

Frederic W. Cook Elementary School



Staff Handbook

2021 - 2022

Building a Better World ... One Student at a Time!

Frederic W. Cook Elementary School
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INTRODUCTION

The 2021-2022 Cook Staff handbook has been compiled to provide staff with an overview of day-to-day duties, responsibilities, and the various procedures observed at this school. You are responsible for knowledge of policies contained within this handbook, as well as our student handbook, emergency procedures, and school policy manual. If you have a question about something in this handbook, please see your principal.

Handbooks: Teachers and staff are responsible and expected to be knowledgeable about all items found in school policy, the district safety plan, and parent-student and staff handbooks. Handbooks may be changed or amended during the school year. Staff will be notified of changes.

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Vision, Mission, and Beliefs
Frederic W. Cook Elementary School

Vision Statement

Working in partnership with parents and community members we create an empowering environment where students discover their strengths and resolve their obstacles to reach their full potential.

Mission Statement

The Plainfield Public Schools in partnership with its community shall do whatever it takes for every student to achieve high academic standards. No excuses, No alibis, No exceptions!

Core Values

Our Shared Beliefs and Values That Guide Our Decisions and Behaviors to show our
COUGAR PRIDE

- **P**atience
- **R**espect
- **I**ntegrity
- **D**etermination
- **E**ffort





10-MONTH CALENDAR 2021-2022 School Calendar

Board Approved: Jan 19, 2021

PLAINFIELD PUBLIC SCHOOLS

September 2021 20/15				
M	T	W	T	F
		1*	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

February 2022 19/19				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28				

Color Codes	
	Professional Development
	Students Return/Last Day for Students
	Schools Closed
	Early Dismissal – K-12 Students
	Early Dismissal – Parent/Teacher Conferences

October 2021 20/20				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

March 2022 25/23				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

Fall 2021	
9/1*	All Employees Return – Staff Convocation
9/2, 9/3, 9/7 & 9/8	Professional Development
9/6	Schools Closed – Labor Day
9/9	First Day for Students
9/16	Schools Closed – Yom Kippur
9/21	Back-to-School (Elementary); 9/22 Back-to-School (Middle)
9/23	Back-to-School (High School)
10/4	Early Dismissal – Professional Development
10/11	Schools Closed – Indigenous Peoples' Day
11/2	Schools Closed – Election Day
11/4 & 11/5	Schools Closed – NJEA Conference
11/15	Early Dismissal – Professional Development
11/16 – 11/18	Early Dismissal – Parent/Teacher Conferences
11/24 – 11/26	Schools Closed – Thanksgiving Recess

November 2021 16/16				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

April 2022 15/15				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Winter 2021-2022	
12/6	Early Dismissal – Professional Development
12/23	Early Dismissal – K-12
12/24 – 1/3	Schools Closed – Winter Recess
1/10	Early Dismissal – Professional Development
1/17	Schools Closed – Dr. Martin Luther King, Jr. Day
2/7	Early Dismissal – Professional Development
2/8 – 2/10	Early Dismissal – Parent/Teacher Conferences
2/21	Schools Closed – President's Day

December 2021 17/17				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

May 2022 21/21				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

Spring 2022	
3/7	Early Dismissal – Professional Development
4/4	Early Dismissal – Professional Development
4/15, 4/18 – 4/22	Schools Closed – Good Friday / Spring Recess
5/9	Early Dismissal – Professional Development
5/30	Schools Closed – Memorial Day
6/17	Schools Closed – Juneteenth
6/24	Last Day for Students and Staff
6/24	High School Graduation

January 2022 19/19				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

June 2022 17/17				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

Mid-Marking Period Closing Dates					
1 st MP	10/13	2 nd MP	12/22	3 rd MP	3/9
4 th MP	5/20				
Marking Period Ending Dates					
1 st MP	11/17	2 nd MP	2/3	3 rd MP	4/11
4 th MP	6/16				
Evening Parent/Teacher Conference Dates					
Elementary School	Middle School	High School			
11/16	2/8	11/17	2/9	11/18	2/10

NOTE: Emergency closing days will be made up in this order:
If there are any unused emergency days, schools will be closed in this order: 5/27, 5/31

**182 – Student Days • 187 – Teacher Days
Includes 2 Emergency Days**

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ABUSE - REPORTING CHILD ABUSE/NEGLECT

According to New Jersey State Statute, school employees are mandatory reporters. Reports should be directed toward our local Social Service Agency, police or school social worker and follow the direction provided.

ACCIDENTS

If you witness a student accident, contact the nurse and fill out any forms as directed.

ATTENDANCE

GENERAL POLICY - STUDENTS

Regular attendance is very important to school success. All procedures listed in this section are intended to encourage parents and staff to work together for the students' success. It is your responsibility to know and understand rules for student attendance as shown in the Parent-Student Handbook. If a pattern of tardies (3 or more unexcused) and/or absences becomes apparent, any staff member, parent, or professional can make a referral to the main office. All absences can be used toward the referral to the principal. Unexcused tardies and absences will accelerate the referral process.

RELEASE FROM SCHOOL

Any student who wishes to leave school **anytime** during the day must have parent permission. A call or note from the parent is required. It is the school's policy to release children from their classroom work for visitations to the doctor or dentist. This is an excused absence. Students must sign out prior to leaving and check-in at the office to receive a pass upon returning. This is expected for all students regardless of age.

ATTENDANCE RECORDING

To keep accurate and up to date student records, attendance should be entered by 9:00 a.m. by the classroom teacher on Genesis.

Students arriving after 8:10 a.m. are counted tardy. When tardy, students are to report to the office for a tardy slip.

ATTENDANCE- TEACHER/STAFF

ABSENCES FROM WORK

Anytime you are absent or late it impacts our ability to deliver services and should be kept to a minimum. In case of absence from work, the following procedures should be followed:

- Log into your Frontline account and navigate to Absence Management. There you can enter absences, check your schedule and update personal information as needed.
- Please enter absence related information in the Frontline system as early as possible. If something happens after 7:00 a.m. on the day you must be absent, call the main office at 908-731-4215. If you do not get an answer, leave a message, and the location of your sub plans. Please check back in Frontline to be sure there is a sub assigned.

Requesting personal leave and scheduling appointments:

Any requests for a personal day or scheduling of appointments or activities must receive permission from the employee's supervisor and follow district policy by submitting requests through Frontline. This will assist us in finding quality substitutes. Please note that no requests for personal leave or appointments will be accepted the **first or last five days*** of school; *unless extenuating circumstances exist*.

*Emergency days may impact when the last week of school will occur - see school calendar for schedule of make-up days.

SUB PLANS

Sub plans should be complete, easy to follow, and easily accessible. The expectation is that meaningful instruction be planned.

- a. An up-to-date class list with instructions for attendance
- b. Clear directions defining classroom routines and teacher responsibilities (lunch, milk break, end of day, specials).
- c. Class schedule and lesson plans.
- d. Location of textbooks, worksheets, supplies, keys, or other learning resources.
- e. Lesson plans for the day

All teachers should have 3 days of sub plans available in their classrooms or stored in the main office at all times.

BEFORE AND AFTER SCHOOL

Students are *encouraged* not to arrive before 8:00 a.m. unless they are coming for breakfast. If they do, they should report to the cafeteria. Breakfast is served from 7:30 a.m - 7:55 a.m..
If students are attending an after-school activity, they should go directly to their assigned location.

BOOK /EQUIPMENT FINES

It is your responsibility to see that schoolbooks and equipment are returned in good shape. A record should be kept of the textbook number assigned to each student. Any student losing a book (from the classroom or media center) should be sent to the office so that a cost may be determined. Also, a reasonable charge will be made for books that have been misused. This is also true for school equipment assigned to a child. It is the responsibility of the student to follow the technology agreement. The teacher and principal will verify damage and assess a fine based on damage beyond normal wear and tear.

BUILDING ETIQUETTE

1. TRAVELING TO CLASSES - As you take your class through the hall please be sure they do so **quietly** so as not to disrupt other students or staff members. When traveling to music, physical education, art, lunch, etc. take the most direct route. You are expected to escort your kids to their destination.
2. HALLWAY PASSING - All school personnel need to take ownership of student behavior. One does not need to be the homeroom teacher to address inappropriate behavior.
3. STUDENTS IN BUILDING AFTER HOURS/WEEKENDS - Students will be allowed in the buildings evenings and Saturdays only if they have permission and are supervised by a parent, member of the faculty or a community education instructor. They need to be in the area that is directly supervised.

4. **OUTSIDE ETIQUETTE** - Instruct the children to use the sidewalks when approaching and leaving the school building. Keep students away from any active parking lots or driveways during dismissal.
5. **BATHROOM, HALLWAYS, LOCKERS** - All students are asked to dispose of paper and other unwanted items in the containers provided. Be sure to monitor the bathrooms, hallways, and locker areas. Minimize the number of students out of the classroom at a given time.
6. **SCHOOL EMPLOYEE DRESS** - Professional attire is expected by all staff. Your dress is an important part of how you are perceived (as an individual and as a professional) by your colleagues, students, parents, and the community. Good judgment and common sense should guide and encourage a professional appearance and standard.
7. **POSTING OF NOTICES** - Posting any notices, displays, etc. must be cleared through the principal's office.

BUILDING LEADERSHIP TEAM

This committee is made up of representatives from the staff. It is a vehicle for providing the principal with important information. The information shared and discussed will help us to provide improved services to our students and staff. The leadership team will meet regularly.

BUILDING USE

DOORS AND WINDOWS

Weather permitting, windows should remain open and unobstructed as much as possible to minimize the spread of COVID-19.

HOUSEKEEPING AND CARE OF SCHOOL PROPERTY

The Plainfield Public School System works hard to maintain its buildings and equipment. It is the responsibility of the teacher to do all in his/her power to keep it that way. We do not intend to go into detail about the care of your room, but expect you to use good judgment.

BULLYING

The Plainfield Public School District maintains a zero tolerance policy for all types of physical, emotional and cyber bullying.

BUS SAFETY

- **Bus Procedures:**
 - Before and after school, students who are bussed will be dropped off or loaded at designated areas of the school. You will be notified of this area at the beginning of the year.
 - All field trips requiring transportation, during the school day, will load at the main entrance in front.
 - Children are to come to school and return home on their scheduled bus.
 - Children missing the bus should be sent to the office.
 - All pupils should be informed that in order to assure their safety, the drivers of school busses have definite instructions that unruly or unsafe behavior is not to be tolerated.
 - There is a yearly bus evacuation drill for all students. Teachers will accompany their students to the buses when called.

CAFETERIA GUIDELINES

It is your responsibility to know and understand rules for cafeteria use as shown in the Parent-Student Handbook. Teachers should drop off and pick up your class from the cafeteria on time.

CLUBS/ACTIVITIES

Staff is highly encouraged to participate in before and after school extracurricular activities. All suggestions for new clubs or activities must be approved by the principal. Only full vaccinated individuals may participate.

CUMULATIVE FILES

A cumulative folder is kept on each student in grades K-5. These folders must be kept in the main office. Teachers are required to update each student's cumulative file at the end of the school year.

DAILY PROCEDURES

ID BADGES

An ID card with a picture will be provided to each teacher. This ID must be worn with a lanyard or clipped on. All staff is expected to wear their ID badge at all times during the workday. The use of staff ID badges is one of several preventative measures we have adopted to help make the school buildings safe and secure for students and staff. The badge is also used to enter the building and to sign-in.

OPENING DAY AND DAYS THEREAFTER

- 1) Greet each child at the classroom door individually with the child's name. Make them feel wanted. Help them find their assigned desk.
- 2) Begin to build a routine the first day. Teach what you expect kids to know. Do not assume students know the routine, rules, building, etc.
- 3) Kindergarten and "new" pupils should be shown where the office, lunchroom, gymnasium, bathrooms, and other facilities are located. Make it a point that our students know the adults in our building and the services they offer.
- 4) Before going to the bathroom, the children should be instructed as to what is expected of them in detail. Don't assume they know. Economical use of towels should be stressed. Let's help the custodians by putting the used paper towels in the proper container. A periodic bathroom check after your students have used the bathroom will help keep them neat and clean and hold students accountable.
- 5) SAFETY INSTRUCTION - Safety instruction must be an integral part of each instruction phase of each class. It is impossible for a handbook to spell out each aspect of safety for each respective class. It is the responsibility of an instructor to give proper and complete instruction for each respective class.
- 6) Take time to evaluate each day. The children should leave school in a happy, friendly state of mind. They should feel they accomplished something at school that day.
- 7) NEW STUDENTS – New students entering Cook will be assigned to a class by the principal. It is the classroom teacher's responsibility to review student records, pretest, etc., in order to assure appropriate instruction for the student.

ANNOUNCEMENTS – Verbal announcements via the intercom will be kept to a minimum. They will be made at approximately 8:05 a.m. and 2:20 p.m.. DISTRIBUTION OF NOTES -- Most school information flyers done via Schoology. As directed, post these notices to Schoology in a timely manner.

DATA MEETINGS

Data meetings will be scheduled on a regular basis (schedule provided to you). Meetings will focus on using data to improve instruction, communication, and increased student success.

DISMISSAL TIME for all students is 2:35 p.m.

All classroom teachers are to escort their class to the dismissal area, monitor, and dismiss from there.

EMERGENCY EARLY DISMISSALS

Should the district need to close early, follow all directions from the principal. All staff will be informed by the principal when they may leave.

END OF YEAR CHECKOUT

Prior to checking out you need to complete the list of end of year tasks as provided by your principal. Follow the end-of-year checkout list provided by the office. All keys must be returned to the office at the end-of-the -year.

EVALUATIONS OF LICENSED STAFF

Formal evaluations will be conducted according to the number listed in Frontline based on your tenure. Informal observations by your supervisor can be performed at any time throughout the year.

FIELD TRIPS AND EXCURSIONS

If a field trip will contribute to the understanding you are developing in a unit, contact your principal for approval. The teacher will need to complete the district field trip form, the cafeteria form and attach a lesson plan. Children should be instructed not only about the things that they will see on the trip, but also concerning the conduct that is expected of them on the bus and during the tour. Permission slips for field trips will be issued to each child as needed.

Parents should be informed about field trips in advance. Please let the office know of your field trips even if you do not plan to use bussing.

*Notify the specialists in advance to verify that the field trip can work in their schedule.

*Notify the cafeteria people of the trip well in advance so school lunches can be provided.

FIRE DRILL/LOCKDOWN PROCEDURES (signaled by the fire alarm)

Fire drills and lockdowns will occur monthly.

FIRE DRILL

Fire drill exit plans must be posted in each room. You are responsible to see that the exit plans are posted in a visible location. Students and staff are to be at least one hundred feet from the building and not blocking any road to the building. Students and staff should exit the building as quickly as possible. There is no time to put on coats.

Safety of all people is our #1 concern. On your way out please close all doors, windows, and turn lights off. Be sure to prepare your students for an alternate route should your primary exit be blocked. Special care must be taken for handicapped children, this is the responsibility of the individual faculty member. Special education and regular education faculty need to have this worked out in advance.

Homeroom teachers whose students are at a specialist are to report outside to the designated spot for that specialist.

LOCKDOWNS

A lockdown drill is signaled by an announcement, "We are in lockdown mode.". Students quickly and quietly move to a designated area of the room away from windows and the door. They sit on the floor (if able) and remain quiet throughout the entire lockdown period. Teachers must lock their classroom door, turn off the lights and cover all windows on the door. Lockdown is over when both the principal and the security officer give verbal confirmation of the end of the drill over the announcement system.

FOOD IN SCHOOL

- Cook School will limit celebrations that involve food during the school day and will follow the current CDC guidelines.
- We will encourage healthy choices as classroom snacks and birthday treats.

FUNDRAISING

Fundraising is encouraged and is beneficial to help support our students. Permission must be granted by the building principal for any fundraising request

GRADING:

Teachers in grades K-5 are to maintain their Genesis gradebook on a timely basis as appropriate.

Grading Policy

Grading Student Performance

90 - 100	A
80 - 89	B
70 - 79	C
60 - 69	D
64 and below	F

Each teacher must assure that an adequate number of scores were recorded for an accurate representation of the student work.

HEALTH POLICIES

1. It is your responsibility to know and understand health policies as shown in the Parent-Student Handbook, this handbook, and district policy. An emergency information form will be sent home each fall with every student to be completed and returned to school to keep records current.
2. All medications used in school by students must be made known to the school nurse. Refer to the Parent-Student Handbook
3. First Aid --- The nurse is on call to our school in case of illness and accidents. In the nurse's absence, please telephone the office.

4. Student Accidents --- Report all accidents to the school nurse. You may do it verbally, but it needs to be followed up with an accident report form being completed.
5. The principal should be notified when a child has been injured in school or on the playground. Teachers are asked to refer any health problems of their students to the nurse.
6. The nurse shall be a resource person for faculty, parent or faculty groups concerned with the promotion of health.

KEYS/ID CARD

OBTAINING KEYS

- A. Contact your supervisor or building principal for permission to obtain a particular key.
- B. The Director of Buildings and Grounds will provide keys to the building principal and the principal will distribute the keys.
- C. Keys are collected at the end of each school year.
- D. Teachers must scan their ID Card upon arrival/dismissal.

KITCHEN USE/REFRIGERATOR

It is your responsibility to clean up after yourself and remove all personal items in the refrigerator by Friday afternoon every week.

Free and Reduced Lunch Applications: Free and reduced lunch applications are available in the main office and on the district website. Families may apply any time during the year. The district office approves applications. There are financial advantages to the district if eligible families apply.

LESSON PLANS/CLASSROOM SCHOOLGY PAGE

Each licensed teacher is expected to maintain a Schoology page. Lesson plans should include a minimum of:

- Week of
- Skills/objectives
- Assignments/assessments
- Key events/announcements

Lesson plans must be submitted to the principal for approval weekly or bi-monthly.

LOST AND FOUND

Articles found in school or on the school grounds should be placed in the Lost and Found container in the cafeteria. Please remind your pupils to check the lost and found area frequently.

LUNCH PROGRAM

Please see the student handbook for lunch and cafeteria procedures.

MAILBOXES

Mailboxes are provided in the staff workroom. Teachers should make frequent checks of their own boxes for special notices, mail, etc. that are placed therein. There is also inter district mail service available. Should it be necessary to have something sent to another office in an interoffice envelope.

MANAGING YOUR CLASSROOM

According to the Research, there are five ways to manage an effective classroom.

1. Classroom Procedures and Routines Are To Be Clearly Defined:

An effective teacher teaches procedure and has students learn routine. The procedure is what the student is to do and a routine is what the student does automatically. Established procedures will eliminate wasted time. Have a routine for entering the classroom, attendance, lunch count, collecting and distributing papers, etc. Ingrained procedures/routines will minimize wasted time and increase learning time!

2. Teach Students Classroom Procedures and Routines:

An effective teacher spends a good deal of time the first weeks of school introducing, teaching, modeling, and practicing procedures until they become routine. Initially, time should be spent each day on reviewing schedules, procedures for assignments, breaks, forming lines, sharpening pencils, raising of hands, behavior, etc.

- Develop a procedure to get their attention or to get to work.
(Don't yell or scream for the class to come to order.)
- Be sure procedures are modeled, monitored, taught, and retaught.
(Don't expect the students to learn the procedures in one day.)

3. Monitor Student Behavior:

Proximity to students is crucial (while maintaining social distancing. Be aware of who is listening, understanding, participating, or misbehaving. Scan regularly. The students should know that you are aware of what is going on at all times.

4. Handle Inappropriate Behavior Promptly and Consistently:

Monitoring for inappropriate behavior should be ongoing. Catching it when it first occurs makes it easier to correct. When dealing with misbehavior, be calm and quick so as to not disrupt the lesson. A stare, tap on the shoulder, gentle reminder about the procedure, or a consequence are just a few ways to address a need.

5. Plan Ahead:

Have a clear idea of what is to be taught and how to teach it. Post assignments daily in Schoology.

MASKS/MASK BREAKS

All students and staff are required to wear masks while in the school buildings. Grades K-5 will have regular mask breaks. These mask breaks should be scheduled at a time convenient for that class.

MONEY/VALUABLES

Please do not leave money or other valuables in your classroom while it is unattended. Classroom doors should be locked before and after school and at noon if the teacher is not present. Any money collected by a teacher for any school activity (including fundraising) must be given to the office daily. No money should remain in the classroom at the end of the school day.

PARKING LOT

Parking in the school lots is on a first come first served basis unless you have been assigned a permanent spot.

PARTIES

Thought and guidance should be used in pupil-teacher planning of school parties in order to have this type of activity make an actual contribution to the educational process. Fun, sharing, training in social graces, motivation for a special type of artwork, originality in planning entertainment and thoughtfulness of others are all factors of learning. **You are encouraged to have parents assist with the big parties such as Halloween, Winter Holidays, and Valentine's Day.**

PHYSICAL EDUCATION PROGRAM

Every K-5 child in the Plainfield Public School System will be required to participate in daily physical education classes/curriculum. The physical education program is part of the school curriculum and helps us meet required standards. Students are not to be held out of Phy Ed for disciplinary purposes in the regular education classroom.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance to the flag of the United States of America will be recited by the principal daily during the morning announcements. Students must respect the choice to recite or not recite the pledge.

Students will be instructed by their classroom teachers in the proper etiquette toward, correct display of and respect for the flag and patriotic exercises.

PREPARATION TIME

It is the policy of the Cook School to provide preparation time for all teachers. The district recognizes that non-student contact is needed to prepare lessons, correct tests, meet with individual students, parents, and/or other staff members, and allocates preparation time for those purposes.

Preparation time will be used in this described manner and teachers will be available in the buildings where their teaching assignment is located during the preparation time.

PUBLIC RELATIONS

Staff are strongly encouraged to positively promote the district through a variety of resources (web pages, radio, newspaper, class letters, blogs, twitter, etc.)

REPORT CARD/PROGRESS REPORTS

All teachers are to follow the schedule you will receive at the beginning of the school year when to submit grades for report cards and progress reports.

REPORTING TO PARENTS

- 1) Communication of Student Progress

In addition to the use of report cards at the end of each quarter, teachers must communicate student progress to parents by telephone, letter, email, conference, or mid-term report in the event of a significant change in student progress.

2) Parent Communication

It is best practice that you share with the principal important communication from or to parents. *A teacher who is planning to send home any communication which may be of a controversial nature, should clear the communication with the principal.* Notices concerning field trips, programs, etc. should go home before the event.

SCHEDULES

Individual teacher and student schedules are distributed to each teacher at the beginning of the year.

SPECIAL EDUCATION

*Individualized Education Plan (IEP) is a legal document developed to meet the educational needs of the child. School personnel responsible for the child are required to follow the IEP.

REFERRING STUDENTS FOR SPECIAL HELP

(Use of the Intervention Team should precede a Sp. Ed. referral)

Faculty members who feel students are having special problems with vision, hearing, coordination, academic learning, psychological or any other area should fill out an I&RS form on said student. It is the teacher's responsibility to refer any child not meeting standards for that grade level.

All referrals are given to the school social worker for review. A case manager will be assigned to oversee the referral. The case manager will assist the referring teacher with any questions that may arise throughout the process.

SPECIAL EDUCATION

It is the responsibility of the classroom teacher and Special Education instructor to work as a team. The area of difficulty needs to be given priority for the student. The Special Education classroom is as important as the classroom. It is essential that both programs are looked at as "equals" so a true team effort is given. **The homeroom teacher does not relinquish ownership of Special Education students, it is a shared ownership/team effort.**

STAFF MEETINGS

Licensed staff meetings will typically be held on a weekly basis. They are held the first Monday day of each month at 2:45 - 3:45 pm. If we are off on Monday, it is held on the first day we return. **Except in emergency situations, you are expected to be in attendance and on time.** If you cannot be in attendance you need to speak with your principal at least 48 hours in advance. A schedule will be provided to you. The last Monday of each month is designated for teacher prep time.

STUDENT DISCIPLINE

Teachers should be familiar with the discipline procedures outlined in the Parent Student Handbook.

In addition to the expectations described in the Code of Conduct, the following Cook Rules apply in every classroom and throughout the school:

Be respectful

Be kind

Follow adult direction

Walk quietly

Keep your school clean

Frederic W. Cook Elementary's non-classroom setting school-wide expectations are on the next page.

These should be posted in the classrooms and school environment where they will serve as a good reminder to students.

Cook School Rules

Be respectful

Be kind

Follow adult direction

Walk quietly

Keep your school clean



Teachers are to maintain good classroom management. Teachers need to explain their classroom rules early in the school year. Teachers may wish to develop a sequence or progression for handling disruptions in their classroom - eye contact, proximity to disruptive students, verbal redirection, warnings, positive reinforcement, personal conferences with the student, additional tasks or classroom time, proactive contact with parents, and parent conferences are all very appropriate and expected disciplinary approaches.

SUPERVISION

ASSEMBLY SUPERVISION

The management of students in an assembly should be as carefully done as in the teacher's classroom. Arrangements for coverage should be made with the specialist should your prep time fall during an assembly. Our younger children should be located/seated toward the front of the assembly with older children located behind them or in the wings of the concert hall.

CLASSROOM SUPERVISION

Teachers are not to leave their classes at any time unless appropriate supervision is provided.

AFTER SCHOOL SUPERVISION

Only fully vaccinated staff and volunteers may supervise after-school activities.

SUPERVISION TO CAFETERIA

Each classroom teacher is responsible for walking their class to the cafeteria for lunch. Once the students are in line our cafeteria supervisors will take over. **Students should wash their hands before eating.**

HALL SUPERVISION

Before school, before and after lunch, and at dismissal when the students are in the halls and classrooms, all teachers should locate themselves at their classroom door in order that both classroom and the hall in the immediate vicinity can be observed. This is to afford a minimum of orderliness in both places and will require the minimum of effort on each individual teacher.

- **RESPONSIBILITY FOR ALL** -- A point to be emphasized is that **all staff** have the right and the responsibility to see that **all children** in the building use appropriate behavior. If any adult sees a child from another class or another grade misbehaving in the absence of the responsible teacher, that child should be reprimanded. *We all have the responsibility of maintaining order in the school regardless of who the offenders may be.*

SUPPLIES/COPIES/TEXTBOOKS

Classroom supplies are ordered yearly by the teachers via Ed-Data. Use of the copy machine is on a first come first served basis. Textbooks are provided to the teacher for distribution.

TEACHER CODE OF ETHICS

Below are general guidelines for helping teachers make decisions in routine and special circumstances. It is helpful to review these periodically for your own benefit and guidance.

These rules are as follows:

- A teacher shall provide professional education services in a nondiscriminatory manner.
- A teacher shall make reasonable effort to protect the student from conditions harmful to health and safety.
- In accordance with state and federal laws, a teacher shall disclose confidential information about individuals only when a compelling professional purpose is served or when required by law.
- A teacher shall take reasonable disciplinary action in exercising the authority to provide an atmosphere conducive to learning.
- A teacher shall not use professional relationships with students, parents, and colleagues to private advantage.
- A teacher shall delegate authority for teaching responsibilities only to licensed personnel.
- A teacher shall not deliberately suppress or distort subject matter.
- A teacher shall not knowingly falsify or misrepresent records or facts relating to that teacher's own qualifications or to other teachers' qualifications.
- A teacher shall not knowingly make false or malicious statements about students or colleagues.
- A teacher shall accept a contract for a teaching position that requires licensing only if properly or provisionally licensed for that position.

TECHNOLOGY

Our district policy indicates that students and staff will be trained on internet usage. Its use is a privilege. Students and staff members are to use it in an ethical and educational manner. You are responsible for knowing and implementing our technology policies.

TELEPHONE

1. Phones have been placed in your room to make the home/school communication process easier. Student usage is at the discretion of the teacher.
2. In any emergency situation, send the student to the office to make a phone call.

TESTING

Cook School uses the New Jersey Student Learning Assessments to test students in grades 3-5. The NJSLAs are state mandated tests.

Cook School also uses the district-mandated Linkit tests for grades K-5. It is administered three times a year (two times for Kindergarten). All testing dates will be provided to the teachers.

VISITORS

All visitors are required by law to check in at the school office. If visitors are going to be in the building, they will be issued a visitor badge.

WITHDRAWALS

If a teacher is notified of a child leaving the school district, please notify the principal and main office so that the proper forms may be made out.