

# Malden Elementary School Staff

## 2016-2017

|                   |                            |
|-------------------|----------------------------|
| Julie Sayre       | Principal                  |
| Jenine Hackney    | Secretary                  |
| Trish Miles       | Counselor                  |
| Suzanne Downey    | Kindergarten               |
| Cindy Faber       | Kindergarten Aide          |
| Kathleen Searles  | Kindergarten               |
| Sherri Call       | First Grade                |
| Lisa Wolfe        | Second Grade               |
| Hilary Summerhill | Second Grade               |
| Tammy Yates       | Third Grade                |
| Jim Crawford      | Third Grade                |
| Beka Williamson   | Fourth Grade               |
| Tom Phipps        | Fourth/Fifth Split         |
| Tonya Harper      | Fifth Grade                |
| Craig Shelton     | Resource Teacher           |
| Gina Miller       | Media Specialist           |
| Lyndsey Coleman   | Title I Reading            |
| Sherry Clark      | Title I Reading            |
| Josh Bailey       | Title I Reading/Math       |
| Erica White       | Preschool teacher          |
| Angela Holstein   | Preschool Aide             |
| Debbie Bailey     | Physical Education Teacher |
| Sharon Fuerst     | Art Teacher                |
| Joshua Humphreys  | Music Teacher              |
| Melinda Embrey    | Nurse                      |
| Kim Legg          | Social Worker              |
| Alisha Bratton    | Head Cook                  |
| Tina Kurtz        | Cook                       |
| Patricia Jones    | Half Day Cook              |
| Joey Osborne      | Head Custodian             |
| Ronald Foster     | Custodian                  |

*Welcome Back!*

*Malden Team:*

*I am so excited to start another year. I appreciate your hard work and dedication to our profession. I know that you work hard every day and I appreciate all you do. Please use the enclosed information to guide you and answer your questions throughout the year. Please remember that I have an open door policy and I am willing to hear your concerns and answer questions you may have during the year. I look forward to working with each of you. Have a great year!*

*Julie*

**DIBEIS NEXT Benchmark Schedule**

**2016-17**



**Beginning of Year (BOY)**

**August 15 – September 5, 2016**

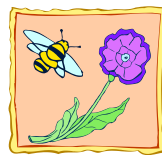
**Target Completion Date: September 5, 2016**



**Middle of Year (MOY)**

**November 28 – December 15, 2016**

**Target Completion Date: December 15, 2016**



**End of Year (EOY) \***

**April 24 – May 23, 2017**

**Target Completion Date: May 23, 2017**

**\*These dates are subjected to change based on required make-up days.**

## Student Behavior/Weapons

All students are required to sign a statement that they have read Board Policy Series 22.0 or that it has been read to them and they understand the consequences of violation of this policy. **This statement must be signed and a copy turned in to the office. This form is in the handbook. New students shall have the policy explained to them by the counselor.**

## Meals

All Kanawha County elementary students will receive free breakfast and lunch.

Prices for adults are: Breakfast \$3.25 and Lunch \$4.25. If you plan to eat lunch, please inform the kitchen by 9:00.

## Parent Communication

A monthly newsletter will be sent home at the beginning of each month. If you have anything to include please turn it in to Julie by the 25<sup>th</sup> of the month. Student planners have a special place for parent communication and signatures. Please make sure that you follow PBS and that you check the notebook daily for a signature. Parents will have the opportunity to participate in our Family Math/ Reading Nights, AR Nights, Parent/Teacher Conferences, PTA, LSIC, parties, and award assemblies. Please plan to attend these events with our parents.

## Communication

It is very important that you know what is going on at the school. Please go into your county gmail and link to my google calendar. This is the calendar that is updated with Malden events. I will send a weekly staff newsletter but it is very important that you check the google page often. We also have a Malden Elementary Facebook page that is not the PTA page and updates and info. will also be posted there. Here is the link <https://facebook.com/MaldenElementarySchool>

## Homework

Homework should be an important part of your instructional program and must be included in your lesson plans. **Homework should reinforce and enhance classroom learning.** It is not to be used to cover skills not taught in the classroom or to be used as discipline. Individual homework assignments cannot be included as part of a student's grade, but completion of homework may be used as a grade. For example: If a student completed 40 out of 44 homework assignments then a grade of 91% could be given. The important part is consistency! I should never hear a parent say "My child doesn't have homework." Many of you used a homework menu planner last year and that was a great way to keep parents informed.

Kindergarten.....15 minutes daily

First –Third..... 30 minutes daily

Fourth-Fifth.....1 hour daily

## Discipline

Discipline of Malden Elementary students is the duty and responsibility of all personnel at the school. Students are expected to follow school rules and procedures and behave appropriately. We follow a school wide PBS system. Every staff member is expected to follow the PBS plan. Parents are given the PBS system in writing along with the behavior matrix. The PBS plan allows students to earn charms for positive behavior. If students lose 2 or more points in a particular block they will receive a broken rule, the child will call her parent and the behavior matrix will be followed. The teacher takes care of discipline to this point. The teacher will turn in a copy of the broken rule to the principal (docuscan on the ipad can be used to send an electronic copy straight to the principal). If the student is assigned detention you will put the paper in a designated box in the office for the detention person to pick up. If the student is assigned ISS you will need to notify your ISS partner teacher to take that student the next day. You need to provide independent work. If the matrix assigns out of school suspension you need to speak to Mrs. Sayre before this is assigned.

ISS Partner teachers:

Downey - Call

Searles - Wolfe

Shelton - Phipps

Yates - Williamson

Summerhill - Harper

Crawford - Searles

## Absences

If you are going to be absent, log your absence on the Employee Attendance system as early as possible. Substitutes are sometimes hard to find. **This is your responsibility, not the school secretary's. School staff must also call or text Mrs. Sayre at 304-767-1724 or 304-415-4995.** All leave forms and doctor's excuses should be turned into the secretary the day you return to school. A sick day is only to be used when you are sick. A family illness day can be used when your family members are ill and it will be an excused absence. All other days are considered personal leave. After the 6<sup>th</sup> unexcused absence you will conference with Mrs. Sayre. On the 7<sup>th</sup> absence a letter will go into your file that states we have met and discussed your absences. Please remember that no one can replace you in the classroom or at your post.

A request for professional leave must be submitted far enough in advance to get board approval. Out of county travel must be submitted six weeks in advance. This must be completed on the county webpage.

## **Mailboxes**

Every Malden staff member has a mailbox in the clinic. The mailbox should be checked in the morning, at lunch and late afternoon for messages. Except for an emergency, phone messages will be placed in mailboxes. Mrs. Sayre has a mailbox outside her door and Ms. Jenine has a box by her desk. We have a box labeled "black box" that is for organization of our Title I box. If you have newsletters, professional development information ect... put it in this mailbox and the Title I staff will file it.

## **Accidents and Emergencies**

If there is an illness or accident in the classroom, the teacher must see that the student is brought to the office or the office is notified so that assistance can be given. If the student cannot or should not be moved, call the office. Every effort should be made to keep the other students calm and uninvolved. When an accident occurs, (no matter how small), the supervising teacher MUST complete an accident report (on the KCS intranet – I suggest saving on your desktop) and submit it electronically to Mrs. Sayre. This also applies to adult injuries. No matter how small, I must know if you were injured. Proper supervision on the playground is required at all times. Staff members need to be walking around the playground and supervising students at all times. Many incidents, such as fights and serious injuries can be prevented if you are alert and walking among the students during recess time.

## **Fire Drills**

Kanawha County Board of Education requires that fire drills be held regularly and that all students are properly instructed what to do in case of an emergency. Please note the fire drill routes and instruct your class what to do in the event of an emergency. Be sure all your students are accounted for during the fire drill. Students who have been pulled for speech, Title I, Resource and other related arts will stay with that teacher throughout the fire drill. Please make sure you are taking the fire escape route and not creating your own route. **Do NOT leave doors propped up during drills.**

## **Appearance of the Classroom**

Every teacher at Malden Elementary is expected to create and maintain an attractive and neat environment to promote student learning. Tables, desk, bookshelves and countertops should be neat, and absent of clutter. There needs to be room for students to move around the classroom and work in groups. Students should be responsible for cleaning their space before leaving at the end of the day. Classroom bulletin boards need to be updated and student work should be present.

## **Dress and Appearance of Staff**

Professional dress is expected daily. We are often the only model students have for professionalism. Professional dress is also expected when you attend training off campus. Please make every effort to look your best.

## **Visitors in the Building**

All visitors **MUST** report to office, sign in and receive a visitor's pass. Teachers expecting a guest speaker, parents and visitors are to notify the office. Do not allow parents to drop in your classroom, especially during arrival and dismissal times. You must re-direct them to the office. **No student is to leave the classroom with a parent unless you have been notified by the office.** We will use the intercom to call students from the class. Visitors may only enter the building through the front door. **Classroom doors must be locked at ALL times.**

## **Professionalism and Confidentiality**

As teachers and staff at Malden Elementary School, you are all charged with the duty of presenting yourself in a professional manner at all times that students, parents, and community members are present. Although this is difficult at times, please be mindful of this and maintain composure when in the eye of the public.

Also, confidentiality is a must. You may not discuss student behavior, grades, progress, or family situations with anyone that is not directly related to that student. Even discussing these situations with the right people in a place where others can hear you may get you into trouble, so be very cautious. It is best not to discuss students unless it is a "need to know basis".

We will have an acceptable use policy for staff and students. Facebook will not be allowed during the school day. This also applies to planning. Do not put anything that pertains to school on Facebook at any time. Many times things are put on Facebook that seem harmless but anything about school, students or student families is against policy. Cell phones are **NOT** to be used during class time. Please do not use your cell phone in front of students (I understand emergencies but this should be minimal). Ear buds should not be used during the school day by teachers or other staff. Cell phones for students are prohibited. We need to make this message clear. I understand that parents are now providing students with phones for safety reasons but we must protect ALL students while they are on school time.



## **Malden Elementary School Procedures**

### **Before School**

Students will be admitted through the cafeteria door starting at 7:15. Students who are not eating breakfast are to report to their designated grade area, have a seat and wait quietly until dismissal. At 7:30 students will be dismissed by grade level to their classrooms, and the tardy bell rings at 7:45. Students arriving after the tardy music ends must report to the office for a tardy slip before going to class. When students arrive late they must lose one point from his/her PBS. Morning announcements will begin at 7:50. Teachers need to report on time for assigned duties and make sure you have coverage if you are to be absent.

### **Lunch**

Students are escorted to and from the cafeteria by the teacher. While waiting in line students need to remain quiet. Please encourage students to reply to the cooks, with “yes, please” or “no, thank you” in a clear voice. Shrugs and nods are not acceptable because the cooks are often looking down and may miss the student response. Students are to stop at the salad bar before sitting down. Students may talk quietly to other students beside them or directly across the table when the signal is given that the last student has been seated. Any student who needs to get up should raise their hand and wait for a lunchroom supervisor to recognize them. Students will be dismissed by tables to empty their trays, and wait in line for their teacher. Please remember that lunchroom supervisors need to put out the classroom signs and write the time that each classroom was seated. We will then time the students for 20 minutes. This will be VERY important since the cafeteria will be VERY full.

### **Hallway**

Students are to walk on the right hand side of the hallway. Students should walk quietly with their hands to their sides. Teachers should be in the hallway during the transition of students.

### **Dismissal**

Teachers should be supervising students while they are at their lockers preparing for dismissal. At 2:05 the dismissal music will begin. Walkers are dismissed to the end of the hall by the cafeteria and exit through the side door when their name is called by the teacher on “walker” duty. Teachers are to walk their bus students to the bus when their grade’s song is played. All non-classroom teachers should be on duty in the hallway and outside. Please be in your classroom until your song is played. We need to make every minute count!

### **Bathroom**

Grades K-3 will use the restrooms in their classrooms at times designated by the teacher. Grades 4 and 5 will use a bathroom sign out sheet to monitor restroom breaks. The teacher will clearly state rules and procedures for the restroom. If students have issues in the restroom the 4<sup>th</sup> and 5<sup>th</sup> grade team will set up a time for students to line up in the hall and use the restroom one at a time with teacher supervision. We have hall passes for 4<sup>th</sup> and 5<sup>th</sup> grade that will state exactly where they are supposed to be going.



## Class Size and Limits

| Grade Level                         | Class Size Limit | Extra Pay or Overage   | Out of Area Limits |
|-------------------------------------|------------------|--|--------------------|
| K with aide                         | 20 to 1          | May go to 23 and the teacher receives additional pay for each student over 20. When the 24 <sup>th</sup> students is enrolled an overage teacher is added and extra pay removed. | 17 to 1            |
| K with no aide                      | 10 to 1          | No provision for extra pay. At the 11 <sup>th</sup> student an aide is added.  | N/A                |
| 1 <sup>st</sup> – 3 <sup>rd</sup>   | 25 to 1          | No provision for extra pay. At the 26 <sup>th</sup> student an overage teacher is added.   | 20 to 1            |
| 4 <sup>th</sup> and 5 <sup>th</sup> | 25 to 1          | May go to 28...additional pay at 25. Overage teacher at 29 <sup>th</sup> student.  | 22 to 1            |

**2016-17**  
**Malden Elementary School**  
**Staff Handbook Acknowledgement Page**

I, \_\_\_\_\_, have read the  
**2016-2017 Malden Elementary School Staff Handbook** and  
understand the policies and regulations stated within the  
handbook.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Malden Elementary  
Staff Handbook  
2016 – 2017*



*“Malden ~ Building a  
Strong Foundation”*