

## ***2016-2017 Guest Teacher Handbook***

*The Guest Teacher Handbook outlines the responsibilities and expectations of Horace W. Porter's Guest Teachers as well as an information source about school policies and procedures. It is expected that you will read the material in this handbook as well as insure that the handbook is brought with you each time you work at Porter as a Guest Teacher.*

## **Columbia Public Schools**

### ***Vision Statement***

The Columbia School District is a community of learners providing rigorous programs to ensure that each student can excel as an individual.

### ***Mission Statement***

Columbia School District is a highly regarded district which provides a safe environment where a commitment to innovation, creativity and academic excellence ensures that learning comes first. To that end:

- Students master comprehensive skills and apply what they learn
- Students are empowered to lead and demonstrate civic responsibility
- Students prepare for a lifetime of learning and engage in positive personal development
- Parents are active participants in their student's education
- The district seeks out and retains the most highly qualified administrators, teachers and staff.
- Students, staff and leadership recognize the value of their individual contributions and commit to excellence
- The district values self discipline, respect and integrity as essential to creating an effective learning environment
- The district honors the community by developing partnerships which support the educational process and build life-long relationships

The Columbia School District will provide opportunities for all students to meet their potential by developing and implementing programs which will make our schools highly competitive and our graduates exceptional.

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## ***Welcome to Horace W. Porter School!***

As a Guest Teacher, you are an integral part of the school! You will be left with the necessary materials, such as a daily schedule, an up-to-date seating plan, attendance record, lesson plans, papers and materials needed for the day, duties, directions for dismissal, etc., which would assist you in the maintenance of an academic atmosphere in the absence of the regular teacher. It is required that you follow the plans of the classroom teacher and not change any part of the lesson without consulting school administration.

We appreciate your dedication and willingness to support and promote a positive learning environment for everyone.

After dismissal, please make certain you have:

- Left notes for the teacher regarding class/student behavior (positive and negative),
- Made sure the room is left in the same condition in which you found it,
- Turned off the lights and shut the door.
- Concerns regarding a specific situation should be submitted in writing to the Assistant Principal.

## ***Abuse of Children***

All staff members have a legal responsibility to report known or suspected incidents of child abuse to the Department of Children and Families. Please inform an administrator if you feel such a referral is necessary.

## ***Announcements***

Daily announcements are on the Horace W. Porter webpage at [www.hwporter.org](http://www.hwporter.org). Once on the webpage, find the morning announcements scrolling tab, from there follow the directions on the page.

## ***Attendance (Guest Teacher)***

Being in school and classes on time each day is important to your preparation as a Guest Teacher. Guest Teachers are expected to work from 8:00-3:30 (full day) or 8:00-12:00/11:30-3:30 (partial day). When you arrive, please report to the Main Office to sign in for the day and receive any additional details on your assignment. You will receive written notification by an Administrator if chronic tardiness occurs.

If you are scheduled to work and an emergency prevents you from doing so, please contact Mrs. Clairmont (leave a voicemail message on her extension at Porter) no later than 6:00 A.M. on the day you are unable to work. You will receive written notification by an Administrator if timely notification of your inability to work is not received (i.e. calls not received at all or received after 6:00 A.M.).

Please let Mrs. Clairmont know of any days you will be unavailable to work (either on a long or short term basis) as far in advance as possible. This will eliminate unnecessary phone calls to you, especially in the morning.

You are expected to be on time for any/all assigned duties. You will be notified in writing by an administrator if chronic tardiness and/or absence from assigned duties should occur.

**When you are not covering a class or duty, please report to the Main Office for additional assignments.**

## ***Attendance (Students)***

Students are allowed into classrooms at 8:15 A.M. Prior to 8:15, students wait in the cafeteria or on their bus.

First period attendance and submitted notes should be sent to the Receptionist by 8:45 A.M. Please follow the teacher's directions on how to submit attendance and hot lunch count. Refer to page 21 of handbook for directions on taking attendance and submitting lunch counts using PowerTeacher.

## ***Bathrooms***

Bathrooms for staff use are located in the following areas: near room 205 in “A” wing, near room 304 in “B” wing, near the gym in “D” wing, in the Staff Lounge in “E” wing, and across from rooms 714 and 702 in “F” wing.

## ***Class Coverage***

Students should never be left unattended. If you must leave your room, get another staff member to cover for you. The liability is such that if anything should occur to a student while unsupervised, the law will not protect you.

## ***Code of Conduct***

At Horace W. Porter School, students will be **respectful** of everyone they meet, **responsible** for everything they say and do, and **safe** with their body and their words. Students are responsible for conducting themselves properly in a responsible manner appropriate to their age and level of maturity. The district has authority over students during the regular school day and while going to and from school on district transportation. This jurisdiction includes any school-related activity, regardless of time or location, and any off campus school-related misconduct, regardless of time or location.

## ***Confidentiality***

Much information, which is part of the normal routine of a school, is confidential in nature. State law assumes that a memo to yourself is a “memory aid” until it is shared with one other person. Once information is shared, it becomes a public document and you may be held accountable for its contents. Gradebooks, planbooks, and e-mail also fall under this same category. All public documents may be subpoenaed as they fall under the Freedom of Information Act.

## ***Crisis Intervention Team***

The counseling team is available to respond to situations which may affect the Porter School community or specific individuals.

## ***Dismissal***

Students will be called for dismissal daily at 3:15 P.M. Students in kindergarten through fourth grade are to be walked to their buses by the classroom teacher. Students in fifth through eighth grade will be called for dismissal. Depending on the grade level, students holding dismissal notes will be dropped off either on the way to busses or after other students have been escorted to busses. Each kindergarten through fourth grade teacher is expected to “check out” with an administrator after students have been dismissed.

If a student needs to be picked up before the designated dismissal time, the Receptionist will confirm the early pick-up by contacting the classroom teacher while the Parent/Guardian waits for the student(s) at the Receptionist's desk. Students are not to be dismissed until called by the Receptionist.

## ***Discipline***

At Horace W. Porter School, students are instructed on the connection between actions and their associated effects in an endeavor to shape and mature students' character, thus freeing them from the need for external controllers.

Rules are the proactive guidelines that maintain a positive school environment which is safe and conducive to learning. To that end, we expect that students will:

- Be **respectful** of everyone we meet
- Be **responsible** for everything we say and do
- Be **safe** with our body and our words

In order to create an environment conducive to learning we must remember that discipline procedures are not the answer to problematic behavior –it is the positive relationships we build as a learning community between students, families and staff. The Horace W. Porter staff strives to create a positive environment by making connections with our students and families. Children learn best in the context of positive relationships and a safe, comfortable atmosphere. Our staff will explain appropriate behavior and procedures throughout the year. They detail why it is important and encourage all students to be respectful, responsible, and safe. By teaching students the necessary social skills for future success we set out students on a course to be lifelong learners and successful citizens.

Consequences are the reactive piece of discipline, a response that provides a learning experience as well as an opportunity for students to make respectful, relevant, and reasonable amends for their actions resulting from instances in which the student has violated school rules, endangered persons/property, or has been seriously disruptive to the educational process. For example, students may pay for broken/damaged property, offer a verbal/written apology, or earn a detention, suspension, or expulsion. When determining disciplinary actions to be taken, administration and staff will make every effort to be consistent and fair while remaining sensitive to situational and individual dimensions where appropriate.

**Office Referrals:** Staff is expected to manage daily student behavior within the classroom environment, utilizing classroom-based consequences and behavior plans before considering an Office Referral. However, if a student's behavior/actions warrants an Office Referral, a completed Office Referral form must accompany the student along with a call to the Main Office to ready staff for the student's arrival. **SEVERAL STUDENTS MAY BE WRITTEN UP ON ONE OFFICE REFERRAL FORM.**

Students MUST be referred to the office for issues involving:

Alcohol/Drugs/Tobacco/ Weapons	Bullying	Leaving a Supervised Area
Fighting	Harassment	Racial Slurs
Obscene Behavior	Physical/Verbal Aggression	Threatening
Stealing	Vandalism	Throwing an Object to Hurt Others
Skiping Class		

**Sexual Harassment Policy:** Sexual harassment should not be tolerated. Staff and students should report all incidents of sexual harassment to the Title IX Officer, Barbara Wilson.

**Bullying:** Horace W. Porter seeks to promote and maintain a safe environment based on the principle that every individual’s personal security must be respected.

Bullying behavior by any students at Horace W. Porter is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. In addition, Horace W. Porter will not tolerate any form of reprisals or retaliation of any type from the investigation of bullying behavior complaints.

“Bullying” is defined as (A) the **repeated** use by one or more students of a written, oral, or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district, or (B) a **physical act or gesture** by one or more students repeatedly directed at another student attending school in the same school district, that: (i) Causes **physical or emotional harm** to such student or damage to such student’s property, (ii) places such student in **reasonable fear of harm** to himself or herself, or of damage to his or her property, (iii) creates a **hostile environment** at school for such student, (iv) **infringes on the rights** of such student at school, or (v) **substantially disrupts the education process** or the orderly operation of a school.

Students and staff, including Guest Teachers, may file verbal or written complaints concerning suspected bullying behavior, and students and staff shall be permitted to anonymously report acts of bullying to school administrators. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, consistent with his/her rights of due process. A copy of the full policy (5131.912) is on file in the Office of the Superintendent.

### ***Emergency Procedures Protocol***

**Fire Alarm:** Each room in the school has an assigned evacuation route (posted in each room) to be used during a fire alarm. Staff are expected to direct all students, parents, guests and visitors to the nearest fire exit during a fire alarm. Under no circumstances will a student be released to a parent/guardian during a fire alarm. Between ten and twelve fire alarms are scheduled annually.

The following regulations are to be followed:

- When the fire alarm sounds staff will look for students, parents, guests and visitors and direct them to the closest exit, leaving belongings in classroom.
- Staff should close all windows and turn all lights off before exiting the classroom.
- Staff should follow the evacuation route posted in the room. If a fire exit is “blocked” staff must be prepared to direct students to an alternate exit.
- Classroom doors should be closed, but unlocked.
- Staff must direct students to walk at a regular pace to assigned exits without talking. Speed is essential, but exiting in an orderly fashion is equally important.
- Staff will direct students, parents, guests and visitors to stand at least 100 feet away from the building.
- Staff will gather students, parents, guests and visitors for attendance and provide written attendance to a student “runner.”
- Staff must wait for signal (waving of “flag”) before reentering the building.

Should a fire alarm sound during unassigned times (e.g. before class begins or during a passing time) the following regulations are to be followed:

- When the fire alarm sounds staff will look for students, parents, guests and visitors and direct them the closest exit. If the closest exit is “blocked, staff must be prepared to direct students, parents, guests and visitors to an alternate exit.
- Staff will direct students, parents, guests and visitors to stand at least 100 feet away from the building.
- Staff will gather students, parents, guests and visitors for attendance and provide written attendance to a student “runner.”
- Staff must wait for signal (waving of “flag”) before reentering the building.

**Evacuation:** A full evacuation begins with the above fire alarm procedure and continues with a complete evacuation off the school grounds. Students, parents, guests and visitors must follow the direction of staff during an evacuation. In the case of an actual emergency requiring a full evacuation, parents are asked to follow the procedures for student release announced by the Superintendent of Schools. Under no circumstances will a student be released to a parent/guardian during an evacuation drill. A minimum of one evacuation drill is scheduled annually, with staff, students and parents receiving written notice prior to the evacuation.

**Lockdown:** Each room in the school has been assigned a lockdown area to be used during a lockdown. Staff designated to check hallways/bathrooms must direct students, parents, guests and visitors to the assigned lockdown area. Under no circumstances will a student be released to a parent during a lockdown drill. A minimum of one lockdown drill is scheduled annually, with staff, students and parents receiving written notice prior to the lockdown.

**Stay-Put:** Is a modified lockdown. Hallways are cleared, rooms are locked and building is locked. However, teaching may continue.

### ***Entering & Exiting Building Expectations***

In order to maintain a safe and respectful learning environment, we expect students to follow the rules stated below when entering and exiting the building. Students will:

**Be Respectful**

- Remove hats upon entering the building
- Use appropriate and positive language

**Be Responsible**

- Use appropriate voice level

**Be Safe**

- Walk at all times
- Keep hands, feet, and objects to self
- Stay to the right side when going up and down the halls/stairs
- Hold all personal property securely

Logical consequences provide an opportunity for students to make amends for their actions, for example, logical consequence to inappropriate peer interactions or irresponsible behavior may lead to a time-out away from peers or a loss of privilege. As with all consequences, administration and staff will make every effort to be consistent and fair while remaining sensitive to situational and individual dimensions where appropriate.

***Facilities Use***

Students are not permitted to use the school facilities at any time (gym, playground, classrooms, library, etc.) unless a staff member is sponsoring and supervising said use.

***Guest Teacher Tips***

- Review teacher's lesson plans
- Write your name on the board. Make sure the students are familiar with who their substitute is.
- State your expectations immediately, establish a working atmosphere.
- Be consistent and fair.
- Choose someone responsible in the class to answer your questions and help you with classroom procedures.
- Do not leave class unattended.
- Please pay additional attention to students with special needs. Make an extra effort to see that they get to all their special classes on time, and that their individual needs are met in your classroom.
- Motivate students with interesting and enthusiastic lessons.
- Keep language on the level of the children's understanding.
- Stop and review and/or repeat. Do not hesitate to summarize and check for understanding.
- All children who are injured or sick should be sent to the nurse.
- Check teacher's substitute plans for duty responsibilities.
- Have with you interesting activities to fill any free time that may arise.
- Expect good behavior-a positive approach is best.
- Be active and industrious-it sets an example for the class.

- If a child is being disruptive to the teaching process, document the offenses on your daily reflection and notify the office that you will be sending the child for disciplinary action.

## ***Hallway Expectations***

When students are walking in the hallway it is important they follow the expectations of being respectful, responsible, and safe in order to maintain a productive learning environment. All students will:

### **Be Respectful**

- Walk on the right side of the hall
- Walk silently or use soft voices
- Use appropriate language at all times

### **Be Responsible**

- Go directly to your destination
- Keep hands by your side

### **Be Safe**

- Stay with your class
- Keep your eyes forward
- Keep hands, feet, and objects to self
- Walk no more than 2 wide

Logical consequences provide an opportunity for students to make amends for their actions, for example, logical consequence to inappropriate peer interactions or irresponsible behavior may lead to a time-out away from peers or a loss of privilege during hallway passing times. As with all consequences, administration and staff will make every effort to be consistent and fair while remaining sensitive to situational and individual dimensions where appropriate.

## ***Hall Pass***

All students must have a hall pass from a staff member when moving through the corridors during class periods. Staff is expected to check hall passes when students are found in the hallway.

## ***In School Suspension***

### **Rules and Expectations:**

- ISS begins at 8:15 a.m. when students are allowed to enter the building. If the student is not present at 8:35 a.m., please be in touch with an administrator. ISS student should report directly to the main office.

- All school rules will be in effect during ISS. Students are expected to be respectful of the ISS teacher. Failure to do so will result in disciplinary actions.
- All electronic devices will be turned off during ISS. The only exception is if work is assigned that requires a computer. Violation will result in confiscation of device.
- Students must have all necessary materials with them before entering ISS. Locker use is not permitted at any time during the day.
- While in ISS, students are not allowed to participate in extracurricular activities.
- Students are required to sit appropriately and work at all times.
- Minimal conversations should take place between student and ISS teacher. If there are multiple students in ISS, there is absolutely no talking or communication of any kind amongst students.
- If the student has a question or needs assistance, they must raise their hand and wait patiently to be recognized and called up by the ISS teacher.
- Students will be provided with 2 bathroom breaks. One in the morning and one in the afternoon.
- Students will eat lunch in the office.
- Students will be provided work to complete by the teachers. Students should work quietly on their work. If assistance is required, student may ask teacher for help. If work is completed, please ask the secretaries to call teachers for further work to be sent to the office.
- Before dismissal, students will clean up their work area. ISS is dismissed at 3:15.

## ***Lunch***

Students are expected to eat lunch in the cafeteria unless signed out and escorted by a staff member wishing to meet with them.

Classroom teachers must provide a hot lunch count when completing attendance each day before 8:45 A.M.

**Teacher Lunch Orders:** There are a variety of choices. A variety of salads are available: plain veggie salads, veggie salads with tuna, an extra large teacher salad. You can also order what is on the menu for the full lunch for the day. There is a salad and sandwich bar each day. Check with Mary Conway for all the options.

Lunch duty staff is expected to maintain decorum while overseeing the activities related to lunch.

**Food Allergy Table:** A Food Allergy Table is available for those students not yet able to independently demonstrate responsibility for their food-related allergy.

**Lunch Rules and Logical Consequences:** At Horace W. Porter School, lunch is an extension of the classroom with opportunities for peer interaction and personal responsibility. These proactive guidelines are intended to help the students and staff achieve the goals for

peer interaction and personal responsibility during lunch. When students are eating in the cafeteria it is important they follow the expectations of being respectful, responsible, and safe. All students will:

**Be Safe**

- Follow directions
- Use kind, indoor voices
- Use eating utensils/materials correctly

**Be Responsible**

- Get materials before sitting
- Keep table and floor area clean
- Raise your hand in you need something
- Empty trash in the correct bins

**Be Safe**

- Walk
- Stop and listen when staff is talking
- Remain seated in the same area
- Keep hands, feet and objects to self

**All students will:**

- Have the chance to buy snack 15 minutes before the end of the lunch wave. This will occur by table which is determined by lunch duty staff member.
- Recycle/trash out by table which is determined by lunch duty staff member. This occurs 5 minutes before dismissal.
- Only be lined up if the table has been cleared and all trash around the table has been picked up
- Be lined up by table to be dismissed. Once the students enter the hallway they must follow hallway expectations.

Logical consequences provide an opportunity for students to make amends for their actions, for example, logical consequence to inappropriate peer interactions or irresponsible behavior may lead to a time-out away from peers or a loss of privilege during the current or future lunch period. As with all consequences, administration and staff will make every effort to be consistent and fair while remaining sensitive to situational and individual dimensions where appropriate.

## ***Medication Policy***

Medications may be administered to students during school hours or at school-sponsored activities by licensed nursing personnel or a trained designee.

Students in Preschool through Grade 4 who need prescription inhalers or medically-diagnosed allergic conditions requiring prompt treatment (i.e. bee sting allergy) are not permitted to carry

their medication and self-administer; only students in Grades 5 - 8 may carry prescription inhalers or Epipen-type treatments and self administer with a written medical order.

## **Non-Discrimination Notice**

The Columbia School District does not discriminate on the basis of a disabling condition as it applies under Section 504 of the Rehabilitation Act of 1973.

The Columbia School District does not discriminate on the basis of race, color, religion, national/ethnic origin, age, sex, sexual orientation, or disability in its programs, activities, and employment practices.

The following individuals are coordinators for Title IX (sex discrimination), Title VI (race, creed and color), and Section 504 (disabled):

Title IX and Title VI	Barbara Wilson	(860) 228 – 9493 x115
Section 504	Mike Kenyon	(860) 228 – 9493 x107

## ***Outside Doors***

Outside doors are not to be propped open at any time. If you plan to be outside, please make arrangements for a timely return into the building via the front entrance. Additionally, any time you take students outside during school hours a walkie-talkie needs to be taken from the office so a method of constant communication is available.

## ***Personal Property***

Staff personal property should be kept in a locked drawer, cabinet or closet. Classrooms should be locked when vacant to prohibit loss of personal property. The school is not responsible for lost, stolen or damaged personal property.

## ***Photocopiers***

There are several copiers available for teacher use. They are located in:

- The staff workroom by the staff lunchroom
- The VIP Workroom next to the elevator downstairs (The 100 wing).

When you see the toner message or the copier is jammed, please contact the Main Office.

**Laminator:** Our laminator is located in the staff workroom. Press pre-heat and wait 25 minutes. Leave a note when it is heating for your use. Please use the laminator **with** another person so one can feed the material and one can guide it out. We need to avoid “wrap-arounds” which render the machine inoperable. When you get near the end of a roll, STOP and wait for someone to change the roll. See the Main Office for help.

**Letter Maker:** Located in the staff workroom. It is easy to use and does a great job!

## **Recess**

**Recess Rules and Logical Consequences:** At Horace W. Porter School, recess is an extension of the classroom with opportunities for peer interaction and personal responsibility. Rules are the proactive guidelines that are set up to help the students and staff achieve the goals for peer interaction and personal responsibility during recess. In order to maintain a positive recess experience it is important that students follow the expectations of being respectful, responsible, and safe. All students will:

### **Be Respectful**

- Share equipment and space
- Follow directions
- Allow others to join in and play
- Use appropriate language
- Enter building silently and orderly

### **Be Responsible**

- Take care of equipment and belongings
- Agree on and follow rules before playing

### **Be Safe**

- Solve problems with words
- Keep hands, feet and objects to self
- Use equipment as instructed

Logical consequences provide an opportunity for students to make amends for their actions. Logical consequence to inappropriate peer interactions or irresponsible behavior may lead to a time-out away from peers or a loss of privilege during the current or future recess period. As with all consequences, administration and staff will make every effort to be consistent and fair while remaining sensitive to situational and individual dimensions where appropriate.

Staff are asked not to permit toys, student-owned sports equipment and other personal items. Recess duty staff are expected to organize play activities as one would organize a content-area lesson; a determined objective to be achieved by a combination of direct instruction and student inquiry.

## **School Closings**

In the event of a school closing or delay, Guest Teachers are contacted at home in the morning by the Assistant Principal or designee. If school is closing early, an announcement will be made. The school hours for students in the event of a school delay/early dismissal are:

### **Hours of Operation (Delayed Opening Schedule):**

Students in Grade K-8:	9:50 A.M. - 3:15 P.M.
Morning Preschool:	9:50 A.M. - 12:00 P.M.
Afternoon Preschool:	1:00 P.M. - 3:15 P.M.

### **Hours of Operation (Early Dismissal Schedule):**

Students in Grades K-8:	8:15 A.M. - 1:15 P.M.
Students in Grades A.M.Pre-K-8(Inclment Weather):	8:15 A.M.-12:30 P.M.

## **Special Events**

At Horace W. Porter School, special events (field trips, guest speakers, assemblies, etc.) are planned to facilitate opportunities for students to connect curriculum to real-world relevance and student interest. Rules are the proactive guidelines that are set up in the school and classroom to help the students and staff achieve the goals for the special event. In order to maintain a positive special event experience, we expect students will:

### **Be Respectful**

- Treat others the way you want to be treated
- Eyes on speaker
- Sit and listen quietly
- Clap to show appreciation

### **Be Responsible**

- Take care of special event materials

### **Be Safe**

- Keep hands and feet to self

Logical consequences provide an opportunity for students to make amends for their actions. Logical consequence to inappropriate behavior may lead to a loss of privilege during the current or future special event. As with all consequences, administration and staff will make every effort to be consistent and fair while remaining sensitive to situational and individual dimensions where appropriate.

## **Student Messages**

Parents have been informed through the Student Handbook that messages for students should be limited to items of an emergency nature. Classes will not be interrupted except under emergency circumstances as determined by the Main Office personnel. Parent

messages will be forwarded to students at the most convenient and appropriate time (i.e., lunch and recess)

## ***Telecommunications Use Policy***

The Columbia Board of Education believes in the educational value of communications, the Internet, and electronic information services, and recognizes their potential to support its educational program, the curriculum and student learning. Resource sharing, communications, and innovation capabilities for both students and teachers have been increased with access to telecommunications and to the Internet. The district will make every effort to protect students and teachers from any misuses or abuses as a result of experience with an electronic information service. It is therefore imperative that members of the school community conduct themselves in a responsible, decent, ethical, and polite manner while using any network. Further, they must abide by all local, state and federal laws.

**Staff are asked NOT to bring personal laptops and/or purchase wireless access points for use on classroom computers due to issues of security, maintenance, and network functionality.**

**Guidelines for General Use:** It is important to recognize that with increased access to computers and people all over the world also comes the availability of controversial material that may not be considered of educational value in the context of the school setting. Further, the school district recognizes the importance of each individual's judgment regarding appropriate conduct in maintaining a quality resource system. While this policy does not attempt to articulate all required or proscribed behavior, it does seek to assist in such judgment by providing the following guidelines:

- All use of the Internet, electronic services or any telecommunications network must be in support of educational objectives or research.
- Any use of the district's computing resources or networks for illegal or inappropriate purposes, accessing materials that are objectionable in a public school environment, or supporting such activities is prohibited. Language that is deemed to be vulgar is also prohibited. Illegal activities shall be defined as a violation of the intended use of the service or network. Inappropriate use shall be defined as a violation of the intended use of the service or network. Objectionable is defined as materials that are identified as such by the rules and policies of the Columbia Board of Education.
- Any use of telecommunication opportunities for commercial purposes, financial gain, product advertisement, political lobbying, or attempt to disrupt the use of the services by others, is prohibited.
- Violations of the provisions stated in this policy may result in suspension or revocation of access privileges to the Internet, electronic services or district networks.

## ***Telephone Use***

**Staff:**

- May use classroom telephones to make inside and local outside calls

- To make an outside toll-call, staff are asked to use one of the office telephones. Cellular phone use by staff is discouraged in the presence of students. Administration asks that all staff cellular phones are silenced during school hours.

**Students:** Students needing to make a telephone call must receive a pass from staff to leave class and use the Main Office telephone. Cellular phone use by students is prohibited during school hours. Any cellular phone used by a student during school hours should be confiscated by staff and given to the Main Office where a parent/guardian will be called. Students should come to the Main Office at the end of the day to retrieve their cell phone.

## ***Transportation***

Bus Transportation is provided for all Horace W. Porter School PK – 8 students.

**Change in Transportation/"A Note To School" Form:** Staff are expected to forward all "A Note To School" Forms to the Receptionist by 8:45 A.M. each day. The form will be date-stamped and placed in the homeroom teacher's mailbox for distribution to the student. In order to board the alternate bus, students are required to provide the stamped "A Note To School" Form to the bus driver.

**Reflection of Day**

**Guest Teacher: Please complete and return top half to Mrs. Clairmont**

<b>Teacher:</b>	<b>Date:</b>
<b>Guest Teacher:</b>	

**Please check the appropriate column for each question**

Yes	No	Question
		Were the lesson plans complete?
		Were the lesson plans easy to follow?
		Were the materials organized?
		Were class expectations and consequences indicated?
		Did students follow the behavior expectations of the class? If no, see below...

**If you answered NO, to students not meeting the behavior expectations of the class, please record what your actions were to correct this:**

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**Other Comments:**

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**Reflection of Day**

**Guest Teacher: Please complete your information and leave in classroom for teacher**

**Teacher: Please complete and return to Mrs. Clairmont**

<b>Teacher:</b>	<b>Date:</b>
<b>Guest Teacher:</b>	

**Please check the appropriate column for each question**

Yes	No	Question
		Were your plans completed as you had expected?
		Were you left notes on the progress of your lesson?
		Were you left notes on student behavior?

**Other Comments:**

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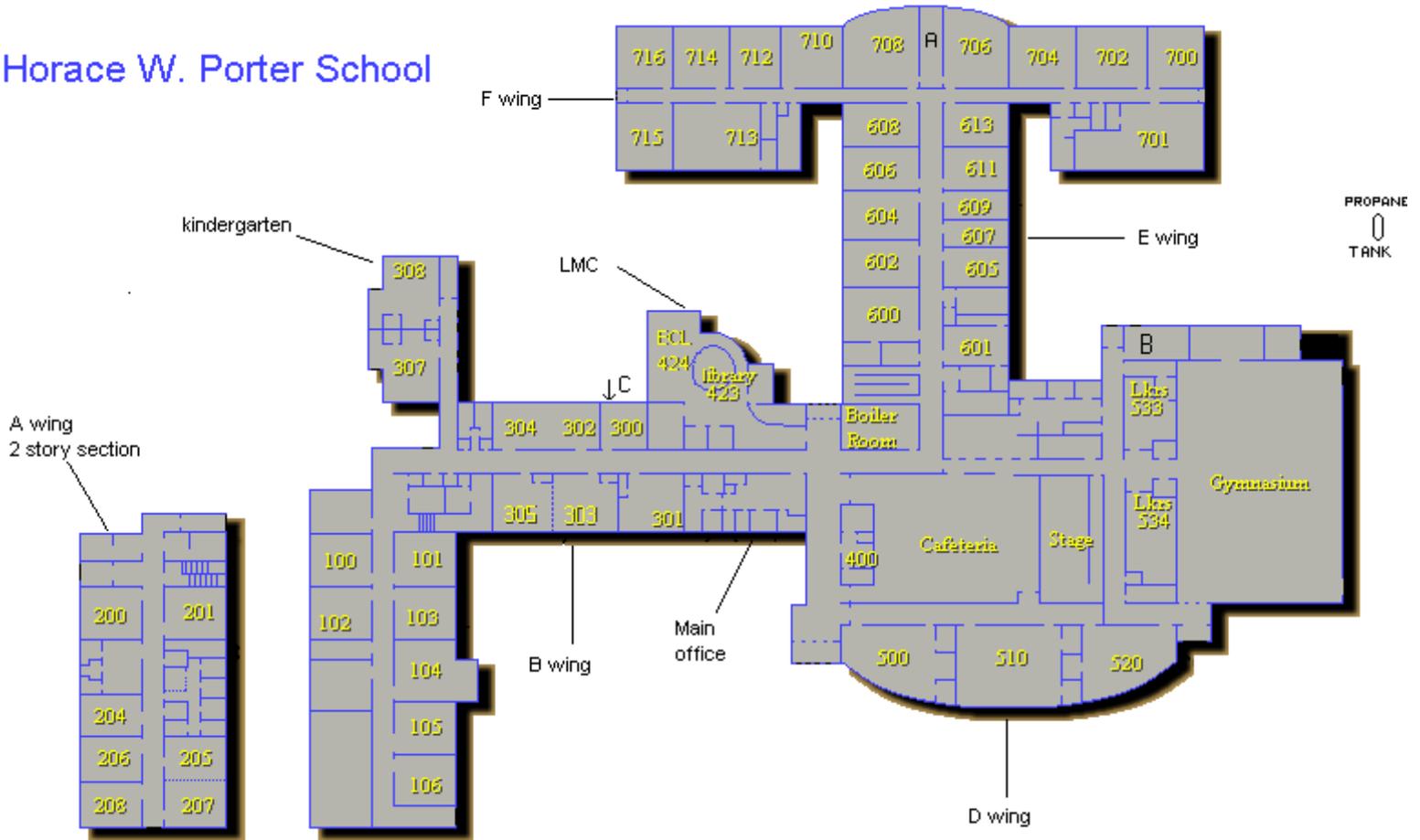


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# Horace W. Porter School



# PowerTeacher

## Taking Attendance

It's easy to take attendance in PowerTeacher. As soon as teachers take attendance, student attendance information becomes available to school administrators, parents, and students.

1. Navigate to **Start Page** > **Chair** icon (next to the class for which you want to take attendance)
2. Select the Date
3. Select the Current attendance code
4. Click the cell next to a student's name to assign that code
5. Click **Submit**

\*Note: Even if all students are present, teachers should click the Chair icon to open the attendance screen, and then click Submit. This tells PowerSchool that the teacher has taken attendance.

## Submitting Lunch Counts

Submitting lunch counts in PowerTeacher is just as easy as taking attendance. Whether you submit the lunch count for your students during homeroom or for yourself during another class, the count is included in the PowerLunch Class Counts report.

1. Navigate to **Start Page** > **Utensil** icon (next to the class for which you want to submit a lunch count)
2. Enter the number of Student Breakfast orders
3. Enter the number of Student Lunch orders
4. Enter the number of Student A La Carte orders
5. Enter the number of Milk orders
6. Enter the number of Adult Breakfast orders
7. Enter the number of Adult Lunch orders
8. Enter the number of Adult A la Carte orders
9. If applicable, enter the number of Other orders
10. Click **Submit**

### Submit Lunch Counts

Student Breakfast	<input type="text" value="0"/>	Adult Breakfast	<input type="text" value="0"/>
Student Lunch	<input type="text" value="15"/>	Adult Lunch	<input type="text" value="1"/>
Student A La Carte	<input type="text" value="0"/>	Adult A La Carte	<input type="text" value="0"/>
Milk	<input type="text" value="15"/>	Other 1	<input type="text" value="0"/>
		Other 2	<input type="text" value="0"/>

**Guest Teacher Handbook Sign-off**

I, \_\_\_\_\_ have read the Guest Teacher handbook and understand my role and responsibilities as a Guest Teacher. If at any time I have a question or concern regarding my role and/or responsibilities I understand I can contact the Assistant Principal or Mrs. Ann Clairmont for clarification and/or guidance.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date