

Circular #1**HILLCREST HIGH SCHOOL**

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 David T. Morrison, Principal**

SCHOOL POLICY HANDBOOK – PEDAGOGUES

This document and other policy/faculty notes, procedures, flyers or bulletins should be retained for your reference and will be referred to as the **School Policy Handbook**. Upon request, a Hillcrest Teacher's Manual is also available. Policies and procedures not included in the School Policy Handbook will continue as in the past. New policies and changes will be promulgated for inclusion in the School Policy Handbook as needed. This policy handbook supersedes previous issues of this document.

Policies in this handbook are based on guidelines set forth in NYC Chancellor's Regulations. (<http://schools.nyc.gov/RulesPolicies/ChancellorsRegulations/default.htm>)

1. Accident Report – Student

If a student has an accident, an assistant principal must be notified; and the student's parent must fill out an Accident Report Form, along with any witness statement. If the accident is serious in nature, a Comprehensive Accident Report (CAR) is to be filed. Forms are available from the Dean's Office.

2. Accident Report – Teacher / Paraprofessional / School Aide

- a. A Comprehensive Accident Report must be filed within twenty-four hours of an accident's occurrence. See secretary Michele Sakelos for the form. The form must be submitted to Ms. Sakelos and the Dean's Office, along with any witness statements for a teacher-related accident.
- b. Submit a completed Form OP198 and Form OP200 to secretary Wendy Leacock.

3. Administrative Organization

- a. Role of the Principal
 - Overall supervision and administration of the educational site.
- b. Role of the Assistant Principal Pupil Personnel Services
 - Overall supervision and administration of the guidance staff, Program Office and College Office.

- To provide supervision of the academic, social, and behavioral progress of students.
 - Schedule all classes and supervise the scheduling of all students.
 - Liaison with College Now Program at Queensborough Community College.
 - Provide professional development and instructional support.
 - To provide assistance in curriculum theme development and design.
- c. Role of the Assistant Principal Supervision
- To coordinate department meetings and workshops.
 - To disseminate curriculum materials and provide for instructional support.
 - To improve instructional outcomes through formal and informal observations using ADVANCE.
 - To lead/facilitate Inquiry Cycles with teacher teams.
- d. Role of the Assistant Principal Organization
- Primary responsibility: budgeting, procurement, payroll
 - Responsible for collection of Title I lunch applications and MetroCard distribution
 - Liaison to School Foods and Custodian.
- e. Role of the Assistant Principal Student Life
- Overall supervision and administration of deans/support staff.
 - Provide supervision of the social and behavioral program of students.
 - Overall responsibility for safety and security in and outside the school campus.
 - Overall supervision of all student activities.
- f. Role of Small Learning Community (SLC) Directors
- Collaborate with Guidance Counselor to support student progress
 - Collaboratively build SLC capacity
 - Conduct SLC walk-throughs
 - Organize SLC events
 - Monitor student data (attendance, academic)
 - Recruit students for SLC
 - Liaison to Parents
 - Participate in programming classes for the SLC
- g. Role of the Assistant Principal Intervention Specialist Support
- Overall supervision / support of staff dealing with students with IEPs.
 - Develop and introduce strategies to support students with IEPs.

4. Arrests and Dispositions

Pursuant to Chancellor's Regulation (C-105) (Attachment #6)

- a. **Any person employed by the Department of Education who has been arrested and charged with a felony, misdemeanor or violation must immediately notify the following:**

Principal via email, DMorris4@schools.nyc.gov

**Office of Personnel Investigations via email,
OPIArrestNotification@schools.nyc.gov AND in writing via Fax (718-935-4366)
 with a copy of the criminal court complaint.**

Notification to a supervisor alone does not satisfy this reporting requirement.

b. It is mandatory that you comply with this request. Failure to disclose an arrest can result in adverse employment consequences. Termination of employment is possible.

5. Bell Schedule

See Attachment #1

6. Beverages

Staff members are not to carry beverages of any kind during passing. This is a clear safety issue.

7. Building Response Team/ General Response Protocol (See Attachment #8)

The Building Response Team (BRT) is made up of the Principal, AP Security, deans, and school safety agents. The BRT responds to an emergency and communicates information between 1st responders and school staff.

At the beginning of an emergency, all teachers and/or students will be notified of the nature of the emergency. The Building Response Team Leader will invoke one of the three General Response Protocols:

- (1) Evacuation (Fire Alarm, Bomb scare, Mysterious Odors)
 - a. Leave belongings behind
 - b. Follow teachers instruction
 - c. Form a line, stay quiet, don't run; walk to designated exit
 - d. Stay with your group / class / teacher—teacher must be able to take your attendance in order to account for students

- (2) Lockdown
 - a. Soft lockdown (possible intruder in the building)
 - i. Students remain in classroom
 - ii. Students will listen to instruction from the teacher and loudspeaker
 - iii. The only people allowed in the halls are deans, AP Security, security personnel, other staff
 - iv. No one leaves the classroom (no bathroom, no water, no nurse, no counselor, etc)
 - v. No cell phones shall be used by students and teachers
 - b. Hard lockdown (possible armed intruder or sniper)

- i. Teachers lock doors and get away from windows and doors
 - ii. No one is allowed in the hallways
 - iii. No one leaves the classroom
 - iv. All communication will be done via loudspeaker, classroom phone
 - v. Students are to remain silent and cell phones are not to be used by students or staff
 - vi. The “All clear” announcement must be given before the lockdown is over
- (3) Shelter-In (Threat is outside the building)
- a. All students and staff remain inside the building
 - b. Teachers, students and staff will conduct business as usual
 - c. No one enters or leaves the building until further directions are announced

8. Dress Policy

All staff members are expected to dress in an appropriate and *professional* manner throughout the school year. Attire is considered inappropriate if it adversely impacts the learning environment and if it counteracts the Hillcrest student dress code.

9. SMART Board Configurations

- a. The Do-Now is a warm-up exercise that encourages students to begin the class properly and helps the class to prepare for the day’s lesson.
- b. The Aim must be visible. It describes the teacher’s purpose for teaching the topic and provides the primary focus around which the subject matter in the lesson is organized.
- c. Determining the Aim is the most professional and the most critical part of the planning process. The Aim is best elicited from the students, posed as a question, and revisited in the Summary of the lesson. The Aim must be clarified for the class early in the period.
- d. Board work should:
 - Be written sequentially to encourage students to be organized.
 - Be written from left to right.
 - Include a daily homework assignment of not more than 30 minutes. The effectiveness of the day’s lesson will depend to a great degree on the quality of your homework assignments. The work the students are asked to do at home will help with the subject background for the next day’s lesson. Challenging homework assignments will stimulate classroom lessons and reinforce learning.
 - Include the school heading:
Hillcrest High School; First / Last Name; Class; Full Date
 - The SMART Board configuration is to be utilized and evident in every instructional class period.

10. Cell Phones

Students are permitted to bring the following electronic items to school; however, they may **NOT** be turned on or used during the school day:

- (a) Cell phones
- (b) Laptops, tablets, iPads and other similar computing devices
- (c) Portable music and entertainment systems (such as iPods, MP3 players, PSP and Nintendo DS).
- (d) Teachers will follow the ladder of discipline in regards to cell phone violations, see # 34.

11. Chancellor's Regulation A-420

- a. Corporal punishment is any act of physical force upon a pupil for the purpose of punishing the pupil.
- b. Such term shall not mean the use of reasonable force to protect oneself from physical injury; to protect another pupil or teacher from injury; to protect the property of school or of others; or to restrain or remove a pupil whose behavior is interfering with the orderly exercise and performance of school functions; or if that pupil has refused to comply with a request to refrain from further disruptive acts.
- c. No corporal punishment shall be inflicted in any of the public schools, nor punishment of any kind tending to cause excessive fear or physical or mental distress. Violation of this bylaw constitutes grounds for dismissal.
- d. All allegations of corporal punishment by Department of Education employees must be reported immediately to the proper authorities.
- e. At the time of the communication, the supervisor will be advised as to how the investigation is to proceed from those authorities.

12. Chancellor's Regulation A-421

- a. Verbal punishment of students is prohibited. Disruptive behavior by students must never be punished by the use of verbal abuse.
- b. Verbal abuse is language that tends to cause fear or physical or mental distress; words denoting racial, ethnic, religious, gender, disability, or sexual orientation; threatens physical harm; or belittles or subjects students to ridicule.
- c. All allegations of verbal abuse by Department of Education employees must be reported immediately to the proper authorities.
- d. At the time of the communication, the supervisor will be advised as to how the investigation is to proceed from those authorities.

13. Chancellor's Regulations Reminders

- a. No child may ever be used to render personal service for a teacher (e.g. a child may not be sent to the store).
- b. No business enterprise may be conducted on school property and staff members may make no unauthorized collections.
- c. Children may not as a disciplinary measure be denied lunch, be placed in the hall, be told to stay home, be sent home without proper authorization, or have personal property destroyed or thrown away (parents must be provided with an opportunity to retrieve such property).
- d. No personal mail may be posted at school expense.
- e. No drug or medication is to be administered by a teacher or an unauthorized staff member.
- f. No instructional machine or piece of equipment may ever be removed or borrowed from the school without permission and receipt from the principal (e.g. computers, musical instruments, videos, etc.).
- g. Funds may not be solicited from children without authorization from the principal (see SPH#57).
- h. Staff members leaving the school building from other than the main entrance may not provide access to any person from "outside." Please ensure that the door is secured by slamming it shut.
- i. No child may be sent home during the course of the day without administrative authorization. No parent may pick-up a student from class without office authorization.

14. Collection of Student Work

- a. Student work serves as an assessment tool of the New York City Department of Education's Promotion Standards.
 - As per Chancellor's Regulation A-501, teachers will use all available assessments – standardized tests, performance-based assessments, ongoing assessment of student work, teacher observation and professional judgment and attendance records as mechanisms to improve classroom instruction and to provide students and parents with detailed information about their child's academic progress.
 - Teachers will maintain collections of student work that documents student progress toward meeting performance standards.
- b. Collected work is evidence of the students' knowledge, skills and attitudes in the subject area and serves as the basis to examine effort, improvement, progress and achievement.
- c. The collection of student work is a valuable tool in student assessment, which provides pupils with the opportunity to see their academic progress and which tells the stories of their learning.

- d. Teachers are to initiate a collection of student work for each student that is consistent with your department's grading policy.
- e. The collection of student work folders is to be available to parents, guidance, SBST and the administration upon request.

15. **Confidential Emergency Contact Card**

Please complete the online Confidential Emergency Contact Form by close of business on the first day of school. **All information will be held in the strictest confidence.**

16. **Conflicts of Interest Law**

- a. Teachers are prohibited from tutoring students in their own school and the siblings of those students for a fee.
- b. Second jobs must be done on your own time.
- c. Waivers are available, depending on circumstances. Call the DOE Ethics Office 212-374-3438 for information.
- d. You may not use your official Board of Education position, confidential information, or Department of Education personnel or equipment to perform the job.
- e. Department of Education employees are restricted from accepting gifts with a value of \$50.00 or more from any person or firm doing business with the City of New York.
- f. Student gifts are to be of minimal value (e.g. a "World's Greatest Teacher" mug).
- g. Department of Education employees are prohibited from engaging in post-employment business with the Department of Education for one year.
- h. Superiors and subordinates are prohibited from having any kind of financial relationship.
- i. Being a public servant does not diminish your right to engage in political activity.
 - All activities must be performed on your own time.
 - You may not use Department of Education letterhead, equipment or personnel.
 - You may not coerce or induce fellow employees to participate or contribute by threat of their job or by promise of raise or promotion.
 - Being on the phone during teaching / conducting professional assignment

17. **Copy Jobs**

School aides are available for bulk copy jobs (50 or more copies).

- All bulk copy jobs are to be submitted to the main office.
- A teacher's bulk copy job will be placed in the teacher's mailbox within two business days.

18. Coverage Assignments

Whenever a substitute teacher (per-diem sub or regular staff “coverage”) is assigned to teach the class of an absent pedagogue, a full period learning experience is to be presented to the entire class.

Coverage of Classes (UFT Teachers Contract 2009-2018)

- The unavailability of a teacher to cover a class constitutes an emergency. It is recognized that, in such emergency, the principal has the responsibility to assign a teacher in the school to the class without regard to the program of the teacher so assigned. Assignment of teachers to cover classes in such emergency shall be made on a rotation basis to the extent possible.
- Before involuntarily assigning any teacher, except a teacher who has had no coverage during the term, to cover a class, teachers will be assigned on an equitable basis from among all applicants who volunteer to cover the class during their preparation periods or professional activity periods. Licensure shall be taken into consideration in making coverage assignments. Implementation of this provision shall be in accordance with plans developed at the school level.
- To the extent possible, the assignment of teachers to cover subject classes during their preparation period or professional activity periods shall be made on a rotation basis among teachers in license.

Coverages are assigned based on the needs of the school.

- Check your timecard upon arrival every day to see if you are assigned an emergency coverage for that day.
- When assigned a coverage, you are required to report to that assignment.
- Teach the lesson as per the lesson plan. If the plan is not available, ask the students about their previous lesson and provide activities to supplement the lesson/skill.
- If you are covering a co-teacher, you will assist the co-teacher assigned to the class.
- Co-teachers should follow the instructions of the co-teacher assigned to the class.
- Record attendance and follow the absent teacher’s emergency lesson plan.
- Enforce the department rules and regulations at all times.

19. Custodial Requests

Repair requests may only be submitted on the “Request for Repair” form available in the main office and are to be submitted directly to the custodial engineer. For immediate problems, please contact Ext. 5001 or 1200.

20. Cutting and Lateness to Class

- a. Cutting involves missing the majority of an instructional period without the necessary permission and notification.
- b. Continued defiance of these rules may result in disciplinary action.
- c. When a student arrives late to class periods 1, 2 and 3, do not send the child out of the classroom to obtain a late pass.
- d. If it is necessary to detain a student, please return him / her to class with a dated, signed, time-indicated pass.
- e. Appropriate disciplinary action for lateness:
 - Verbal reprimand;
 - Phone call to parent;
 - Referral to the appropriate Director/Guidance Counselor for continued unexcused lateness.

21. Delayed Opening – Storm Day Procedures

The Chancellor will make the citywide decision to close or delay the opening of schools during stormy weather. Hillcrest will be in session from 9:45 a.m. to 3:15 p.m. Parents should listen to information broadcast by any of the following local radio stations OR check www.hillcrestweb.com and click on the “twitter” section.

WINS(1010AM) WCBS(880AM) WLIB(1190) NY1 (Channel 1 on cable TV)
 WBS(107.5FM) WADO(1280AM) WLDM(1380AM) WNYE-TV (Channel 25 on TV)
 WNYE(91.5FM) WSKQ(97.9FM) WXLX(620AM)

22. Department and Faculty Meetings

These Meetings will take place on Mondays, October through May, for a total of 16 conferences, at a reasonable time, and for no longer than 40 minutes beyond or before the school day.

23. Discipline, Safety and Welfare (See Attachment #4)

- a. Structure your classroom management so that you can teach and your students can learn. Routine brings order. First impressions are important – be structured and clear on the first day of school. Be consistent in all classroom rules. It is unprofessional to make threats to students such as: you are going to be suspended; you are going to be left back; you are not to return to this class.
- b. Positive reinforcement is the key to increasing good behavior.
- c. Consequences must be fair and consistently meted out every time a rule is broken.
- d. Maintain an anecdotal record for professional reference.
- e. Model punctuality, preparedness, and a respectful demeanor. Teachers are to be at their scheduled assignment on time, have the classroom door open, and to be ready to admit students at the beginning of the period.

- f. Teacher-to-teacher classroom visits and teacher-to-teacher telephone calls are to be professional in nature. Personal conversations are not to be held during instructional periods, or while supervising the locker room.
- g. Students must not be dismissed before the end of the period. Bell to bell instruction must be followed every period.
- h. Teachers should avoid keeping pupils after the end of the period bell sounds.
- i. Students are to be encouraged to move quickly through the hallway and to go directly to their next assigned class.
- j. Teachers are required to stand in the doorway to the classroom, locker room during passing and actively supervise traffic to ensure the safe and orderly movement of students.
- k. All passing, including dismissal, commences at the sound of the bell.
- l. Students who are participants in after school activities must leave the building at the regular dismissal exit for their class and re-enter the school through the main entrance.
- m. All closets and files are to be locked. All handbags and valuables are to be kept under lock and key.
- n. In case of an emergency dial "1000."
- o. Classroom door windows are to be unobstructed to allow for an unimpeded view of the room.
- p. Students in classrooms, locker rooms, and the Gymnasiums must be under a teacher's supervision at all times.
- q. Students who have been diagnosed with a severe asthmatic condition are authorized to carry and use a prescribed inhaler during the day. Parents may obtain an "Authorization for Students with Asthma to Carry and Use an Inhaler" form from Mr. Ali, Assistant Principal.
- r. Students are not allowed to use lockers/wardrobe closets in their classrooms to store personal items.
- s. No teacher may enter the building prior to 6:30 AM.
- t. All teachers must exit the building when the permit expires for the evening.
- u. When visitors enter the building, they are required to sign in at the main desk.
- v. The staff member that is receiving the visitor must come down to the main desk to escort the visitor to the respective meeting area.
- w. At the conclusion of the visit, the staff member must escort the visitor back down to the main desk, and the visitor must relinquish their pass to school safety upon exiting the building.

24. Disruptive & Violent Students/Removal of Students from Classrooms by Teachers – Chancellor's Regulation A-443

- a. A substantially **disruptive*** or **violent**** student may be removed from the classroom by the teacher when the student engages in behavior that is substantially disruptive to the educational process or substantially interferes with a teacher's authority over the classroom.

- The teacher is to consult the Discipline Code for behavior infractions subject to teacher removal.
- Prior to the removal of the student, the teacher must provide the student with an explanation of the basis for the removal and allow the student to present his/her version of the events.
- The teacher must inform the principal/designee of the student's removal and must submit a completed Student Removal Form (A-443, Appendix B) by the end of the school day.
- The student's teachers must provide class work and homework during the removal period.
- Students must be permitted to take or makeup any examinations administered during the removal period.

***Disruptive** students are defined as those who are substantially disruptive of the educational process or who substantially interfere with a teacher's authority in a classroom.

****Violent** students are defined as those who commit acts of violence against any school employee; who commit acts of violence on school property, against any student, or other person lawfully on school grounds; possess on school property a gun, knife, incendiary bomb, or other dangerous instrument capable of causing physical injury or death; threaten on school property to use any instrument that appears capable of causing physical injury or death; knowingly and intentionally damage or destroy the personal property of any person lawfully on school property; or knowingly or intentionally damage or destroy district property.

- b. In the instance when the student's presence in the classroom poses a continuing danger and presents an ongoing threat of disruption to the academic process, the student may be immediately removed. The teacher is to provide such notification to the student and the opportunity to be heard within one school day of the removal.
- c. The teacher is to ensure that the removed student is escorted from the room as follows: in the instance of a disruptive student – by an assistant principal or principal, and in the instance of a violent student – by a school safety agent. A removed student may not be placed in a hallway or be sent unescorted to an office as a result of misbehavior.
- d. The principal/designee will confer with the teacher to review the circumstances leading to the removal and determine the professional, pedagogical and classroom management criteria and standards that were used in deciding that a removal was to be imposed. At the time of this conference, all supporting documentation is to be presented to the principal/designee, such as:
 - Witness statements.
 - Must include the date and time of the statement collection, the person's name, class of student, description of the incident, and signature of the witness. Additionally, the receiving teacher must sign each witness statement and note the date and time.
 - Anecdotal records.

- Teacher's logs, guidance referrals, SBST supports, parental communications, family conference notes, Student Intervention forms, collection of student work, etc. are part of the record.
- e. The principal/designee, in consultation with the teacher, will determine if the period of removal will result in the student being removed from the classroom for a single period or for the entire day, for a maximum total of four days.
- In determining the number of days, consideration must be given to the student's age, maturity, previous disciplinary record, and the circumstances surrounding the incident. If applicable, the student's IEP, behavioral intervention plan, or 504-accommodation plan is to be considered.
 - For students with disabilities, the principal shall determine the number of days of exclusion from the student's current educational program in order to determine additional IDEA requirements.
- f. The determination to set aside a student removal may be made at any point following notification to the principal/designee of the removal. In no event shall the determination be made later than the third school day following the removal. A student removal shall be set aside if the principal/designee determines that:
- The facts do not support a conclusion that the student committed the act or that the act substantially disrupted the class or substantially interfered with the teacher's authority over the classroom.
 - The removal violates the law.
 - The behavior warrants a suspension and a suspension will be imposed.
- g. Upon a parent's request, a conference must be held within two (2) school days of the student's removal.
- The principal/designee shall provide an explanation of the basis of the removal and allow the student/parent to present his/her version of the events.
 - Where deemed appropriate by the principal/designee, the teacher and other staff will participate in the conference to discuss the incident and to recommend appropriate intervention strategies.
- h. The principal/designee must track the number of days and number of removals for each student utilizing the ATS system.
- i. After any teacher removes a student from any classroom three times during a semester, a principal's suspension must be sought if the student engages in subsequent behavior that would otherwise result in a removal. Principal suspension decisions will be determined in accordance with DOE mandates and cannot exceed an aggregate of ten (10) school days in a school year.

25. **Educationally Related Support Services (ERSS)**

- a. Provides short-term, non-career counseling services to students and consultant services to families and school personnel.
- b. ERSS is an overall initiative to provide students who are at-risk of referral to special education. The at-risk student is one who, without these supplementary services would be referred to special education.

- c. Various types of supplementary services (e.g. individual and/or group counseling) are available.
- d. ERSS counseling can support students through a difficult period (e.g. divorce, death of a parent, illness, etc).
- e. Referrals can be made by seeing the school social worker or by dropping a note in her mailbox with the child's name, class, teacher's name and the reason for the referral.

26. Fire, Shelter, Bomb Threats and Hostage Drills

- a. Teachers and all staff members are to leave the school building during a fire drill regardless of whether or not they have a class.
- b. In the event of a fire drill, shelter drill or bomb threat evacuation, teachers are directed to have in their possession a record of class attendance (i.e. ATS section sheet or Delaney book) with them when exiting the building; the attendance aide is directed to have in her possession the day's ATS roster or the day's ATS absent report, as is available; and the pupil personnel secretary is to have the ATS biographical roster in her possession.
- c. Rapid dismissal fire drills generally take place at the end of the day.
- d. These drill procedures are to be followed to ensure the safety of all:
 - Silence prevails at all times
 - Students and teachers prepare to leave the building with coats, books and personal items
 - Classes line up in rooms and wait for the evacuation signal
 - Classroom doors are to be closed and the classroom lights are to be shut off when exiting
 - Classes are to leave the building following the standard fire drill evacuation routes.
 - All are to remain in place outside the school building until the all-clear signal is given.
 - Students are dismissed from the outdoor drill position.
 - The teacher may leave the school property once the class is dispersed.
- e. When a determination is made to evacuate the school building due to a bomb threat, the principal/designee will announce on the loud speaker: **“This is an unannounced fire drill.”**
- f. Staff is reminded that walkie-talkies and the public address system cannot be used during a bomb threat. Therefore, information will be circulated by word-of-mouth. All are to remain alert and work in concert to assure the safety, security and welfare of all.
- g. If circumstances arise where a large number of parents/guardians come to school to pick up their children, the following procedures will be implemented: Secretaries, school aides and assigned teachers will assist in locating and signing out students from the main office.
- h. Staff members are cautioned that in the event a strange or suspicious article is discovered, they should not touch the article and should immediately notify the

principal/designee. Do not shake or tamper with the article; the article is to be left where it was originally found and the room is to be evacuated.

- i. In case of a hostage situation, staff is to follow Intruder Procedures (SPH#32). In the case of a decision to evacuate the premises, staff is to follow fire drill procedures. The number, extent, and location of injured are to be identified.
- j. In case of a “lock down,” passing will be suspended in the building. Classroom doors are to be locked. Unassigned teachers are to report to the Assistant Principal Student Life for direction. School aides are to report to the dean’s office for assignment. If the “lock down” occurs during periods 4, 5, 6, 7 and 8, assigned school aides are to keep the students seated and contained in the cafeteria. Kitchen staff is to provide assistance in the student cafeteria after the kitchen equipment is secured. All the cafeteria and kitchen outside entry doors are to be closed and locked. No deliveries are to be accepted.
- k. In all emergency situations the custodial staff, school safety and the administration will coordinate their efforts to secure the building.

27. Homework (See Hillcrest’s Grading Policy for additional information)

- a. Homework reinforces learning, develops the habit of independent study, enriches the curriculum and helps students to budget their leisure time.
- b. Fifteen to thirty minutes of written homework, per subject, is to be assigned daily.
- c. Students will conscientiously complete their homework. Assignments are reviewed and corrected the next day, evaluated and assessed by the teacher, and is weighted into their report card grade.
- d. Though class time should be allocated to the explanation and modeling of homework assignments, homework assignments are to be completed at home.
- e. It is recommended that homework assignments be numbered and signed by the parent.
- f. Students should be provided the opportunity to make up all missed homework.
- g. Winter recess assignments (e.g. educational projects, a research paper, the reading of a literary title, etc.) are to be distributed 3-5 school days before the break. This consideration will afford students with travel plans ample opportunity to gather the needed instructional materials in advance of their departure.

28. Indicators of a Successful Classroom Organization (See Hillcrest’s Grading Policy for additional information)

- a. Bulletin boards are to be used to celebrate student achievement. They should display current standards, rubrics, and individual, actionable feedback. Work should be refreshed, at a minimum, every marking period. Student work should be exemplary and be aesthetically pleasing.
- b. Student behavior/student involvement/time on task.
- c. Innovative curriculum and lesson planning.
- d. Evidence of a variety of assessment methods.
- e. A positive classroom atmosphere.

- f. Varied and appropriate selections of educational materials
- g. Teachers are to ensure an expedient and safe class dismissal of all students at the bell by providing direct supervision
- h. Teachers should direct students to pick up papers from the floor and straighten the desks and chairs before exiting the room.
- i. No passes are to be issued during the first and last 10 minutes of each period. Only **one** student is to be out on an issued pass. No student is to be allowed out of class to monitor for another teacher without a **written** request from your colleague.
- j. Classroom lights should be on to provide sufficient lighting.
- k. Classroom door windows must remain unobstructed at all times.

29. Principal Suspension Program

- a. Students will be placed in this program based on the standards set forth in the Department of Education of the City of New York Discipline Code.
- b. Students identified for the component will be provided with a more structured and restricted learning environment, in a self-contained classroom, and with a smaller teacher-student ratio.
- c. The assistant principal will notify parents/guardians by telephone and in writing of their child's placement in this program.
- d. Students placed in the program will receive instruction consistent with current class placement and will be provided with an ongoing assignment.
- e. Subject teachers will provide current classroom and homework assignments.
- f. Students will be placed in the program for a maximum of five days at a time.

30. Internet Usage Policy (See Chancellor's Internet Acceptable Use and Safety Policy (IAUSP))

- a. The purpose of access to or use of the Internet through DOE connections or equipment is solely educational. Therefore, anyone who utilizes the DOE connection must foster that purpose by using Internet resources only for educational purposes and in an appropriate and legal manner.
- b. All persons accessing or using the Internet through DOE connections or equipment, whether from a DOE location or from a remote location using DOE hardware, software, and/or accounts, are prohibited from using such connections or equipment for other than educational purposes.
- c. All classroom computers have filtered Internet access. If students do access sexually explicit or other objectionable material, the teacher is responsible to give the offending URL (web address) to their supervisor so the site may be filtered.
- d. Project Smart computers may only be used for academic professional purposes.
- e. Classroom websites must be hosted through the Department of Education's website.
- f. All material to be posted is to be given to Assistant Principal Amar Nepal. Remember, parental permission to post any student work must be on record.

- g. Users have no expectation of privacy in their Internet use.
- h. The LAUP governs all electronic activity, including e-mail and access to the Internet.
- i. Parental consent is required to disclose any student information on the Internet.
- j. Filters have been installed in an attempt to block user access to inappropriate and/or harmful material on the Internet.
- k. Use of web pages for commercial, religious or political purposes is prohibited.
- l. All district, school, teachers, staff, students and extracurricular organization web pages must be hosted on Department of Education servers.
- m. Incidental personal use of the Internet by employees is permissible during duty-free time.
- n. The full document is on the DOE web page. The address is **www.nycenet.edu/oit**
- o. Every employee of the Department of Education is responsible for following all regulations contained in the LAUP.

31. **Intruder Alert**

If an intruder is discovered in the building, a P.A. ALERT code will notify the staff. The message will be: **CODE ORANGE**

In response to this announcement, the following steps will be taken immediately:

- a. School personnel will take any student in the hallway to the nearest classroom.
- b. All teachers will lock their classroom doors and will not issue any passes.

If any intruder is found and the situation is again stable or no intruder is found in the building, an ALL CLEAR message will be made over the P.A. system. The message will be **HALL CHECK COMPLETED**. In the event that the P.A. system is inoperative, the following procedure will be in effect. **The principal, with the aid of the assistant principals and one school safety agent, will move through the floors notifying the teachers, clearing the hallway of students, while conducting a search.**

32. **Inventory**

- a. Every teacher is responsible for the equipment, materials, and textbooks used in their classroom and distributed to students.
- b. Students are to be instructed in the proper use and care of all room equipment.
- c. Teachers are to examine their classroom equipment (e.g., calculators, computers, microscopes, etc.) to ensure that all equipment inventories are engraved. The AP and/or SLC Director are to be notified if any equipment engraving is required.
- d. Immediately notify the AP and/or SLC Director of any lost or stolen equipment, and fill out an Occurrence Report in the Dean's Office.
- e. Lost textbooks (i.e. title, author, ISBN#, and inventory#) are to be reported to the assistant principal supervision, and an Occurrence Report filled out in the Dean's Office.
- f. If equipment is moved to another Room/Dept./SLC, you must email the following people:

- Assistant Principal(s)
- Director(s)

Included must be the name of the item and the following information:

- Model Number
- Serial Number
- Bar Code (if available)
- Movement from (room) to (room)

33. **Keys**

- Key request forms are kept in the general office.
- Your Assistant Principal collects keys on the last day of school or the final day of employment at Hillcrest.
- Lost keys must be reported immediately to the Assistant Principal Student Life.
- Teachers are required to keep their keys with them at all times during the school day to avoid losing them.

34. **Ladder of Referral**

Referrals are to be made only after the student's teacher has exhausted all professional possibilities of the **ladder of referral**. The following procedural hierarchy is to be followed in the event a teacher must initiate some disciplinary procedure:

- Teacher speaks with child.
 - Teacher contacts parent by phone and/or in writing.
 - Teacher meets with parent. A log is to be maintained of all parental contacts.
 - Teacher refers student to support services provider – guidance, SBST, pupil personnel committee, Director.
 - Teacher refers student to A.P. Supervision.
 - Teacher refers student to dean's office.
- *Pre-suspension hearings are to be held with the director, the teacher, guidance, SBST (as needed), parent and student.
- **Suspension conferences are to be held with the principal, guidance counselor, parent and student.

35. **Lavatories**

- Teachers are required to issue to students official Hillcrest Passes which must be filled out completely. No other form will be accepted.
- Students are not permitted to leave the room without the official Hillcrest pass.
- Only one student may use the bathroom facilities at a time.
- Passes may not be issued during the first 10 minutes and the last 10 minutes of a period.
Periods 5, 7 and 9 are limited pass periods.

- e. Bathroom passes are not to be issued the period before or the period after the class' lunch period.
- f. Teachers are to be alert in determining and be sensitive to the granting of emergency requests.

36. Learning or Workplace Discrimination/Harassment – Chancellor's Regulation A830

- a. It is unlawful to discriminate on the basis of race, color, creed, religion, national origin, alienage, citizenship status, gender, age, marital status, disability, prior record of arrest or conviction, and sexual orientation.
- b. All Department of Education employees and students are to enjoy a working/learning environment free of discrimination, harassment, retaliation and/or intimidation.

Sexual Harassment between Employees

- a. Sexual harassment of one employee by another consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or such conduct has the purpose of effect of unreasonably interfering with an individual's work performance.
- b. Sexual harassment may take different forms, including explicit sexual proposition or threats, sexual innuendos, sexually suggestive comments, sexually oriented jokes, obscene gestures, displays of pornographic or obscene visual or printed material, and physical contact, such as touching, patting, pinching or brushing against another's body. These behaviors can constitute sexual harassment whether they are directed at persons of the same or opposite sex and may also constitute criminal behavior.

Sexual Harassment of Students by Employees

- a. OEO will forward complaints of this nature to the Special Commissioner of Investigations who will determine how to proceed.
- b. Sexual conduct between an adult and a student can never be considered welcome or appropriate. Sexual harassment of a student by an employee consists of sexual advances, requests for sexual favors and other verbal and physical conduct of a sexual nature. It includes situations where:
 1. submission to such conduct is a condition of the student's advancement or obtaining an education;
 2. submission to or rejection of such conduct by a student is used as a basis for evaluating or grading a student or as a factor in decisions affecting the student's education; or

3. such conduct has the purpose or effect of unreasonably interfering with a student's education or creating an intimidating, hostile or offensive educational environment.

Victim of Domestic Violence, Sexual Offenses, or Stalking

- a. An actual or perceived victim of domestic violence is a person who has been subjected to acts or threats of violence, not including acts of self-defense, committed by a current or former spouse of the victim by a person who is cohabitating with or who has cohabitated with the victim, by a person who is or has been in a continuing social relationship of a romantic or intimate nature or a person who is or has continuously or at regular intervals lived in the same household as the victim.
- b. An employee may request a reasonable accommodation due to his/her status as an actual or perceived victim of domestic violence, sex offenses or stalking in order to fulfill the essential requests of a job. The employee may be asked to provide certification that he/she is a victim of domestic violence, sex offenses or stalking. An employee requesting the reasonable accommodation shall provide a copy of such certification within a reasonable period after the request is made. The certification requirement may be satisfied by providing a police or court record, documentation from an employee, agent, or volunteer of a victim service organization, an attorney, a member of the clergy, or a medical or other professional service provider that the employee or that employee's family or household member sought assistance as an actual or perceived victim of domestic violence, sex offenses, or stalking and/or the effects of the violence or stalking; or other information consistent with the employee's disclosure and the request for accommodation.

37. Lesson Planning (See Hillcrest's Grading Policy for additional information)

- a. Teachers should have lesson plans available for review during all teaching periods.
- b. Chancellor's Special Circular No. 28, 1990-91 and UFT Teachers Contract Article 8E state, "**Planning by teachers is a critical element in the education of our students. This planning provides a blueprint for such educational priorities as the implementation of curriculum, the development of long and short-term expectations for student learning, the integration of subject areas, monitoring of pupil progress and modifications of strategies and objectives based upon student performance and need.**"
- c. Effective classroom instruction requires a well-developed, carefully prepared lesson plan for every class period. Proper planning is a key element in the successful completion of any important task. This is especially true in the education of students.
- d. Teachers are responsible to maintain lesson plans reflective of this circular. The development of these plans by and for the use of the teacher is a professional responsibility vital to teaching. Lesson plans are road maps for professional

effectiveness and academic success. “Lesson planning is recognized to be a vehicle for furthering professional outcomes and a way of enhancing professional development.”

- e. Supervisors may suggest but not require a particular format with respect to lesson plans where a teacher has demonstrated satisfactory teaching (Effective or Highly Effective). However, where there is evidence that a teacher needs assistance or as part of a program to improve deficiencies, a supervisor, on an individual basis, may require a certain format or organization until those deficiencies are corrected.
- f. Each teacher has a professional responsibility to prepare a written plan. Teachers are to plan in ways that will help them help their students and these plans are to be evident in the classroom and be made available to a supervisor, if asked.
- g. Lesson plans are to reflect the Chancellor’s Performance Standards.
- h. Assistant Principal Supervision and the Principal have the right to collect and review lesson plans at any time.
- i. Each teacher shall have on file with the main office three lesson plans in the event of the teacher’s absence or is on a scheduled school trip.
- j. Each teacher has a responsibility to update this file, as needed.

38. Lost and Found

- a. The Lost and Found is located in the Dean’s Office. Students and staff are requested to bring found articles to this office.
- b. Keys, eyeglasses and valuables should be taken to the main office.

39. Maintaining a Professional Demeanor

- a. Determine and establish the tone of a classroom.
- b. Organize the approach to classroom learning, use effective classroom management skills, and pace the curriculum.
- c. Motivate students to be continually engaged in learning activities.
- d. Be a role model – speak courteously to any speaker.
- e. Consider students’ feelings and their right to privacy when you provide counsel.
- f. Help students thrive on achievement with appreciation and recognition.
- g. Refrain from making public statements regarding the students’ academic standing, test results, personal or family history, etc.
- h. Met out authority with a positive philosophy and a professional approach, while maintaining a genuine regard and concern for students.
- i. Refrain from using corporal or verbal punishment at all times. (Refer to Chancellor’s Regulations A-420 and A-421.

40. Meetings (Faculty/Department)

At Hillcrest we will conduct 40-minute Faculty and Department conferences on the first and second Monday of each month starting in October through May (exact dates will be

shared in September). Teachers **must** attend these conferences based on their official teacher schedule. For example: Teachers on a 1-8 schedule must attend the 9th period conference and Teachers on a 2-9 schedule must attend the 1st period conference.

41. Monitors

- a. Student monitors may not gain early entry into the building unless the host teacher notifies the security desk (i.e. visit or call) of their presence in the building. The teacher must give students serving as monitors a pass, which is to be presented at the security desk.
- b. Student monitors are to remain under the direct supervision of the teacher. For security reasons, the teacher must actively supervise students at all times.

42. Notification to Parents (Chancellor's Reg. A501 #VII)

- a. It is the responsibility of subject teachers to notify parents early during each marking period when the student:
 - Fails to complete homework assignments.
 - Fails to show satisfactory behavior and/or attitude in class.
 - Fails to attend class on a regular basis.
 - Achieves failing scores on class tests, projects, etc.
- b. Parents should be contacted by telephone, letter or progress report and advised of any situation that may result in their child's receiving a failing grade for the marking period. Such notification must be made early during each marking period and should be continued during the marking period. Notification, where at all possible, should be done by telephone. The teacher should maintain a record, including the date and the name of the person reached.
- c. Failing marking period grades are not to be assigned for any marking period unless such notification has been made to the parents early enough during the marking period so that the parent and child could correct the condition leading to failure. It is also very effective to call parents with positive comments – the child has shown improvement, the child has done something very positive, etc.

43. Observations

- a. Observations will follow the Advance model and will begin after Initial Planning Conferences are complete.
- b. There are eight components within four domains rated under Advance. They are:
 - 1a: Demonstrating Knowledge of Content and Pedagogy
 - 1e: Designing Coherent Instruction
 - 2a: Creating an Environment of Respect and Rapport
 - 2d: Managing Student Behavior
 - 3b: Using Questioning and Discussion Techniques
 - 3c: Engaging Students in Learning
 - 3d: Using Assessment in Instruction

➤ 4e: Growing and Developing Professionally

44. Parent/Teacher Conferences

- a. Parent-Teacher conference discussions are to be constructive and are to be based on students' performance histories, anecdotal records, intervention forms and collection of student work.
- b. Collection of student work is to be available for parent review.
- c. Respect and sensitivity of parents' diversity and an awareness of students' family circumstances will improve communication and home/school relationships.

45. Parties in School

Student parties are not permitted without prior approval of the principal.

46. Personal Business Absence (Chancellor's Regulation C-603), (UFT Contract Article 16A11)

- a. Each employee is responsible for informing the principal or office head of the nature and probable duration of any actual absence.
- b. If the absence can be anticipated, the employee must inform Assistant Principal, Deborah Ziozis, as soon as possible and submit the required (OP198) prior to the commencement of the period of the actual absence. Requests not submitted in advance risk being denied by the principal.
- c. If you are approved, Ms. Ziozis will put your name in the Calendar Book (located in the Main Office near the switchboard.)
- d. After you receive approval, you must update the Calendar Book with periods that need to be covered.
- e. Lesson plans must be submitted to Donna Morano in the Main Office.
- f. Teachers on regular appointment shall be granted absence refunds for illness on application, without a statement from a physician, for a total of no more than 10 days in any school year. Teachers will be allowed to use three of such 10 days of sick leave for personal business provided that reasonable advance notice is given to the head of the school. Teachers may use the days allowed for personal business for the care of ill family members. For the purpose of this provision, family member shall be defined as: spouse; natural, foster or step parent; child; brother or sister; father-in-law; mother-in-law; any relative residing in the household; and domestic partner, provided such domestic partner is registered pursuant to the terms set forth in the New York City Administrative Code Section 3-240 et seq. Days off for personal business are intended to be used only for personal business which cannot be conducted on other than a school day and during other than school hours.

47. Preparation Periods

- a. Preparation periods shall be used for unassigned professional work.
- b. This time shall be used for professional job-related work. Teachers are expected to utilize their professional preparation time in such a manner as to enable them to further their professional work for the purpose of their greater classroom effectiveness, be available for parents, professional staff development, etc.
- c. You are **REQUIRED** to remain in the building during your prep period.

48. Professional Menu Activities – Circular 6

To further the goal of raising academic standards and to promote student achievement, the professional activity period has been created under Circular 6. A teacher may select from an agreed upon list of activities what they would like to do as their professional activity. A list of such activities and their descriptions will be determined, each year, through the School Based Option (SBO) process. Once selected and agreed upon, it becomes part of the teacher's official program.

49. Religious Absence (Chancellor's Regulation C-606)

- a. Must be completed and submitted for the Principal's approval ten business days prior to the date requested. Religious observance is subject to deduction approximating one day's pay for each day granted.
- b. You must place your name in the calendar book kept by the Payroll Secretary for dates you will not be in attendance.

50. Repair Requests

Requests for repairs are made via form directly to the custodian. Requests for the replacement of a lost key are made via form to school aide Donna Morano. The request for an additional student chair, etc. is to be made directly to secretary Robin Paquette.

51. Reporting Absences (See Attachment #3) (Chancellor's Regulation C-603)

- a. Each employee is responsible to report their absence and probable duration of their absence.
- b. To report an absence, please use the following procedures:
Call Hillcrest **PRIOR TO** 6:30 A.M. (718-658-5407 Ext. 1402).
Please leave the following information if applicable:
Name, Time Schedule, SLC and Dept.

NOTE: ABSENCES MUST BE REPORTED PRIOR TO 6:30 A.M. ON THE DAY YOU WILL BE ABSENT.

52. Report Cards

- a. John Michalos, A.P. Pupil Personnel Services, is responsible for report cards.
- b. It is the professional responsibility of staff to enter grading information in PADS carefully, correctly, and by the assigned deadline.
- c. The calendar of dates published in the marking period notices are to be closely adhered to so that all Chancellors' mandates can be met.
- d. Please bring to Mr. Michalos' immediate attention any errors on the class lists.

53. Reporting School Related Crimes Committed by Students and Suspected Child Abuse - Chancellor's Reg. A412

- a. In all cases where school staff have been provided with information or an allegation that a school related crime which poses a danger to students, staff or the school community has been committed by a student, they shall immediately notify the principal or his designee. The principal/designee shall notify the police, the ranking Division of School Safety representative in the building, the superintendent and parent.
- b. In all cases where school staff has a reasonable suspicion that a student is a victim of child abuse, maltreatment or neglect by a parent, a person responsible for the child's care, or a person regularly or continually found in the child's household, school staff must immediately report the suspicion to the principal/designee.
- c. An immediate report must be made to the New York Central State Register for Child Abuse and Maltreatment (800-635-1522). If a child's abuse is by a person other than an individual specified above, the principal/designee should contact the student's parent and the police. Compliance with the procedures set forth is mandatory. The knowing failure to comply with these procedures may result in disciplinary action including dismissal from employment.
- d. All Department of Education employees are MANDATED REPORTERS.

54. Request for Funds and Collections of Money - Chancellor's Reg. A610

- a. Prior administrative approval must be received from the principal/designee before completing a *Request for Funds* form.
- b. If you wish to be reimbursed for material that cannot be purchased with our district allotment, please see Mr. Rashid for a "Request for Funds" form and a tax-exempt letter. Staff **cannot** be reimbursed for taxes.
- c. A paid receipt must be submitted with the form (tax excluded).
- d. Collection of monies from studies
 - As provided in the Chancellor's regulations and the Standard Operating Procedures Manual, no staff member is permitted to collect any monies from students without prior authorization and approval from the principal.

- All monies collected must be immediately deposited with the Treasurer Ann Serafino. Monies are not to be held for more than one day, and are to be placed in the vault for safekeeping.
- No teacher or staff member may retain monies collected from students for activities, trips, etc.
- See Mr. Rashid (COSA) for a written letter of authorization to collect money on behalf of the school.
- The following fund-raising activities are **prohibited**:
 - 1) The sale of tickets for children's attendance at movie houses and theatres unless the project is directly connected with the curriculum.
 - 2) House-to-house solicitations of funds by children.
 - 3) The sale of raffle tickets to any children.
 - 4) Bingo or any other form of gambling.

55. School Leadership Team

- a. The Chancellor's Plan for School Leadership Teams provides for teams of parents, teachers, other school staff and often students, to work constructively together in developing an effective educational vision for the school.
- b. The fundamental responsibility of the School Leadership Team (SLT) is to create the school's Comprehensive Educational Plan (CEP), including annual goals and objectives, and the development of a school-based budget and staffing plan aligned with the CEP.
- c. To ensure that all members of the school community have the opportunity to participate, all team members are to be elected by their own constituency group in a way that is public, broadly advertised and perceived as fair and unbiased by the constituency.
- d. Annual School Leadership Team pedagogue elections will take place each year in September.
- e. The role of a team member is significant. Every member must be a leader, take on the responsibility of attending all scheduled meetings, exercise good judgment in all decision making, and do whatever it takes to ensure that all planning and budgetary deadlines are met.
- f. At least 50% of team members must be comprised of the parent community.

56. Sexual Misconduct – Chancellor's Regulation A-750

- a. Every employee and officer of the Department of Education has an affirmative obligation to immediately report to the Special Commissioner of Investigation for the New York City School District (212-510-1400), any information concerning sexual misconduct involving students by Department of Education Officers, employee or others connected with school programs or services, such as volunteers. This obligation extends to sexual misconduct on and off school premises; moreover, employees and officers are required to make this report

regardless of the source of the information whether it comes from a student, parent or staff member.

- b. The knowing failure of an employee or officer to report sexual misconduct may result in disciplinary action including removal from employment or office. Any employee or officer who knowingly and intentionally makes a false report of sexual misconduct may be subject to disciplinary action, including removal from office or employment.

57. **Smoking - Chancellor's Regulation C-810**

- a. Hillcrest is a smoke-free environment and smoking is prohibited on school grounds in accordance with New York State and New York City laws.
- b. Do not smoke at the main entrance or any other exit door – it sends a poor message to our students. **Smoking is only permitted 100 feet away from any entrance or exit.**
- c. All teachers leaving the building must leave through exits 1 & 2 and must re-enter through the same entrance/exits.
- d. All entrances and exits will be actively alarmed. Staff members may not push or prop open any door with an active alarm.

58. **Staff Development/Professional Meetings - School Trips and Meetings within Hillcrest**

- a. Approvals to attend any Staff Development/Professional Meetings or go on school trips; you must submit form OP201 with supporting documentation to Robin Paquette in the Main Office **prior to registering to attend.**
- b. If you are approved, Ms. Ziozis will put your name in the Calendar Book (located in the Main Office near the switchboard.)
- c. **After you receive approval,** you may register for your meetings or begin planning the school trip.
- d. When attending a meeting within Hillcrest, you must email Ms. Ziozis for approval.
- e. Once approved, Ms. Ziozis will put your name in the Calendar Book.
- f. When attending Staff Development/Professional meetings, school trips and meetings within Hillcrest, you must **update** the Calendar Book with your periods that need to be covered and the time you are leaving the building.
- g. Lesson plans must be submitted to Donna Morano in the Main Office for all dates listed on the form.
- h. If the meeting or school trip is not within the 5 boroughs, you must complete an online TRAC.

59. **Student Attendance**

- a. Teachers are to pick-up attendance folders in the main office upon arrival before their session begins.

- b. The ATS roster is a legal document and must be completed by the teacher.
 - The ATS roster must be signed in blue or black ink, only.
 - A teacher's signature certifies the correctness of the ATS roster.
 - By failing to mark a student absent, the teacher is legally certifying the student is present for the day.
 - Absence notes are to be placed in the ATS roster folder by the period 3 teacher.
 - Any discrepancy must be investigated immediately (e.g. student who is not listed on class roster).
 - Period attendance is to be taken on the ATS section sheet. These sheets are to be placed in the designated mailbox in the main office.

60. Student Pass Procedures

- a. Students may leave the classroom only with an official room-specific pass or a teacher issued written pass.
- b. Only one student may be out on a pass at a time.
- c. Limit the use of the pass. School tone is maintained by our collaborative efforts.
- d. No passes are to be issued during the first and last 10 minutes of a period. Exceptions are to be made only for a medical emergency.
- e. Report stolen or lost passes immediately to the Assistant Principal Student Life.

61. Student's Physical and Emotional Progress

- a. Take note of students' lateness and absence.
- b. Alert guidance counselor of a family death or other crisis.
- c. Check the children's physical and emotional condition each day.
- d. Notify the AP, guidance counselor, SBST or Pupil Personnel Team of any academic, social or behavioral concerns.

62. Student Records – Access and Disclosure

- a. Personal information – student's name, name of the student's parent or other family members, address of the student or student's family, the student's social security number or student identification number and personal characteristics of the student or the student's family is confidential information.
- b. The student's current teacher must have a specific, educationally legitimate reason to access student records. No other staff member may do so without written permission from the principal.
- c. No personally identifiable student information may be released to non-school agencies or individuals, e.g. school safety agents, another student's parent, the NYPD, etc.

63. Student Support Interventions

- a. Instructional and support interventions are to be provided by teachers in collaboration with appropriate school-based staff to at-risk students who are not meeting the promotion standards.
- b. All such interventions are to be documented and to be shared with parents in an effort to help them be active partners in the education of their children.
- c. Interventions are designed to help students accomplish the learning goals set for them.
- d. Interventions are to include spiraling homework assignments, extra homework and/or projects, supplemental textbook/workbook/resource materials, manipulatives, a weekly review period of instruction, a study buddy/tutor, an academic/behavior sheet, alternative assessment opportunities, home-school communications (e.g. mid-point progress reports, phone calls, letters, etc.), a study schedule, family conferences and guidance/SBST interventions.

64. Pupil Personnel Team

- a. The Pupil Personnel Team (PPT) is a standing committee. The PPT uses a non-judgmental, collaborative and confidential approach to review and evaluate the needs of specific students who are not demonstrating success in their current educational program.
- b. The PPT uses a multi-disciplinary approach to examine why an individual student is demonstrating significant academic social or physical needs and then develops supportive strategies and interventions. Teachers are strongly encouraged to submit referrals to PPT members.
- c. PPT referral process:
 - The teacher identifies a significant problem.
 - The teacher submits a 1-page referral to a PPT member.
 - A PPT member presents the case to the committee.
 - Appropriate interventions are initiated.
 - A PPT member provides feedback to the referring teacher.
- d. The Least Restrictive Environment Committee (LRE) is a subcommittee of the Pupil Personnel Team. The first and foremost function of the LRE committee is to ensure that special education services are made available in the least restrictive setting in which services can be useful in allowing a disabled student to succeed.

65. Student-to-Student Sexual Harassment

- a. Student-to-student sexual harassment is conduct and/or communication by a student directed against another student.
- b. Sexually harassing behavior may take many forms, including but not limited to engaging in physical conduct of a sexual nature, making sexual comments, displaying or distributing sexually oriented pictures, making obscene gestures,

pressuring for sexual activity, spreading rumors of a sexual nature and engaging in sexually violent or coercive behavior.

- c. Assistant Principal Student Life Eliot Finkelstein is designated to handle these matters in our school.

66. Teacher's/Staff's Children/Family Members in the Building During Work Hours

Children and/or Family members are not allowed to join a teacher/staff member during official work time. Children and/or Family are welcome, with approval from the Principal, during DOE sanctioned "Bring your Child to Work" day(s) and during Hillcrest events (i.e., plays, shows, PSAL games, celebrations – *no prior approval necessary*).

67. Teacher's Choice

- a. Funds are provided to each teacher to acquire materials for classroom use, as per outlined in the program's guidelines.
- b. Secretary Michele Sakelos can assist you with forms and answer your questions.
- c. "Teacher's Choice" materials belong to the school and must be used for school-related activities.
- d. These materials are property of the school and are to remain in the school (even if you retire, resign or take a job on open market)

68. Teachers' Computers

To assist teachers in their professional efforts, computers are available in every classroom, the Library and SLC's.

69. Teachers Coverage Volunteers

Teachers who wish to volunteer for coverage should see Robin Paquette, Secretary.

70. Telephones

Telephones are to be used for official school business only.

Telephone directories are available in the main office.

Intercom phones are to be kept locked.

In case of an emergency dial Extension **1000**.

Intercom phones are to be used for emergencies or for official school business only.

Students may not be permitted to use the intercom lines or to answer the intercom lines.

71. Testing Policy

- a. Tests are important instruments of student evaluation. They demonstrate the student's understanding and mastery of the subject.
- b. Students are to be given ample notice of a test to study for success.
- c. For a test to have real value, the questions and answers are to be reviewed so students can learn from their mistakes.
- d. It is suggested that all tests, quizzes, reports and project grades be signed by a parent/guardian.
- e. Make up examinations are to be administered to students absent from instruction (i.e. due to illness, field trips, performances, court appearance, religious observance, etc.) in a timely manner.

72. Textbooks

- a. Textbooks are to be distributed to the students as soon as possible.
- b. All staff members should use the approved book receipt form.
- c. Students are to be urged and reminded to cover all textbooks to help maintain them in proper condition.
- d. Students are to be held financially accountable for lost books. See the AP Supervision for text replacement costs.
- e. The parent of any student who fails to pay for a lost text must be notified within five business days.

73. Timekeeping Procedures (Chancellor's Regulation C-604)

The Department of Education mandates that payroll/timekeeping controls be in effect. The school's plan must include a method of recording actual time served by staff members; certification by both the principal/designee of time served; and a method for determining who is absent or late so as to arrange for coverages, emergency communications, etc.

If you are late:

Teachers, Secretaries and Guidance Counselors must retrieve their timecards from Robin Paquette in the Main Office.

Paraprofessionals and School Aides must retrieve their timecards from Madeline Tozzi in the Main Office.

- a. Each UFT and CSA member must move *their personal timecard* from the "out" to the "in" section upon arrival and move *their personal timecard* from the "in" to the "out" when exiting the building. The movement of timecards serves as official timekeeping for UFT and CSA members.
- b. Each DC37 member must clock in and clock out upon arrival and

departure daily.

- c. Staff members who need to leave unexpectedly must get approval from their Departmental Assistant Principal prior to leaving and must write their name, time of departure, department, and periods needed to be covered in the Calendar Book in the Main Office. You must punch out on your **personal timecard** when leaving.

74. **Trip Procedures**

- a. If you are planning a trip, please see Mr. Finkelstein for the Request for Trip Approval Form. The form should be submitted not less than four weeks prior to the date of the trip.
- b. The assistant principal of your subject area and the assistant principal student life must sign the form prior to submission to the principal for signature.
- c. No trips will be approved for citywide testing dates. Every effort is to be made to arrange all class trips to take place prior to MAY 1st of the school year.
- d. Permission slips must be on file for all students.
- e. All Trip Plans must include:
- List of chaperones' phone numbers
 - List of students with I.D. numbers and emergency contact numbers
 - No trips taking place after 5:00 P.M. will be approved without appropriate supervision and monitoring
 - Students must be escorted to and from venue for trips taking place after 5:00 P.M.
 - No trips taking place after May 1st of the school year will be approved without prior approval from the Principal
- f. A list of verified students must be submitted to the Attendance Office, Room 104, **prior** to leaving school grounds.
- g. **For every school trip there must be a minimum of one adult (including parent) to every fifteen (15) students. The teacher in charge should have the appropriate contact information for each child.**
- h. Any unusual occurrence on the trip must be reported immediately to the principal. Such notification is to be made from the trip (i.e. lost or injured child, dangerous or illegal activity) or upon return to school (i.e. problem with reservations, quality of presentation).
- i. All out-of-city travel arrangements for air, train, and/or lodging must be approved by your immediate supervisor and the principal **PRIOR** to making travel arrangements. Upon approval, arrangements must now be made through either Advantage Travel (888-444-4240) or Euro-Lloyd Travel (212-629-5470). All DOE out-of-city travel must be arranged through one of the sub-contracted travel agencies noted above. Bids are not permitted. A Purchase Order (PO) is required. The school should encumber a PO using Bureau of Finance (BOF) as the vendor (BOS040000). P-cards may not be used to secure travel. You should complete the Travel Reimbursement Approval Certification (TRAC) through FAMIS. You should fax required information to the BOF Travel Unit. BOF will contact the

- appropriate travel agency and authorize the travel. Upon authorization, the travel agency will process your reservation and will notify you by e-mail.
- j. The Local Instructional Superintendent's approval is only needed for international trips. It is not needed for non-international trips that exceed seven (7) days.
 - k. The approval of the Office of Secondary Education is not needed for international trips.
 - l. Trips that involve swimming, water sports, or horseback riding may be permitted subject to the individual determination and approval of the Principal.
 - m. Only DOE contracted vendors may be used when arranging transportation for a field trip.

75. School Wide Grading Policy

See Official Document

76. UFT Teacher Center

The Teacher Center at Hillcrest High School is a place to collaborate with peers to serve the diverse students at the school. Teachers regularly plan lessons, look at student work, brainstorm projects, and discuss how to help students. New and experienced teachers can get feedback and help with their pedagogy, materials, and strategies to foster student engagement and critical thinking. Professional development is offered for teachers to attend during their non-teaching periods and after school. Newer teachers receive support in the Teacher Center in developing their teaching craft as they work toward tenure through Student Centered Coaching with the UFT Teacher Center coach. Teacher leaders (Peer Collaborative, Master Teacher and site coordinator) offer to co-teach, model and engage educators in the development of reflective data base instruction. Additionally, there are many professional books, resources, computers, printers, and copiers available to use.

77. Viewing of Digital Content / DVD's

- a. No "R" or "X" rated movies are to be shown at any time.
- b. Any teacher wishing to show any digital content or movie that is not Department of Education approved must request and receive written administrative permission for that specific digital content or movie. Teachers should secure a permission form from the A.P. prior, and submit this form to the A.P. three days prior to the scheduled viewing of the film. Films should be embedded in the curriculum, and viewings should include "pause" periods to allow for class discussion.
- c. Digital content or DVD's are to be educationally appropriate to your subject matter and the day's lesson plan.
- d. Digital content or DVD's presentations are to augment, not supplant, the subject specialist's classroom instruction.
- e. The title and subject of the digital content or DVD is to be noted in the day's lesson plan and be relevant to the lesson's instructional objective.

Physical Education Teacher Responsibilities

1. Daily operation of physical education classes

In the Gym

- Provide a safe and pleasant environment for all of your students. Stand and have all students within your areas of supervision at all time. This includes the locker rooms.
- Circulates around students to encourage, invites participation, provide feedback, promote positive behavior, and enforce all the department rules and regulations.
- Arrive to class on time and provide standard driven instruction for all students from bell to bell.
- Establish a good daily routine and be consistent.
- Allow no more than five minutes for changing and engage students directly in free-enterprise activity.
- Record attendance and preparation while student actively engaged.
- Know your students' names, interest, and abilities. This will help you control the class and minimize clerical mistakes and increase motivation.
- Provide progressive instruction to assist all students to achieve the learning objective that you planned according to the individual student ability.
- Provide a clear performance expectation at the beginning lesson/unit and provide the students the opportunity to initiate and understand grading rubric before you conduct any evaluation.
- Utilize Skedula to maintain accurate records about each student's attendance, assignment, skills performance, social skills, learn knowledge, homework, outside participation, extra credits, and grade.
- Admit and mark late comers. Have a conference with them after the class and contact parents if necessary.
- Have high expectations from all your students. Be consistent, fair, and caring for all students.
- You are the role model for your students. Model punctuality, the appropriate behavior, and dress accordingly.

If you teach as a team

When more than one class is scheduled for the same GYM and two teachers are teaching the same subject, the teachers will teach as a team. The lead teacher is responsible to plan the lesson with the assistant teacher. The lead teacher will assign the teaching roles for the assistant teacher during this class. The lead teacher is responsible for the class during any observation. However, the assistant teacher may receive a feedback during this observation.

In the locker-room

- Arrive to the locker room on time. (Give yourself time to arrive before the bell).
- Admit students at the door upon showing their program cards.
- Walk around to actively supervise students, lockers and doors.
- Make sure all students are out and all doors are locked before you leave the locker room.

- At the end of the period, walk around to encourage students to calm down, change, and be respectful of each other.
- Alert students with the remaining time for the bell and encourage them to be on time for their next class.
- Hold the students inside the locker-room until the sound of the bell.
- Wait for the relief teacher before leaving (be courteous of your colleagues' time).

2. Administrative/Prep Period

- Plan effectively for every lesson and make the lesson plan available for your principal or assistant principal upon request.
- Arrive to your professional assignment on time and do your best to conduct it.
- Provide two copies of your class rosters and have them available for your substitute teacher in case you are going to be absent. Please keep them updated.
- Attend all departmental and faculty conferences on time. It is part of your professional development.
- Complete an entire grade accurately and on time.

3. Intervention

Unprepared

- To maintain control of the unprepared students, hold ID cards for every student who is not prepared for the class, and then return the ID cards before the end of the period.
- Involve unprepared students in as much instruction as you can. They can perform the cognitive and the affective objective of the lesson.
- Intervene with the unprepared students with following steps:
 1. Ask the students why they are not prepared and validate their reason.
 2. Provide clear instruction about the class rules and regulations and physical education requirements for graduation. Ask questions to insure their understanding.
 3. Send a warning letter home with the students to the parents. Ask the student to return the letter signed by the parents on the following day OR you mail the letter to parents if the student is not cooperative.
 4. Call the parents and ask them to help you encourage the student to be prepared for the class and ask them to sign the letter.
 5. Log all the efforts and parent contacts that you made to assist the student.
 6. Refer the consistently unprepared students to the guidance counselor and or teams to request parent conference.
 7. Log your interventions.

Attendance

- Intervene with the students who were absent to assist them to overcome their problem.
 1. Have a conference with the students to help them identify the cause of the problem. Try to assist them to find a solution.
 2. Provide positive reinforcement or consequences for the change of behavior.

- Contact parents as soon as you notice a decline in the student's attendance, and collaborate with parents to change student's behavior.
- Notify the program office with the no show students.
- Log your intervention.

Discipline

Without any confrontation, try to do the following steps:

- Instruct the student clearly and decisively of what exactly he/she needs to do.
- Ask the students to see you after class and go on with your lesson.
- Explain the behavior and maintain student dignity.
- Assist student to provide a proper alternative positive behavior.
- Provide positive reinforcement and consequences for the occurrences or non-occurrence of the behavior.
- Notify parents and ask them for assistance.
- Notify the guidance counselor to assist and advise.

In case of a fight, use of force, dangerous behavior, possession of weapons, and/or theft, take the following steps:

- Immediately call security (ext. 1000).
- Stay with your class. **(DO NOT LEAVE THE CLASS UNSUPERVISED)**.
- Send an assistant teacher or a student (if necessary) to get security.
- Notify the dean's office.
- Hold all students in the class. Identify witnesses to get their statements when necessary.
- Write your statement and make it available to the administration.
- Contact parents to inform about the occurrence in a sensitive manner.

Equipment usage

- Set up gymnasium area properly to ensure safety and to maximize the activity for every class.
- Count the number of pieces of equipment that are taken out and make sure to return the same number back to the storage room.
- Insure that the students use the equipment properly.
- Lock the equipment room and secure equipment every day.
- Tables, chairs, and furniture are tripping hazards and are not permitted in the GYM.

(Make sure cones and instructional equipment are not placed in the front doors.)

Accidents

In case of an accident in your class, follow these steps:

- Sound an emergency whistle and demand that everyone remain silent and still.
- Check the scene and then check the student for the severity of the accident or injury.

- If you think the student has a serious injury, DO NOT move the student and **911** must be called. (You are in charge; send someone else to make the call.)
- **DO NOT LEAVE THE CLASS UNSUPERVISED.** Remain with the students until help arrives.
- Immediately call security (ext. 1000 or deans ext. 1600, 1601, 1602) or send an assistant teacher or a student (if necessary) to get security/dean.
- Notify your supervisor and/or any administrative staff.
- Collect equipment as quietly and as soon as you can to prevent further injury.
- Identify witnesses to get their statements when necessary.
- Send the students to their floor spots or the locker room depending on the amount of time left in the period and the presence of other teachers.
- Contact parents to inform them in a sensitive manner about the occurrence.
- Write your statement and make it available to the administration and parents.
- Fill out an occurrence report and have the injured student fill out the accident report when he/she can. (Keep copies for yourself). Make sure to list the details of the accident and the witnesses who were present during the accident.

Medically excused:

- On the first day, ask the students if they have any medical problems.
- If any student advises you that they have a medical problem, give them the department medical form to be checked and completed by their doctor. Instruct the student to return it to the assistant principal.
- The assistant principal will verify the form and conference with the teacher to determine participation level according to the doctor's recommendation.
- Record in your plan the modification for the students.
- Medically excused students must report to your class every day and participate accordingly.
- Pregnant students are not allowed in the gym. An arrangement must be made between the assistant principal and the guidance counselor for students who are pregnant, i.e. provide the pregnant students with a project to be completed during their physical education period.
- The medically excused student's grade will be based on attendance, participation, and a written project and will receive regular grade.

Paraprofessional Standard Operating Procedures

1. The daily assignment schedule of all paraprofessionals must be flexible. In cases of emergencies or absences, paraprofessionals will have different or special assignment. Therefore, your schedule, including your usual lunch period, may be changed on any given day to meet the needs of the program.
2. When assigned to service a student individually, (i.e. one-on-one basis for at least a period), you must remain with that student for the full time. You cannot ask the student or the teacher if you are needed, because you are assigned, regardless of the opinion of others. This includes the physical education class. Paraprofessionals are expected to be with the students they are assigned to be with.
3. When assigned to a student in physical education class, you must execute the goal of the lesson to assist the student in achieving his / her tasks and goals in physical education. This may include assisting an individual student or group under the direction of the teacher. You must stay with the physical education class until the end of the period or until the teacher dismisses the class.
4. In instances in which you are not assigned to a particular student because of the student's absence, a modified or shortened school day, or a related service such as counseling or OT/PT, etc., you must report to room 352 for other work and / or assignments. You should call the home of the absent student on the day of the absence to find out if the student is ill, and when he / she can be expected back in school. Also, call the home if the student's behavior is inappropriate, and document this on the paraprofessional communication log you will have for your student. If the student comes unprepared for class (no books, homework, etc.), notify the parent, starting the first time the incident occurs.
5. Homework assignments must be collected for students who are absent and must be called in to the parent during the last period of the day. This pertains to only those students who have a full-time paraprofessional assigned and under the direction of the Health Coordinator or A.P.
6. All paraprofessionals must check in with ISS Health Coordinator Janet Jackson or in Ms. Jackson's absence, check in with ISS Secretary Ann Serafino when beginning your work day. Mrs. Jackson will have your time card in room 140. If you are late, you must punch in. For paraprofessionals who start the work day with Period "1", it is imperative that you arrive by 8:00 A.M. and for those who start the work day with Period "2", you must arrive by 8:50 A.M. You must go to room 162 to pick up and escort your assigned student to class. Having students arrive late to class will not be tolerated.
7. Anyone leaving the school prior to the end of their official work day must have permission to do so from either the Assistant Principal ISS Stacie Sugarman or the Assistant Principal Organization Deborah Ziozis. Anyone leaving early must sign the school sign-out book located in the Main office.

8. Paraprofessionals are expected to work during school hours. If the need arises to schedule doctor's appointments, dental appointments or other health related activities during school hours, you must follow school procedures for absences. If you are not feeling well, please notify a supervisor to get coverage for your student.
9. The scheduling of the two and a half hour early release for study time as per the paraprofessional contract must be scheduled by the Health Coordinator according to the needs of the program and individual student service and cannot be scheduled by individual paraprofessionals to meet the start time for college classes or for other conveniences. The taking and completion of five semester hours at a certified college or university must be documented. The bursar's receipt and the end of semester grade report must be submitted. A **minimum of six college credits** must be taken to receive this time release.
10. No paraprofessional can leave the school building during the normal school day without prior approval of a supervisor. This will insure that individuals are either in the building or are somewhere that is known in case of the development of emergency situations.
11. Teachers are responsible for the discipline and activities of a class. Teachers will decide for example, where particular students are to sit. You, as paraprofessionals, must be supportive of the teacher in the room. In instances in which a problem may arise affecting the health and safety of a student, notify a school administrator as soon as possible. Other problems should be discussed with the classroom teacher, in private. **AT NO TIME ARE YOU TO EXHIBIT ANY DISAGREEMENT WITH THE TEACHER IN FRONT OF THE CLASS.**
12. Health impaired students are not to be released before their scheduled time. At the end of the day, Paraprofessionals are to escort the students they are with to the alcove for the bus pickup, where the bus paraprofessional will take charge of that student and remains with the student until the end of their work day.
13. Paraprofessionals are expected to be at their assignments for the full six hour and fifty minute work day. Additionally, paraprofessionals are expected to be interactive during class time. You may not read a book, a newspaper, and/or any material not directly related to instruction. Your lunch period is a full 45 minute period and cannot be shortened. This enables our staff to conform to the regular school day and to service our students for the full time.
14. Any paraprofessional assigned toileting responsibilities who is not sure of the specific procedures to be followed, must make this fact known to Ms. Sugarman or Ms. Jackson in order to receive training. **You are strongly advised to adorn the proper protective gear when assisting students in this manner. No student should be taken to staff bathrooms or provided with school keys. There must two paraprofessionals assisting each toileting student at all times.**
15. Paraprofessionals should not drink or eat anything in the classrooms with the exception of water.

16. ***Mobility and Orientation*** paraprofessionals are not allowed to leave the classroom more than five minutes prior to the end of the period. This includes the last period of the day when students are escorted by you to the buses. At which time, you are to remain with the student until the end of your school work hours. Some students may request to miss the first five minutes of the next class in order to stay to the end of the class.

17. When escorting your student to the cafeteria, do not wait on the line designated for non-disabled students. Provisions have been made for ISS students to enter the cafeteria before the general population. Therefore, you have ample time to have your lunch and pick your student up from the cafeteria. **No student is to ever be directed to meet you anywhere.** You are a 1:1 paraprofessional and as such are mandated to be with your student in the classroom and hallway.

18. You are the adult and professional. That relationship is to be maintained at all times. Never give your cellular number or your home phone number to your student or to their parents. You may give the school number with Ms. Jackson extension (3527) or your DOE email address so that parents can contact you.

19. When a student taking any exam (including classroom or Regents exam) rejects their testing accommodations, you must advise Ms. Jackson immediately and notify the parent. This contact should be recorded in your student log.

20. You must escort your student when picking up or dropping off your student from or to the school buses. You may not leave your student in the breakfast room or at the alcove for busing unless given permission. It is your responsibility to be with your 1:1 student at all times except when relieved for breaks or lunch.

21. Absences – Please follow school procedures distributed at the beginning of the school year.