



PORTER
ACADEMY

**2010 – 2011
STAFF HANDBOOK**

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Daily Overview

Each child is assigned to a Homeroom within one of two Teams. The homeroom group serves as a smaller social unit within the school community. Children convene in their homerooms upon arrival and prior to going home each day.

Refer to the Parent Handbook for complete information on classroom policies.

Mornings

Teachers will arrive by 8:00 AM each morning and complete check-in in the Principal's office.

- Record arrival time in the attendance binder; sign in and out every time you leave during the day
- Check and empty mailbox and respond to messages
- Check voice mail
- Be prepared to receive students by 8:15 AM each morning

Student Drop-Off/Pick-Up

Children will not enter their homeroom until 8:15AM. Written notice to the homeroom teacher is requested for any exception to the regular pick-up time. Parents must provide the homeroom teacher with a written note for students who leave early on a regular basis. This information should be available in the homeroom and at the front desk.

Homeroom Teacher Responsibilities:

- Review each child's drop-off/pick-up instructions, become familiar with their routine
- Students are only allowed to leave with those persons listed on the authorization form
- One teacher from each homeroom is responsible for monitoring drop-off/pick-up

Morning Homeroom

Morning homeroom begins at 8:30 a.m.

- Record attendance
- Check planner for any communications from parents and forward as required (tuition payments to the business manager)
- Address classroom and behavioral concerns
- Students review calendar (yesterday, today, tomorrow) and day counter (count by 2's, 5's, 10's, etc.)
- Discuss the daily weather and temperature
- Discuss how students can have a good day
- Students read and discuss schedule

Alert Program

We will be implementing the Alert Program. This program will focus on students recognizing and regulating their own alertness level. We guide students through process sensory input that helps them to efficiently facilitate attention to tasks. The goal in this program is for students to self-regulate while increasing their learning potential.

Snack and Lunch

Teachers are responsible for supervising lunch in their homeroom.

- Students eat their mid-morning snack and lunch with their homeroom group
- Students either bring their lunch from home or purchase a lunch through our *Lunch Program*
- The lights are turned off for the first 10 minutes of both snack and lunch. During this time students may only eat healthy food (fruit, protein, veggies) and no talking is allowed.
- Students may eat the remainder of their food
- Maintain appropriate level of conduct
- Help students with opening packages, preparing lunch, heating food etc.
- Students are NOT allowed to operate the microwave
- Help pass out lunches
- Monitor students at all times
- Students are not permitted to trade or share food
- Make sure lunches are not being thrown away
- Supervise students as they clean tables, floor, and sink area before being dismissed
- Check areas for cleanliness and dismiss for recess or next class period

Refer to the Parent Handbook for detailed information on the Hot Lunch Program

Break/Recess

One teacher from each homeroom will monitor breaks/recess. Teachers should be interacting with the students during these times. If weather permits, children have free time and structured P.E. activities outdoors. On rainy days, they have a choice of indoor activities such as drawing, painting, building with Lego's or K'Nex, jigsaw puzzles, playing board games such as checkers or chess, watching videotapes and playing computer games. This is a time when children in all groups can interact in activities of their teacher's choice.

Computer Room

Homerooms have been assigned to a minimum of one computer room session each week

- Teachers are responsible for returning discs used during the class period
- At the end of extended school day all monitors will be turned off
- On Friday's all computers, monitors and speakers will be shut down
- If a computer program is individualized for a child it is imperative that student is started at the appropriate level each day

Afternoon Homeroom

Students return to their homeroom in the afternoon before dismissal

- Discuss the day
- Check each student's planner
- Students brainstorm or discuss matters that concern them
- Present awards and special recognition
- Pack-up
- Get ready for the next morning
- Monitor afternoon pick-up at 3:10 p.m.

Afternoons

Your classroom must be in order and **Teachers must sign-out before leaving the school.**

- Stack all chairs
- Last class in the computer room – turn off all monitors and put discs away
- Turn off all lights, fans and other electrical equipment
- Sign out on your time sheet
- Check and empty mailbox and respond to messages
- Check e-mail and respond to messages

Monday

- Staff meetings will be held every Monday at 3:15.
- If a staff meeting is cancelled notice will be by the sign in/out or in mailboxes

Friday

The mornings will have regular academic classes; afternoons will have creative activities planned by teachers (except for the 3rd Friday of each month).

- 2nd Friday of every month – reading minutes Safari Bucks are awarded
- 3rd Friday of each month – Fantastic Friday – Students are dismissed at 1:00 p.m.
- 3rd Friday of each month – Fantastic Friday – Parents coordinate with the homeroom teacher the Fantastic Friday, in-school activity. The sponsoring parent(s) are responsible for all costs associated with their activity.
- Ensure that a parent is assigned to each Fantastic Friday
- Ensure that each Fantastic Friday's assigned parent coordinates an activity
- Teachers are responsible for reminding parents about Fantastic Friday
- In the computer room - shut down all computers, turn off all monitors and speakers,
- put all discs away
- School store will be open scheduled Fridays to be determined by each team

Each Week

- Visit the library one day each week to check out and return books at an assigned time
- A Team meeting is held on a designated day each week
- All lead teachers are required to attend the Team meeting
- Team leaders will turn in written requests and concerns that result from this meeting to the administrators

First Day of the Month

- Keep an up-to-date copy of each student's work samples in individual record books to be used at conferences and for tracking progress.
- Turn in attendance sheet from previous month to the Business Manager
- Retrieve the Academic minutes summary page from previous months planner, verify that they are completed and signed by a parent and place in Academic Assistant's mailbox
- File each child's planner at the end of the month
- Contact the parents if the Academic totals are not complete by the second school day of the month

Additional Teacher Responsibilities

Field Trips

- Extracurricular activities and off-campus field trips may be planned throughout the year
- School-planned extracurricular activities are planned and paid for by the school
- You must bring the Field Trip binder, containing permission slips, student medical information and emergency contact information for off campus field trips
- Bring necessary medication and administer to homeroom students
- Choose field trips that correlate with the class curriculum being studied
- Avoid conflicts with other scheduled school activities
- **Submit proposal to Principal for approval**

Library

- Make a list of books borrowed by students
- Keep track of who returned and borrowed
- Students are not allowed to borrow again until they return the previously borrowed book
- ***Teachers are responsible for shelving books and straightening up the Library before the class departs.***

Student Planner

Each student is provided with a planner. The student is responsible for keeping up with the planner, bringing it to each class, taking it home, getting a parents signature and bringing it back to school each day. Teachers must follow through with parents if this has not been completed.

- Record what you teach each day in the student's planner
- Record daily homework and behavior in each student's planner
- Record credits earned for behavior and homework
- Explain inappropriate behavior (be positive)
- Write comments to parents in area provided – use positive statements

E- Mail

Teachers are responsible for checking their e-mail before school and again before afternoon carpool, as well as once during the weekend.

Behavior

Rules

The following rules are school rules and should be enforced by all staff:

- Students must walk inside the buildings
- Students must remain on the sidewalk when walking to the trailers
- Students must use inside voices when walking in the building
- Students must stay inside equipment including slides and climbing structures
- Students must face the trees when on swings
- Students must remain outside the “Green Box” when swings are in use
- Students must go down slides only
- Students must not use balls when there is more than two classes on the playground
- Students must leave the sand in the sandbox
- Students must throw sticks over the fence into the woods

Classroom rules are made and amended by the students during brainstorming sessions then are posted in the classroom. These rules are enforced consistently and immediately, negative behavior may result in failure to earn points or loss privileges.

Standards of Behavior

The behavior standards are established to clarify what behavior is expected of students.

- Discuss and post all classroom, Porter Academy, and playground rules
- Each teacher is responsible for maintaining Porter Academy behavior during all school activities

Team A: Arctic– Immediate Feedback

Team B: Middle School – Classroom rules, point system

Refer to the Parent Handbook for additional information.

Disruptive Behavior

- A student will be given 3 warnings for disruptive behavior
- After the 3rd warning, the student will be sent to the Principal’s office and the behavior recorded in the “Disruptive Behavior binder”
- A plan will be determined by the Principal and teacher and parents will be notified as necessary
- A conference may be called if disruptive behavior persists

Extreme/Violent Behavior

- Extreme/Violent behavior will result in a student being taken immediately to the Principal's office and a plan of action determined
- If necessary, a parent will be notified by phone, and a conference will be required before the student will be readmitted to the classroom

Rewards

Fantastic Friday

At the beginning of the school year, parents are assigned to sponsor one Fantastic Friday activity. The parent and child together plan, organize and host a special activity for all the children in the homeroom. Parents must plan any food items with the homeroom teacher prior to the event.

Pets

Pets are welcome to visit our classrooms on Show or Share Friday mornings. Arrangements must be made in advance by Wednesday, with approval from the homeroom teacher. Parents must remove pets after sharing.

Academic Minutes/ Safari Bucks

The completed Academic Minutes summary sheet, with the minutes recorded and parent signature, are retrieved from the planners on the first school day of the month and put in Academic Assistant's box. Students earn one Safari Buck for every 100 minutes of reading and documented math minutes. Safari Bucks are awarded on the 2nd Friday of each month.

Student / Parent Responsibilities:

- Record Academic minutes
- Tally the monthly total complete summary form
- Obtain parents signature

Teacher Responsibilities:

- On the first day of each month, review completed summary sheet in planner
- Lead teacher will count up totals as needed
- **Teachers will call parents to get final numbers if they are not complete**
- Turn in summary sheets to the Academic Assistant
- Teachers may reward students with Class Bucks throughout the year when they complete workbooks and other instructional material

School Store

Students will use the money they earn class from their teachers for social skills, effort, participation, and attitude to purchase prizes in the school store or save for larger purchases in future weeks.

All students will utilize basic math skills while keeping track of their store money. Practice includes counting, addition, subtraction and equivalent amounts.

School store will be open scheduled Fridays

Show or Share

Every student may participate in show-and-share, as the teacher deems appropriate. The students practice and improve their expressive language while telling about a topic that is of interest to them. When needed, teachers help them to formulate and express their thoughts as they gain confidence in speaking in front of a group. Students must participate, even if they have nothing to show. If they have nothing to show, they can share an activity in which they have participated or an event that is exciting for them.

Policies and Procedures

Admissions

Parents will observe the school in operation for part of a day and meet with staff members. After the parent visit, the prospective student participates in one of the homerooms for an entire day.

- Use planner pages provided to document visiting students activities
- Student observation forms will be placed in student visitor notebook
- Return student observation forms to Principal by 2PM
- Collect and review information based on student observation and interaction and provide feedback to Principal. Principal will then meet with head of school to make final decision

Conferences and Student Evaluation

Conferences are routinely scheduled in October, January and May to discuss each child's progress. Parents or teachers may also request a conference at any time. Progress reports will be submitted every nine weeks. Completed progress reports must be turned into Principal one (1) week prior too due date.

Do not wait until the last minute to complete your students IEP and Progress Report. Familiarize yourselves with these reports and have them completed at least one week prior to conferences. This will allow enough time for teachers and staff to review, collaborate and make revisions.

- October 18-21: Conferences-Initial IEP for school year
- January 18-21: Conferences – Updated IEP, Progress Reports
- March- 4: Progress Reports sent home
- May 9-12: Conferences – Completed IEP for current school year; Progress Reports

Faculty Meetings

Faculty Meetings are held each Monday at 3:15 PM and the third Friday of each month at 1:15 PM

- Meeting agendas are provided prior at the meeting – be sure to bring any requested information
- Email bramer@porteracademy.org with any items to be added to the agenda by noon the previous Friday
- If you miss a faculty meeting your personal time will be utilized to cover this absence

Fire / Severe Weather Drills

Porter Academy conducts a fire/severe weather drill every month the school is in session.

Fire Drill:

- All students, faculty, staff and visitors are evacuated in an orderly fashion and meet on the grass beyond the parking lot
- Homeroom teachers carry rosters and call roll, verifying the safe evacuation of all students
- Administration will record staff attendance
- Homeroom teachers turn in completed roster to the Business Manager immediately after the fire drill
- The Business Manager will file the required report with the State Insurance Commissioner
- There may be at least two fire drills during the year that utilize the building alarm

Severe Weather Drill:

- Close all windows and doors
- Staff and students proceed to the designated shelter areas for each classroom, assume a kneeling position and place hands over the napes of their necks
- The staff will make sure everyone is safe from window areas
- Each teacher takes roll and turns in completed roster to the Operations Manager immediately after the drill so a report can be filed
- No one will be allowed to exit the building

Refer to the Parent Handbook additional information.

Health and Safety

If a child shows any of the symptom below or other signs of illness, contact the Principal who will determine the appropriate action.

- fever, vomiting or diarrhea in the last 24 hours
- severe cold, cough or strep throat
- earache
- undiagnosed rash
- head lice

Medication

If a child will require medication during the school day, a completed *Authorization for Medication* form must be on file. This applies to both prescription and over-the-counter medication. Parents must NOT send medication to school in their child's backpack. They must hand it directly to the administering staff member. All prescription medication must remain in the designated locked area.

Medication Administrator Responsibilities:

- Prescription medication must be in a prescription bottle. The instructions on the label must reflect the same instructions on the authorization form.
- Inventory all medication and indicate the amount supplied on the medicine inventory form
- A copy of the signed doctor's prescription must accompany any change in dosage, time, or medication.
- A new authorization form must be completed for any change in medication, dosage or timing.
- Ensure that all forms are filled out completely and correctly
- Maintain and update the master list of all medications dispensed.
- Call a parent before dispensing any over-the-counter medication.
- If over-the-counter medication is dispensed, indicate the time and dosage on the "comments" portion of the Daily Planner.
- Do not dispense medication that is not in the original container, appropriately labeled
- Ensure that all medicine is placed in a secure location
- All prescription medication is inventoried each Monday
- Take medication along during school field trips and dispense as directed

Personal / Sick Time

If a teacher is sick and cannot attend school, a phone call must be made to the Principal at **(770)-552-5227** between 6:45AM and 7:15AM.

If you are requesting personal time off you must email the Principal to make the request.

- Track and record attendance by hours via the monthly time sheet
- Arrange absences in advance via an absence request e-mail submitted to the Principal
- Arrange for coverage during absence
- Notify the Principal of coverage arrangements in advance
- In case of illness, call the Principal and if possible, try to arrange for a substitute teacher
- If therapy or tutoring is done during school hours, you are required to make up this time
- If you exceed your given personal/sick time your pay will be affected for the last paycheck of the pay calendar (July)

Privacy

Please be discreet when discussing individual students and/or educational plans for the school. These conversations need to be conducted in a room where students are not present.

School Closing

In case severe weather or other emergency that requires us to close the school, **Head of School and the Principal will make a decision by 6:00 AM.** Notices will be given on the following radio/TV station listed as “Porter Academy”:

WSB AM750 ABC- Action News 2- WSBTV NBC- 11 Alive News- WXIA
404-892-1611

See Porter Academy Phone Chain

Student Attendance / Tardiness / Early Release

School officially begins at 8:15 am and ends at 3:00 pm. Attendance sheets are issued to each homeroom for each month and submitted to the Business Manager at the start of a new month. Early releases must be sent in a written notice indicating what time they will leave. Send the child, along with their personal items (backpack, planner, etc.) to the reception area 5 minutes prior to leaving. Parents must not enter the classrooms to pick up their child.

- Assign another student to retrieve homework assignments for an absent student
- Send a page for the absent student’s planner
- Keep a supply of extra planner sheets
- When a child has an early release leave the student with an administrator before returning to homeroom

Tutoring / Therapy

Prior to tutoring on school property, staff must get approval from Head of School. Staff must submit a monthly schedule and turn-in all related forms. A tutoring location will be assigned. Students currently enrolled have priority.

Forms

Attendance Sheet

Each staff member is required to complete and sign a monthly attendance sheet.

Continuing Education Record

This form will be maintained by the teacher and turned in at the end of the school year. **Principal may request to review this record at any time.**

Incident Report

This form **MUST** be completed whenever a student is injured at school or there has been inappropriate behavior by one student toward another student (violence, touching). A copy is filed in the student's blue record book and the original is sent home in the planner.

Authorization for Medication

This form must accompany any medication sent into school. The parent should present this form along with the medication to the Principal.

Medication Log

Complete this log every time medication is dispensed. This log is kept in the Principals office.

Medication Policy

This form is sent home with each student at the beginning of the year. After completion this form should be returned to the Operations Manager.

Academic Minutes Summary Sheet

The summary sheet is included in each student's planner. After completion summary sheets should be turned into the Academic Assistant. **Teachers are responsible for turning accurate minutes to Business Manager.**

Reimbursement Form

Attach the original sales receipt to the back of this form and submit it to the Business Manager. Be sure to obtain approval before making your purchase.

Note: You will not be reimbursed for sales tax.

Release, Indemnity and Hold Harmless Agreement

This form must be completed for each student who stays after school for tutoring or therapy. Make a copy for yourself and return the original to the Business Manager. A copy will be placed in a file in the principal's office... This form also applies to students that do not attend Porter Academy.

Release, Tutors / Therapists / Staff

This form is to be completed by any teacher who will tutor or do therapy after school hours. Make a copy for yourself and return the original to the Business Manager.

Requisition Form

Complete this form when you need supplies and submit it to the Principal. If you don't know the vendor, please indicate enough information to accurately order your item.

Student Planners

Planners inserts are issued to the Homeroom teacher prior to the first day of each month. Teachers are required to complete them daily with updated information. These should be collected at the end of the month and held in a file until the academic year ends.

Tax Exempt Letter

This letter can be used to purchase school supplies. Please note that we have accounts set up with many vendors, and teachers should use these tax-exempt accounts. The tax ID number is located on your Porter Academy badge. Staff will not be reimbursed for taxes paid on purchases for the Academy.

Porter Academy Phone Chain

Claudia calls:

Lynn – (Mon-Fri)	770-521-9238
Nancy- (Tue&Fri)	770-713-3838
Jody – (Mon & Thu)	770-977-7057
Jennifer Townsend	770-998-1337
Liana Valentin-Scott	770-998-9288

Barbara Ramer calls:

Pam	770-519-2975
Jackie	770-442-0393

Jackie calls:

Marcie	770-827-4634
Barbara Selkirk	770-414-8409

Barbara calls:

Marie	678-662-5344
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Laura	770-335-6321
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Laura calls:

Vicki	440-665-7756
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Barbara Richard	770-442-0610
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Barbara calls:

Teresa	404-256-0975
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Maureen	678-620-1676
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Maureen calls:

Hannah	404-729-4983
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Brian	678-764-5631
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Brian calls:

Linda-mae	404-933-1301
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Homeroom teachers are responsible for individually contacting each of their students or creating a phone tree within the homeroom!