



Chancellor's Regulations

If any of the following Chancellor's Regulations are violated, you must report it to the assistant principal or the principal:

Chancellor's Regulations C-105, Procedures in Cases of the Arrest of Employees

Chancellor's Regulations A-420, Corporal Punishment

Chancellor's Regulations A-421, Verbal Abuse

Chancellor's Regulations A-831, Student to Student Sexual Harrassment

If any of the following Chancellor's Regulations are violated, you must report it to the assistant principal or the principal:

Chancellor's Regulations A-750, Child Abuse and Neglect

Chancellor's Regulations A-755, Suicide Prevention/Intervention

P23 Q Staff Handbook



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SCHOOL CALENDAR 2016-2017

Sept 8	First Day of School. Early dismissal for non-District 75 kindergarten students only. Partial school time for pre-kindergarten public school students.
Sept 9	First full day for non-District 75 kindergarten students. Partial school time for pre-kindergarten public school students.
Sep 12	Eid al-Adha (schools closed)
Oct 3-4	Rosh Hashanah (schools closed)
Oct 10	Columbus Day Observed (schools closed)
Oct 12	Yom Kippur (schools closed)
Oct. 26-27	Middle School: Parent-Teacher Conferences*
Nov 2-3	Elementary School: Parent-Teacher Conferences*
Nov 8	Election Day. Students do not attend school. Chancellor's Conference Day for Staff Development.
Nov 11	Veterans Day (schools closed)
Nov 15-16	District 75 School Programs: Parent-Teacher Conferences*
Nov 17-18	High School: Parent-Teacher Conferences*
Nov 24-25	Thanksgiving Recess (schools closed)
Dec 26-Jan 2	Winter Recess (schools closed)
Jan 16	Dr. Martin Luther King Jr. Day (schools closed)
Jan 30	Chancellor's Conference Day for staff development in all non-D75 high schools only. High School students do not attend school, except those enrolled at D75 school programs.

Jan 31	Spring Term begins for high school students.
Feb 20-24	Midwinter Recess (schools closed)
Mar 6-7	District 75 School Programs: Parent-Teacher Conferences*
Mar 8-9	Elementary School: Parent-Teacher Conferences*
Mar 15-16	Middle School: Parent-Teacher Conferences*
Mar 23-24	High School: Parent-Teacher Conferences*
April 10-18	Spring Recess (schools closed)
May 29	Memorial Day (schools closed)
Jun 8	Anniversary Day Students do not attend school. Chancellor's Conference Day for Staff Development.
Jun 12	June Clerical Day Elementary school, middle school, and D75 students do not attend school.
Jun 23	Regents Rating Day High School students do not attend school, except those enrolled at D75 school programs.
Jun 26	Eid al-Fitr (schools closed)
Jun 28	Last Day For All Students. Early Dismissal.

NOTES:



*Parent-teacher conference dates are citywide. However, schools may decide to hold their conferences on alternative dates. Please check with your school for specific schedules. For assessment dates and other calendars, please visit schools.nyc.gov/calendar.

Special Transportation Paraprofessional

Responsibilities:

Student must be met in the morning at the time and place designated by the bus driver. You are responsible for the student(s) when he/she steps onto the bus and during the ride to and from school. The bus para must stay with the student until the school day begins.

The parent/guardian is responsible for the child in the morning while waiting for the bus and in the afternoon when the child exits the vehicle. In the event there is an unusual circumstance, the child's health and safety is your primary concern. Do not get off the bus until the student's parent/family members picks him/her up.

Assist the student(s) with the appropriate behaviors in entering the bus, while riding, and exiting the bus.

Upon arriving at work, you must enter the time you actually arrived at the school and that you rode the school bus with the student assigned to you.

Keep anecdotal logs to be collected monthly by the Unit Coordinator. Keep track of behaviors that warrant the student needing a Special Transportation Para (STP).

File appropriate incident reports when necessary

Meet with teacher, clinicians, supervisor, parent, etc. when necessary to discuss on-going behavior.

Inform the Unit Coordinator when you have gone to the student's home and the parent informs you that the child will not be attending school that day. You will only be paid for the morning.

Excessive absence and/or not performing your assignment on a consistent basis will jeopardize your employment as a Special Transportation Para (STP).

The principal has been instructed by the Superintendent to review with the bus companies and the paraprofessionals the travel time for each student who has a special transportation para. Compensation will be based on one of the following three parameters:

- AM - 15 minutes, 30minutes, 60 minutes or 90 minutes
- PM - 15 minutes, 30minutes, 60 minutes or 90 minutes



Referrals to the Crisis Intervention Teacher

1. Referral to CIT/MHTA personnel should take place ONLY when all classroom resources have been exhausted.
2. Immediate referral to CIT/MHTA for the following:
 - Possession of a weapon, dangerous instrument or contraband
 - Suicidal ideation
 - Violent fight
 - Thefts
 - Missing student
 - Potential dangerous situation

Emergency Removal of a Student From Class

- Removing a student from the classroom should occur after the teacher and/or paraprofessional has attempted all possible interventions.
- Students will not be removed from classrooms routinely. If a student's behavior has escalated that it endangers the safety of students and staff, the student will be removed.

Chain of Command During Crisis

- Classroom Teacher/Classroom Paraprofessional
- Crisis Intervention Teacher/MHTA
- Clinician (Therapist, Social Worker, Psychologist, Psychiatrist)
- Unit Coordinator
- Assistant Principal
- Principal



P23 Q Mission Statement

It is the mission of P23 Queens to provide a safe learning environment for both children and staff. To this end we provide a structured educational environment aligned with the Common Core Standards (CCS), including the arts, in order to prepare students to return to a least restrictive environment (LRE), as soon as possible.

Technology Mission Statement

It is the mission of P23 Queens to provide opportunities for students to gather information using text, sound, pictures and video as a means to enhance learning experiences while enriching core curriculum areas through the use of our state of the art computer labs, while aligning with the Common Core Standards (CCS).

Arrival and Dismissal Times

ALL SITES:	Monday 8:00 am - 4:00 pm Tuesday 8:00 am - 3:15 pm
NYCCC	Wednesday, Thursday, Friday 8:00 am - 2:20 pm
Lifeline Center	Wednesday, Thursday, Friday 8:00 am - 2:20 pm
Zucker/Hillside	Wednesday, Thursday, Friday 8:00 am - 2:20 pm
Elmhurst Hospital	Wednesday, Thursday, Friday 8:00 am - 2:20 pm
St. Mary's Hospital	Wednesday, Thursday, Friday 8:00 am - 2:20 pm

Daily Procedures

ALL P23Q staff must personally sign-in.

If you do not sign-in during morning arrival, you may be considered absent for that day. Do not sign-in for someone else. It is against Department of Education Standard Operating Procedures. A violation of this policy will be reported to the Office of Special Investigations.

If you arrive after your designated start time, please sign the "Late Sign-In Book". Payroll deductions will be made for all excessive latenesses.

Staff is not permitted to sign-in and leave the school building to park their car.



Daily Procedures

- **Breakfast for the staff is over when the workday begins. Do not carry coffee, juice, or any food with you when you are on duty. There is no drinking or eating in the classrooms when students are present.**
- Unit Coordinators will advise school aides to call parent/guardian of students that are absent by 10:00 am.
- Student attendance must be taken and forwarded to the office no later than 10:30 am.
- Staff is not authorized to leave the school building (i.e. go to the store, smoke cigarettes, move their car, etc.) EXCEPT during their duty-free lunch break.
- There is NO SMOKING in front of the school building.
- Secure all personal property at all times.
- ALL staff is responsible for supervising students during dismissal.
- **Designated school aides/paraprofessionals will do all copying. There are sufficient instructional materials available and as such, copying should be limited.**

Staff Attendance and Punctuality

ABSENCES

- Excessive absences place an undue burden on your colleagues. We urge you to come to work each day precluding illness or unforeseen matters.
- **More than five absences for a school term are excessive.**
- **More than ten absences for the school year are excessive.**
- Appropriate disciplinary action will be taken for any P23Q employee who is excessively absent.
- **Actions may include: a warning letter, a letter in file, suspension, termination, discontinuance and/or an overall unsatisfactory rating for the school year.**



1. Types of Behavior Best Handled by the Classroom Teacher:

- a) Inappropriate talk/responses (profanity)
- b) Chewing gum
- c) Unprepared (no pencil, paper or school work)
- d) Jiggling of chairs
- e) Out of seat
- f) Poking others
- g) Anti-social behavior
- h) Refusing to do work

2. Methods Available to the Teacher in Handling Negative Behavior:

- a) Speaking to the child privately
- b) Changing student's seat
- c) Moving child closer to the teacher
- d) Circulating around the room regularly
- e) Calling the child by name to get his/her attention
- f) Selective ignoring
- g) Utilizing other adults in the room
- h) Stop the lesson, stop talking, LOOK at the class, wait for attention before continuing. (Think quickly: What precipitated the misbehavior? Must you enliven the topic? Have a good plan and modify it as often as necessary).
- i) What must you do to prevent recurrence? Adjust what YOU are doing!



12. Be consistent. In all the things you do or say being consistent is the key. Say what you mean and mean what you say. Be clear about consequences. Never make threats unless you plan to carry them out because someone will invariably test you!

13. Avoid punishing the entire class for what one student has done. The fewer the rules you have, the fewer will be violated.

14. Prevention is better than punishment. Make your presence felt by moving around the room. Anticipate the causes of disruption and utilize appropriate prevention measures. Make a note of the days and time of day in which off-task behavior occurs.

Remember that the way adults act in the classroom can make a big difference in the way students behave. If the adults in the classroom are positive and supportive, the students will respond accordingly. If students feel that the adults sincerely care about the way they are learning, they will behave and respond in kind. We must model the behaviors that we wish to develop in our students.

Positive Behavior Supports/Ladder of Referral

Positive student behavior depends directly on the following:

- 1) Effectiveness of the classroom instructional program.
- 2) Organization of classroom routine.
- 3) The use of behavioral management programs.

A breakdown in any of these three areas will result in problems in the classroom.

A school is dependent upon a consistent instructional program in which routines and procedures are clearly defined and provide for the rights of the individual child and staff member. Consistency, careful planning, and good judgment are the key elements to an effective school environment. Each site has its own behavior management plan that is to be followed.

Positive relationships with students are easier to develop when the adult behavior is consistent and predictable. Without consistent behavior, students do not know what to expect. When this happens, the adults become a source of confusion and anxiety rather than a source of stability. Being a source of stability, it is vital that we maintain emotional self-control, patience and objectivity under even the most challenging conditions.



LATENESS

Excessive lateness disrupts the school day. Make every effort to be on time. Punctuality in the workplace is essential to the effective operation of our school.

- ***Being late more than five times during a school term is considered excessive.***
- ***Being late more than ten times during a school year is considered excessive.***
- ***Appropriate disciplinary action will be taken for any P23Q employee who is excessively late.***
- ***Actions may include: a warning letter, a letter in file, suspension, termination, discontinuance and/or an overall unsatisfactory rating for the school year.***

EARLY DEPARTURE

- Emergency departure will be handled on a case-by-case basis.
- The Unit Coordinator and the Site Assistant Principal need to be informed if someone has to leave early.
- The main office needs to be informed when anyone leaves earlier than designated dismissal time.
- Anyone who leaves early MUST sign out.

CALLING IN - ALL STAFF

If you are going to be absent, please call your site by 7:00 a.m., and leave a message indicating your name and reason for absence.

In addition ALL STAFF must call SubCentral at (718) 935-6740 and record your absence. A staff member who fails to call SubCentral may receive a letter in their file. Continued failure to follow these directives may result in a suspension without pay and/or termination.



Other Daily Business

LINE OF DUTY INJURIES

- Staff injured during the school day **MUST** notify the assistant principal immediately. Within 24 hours, you must:
 - 1) Complete and submit to the assistant principal and/or unit coordinator the three page comprehensive injury report.
 - 2) Notify the main office at (718) 264-4880, to inform administration of your medical status and/or return date.
- You will be informed if any additional information is needed.
- If any of the above is not strictly adhered to, your LODI will be denied.
- No staff member is automatically given five days of LODI coverage. You must provide proper doctor and/or medical documentation that clearly shows your injuries are preventing or inhibiting your ability to work effectively.
- Upon your return, please bring all supporting documentation with you to work.
- Please call the school the day before to inform the Unit Coordinator or Assistant Principal of your return.

TELEPHONE/CELLULAR PHONE

- School telephones may not be used to make personal calls (unless it is an emergency).
- Personal calls are not to be made or received (by cell phone) when you are on duty in the classroom and/or hallway. The office will notify you if you have an emergency. Emergencies do not relate to day-to-day routines/needs.
- An emergency is a sudden illness, hospitalization, accident or fire.
- ***Cellular phones must be in the mute or vibrate position. Cellular phones should not be ringing in classrooms, hallways, or during professional development meetings.***



Tips for Effective Classroom Management

1. Accentuate the positive. Give credit to those students who are working well. Use rewards rather than punishment. Students react positively to public praise. Find something to praise in every child.
2. Censure a student in private. Consider the age of the student, his/her background and school experiences in order to understand the student's behavior.
3. Construct successful academic experiences. Assign work appropriate to a student's academic needs and experiences.
4. Do not take negative behavior as a personal attack. A student may not know why he/she misbehaves. Have a private and calm conversation with the student to discuss his/her behavior. Do not become personally involved in a child's emotional outburst.
5. Do not force an issue in front of the class. Forcing the student to confront an issue when he/she is not ready only makes matters worse. When the time is right take the student to a private area to discuss what happened.
6. Do not use threats. Threatening to remove points, call home, or write him/her up is inappropriate. Threats weaken your position as well.
7. Be firm, fair, friendly and honest. Talk privately to students who are exhibiting problems. Show them you understand and care. Your behavior towards each student is important. Keep in mind, being fair does not mean that you have to do the same thing for every student.
8. Develop self-esteem. Students enjoy being helpful. Incorporate activities to make them leaders, helpers and monitors. This will build character and confidence.
9. Be pleasant. Greet students in a pleasant manner. Teachers are responsible for setting the class tone.
10. Maintain a realistic perspective. A child with a history of misbehavior is not going to change overnight. It took a long time for a student to develop this behavior pattern and it will take a long time to reverse this behavior. Regression is also prevalent after a period of improvement. Don't be discouraged.
11. Do not label a child. Avoid the use of sarcasm and stereotyping. What might be funny or cute to you, may hurt a student's feelings.



Parent Teacher Conferences

There will be two parent-teacher conferences throughout the school year, one in the fall and the other in the spring.

Conference Dates: Tuesday 11/15/16 and Tuesday 03/15/17

Students will have a half-day of instruction and will be dismissed after lunch. Each site will determine dismissal time for students. Your lunch period will be 50 minutes from the time students are dismissed. After your lunch period is over, you should utilize the time to update files, folders, work on cumulative records, and ensure that the room is clean and attractive.

At 12:50 p.m., everyone must be in their rooms ready to meet with parents. Please make sure parents sign-in on the sheet in the main lobby. This information must be reported to the District.

For the conference you should:

- 1) Be sure that you have a work folder for each student readily available for parent review. Use the work samples to indicate students' strengths and to identify areas of weaknesses.
- 2) Be able to explain to the parent the rubric used to determine grades. If high school teachers are using Gradekeeper, print out quarterly grades as evidence to support the grade that was given to the student.
- 3) Have copies of tests, evidence of student work that has been evaluated in student folders, projects completed. Share student portfolio with parent.

Since we are responsible for preparing IEP's ask the parent specific goals that they would like their child to achieve. During the conferences, parents must be apprised of their child's progress towards attainment of current IEP goals.

Discuss promotional criteria with parents. The criteria needed for promotion for standardized students is as follows:

- 1) 90% attendance
- 2) standardized tests
- 3) classwork/assessments

During the Parent/Teacher conferences, ask your paraprofessional(s) to update students addresses, telephone numbers and cell phone numbers.



PROFESSIONAL ASSIGNMENTS

- By October 1, after initial assessments are complete, each teacher will submit the names of students that have been identified as "at risk" and in need of small group instruction to the site administrator for assignment during professional periods.
- Teachers should plan on rotating students throughout the year as the need arises.

PREPARATORY PERIODS

- It is the Administration's policy to honor all preps on a daily basis. Teachers should be aware that their UFT contractual agreement specifies that teachers **will not be compensated for the first coverage that they perform each school term.** Teachers will be required to do coverage as needed and specifically during emergency situations. Your cooperation is expected in order to maintain a safe and orderly environment.
- The Unit Coordinator will keep a list of missed/paid preps. It is advised that you also keep track of missed/paid preps.

CLASSROOM MATERIALS

- If you are in need of supplies, please go to the unit coordinator or immediate supervisor.
- ***Do not pay sales tax! Get a tax-exempt form from the unit coordinator. No food items or computer supplies/equipment may be purchased without prior authorization from the principal.***

DUPLICATION OF MATERIALS AND COPYRIGHTS

- The copyright of all written materials, CD-ROM's, and videos must be respected. It is unlawful to make numbers of workbooks, texts and storybooks from one copy of a book.
- Do not use CD-ROM to boot more than one computer unless you have a site license for multiple stations. Do not use bootlegged copies of movies or other films since they are illegal.
- You must respect copyrights since it is unlawful not to do so. Fines are being imposed on staff members and schools who engage in unlawful replication of copyrighted materials.



INTERNET ACCEPTABLE USE POLICY

Every staff member must be familiar with the District 75 Memorandum #126 dated 2000-2001. This memorandum “seeks to summarize the primary policy issues decided by the Board and delineate the district (and therefore the schools) responsibilities embedded in the Internet Acceptable Use Policy.

TRIPS AND CONSENT FORMS

All students in the class must attend the trip(s) that have been planned by the teacher. Students may not be left behind unless the student has demonstrated to be a danger to him/herself and/or others. This means that there needs to be documented evidence (anecdotal records, meetings with parents, consultation with clinical staff) to substantiate the student’s emotional condition.

Do not plan trips with the expectation that you will leave students behind. Plan trips that all students may attend. Trips must be planned and aligned to the curriculum. The destination of all trips must be approved by the site administrator.

Important: Teachers who have students who are medically fragile and in need of medical monitoring (i.e. insulin, severe asthma, heart condition) must arrange with the supervisor for a nurse to accompany the class on the trip.

Each and every student must have a consent form signed by the parent/legal guardian ONLY. If a student is 18 years of age, he still must have a signed consent form from his/her parent/legal guardian.

NO TELEPHONE CONSENT FORMS WILL BE ACCEPTED. It is the teacher’s responsibility to obtain written consent forms for all students.

The teacher must provide the Coordinator/Administrator the list of students going on the trip.

CIRCULAR 6

Circular 6 staff MUST maintain a per session time sheet. This is Department of Education policy. Staff member’s responsibilities are, but not limited to:

Teachers: Assist paraprofessionals in the activity of escorting students from bus to the cafeteria and/or breakfast activities (where required). Assist paraprofessionals in the activity of escorting students from school to their bus (dismissal).

Paraprofessionals: Assisting and escorting students during breakfast, and arrival and dismissal activities

In the afternoon, Circular 6R staff must remain at their post until **all** students are dismissed.



System for Checking Homework

- Spot check, pupil exchange and correct, student monitors, self-checking, intensive check by the teacher
- If assignments are in preparation for a lesson, the homework should be checked at the time of that lesson
- Homework is checked daily by teacher initials, check marks, comments, and suggestions for improvement

Completion of Homework Assignments

- Set standards for penmanship neatness, format (proper heading, footnotes)
- Ensure that students write the questions and answers in grammatically correct sentences
- Introduce techniques that will incorporate phrases from the original question in the response
- Teach students how to write out the steps taken in solving math assignments

Report Cards

Teachers are responsible for completing the “Report of Progress” in SESIS. Continue completing progress notes on page(s) 6 of the old I.E.P. until a new one is generated. The reporting of student progress is mandated. Please refer to the annual calendar that you received at orientation for the report card dates. Progress Reports are sent home for kindergarten students during the first marking period. In January “Report of Progress” from SESIS is sent home for students in grades 1-5.

Annual Reviews

Annual Reviews must be completed and conducted within one year of the date of the last annual review. The **classroom teacher** is responsible for reading each student’s IEP in the class, noting goals and objectives. If the teacher feels that the goals need to be revised, they may do so as a Type II change in SESIS. Since the development of the IEP is a collaborative process, parents and staff who are to be part of the IEP team must be informed of the annual review date/Type II date at least two weeks in advance of the date. **The completion of IEPs, using a team approach, is the responsibility of the classroom teacher.**

Failure to complete a student’s IEP on time, may be the basis for an unsatisfactory rating at the end of the school year. As IEPs are submitted to the Unit Coordinator for review, annual review dates will be monitored on SESIS.



Homework Policy

Homework is an important part of the educational process. The purpose of homework is to practice skills and reinforce what was learned at school, to prepare for tests, to build work and study habits, to provide instructional enrichment, and to serve as a link between school and home.

The amount of homework given and the time that should be allotted varies by grade:

- Grades K-1 minimum of 15-20 minutes of homework
- Grades 2-3 minimum of 30-45 minutes of homework
- Grades 4-5 minimum of 45-60 minutes of homework
- Grades 6-8 minimum of 60-90 minutes of homework
- Grades 9-12 minimum of 60-120 minutes of homework

Occasionally ask students how long the homework assignment took them and modify accordingly.

Homework must be assigned daily for all grade levels with no exceptions.

Supervisors will conduct sporadic checks to ensure that the homework policy is being followed.

Holiday packets are to be prepared to reinforce skills while at home.

Characteristics of Effective Homework Assignments

- Use as an outgrowth of classroom instruction
- Clearly defined and completely understandable so the students can complete the work independently
- Written on the chalkboard and copied by the students
- Use grading system that is understood by the class
- Planned cooperatively with the students

Daily Procedures and Routine

- Include at least one reading/writing and one mathematics assignment daily (K-8)
- Record the homework assigned in your lesson plan book
- Request that homework be reviewed and signed by parent daily
- Buddies in the classroom (paired students) can assist absent/late students catch up with homework assignments (when applicable)
- Check and correct homework daily



The Teacher-Paraprofessional Team

• The teacher and paraprofessional(s) form the instructional team. They must work in tandem towards meeting the instructional goals of the students. Paraprofessionals are instructional supports for our students. As such, they must be involved in providing direct instruction to students.

• *Each teacher-paraprofessional team should meet for five to ten minutes at the beginning of the day to discuss the course of the day and again at the end of the day for daily debriefing. Paraprofessionals must be actively supporting students at all times, both academically and behaviorally.*

Responsibilities of the Teacher

The responsibilities of the classroom teacher include, but are not limited to:

Supervision: It is essential that a teacher be in the classroom at all times when students are present even when paraprofessionals are in the classroom. Remember that you are legally responsible for the safety of students in your class. Continuous, active supervision of students throughout the class period is mandatory. Teachers are responsible for all aspects of their classroom environment. They direct, supervise and assist their paraprofessionals in all classroom activities, including toileting.

- Paraprofessionals should not be left alone with students during instructional periods.
- At lunchtime, and for all specials students are to be escorted **TO AND FROM** the lunchroom and designated special classrooms **by the teachers** and paraprofessionals. Staff may not leave the cafeteria before their lunch period is to begin. Contact a supervisor/coordinator if there is no one present in the lunchroom. School aides, 1:1 paraprofessionals, unit coordinator and designated staff will actively supervise students during lunch.

Anecdotal Reporting: A requirement for all teachers. It is important to record the behaviors, habits, uniqueness and issues of students in your classroom.

Portfolios: Every teacher is required to maintain a portfolio of exemplary work samples for every student in their classroom or assigned caseload.

Displays: All classrooms should reflect class activities. Bulletin boards should be changed during the school year to reflect the curriculum being taught. Displayed student work should not be more than six weeks old and should have rubric and grade attached.



Teacher's Desk: Teachers' desks should be neat and orderly. They should serve as examples for students. Keep a calendar of due dates and special notices.

Lesson Plan Book: It is the professional responsibility for every teacher to develop daily lesson plans and organize them into standards-based instructional units for effective teaching. A copy of your lesson plan for the day's lessons must be kept on your desk. In addition, please retain all your lesson plans in a book or binder for possible review and discussion.

Room Cleanliness: Each student is responsible for his/her own work area. Floors should be free of paper, wrappers and other unsightly debris. Students should learn the routine of putting away their clothing and helping with the housekeeping of the room. Time should be set aside at the end of the day for clean up and arrangement of furniture.

Behavior Management: It is ultimately the teacher's responsibility to maintain control of the class. Rules should be posted and a behavior plan should be in place that the students understand and can follow.

Furniture: Students should refrain from writing on the furniture or defacing it in any way. Destruction of property by students must be properly documented in anecdotal form and a letter sent home to the parent/guardian.

Transition: Transition between classes should always follow a set routine. No child should be dismissed from a class without an adult.

Door Indicators: The official class program card should be posted on the classroom door. Teacher's name, paraprofessional's names and class number should be on the class schedule. Program cards should reflect where staff and students are at all times.

Attendance Folders: Attendance folders should be submitted to the office no later than 10:30 a.m. on a daily basis. If a student is absent three (3) days in a row, additional teacher outreach is required.

Lesson Plans for Substitute Teachers: If an absence is unplanned, a folder titled "Substitute Teacher Lesson Plans" needs to be created and left on your desk. If your absence is planned, a lesson plan should be left that provides some follow up to the previous day's lesson.

Work Folders: If a student is given an in school suspension, work needs to be provided for that child for that day. Student work that is not placed in their portfolio should be placed in work folders.



Responsibilities of the Paraprofessional

The role of the paraprofessional is to assist the teacher in delivering the educational program. Some of these duties and responsibilities include, but are not limited to:

- Assisting at breakfast/lunch periods (where applicable)
- Assisting with bus arrival and dismissal (where applicable)
- Assisting with attendance
- Escorting students to support services and other out-of-class activities; this may include toileting.
- Providing assistance in emergency situations (student illness, minor emergencies, and a sudden crisis)
- Assisting in planning for and providing individual reinforcement and small group instruction in academic and nonacademic areas, as assigned by the teacher.
- Assisting in observing and recording student performance/behavior, when directed by the teacher
- Reinforcing social, cognitive and behavior/instructional objectives as specified by the teacher
- Assisting students in the transition from activity to activity and subject to subject
- Contribution and sharing talents, strengths and knowledge that will improve the quality of students' education

Paraprofessional Career Training Program

Release time is provided so that you can use it as study time. Paraprofessionals must take and maintain a minimum of five (5) credits/semester hours of study to be eligible for released time. Documentation from the college must be submitted to the Principal to verify coursework prior to approval of release time; official Bursar's receipt and registrar's printout. Paraprofessionals who participate in UFT Paraprofessional Development Continuing Education courses I and II are also eligible for release time. Please do not schedule courses right after your departure time. Release time cannot be combined with your lunch period or used as travel time. Paraprofessionals must sign out in the "Sign-Out" book prior to leaving the building.

Final grades from your college courses must be submitted to the unit coordinator at the end of each term. Failure to submit your grades will jeopardize future requests.