

Yonkers Public Schools



Teacher/Staff Handbook 2019-2020

JoAnn DiMaria, Principal

579 Warburton Avenue
Yonkers, New York 10701
(914) 376-8450 School

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OUR VISION



Museum School 25
is a diverse community of lifelong learners
who excel and positively contribute to the
community.

There is a strong commitment
from all stakeholders to build bridges
For the academic and social and cultural
excellence of all students.

OUR MISSION



At Museum School 25 it is our mission to create life-long learners who embrace challenges. Teachers, staff, and parents will guide students in developing the thinking skills needed to succeed. Through hard work, effort, and dedication, students will see their full potential for success.

A Message from the Principal



The Administrative Team at Museum School 25 would like to welcome you to our 2019-2020 school year!

We appreciate the hard work and dedication that our teachers and staff provide to our students.

We strongly believe that every child can learn if given the opportunity.

Teach them how, and they will rise above all their fears.

Give students the necessary tools they need to become empowered, and they will become confident learners.

*“Tell me and I forget. Teach me and I remember.
Involve me and I learn.”*

Benjamin Franklin

**Museum School 25
Yonkers Public Schools**

Administration

JoAnn DiMaria, Principal

Pupil Support Team and Safety

School Safety Officer - Kenneth Whitney

School Psychologist - Dylan Vergara

Social Worker - Milagros Rodriguez

Special Education Liaison - Robert Crescenzo & Melinda
Raczy

Andrus - Miriam Korbman

Parent Liaison

Ziomara Castro

Instructional and other staff are identified on the following pages:

Museum School 25 Teacher Roster 2019-2020

Teachers	Room #	Grade/ Subject
Michelyn Goodin	107A	Pre-K
Kristina Urciuoli	107 B	Pre-K
Amoy Harrison	108	K
Teresa Keys	101	K
Alyssa Tamburello	G5	1st
Bettina Branley	G6	1st
Angeline Grady	G8	1 st /S/C
Lisa Ricciardi	114	2nd
Patricia Foley	G8	2nd
Melissa Pantoja	B11	3rd
Robert Crescenzo	203	5 th / S/C
Ebony Belizaire	B10	3rd
Veora Robinson	G1	3rd/S/C

Priscilla Hernandez	110	4th
Danielle Calvi	111	4th
Michelle Zarychta	201	5th
Melinda Raczy	202	6 th /S/C
Special Area Teachers	Room #	Subject
Nicholas Creazzo	G2	ENL
Alexis Marinaccio	G2	Reading
Tiesha Palmer	G2	Reading T.A.
Frankie Rodriguez	G2	Math T.A.
Wendy O'Reilly	G2	Resource
Alyson Simms	G2	Speech
Christine Wilner-Miguel	Push-In	Art
Jose Davila	Push-In	Music
Christoher Dunn	Gym	Physical Education
Nicole Taylor-Wernham	Library	Librarian
Milagros Rodriguez	G4	Social Worker
Dylan Vergara	G4	Psychologist
Diama Niang-Burke	Push in	Prep Teacher

Museum School 25 Itinerant Teachers' Shared Buildings 2019-2020

Teachers	Shared School Building	Museum 25 Assignment
Wilner-Miguel	Siragusa	W, F, Alternate - M
Davila	Siragusa	T, Th, Alternate - M

Dunn	School 22	Split Monday, T, Th
O'Reilly	Hostos	M-F Mornings
Taylor-Wernham	School 29	Monday
Taylor-Wernham	Fermi	Tuesday
Taylor-Wernham	Dodson	Thursday
Taylor-Wernham	School 32	Friday
Rodriquez	Cedar Place	Wednesday
Rodriquez	Palisade Prep	Friday
Vergara	District Office	T, Th

Museum School 25 Staff Roster

2019-2020

Aides	Room #	Grade/ Subject
Cynthia Bonis	107A	Pre-K
Virginia Lacayo	107 B	Pre-K
Shelley Hazel	108	K
JoAnn Monsegur	101	K
Ana Sosa	G5	1 st
Tameka Haynes	G6	1 st
Virginia Lacayo	G8	1 st /S/C
Janet Masullo	114	2 nd
Genoveva Toro	G7	2 nd
Alicja Tatarowicz	111	3 th /S/C
Faedra Plunkett	203	5 th /S/C
LaTasha Thomas	202	6 th /S/C
Kathleen Williams	Office	
Office	Room #	Title
Xiomara Liz Rodriquez	Main Office	Clerk -Spanish Speaking
Kathy DeLaurentis	Main Office	PowerSchool Clerk
Connie Nugent	Nurse	School Nurse
Cafeteria Staff	Cafeteria	Food Service
Vicky	Cafeteria	Food Service-Breakfast
Kenya Montgomery	Cafeteria	Food Service - Lunch
Easter Harrington	Cafeteria	Food Service - Lunch
Tekia Greene	Cafeteria	Food Service - Lunch
Custodians	Building	Assignments
Timothy Allen	Head Custodian	Full Campus

Akeem Brown	Custodian	Main and Upper Levels
Ronald Bannister	Custodian	Lower Levels

Museum School 25 Faculty/ Congruence/ AIS Meetings for 2019-2020

FACULTY MEETINGS

All professional teaching staff must attend these meetings unless otherwise specified by an administrator.

Wednesday (beginning first week in October) - 8:05am-8:55am

Location- Library or Computer Lab

Teachers should pick up their classes and return to their rooms by 9:05am.

CONGRUENCE MEETINGS

Meetings will follow the schedule provided to you in September. Teachers meet with their grade level partners to discuss student performances, review data, and leverage interventions.

Location- Principal's office or designated area to be assigned.

AIS (ACADEMIC INTERVENTION SERVICES)

AIS takes place daily from 8:45am-9:45am except on Wednesdays due to Professional Development. During AIS, teachers should be

providing foundational/prerequisite knowledge/skills to facilitate core area instruction later in that same day.

Location- Classrooms

Characteristics of Standards-Based Schools And Classrooms¹

**Standards-based Schools and Classrooms
exhibit the following characteristics**

LEARNING ENVIRONMENT CLIMATE

- is safe and orderly
- is respectful student to student, adult to student; student to adult
- is exciting and active, with many opportunities for student participation

STANDARDS AND ASSESSMENT

- exhibits of quality student work illustrating standards along with the standards and rubrics are displayed in classrooms and halls
- instruction is organized around clear expectations and performance standards, students know what is expected of them
- discourse - discussion, dialogue, and thoughtful debate - is encouraged between students and teachers, teachers and students, students and students
- expectations, materials, curriculum, assessment, and instruction are aligned

- on-going assessment and assessment-based instruction with specific feedback to students is in evidence
- opportunities are provided for students to ask more than information and clarifying questions
- different modes of learning are accommodated to assist all students to achieve the standards

INSTRUCTIONAL SYSTEMS

- a variety of grouping strategies are employed for different purposes to enhance student learning
- books, e.g., trade books and leveled texts, for guided and independent reading are plentiful and available to students
- math manipulatives and science equipment are available for students' use and experimentation

HIGH PERFORMANCE MANAGEMENT

- results of assessments are used for planning to improve student performance
- decisions about resource allocation, scheduling, staffing are based on planning for results

PARENT ENGAGEMENT/COMMUNITY OUTREACH

- integrated community services in support of learning are evident - e.g. connection with community health services providers; before and after school care; community recreation programs

In a Standards-Based School or Classroom, teachers characteristically:

- communicate expectations clearly (to students and to parents)
- provide frequent feedback to students that reflects rubrics and standards
- work collaboratively, focused on their own work and their students learning
- communicate regularly with and involve parents

In a Standards-Based School and Classroom, students characteristically:

- take responsibility for their own conduct
- exhibit respect for adults and peers
- are aware of and can articulate the standards and the expectations to which they are being held
- can articulate what they are learning, and why, and are able to explain to an observer what is needed to demonstrate knowledge of a concept
- talk about their work, explain what they need to do to improve it, and can revise it
- demonstrate their knowledge through different avenues, i.e., writings, communication, projects, art, etc.
- are motivated and busy; involved in rigorous learning and peer teaching.

GENERAL INFORMATION

PARKING LOTS

Teachers/Staff can park in the upper or lower level. **Please do not park in the Reserved or Handicap parking spaces on the upper level.**

ARRIVAL

Teacher Arrival 8:30 a.m.

Student Arrival 8:35 a.m.

By 8:30 a.m. please report to office:

- SIGN-IN - Swipe your card
- Check Bulletin for Information
- Check Mailbox

Students begin arriving at 8:15 AM, they report to the cafeteria for breakfast.

Parents who arrive with students before 8:15 AM need to wait with their child until they are allowed in the building.

We cannot accommodate students before 8:15 AM even during inclement weather.

Pre-K - 1st grade- Remain in the cafeteria until the teachers pick them up at 8:35am.

2nd -6th grade- Report to the auditorium after breakfast, the teachers will pick them up at 8:35am.

DISMISSAL

Students begin dismissal at 2:45pm. Students who ride **Vans** will be picked up by the monitors. Then, they are dismissed on the lower level exiting the side doors.

Students who ride **Bus in grades 2-6** will wait in their classrooms until their bus number is called, then they report to the cafeteria to be escorted to their buses. **Bus Students in grades P-1 will be collected by their monitors.**

Please dismiss each student / class in an orderly manner. Kindly stress that no one is to return to the building once dismissed. Please refer to attachments.

WALKERS

May only be dismissed to individuals authorized to serve in this capacity. NEVER dismiss a child to an unknown individual. Changes in dismissal must be provided to the school in writing prior to the change.

PreK and K students are escorted to the main entrance at 3:05. All students must be SIGNED OUT each day.

1st-3rd grade is dismissed from the side doors on the lower level at 3:10pm. If parents are not there by 3:15pm, the students are escorted upstairs to wait by the main office for pick up.

4th- 6th grade students are escorted to the cafeteria entrance at 3:10pm. If the parents are not there by 3:15pm, an administrator waits with them.

TEACHER/STAFF DISMISSAL

The end of the day for teachers/staff is 3:15pm.

ATTENDANCE PROCEDURE

Teachers must take Attendance on PowerSchool daily before 9:30am.

Please be accurate in reporting attendance daily before 9:00 a.m. Attendance outreach will commence at 9:30 a.m., so it is critical that your task is performed accurately and on time.

The State Education Department requires the maintenance of an accurate record of every student's attendance such records must show their cause of every absence. For this reason, all students are

required to bring written excuses from parents/guardians in case of absence or tardiness upon their return to school including

- Date of absence
- Reason
- Signature of parent/guardian

Please notify the office if any child is absent more than **three -five consecutive days**.

Teachers please call the student's home after three days to follow up.

Please send notes pertaining to absences or dismissals to the office each day.

LATE PASSES

If a student arrives after 8:45am, they must report to the security desk for a late pass before going to their classrooms. Please remind the parents that students need to report to school on time.

UNIFORM POLICY AND PARTICIPATION

Our colors are light blue tops and dark blue bottoms. Please encourage students and parents to participate in this policy, as research indicates a correlation between uniforms and academic performance.

Teachers should take the uniform attendance daily on the sheet provided by the office. Please fill in your name, and the month/dates on the top of the sheet. If a student is **wearing** their school uniform, please enter X.

Please write the total each day at the bottom of the uniform attendance.

ACCIDENTS

- A written report of all accidents occurring in school must be completed within the same day of the accident. Please contact the office for necessary form.
- If there is a serious accident, please notify the nurse or office for assistance.
- If student becomes ill while under your supervision, send student to the nurse or office with student escort. If the student is unable to make it to the office, the nurse will come to the child.

AUDIO-VISUAL/TECHNOLOGY EQUIPMENT

- Teachers will be assigned laptops, projectors, and document cameras to use in their classrooms. Some teachers may need to share the document cameras and projectors.
- Each teacher must sign for the equipment and keep it safe.
- If the equipment is not working properly, a ticket must be submitted on School Dude, refer to the instructions given in September on how to do so.
- A vandalism report must be submitted by any teacher missing any kind of equipment. This report is sent to the Board of Education.

BULLETIN BOARDS

- Classrooms should be decorated as soon as possible with current scholars' work and materials appropriate to your subject area. Classroom bulletin boards should be changed at least once a month. We celebrate our love of new, authentic learning - and our scholars - by posting their work.
- Posted scholar work should be instructive to those reading it. All work must contain a date and the name of the scholar, and should be spell-checked. Teacher comments should be detailed, with constructive (actionable) feedback, and based upon the evaluative rubric assigned to the work. Please also display the rubric, standards and task.
- Assignments will be made for decorating various bulletin boards in the school corridors. You may invite scholars to assist you in this task.
- Bulletin boards located near each classroom should be changed monthly to reflect what is learned in the classrooms. A schedule will be provided to you in September.
- Please check your network "J" drive on best practices for more information.

COLLECTION OF MONEY

Fund raising/money collection should be done in conjunction with PTA-sponsored initiatives. In no case shall monies be left overnight in school. Please notify the administration of any monies that you may have collected for school purposes.

COMMUNITY RELATIONS

A good public relations program is made possible through the efforts of the personnel of the district. All employees are encouraged to use professionalism, tact and tolerance in their relationships with students, parents, CBO's and the general citizenry.

CUMULATIVE RECORD CARDS

- Check all information and notify office of missing cards
- Fill in current information including date, teacher, etc.
- Cumulative cards are never to be taken out of the building
- Both yellow and white cum cards are kept in the main office
- These will be completed at the end of the year, at which point, you will received specific directions.

CUSTODIAL SERVICES

- Use form provided in handbook/J /Drive and send to the office for repairs needed
- Emergencies are to be reported to the office immediately

FOOD & DRINKS

Breakfast on the Go - this district-wide program allows for late students to receive a bagged breakfast to bring to class. The program reduces the loss of instructional time particularly for chronically late students. Please provide expectations for cleanliness when meals are being taken in your classroom.

Snacks - should certainly be administered through Grade 1. Above this grade level, teachers should use their discretion to meet individual needs.

In any instance, snack should not exceed 5-10 minutes. If work can occur currently, please allow students to do so.

HALL/OFFICE PASSES

Do not permit more than one scholar out of your classroom at a time, regardless of gender or age. Only official school passes are to be given to scholars. (See Pass Template) No passes are allowed during the first and last ten minutes of class. It is strongly encouraged to have all scholars sign in and out by utilizing a pass book.

No scholar will be admitted to the Main Office without a pass from the classroom teacher.

Destination Sheets Grade 1 thru 6

To monitor and limit the number of students moving about in the building, each teacher is expected to keep and maintain a destination sheet in his/her classroom. Children are responsible for obtaining the necessary pass to leave the room.

LAVATORIES

Pre-K - bathroom is in the classroom (Room107-A)

Kindergarten - bathrooms are near Cafeteria - across from Room 113

Grades 1 - bathrooms near Room G6

Grade 2 - bathrooms are near Cafeteria - across from Room 113

Grade 3 - bathrooms near Room G6

Grades 4th - bathrooms near Room G6

Grades 5th - bathrooms are near cafeteria across from Room 113.

In addition, there is a girl's bathroom across from Room 202

The two Adult/Visitor Bathrooms are located opposite room 108 no key needed, and on the 2nd floor Branchcomb's old room which is now the Staff Lounge. Please do not use the bathroom in the Main Office or Nurse's Office.

Teachers, use your judgment when sending children to bathroom in pairs. Children should have a bathroom pass. There should be a sign out sheet in each classroom.

LOST & FOUND

A plastic bin is in the Cafeteria for all items left by the students.

MAIL

Please check your mailbox in the morning when you arrive, lunchtime and before you leave each day. Pertinent or time-sensitive information/directives will be sent to both via hard copy and email.

OPENING EXERCISES

Opening exercises in classrooms will include the Pledge of Allegiance, and morning announcements school wide via intercom.

PASS SYSTEM

Use official pass only

PREPARATION PERIODS

Are illustrated in the Museum School 25 Prep Schedule

ROOM AND KEY RESPONSIBILITY

The classroom teacher is responsible for the opening and closing of the room to which he/she is assigned. He/she is also responsible for the general condition of the room.

- All Keys must be left in the key closet before leaving the school building for the day.
- Children are not allowed to go into the key closet for any teacher at any time of day.

STAFF DEVELOPMENT

Wednesdays- 8:05 a.m. - 8:55 a.m.

All must attend unless informed otherwise.

TEXTBOOKS

Number and assign books to your students to facilitate and accurate inventory. Conduct inventories sporadically throughout the year. Inform administration of any shortages immediately.

TELEPHONES

- Personal calls should be limited to emergency needs
- Please provide your family with our school number to contact you in the event of an emergency. The number is 914-376-8450, also use the school phone for contacting parents.
- Please do not use the phones at the secretary's desk.
- Ask an administrator for a designated area to make your calls during your Prep, Lunch, before or after school.
- Long distance calls are prohibited unless they are school related and office approved.

- The use of personal cell phones is NOT allowed during instruction or supervision of students.
- Teachers must notify Special Area Teachers and Cafeteria Staff of trip dates at least two (3) weeks prior to the trip. If needed, order bag lunches at this time (see form provided by office).
- Check on bus arrangements with secretary and your venue.
- An adult is needed for every eight (8) students on the trip for Grades 1-6. PreK and K must have a student to chaperone ratios of 5:1.
- The following checks must be made for all groups going on a trip.
 - Depart by 9:00 a.m. and return no later than 2:30 p.m.
 - Form letters to parents with date/place/cost/permission for each trip including walking trips can be accessed from the

VISITORS

All visitors will be received at the Main Entrance, logged in and provided with a pass must be visible for the entirety of the visit. For the protection of all, school personnel are required to refer their visitors to the Main Office for processing.

Substitute Teacher Folder

PLEASE MAINTAIN YOUR SUBSTITUTE FOLDER ASSESABLE FOR THE SUBSTITUTE IN YOUR ROOM BY: Monday, September 16, 2019.

The substitute teacher's job is not an easy one. He/she seldom has more than an hour's notice to prepare for the day or days ahead. Because of the numerous problems and questions the substitute is bound to have, each teacher is required to have a folder in the classroom. The folder is to include:

- Prepared lesson plans for three (3) consecutive days in **three separate folders**. If your plans include student worksheets, please indicate where they may be found in the classroom and only include a copy in the folder.

- Be sure to indicate the location of your attendance folder, include an up-to-date seating plan
- A daily class schedule (prep schedule) including Reading time, Lunch procedure, etc.
- A list of classroom rules, routines, expectations
- A list of dependable children/helpers
- Any special instructions - include list of bus students and dismissal routine
- Individual programs for children with special needs
- Highlight students who require an epi-pen in the event of a reaction.
- Please use discretion when sending a child to the nurse.
 - Old scabs do not qualify for treatment unless there is bleeding would the scab lift off
 - Students who are vomiting or with fever should be sent to the nurse
- What is done when the fire alarm rings - where children go, etc. as well as emergency evacuation procedures
- Teacher editions and guides of books currently being used should be kept on the teacher's desk or on a shelf next to the desk (indicate where these can be found)
- List of religious instruction children and day attending, those who take ESL, Speech, etc.
- Name of a colleague on the grade level, e.g. for the substitute to question about procedure.
- Any other pertinent information you may feel is critical to your students' day.

Please be sure to replenish materials in substitute folder as needed.

FIRE DRILL PROCEDURES

Please check and review with your students. SAFETY IS OUR PRIMARY CONCERN!

FIRE DRILL

- A fire drill will be held from time to time during the year. Precedent must be set at that time for complete silence to be

- maintained throughout the drill from the time the bells are heard until the class returns to the room.
- During the drill everyone, including staff, must leave without coats (do not take bags).
 - Children and teachers should be prepared for an alternate measure in the event that you encounter an obstructed door.
 - Any student not in the classroom at the time of a drill should join the nearest class leaving the building. When outside of the building, word should be sent to his/her official teacher stating his/her locations or he/she may join the official teacher if nearby.
 - Students should be acquainted with the signal, rules and regulations governing the drill.
 - Refer to the School Safety Plan for the procedure to follow during an evacuation from the classroom / school. It will list the exact primary and secondary routes to follow.
 - All teachers must be sure that all of their students present are accounted for at the time of evacuating the building. Once they have reached their destination, attendance should be taken. Be sure to take your attendance folder and emergency bag with you in case of emergency.

POST FIRE DRILL INSTRUCTIONS IN LARGE PRINT FOR YOUR ROOM NEAR THE MAIN DOOR OF CLASSROOM

AIR RAID DRILL PROCEDURES

During the year we will conduct (2) Air Raid Drills. At the sound of the alarm (3 long rings), all students are to line up single file, quickly and quietly walk outside of the classroom and line up on the wall in the hallway. Each student is to kneel down in the assigned area facing the wall, with heads down and hands covering their heads.

Students are to remain still and silent. At the sound of the bell signaling “ALL CLEAR” (3 long rings), students will stand and silently go back to classrooms.

Please refer to the list below as to the area where your class should report.

Pre-K - Corridor outside Computer Lab
Kindergarten - outside of classrooms 108
1st Grade - near Room G5/G6
2nd Grade - Corridor alongside cafeteria/gym entrance
3rd Grade - outside of classrooms 10/11
4th Grade - outside of classrooms 110/111
5th Grade - outside of classrooms 201/203
6th Grade - outside of classrooms 202

KEY

Exit 1	Pre-k door 107A
Exit 2	Main entrance
Exit 3	Cafeteria entrance
Exit 4	Cafeteria door
Exit 5	Hallway by G8 /Stair 4
Exit 6	Hallway near G8 & AUDITORIUM
Exit 7	Near storage area hallway near G7
Exit 8	Auditorium
Exit 9	Inside Classes G5 /G7
Exit 10	Near G6 (storage room)
Exit 11	G1 Outer (Stair 3)
Exit 12	G1 Inner (Stair 3)
Exit 13	B1 Nurse Hallway near B11
Exit 14	B11 (in the 3 rd grade class)
Exit 15	Hallway near B11
Exit 16	Title 1 G2A (Stair 1)
Exit 17	G2B (In Class)

HEALTH AND SAFETY PROCEDURES

- Do not use coatrooms for storage purposes. Please clean out excess material as these may present a fire hazard.
- Children are not to be permitted to carry glass objects from room to room, home to school or school to home.
- Children are not to be permitted to carry AV equipment from room to room.
- Accidents, no matter how minor, must be reported to the office as soon as possible after they occur.
- Appropriate forms to be filled out may be obtained from the office.
- Assume the responsibility of being sure that any person unknown to you, whom you may find walking through the

- halls, has a pass from the office. If not, notify the office immediately!
- All doors leading out of the building will remain closed and locked from the outside except the main entrance at all times.
 - Whenever you become aware of the fact that a student is absent with a communicable or infectious disease, or a serious illness, please notify the office.
Upon return to school after a communicable disease, children should bring a note from their doctor. Child should be sent to the nurse prior to being admitted to class
 - No child is ever to be taken from the school by anyone other than a school employee without the written consent of the parent/guardian. Copies of note with signature should be kept in the student's folder. Notify the office if the child does not have a note.
 - Classroom doors should be locked when the room is unoccupied.
 - Children should indicate to you any reason which necessitates leaving the room.
 - Children should not have markers, pens, or pencils in the halls.

HELPFUL HINTS and PROCEDURES

- Students should be supervised at all times.
- Dissuade parents from lingering in main hallway in the mornings or afternoons.
- Please keep main hall entrance area clear.

- Parents picking up Pre-K and K children go directly Main Entrance at 3:05 p.m. to sign students out.
- Parents picking up grades 1 - 3 should report driveway side exit on 'G level. Doors open at 3:10 p.m.
- Parents/children arriving late to school will be greeted at the front door. Parents will not be allowed to escort children into the building.

School aides or office personnel will escort children to classrooms if necessary.

- Areas should be actively monitored.

INCLEMENT WEATHER DISMISSAL PROCEDURES

The following procedure must be followed in the event of an inclement weather dismissal.

- At the indicated time of the Inclement Weather Dismissal, all students should be prepared with coats, book bags, etc., but remain in class until all buses arrive.
- Bus students should be dismissed first, after their buses have arrived.
- Have an administrator/teacher hold each bus until you are sure that all bus students have boarded. Only then should the bus be released.

PLEASE NOTE: THOSE STUDENTS WHO MISS THE BUS ARE YOUR RESPONSIBILITY.

- Walkers must be held in class until regular dismissal time to allow parents the opportunity to pick them up.
- Walkers, or those students waiting for a ride, must be allowed back into the building if they are requesting to call a parent. At no time are you to turn away a student.

* Please note: An administrator must remain in the building supervising the students until the last student is picked up.

This protocol will not only alleviate the concern of parents who are attempting to pick up students, but also clarify the Inclement Weather Dismissal Procedures for all students.

EMERGENCY PROCEDURES

- Be sure that you are familiar with fire exits and that you review the procedures with your classes during the first week of each semester.
- Be sure to have your class rosters with you during emergency procedures.
- During a fire drill, escort your class silently and in an orderly manner to the designated exit and take roll when scholars have exited the building.
- Notify Ms. DiMaria, the Assistant Principal/ Administration (AP) or the office if you are missing a child.
- Scholars are to remain silent until they are all back in the classroom at the end of the drill. Scholars who fail to follow procedures should be disciplined accordingly.

ACCIDENTS AND ASSAULTS

In accordance to district policy, any teacher who is assaulted, or injured in an accident while in the performance of duty must report the incident to the principal immediately. The principal is required to report all cases of assault and accident suffered by teachers in connection with their employment to the Superintendent. The teacher must provide a written statement describing the incident. **A written report of any injury or incident must be submitted to the main office within 24 hours. (Form may be obtained from the office).** A school safety report must also be filed with the school secretary.

STAFF ATTENDANCE

Staff punctuality and attendance has a great impact on the efficiency and effectiveness of all school programs. Absent teachers place unfair burdens on the entire staff and disrupt the continuity of scholars' instruction. It is of great importance that staff members maintain exemplary punctuality and attendance. Teachers who constantly call in sick the day before or after

weekends/holidays may face disciplinary actions. Failure to maintain satisfactory attendance and punctuality can result in a letter to file or Ineffective rating at the end of the school year. There are no exceptions.

Please be advised of the following procedures that are to be adhered to whenever a certified or civil service employee is absent due to illness or injury.

The employee must present a doctor's written clearance to return to work without restriction (full duty) in the event the employee is out for three (3) consecutive days or more. The school or department must submit the employee's doctor's note to Personnel. Employees who have been absent as a result of a significant illness and/or hospitalization must be medically cleared by the Chief School Physician prior to returning to work. The employee needs to contact Personnel to schedule a return-to-work examination.

The District requires this for several different reasons, some of which are related to liability. We need to work towards ensuring that we all work in a safe environment. The Personnel Department should be advised once you or a member of your staff are aware of a serious medical condition or injury (Worker's Comp and or not Worker's Comp) which will result in a lengthy absence. The District has policies and contractual obligations in place concerning attendance and leaves of absence. Additionally, the District must comply with Federal law under the Family Medical Leave Act. The health insurance benefits of our employees may be in jeopardy unless the appropriate actions are taken.

Please be sure to keep both the employer and the Personnel office informed.

CLASSROOM SUPPLIES

Basic classroom supplies are available to all teachers. Our supply closet is managed by our clerks / Ms. Williams (Aide). The supply requisition form can be found by the mailroom. To procure supplies, fill out the form and return to the aides in a timely manner. Supplies will be delivered to your classroom/mailbox.

DOCUMENT IT

What we do at Museum School 25 is groundbreaking work. Got a great lesson? Document it with photos or video. Post selections of scholar work onto your webpage for others to share (See Ms. Keys) .

TRIP POLICY AND PROCEDURES:

- Field trips can help teachers broaden and enrich the curriculum. Teachers are strongly encouraged to plan appropriate curriculum related trips. A well-planned trip can leave a lasting impression on our scholars while deepening their understanding and appreciation of a subject. This provides an excellent opportunity to enhance scholar experiences and build background knowledge of a subject or theme. Introductory and follow-up activities related to the trip are to appear in your lesson plans and evident in classroom activities.
- Trip form(s) must be completed and submitted for approval to the office at least 3 weeks prior to the scheduled trip(s). If transportation is needed, request form(s) must be submitted at least 3 weeks before the scheduled trip. Site, location and date of authorized trip may not be changed without the knowledge and consent of the office and Ms. DiMaria.
- A signed consent slip (no verbal consent accepted) must be on record for each child going on the trip. Consent slips should be collected at least two (5) days prior the trip date.
- All scholars should be afforded the opportunity to attend educational trips. If a teacher is concerned about a scholar attending a trip, please speak to a family member and ask them to accompany the scholar.

INSTRUCTIONAL RIGOR

Instructional rigor is a non-negotiable if we are to see learning gaps close in the presence of student growth. That said, please see guidelines below for establishing and sustaining rigor.

HESS' MATRIX

Hess' Matrix is one of the best ways to differentiate the curriculum to meet the needs of our scholars. Hess' matrix can provide a framework for planning units that incorporate low to high-level thinking activities. The link is provided below.

http://static.pdesas.org/content/documents/M1-slide_22_DOK_Hess_Cognitive_Rigor.pdf

MUSEUM SCHOOL 25 INSTRUCTIONAL PRACTICES HANDBOOK*

*Developed by Title I and III teachers and coach/vetted and adopted by all instructional staff in 2019

Please reference this document for general classroom practices, rubrics and feedback protocols to support continuity both horizontally and vertically across our grade levels.

Museum School 25 Curriculum and Pacing Maps for ELA*

*Developed by Title III and Coach in Spring 2019

Please use this document to ensure that your students will access the entire range of learning standards for their respective grade levels. Please feel free to reach out to colleagues/administration with any questions or concerns.

REFERENCES

¹ National Center on Education and the Economy