



PORTER
ACADEMY

**2011 – 2012
STAFF HANDBOOK**

Table of Contents

Daily Overview

Mornings.....	1
Student Drop-off / Pick-up.....	1
Morning Homeroom.....	1
Morning Exercises.....	2
Alert Program.....	2
Snack and Lunch.....	2
Break/Recess.....	2
Computer Room.....	2
Afternoon Homeroom.....	3
Monday and Friday	3
Each Week.....	3
First Day of Month.....	4

Additional Teacher Responsibilities

Field Trips.....	4
Library.....	4
Student Planner.....	4
E-Mail.....	4

Behavior

Rules.....	5
Standards of Behavior.....	5
Disruptive Behavior.....	5
Extreme/Violent Behavior.....	5

Rewards

Fantastic Friday – Parent Activity.....	6
Pets	6
Academic Minutes/Safari Bucks.....	6
Show and Share.....	6

Policies and Procedures

Admissions	7
Conferences and Student Evaluation.....	7
Faculty Meetings.....	7
Fire/Severe Weather Drills.....	7,8
Health and Safety.....	8
Medication.....	2.....8
Personal/Sick Time	9
Privacy	9
School Closing.....	9
Student Attendance/Tardiness/ Early Release.....	9
Tutoring	9

Forms

Attendance Sheets.....	10
Continuing Education Record.....	10
Incident Report	10
Authorization for Medication	10
Medication Log	10
Medication Policy	10
Reading/Math Minutes Summary.....	10
Reimbursement	10
Release, Indemnity and Hold Harmless Agreement.....	10
Release, Tutors.....	10
Requisition Form	11
Student Planners	11
Tax Exempt Letter	11
Porter Academy Phone chain.....	12

Daily Overview

Each child is assigned to a Homeroom within one of the 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

Primary and Elementary teachers will arrive by 8:00 AM each morning and complete check-in outside 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 email
- Be prepared to receive students by 8:15 am each morning

Middle School Teachers will arrive by 7:50 and complete the same check-in procedures.

- 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 email
- Be prepared to receive students by 8:00 am each morning

Student Drop-Off/Pick-Up

Primary and Elementary children will enter their homeroom at 8:15AM. Middle School students will enter their homeroom at 8:00 am.

Teachers must receive a note or phone call from the parent for a student to ride with a person other than those listed on the approved pick up list. 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 in the business office.

Homeroom Teacher Responsibilities:

- Review each child's drop-off/pick-up instructions, become familiar with their routine
- One teacher from each homeroom is responsible for monitoring drop-off/pick-up

Morning Homeroom

Primary and Elementary morning homerooms begin at 8:30 a.m. Middle School begins at 8:10 am. Teachers are expected to:

- Record attendance
- Check planner for any communications from parents and forward as required (tuition payments to the business manager)
- Address classroom and behavioral concerns
- Review calendar and daily math warm-up
- Discuss the daily weather and temperature
- Discuss how students can have a good day
- Read and discuss schedule for the day

- Alert Program: Discuss students' engines and tools they can use to make their engines "just right"
- Morning Exercises

Morning Exercises

Teachers lead all students in intense aerobic exercise each morning followed by exercises that require bilateral coordination, crossing midline, and core strength. Activities may be drawn from S'cool Moves, Brain Gym, iLs playbook, or teacher designed/discovered activities. At least 15 minutes should be spent on morning exercises.

Alert Program

Each homeroom will be implementing the Alert Program on a developmentally appropriate level. This program teaches students to recognize their own level of sensory arousal as well as tools they can use to regulate their level of arousal. Teachers will guide students in discussing their "engine level" and discovering sensory activities that help each student regulate his/her level of arousal so that it is appropriate to the context.

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*
- During this time we encourage students to select healthy foods.
- 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
- Teachers are responsible for communicating with the Business Manager any problems with computers/headphones

- 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 by Extended Day School Director.
- 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
- Complete and check each student's planner
- Students brainstorm or discuss matters from the day
- Students will straighten up the room with the assistance of the teacher
- 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
- Check and empty mailbox and respond to messages
- Check e-mail and respond to messages

Monday

Team meetings will be during school hours at your designated time.

- The first Monday of each month will be a full staff meeting.
- Every second, third, fourth, and possible fifth Monday of each month staff will be available for additional meetings if needed.
- Early Release Fantastic Friday will be an in-service for all staff. Please check the schedule above the copy machine.

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 – 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. Students are dismissed at 1:00 pm.
- 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

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 Head of School for approval**

Library

- Visit the library one day each week to check out and return books at an assigned time
- Teachers are responsible for checking out student books and ensuring returned books are on the red cart when the library is setup completely teachers will be responsible for shelving books.
- Students are not allowed to borrow again until they return the previously borrowed book, if books is lost students will pay for the book.

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

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 loss of money, privileges, or a failure to earn points.

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: Georgia Wilderness: Primary– Immediate Feedback

Team B: Georgia Wilderness: Elementary- Immediate Feedback, school store, point system

Team C: Middle School – Classroom rules

Refer to the Parent Handbook for additional information.

Disruptive Behavior

- A student will be given 3 warnings for disruptive behavior, after which the student will receive appropriate consequences and the parents will be notified through the planner or a phone call.
- If a serious infraction occurs the parents will be contacted immediately for a conference.
- The Head of School, Principal, teachers, and parents will work together to determine a plan to prevent or handle future disruptive behavior.
- A conference may be called if disruptive behavior persists

Disruptive Behavior

- Options may include a behavior contract signed by the student, teachers, and administrators

Extreme/Violent Behavior

- Options may include 1-3 day in school suspension OR 1-3 day out of school suspension

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 and 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 documented academic minutes. Safari Bucks are awarded on the 2nd Friday of each month.

Student / Parent Responsibilities:

- Record Academic minutes
- Tally the monthly total and 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

Show and 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. Thursday will be the typical day to do tours. 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 to date of conference or sending progress reports home.

Do not wait until the last minute to complete your students' IEPs and Progress Reports. 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 24-27: Conferences-Initial IEP for school year
- January 17-20: Conferences – Updated IEP, Progress Reports
- March- 9: Progress Reports sent home
- May 14-17: Conferences – Completed IEP for current school year; Progress Reports

Faculty Meetings

Faculty Meetings are held the first Monday of each month at 3:15 PM and the third Friday of each month at 1:15 PM will be In-services.

- Meeting agendas are provided 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

Fire / Severe Weather Drills

Porter Academy conducts a fire/severe weather drill every month 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 nape of their neck
- The staff will make sure everyone is safe from window areas
- Each teacher takes roll and turns in completed roster to the Business 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 symptoms 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 sore 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 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 of severe weather or other emergencies that requires us to close the school, the **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

Primary and Elementary schools officially begin at 8:15 am and end at 3:10 pm. Middle School officially begins at 8:00 and ends at 3:10 pm. Attendance sheets are issued to each homeroom for each month and submitted to the Business Manager at the start of a new month. A written notice of early releases specifying the time of release must be received from the parent. 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. Staff must obtain a signed release form from parent for any tutoring/therapy outside of school hours. 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 Business Manager's 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 Business 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 in accurate minutes to the Academic Assistant.**

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

Planner 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. Staff will not be reimbursed for taxes paid on purchases for the Academy.

Porter Academy Phone Chain:

Claudia Calls: Daily: Lynn 770-521-9238
Liana: 404-266-8716
James: 1-765-993-1496

Monday: Jody # 770-977-7057

Tuesday: Jody # 770-977-7057
Nancy # 770-713-3838

Wednesday: Jody # 770-977-7057
Jenny # 404-281-4435

Thursday: Jenny # 404-281-4435

Friday: Nancy # 770-713-3838

Barbara Ramer Calls:

Pam: Home: 770-886-0162 or Cell 770-519-2975
Maureen: Cell 678-620-1676
Barbara Richard: Home: 770-442-0610 or Cell 770-883-4540
Jackie: Home 770-442-0393 or Cell 770-656-4358

Maureen Kennedy Calls:

Hannah: #404-729-4983
Amanda Olson: #770-594-7886 or 770-789-0541
Mary Retchko: #404-578-1085

Barbara Richard Calls:

Teresa: # 404-256-0975
Barbara Selkirk: # 770-414-8409
Laura: #770-355-6321
Vicki: # 404-665-7756

Jackie Calls:

Marcie: # 770-827-4634