**PHILOSOPHY**

 The faculty and staff of Winfield Elementary School believe it is the responsibility of the school to develop each child to his fullest potential physically, mentally, socially, emotionally and morally. Each student should have an equal opportunity to acquire skills and attitudes which will enable him/her to become a self-directing citizen. As a result, the child will be able to adapt and contribute to a complex, fast-changing society.

 The faculty and staff of Winfield Elementary School further believe that it is the cooperative responsibility of the administration, faculty, parents, and community to provide the necessary guidance to ensure that each child will develop into a successful and productive member of an ever-changing society.

**OBJECTIVES**

In order to meet the individual needs of all children, the Winfield Elementary School Staff has formulated the following objectives:

1. Help students acquire basic skills necessary to become productive citizens in an ever-changing society.
2. Instill in each child the desire and skills for continuous learning.
3. Help each child achieve success through the use of instructional methods and materials that adapt for individual differences.
4. Provide guidance in meeting the social, intellectual, physical, emotional, and spiritual needs of each child.
5. Encourage each child to use individual talents and/or abilities to develop lifetime interests, goals, and career opportunities.
6. Develop a respect for authority, the rights and the property of others, and a responsible attitude toward living in a democratic society.
7. Emphasize, through all grade-levels, the child’s need to not only develop the skills in communication, observation, and computation, but also to be able to apply these skills.
8. Instill in each child a curiosity to learn about the world around him/her and a desire for all types of learning.
9. Help each child to develop aesthetic appreciation, creativity, and wholesome recreational interest by encouraging the use of talents and/or abilities.
10. Provide each child with opportunities to develop a wholesome self-image.
11. Help each child develop a respect for work and an awareness of available career opportunities.
12. Maintain a faculty which keeps abreast of and implements new teaching techniques and ideas in education.
13. Promote a program of self-study and professional growth for teachers and administrators that will create a climate for self-growth.

**SCHOOL POLICIES**

1. All teachers are required to file certificates and personal data sheets in the superintendent’s office.
2. Teachers are required to be in their rooms by 7:30. Early duty teachers should be in the cafeteria or gym by 7:15. Teachers that are monitoring the thermal screening, should be in place by 7:15.
3. Teachers should clock in when they arrive at school. The laptop will be placed in the front entrance of the school, where your temperature will be checked by the nurse.
4. Teachers are expected to report for duty each day school is in session unless prevented by illness or extreme emergency. When a teachers finds it necessary to be absent from school, he or she should contact the principal as soon as possible. The principal will provide a substitute teacher when necessary. Please make arrangements to have someone cover your duty when you are absent.

Superintendent’s Office 205-487-4255 Principal’s Office 205-487-2305

Cell Phone 205-522-0024

**FACULTY MEETINGS**

Faculty meetings are special called meetings. Reserve **Monday** afternoon for faculty meetings. **Do not schedule appointments for Monday afternoons. Please check with the administration if it necessary to schedule a Monday appointment.**

**LEAVING CAMPUS DURING SCHOOL HOURS**

Any time a teacher finds it necessary to leave the school campus, she/he is to clear this with principal’s office. The teacher should also sign the sign-out sheet in the office. **\*\*Leaving campus should occur minimally.**

**PROFESSIONAL ORGANIZATIONS**

All teachers are encouraged to become members of AEA, NEA, and WEA.

**CONTACT WITH EXPOSED BODY FLUIDS**

It is policy of the Winfield City Board of Education that any employee who comes in contact with fluid of students or other persons must wear sanitary gloves and take other precautions as necessary to prevent contact with body fluids.

**ACTIVITIES**

All activities, such as parties, field trips, etc. are to be scheduled through the principal’s office. There will only be two parties each year. These will be at Christmas and on Valentine’s Day. Field trips need to be approved by the principal.

**SCHEDULED PROGRAMS**

Teachers are expected to attend all school sponsored programs that are held during the school day.

**SUPERVISION**

1. Teachers are expected to supervise students at all times.
2. Teachers are to be alert for any undesirable behavior.
3. Teachers are expected to maintain an environment for learning in the classroom.
4. Teachers are to be in the classroom at all times when students are in the room. Teachers should not leave the classroom to visit other teachers or come to the office when students are in the room. Business at the office should be done at a time when students are not in the classroom.
5. Students should be allowed to come to the office to use the telephone only in emergency situations.
6. Each teacher is responsible for handling his/her classroom discipline problems. The punishment administered should match the offense. The child’s parents should be contacted if the problem persists.
7. Students should be taught responsibility. They should keep the area around their desk and classroom clean. Before leaving the cafeteria, students should clean up the area where they eat. Each teacher should check the tables where her students sit before leaving the cafeteria. Each teacher should go with her students to the area where students dispose of their trash to be sure that students clean up any mess they make at the garbage cans. Students should talk quietly in the cafeteria.
8. Each teacher should post classroom rules in his/her classroom. These rules should be reviewed with the students on a weekly basis. It is best to state class rules in a positive way.
9. Supervision should be done by the teacher—not the student. Teachers should not leave students unattended in the halls. Be where you should be at all times. Adequate supervision prevents problems.
10. Do not yell at students. Teachers should maintain a positive learning atmosphere in the classroom.
11. If a teacher must leave his/her classroom or other assigned place in case of an emergency, he/she should call the office for assistance.

**EARLY DUTY**

1. Teachers **should be on duty** no later than 7:15.
2. All teachers should enforce the following rules for student conduct:
	1. All students eating breakfast and in grades K-1st should be seated in the cafeteria and remain in their seats until the bell rings. Students in 2nd-4th grade should report to the gym.
	2. Students that eat breakfast need to leave for class on time.
	3. Students are not to run in the cafeteria.
	4. Students are not allowed to throw things in the cafeteria.
	5. Students should leave the cafeteria in a single file line from each door.
	6. Students should not line up at the door until the bell rings. Students should remain seated until the bell rings, then they should walk out of the cafeteria.
	7. Students may go to the restroom one at a time after obtaining permission from a supervisory teacher.
3. Teachers should circulate in the cafeteria. Do not stand at the door or outside the door.
4. Teachers should move to the area just inside the door at 7:43 to supervise students leaving the cafeteria. Be sure that students leave in a single file line on each side of the cafeteria.

**VISITORS AND ADVERTISEMENTS**

 Do not permit any salesperson or visitor to call on students or teachers during school hours without permission from the office. Students are not to bring visitors to school. Teachers must ask parents or other visitors to show the pass they obtain in the office. Family members of the staff should ALWAYS check-in through the office. Anyone who does not have the pass should be sent to the office.

**INOW**

Attendance should be recorded daily in INOW. Students must be present for half the day to be counted present. A student must stay until 11:00 in order to be counted present. Also, a student who arrives before 11:00 and is present the remainder of the day is counted present. Teachers should send all parent or doctor excuses to the office daily.

**REPORT CARDS**

Report cards will be sent out after each nine-week grading period ends. Progress should be reported at the mid-grading periods. Report cards are to be returned to the teacher, if the homeroom teacher makes the return a requirement.

**COMMUNICATION WITH PARENTS**

It is very important that teachers have very close communication with parents. This may be positive comments about the student or it may be a discussion of problems such as academic progress, student attitude, student behavior, or other matters.

**STUDENT TEXTBOOKS**

Student textbooks are very expensive. It is important that we monitor textbook abuse and students who lose or damage books are charged for books.

**PROMOTION POLICY FOR WINFIELD CITY SCHOOLS**

**KINDERGARTEN**

The Kindergarten teacher and the principal shall make the decision to promote a student from kindergarten to first grade.

**GRADES 1-4**

The promotion policy for grades 1 – 4 was developed to insure that each student masters the basic skills in mathematics and reading before leaving elementary school. This also insures that minimum educational standards are enforced by the school.

Promotion criteria for grades 1 – 4 have been established as outlined below:

1. Students must have passing Report Card grades in academic subjects.
2. Students must have regular school attendance.

Mastery of the basic skills before leaving the elementary school is essential for success in high school.

Responsibilities for student mastery are the concern of everyone connected with this school: The principal must monitor the instructional program and ensure that students are placed properly; the teacher must make sure that the specified skills are mastered, keep parents informed of the child’s progress, make sure that their children attend school regularly and confer with the teacher. Parents should monitor their child’s progress, make sure that their children attend school regularly and confer with the teacher. The student must be responsible for doing homework assignments, paying attention to instruction, responding to guidance given by principals, teachers, and counselors, attending school regularly, and accepting responsibility for their own learning.

**PROMOTION**

Promotion is to be based upon academic achievement. Students who do not meet the promotion criteria should be retained. A student should not have passing grades in a subject if they are unable to complete the work in that subject. **Teachers should not discuss retention until the latter part of the year. Teacher may and should discuss student’s failure to meet skills required for each grading period.**

**DISCIPLINE**

1. If you anticipate a serious problem, discuss the situation with Mrs. Long in advance.
2. When a referral is made to Mrs. Long, the disposition of the case is her responsibility.
3. Classroom discipline and order is the teacher’s responsibility. Students should only be sent to the office for major offenses. It is not the principal’s responsibility to handle your classroom discipline. Good classroom organization, management, and supervision will prevent most discipline problems.
4. Suggestions for effective discipline in the classroom:
5. Begin your class with the bell. If you expect your class to be prompt and businesslike, you must set the tone.
6. There is no substitute for good lesson planning. Any group can sense when the teacher is groping for what to do next. The student can also sense when the teacher is dwelling too long in the same area.
7. Start the year with definite imposed controls. These controls may be relaxed gradually as the class exhibits the necessary responsibility. Sometimes it is advisable to have classes draw up their own code of conduct (with the teacher as advisor).
8. Never give additional homework as punishment.
9. Insist on the general rule of only one voice at a time in your classroom.
10. In general, avoid predicting or threatening specific punishments. If you should predict a certain punishment, be sure that it can be carried out. Do not threaten expulsion from school or from your classroom, as only the board of education has the authority to expel students.
11. Be just as quick to praise as you are to find fault.
12. Do not punish the whole group because of one or a couple of individuals. This is quite unfair to the innocent.
13. Make it a point to associate with your pupils in school activities outside the classroom. Pleasant associations in which pupils can view you as someone other than the classroom teacher responsible for assigning them so much homework can aid the teacher-pupil rapport.
14. Whatever your individual room standards may be, make sure that they are reasonable, kept to a minimum, well understood by the class and fairly and consistently enforced.
15. Understand students’ fads and don’t belittle them. Let the administration decide which fads are not acceptable. However, once the school policy has been established, be sure to enforce it faithfully and consistently.
16. Don’t argue with your class. If you are merely enforcing a school rule, there is no need for argument. Explanations are often desirable, but never an argument.
17. Reject undesirable behavior, but never reject a class. The distinction is important. Most pupils need security gained from knowing that you still have confidence in them.
18. Without being a comedian, show a sense of humor.
19. When in error, don’t be afraid to apologize (But do not be in error too often).
20. When you feel discipline problems about to arise, do not hesitate to seek advice and help from the principal.
21. Much of the morale and good discipline of the best classrooms is to be found in the chemistry of personalities as they interact from day to day. Be yourself. Concentrate on fair play, friendliness, sincerity, and firmness with kindly patience, consistency, and the ability to laugh with pupils.
22. You must have another teacher present as a witness when corporal punishment is used. Corporal punishment should be used only as a last resort for severe discipline problems. You must follow board of education policy in administering corporal punishment. A copy of the board of education policy on corporal punishment is in the board policy book.
23. Do not send students to the hall outside your classroom to do homework, take a test, or for discipline. Find a place inside your classroom to take care of this or use other methods of discipline.

**HOMEWORK FOR STUDENTS**

Homework is an important part of the learning process. Homework should be given to reinforce material which has been previously presented. There are several things teachers should consider when giving homework.

1. Do not give homework as a punishment.
2. Do not give an excessive amount of homework.
3. Teachers who give homework and allow students to work on it in class should circulate around the room to be sure that all students are working on assignments. Help may be given to students who need it.
4. In grades where students have more than one teacher, the teachers should coordinate homework assignments. Example: Two subjects Monday and Wednesday, two subjects Tuesday and Thursday, and other subjects on Friday.

**CLASSROOM ORGANIZATION AND RESPONSIBILITIES**

1. All teachers are responsible for well-planned class activities each day.
2. All teachers are to provide seating charts and other information to complete a plan book. This will aid substitutes when you are unable to teach. Teachers should leave plans for a substitute when they are absent.
3. The teacher who has the last class in any room for the school day is responsible for turning lights out, clearing the floor of paper, leaving special equipment in the proper condition, and closing the door.
4. Prepare daily lesson plans in all subject areas. Have pacing guides that serve as a snapshot of what instruction will look like in the classroom.
5. Students must have the responsibility for keeping their room clean. It is the teachers’ responsibility to see that students carry out their responsibilities. The custodians cannot take the place of student responsibility.
6. All teachers at each grade should plan at least one planning period a week. Teachers should plan for grade level meetings with the administration once per week. All teachers at each grade level should know what each teacher is doing in each subject. We must **all** work together.

**TEACHER**

The classroom teacher is considered the most important member of the professional staff. The first responsibility of the classroom teacher is to teach to the best of his/her ability. In order to achieve this, the classroom teacher does the following:

1. Continues to study and prepare in his/her teaching field through college courses, workshops, reading, and in-service participation.
2. Minimizes discipline problems through well planned and meaningful classroom instruction and activities.
3. Uses teaching aids which are most effective.
4. Keeps accurate records of student attendance.
5. Keeps meaningful grades posted in the teacher grade book.
6. Contributes to the overall school program by cooperating with teachers, supervisors, and the administrative staff.
7. Ensures that the use of social media is used in a professional manner. \*\*The principal reserves the right to question any content that reflects negatively on Winfield City Schools.

In order for any teacher to be effective, it is essential that he/she develops and maintains a desirable outlook toward the individual worth and dignity of those he/she teaches. At Winfield Elementary School, teachers are selected who believe that the majority of our young people are rapidly becoming an asset to our society and who believe that they can and must help them in this development. Compatibility with faculty members is a must if we are to build they type of school spirit necessary to benefit those students who are looking for only the best quality in education. Each teacher is expected to be professional in his/her relationship with other teachers and the community.

**TEACHER RESPONSIBILITIES**

1. Meet and instruct assigned classes in the location at the time designated.
2. Revise and update classroom instruction in order to meet the individual needs, interests, and abilities of the students and in order to meet other requirements of the school system.
3. Create a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
4. Prepare for classes assigned and show written evidence of preparation upon request of immediate superior.
5. Assume responsibility for organizing the classroom to provide an effective teaching/learning climate.
6. Understand and implement policies, rules, and regulations of the Winfield City Board of Education.
7. Attend staff meetings and serve on committees as required.
8. Utilize available planning time effectively.
9. Keep accurate, up-to-date cumulative student records.
10. Collect and account for monies as required by the principal.
11. Inventory textbooks, equipment, etc. as required.
12. Accept responsibility by participating actively in school and system in-service programs.
13. Submit copies of long and short-range plans to the principal as requested.
14. Teach students good housekeeping habits and respect for school facilities.
15. Report needed maintenance to the principal.
16. Ensure proper storage of equipment to the principal.
17. Work cooperatively with school-community organizations.
18. Attend meetings and other school-community functions.
19. Communicate effectively with school patrons and the general public.
20. Project a good image to the public.
21. Encourage students to maintain high standards of classroom behavior.
22. Guide the learning process toward the achievement of curriculum goals and insure objectives are in harmony with these goals. Establish clear objectives for all lessons, units, projects, and communicate these objectives to students.
23. Employ a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided with the needs and capabilities of the individuals or student groups involved.
24. Assess the accomplishment of students on a regular basis. In order to check progress in the basic competencies and other areas, student achievement will also be evaluated with i-Ready.
25. Identify the learning disabilities of students on a regular basis, seeking the assistance of qualified personnel.
26. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
27. Maintain accurate and complete records as required by law, district policy, and administrative regulation.
28. Assist the administration in implementing all policies and/or rules governing student life and conduct. Develop reasonable rules of classroom behavior and procedure, and maintain order in the classroom in a fair and just manner.
29. Make provisions for being available to students and parents for education related purposes.
30. Plan and supervise purposeful assignments for teacher aid(s) and/or volunteer(s), and in cooperation with administrators, evaluate their job performance.
31. Strive to maintain and improve professional competence.
32. Perform other related and appropriate duties as requested by the principal and/or superintendent.

**TEACHER APPRAISAL**

The primary purpose of personnel evaluation is to provide the staff and administration information needed to improve instructional performance, guidance service, and the learning environment. The evaluation should aide the staff member in developing objectives, skills, and knowledge needed to grow as a professional educator.

The administration will assess teacher performance with walkthroughs, conversations, and the Alabama State Department of Education Evaluation Instrument EDUCATE ALABAMA.

**GRADING SCALE**

A - 90 – 100

B - 80 – 89

C - 70 – 79

F- 69 – OR BELOW

**PERSONAL BUSINESS**

Board of Education policy prohibits any employee from selling or purchasing goods or services from or to students, employees, parents, or any other persons during school hours.

**CONFIDENTIALITY REPORT**

Employees should not discuss information about individual students with any persons other than the student’s parents or guardian. This includes student’s progress, grades, standardized achievement test scores, IEP’s etc.

**SEXUAL HARASSMENT**

Sexual harassment of student or Board of Education employees will not be tolerated. Refer to the Board of Education policy for details. Students who have complaints regarding sexual harassment should report the problem to the counselor or the principal. Employees who have a complaint should report the problem to the principal or to the counselor. Faculty members are expected to work with the administration to help educate students regarding acceptable behavior standards relative to this policy.

**SMOKING/TOBACCO USE**

The State Department of Education has adopted new regulations designating all school facilities as “tobacco free”. No tobacco of any kind is to be used by students or Board of Education employees on school property at any time, including before and after school hours.

**WEAPONS**

Students who bring, possess, buy or sell weapons on school property at any time will be expelled from Winfield City Schools for a minimum of one calendar year as required by Federal Law and Board of Education Policy.

**TEACHER DRESS**

Teachers should dress as professionals. The image that you project to students, parents, and other staff members is very important. Dress should be modest and professional. However, for the 2020-2021 school year, teachers are allowed to dress down. However, there will be no shorts or inappropriate dress. More specifically, all bottoms need to be covered, as well as your chest. If you want to wear scrubs, that is fine. If you wear leggings, your shirt needs to be mid-thigh. If you wear jeans, no holes.

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