clean, professional image.
- **Staff members may not bring their children** to school during the workday. This includes before and after school hours.
- **Staff is not to engage in personal phone conversations or texting** during class time and should have their cell phone turned off or in silent mode during instructional time.
- **All employees are Child Protected Services (CPS) mandated reporters.** A **mandated reporter** is one who is required by law to report reasonable suspicions of abuse. All adults should report suspected abuse to an immediate supervisor or call CPS directly to protect children's well-being. More information here <https://family.arlingtonva.us/child-protective-services/>
- **Claremont Immersion Summer School School Resource Officer (SRO) is Corporal Haag.** All reports must be filed with the summer school office and administrators must be notified of any incident or report. Contact information: Cell phone: 571-305-0660; e-mail: thaag@arlingtonva.us