

ABSENCES



Life happens! A Request for Leave Form must be submitted prior to a planned absence. For unplanned absences, the Request for Leave Form must be completed upon your return. For unplanned absences and lateness, you will also need to **TEXT** the Principal at 505-417-3646, the Human Resources Specialist at 505-604-1805, the Director of Operations 505-688-8001, your instructional coach, and your Assistant Principal as soon as you are aware of your absence or lateness. For absences, we expect notification by **6:30 a.m.** unless there is an extenuating circumstance that prevents you from notifying us by that time.

ACCIDENTS-STAFF

In case of an on-the-job injury:

1. Notify the Human Resources Specialist.
2. Fill out the appropriate incident report form and submit it to the Principal for signature. The Principal will then forward the signed paperwork to the Human Resources Specialist.
3. If the injury is serious you will be sent to see the school nurse or released to go to your nearest emergency room.

ACCIDENTS-STUDENTS

All student accidents must be reported. In the event of an accident requiring medical attention or one that might develop into further complications, proceed as follows:

1. Attend to the student immediately.
2. If there is blood present, please follow the bloodborne pathogens procedures.
3. Immediately notify the Principal or you can call the main office staff who can locate the Principal.
4. If the injury is life threatening, immediately call 911. After calling, immediately notify the Principal.
5. Complete an Accident/Incident Report Form located in the mailroom and submit it to the Principal for signature.

ADDRESS/PHONE NUMBER CHANGES

Staff member changes of address or phone numbers need to be reported to the Human Resources Specialist. Please complete the Personnel Action Form and submit it to the Human Resources Specialist who will update your contact information. It is important that your contact information remain current because we utilize an automated messaging system for emergency messages, such as school delays and cancellations. Student

addresses and phone numbers have a tendency to change often. It is critical that you complete a Student Change of Address Form OR email the information to the Enrollment Secretary immediately upon learning of a change so that the student information can be updated in PowerSchool.

ANNOUNCEMENTS

Announcements must be submitted, in writing, to the Assistant Principal of your respective grade level twenty-four (24) hours in advance of the day you would like the announcement to be made. Announcements will be made on Mondays and Fridays during morning dismissal. Forms for announcements are available in the mailroom. Announcements will not be made at any other time during the school day except in rare cases, including emergency situations. Staff need to ensure that students remain silent and give their full attention to the announcements being made.

APPLIANCES

No personal appliances (refrigerators, microwaves, toasters, coffee pots, etc.) are allowed in the classrooms or office areas. The lounge is clean and has been set up with these conveniences for all staff. If an employee brings in an unapproved electrical item, it will be requested that they remove it. If they do not comply, it will be confiscated.

ASSEMBLIES

Staff are expected to sit with and help supervise students during assemblies. Please give silent redirection to students who need reminders. Depending on the purpose of the assembly, staff members on a prep period may be required to attend. This will be determined on an assembly by assembly basis.

ATTENDANCE

Period-by-period attendance must be taken in PowerSchool within the first five minutes of the class period. If your attendance is not submitted in a timely fashion each period, you will receive a phone call from a designated staff member reminding you to enter your attendance.

There should **NEVER** be a student in your classroom that is not on your attendance roster. If there is, please contact the Attendance Secretary immediately.

Teachers should code all absences as UNEXCUSED. If the student was legitimately absent from your classroom because they were with another staff member, it will be the responsibility of the staff member who was with the student during that instructional period to communicate with the Attendance Secretary to adjust the unexcused absence in PowerSchool to reflect an EXCUSED absence.

If a student arrives late to your class, you should change the UNEXCUSED absence to TARDY and determine if the tardy was EXCUSED or UNEXCUSED. An excused tardy would be warranted in instances where the student is brought to class by another staff member who indicates that the student was tardy for an excusable reason. If a student arrives to class without an adult escort, **DO NOT** send them back to the person that they were with or to the main office; instead, mark their tardiness as unexcused and change the tardy to excused if you learn later that the tardiness was indeed excused.

If you suspect a student is cutting class, please notify the main office immediately.

At MAS students **DO NOT** receive zeros for missed work. Any work that is missed during an absence may be made up. Teachers should work directly with the student that is absent to gather this missed work. If the absence is planned in advance, the teacher may prepare the work that will be missed and provide this to the student prior to the absence. MAS practices standards-based grading and missing assignments do not drive student grades, instead, students are graded on their level of proficiency toward meeting the standards.

ABSENT WITHOUT LEAVE (AWOL)

Absent without prior approval of leave will be in effect during high frequency absenteeism days. Specific dates for the 2019-2020 school year are as follows: July 22 – August 2, 12, & 30, September 3, October 10-11, November 11-15, & 26, December 2 & 20, January 6-8, 17 & 21, February 14 & 18, March 23-27, April 6, 9, & 13, and May 22 -29. Absences for any reason during these days will be considered AWOL unless approved leave is granted at least one week prior to the absence for significant reasons such as hospitalization. AWOL days result in a loss of pay unless otherwise approved by the Principal.

BELL-TO-BELL INSTRUCTION

Bell-to-bell instruction is required, each period, each school day for the duration of the school year. “Free Time Fridays” and earned “No Work” privileges are not allowed at **ANYTIME** throughout the school year.

BINDER SYSTEM

MAS utilizes a binder system for most classes. Students will have a binder for most subject areas and the binders remain in the classrooms at all times. The binders are universal in our school and they are used to support students in organization, a lifelong skill that students need to be successful. Each binder contains labeled sections that are specific to each department. Teachers are responsible for supporting students in using and maintaining the binder system on a daily basis. Binders must be neatly stored by class period on the bookcases provided for you in each of your classrooms.

MAS provides all students school supplies for the school year, at no cost to the student and their family. When teachers need additional supplies, such as paper and pencils for their students, complete an In House Supply Form and submit this to the Enrollment Secretary. Supplies will be provided within 24-48 hours; in an extreme situation where supplies are needed immediately, you may see the Enrollment Secretary who will immediately accommodate your supply request.

BULLETIN BOARD GUIDELINES

Staff are expected to update their bulletin boards and follow the expectations as outlined below:

Teacher Classroom Bulletin Boards: Classroom bulletin boards need to be maintained. This can mean being updated on a regular basis to reflect what is currently being taught in the class or it can mean being set up once at the beginning of the year and maintained throughout the year.

Below are general guidelines to keep in mind specifically pertaining to displaying student work.

1. If student work is displayed, grades must **NOT** be displayed, this is a FERPA violation.
2. If student work is displayed, an explanation of the assignment must be provided.
3. If student work is displayed, a scoring rubric must be provided.
4. If student work is displayed, a clear title reflecting the work presented on the bulletin board must be present.
5. If student work is displayed, the work must be error free. While as educators we can appreciate that student learning is a process, displaying work with errors can send the wrong message, particularly to visitors.
6. Bulletin boards must be presentable, meaning there are not any ripped paper and borders or stray marks on any part of the bulletin boards. Neatness counts...when in doubt, fix it.

Data Boards: Data boards are located right outside of your classroom and must be updated one time each marking period. There is a mandated set up that we use at MAS to display student achievement data. See your instructional coach or Assistant Principal for your grade level for specific details. Also keep in mind that while these only need to be updated once per marking period, they must be updated sooner if there are stray marks, rips on the background paper or border, etc.

Other Bulletin Boards:

Other school-wide bulletin boards must be updated, at minimum, one time per marking period. Designated staff will be assigned to update these.

BUILDING ACCESS

The building is officially opened at 7:00 a.m. and the building will remain open until 6:00 p.m. Monday through Friday. With that said, the building is open for staff access from the hours of 6:00 a.m. through 8:00 p.m. on weekdays and 8:00 a.m. – 12:00 p.m. on weekends. Please keep in mind that hours outside of our business day mean that you are entering at your own risk as no one else is formally scheduled to be in the building during these hours. Please also note that your key will be deactivated after 8:00 p.m. on weeknights and after 12:00 p.m. on weekends. This means that even if you are in the building, your key card will no longer work after these hours.

CAFETERIA COVERAGE

Generally speaking, classroom teachers have a duty-free lunch. However, in the rare instance when there is a shortage in MAS staff members to cover lunch duty, duty-free staff will be encouraged to support in the cafeteria. If you are asked to cover lunch, you are welcome to eat your lunch with the students while you supervise. There will not be additional compensation for supporting during these times. Instances when additional coverage is needed are minimal, and duty-free staff coverage of lunch is solicited only as a last resort.

Staff who choose to supervise during lunch may receive a complimentary lunch from the cafeteria. Please note, you *must* supervise during lunch in order to receive a free lunch and this option is open to all staff any day. Please remember to enter your Nutri-Kids number if you take a school meal. Your Nutri-Kids number is provided by our Data Manager.

CAFETERIA TRANSITIONS

At lunch time, all staff are expected to be at their assigned duty post. When staff walk a class to the cafeteria, the expectation is that the staff member escorts the class all the way to the lunch area and waits until all of your students have entered.

CLASSROOMS

Teachers are responsible for the care of their rooms. The following procedures are to be followed each day.

1. **DO NOT LEAVE YOUR CLASSROOM UNSUPERVISED AT ANY TIME.**
2. At no time should a student that is not on your roster be in your room. Teachers may not give permission for a student to be with another teacher during their instructional period. If they are assigned to you, they need to be in your room, under your supervision, and receiving your instruction.
3. Bell-to-bell instruction must take place in all classrooms at all times.
4. The uniform agenda must be used on a daily basis and posted in the designated location.

5. The uniform binder system must be fully implemented on a daily basis.
6. Make sure all personal belongings and laptops are locked up.
7. Turn off the lights and lock your doors when leaving your classroom/office to conserve energy and maintain safety.
8. Report any maintenance needs by filling out a Work Order Request Form. Forms are available in the mailroom and should be turned in to the Director of Operations to be signed and assigned.
9. Please make daily checks of the student desks, tables, computers, headphones, and other items in your room. Please immediately report damaged/lost/stolen items to the Assistant Principal. Report technology issues via support@poweron-it.com. Report broken headphones to the Operations Support Specialist.
10. At the end of the class period, all chairs need to be pushed in to maintain neatness in the classroom and at the end of the school day. Large trash items must be removed from the floor throughout the day.
11. Classrooms should be kept neat and orderly throughout the day. Our classroom environment reflects the pride we have in our building and sets an example for our students. Please be sure your classroom is set up daily to communicate that you have HIGH expectations of your students and of yourself.
12. Shut down your laptops at the end of the day and securely store these, turn off lights, and lock your classroom doors at the conclusion of the school day.
13. Turn off all student computers at the end of each work day.
14. If you choose to have a classroom recycle bin, you must take this home daily to recycle yourself.

COMMUNICATION

Communication will be distributed via staff mailboxes and through e-mail. Staff should check their mailboxes and e-mail daily for notices and other information which may require immediate attention. It is the responsibility of each staff member to check his/her mailbox and email on a daily basis and to respond within twenty-four (24) hours to correspondences requiring a response.



COMPUTER SUPPORT

Computer support is available through our consultant, Poweron Technology. For technical support, you can submit a Request for Instructional Technology Support via email to support@poweron-it.com. Please be sure to write a detailed description of your support needs and include your room/office number in your request.

COMPUTER USE

Staff and students will be required to read and sign off on the MAS Technology Usage Agreement at the beginning of the school year.

COPYING

Copy machines are available for your business and very limited personal use. Students should NEVER be sent to make copies. Please make sure that if the copy machine jams, needs paper, etc., you attempt to correct the issue. If you cannot correct the issue, please notify the Operations Support Specialist. It is imperative that you do not leave the machine in non-working condition without notifying either the Operations Support Specialist.

CURRICULUM MEETINGS/DATA TEAM MEETINGS

Curriculum meetings are important for the vision and long-term goals of our school and will be held twice a week. Curriculum meetings are generally held on Wednesday and Thursday mornings from 7:30am - 8:15am. All instructional staff are assigned to attend curriculum meetings and must be on time and remain for the duration of the meeting. Announcements will NOT be made to remind staff to report to their meetings.

DRESS CODE-STAFF

All staff members need to show personal integrity through their professional attire. Remember that you are modeling behavior for your students. Dress with pride. Also, consider your presentation when attending off campus activities, as you are an ambassador for the school. Staff are not allowed to wear jeans unless we have a student dress down day or we have a professional development day in which dressing down is allowed.

DEAN OF STUDENT SUPPORT

The School Dean is here to assist each student in achieving educational success, self-awareness, and to support students in learning how to interact effectively with others. MAS has one full-time Dean available to help students process through issues so that they can focus academically.

At times, students may request to speak to the Dean of Students about issues such as peer to peer conflict. Students can request that their teacher fill out the Student Appointment Form. The teacher should get these forms to the Dean of Students within the same day and the Dean of Students will attempt to see the student within twenty-four (24) hours.

In addition to the Dean of Students being available to work with the student, this person is also available to help you directly with any behavioral concerns that you are seeing with the student. Please communicate directly with the Dean of Students if you have concerns with a specific student that you would like additional support with.

ELECTRONICS

Students often bring electronics to school including, but not limited to, cell phones, Ipods, Ipads, and handheld video games. All electronics must be kept out of sight by the student during instructional time. If any staff member notices a student with an electronic device, you should take it and place it in a **SAFE, SECURE, AND LOCKED LOCATION** and return it to the student at the end of the school day. If this is an ongoing problem, consult the Dean of Students. Please note that we have informed students and parents that under no circumstances will we be responsible for the replacement of lost, stolen, or damaged electronics. We have informed parents that while we will allow students to bring them into the building, they must remain out of sight during the school day, and MAS will NOT accept any responsibility for lost, stolen, or damaged electronics brought to school by students. Students are allowed to use electronic devices during the before/after-school program and during lunch and afterschool. Electronics should not be visible or in use at any other time, or in any other location, including the hallways, as they are leaving the cafeteria, or coming to the cafeteria.

FAX MACHINE

A fax machine and fax forms are available for your business and very limited personal use in the main office. The main fax number is 505-242-3062.

FIRE DRILL PROCEDURE

In case of a fire or fire drill, follow these evacuation procedures:

A. During Class

1. Close all doors in the classroom.
2. Follow the evacuation route listed on the fire evacuation map.
3. Monitor your class to ensure an orderly evacuation. Students walk, stand, and wait in either a single file or double file line. Once outside, students should remain silent.
4. Once evacuated to your location, take attendance.
5. Write down the names of any students for whom you cannot account for and other students that are with your class, but were not originally on your roster. Be prepared to give this information to the Principal or designee.
6. Remain outside until we are cleared to re-enter the building.
7. Escort your class back into the building and regardless of the time that you re-enter the building, you will always report back to the classroom

from which you left. If the drill borders on passing time, be sure to listen for an announcement, as administration will inform you through an announcement as to when you will change classes in order to facilitate organized movement throughout the halls.

B. During Your Preparation Period

1. If you are in or near your classroom, close all doors and follow the evacuation route listed on the fire evacuation map.
2. If you are not in or near your classroom, evacuate using the nearest exit.
3. Remain outside until you are cleared to re-enter the building.
4. Since you do not have your own students to supervise at this time, you are required to support another nearby teacher with the supervision of their students.

C. During a Passing Period

1. Close all doors in the classroom.
2. Evacuate using the nearest exit.
3. Once evacuated to your location, take attendance of the class that was coming to you.
4. Write down the names of any students for whom you cannot account and other students that are with your class, but were not originally on your roster. Be prepared to give this information to the Principal or designee.
5. Remain outside until you are cleared to re-enter the building.
6. Upon re-entering the building, students are to report to the class that they were heading to at the time that the drill occurred.

D. During Lunch Periods, Before or After-School

1. Evacuate the building using the nearest exit.
2. Close any open doors as you exit.
3. Report to the area where students are located to support with supervision, and remain outside until you are cleared to re-enter the building.

Please be sure fire evacuation maps are posted in your classroom at all times.

FOOD AND DRINKS IN THE CLASSROOMS

Students are not allowed to bring food or drinks to the classrooms from home in the mornings, from the cafeteria following breakfast, or from the cafeteria following lunch. The only exception is water in a clear water bottle and a designated lunch bag. Class parties/celebrations involving food must be approved in advance by the Principal. Additionally, if teachers decide to “reward” classes with a small snack such as cookies, crackers, etc., this **MUST** be consumed in your classroom. At no time should teachers reward a class or student(s) with gum or lollipops.

FRIDAY PROFESSIONAL DEVELOPMENT

Friday professional development meetings are generally held on Friday mornings from 7:30 a.m. until 8:15 a.m. All instructional staff attend Friday professional development and during this time we generally focus on whole group PD or break out groups that target certain skill sets.

GRADE-LEVEL MEETINGS

Grade-level meetings are generally held on Tuesday mornings from 7:30 a.m. until 8:15 a.m. All instructional staff are assigned to attend grade-level meetings and must be on time and remain for the duration of the meeting. Grade-level meetings provide an opportunity to do things like work on grade level “Joy Factor,” host parent conferences outside of the semi-annual conference meetings, address PBIS tasks, and work on systems and routines that need tightening within the grade-level. Each grade-level will be assigned a grade-level leader. Announcements will NOT be made to remind staff to report to their meetings.

GRADING PROCEDURES

All grades are to be maintained in PowerSchool. Due dates for report card grades are posted on the school calendar and MUST be adhered to for timely completion of report cards. For high school teachers, the potential issuance of a grade lower than a C must be communicated to the parent at the mid-point of the marking period. The Principal, Assistant Principal, and Instructional Coach must also be made aware that there is a potential that a student will be awarded a grade of lower than a C. If parents are NOT notified at the mid-point of the marking period that the student is in jeopardy of receiving a grade lower than a C than a grade of lower than a C cannot be issued.

GUEST SPEAKERS/VISITORS

Staff members who wish to invite guest speakers and visitors to MAS must obtain approval from the Principal at least forty-eight (48) hours in advance. Please complete the Guest Speaker/Visitor Form located in the mailroom and submit this to the Principal for approval.

GUM

Gum is not allowed in any location at MAS. This includes the before-school program, the after-school program, and any component of our regular instructional day.

HALLWAY ESCORTS

For the most part, students should not be in the hallway without an escort, this includes for visits to the restroom, school nurse, Dean of Students, or any location in the school. Staff members can call the main office (extension 124) to request an escort.

If the classroom has a co-teacher and/or educational assistant and the student needs to leave the classroom for an acceptable reason, the co-teacher and/or educational assistant can escort the student and not call for an escort if the co-teacher is not involved in direct instruction. However, the co-teacher and/or educational assistant role should not be viewed as an “extra” staff member for bathroom escorts.

HOMEWORK

Generally speaking, homework is not assigned at MAS Charter School. With that said, if teachers do assign homework, they must be mindful in assigning ONLY meaningful homework. Meaningful homework may include an assignment where students practice a skill that they are nearly proficient in, read leveled books that the student can read independently, computer software where a student has fallen behind, or perhaps have students complete an assignment where they are informing the teacher of what they know prior to the start of a new unit of study. Homework should NEVER be used for introducing a new skill nor should homework be given as an attempt to have a student work to understand something they cannot do completely independent of any support from others. Teachers are allowed to give homework, but cautioned to be mindful that the assignment is meaningful and worthy of the student’s time, considering the length of our school day.

If homework is assigned, it is imperative that teachers collect and/or review the homework with students the following day so that students see the assignment as meaningful, and more importantly, so that the students are provided feedback on their performance. Written feedback is NOT required following each homework assignment, but some form of feedback is required.

INFORMATION FLOW

Information will be communicated through a few different forums. Emails or memos will be used to communicate information that should not require further explanation. Staff meetings will be used to communicate new information that requires detailed explanation with potential questions/answers.

KEYS

Staff members will be assigned keys for their classrooms/offices, desks, filing cabinets, storage cabinets, student cubbies, etc. at the beginning of the school year and staff will keep these keys in their possession until the end of the school year. Any issues with keys

should be directed to the Operations Support Specialist. **Students may NOT be given staff keys for any reason.**

LATE ARRIVALS

Students that arrive late to school must report to the main office to check in so that accurate attendance can be maintained. Upon arrival, an escort will walk the student to their cubby to drop off their belongings and then escort the student to class. If a student shows up to class **WITHOUT** having checked in at the main office and without an escort, the staff member must call the main office to make sure the student has indeed signed in. Do not send the student unescorted back to the office. Secondary students (grades 6-12) receive an automatic lunch detention if they are late to school in the morning. Late arrival means arriving to the morning dismissal area **AFTER** 8:20am.

LEAVING CAMPUS DURING THE DAY

Staff members are allowed to leave campus on any given day for lunch; however, staff members may not leave the building during any other time during the work day without signing out in the main office and completing a Request for Leave Form. This includes leaving the building at any time between contracted hours of 7:30 a.m. and 4:30 p.m. with the exception of your scheduled lunch period.

Students are not allowed to leave campus at any time during the school day unless on a supervised, approved field trip. This includes leaving the school campus for lunch. Students are not allowed to go the parking lot or to their car without an escort during school hours or without direct permission from the Principal or Assistant Principal. We are a closed campus for student lunches.

Also, please be mindful that students may not leave campus in the morning during the before-school program and in the afternoon during the after-school program. Once they arrive on MAS campus, they must remain. Please support us in enforcing this safety policy.

LESSON PLANS

Teachers are required to regularly submit and maintain lesson plans. Lesson plans need to include plans for the upcoming week. Lesson plans must be submitted to the designated curriculum lead by the designated day. The curriculum lead will review lesson plans and modify the lesson plans with the teacher so that the teacher has a ready-to-use lesson plan for the upcoming week. Specific lesson plan templates are determined department by department. Curriculum leads will review specifics as related to your content area. Remember, when you will be out of school for a planned absence, please provide a copy of your substitute plan to the in-house substitute covering your classroom. Substitute plans should be extended practice with easy to follow directions and answer keys. If you are covering for another teacher, you **MUST** utilize the plan left for you. Bell-to-bell

instruction is expected whether it is with the regular teacher or in-house coverage. This means that you *may not* take students outside, watch a movie, etc., instead of implementing the plan left for you.

LOCKERS

Students do not have locked lockers, but they do have designated storage areas for each of their respective grade levels, which we refer to as “cubbies.” Students will be escorted to their respective cubby two times a day: after breakfast and at the end of the school day. Student cubbies must remain neat at all times and all staff are responsible for ensuring that this happens. After students place their items in their respective cubby, the staff member supervising this activity must ensure the cubby door is properly locked and students will not be allowed back in this area until the next designated time.

All staff will have key access to all cubbies for scheduled periods of time immediately after breakfast and immediately prior to dismissal. Outside of these time windows, cubby access is restricted and only select administrative staff have cubby access throughout the entire day.

At no time should teachers or other staff members store backpacks, cell phones, or other items for students. These items need to be left in the cubbies or not brought to school.

LUNCH

Student lunches and instructional staff lunches are for thirty minutes. For the most part, instructional staff have a duty free lunch and MAS offers a FREE lunch for staff with the trade-off of performing “duty” for lunch. This means that in order for you to eat for free, you are expected to stay in the cafeteria and supervise students during the lunch period. You must remain in the cafeteria for the entire lunch period if you take advantage of the free school lunch and you must remember to enter your Nutri-Kids number.

Please note that students may NOT order outside food to be delivered to MAS. This includes deliveries by family members. Any outside food must be brought with students upon arrival to school in the morning.

MAIL

Incoming mail is distributed in staff mailboxes daily. Outgoing mail is located in the main office. Staff are not allowed to use the school’s address for personal incoming packages/mail.

MEDIA CENTER/LIBRARY

MAS does not have a library and to accommodate for this, most teachers have classroom libraries within their classroom.

NON-EMERGENCY LOCK DOWN

At times, there may be a non-emergency lock down. This could be due to a medical situation with a student/staff member, a confrontational parent situation, or for other reasons such as these. When this happens, we will make an announcement to let you know that until further notice, there is to be no student movement. When you hear this announcement, we ask that you close your door, continue to teach, and not allow students to leave your room until further notice. If students inquire into what is going on, you can tell them that you are unsure but there is a non-emergency situation that requires privacy. You should not hype the situation up, but instead continue with business as usual. We will make an announcement when the situation is cleared and student movement can resume. In a situation like this, passing period may be delayed if the situation occurs near the end of the period. Again, a key point to remember is that there is no student movement until the announcement is made that student movement may resume.

NURSE

MAS has a full-time school nurse on site. Teachers can only send a student to the nurse with an escort if the student is bleeding beyond what a Band-Aid will take care of, if the student is vomiting (visible signs of vomit, not just a stomachache), or if the student has had a toileting accident. Any other reason requires additional approval to send the student to the nurse. In these situations, please call the main office and they will send someone to check the student to determine if the student needs to visit the nurses' office. Finally, students that are tired or not feeling well are not allowed to put their head down in class.

The only exception to the nursing policy is with PE teachers. PE teachers should use their discretion to send students to the nurse based on injuries during PE. We expect PE teachers to error on the side of caution.

OBSERVATIONS

There are several types of observations that occur at MAS. They are as follows:

Walk Thrus: The Principal, Assistant Principal, and instructional coaches will often conduct brief walk thrus of classrooms. The purpose of these walk thrus are to observe instructional and curricular decisions. If feedback is provided, it will generally be provided on the spot. The purpose of immediate feedback is for immediate improvement and professional growth. MAS believes in ongoing personal and professional growth, and we believe that if there is ever a day that you do not leave work as a better teacher, then it was a wasted day and we all missed an opportunity.

Informal/Formal Observations: The Principal, Assistant Principal, and instructional coaches will conduct informal observations that last approximately 10-15 minutes on a regular basis, on average of once a week. Teachers will receive written feedback

following these observations and generally speaking, there will be a follow up meeting to discuss what was observed.

Video Observations: Video observations are a regular part of how MAS does business to ensure continuous growth and improvement. Teachers generally become more comfortable with this experience over time, although most individuals who initially encounter this approach find it rather intimidating. We emphasize that our motive in conducting video observations is to support continuous growth and improvement of our instructional staff to foster high student achievement.

OBTAINING A SUBSTITUTE

MAS provides all coverage in-house. If you are in a co-taught classroom, generally speaking, your co-teacher will teach alone if you are absent. If you are in a classroom without a co-teacher, we will provide in-house coverage with our in-house substitute. While we do understand that “life happens” we ask that you remain professional and committed to the students at MAS and respectful of your peers by being mindful of the ripple effect that absences have on both the students and your peers.

PARENT EVENTS

ALL staff members are expected to attend the following MAS school-wide parent events: The Annual Meet & Greet and Semi-Annual Parent Conferences. Please refer to the school calendar for the dates of these events. While there are additional parent events and we encourage your attendance and participation at these events, attendance is only mandated for the events listed above.

PARENT/GUARDIAN CONTACT

Every contact with a parent/guardian increases the effectiveness of our school. Communication includes, but is not limited to, emails, letters, progress reports, and phone calls. A log of parental communication should be maintained. Please note that any mass communication such as newsletters, parent contracts, etc., must be approved by the Principal prior to being sent home with students.

PARENT/GUARDIAN CLASSROOM VISITS

Parents/guardians are welcome at MAS to observe their child in the classroom. While advance appointments do not need to be made, the parent/guardian requesting the visit must speak to the administration of the school prior to entering the classroom so that we can review with them our expectations while in the classroom. The parent/guardian must also have a visitor’s badge and be escorted to and from their visiting location.

PASSING PERIODS

During passing periods, after silently escorting your students to the next class (Grades K-8), teachers **MUST** stand in their doorways to greet each student by name and with a handshake. Expectations for walking during passing periods will be reviewed and practiced with students during our first week of school.

PE & COLD WEATHER

During times of excessive cold weather (when temperature or wind chill is below 55 degrees), the following precautions will be taken for all outdoor physical activity, including, but not limited to: athletic and physical education classes and/or outdoor field trips/activities. Teachers and coaching staff shall be aware of the wind chill factor and take appropriate precautions during cold weather. If a student does not have adequate warm clothing to participate in the outdoor activity, such clothing should be provided or the class should not be taken out. Students should not have physical education classes outside when the temperature or wind chill factor drops below 55 degrees. Cold exposure can be uncomfortable, impair performance, and even become life threatening. Conditions created by cold exposure include, but are not limited to, frostbite and hypothermia. Frostbite is the freezing of superficial tissues, usually of the face, ears, fingers, and toes. Hypothermia is a significant drop in body temperature that occurs with rapid cooling, exhaustion, and energy depletion. The Principal has the final discretion to determine criteria for such decisions regarding safety of outdoor activity on a day-to-day basis.

PHONE USAGE

There are phones available in the main office and in the staff lounge for staff use only. In addition, each classroom has a phone with an outside phone line. These phones may be used by staff to communicate with parents, but may not be used by students without supervision. In addition, when students use the phones in the classroom, it must be because the teacher in charge has directed the student to call their parents. Students requesting to call their parents for any other reason must make those phone calls from the main office.

Cell phones are allowed for staff, but should not be used during instructional time. **At NO TIME should students be allowed to use their cell phones in the classroom, this includes using phones as calculators, accessing internet to look up information on the cell phone, or any other usage that could be “construed” as instruction.** Cell phone usage by students is only acceptable during the before/after-school program and during lunch while in the cafeteria.

Students are NOT allowed to answer classroom phones at any time.

POSITIVE BEHAVIOR INTERVENTIONS & SUPPORTS (PBIS)

PBIS is a proactive approach to dealing with student discipline. It is implemented school-wide and all behavioral concerns that warrant removing a student from class MUST be documented through a PBIS Referral Form, which is available in the staff lounge. PBIS will be covered more thoroughly in our PBIS training. Remember that discipline is everyone's issue and all staff need to be responsible for working with students before relinquishing their authority to another staff member.

PROGRESS REPORTS

1. Teachers are required to keep parents/guardians informed about their student's progress or lack thereof on an ongoing basis.
2. MAS does NOT issue formal progress reports/deficiency notices. However, parents need to be informed on a regular basis if students are not making progress in class, particularly due to behavioral issues.
3. No grade of lower than a C will be allowed to be issued to a high school student WITHOUT emailed communication to the parent with a cc to the Principal, Assistant Principal, the respective Instructional Coach, and the Special Education Director. This communication must be shared by the mid-point of the marking period. If email communication is not an option, a formal telephone call or parent conference can be held with a follow-up formal letter documenting the purpose of the call or conference. A copy of this must be provided to the Principal, the Assistant Principal, the respective Instructional Coach, and the Special Education Director. Failure to report and document the communication of a student potentially earning a grade lower than a C will result in the teacher not being allowed to issue this grade.

PURCHASING PROCEDURES

General office/school supplies should be readily available in the main office. Please fill out an In House Supply Request Form and submit it to the Enrollment Secretary for your educational supply needs.

If there are items that you would like to purchase for educational needs that are not readily available on campus, you will need to complete a purchase requisition for your order. The Operations Support Specialist can assist you with the final review of your order before submission to the Principal for approval.

Please do not purchase items and then request reimbursement. No reimbursements will be provided, for any reason, without prior approval as there are specific procedures that must be followed in order to reimburse employees for purchases. While reimbursements can be made, this will only be done with prior approval, and it can only be done in limited circumstances.

RESTROOM USAGE

The women's and men's staff restrooms are located in the staff lounge. Student restrooms are located and labeled throughout the building. Students should **ONLY** use the restrooms designated for student usage and should not be sent to use adult restrooms except for extenuating circumstances.

Student restroom usage has been strategically limited to maximize instructional time. In most instances students do not actually need to use the restroom and instead, are seeking an opportunity to leave the classroom. Again, students are required to have escorts to use the restroom and teachers should demonstrate incredible discretion when calling for restroom escort. When an escort shows up to the classroom to take student(s) to the restroom, students should be silently allowed to leave with no more than four students going at a time. If you are escorting a student to the restroom, wait for the student, and close the bathroom door after the student is ready to return to class.

Students should **NOT** be allowed to leave the classroom to use the restroom within the first ten (10) minutes of class or within the last ten (10) minutes of class. Also, teachers should avoid sending students to use the restrooms during first period or during the period immediately following lunch. This is immediately after breakfast and lunch respectively and students have plenty of time to use the restroom during both breakfast and lunch. All staff are expected to monitor and strictly enforce procedures on student restroom usage.

Please note that high school students have access to the restrooms during passing period because they do not have structured movement during this time. This should nearly eliminate the need for the restroom during instructional time for high school students. Please note that this does **NOT** include arrival to school as students have ample opportunity to use the restroom during breakfast. With that said, restrooms will be open during all passing periods beginning at the conclusion of first period as students are transitioning to second period.

Student restrooms should be **LOCKED** at all times except for the high school restrooms which will be opened during passing period beginning with the transition from first to second period.

SCHOOL CLOSING/DELAYS

In the event of poor weather conditions, such as heavy snow, please listen for a phone call and email from MAS through our automated system. All staff, students, and parents will always be notified by telephone and email through our automated messaging system of **ALL** school cancellations and delays, so again, it is imperative that proper contact information is maintained with MAS Charter School. All updates to contact information should be reported the Human Resources Specialist. MAS is **NOT** part of APS and does **NOT** follow APS delays and closings.

Please note that generally speaking MAS does NOT follow school delays exercised by surrounding area schools. This is because of the transportation issue school delays create for our charter parents who are responsible for transporting their children to school. With that said, we will work with students, parents, and staff if they need to be delayed due to inclement weather, but for the most part, the school will not delay opening due to weather conditions.

SCHOOL MEALS

MAS serves students three meals a day (breakfast, lunch, and an after-school meal) and there is no charge for student meals regardless of whether or not a child qualifies for free or reduced meals. With this said, it is mandatory that students take a meal at breakfast and lunch and that they take a meal during the after-school program IF they attend after-school. We do not force students to eat the entire meal or any component of it, but we do mandate that they take a meal. For students who arrive late to school, they are mandated to take a breakfast meal upon arrival and to consume that in the main office area. The ONLY exception to this policy is if you actually see a student with a full lunch sack. Please note that an energy drink and a bag of chips does NOT constitute lunch and in these situations students must take a meal.

SCHOOL RELATED CONCERNS

All school related concerns should be brought to the attention of the administration. No matter how minimal a situation may seem, it could develop into something of more significance. Communication is extremely important, so be sure to be proactive and communicate concerns directly to administration (Principal, Assistant Principal, Dean of Students, Special Education Director, or Instructional Coaches).

SCHOOL-WIDE DETENTION



MAS has initiated a school-wide detention policy for violation of school uniform expectations and tardiness to school. An administrative designee will be responsible for determining students are out of uniform or tardy to school. Parents will be contacted in both situations by an administrative designee and the students will be required to serve a thirty-minute lunch detention.

SEATING CHART

All teachers are required to have a seating chart for ALL classes AND rotations with copies of these charts available for review upon request.

SMOKING

The use of tobacco or tobacco products including e-cigarettes at MAS or any MAS-sponsored functions, events, or activities is prohibited for students, staff, and visitors. Additionally, use of tobacco products is prohibited anywhere on MAS property including the perimeter of the school, school parking lots, in staff cars parked on the street of the school or in the parking lot of the school, or across the street from the school.

SOCIAL WORK SERVICES

MAS employs full time school social workers, however, social work services are generally reserved for students with Individualized Educational Plans (IEPs) whose IEP's mandates services. The social worker is not available for day to day counseling or to "counsel" students through situations like divorce, past trauma, and other issues that often plague our students. While counseling services of this nature can be very beneficial for students, these services are best provided outside the school setting. Therefore, while our social workers will not provide these services at MAS, they can make referrals to outside agencies who can support students and their families with these needs.

SPEAK WITH IMPECCABILITY

Principle 51 in *The Success Principles* is "Speak with Impeccability." The book states, "For most of us, our words are spoken without consciousness. We rarely stop to think about what we are saying. Our thoughts, opinions, judgements, and beliefs roll off our tongues without a care for the damage or the benefits they can produce." Strive every day to speak with impeccability...assume the best in your students, in their parents, and in your co-workers. Assume people are doing their best at all times and choose words of support and encouragement over words of criticism and judgement.

SPECIAL EDUCATION

MAS offers inclusive special education services and special education co-teachers are assigned to many classrooms. With that said, MAS embraces a very different model with regard to students with disabilities; at MAS, **ALL** teachers are responsible for **ALL** students' performance, including students with disabilities.

MAS has a full time Special Education Director. Our Special Education Director will provide you with updated lists of our students with disabilities and gifted students, their eligibility, accommodations, and other information you will need in order to provide the highest quality of education. Student Individualized Educational Plans (IEPs) are maintained in the Special Education Director's office. All staff who work with a student who receives special education services will be involved to some degree in the development of the IEP.

STAFF LOUNGE/WORKROOM

The staff lounge/workroom have been set up to accommodate you! This room has been equipped with a copy machines, telephone, wireless access, a refrigerator, microwave, toaster, lunch/meeting tables, etc. Please take pride in this area and keep it clean.

STAFF MEETINGS

Staff meetings will be held every Monday from 7:30 a.m. – 8:15 a.m. All instructional staff members are required to attend, be on time, and remain in attendance for the duration of the meeting. Non-instructional staff meetings will be called during the school day and will be held on average once a month to keep non-instructional staff in the loop. Please refrain from eating breakfast in these morning meetings. Drinks are allowed but only in a closed container.

STAFF DUTY POSTS

Staff members will have assigned duty posts throughout the day, particularly at breakfast dismissal, lunch dismissal, and after-school dismissal. Duty post assignments will be provided during the training week of our staff professional development and updated as needed throughout the year. It is important that you always report to your duty assignment and that you report on time and remain at your post until 4:30pm.

STUDENT ARRIVAL

Students should arrive to school no earlier than 7:00 a.m. and no later than 8:20 a.m. Students will remain in the cafeteria until approximately 8:20 a.m. at which time they hear any morning announcements and then will transition to their first period class. First period class begins at 8:30 a.m.

STUDENT DISMISSAL

Classroom teachers escort students to their cubbies to retrieve their personal belongings at the end of the school day and will then immediately report to their designated duty post. All staff, including non-instructional staff, will have an end of the day duty post and MUST promptly report to their duty post.

STUDENT SUPPLIES

As previously stated, student supplies are provided at no cost to the student at the start of the school year. Their supplies include binders for each subject, dividers for each binder, notebook paper, and pencils/pens.

TIMELY ARRIVAL TO WORK

A fundamental for success is to take 100% responsibility for yourself! This is the first principle discussed in *The Success Principles*. Taking 100% responsibility for yourself includes arriving to work on time. We have worked diligently at MAS to make the culture of our school one that values timeliness. Timely arrival to work is important for a variety of reasons including the need for non-instructional staff to be able to supervise students promptly in the morning and for instructional staff to be in attendance at meetings that help us to grow personally and professionally. You are expected to be at your duty post or in your morning meeting promptly at 7:30 a.m. or 7:00 a.m. if you have a 7:00 a.m. start time. This does not mean pulling up to the school at 7:30 a.m. or walking through the door at 7:30 a.m., but instead, this means being in your seat at your meeting location or at your assigned duty post by 7:30 a.m. Tardiness is a learned habit that can be changed...See Principle 34 if you need to develop timeliness as a new habit to ensure your success at MAS and in life.

If you are late, even by a minute, you need to submit a leave slip. We hope you view this as MAS supporting your success and accountability and not as MAS seeking to be punitive. It is all in how you choose to look at things that will determine your mindset and ultimately your success at MAS and in life.

UNIFORMS

Students are required to be in uniform on a daily basis. The MAS school uniform consists of black bottoms (no jean/denim material, sweatpants, or jersey shorts) and a red short-sleeved or long-sleeved polo shirt with the MAS logo. MAS will provide each student with two MAS short-sleeved polo shirts, one long-sleeved polo shirt, and one MAS sweatshirt. Additional uniform apparel can be purchased by the family with our uniform vendor. We have implemented a school-wide detention policy to support with the enforcement of school uniforms for all secondary students. MAS will also enforce a policy of “no uniform, no class,” meaning students will not be allowed to attend class until they are in full uniform. Please see the school-wide detention section of this handbook for more information.

VIDEOS

Teachers need to complete a Video Request Form in order to view videos in the classroom. All requests must be educationally relevant. Video Request Forms must be submitted forty-eight (48) hours in advance to the Principal and Video Request Forms will not be accepted the last two days before a break or the end of the school year. Messages are always sent in English and Spanish.

VISITORS

All visitors must enter and exit through the main lobby doorway. Please do not allow visitors in any other door and instead direct them to the main office entrance. All visitors must have a visitor's badge and visitors **MUST** be escorted to and from their visiting locations. CES contractors, nursing services employees, cleaning service employees, and food services employees are not considered visitors and instead are contracted vendors. If you see a visitor in the hallway without a visitor's badge and an escort, please escort them back to the main office.

PHONE BLASTS & EMAIL BLASTS

MAS utilizes a program called School Messenger to send mass communications through telephone and email to the families of our students as well as MAS staff members. Any staff member that has announcements they would like communicated to MAS staff and MAS families should email the content of their message to the Principal with the exact message they want sent typed in the body of the email, the date(s) they want the message sent, which grade levels they would like to receive their message, and any other specific details. All messages are sent via email AND telephone unless otherwise specified in the emailed request. Also, any attachments that need to be sent in the email should be included as well. A minimum of 48-hour notice is required to send phone/email blasts. Also, ALL phone/email blasts are sent to ALL MAS staff members to ensure effective communication.

WHEN IN DOUBT

Ask!

WORK DAY

Work hours for most MAS instructional staff and administrative staff are from 7:30 a.m. – 4:30 p.m.