



mpact

EDUCATE • EMPOWER • EMPLOY

2901 EAST SOUTH BOULEVARD
MONTGOMERY, ALABAMA 36108
Telephone: 334-241-5307

FACULTY HANDBOOK
2018-2019

MISSION / VISION STATEMENTS

The Mission of the Montgomery Public School System is to engage, educate, and inspire our team members to succeed in college career, and beyond.

Vision Statement: MPS... where every student develops a love of learning, cultivates intellectual curiosity, and dreams of a future full of amazing possibilities.

The mission of MPACT is to educate team members to become industry-credentialed completers in a safe and collaborative environment that empowers them to be college and career ready.

The vision of MPACT is to create a Career Tech Center that produces highly skilled, educated, and employable citizens for the global workforce.

MPACT FACULTY AND STAFF

Principal	Marsha Baugh
Assistant Principal	Trey Price
Counselor	Nisha Woody
Secretary	Roxie Briggs
Bookkeeper	TBA
Nurse	Angie Blackwell

Math

Yolanda Webb – Lead Instructor
Pamela Gilpin

Career and Technical Education Majors

Advertising & Design Technology	Walt Thomas
Building Science & Construction	David Hartman
Electrical Technology	Richard Robinson
Fire Science	Johnny George
HVAC/Mechanical Systems	Robert Booker
Industrial Systems	Carter Wilson
Information Technology	Tammie Jones
JAG	Tandrea Elmore
Medical Science	Crystal Joiner
	Kathy Shelton
Public Safety	Curtis Daniels
Welding and Metal Fabrication	James Purifoy

Special Education

Kristen Artis
Chasity Williams
Lisa Anderson - Aide

Custodians

Darrell Robinson

Security

Officer Payne

MPACT DAILY BELL SCHEDULE

Shift	Begin Time	End Time
Shift 1	7:40 AM	9:16 AM
Shift 2	9:35 AM	11:11 AM
Shift 3	11:14 AM	12:50 PM
Planning/Field Visits/Externships	12:55 PM	3:15 PM

WEEK 1 INFORMATION

Check team member schedules each day to ensure team members are in the right place.

Forms: Major teachers are responsible for collecting all *'beginning of the year'* forms from their team members and sending them to the designated person (see below). If you have team members who have not returned forms within a reasonable amount of time, please make phone calls to parents to ensure that we have complete and accurate information for every team member.

When you have collected forms from every team member, organize the information in the following way:

- Separate ESL forms into two (2) alphabetized stacks – one stack should be for the team members who speak English as a Second Language and the other stack should include the rest of the forms for your homeroom. When you have collected a form for each team member in your major, please return them to the guidance office.
- All parental signature forms from the Code of Behavior, MPACT Training Manual, MPACT and MPS Internet Acceptable Use Policy, Live Works and Media Release Form, etc. should be collected from ALL team members in your major. **Once ALL forms are collected for each team member, paperclip each team members' papers together and send to the front office. We will keep these documents on file in the main office.**

ATTENDANCE – TEAM MEMBERS

Teachers will mark attendance in the INOW Classroom Module each shift (except the first week of school). When a team member returns to school after an absence, they will report to the office with a note from the parent or guardian. The school secretary will immediately code the absence in INOW. Teachers should check INOW for the coded absence and refer questions about the absence to the school secretary. Teachers are asked to encourage team members to return notes of their absence(s) within 3 days of returning to school. **Per MPS Policy, an accumulation of unexcused absences may cause a team member to lose credit for a course regardless of the grade the team member receives in the course.** Team members will be aware of and abide by the following guidelines concerning attendance.

1. Team members should attend school each day.
2. Parents are required to send a note to the office explaining all absences and tardies on the first day the team member returns to school. A note signed by the parent does NOT excuse the absence. After 3 days, notes are not accepted and the absence will remain unexcused.
3. Out of town trips will be excused only in the case of an emergency or if it is for the purpose of education. The Office of Student Support must approve absences of this nature before the trip is taken.
4. Exceptions are made for a team member to keep doctor/dental appointments. Team members should turn in all doctor's excuses to the secretary.
5. All team members must be signed out and signed in through the school office. Only the signatures of the parents or authorized guardian as indicated on the registration card will be accepted. Picture ID will be required.
6. A team member who is absent, tardy, or checks out of school before the end of the school day does not have perfect attendance.
7. Team members will NOT be allowed to check out with any person other than the parents or guardian or authorized persons listed on the registration. Picture ID will be required.
8. Checkout procedure: a.) If a team member is to check out during the day, he/she is to bring a note signed by a parent. These notes are to be turned in to the school secretary upon arrival. The office staff will verify the information. b.) No team member is to leave school without signing out and being properly dismissed through the school office. Parents will be notified before a team member is permitted to leave school. If a team member is sick or has an emergency, administration will handle checkouts.

Tardy Team Members

Team members must arrive in their classrooms by 7:40 AM, 9:35 AM, and 11:14 AM (or by the time the last bus has arrived). Team members arriving after these times will be marked tardy and must obtain a check-in pass through the front office. Please be cognizant that there will be days that will have delays due to bus transportation issues, zone school conflicts, etc. **Consequences for unexcused tardies** will consist of the following:

- 1st Offense: Teacher counsels and warns team member.
- 2nd Offense: Teacher contacts parent by phone or e-mail.
- 3rd Offense: Team member receives a tardy referral to administrator.

GRADING AND REPORTING SCHOLASTIC PROGRESS

Report Cards will be given to team members by their zone school at the end of each 9-week grading period. **Progress reports** will be given to all team members at the mid-point of each grading period. **Progress reports must be signed by both the team member and the parent/guardian and returned to the teacher within three days of distribution. The teacher will keep these reports on file until the end of the year. These are incredibly important for the alert and probationary status relating to the criteria to remain at MPACT.**

HAVE EACH TEAM MEMBER SIGN FOR THEIR PROGRESS REPORT BEFORE RECEIVING IT.

The Report Card Schedule may be changed as necessary, but the **tentative** schedule is as follows:

Report Card Dates

Thursday, October 18, 2018
Thursday, January 17, 2019
Thursday, March 28, 2019
Thursday, May 23, 2019

A variety of methods should be used to obtain grades: daily work, projects, tests, notebooks, etc. Test scores should never be the only criteria used for obtaining a team member's grade.

IMPORTANT: Non-core classes must have no less than one grade per week with evidence. See *Grading, Promotion, and Retention Procedures*

GRADING SCALE

1. Numerical Basis for Grades:

- a. The scale for determining the quarter grade, semester grade, and the yearly grade for a subject is stated below:

GRADING SCALE	
A =	90 - 100
B =	80 - 89
C =	70 - 79
D =	60 - 69
F =	0 - 59

Note: The maximum number of points allowed for grading purposes is one hundred (100). INOW will not accept grades over 100. "I" (Incomplete) is not to be inserted in lieu of a grade.

- b. The numerical scale for the quarter grade, semester grade, and yearly grade shall determine the values assigned for learning activities (reports, projects, portfolios, and other criterion-based assignments).
- c. In averaging grades, any fractional part .5 (1/2) or over will be rounded *up* to the next whole number (examples: 90.5 = 91; 81.6 = 82; 59.51 = 60).
- d. The determination of passing or failing a subject is made by converting the letter grades and getting the average of the quarter grades and semester exam. If the average is below 60, the subject is failed.

Recording Procedures

1. A team member should be graded in every subject each nine-week period.
2. No “plus” or “minus” grades will be given.
3. No scores should be given higher than 100%.
4. **If the average ends in a decimal of .5 or higher, round up to the next whole number.**
5. If a score of “0 to 9” is assigned, a double digit entry is required, i.e., “00”, “01”, etc.
6. Do not give an incomplete grade if a team member has been present every day, except under the authority of the principal or his/her designee.
7. A team member enrolled in school 15 days or more must be given a grade in each subject even if they do not attend 15 days.
8. Incomplete grades will be changed to permanent grades within the next nine weeks.
9. The teacher will use his/her own judgment as to the time the work will be completed.
10. The subject teacher will report to the principal when the grade has been completed.
11. Grades will be entered by each individual teacher in iNOW Classroom Module by the specific dates and times.
12. Verification sheets will be printed by the guidance office and submitted to each teacher for review. It is the responsibility of each individual teacher to make all corrections before returning the initialed sheets to guidance. Your initials indicate the accuracy and completed changes.
13. Report cards will be distributed by zone schools. Should there be a time that MPACT distributes report cards; the administrative staff will be the responsible party.

EMERGENCY PROCEDURES

Teachers should carry their class lists with the current class’s attendance during times of emergency. Team members are expected to behave in an orderly and serious fashion during emergencies and emergency drills.

Emergency Signals:

Fire: Evacuation Announcement.

Tornado: Rapid “horn siren tone” and or announcement.

Bomb threat: Announce Fire Drill - Teachers check room (30 seconds). Fire drill signal

Lockdown: Lock down the building

Emergency Procedures and Exit Routes are to be DISPLAYED on classroom walls at all times. This should be posted near all entrance doors.

Emergency Procedures will be practiced the first two weeks of school.

STAFF PROCEDURES

Absences

Teachers should not be absent without proper notification. To secure a substitute teacher, contact Appleton via email and/or phone. You will need your pin number to access the program. In addition, please contact Roxie Briggs via text or email so that the school is aware of the absence. Please call Appleton as soon as you know you will be absent as the system closes after a certain time. **Please be conscientious with regards to taking days off during the school year. As the instructional leaders your attendance is critical to the success of the school. Our emphasis is on improving student attendance and we should model the way.**

Substitutes - To facilitate order in your classroom during your absence be sure to furnish the substitute with clear and definite assignments. **A substitute folder containing the following should be in on your desk:**

1. Attendance Roster (to be turned in to Ms. Briggs)
2. Emergency Procedures
3. Your daily schedule
4. Location of books
5. General expectations and classroom rules

6. Name and room number of a colleague who might help a substitute teacher
7. Name of a trustworthy team member in each class

Note: Indicate any special attendance or seating procedures you have.

Arrival and Departure

Staff hours are 7:00 A.M. – 3:00 P.M. All staff is encouraged to be here every day and prompt with their attendance. Please greet team members as they enter your classroom and stand so that you can supervise the classroom and hallway. Please do not release team members until the bell rings.

Staff members are on duty all day and should leave school only in case of necessity after gaining approval from administration. If it is necessary to leave before 3:00 p.m., the principal must approve and sign out in the office. **All staff members must sign in and out each day.**

Employee Dress

Teachers are expected to dress in a professional manner. We want to project to our team members, parents, and community our professionalism. Blue jeans are not considered appropriate except on Fridays. No sweats on any days. Please adhere to the approved MPS dress code policy.

Assemblies

Assemblies are a regularly scheduled part of the curriculum and as such are designed to be educational as well as entertaining experiences. They also provide one of the few opportunities in school for team members to learn formal audience behavior. Regardless of the type of program, courtesy demands that the team member body be respectful and appreciative. In live entertainment, unlike radio, television, or movies, the performers are very conscious of their audience. It is the individual teacher's responsibility to instruct team members that all talking, whispering, whistling, stamping of feet and booing are discourteous. Teachers are to escort their individual classes to the assembly site. All teachers should be seated with their classes and help with the supervision of all team members. Teachers should check role at each assembly and upon returning to the classroom.

Building/Classroom

When staff members note that equipment/building is damaged, either by intention or accident, they shall communicate the damage to the office. It is the duty of the staff members to supervise team members so that damage to the school building, furniture, equipment, or other school property does not occur.

Teachers are responsible for the appearance of their classroom and to see that the room is properly ventilated and lighted. Special needs may occur that require maintenance or custodial assistance. In such cases, you must email your maintenance request to Mr. Price. Teachers should close and lock all windows and doors when leaving for the day as well as turn off all lights.

Classroom Management

Classroom management is different than discipline! **Effectively managing your classroom is an essential part of maintaining control and discipline.** An effective teacher manages a classroom. An ineffective teacher disciplines a classroom. The number one problem in the classroom is not discipline; it is the lack of procedures and routines. Classroom management deals with the procedures that you must establish at the beginning of the school year. Team members must know how you want them to begin the day; pass in papers, prepare supplies, arrival and departure, etc. Procedures must be rehearsed over and over again until the team members do them automatically. When this happens, you have a routine.

Discipline Plan - Each teacher should develop a discipline plan for their classroom, which shall be posted in the room and turned in to the office. Discipline is concerned with how team members behave. The plan shall include rules to follow in the room, consequences for not following the rules, and possible rewards for following the rules. When all alternatives have been exhausted in the classroom, the teacher should ask the principal for help. **Before a child is sent to the office for constant misbehavior, classroom teachers should have contacted parents, informing them of any behavior concern, as well as referring them to guidance for counseling and/or peer counseling.**

From the beginning, know what you are going to do every minute of the day, quarter, semester, and year and do it! Team members must be shown respect and you must expect it back from them. The key to maintaining classroom control is respect. Being consistent in your decisions and actions will greatly help your ability to earn the respect of your team members.

Discipline is not a group matter. A whole room should not be punished for the misdeeds of a few. Please remember to talk with a team member individually, instead of in front of other team members.

Throughout this entire process, parent communication is a must! No discipline report should come to the office without the teacher first having contacted the parent. The only exception to this rule is violence, sexual misconduct, or other severe misbehavior. It is the intention of the administration to support every staff member. Make sure that the decisions can be supported by following the philosophy, policies, and procedures of the school/district.

Communication

Faculty meetings will be held twice per month and/or as needed. **Please reserve 3rd shift on Tuesdays from 11:15 – 12:00 for faculty/department/specialized meetings.** All instructional support members must attend. These meetings will be devoted to implementing professional practices in our school.

Whenever possible, communication will be provided in writing via memo, or email. Written communications to the staff are not to be made available to the team members. Please keep minutes and attendance information from any department/team meetings. A copy should be turned in to the office.

****It is very important that all staff check their email at least three times per day!****

Mail Boxes - The mailboxes are located in the Administrative Records Room. Please check your mailbox in the morning and before leaving for the day. Please do not send team members to pick up your mail, as the mailboxes contain confidential information.

Telephones - The telephones are our intercom. Please make sure that your phone is available so that we can get messages to you. Use your planning time to make and receive phone calls. Informing others of your planning time will help considerably. Teachers will not be called from class to receive phone calls unless it is an emergency. Otherwise, a message will be sent to you.

Custodial Duties

Custodians empty trash, sweep rooms, and spot mop/mop. Custodians will be responsible for the upkeep of the common areas.

Daily Lesson Plans

Your lesson plans should be entered by the end of the day on Thursday. Lesson plans should be placed in INOW and will be reviewed at any time by the principal and central office education specialists and Career Tech staff.

Your plans should include attributes listed under the heading in INOW. Attributes are the following: ACOS/CCRS, activities, attachments, comments, cross curriculum integration, enrichment essential questions, instructional activities, objectives, RTI Tiered Interventions and technology integration. All classroom lessons should follow the course outline.

Alerts

If a student's grades or attendance becomes an issue, the teacher MUST contact Mr. Price. He will contact a parent. The teacher should contact parents – they need to hear from you! We shouldn't hear a student's name for the first time when we send non return letters.

Communication is the key!

Field Trips

All off-campus field trips must be approved in advance by the principal and sent to Instructional Support. Staff may secure field trip request forms from the intranet. Be sure to use the correct form (in-system or out-of-system). A copy of the form should be submitted to Ms. Briggs at least 2 weeks in advance. The Director of Transportation will determine final availability of buses if you plan to use the district's service. Teachers should have a complete itinerary to be sent home with team members with a permission form. NO team member may leave campus without a signed permission slip. A note signed by the parent will suffice as a permission slip as long as it has the date, parent signature and states that the parent gives permission for the student to go to the specified location.

The exception(s) to the above procedure is for CTE related/Live Works field trips. If the trip is directly related to their CTE major, the Live Works General Field Trip Permission form may be used. These trips should still be approved in advance by the principal. Instructional Support must still be notified of any field trip.

Field trips and activities are scheduled to be an extension of the school curriculum. All team members must ride the school bus. Adults may be asked to assist the field trip if extra

supervision is necessary. All chaperones must have completed a background check through MPS. Adults who help on a field trip may not bring other children. Parents or relatives who assist are expected to follow the direction of the teacher and follow all school rules. No adult should be left alone with a group of team members. Please have all groups stay together with the teacher. All adults are to be a model for the team member, and must stay with their assigned group on the field trip.

Team members should be aware that field trips are an extension of school and therefore all rules apply. There is a great deal of responsibility on the teacher involved with a field trip. If you are concerned about a team member attending a field trip, please discuss the matter with the principal before excluding anyone. Please be conscious of your responsibilities for supervision on the trip, including the bus.

Exam Exemptions

Tenth graders are **not** eligible for exemptions from exams. Eleventh graders are eligible for exemption if they have an 'A' average and no more than 5 class absences (excused or unexcused), check-ins, tardies, and/or checkouts for that semester. Twelfth graders are eligible for exemption if they have an 'A' or 'B' average and no more than 5 class absences (excused or unexcused), check-ins, tardies and/or checkouts for that semester.

Guidance Services

Guidance services are available for every team member in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, information about various colleges, technical and vocational schools, job training programs, help with home, school, and social concerns. The team member determines directions and goals in counseling. With the counselor, a team member may discuss and explore freely and in confidence any problem or feelings that are personally important. During counseling, these concerns may be talked through and examined, alternatives explored, and decisions made about future courses of action. Should the team member find that special and/or additional assistance of some sort is needed; the counselor will assist in finding such help as may be needed. Parents are encouraged to talk to a counselor about any area of concern related to their children and the school.

Should you have concern about any of your team members, check with the counselor. Together, you can form a plan to best serve the needs of the team member.

Hall Passes

Hall passes are customized and provided by the teacher. They should be used by all team members when not in the classroom. Faculty should continually monitor the use of passes from their classes and team members in the hall.

Keys

Teachers will be supplied with keys to their rooms and storage areas as needed. Master keys will only be supplied to personnel in regular need of such keys. All keys will be accounted for and turned in at the end of the school year. Loaning keys to team members is strongly discouraged.

Make Up Work

Please assist team members in gathering any work missed due to absences. Missed work must be made up within a reasonable amount of time depending upon the length and cause of the absence.

Money

Special care should be taken in handling all money. Money should not be left in your desk or room unattended at any time. All money should be submitted to the bookkeeper on a daily basis, no later than 2:30 pm. The office will furnish a receipt which should be attached in your receipt book. If you have not been issued a receipt book you should not be collecting monies. Each teacher will be given a financial folder to keep updates, changes and matters of financial concern in. Teachers will receive an account balance at the first of each month.

State law mandates that any money collected in any way through school activities be under the control of the local Board of Education. All purchases, whether through activities or budgeted funds, shall have a written and signed requisition form.

Any questions regarding monetary policies should be directed to Pam Portis, bookkeeper.

Purchasing Procedures

All teachers must fill out a Purchase Order/Requisition prior to purchasing anything. The teacher will be responsible for the order if a purchase order is not on file in the office when the invoice arrives. Do not charge anything to the school without the Principal's permission. Forms will be provided through the bookkeeper's office.

Parent-Teacher Conferences

To accomplish optimum team member achievement, the total and cooperative involvement of both parent and teacher in the team member's educational program is essential. Two-way communication and mutual exchange of pertinent information is best accomplished through face to face discussions relating to the team member and his educational performance. MPS promotes the concept and practices of parent-teacher conferences, instigated by either teacher or parent. Conferences should be scheduled, systematic, and designed to accomplish specific purposes.

Parents/Guardians requesting a conference will schedule with Ms. Briggs. Conference times may be before school, during your planning period, or after school. If a conference is scheduled and you cannot keep the appointment, please notify Ms. Briggs and she can reschedule.

Parent Volunteers and Visitors

Guests are welcome in our school building. All guests are required to sign in the office and receive a visitor's pass before reporting to the classroom.

School Nurse

The school nurse services program is designed to provide direct and indirect health education services to parents, team members, and school personnel. The school nurse works with a variety of agencies in MPS to coordinate appropriate health services to the schools in the county.

MPS Student Behavior Manual and MPACT Training Manuals

All team members will receive a discipline handbook/training manual for their use. Please familiarize yourself with the rules and guidelines set forth in these documents. Classroom practices should follow the information contained in these documents.

Team Member Injury

Anytime a team member is injured, the office should be notified, as well as the nurse. Do not move a team member if the injury seems severe. Accident Report Forms are available in the Nurse's Office and should be completed as promptly as possible. It is better to err on the side of caution instead of getting a phone call from a parent. Send the team member to the nurse if you have any doubt!

Team Member Supervision

Team members should be supervised at all times – in the classroom, hallways, and outdoors. At times, you may send a team member to the office, bathroom, or elsewhere in the building with a hall pass. Please be aware of who is out of the classroom and make every attempt to keep team members together in case of emergency. The responsibility and authority of staff extends beyond the classroom. The development of school citizenship is a team effort.

Teachers are expected to help supervise team members throughout the school. Besides maintaining discipline in the classroom, teachers' supervision duties include the hallways, restrooms, assemblies, etc. All teachers are expected to attend assemblies and help supervise. Each staff member is responsible for helping prevent damage to school property and preventing general misbehavior.

If students are, for some reason, not participating in a lab activity, they should be actively engaged in a learning activity.

If you need to leave the room, please ask another teacher to cover for you. You are liable if you leave your team members unattended.

Technology

It is your responsibility to review and follow district guidelines set forth in the district technology agreement. Mr. Price will keep an up to date technology inventory.

Textbooks

Teachers will be furnished enough copies of textbooks lists for each class so that an accurate record of books checked out can be kept. Names of team members, numbers and condition of books are to be noted on these lists. Please use these correctly.

Make sure that each book has a number on the inside front cover. Team members should be told to write their name on the nameplate.

Team members are expected to pay for lost or damaged books.

Professional Development

Professional Development work hours are 8:00 a.m. - 3:00 p.m., unless otherwise notified. Please use each day productively: prepare instructional plans, finalize grades, review files, attend professional training, etc.

ACKNOWLEDGEMENT OF RECEIPT

2018-19



mpact

Teacher's Name (Print) _____

My signature on this page acknowledges that I have received a copy of the **MPACT Faculty Handbook**. I have read its contents, fully understand, and agree to comply with the policies and procedures contained therein.

Teacher's Signature

Date