

Dear Faculty and Staff:

Welcome to the family of Crescent Academy. We at Crescent Academy believe that excellence is achieved through teamwork and commitment to both our students and the educational profession. You are a part of the greatest profession, which is touching the lives of our youth.

You are a member of a great team whose goal is to provide the best possible education for all students at all levels. We can and will achieve our goal as educators if ninety-five percent of our time is spent on our students. As the school leader, I will support your endeavor to educate our students and provide the leadership necessary to direct the school.

Our philosophy of education will guide our educational practices because we:

1. We believe we are agents in the educational rearing of our students.
2. We are craftsmen in the character formation of our students.
3. We are the seed planters that encourage and foster education as a life-long activity.
4. We believe in discipline, in GREATER EXPECTATIONS, in challenging students to grow to their full potential.
5. We believe that students must learn how to handle the consequences of their actions. In doing such, citizens are produced that are responsible and respectful who will become future outstanding leaders.
6. We believe in the ethical code of our profession and will uphold the code of our profession at all times.

There is no greater commitment than the one you have chosen, which is preparing the future. You can and will make a difference if you stay focused on what is at the center by putting your students first.

Sincerely,

Cherise M. Cupidore  
Principal

Marlon Glenn  
Assistant Principal

## TABLE OF CONTENTS

PART I	
LETTER TO FACULTY & STAFF	1
CODE OF ETHICS	2
Principle I:                    Commitment to the Students	3
Principle II:                   Commitment to Parents	3
Principle III:                  Commitment to the Community	3
Principle IV                    Commitment to the Profession	4
Mission Statement, Policy on Attendance, Policy on Drugs and Alcohol and Policy on Dress Code	4-5
Weather Days	6
Playground Rules	6
Restricted Areas	7
Meetings	7
Hallway	7
Fire Drill	8
Emergency Safety Procedures	9
Discipline	10
Awards	11
Lunch /Recess	12
Restrooms	13
Bus	13
Medical Policy	14
Sickness & Substitutes	14
Conflict Policy	15
Staff Phone Tree	16-17
Videos	18
Emergency Evacuation	18
Fire Drill Procedures	18
Supplies & Equipment	18
Contracts and Salaries	19

I. INTRODUCTION	20
1.1 Crescent Academy Mission Statement	20
1.2 Organization & Governance	20
1.3 Order of the Day	20
1.4 Grade Computation	21
1.5 Summary of Forms to be used at Crescent Academy	23-52
PART II – JOB DESCRIPTIONS	53
School Principal	55
Administrative Assistant to the Principal	56-57
Receptionist	58
Technology Support Information Systems	59
Coordinator of Marketing, Community Affairs	60
Athletic Coordinator	61
Coaches	62
Cafeteria Support Aid	63
Custodian	64
PART III - GENERAL OPERATING POLICIES/PROCEDURES	65
I. In the Event of a Crisis or Death	66
II. Professional Behavior	67-70
III. Classroom Procedures	70-71
IV. Emergency Procedures	71
V. Students	71-73
VI. Teacher-Parent Policies	73-74
VII. General Policies	74-75
VIII. Operational Solutions	75-76
Conclusion	76
Book Check In/Out Form	77
Materials, Supplies & Equipment Form	78-86

## CRESCENT ACADEMY STAFF

2008-2009

### Administration

- Cherise Cupidore –Principal
- Marlon Glenn – Assistant Principal
- Kecia White – Administrative Assistant
- Shere Kareem – Administrative Assistant

### Custodian

- Kevin Taylor
- Kenneth Williams

**2008-2009**

### FACULTY

#### Staff

Heather Dorogi  
Adrienne Chadwick  
Krysten Buckley  
Heather Quinlan  
Candice Miller  
April McPherson  
Taquish Smith  
Catherine Perry  
Joann Leone  
Augusta Bonner

Kimberly LeVasseur  
Jessica Howe  
Kellie Robertson  
Kelli Baligian  
Jamil Norwood  
John Wilson  
Stacey Erksine  
Rachel Mills  
Sara Thiesmeyer  
Matt Rautio  
Venus Crosby  
Leon Herndon  
Jason Lauterbach  
George Zedan

#### Subject

Kindergarten  
Kindergarten  
First Grade  
First Grade  
Second Grade  
Second Grade  
Third Grade  
Third Grade  
Fourth Grade  
Fourth Grade  
  
Fifth Grade  
Fifth Grade  
Language Arts 6-8  
Grammar/Writing 6-8  
Math 6-8  
Social Studies, 6-8  
Math/Science 6-8  
Science 6-8  
Physical Education K-8  
Music K-8  
Art K-8  
Spanish K-8  
Computers K-8  
Social Studies/ LA 8

CODE OF ETHICS  
FOR THE CRESCENT ACADEMY  
TEACHERS AND ADMINISTRATORS

**PREAMBLE**

We at Crescent Academy celebrate the greatness of ALL people in the family of mankind. We rejoice in our multicultural and multiethnic world and will do everything in our power to promote its greatness for we are all members of the great family of mankind.

The whole question of values has always been relevant in the field of education – in both the public and the private sectors.

During this period of much ethical and moral debate, we at Crescent Academy stand ready to share the values, which inform and inspire our students.

The Code of Ethics for the Crescent Academy Teachers and Administrators is a concise guide by which to re-examine those values and renew that vision as it relates to on-going commitment to students, parents, community and profession. The gift of teaching carries with it both great responsibilities and great personal rewards. We cannot deny the obvious fact that as educators, our actions speak louder than words. In all realms of contact with our students.

**CRESCENT ACADEMY**

**PURPOSE**

It is the purpose of Crescent Academy to be dedicated to the education and character formation of its students.

**PRINCIPAL I: COMMITMENT TO THE STUDENT**

As Crescent Academy educators, we believe that students, like ourselves, are special individuals in their journey through life. As Crescent Academy educators, we have a special responsibility to encourage each student to achieve his/her maximum potential. We work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formation of worthy goals. In fulfilling our obligation to the student, we are called to:

1. Help students see the relevance of a civic virtues (values) system in their daily lives.
2. Show concern about the joys and problems of each student.
3. Speak with charity and justice about students, even when called upon to discuss sensitive matters.
4. Respect confidential information concerning students and their homes.
5. Plan appropriate service projects for students that will develop their sense of responsibility to the community.
6. Enable students to grow in a sense of self-worth and accountability by selecting activities, which promote a positive self-concept.
7. Develop the students' knowledge for which we are responsible, without suppression or distortion.

8. Refuse remuneration for tutoring students assigned to our classes and reject any other use of our students for personal financial gain.

#### PRINCIPAL II: COMMITMENT TO PARENTS

As Crescent Academy educators, we believe home, community, and a society, in which civic virtues (values) are often challenged, influences children. Parents, the source from whom children and youth derive their values, entrust their children to Crescent Academy to instruct, complement and intensify the education and formation begun in the home. We are responsible to assist these parents in fulfilling their obligation for the formation and education of their child; therefore, we will:

1. Respect parents' fundamental human right to know, to understand, and to share in decisions that affect the education of their child by:
  - o Assuring parents of a commitment to ongoing education as a professional educator and informing them, upon request, of educational qualifications.
  - o Keeping parents apprised do the curriculum and method of instructions.
  - o Providing opportunities for parents to help shape classroom and school policies and keeping them well informed regarding all current policies.
2. Develop educational programs and activities to enhance family life as well as the home-school relationship, through Crescent Academy Parent Teacher Association (PTA).
3. Respect any confidential information that parents share.
4. Report to parents their child's progress regularly as indicated in the Parent/Student Handbook and, as needed, with professional accuracy and honesty. Never compromising honesty and excellence for expediency.

#### PRINCIPAL III: COMMITMENT TO THE COMMUNITY

As Crescent Academy educators, we believe the school community is both an agent of appropriate change and a preserver of basic tradition. We consider the school community an integral part in the community it serves, and a vital force for preparing future leaders. In fulfilling our obligation to our profession, we must:

1. Promote non-violence in the world by:
  - o Modeling peaceful solutions to community conflicts.
  - o Encouraging a spirit of cooperation and avoiding the extremes in competition.
  - o Developing skills, which will enable students to interact with society for a better world.
2. Cooperate wholeheartedly in the continued building of school and community spirit by:
  - o Emphasizing the integral nature of Crescent Academy within the community.
  - o Assisting in communicating to our constituencies the need for school resources, and support for our work.
  - o Modeling active participation in one's own community.
3. Develop student potential for constructive leadership within the American democracy by:
  - o Ensuring an adequate understanding of history and its lessons.
  - o Providing opportunities for taking responsible ethical decisions on current issues.
  - o Offering instruction and practice in leadership skills.
4. Contribute to the well-being of the area in which the school is located by:
  - o Reflecting the philosophy of the school on one's attitudes and actions.
  - o Manifesting respect and appreciation for the work of educators in other schools and systems.
  - o Encouraging in students a respect for the person and property of their neighbors.
  - o Avoiding inappropriate school activities that disturb the peace and order of the community, internally and externally.
  - o Treating parents and all personnel with respect.

#### PRINCIPAL IV: COMMITMENT TO THE PROFESSION

As Crescent Academy educators, we believe that professional excellence in our school directly influences our community, state, country and world. We strive to create an environment, which promotes sound reasoning and professional judgment. Through our spirit of enthusiasm, we encourage others to join us in the noble profession of teaching at Crescent Academy.

In fulfilling our responsibilities as professional educators we are called to:

1. Maintain professional standards by:
  - Preserving the reputations of colleagues, administrators and students. We are to be models of conflict resolution.
  - Safeguarding the exchange of confidential information.
  - Refusing to use the classroom to further personal ends.
  - Refraining from using the school as a platform for one's own beliefs, which are not in accord with the stated philosophy of Crescent Academy, making sure they assume only those responsibilities appropriate to their role.
  - Assisting in the orientation of educators new to a position and/or school.
  - Considering the obligations of the teaching contract as binding in a most serious manner, conscientiously fulfilling the contract.
  - Terminating unexpired contracts only because of serious reasons, with the consent of both parties, and after sufficient notice.
  - Upholding the authority of the school when communicating with parents, students, and civic community.
  - Presenting honest, accurate professional qualifications of self and colleagues when required for professional reasons.
  - Attending all functions where Crescent Academy is expected to be present.
  - Fulfilling our duties and obligations in a conscientious manner.
  - Following, to the letter of the law the directives, practices and processes outlined in the Faculty Handbook and the Parent Student Handbook, as well as in memos and directives.
  - Being a promoter of positive energy (student focused) vs. negative energy (gossip and undermining).
  - Solving conflicts in steps:
    - WHAT IS THE PROBLEM?
    - WHAT ARE POSSIBLE SOLUTIONS?

#### A. Mission Statement

All children can learn and it is through education that they acquire the foundation for success in our knowledge-based society. The mission of Crescent Academy will be to develop this foundation by offering an educational setting that nurtures in each student a deep and abiding curiosity as a prerequisite for sustained learning across a lifetime.

#### B. Policy on Attendance

Students at Crescent Academy are expected to attend classes and be on time.

1. If a student is absent unexcused six times during a quarter, the student will receive an F in the class up to that point. If the student's attendance improves, the student may raise the grade during the quarter in question.
2. Three unexcused tardies equal one unexcused absence.

#### C. Policy on Drugs and Alcohol

## POLICY ON ZERO DRUG TOLERANCE

Crescent Academy is a Drug free School Zone. Possession of illegal narcotics or alcoholic beverages by a student is a gross misdemeanor and undermines the standard of excellence in education the Academy seeks to maintain. As such, any student who is found to be in possession or use of any illegal substances will be recommended for expulsion by the Crescent Academy School Board. Students found in violation of “Zero Tolerance Drug Policy” will be presented before the School Board for an expulsion hearing. Any student expelled from Crescent Academy for violation of the Academy’s illegal substance policy will not be allowed to petition the school for re-admittance at any time.

### D. Policy on Dress Code:

#### DRESS AND APPEARANCE STANDARDS

Professional dress, neatness, and cleanliness are requirements for all Crescent Academy staff. The Principal reserves the right to determine the proper appearance and attire for each position.

##### Girls Uniform for grades K-3

Light blue Peter Pan collared blouse (cotton)  
Blue/Red Plaid Jumper  
Navy Cardigan Sweater  
Blue/Red Cross Tie  
Navy Knee High Socks  
Black Shoes  
Navy Bike Shorts for Physical Education  
Navy Tee Shirt  
Gym Shoes

##### Girls Uniform for grades 4-8

Light blue Pointy collared blouse (cotton)  
Blue/Red Plaid Skirt  
Navy Cardigan Sweater  
Blue/Red Cross Tie  
Navy Knee High Socks  
Black Shoes  
Navy Bike Shorts for Physical Education  
Navy Tee Shirt  
Gym Shoes

##### Boy’s Uniforms for All Grades

Light Blue Oxford shirt (cotton)  
Navy Pleated Pants  
Navy V Necked Cardigan Sweater (front button)  
Blue/Red Plaid Adjustable Tie  
Black Belt  
Black Shoes  
Black Socks

## WEATHER DAYS

Weather days will be determined by the Principal or Assistant Principal. Once the decision has been made, administration will initiate the phone-calling process. All school closings will be broadcast via media (e.g., television).

### **Before School:**

Students who arrive early to school (before 7:45 in the morning) must be supervised by a teacher. Students are not allowed to wander the hallways. Students should be in latchkey or under the direct supervision of their homeroom teacher.

### **A.M. and P.M. Recesses:**

Students in grades K-5 will have a 15-minute recess period. During inclement weather, this recess may take place in the classroom. The children will be expected to be engaged in quiet activities at their seats, on the floor, or at centers. The activities should be arranged previously by the classroom teacher.

### **Approved Activities:**

Regular playground activities. The teacher needs to be aware of any potentially dangerous areas.

## PLAYGROUND RULES

Volunteers:

1. Must always sign in at the front office
2. Make yourself aware of special situations for your students (allergies, physical limitations, loss recess privileges, etc..)
3. Report all misbehaviors to the homeroom teacher, in extreme cases of misbehavior report to the administration.
4. Report all injuries to the staff person on duty and to the homeroom teacher. Make yourself available to answer all questions that may have to be included on the injury report

Students:

1. Keep your hands and feet to yourself
2. Use playground equipment properly and responsibly
3. Listen and obey directions
4. Respect to all persons of authority
5. Use proper language and good playground manners,
6. Physical aggressive contact and fighting is prohibited.
7. Personal playthings are to be left at home.
8. At the end of recess, stand in line safely and quietly. Enter the building in an orderly fashion.

## **RESTRICTED AREAS/STUDENTS**

Students will not be permitted in the teacher's lounge.

Students will not be permitted in the workroom unsupervised. At no time will children be allowed to use the equipment.

Students will not be allowed to push heavy carts with items such as televisions and V.C.R.s.

Students can never be left in a classroom alone and unsupervised.

Students are never allowed to sit behind a teacher's desk where they will have access to personal belongings and/or student confidential information.

## **MEETINGS**

All teachers must attend faculty meetings.

Meetings will begin at 4:00 every Monday.

Items for the agenda should be given to the principal by noon on the preceding Friday.

Aides meetings will be held on a monthly basis.

Custodial meetings will be held on a monthly basis.

### **Grade-Level meetings:**

K-5: Thursdays at 7:30 in the morning

6-8: Wednesdays at 7:30 in the morning

## **HALLWAY**

There will be a low noise level and orderly movement through our hallways.

### **Rules:**

1. Walk.
2. Talk quietly, if you must talk.
3. Get to your destination without delay.
4. Keep your hands to yourself.
5. No horseplay.

### **Staff Responsibilities:**

1. Monitor students in the hallways. Accompany students whenever the whole class is coming or going. This would be before school, recesses, noon, after school, or when the whole class is going to a special program. Teachers will accompany students to the bus area after school.

2. If you have to pull a student out of class into the hallway, keep one foot in the door to monitor your students' activities and the other foot in the hallway as you discipline/correct the student's behavior.

3. Students are to be met at the door when entering the building. Student will enter in a quiet manner (before school, recess, and noon).

4. Teachers are to model the desired behavior.

5. Discuss the rules with your students.

6. Practice.

7. Praise appropriate behavior.

8. Be consistent.
9. Be on time to accompany your students.

**Monitoring:**

1. Anytime any adult sees a student violating a hall rule, it will be the responsibility of that adult to tell the student what they are doing wrong and have them go all the way back to their starting point and practice traveling correctly.
2. If the entire class is in transit and someone or several students behave inappropriately, take the whole class or individuals back to where you started.
3. Staff should make an effort to check the halls periodically to praise students who are following the rules

**FIREDRILL**

**Rooms:**

Doors closed  
Evacuation plan posted by the door of each room

**Teacher Duties:**

Take attendance book outside during drills  
Take roll  
Monitor

NOTE: After teachers identify outside area, review with children that they report to that area should they be somewhere else when the alarm rings.

**Students:**

File out immediately upon hearing the fire alarm  
Should walk directly and quietly to the assigned area outside  
Go single file  
Enter the building and room quietly

**Restroom Checkers:**

Teachers with classrooms directly across from the restrooms should check both the boys' and girls' restrooms before leaving with students to ensure that the restrooms are clear.

## EMERGENCY SAFETY PROCEDURES

**SIGNAL – FIRE DRILL BUZZER** – This signal will be used to inform occupants to immediately leave the building. Students should leave the building quietly in a single file line. Students and teachers will remain outside for further instructions or for a signal to re-enter the building.

**SIGNAL – VOICE COMMUNICATION** – An announcement on the intercom from a school employee with the use of their full name and position, indicates a need to remain in the classroom and lock the door. (i.e. “We are now on lockdown.”)  
This communication may be via P.A. system or phone system. This will be used in an emergency situation where all personnel should remain in the room until further notice. Administration will contact 911 if necessary.

### **SPECIFIC EMERGENCY PROCEDURES**

**EARTHQUAKE- *If indoors, stay indoors*** – Move away from windows, shelves, and heavy objects. Take cover immediately under desks, tables, counters and open doorways. **DO NOT RUN OUTDOORS** until the “All Clear” signal is given.

**TORNADO** – If a severe weather alert is given in time, close blinds to help prevent flying objects and glass from entering the room. Students should be moved away from windows and into the center of the hallway. Students should sit on the floor back-to-back with their heads tucked between their legs.

### **BUILDING EMERGENCY NUMBERS**

*(Please post near the phone)*

**Office Extension**

**Mrs. Cupidore – 20**

**Mr. Glenn – 11**

**Ms. White - 12**

**Ms. Kareem – 21**

## DISCIPLINE

Generally, students will be acknowledged when correctly following school and classroom rules. Students are responsible to all staff members in following rules. Staff members will generally use natural and logical consequences when encountering student misbehaviors. This may include reminders about specific rules, warnings, loss of play time, loss of privileges, classroom teacher notification, and/or assistant principal/principal involvement.

Each classroom will have its own classroom management plan in addition to the Crescent Academy Code of Conduct. A written classroom disciplinary plan will be turned into the Principal/Assistant Principal. Teachers may wish to include a "buddy teacher" as part of their individual classroom plan. Most problems will be taken care of within the classroom. The plan is designed for on-going inappropriate behavior.

## SCHOOL DISCIPLINE PHILOSOPHY

It is the purpose of our school to provide a positive, respectful, and safe environment, where all children can learn.

We believe:

...children experience success through nurturing, self-esteem, high expectations, respect, and accountability.

...in strengthening the connection between family, community, and school.

...in supporting parents as first teachers.

### GENERAL BUILDING AND PLAYGROUND INFORMATION

1. Students will use appropriate language - swearing, and profanity will **not** be allowed.
2. Participation in rough play or fights, including tripping, pushing, kicking, spitting, tackling, etc., is not allowed.
3. Students will show school personnel respect (no talking back, defiance, etc.).
4. Bullying/Harassment are not allowed.
5. Students will respect themselves, others, and all property (including personal and school).

Quiet behavior begins as soon as the building is entered and continues until the school day ends at 3:30 PM. There will be a low noise level and orderly movement through our hallways.

At all recesses, students are only allowed inside with a pass from the playground or classroom teacher. Students without passes will not be allowed in the building unsupervised.

### *Recognition for complying with the school rules*

Staff members will give students "Caught Being Good" tickets as they find students following school rules. Student will write their name on the positive ticket. The positive ticket will be placed in a drawing, which will be held once per month. The winners will assist the Principal during the Friday recognition of good behavior. All positive tickets will be posted around the school to further recognize students with good behavior.

**The Principal/Assistant Principal may use his or her discretion when assigning additional consequences for infractions.**

Offenses that require immediate referral to the Assistant Principal/Principal are:

1. Possession of weapons and/or illegal substances
2. Vandalism
3. Skipping school/truancy
4. Touching other students inappropriately
5. Threats of violence toward students, staff, or school
6. Sexual harassment
7. Fighting

**The major role of parents is being partners with the school. Communication and cooperation between school and parents are key components in effective education.**

### **AWARDS**

#### **Cheetah Award:**

Each month classroom teachers choose one student to be awarded a Cheetah Award.

The award is given to the Principal who will present the award to the student at the Character Education Monthly Assembly.

Those receiving the Cheetah Awards will join the Principal for the monthly Principal's V.I.P. luncheon.

#### **Honors Awards**

Students who receive a “B” or better in their classes at the end of marking period will receive a certificate of honor in the course they have received the “B”.

At year-end the following awards are available:

1. Principal’s Award: The award is given to the student that has contributed the most to excellence, peace and unity in the school. {This award is given at the end of the 8<sup>th</sup> grade year}
2. Highest Academic Averages: Will be for students who have maintained a 3.66-4.33 for the entire school year.
3. The Faculty Award: For character development and service. {This award is given at the end of the 8<sup>th</sup> grade year}
4. Perfect Attendance Award: Will be given to the student who has never been absent to any class during the year.
5. Leadership Award: For planning, organizing, and implementing projects that will benefit a great number of students in the Crescent Academy School District.
6. Golden Parent Award (4): For the four parents/guardians that have contributed and helped Crescent Academy School District the most.
7. The Golden Apple Award: To be given by the student body to selected teachers that are considered outstanding educators. Students will vote to select the winners.
8. Hall of Fame Awards: For students who have brought new students to enroll at Crescent Academy School District.

#### ***“Caught Being Good” Tickets***

Staff members will give students “Caught Being Good” tickets as they find students following school rules. Student will write their name on the positive ticket. The positive ticket will be placed in a drawing, which will be held each one per month. The winners will assist the principal during the monthly recognition of good behavior. All positive tickets will be posted around the school to further recognize students that exhibit good behavior.

## LUNCH AND RECESS

**Lunch:** Students will be eating lunch in the multi-purpose/cafeteria room under supervision of lunch supervisors and lunch aides for Crescent Academy.

1. Staff and faculty members are not able to heat up any food for students. Also, in fairness to all, parents may not use school equipment to heat up food for their children.
2. Proper behavior and eating habits are to be developed at home and should be carried out in school. Students will be required to:
  - a. Talk quietly during lunch period
  - b. Respect all, especially lunch aides/supervisors
  - c. Use proper language and table manners.
  - d. Keep personal property at own eating area.
  - e. Physical aggressive contact and fighting is prohibited.
  - f. There is NO TALKING the last five-minutes of each lunch period.
3. There are no refrigerators available for use. Please do not send drinks in glass bottles or containers.

## **RESTROOMS**

Students will use the restrooms in a quiet and safe manner.

**Classroom Supervision:** Individuals

**Students are not to be left in the rooms without supervision.**

Students recovering from an illness that have notes to stay in must have the note in hand, if the teacher is not present.

Students who have a note from a parent requesting he or she not participate in recess must be sent to the office or a “buddy-teacher” during recess.

Court cases have indicated that teachers have been found not negligent if a child was injured during the teachers absence if the child had a dated note from a parent to stay in to recover from an illness as long as the teacher had reviewed proper safety procedures with the students and the teacher was not absent for long periods of time.

## **BUS**

Students should report directly to the bus area after being dismissed.

Students must keep the noise level to a minimum. Use normal voices.

Students report to their bus line and **stay there** with their assigned bus aide until they are ready to board the bus.

Students are to walk to the bus. NO RUNNING.

Students being picked up must wait with their teacher in the gym.

Students must submit a note from their parents to ride a different bus home or to walk.

Permission to change from a student’s normal bus schedule must be cleared by the Assistant Principal/Main Office prior to dismissal.

## MEDICAL POLICY

School personnel cannot administer medication to students, including aspirin, without the following requirements:

1. Parents must fill out a consent form in the office stating specific instructions.
2. The consent form must also be signed by the physician.
3. Medication must be in original bottle.

If medicine does come to school and these measures are not followed, the medication will not be given to the child.

**All medication will be administered through the office, unless special arrangements are made due to emergency need of medication.**

School personnel will give emergency care to students who become ill or injured on school property. The office will make immediate effort to contact parent by phone regarding illness or serious injury. If a student needs to lie down until their parent arrives, cots are available in the Principal's office.

## SICKNESS AND SUBSTITUTES

If you are absent from your classroom, it is important that the day goes smoothly for both the students and the substitute. In order for this to take place you need to begin preparing students early in the year. Teach them the expected attitude, behavior, and responsibilities.

To help the substitute, have things like lesson plans, seating chart, daily routines, schedules, class procedures, copies, and a list of student-helpers readily available. Although the substitute is not the regular instructor, the day should be more than baby-sitting. Have things ready so that a substitute can teach as well as review, test, etc.

If a substitute does exceptionally well, let the office know so that we can invite him or her to return. If there is a substitute that you feel should not return, the office needs to know this as well. Please keep names confidential.

If you are going to be out of the building, the principal needs to know as early as possible. If at all possible, when you have a substitute and you will need them a second day, call the office while the substitute is here the first day.

**If you are ill and unable to work, you will need to contact Mrs. Cupidore by 5:00 a.m. Mrs. Cupidore will contact Mrs. Kareem to request a substitute teacher.**

## **POLICY WHEN CONFLICT OCCURS BETWEEN SCHOOL PERSONNEL AND PARENTS**

The parents and teacher will try to resolve the conflict together. If the parent comes to the principal first, they will be asked to talk with the teacher. If this effort fails, the principal may need to become involved.

### **A. CONFLICT RESOLUTION - start at the level of the problem**

This process applies to all the members of the Crescent Academy School District family.

#### **1. A school problem**

- a) Begin at the level of the problem. Speak to your teacher, coach, etc.
- b) If a problem remains unsolved, take it to your Principal.
- c) If no satisfaction, take it to Michigan Educational Personnel Services (MEP).

#### **2. Appeal of a punishment, etc.**

- a) See the teacher that issued the punishment.
- b) If it still cannot be resolved take it to the Principal.

#### **3. A Parental Problem**

- a) If a parent is unhappy with a member of the faculty, he/she should speak to that particular teacher, coach, etc. A resolution should be made. The parent should check back with that particular person in two or three weeks if he/she is still displeased.
- b) If still dissatisfied, please, speak to the Principal.
- c) Parents and staff of Crescent Academy should be respectful to each other at all times. If a staff member behaves unprofessionally, the parent should speak with the Principal immediately. If, a parent consistently behaves improperly toward the school, teachers, and/or administration, then the staff member should document the parents' words/actions and bring it to the attention of the Principal. The parent will be notified orally or in writing that his/her words/actions are inappropriate. He/she will be invited to come in and discuss his/her dissatisfactions. A resolution will be made. If a parent is openly abusive, the parent will be prevented from entering the school. We hope that this situation will never develop in our family.

**CRESCENT ACADEMY  
CALLING TREE  
2008-2009**

The following **CALLING TREE** has been set up to save time in getting messages to all staff members.



Stacy Erksine  
989-539-3348  
989-387-0605

Kenneth Williams  
248-504-7455

Kimberly E. Love  
School Social  
Worker  
248-855-8570  
734-417-6666

Dale Alexander  
248-423-1039  
248-200-9430 c

Rosa Randolph  
Unique Food Mgt.  
248-408-2314

Lou Hawkins  
Unique Food Mgt.  
248-408-2315

Tim Fix  
734-287-8483  
734-770-6955

William Lauterbach  
1-313-449-2432

Venus Crosby  
313-585-0657

Matt Rautio  
248-421-2434

George Zedan  
313-550-6498

Jackie Carethers  
313-753-7182

Leon Herndon  
313-861-2733

## VIDEOS

Appropriate educational videos can be a valuable tool in the classroom. Prior to the showing of a video in the classroom, permission must be obtained from the principal.

Movie or cartoon videos shown for “fun” are highly discouraged, unless it is being used as a reward for an approved party, and/or class reward.

## EMERGENCY EVACUATION

In the event that the building must be immediately evacuated, the students will walk to 12 Mile and Lathrup Road. If an evacuation takes place, the local radio and TV stations will be contacted. Parents may pick their child up at the above streets. Please be sure to check them out before leaving with your child.

## FIRE DRILL PROCEDURES

Students leave the building quietly in a single file line.

Turn off lights shut door.

Teacher directs class to designated area.

Students in classes other than their homeroom will be directed by the adult in charge of the group to their homeroom class.

The teacher will take attendance using a class list.

If all students are accounted for, the teacher will inform administration.

If a student is not accounted for, the teacher will inform administration. The student’s name will then be written on a piece of paper and sent to the designated area.

## SUPPLIES AND EQUIPMENT

**Supplies-** Each teacher will have \$200 in classroom supply money based on the approved budget. Copy paper will come out of the individual teacher supply budget. The secretary will maintain a current record of supplies requested by each teacher. Any supplies needed exceeding the \$200 limit must be approved by the Principal. If a teacher wishes to purchase supplies using an outside vendor, he or she must have prior approval and submit the original receipt to receive a reimbursement.

**Equipment** – Equipment requests such as technology, furniture, etc. may be submitted to the principal. Equipment purchase will be made based on need and the availability of funds.

All supplies (e.g., information binders, grade-books, attendance books, overhead projectors, etc.) must be turned in at the end of the school year using the “Checkout List”.

## CONTRACTS AND SALARIES

All contracts and salary schedules are set up by the management company. Salary increases are always based on enrollment and the approved budget. All contracts are At-Will. All staff members are paid on the 1<sup>st</sup> and 16<sup>th</sup> of each month.

2. **Contracts-** Teacher contracts are issued by Michigan Educational Personnel Services (MEP). Teachers can expect contracts in the months of July or August. Salary increases are based on student enrollment.

3. **OFFICIAL TRANSCRIPTS** must be turned in to **Sheree Kareem before the start of school if you are a new employee. If you are a current employee, your updated transcript should be turned in as soon as possible.**

4. **Certificate renewals** must also be turned in to Sheree Kareem before the start of school or as soon as you receive the new certificate from the state.

## I. Introduction

### 1.1 Crescent Academy Mission Statement.

All children can learn and it is through education that they acquire the foundation for success in our knowledge-based society. The mission of Crescent Academy will be to develop this foundation by offering an educational setting that nurtures in each student a deep and abiding curiosity as a prerequisite for sustained learning across a lifetime.

### 1.2 Organization and Governance

Crescent Academy, as a charter school, is under the management of the CS Partners. The School Principal directs the daily operation. The Board directs the policy formulation.

The policies of these governing bodies will be found in the following documents:

1. Faculty Handbook of Crescent Academy.
2. Crescent Academy Student-Parent Handbook
3. Crescent Academy Curriculum
4. Crescent Academy Faculty Handbook
5. Michigan Educational Personnel (MEP) Handbook
6. Board Policies
7. School Improvement Plan

### 1.3 Order of the Day (Regular)

7:30 a.m.	Grade level meetings (K-5 Thursdays, 6-8 Wednesdays)
7:55 a.m.	Teachers/Faculty clear the halls Students report to homerooms
8:00 a.m.	Pledge of Allegiance and Character Education
8:05 a.m.	Attendance and Breakfast
8:10 a.m.	Start Bell-Ringer
8:15 a.m.	Morning Announcements by Principals and Students 1 <sup>st</sup> & 3 <sup>rd</sup> Monday of each month community meetings with entire K-8 <sup>th</sup> grade student population
8:20 a.m.	Introduce Morning Lesson
11:25-12:30	Lunch for Kindergarten – 5th Grade
12:40-1:05 p.m.	Lunch for 6 <sup>th</sup> – 8 <sup>th</sup> Grade
3:15-3:30 p.m.	Dismissal
3:45 p.m.	After school activities and sports Latchkey
4:00 p.m.	Monday staff meetings
4:30-6:00 p.m.	Personnel hosting after school activities
6:00 p.m.	Latchkey ends

NOTE: All personnel are expected to be in the building at all times except for lunch. Doctors or Dentist appointments should not be made during the school day except in cases of emergency. Exceptions will only be granted by the Principal in cases of a serious nature. In this case, the staff must sign in and out in the Main Office. Staff members are free to leave the school campus for lunch and approved appointments.

#### 1.4 Grading Computation

Grade Computation at Crescent Academy will be as follows:

1. Each test, quiz, and assignment will be awarded a specific number of points.
2. These points are added and divided by the total number of points possible to obtain a percentage grade.
3. The final percentage grade is translated into the following percents and grade point average, in decimal point equivalencies.

Grading System		
Kindergarten		
1 = Student has met standard 2 = student is making progress 3 = Student requires support X = Concept not evaluated/introduced		
1 <sup>st</sup> – 3 <sup>rd</sup> Grade		
4 = Exceptional: Consistently applies the concepts/skills independently and uses them in innovative ways. 3 = Proficient: Meets grade level requirements and expectations. 2 = Developing: Develops understanding of the concepts/skills with practice and support from teachers and parents. 1 = Beginning: Experiences difficulty and requires consistent practice and support or may not be developmentally ready for these concepts/skills.		
4 <sup>th</sup> – 8 <sup>th</sup> Grade		
Percentage Score	Decimal Equivalent	Letter Grade
96.5-100.0	4.33	A+
93.5-96.4	4.00	A
89.5-93.4	3.66	A-
86.5-89.4	3.33	B+
83.5-86.4	3.00	B
79.5-83.4	2.66	B-
76.5-79.4	2.33	C+
73.5-76.4	2.00	C
69.5-73.4	1.66	C-
66.5-69.4	1.33	D+
63.5-66.4	1.00	D
59.5-63.4	0.66	D-
Failure-below 59.5%	0.00	F
Incomplete	0.00	I
*Astract	Grade level based on ability	

#### 1.41 Semester Grade Computation for grades 4-8

Semester grade computation is done based on the following equation:

1. First Semester  
(1<sup>st</sup> Quarter grade + 2<sup>nd</sup> Quarter grade + Exam) divided by 3 = Semester Grade
2. Second Semester  
(3<sup>rd</sup> Quarter grade + 4<sup>th</sup> Quarter grade + Exam) divided by 3 = Semester Grade

Note: If a student moves from one class to another during a quarter, or semester, the two teachers will consult and arrive at a grade. Once a grade is given, the grade will NOT be changed without the Principals approval. Great care should be taken that the grade is given correctly the first time. **Comments related to the grade and student behavior should be noted in the comment sections of the progress report and report cards.**

#### 1.42 Attendance Policy

Michigan law requires that every parent/guardian having charge of a child aged six to sixteen shall send that child to school for the entire school year and the child's attendance shall be continuous and consecutive. Parents that violate the Academy Compulsory Law are subject to court action that could result in a fine, imprisonment or both.

Academy policy is as follows:

1. Attendance is taken each period of the day. Students missing 10 minutes of class are considered absent.
2. **If the parent/guardian does not call the office by 10:00 a.m. on the day that their student is to be absent or tardy will be considered unexcused.**
3. A parent who has scheduled a health or similar appointment for a student during class hours must notify the office at least 24 hours prior to the appointment to avoid an unexcused absence. The student must notify the office and the student's teachers as soon as possible. Students are encouraged to schedule their appointments outside of regular school hours.
4. If a student has an emergency appointment, he/she must verify it with an official excuse as soon as he returns to school. The excuse must be turned into the office, and his/her file in the record room.
5. If a student must be absent for an extended time (e.g. a death in the family, serious illness or surgery) a written note to the office is required and must have the approval of the Principal of the school.
6. The student's attendance will affect the student's grades, especially in classes that have an excess of unexcused absence and tardies. After six unexcused absences, a student will receive a loss of credit "0.0" for the period in question.
7. The responsibility for work missed during an excused absence rests solely with the student. The student must request the missed work from the teacher within the first 2 days of returning to school.

8. Students who become ill during the day must report to the Principal/Main Office. If the parent/guardian cannot be reached to pick up the student, the student will remain outside of the office.
9. Students may not leave the school unless they bring a note to the office, from the parent or guardian. The Administrative Assistant will keep such notes in current files.
10. Parents must sign their students out in the office. This is to verify parental permission for dismissal and parental supervision upon leaving the school building. The sign out form is kept in the current file.

#### 1.43 Tardiness Policy

Students are to arrive on time for all classes. “ON TIME” means a student will be seated in the room, dressed properly, with required materials ready to begin class. Academy policy is as follows:

1. Students who have an excused tardy will be admitted into class without penalty.
2. Students who arrive late to school without an excuse will report to the office to receive a tardy pass. Once the student has received a tardy pass from the office, they should move to class as quickly as possible. The tardy pass will allow the student to be admitted to class.
3. Academy policy states that three tardies in any class will be converted into an unexcused absence and will count toward the 6 day unexcused absence rule and the student will receive a loss of academic credit for that class for the period in question.
4. Students, who come to class tardy, whether excused or unexcused, are to enter quietly without disturbing the class.
5. Any student entering class late must present a pass to the teacher from the office.
6. The only way a student is excused by the school office, is if the student has a written note from home excusing him/her for the tardy or the parent has contacted the school by 10:00 a.m. to excuse their child. Otherwise, the student is considered tardy unexcused.

**Note: A signed pass from the school office does not constitute an excused pass. Only a written note from home is an excuse or documentation from the office indicating that the tardy is excused.**

#### Office Procedure

7. If a parent/guardian has not called the school by 10:00 a.m., on the day of the absence, the school will call the home. The office will log the call even if it cannot reach the parent. The following penalties and warnings apply.

After 3 unexcused absences, the parents will receive a letter indicating that a 3<sup>rd</sup> absence is in

place.

After 2 more unexcused absences, another letter will be sent.

After the 6<sup>th</sup> unexcused absence, loss of credit up to that point will take place.

Tardies: Three tardies will equal 1 unexcused absence and count toward the 6 day absence policy.

Note: It is not necessary that Crescent Academy reach the home. The parent/guardian is under obligation to call Crescent Academy before or by 10:00 a.m., the day of the absence/tardy. The parent/guardian must give their students date of birth, etc., as identification.

#### 1.5 Summary of Forms to be used at Crescent Academy

*(Arrows indicate the process)*

*(Forms follow this summary)*

Form Number

Recipient/Process

- |  |   |
|--|---|
| 1. Request form for In-School Activities                           | Teacher →Principals →Office<br>→cc: Office →cc: Principals              |
| 2. Request form for Out-of School Activities                       | Teacher →Principals →Office<br>→cc: Teacher →cc: Principals             |
| 3. Permission Form – School Trip                                   | Teacher→Student→Teacher→<br>Principals→Office→cc: School file           |
| 4. Request for Fund Raiser   | Teacher→Principals→Admin. Asst. →cc: School<br>File                     |
| 5. Request for faculty absence from classes<br>and for substitutes | Teacher→Principals→Office→cc:<br>file                                   |
| 6. Form to report academic and behavioral<br>status of students    | Teacher→Principals→Office→cc:<br>Student file                           |
| 7. Progress Reports (quarterly)<br>(or more often, if needed)      | Teacher→Principals→Office→Parent<br>→cc: Student file→cc: Principals    |
| 8. Athlete Academic Status Form                                    | Teacher→Principals→Office→A.D. →cc: Student<br>file                     |
| 9. Request for Assembly  | Teacher→Principals→Office→<br>Janitor                                   |
| 10. Request for Supplies   | Teacher→Principals→Office→cc: Teacher                                   |
| 11. Purchase Order   | Form in office→Principals→Office→<br>CS Partners                        |
| 12. Direct Check Request   | Form in office→Principals→Office →CS<br>Partners→File                   |
| 13. Accident Report  | Faculty→Office →Principals→Student’s<br>Parent/Guardian→cc: School File |
| 14. Request for Parent/Conference                                  | Faculty→Principals→Office→Parent→cc: Student<br>File                    |
| 15. Attendance   | Faculty→Office→Principals→<br>cc: School File                           |
| 16. Grade Entry Form   | Faculty→Principals→Information<br>system→Principals                     |
| 17. Grade Verification Form  | Faculty→Office→Principals→Information<br>System→Principals              |

- |                                    |   |
|------------------------------------|---|
| 18. Student Service Referral Forms | Teacher→Principals→Office→cc: Student File→Principals             |
| 19. Announcement Forms             | Faculty/Student→Principals→Office                                 |
| 20. Parent & Guest Visitors at CA  | Parent/Guest→Office →Principals →Faculty →cc: School file         |
| 21. Class Sign Out Sheet           | Student→Teacher→Office (every Friday) →cc: Principals→School File |
| 22. Student Referral Form          | Faculty→Principals→Office   |
| 23. Book Request Form              | Teacher→Principals→Office→cc: Processing CS Partners              |
| 24. Exit Form Faculty & Staff      | Teacher→Principals→Office   |

*Note: Duplicate forms from this manual when you need to use one.*

**In-School Activities Request Form**

**Form # 1**

Teacher's Name \_\_\_\_\_ Today's Date \_\_\_\_\_

Activity \_\_\_\_\_ Date of Activity \_\_\_\_\_

Time \_\_\_\_\_ to \_\_\_\_\_ Class \_\_\_\_\_

A. Describe Activity

B. Purpose of Activity

C. Award/Recognition, etc. to be given at this activity (attach names with awards):

D. Place

E. Chaperones/Guests of Honor/Visitors

F. How will the activity be financed? What is the per individual cost?

G. What resources/preparations are needed?

H. Who is in charge of setting up and cleaning up?

Approved: \_\_\_\_\_  
Date Principal

Comments:

Note: Keep in the Principals' Office file, as well as in the Office file.

# Field Trip Request Form

Form #2

*This form must be submitted to have a trip officially included in the school calendar.*

Coordinating Teacher \_\_\_\_\_

Today's Date \_\_\_\_\_

Field Trip Date \_\_\_\_\_

Field Trip Destination \_\_\_\_\_

Address \_\_\_\_\_

Telephone/Fax \_\_\_\_\_

Contact Person \_\_\_\_\_

Time of Departure \_\_\_\_\_

Time of Return \_\_\_\_\_

Grade(s) Attending \_\_\_\_\_

Number of Students (Estimate) \_\_\_\_\_

Number of Chaperones (Estimate) \_\_\_\_\_

Describe the Activity:

Explain relevance to the Course you are teaching:

Explain how it will be financed:

Give names of other supervisors involved: \_\_\_\_\_

Approved: \_\_\_\_\_

Principal

**NOTE: File in Principal's Office File**



**Request for Fund Raiser**

**Form #4**

Teacher's Name \_\_\_\_\_ Today's Date \_\_\_\_\_

Department \_\_\_\_\_ Class: \_\_\_\_\_

**Directions:**

1. Before any fundraiser takes place it should be discussed with the Class Leaders whom in turn will present it to the Office Manager by placing it in the in-box.
2. The approved form will be returned to the teacher through the Office Manager.

1. Type of fund-raiser:
2. Date(s):
3. Purpose:
4. Location:
5. Amount expected to be collected:

Approved

Not Approved

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date

Comments:

NOTE: Office Manager to keep on file

Teacher's/Staff Absence Request Form and Substitute Request Form

Form #5

Name of Employee: \_\_\_\_\_

Date(s): \_\_\_\_\_

\_\_\_\_\_ Personal Leave Day

Reason:

\_\_\_\_\_ Personal Illness

\_\_\_\_\_ Child/Family Illness

\_\_\_\_\_ Personal Day

\_\_\_\_\_ No Show

\_\_\_\_\_ Funeral

\_\_\_\_\_ Other \_\_\_\_\_

\_\_\_\_\_ School Business/Conference

\_\_\_\_\_ Jury Duty

Employee Signature

Date

Administrator Signature

Date

.....

Teacher

Classroom Para/Teacher Asst.

Spec. Ed Para

Office

Grade Level: \_\_\_\_\_ Subject: \_\_\_\_\_

\_\_\_\_\_ Full Day

\_\_\_\_\_ Half Day

\_\_\_\_\_ Time to Report

Name of Substitute Requested: \_\_\_\_\_

.....

**Substitute Coordinator**

Name of Substitute Scheduled: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date Filled: \_\_\_\_\_

Initials: \_\_\_\_\_

**Students under Behavioral or Academic Probation**

**Form#6**

Student's Name \_\_\_\_\_

Current status: \_\_\_\_\_

\_\_\_\_\_ Behavior Probation                      \_\_\_\_\_ Academic Probation

Please list specific grades, attendance, tardies, and behavior problems as applicable:

Please list the recommended solutions as applicable:

Do you recommend that this student continue to study at Crescent Academy?

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

Yes, under conditional acceptance:

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ A parent or parent representative attend classes with the student.

\_\_\_\_\_ Weekly progress report

\_\_\_\_\_ Date \_\_\_\_\_ Quarter \_\_\_\_\_  
Faculty Representative

\_\_\_\_\_ Date \_\_\_\_\_ Quarter \_\_\_\_\_  
Principal

Action: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Weekly Report of Student Progress**  
 Crescent Academy  
 17570 West 12 Mile Road  
 Southfield, Michigan 48076  
 (248) 423-4581

Student's Name:	Class/Grade:	Date:	
-----------------	--------------	-------	--

DEAR PARENTS: This report is designed to help you understand your child's progress up until the date noted above.

SCHOOL BEHAVIOR	WORK HABITS	PERFORMANCE IN SUBJECT
A. On time daily to class B. Often late to class C. Always follows directions D. Fails to follow directions E. Often talks back to teacher F. Frequently out of seat G. Good class participation H. Does not participate in class I. Positive class influence J. Negative class influence K. Initiates fights in class L. Falls asleep in class M. Joy to have in class N. Is respectful of staff and students O. Always pays attention in class P. Homework often neat/complete Q. Behavior has improved R. Grades has improved S. Excited about learning T. Good work on class project U. Cooperative V. Takes pride in work W. Keep up the good work X. Does not follow the dress code	AA. Homework has improved BB. Homework often late CC. Homework often incomplete DD. Homework not done on a regular basis EE. Homework needs improvement FF. Homework not done neatly GG. Name often left off of homework/classwork HH. Homework assignment notebook rarely signed II. Has assignment notebook signed on regular basis JJ. Does not copy homework assignment in homework notebook KK. Copies homework in assignment book on regular basis LL. Classwork has improved MM. Classwork needs improvement NN. Performs well on tests OO. Classwork is finished on time PP. Does make-up assignments after excused absence QQ. Does not turn in make-up work when absent RR. Not prepared for class SS. Easily distracted TT. Distracted sometimes UU. Disrespectful towards staff/students VV. Does not complete work in class WW. May blame others for his/her behavior XX. Skipping after school program YY. Excessive talking in class ZZ. Did not complete class project AAA. Falls asleep in class	BBB. Does not pay attention in class CCC. Poor test performance DDD. Performs well on tests EEE. Excessive absence affecting grade FFF. Always self motivated GGG. Needs some encouragement HHH. Works to full potential III. Average work habits JJJ. Wastes time in class KKK. Average test performance LLL. Does not dress in gym uniform MMM. Disrupts class NNN. Careless or inaccurate work OOO. Written work needs improvement PPP. Parent-teacher meeting needed QQQ. Needs to work on listening skills RRR. Needs to work on note-taking skills SSS. Puts forth little effort TTT. Does not bring books to class UUU. Test scores needs improvement VVV. Poor attitude

Subject	Statement(s)	Grade to Date	Teacher
Math	_____	_____	_____
English	_____	_____	_____
Science	_____	_____	_____
Social Studies	_____	_____	_____
Reading	_____	_____	_____
Health/P.E.	_____	_____	_____
Study Skills	_____	_____	_____
Art	_____	_____	_____
Computers	_____	_____	_____
Music	_____	_____	_____

**Grading Scale**

<b>A = Excellent</b>	<b>90% or above</b>
<b>B = Good</b>	<b>89 – 80%</b>
<b>C = Fair</b>	<b>79 – 70%</b>
<b>D = Unsatisfactory</b>	<b>69 – 66%</b>
<b>F = Failure</b>	<b>65% or below</b>

**Citizenship Scale**

<b>1 = Excellent</b>
<b>2 = Satisfactory</b>
<b>3 = Needs Improvement</b>

**Additional Teacher Comments**

.....  
Teacher \_\_\_\_\_ Comment \_\_\_\_\_

Teacher \_\_\_\_\_ Comment \_\_\_\_\_

Teacher \_\_\_\_\_ Comment \_\_\_\_\_

Teacher \_\_\_\_\_ Comment \_\_\_\_\_

Teacher \_\_\_\_\_ Comment \_\_\_\_\_

Teacher \_\_\_\_\_ Comment \_\_\_\_\_

Teacher \_\_\_\_\_ Comment \_\_\_\_\_

Teacher \_\_\_\_\_ Comment \_\_\_\_\_

**Athlete Academic Status Report Form**

**Form #8**

Name of Athlete \_\_\_\_\_

Sport \_\_\_\_\_ Date \_\_\_\_\_

Teacher Reporting \_\_\_\_\_

ELA \_\_\_\_, LA \_\_\_\_, Science \_\_\_\_, S.S. \_\_\_\_, Math \_\_\_\_, Music \_\_\_\_, Spanish \_\_, P.E./Health \_\_\_\_

Subject(s) \_\_\_\_\_

G.P.A. \_\_\_\_\_ Quarter: \_\_\_\_\_

Does he/she demonstrate a positive leadership role in your class?

Yes \_\_\_\_\_ No \_\_\_\_\_

Is the above named Athlete/Cheerleader making satisfactory academic progress in class to continue his/her participation in his/her sport team?

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Any behavioral problems? Specify

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Teacher Signature

\_\_\_\_\_  
Class

NOTE: Submit to the Principal every two weeks. Monitor that disqualified students (Student Handbook) do not participate in sports until grades are increased.



**Supply Request Form**

**Form #10**

Teacher \_\_\_\_\_

Date \_\_\_\_\_

Subject \_\_\_\_\_

Quarter \_\_\_\_\_

Please provide the following supplies:

Name	Description	Quantity	Vendor Name/Page No. Item	Price	ISBN #
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

\_\_\_\_\_  
**Teacher**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Principal**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Administrative Assistant**

\_\_\_\_\_  
**Date**

**Date Processed** \_\_\_\_\_

**cc: CS Partners**

Procedure

1. Obtain OK for expenditures ahead of time from your Principal.
2. Complete a supply request form from your Principal.
3. Fill out necessary information and return to the Principal.
4. The Principal will submit the P.O. to MEP.
5. Materials etc. will be purchased by the school.

NOTE: The Purchase Order is a computer-generated form, the Administrative Assistant is the only person that can generate a P.O. with the Principal's Permission.

# Sample Purchase Order – Not for Duplication

## Crescent Academy Purchase Order

PO #:CA
Date: 00/00/0000

**RECEIVING INFORMATION**

Crescent Academy
17570 W. 12 Mile Road
Southfield, MI 48076
248-423-4581 (phone)
Contact:

**BILLING INFORMATION**

Crescent Academy
17570 W. 12 Mile Road
Southfield, MI 48076
248-423-4581

**VENDING INFORMATION**

Vendor:
Address:
City, State, Zip:
Phone & Fax:

ITEM NUMBER	QUANTITY	PRICE	DESCRIPTION	LINE ITEM	TOTAL
<b>Submitted by:</b>				<b>SUBTOTAL SHIPPING TOTAL</b>	
<b>Approved by:</b>					
Workshops & Conferences	<b>3220</b>	Textbooks	<b>5210</b>	Capital Outlay	<b>6410</b>
Advertising	<b>3510</b>	Office Supplies	<b>5910</b>	Dues & Fees	<b>7410</b>
Teaching Supplies	<b>5110</b>	Maint. Supplies	<b>5990</b>	Misc.	<b>7910</b>

## **DIRECT CHECK REQUEST**

**Form #12**

### **Process:**

1. The Principal will request a direct check only in the case where a P.O. is not accepted.
2. The Administrative Assistant will submit the direct check request to the Principal for her signature.
3. The Administrative Assistant will submit it to the Business office at MEP.
4. The Administrative Assistant will receive the check from the Business office and give it to the requester or mail payment to the vender.

# Sample Check Request – Not for Duplication

\_\_\_\_\_  
(Academy Name)

Request for Funds

Date of Request: \_\_\_\_\_

Date Needed: \_\_\_\_\_

Check Issued To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Amount of Check: \_\_\_\_\_

Do you want check:      Returned to you \_\_\_\_\_  
   Mailed (include address above) \_\_\_\_\_

Purpose: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved by: \_\_\_\_\_  
(Administrator's Signature)

**ACCIDENT REPORT**

**Form #13**

Crescent Academy  
17570 W. 12 Mile Road  
Southfield, MI 48076

NAME OF PERSON INJURED: \_\_\_\_\_ GRADE: \_\_\_\_\_

DATE OF ACCIDENT: \_\_\_\_\_ TIME: \_\_\_\_\_

EXTENT OF INJURY:

\_\_\_\_\_

WAS FIRST AID ADMINISTERED?  NO  YES IF YES, BY WHOM? \_\_\_\_\_

PARENT/GUARDIAN'S NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

WAS THE PARENT/GUARDIAN NOTIFIED?  NO  YES HOW? \_\_\_\_\_

BY WHOM? \_\_\_\_\_ AT WHAT TIME? \_\_\_\_\_

STUDENT ACCIDENT INSURANCE?  NO  YES INSURANCE COMPANY \_\_\_\_\_

LOCATION OF ACCIDENT: \_\_\_\_\_

PERSON SUPERVISING: \_\_\_\_\_

DESCRIBE HOW THE ACCIDENT OCCURRED: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CONDITION OF PREMISES:

\_\_\_\_\_

MEASURES TAKEN AFTER ACCIDENT:

\_\_\_\_\_

\_\_\_\_\_

WITNESS NAME:

ADDRESS

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NAME OF PERSON MAKING REPORT: \_\_\_\_\_

POSITION: \_\_\_\_\_ DATE OF REPORT: \_\_\_\_\_

ALL ACCIDENTS SHOULD BE REPORTED TO THE SCHOOL DIRECTOR'S OFFICE AND TO THE RESPECTIVE DEAN USING THIS FORM ON THE DAY THE ACCIDENT OCCURS. THIS REPORT IS REQUIRED ON ALL INJURIES OTHER THAN MINOR CUTS AND BRUISES.

PLEASE SEND A COMPLETED COPY OF THIS FORM TO:  
CS Partners

**Request for a Parent Conference Form**

**Form #14**

Directions:

1. The teacher should submit this form to the Principal for approval. Upon the Principal's approval, the Administrative Assistant will set up the conference and return a copy of this form to the teacher.
2. This form should then be placed in the student's file.
3. A friendly reminder note will be mailed out to the parent. If time does not permit a letter being mailed home; a friendly phone call will be made to remind the parent of their conference.

Teacher's Name \_\_\_\_\_ Date \_\_\_\_\_ Class \_\_\_\_\_

Student's Name \_\_\_\_\_ Year \_\_\_\_\_

1. Reason for Parent Conference: \_\_\_\_\_

---



---



---

2. Expected Outcome: \_\_\_\_\_

---



---



---

3. Comments: \_\_\_\_\_

---



---



---

\*Conference has been scheduled for \_\_\_\_\_ at \_\_\_\_\_

---

Principal	Date	Confirmed by	Date
-----------	------	--------------	------

Conference Results: \_\_\_\_\_

---



---



---

cc: Student File

## ATTENDANCE

## Form #15

Attendance must be taken by the **TEACHER**; the teacher's record book is the "source" document used to verify memberships. Attendance must be taken in pencil/names written in ink. Teacher attendance book cover needs teacher's name, school building, and school year. Attendance pages are to show the month, dates, class period/hour and course title. In the case of team or block teaching situations, auditors must be able to locate the student's attendance record in a teacher's book. Records must be kept in a manner that allows auditors to trace the student back to a specific teacher's book to verify attendance.

Attendance must be taken EVERY CLASS PERIOD/HOUR.

With changes in the state aid act attendance record books are even more important than in the past. Teachers should keep one book for grades and one for attendance. Failure to keep accurate and complete records will result in the loss of funds to our school/district.

All teachers within each building/district need to use the same set of symbols. The following attendance symbols are to be used:

- "E" In the correct square for the first day of class for CA students, 1<sup>st</sup> & 2<sup>nd</sup> semester. {For students who have also transferred from another school}.
- "A" Unexcused absence
- "AE" Excused absence
- "TU" Tardy
- "TE" Tardy Excused
- "L" Left class (draw a single line through name, do not erase or use whiteout. Write the schedule change to Mr. Jones class on the attendance line.
- "SE" Suspension
- "DR" Student missed 10 days or more of school and has been dropped or student withdrew from school. If you know the destination, please include moved to Chicago or transferred to Central Middle School. Enter "**DR**" for the student when you have received conformation from the Office.
- "FT" Field Trip
- "H" Homebound {Principal, Office Manager approval only}

Teacher grade and attendance books are the property of the school. Books are not to be taken out of the building. They may be requested for a pre-audit prior to count day. They are collected at the end of the school year. These are to be saved along with any documentation to verify attendance for a period of three years.





**Crescent Academy  
Student Referral Form**

Note: This form will be returned to the teacher.

Student's name: \_\_\_\_\_

Date: \_\_\_\_\_

Grade: \_\_\_\_\_

Exact time out of room: \_\_\_\_\_

Sent to Office because (check all that are appropriate):

\_\_\_\_\_ Not adhering to Dress Code

\_\_\_\_\_ Disrespect to teacher

\_\_\_\_\_ Disrespect to student(s)

\_\_\_\_\_ Refusing to follow teacher's directions

\_\_\_\_\_ Habitual forgetting of supplies and homework

\_\_\_\_\_ Excessive Talking/ Disruption

\_\_\_\_\_ Other:

\_\_\_\_\_  
\_\_\_\_\_

Have you spoken to this student earlier this term about behaviors or actions?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, number of times \_\_\_\_\_

Have you made contact with a parent regarding the situation?

Yes \_\_\_\_\_ No \_\_\_\_\_ Date: \_\_\_\_\_

Do you believe that you can resolve your differences with this student?

Yes \_\_\_\_\_ No \_\_\_\_\_

Teacher's signature: \_\_\_\_\_

Action Taken by Principal/Assistant Principal:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Principal/Assistant Principal Signature

CRESCENT ACADEMY  
17570 W. TWELVE MILE  
SOUTHFIELD, MI 48076  
(248) 423-4581

ANNOUNCEMENT TO BE READ

Date: \_\_\_\_\_

ANNOUNCEMENT:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please read on the following dates:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Organization (club, etc.)

\_\_\_\_\_  
Teacher Signature

\_\_\_\_\_  
Principal/Assistant Principal Signature

**\*Announcements must be submitted 24 hours in advance.**

**Student Guest Pass Request Form**

**Form # 20**

Name of Guest: \_\_\_\_\_ Age: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

School or place of Employment: \_\_\_\_\_

Who to contact in case of emergency: \_\_\_\_\_ Phone: \_\_\_\_\_

Sponsoring student: \_\_\_\_\_ 2<sup>nd</sup> hour class: \_\_\_\_\_

(You must accompany your guest to the dance for entrance and present the lower, signed portion of this form. There is a limit of one (1) guest per student. Due date for this completed form is \_\_\_\_\_. **NO REQUESTS WILL BE ACCEPTED AFTER THAT DATE.**

---

**PRESENT AT DOOR**

Name of guest: \_\_\_\_\_

Sponsoring student: \_\_\_\_\_

This is an admission slip and must be presented at the door with your ticket entrance to the dance. No guest will be allowed to enter without this slip and if without the sponsoring student.

Approved:

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Homeroom Teacher





**BOOK REQUEST FORM**  
Crescent Academy  
17570 W. Twelve Mile Road  
Southfield, MI 48076  
248-423-4581

Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_ Course Title: \_\_\_\_\_

Grade Level: \_\_\_\_\_

Title of Book: \_\_\_\_\_

Copyright Date: \_\_\_\_\_ Edition: \_\_\_\_\_

Author(s): \_\_\_\_\_

Publisher: \_\_\_\_\_

Vendor: \_\_\_\_\_

Address & Phone (if known): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number of New books needed (if known): \_\_\_\_\_

Any other pertinent information? Catalog number, ISBN number, cost, etc.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CRESCENT ACADEMY**  
**17570 W. Twelve Mile Road**  
**Southfield, MI 48076**  
**248-423-4581**

**END OF THE YEAR CHECKOUT SHEET**

This form will be used at the time of your checkout. Every section must be signed or initialed before checkout is complete. The Administrative Assistant is the only person that can approve checkout on student record items.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Student Records: Must be initialed by Administrative Assistant** \_\_\_\_\_

- \_\_\_\_\_ Attendance entered into student's CA-60 file
- \_\_\_\_\_ Final Examination placed in student's CA-60 file

**Employee Records: Must be initialed by Administrative Assistant** \_\_\_\_\_

- \_\_\_\_\_ Gradebooks
- \_\_\_\_\_ Attendance Books

**School Materials: Must be initialed by Administrative Assistant** \_\_\_\_\_

- \_\_\_\_\_ Keys
- \_\_\_\_\_ Curriculum
- \_\_\_\_\_ Overhead Projector
- \_\_\_\_\_ Textbooks
- \_\_\_\_\_ Other Crescent Academy Materials
- \_\_\_\_\_ School Specialty Orders

Concerns and/or needs for next year:

---

---

---

---

---

Staff Signature: \_\_\_\_\_

Administrator Signature: \_\_\_\_\_

# Crescent Academy

## Job Descriptions 2008-2009

**PART II**  
**JOB DESCRIPTIONS**  
**CRESCENT ACADEMY**  
**2008 – 2009**

- 1. School Principal**
- 2. Administrative Assistant to the Principal**
- 3. Receptionist**
- 4. Technology Support Information Systems**
- 5. Coordinator of Marketing and Community Affairs**
- 6. Athletic Coordinator**
- 7. Coaches**
- 8. Para-professional**
- 9. Cafeteria Support Aid**
- 10. Custodian**

## II. Job Descriptions

### 1. The School Principal

Supervisor: MEP & Board of Directors

#### Duties:

- 1.1. The School Principal is appointed by MEP.
- 1.2. The School Principal has the final responsibility for all areas of operation and management of the school.
- 1.3. The Principal is assisted by the Administrative Assistant.
- 1.4. The Principal evaluates all personnel in the Academy.
- 1.5. The Principal may delegate some duties but remains responsible for the proper execution of such duties.
- 1.6. The Principal directs, oversees and supervises:
  - Employment/Dismissals
  - Evaluation
  - Publicity/Public Relations
  - The school budget
  - Employee compliance with contractual matters
  - Student life
  - Financial reporting and control systems
  - The school calendar
  - The implementation of policy
  - The maintenance of a current policy manual for the school
  - All areas that may impact on liabilities to the school

## 2. Administrative Assistant to the Principal

Supervisor: School Principal  
Evaluation: Quarterly  
Time: 12 Months

The Administrative Assistant's job is twofold. He/She will serve as the Administrative Assistant and assistant to the Principal.

### Duties:

- 2.1 Hours of Work 7:30 a.m.-4:00 p.m.
- 2.2 Maintain school attendance
- 2.3 Maintain school mailings
- 2.4 Producing school mailings
- 2.5 Schedule appointments for parent conferences
- 2.6 Coordinate and correspond with all teachers about parent/teacher conferences
- 2.7 Provide telephone coverage and take accurate messages for all teachers and administration
- 2.8 Ensure phone calls for absent students have been made by 10:00 a.m.
- 2.9 Maintain school academic and CA60 files
- 2.10 Maintain inventory supplies for school staff
- 2.11 Type letters for the school Principal
- 2.12 Proficient knowledge and use of Microsoft word, etc.
- 2.13 Be available during work hours (except for lunch) to greet and service parents in a timely fashion
- 2.14 Photo copy documents
- 2.15 Complete the mailing process as needed
- 2.16 Send reminders out to the teaching staff about parent conferences
- 2.17 File student documents for the school
- 2.18 Maintain a business/education environment
- 2.19 Administer student medication and Band-Aids; call home when students are sick
- 2.20 Administer female products when necessary
- 2.21 Has operating knowledge of computer and software use
- 2.22 Write letters and memos as required
- 2.23 Manage the front office so that at all times and under all circumstances, courteous and prompt response is given
- 2.24 Demonstrate high level of organization and systems approach in order to support the multiple levels of involvement of the Principal
- 2.25 Prepare daily task and involvement lists for the Principal
- 2.26 In a prompt and efficient manner, process all mail and communications received by the Principal
- 2.27 Manage all forms and paperwork required for the smooth operation of the school
- 2.28 Prepare and maintains operating budgets for the running of the front office.
- 2.29 Prepares the Principal's reports as needed
- 2.30 Is an ambassador of goodwill between the Principal, faculty, parents, students and all constituencies.
- 2.31 Prepares and maintains all data bases required by the Principal
- 2.32 Monitors all supplies received, stores them and distributes them in a efficient and timely manner.

- 2.33 Supervise and evaluate work of receptionist.
- 2.34 Order supplies in a TIMELY manner so that all inconveniences are prevented
- 2.35 Make sure that all times the front office is well organized, in order, and present a professional atmosphere
- 2.36 Bring to the attention of the School Principal all issues regarding the proper management and direction of the school
- 2.37 Supervise the Receptionist
- 2.38 Take, organize and distribute minutes as required
- 2.39 Provide all attendance reports on a daily basis to the Principal
- 2.40 Provide warning letters to parents after the third (3) and fifth (5) unexcused absence
- 2.41 Inform parents of failure of a class up to that point when the 6<sup>th</sup> unexcused absence has occurred.
- 2.42 Provide new Faculty and Parent Student Handbooks with the necessary corrections
- 2.43 Provide the Principal with all necessary reports as specified by the Principal
- 2.44 Other duties as required by the Principal

**Lunch Break:**

Note: Office staff is entitled each day to one 30-minute lunch break and two 15-minute breaks. In order to provide the most complete and comprehensive service, it will be necessary to have only one staff person on a break at a time. This must apply to the 15-minute breaks as well as to the lunch breaks. Office staff is required to be at their workstations at all other times.

### 3. Receptionist

Supervisor: School Principal

Evaluation: One a year

Time: 12 months

#### Duties:

Opens school office daily

Answers the telephones and receive visitors to the school

Handle student address/phone changes and forwards such information to the Main Office

Issue work permits

Supervise student office aides

Sort and distribute mail after it is received

Assist the Administrative Assistant in calling parents of absent students and of students who go home ill.

Assist in typing and coordinating school-wide mailings.

Assist in other projects requested by the Principal

Type and duplicate materials for teachers

Send notices of telephone calls to personnel concerned

Maintain the front office in an organized, attractive and clean manner

Makes sure that anyone entering the building signs in and signs out and wears a visitor's badge

Monitors security and safety of entrance doors

Make sure that the secretaries of the respective schools receive and file the excuses sent by parent/guardians

Be an ambassador of good will to all constituencies

Keep the principal apprised of problems or issues that impact CA

#### Lunch Break:

Note: The Administrative Assistant/Receptionist will prioritize all office work and daily projects.

Note: Office staff is entitled each day to one 30-minute lunch break and two 15-minute breaks. In order to provide the most complete and comprehensive service, it will be necessary to have only one staff person on a break at a time. This must apply to the 15-minute breaks as well as to the lunch breaks. Office staff is required to be at their workstations at all other times.

#### 4. Technology Support Information System

Supervisor: Principal & MEP

Evaluation: Annual

Time: 12 Months

Duties:

Provide the following reports to the Principal

- a. Report Cards/Progress Reports
- b. Provide all automated schedules. Provide automated Student Movement data to all concerned.
- c. Keep the integrity of all databases.
- d. Generate information on students at risk to the Principal on a bi-quarterly basis. Risk to be defined as academic, behavioral and attendance.
- e. Maintain all necessary hardware
- f. Trouble shoot any technology problems
- g. Provide training for skyward
- h. Other duties as necessary

## 5. Coordinator of Marketing & Community Affairs

Supervisor: Principal

Evaluation: Twice a Year

Time: 12 Months

### Duties:

Overall market of CA

Increase its visibility in the community. Assist in increasing the student population

Coordinate with CS Partners to provide a strong marketing campaign

Invite visitors to see our program and school

Disseminate brochures and other information throughout the community

Conduct monthly open house and tours

Maintain an album of all materials that concern CA, from the media, etc.

## 6. Athletic Coordinator

Supervisor: School Principal

Evaluation: Twice A Year

Time: 12 Months

### Duties:

- Organize, direct and implement an annual plan for the deployment of the sports program

- Responsible for all schedules and traveling arrangements of student-athletes, as well as for their safety

- Responsible for the proper implementation of state, league and school rules and regulation

- Assist in preparing the sports program/budget for the approval of the Principal, Management Company & School Board

- Supervise the proper behavior and training of each student, mindful that the athletic program falls within the physical and character development of the Academy

- Advise the School Principal on all areas concerning athletics

- Review, update and disseminate athletic handbooks

- Inventory all equipment and supplies at the end of the year

- Coordinate with the Principal all pep assemblies, early dismissals for athletic reasons

## 7. Coaches

Supervisor: School Principal

Evaluation: Once a year

### Duties:

- 7.1 In general, all coaches will carry out their duties in cooperation with the Coordinator of Athletics. All arrangements for games are to be made only with his/her authorization. All coaches should assist the Athletic Coordinator in any way that they can to keep the athletic program at Crescent Academy in line with the purpose for which it was instituted to develop the character of the students by good sportsmanship and the development of sound and healthy bodies. Therefore, the greatest care should be taken to give good example in all those virtues, which will strengthen the character development of the person.
- 7.2 If a coach takes disciplinary action in any sport, he must notify the Athletic Coordinator first, the parents and the athlete involved.
- 7.3 Coaches make budget and equipment requests through the Athletic Coordinator
- 7.4 Coaches are to turn in inventory lists and budget requests when requested by the Athletic Coordinator
- 7.5 Coaches must turn in a verified list of eligibility to the Athletic Coordinator two weeks prior to the first contest of their program
- 7.6 Specific Duties:
  - 6.1 Fulfills regulations and rules
    - Is prompt for practice time and game time
    - Has proper preparation and knowledge of the sport she/he is coaching
    - Properly maintain equipment for the sport
    - Know and use proper emergency procedures and First Aid for injuries
    - Evaluate their athletes for injury
- 7.7 At no time a coach may order equipment or uniforms without written approval of the Athletic Coordinator. The amount must be in the budget, which should be previously approved.

## 8. Para-professional

Supervisor: School Principal

Evaluation: Once a year

### Requirements/Duties:

Paraprofessionals and teaching assistants that serve in a substitute teacher basis must have at least 90 hours of college credit and have transcripts sent to MEP in order to receive the substitute rate of pay.

Title I Paraprofessionals hired after January 8, 2002 must meet the following qualifications:

1. 2 years of study at an institution of higher education, or
2. Associate's (or higher) degree, or
3. Meet rigorous standards through formal state or local academic assessment of ability to assist in instructing reading, writing, and mathematics

## 8. Cafeteria Support Aid

Supervisor: School Principal

Evaluation: Once a year

Time: School year

### Duties:

Oversees school food program for quality, efficiency and compliance with National School Lunch/Breakfast Standards

Works with Hot Lunch Provider to meet National School Lunch/Breakfast Standards

Maintains the following nutrition records:

- ✓ Menus
- ✓ Production Records
- ✓ Inventory
- ✓ Standardization of recipes

Supervises student help

Supervises Food Service Labor

Oversees compliance with standards for type A meal requirements

Promotes nutritional education in food service area (e.g. poster, Nutritional analysis)

Attends related workshops, seminars, and training

In conjunction with contracted Food Services:

- ✓ Ordering
- ✓ Assure commodity utilization
- ✓ Contribute to promotions/theme days
- ✓ Monitor quality of food services
- ✓ Monitor for smooth operations

## 9. Custodian

Supervisor: School Principal

Evaluation: Once a year

Time: 12 Months

Lunch: 1:00-1:30 p.m.

### Duties:

- 9.1 Hours 6:30 a.m. – 4:00 p.m.
- 9.2 Clean and disinfect all bathrooms daily. This includes the bathrooms for use by faculty and staff.
- 9.3 Empty all garbage each period.
- 9.4 Clean and vacuum all classrooms that are vacant during the day.
- 9.5 Dust, clean, and vacuum all administrative offices on a daily basis.
- 9.6 Clean the faculty lounge on a daily basis and all necessary equipment in faculty lounge.
- 9.7 Clean and disinfect locker rooms as needed and during holiday breaks.
- 9.8 Clean the gym/multipurpose room daily. A special cleaning should occur once a week.
- 9.9 Maintain necessary cleaning supplies and stock bathrooms as needed with toilet paper, hand towels, and soap each period.
- 9.10 Clean music room area and empty garbage on a daily basis.
- 9.11 Deliver all UPS, Staples, Office Depot and business boxes to the respective offices, classrooms, and/or supply/storage rooms.
- 9.12 Maintain 1<sup>st</sup> & 2<sup>nd</sup> floor hallways and high traffic greeting areas.
- 9.13 Maintain the property appearance around the building (picking up trash, ensuring grass and snow is maintained or hauled away by appointed contractors. Distributing salt during inclement weather between snow removals.
- 9.14 Change lights inside and outside of building.
- 9.15 Ensure the building is opened daily and secured at the end of the day.
- 9.16 Set up for all school programs as needed.
- 9.17 Clean the 2<sup>nd</sup> floor library, dusting, wiping down the library tables, chairs and emptying the trash.
- 9.18 Cleaning the computer lab, wiping down the computer tables, chairs and emptying all trash.
- 9.19 Clean the P.E. office in the multipurpose room; wet mop the floor and empty trash daily.
- 9.20 Clean the kitchen in the multipurpose room; wet mop the floor daily, empty all trash and wipe down the counter tops.
- 9.21 Open the building as needed on weekends for teachers/administration.
- 9.22 Block off parking lot at scheduled K-5 recess time
- 9.23 Secure outside contractors with permission for work outside of the scope of general job description.
- 9.24 Have keys made when requested.
- 9.25 Responsible for timely completion of Maintenance Request Forms.
- 9.26 Perform all other duties related to job title.

# Crescent Academy

## General Operating Policies/Procedures 2008-2009

## **I. In the Event of a Crisis or Death**

### **A. Notification**

Any person who learns of the death/traumatic event that may affect the school community should report such knowledge to the Principal. The Principal will then contact the teachers/staff.

The Principal will meet immediately with the staff to decide when to begin the plan. Options depend upon the time of day that the team learns of the death/traumatic event. Plan could begin any time during the day. If the plan begins at the end of the day it will be continued the next morning. The school will not be closed, but the day's activities will be altered as needed.

The Principal will also decide on necessary details such as: who will lead the staff meeting, who will call the Community Mental Health staff members, etc.

### **B. Contact with the Media**

The Principal will designate one person to be the spokesperson for all media contact, and this should be the only staff person to talk to the media. All others will refer media to this person. The principal will prepare a press release containing as many facts as possible without violating privacy laws and without containing conjecture or hearsay. Any other non-school person or non-media persons will be asked to leave or directed to the proper authority.

### **C. General Staff Meeting**

(Step 4 & 5 may precede a general staff meeting in the case of morning or midday event.) The meeting will be held as soon after notification of the event as possible.

#### **Agenda**

- ✓ School Principal will give facts known and introduce team spokesperson.
- ✓ Team spokesperson will outline activities for the day following this plan.
- ✓ Team spokesperson will introduce school and/or community health staff members.
- ✓ Staff will discuss bereavement process and answer questions.
- ✓ A handout will be distributed which lists an outline of the bereavement process, sample lesson plans, and types of behavior/reactions that can be expected.
- ✓ Following the presentation and Q & A session with the staff, the staff will be encouraged to stay and break into small groups. These small groups would provide an opportunity for staff to deal with their own feelings of loss and grief.
- ✓ Team members will act as facilitators for these small group discussions.
- ✓ The memo announcing the death/traumatic event will be distributed to the staff for use in discussing the situation with students, if not previously handed out after a P.A. announcement.

### **D. P.A. Announcement is made**

Prior to an announcement, a staff member will coordinate crowd control and be responsible for clearing the halls of students and others. All students will be under the supervision of a teacher.

There will be a public announcement made by an administrator announcing the death/traumatic event. This announcement should contain as many substantiated facts as possible without violating

privacy laws. AVOID conjecture and hearsay, AVOID gory details, AVOID excess emotion—DO express feelings of loss. If not previously distributed (at the general staff meeting), copies of the announcement will be distributed at this time to all classrooms. The written announcement may contain some more details than the verbal announcement, but should follow the same guidelines.

#### E. Discussion

After the P.A. announcement, the teacher will read or paraphrase the written announcement. Time should be provided for questions and discussion where needed. However, returning to regular routine as quickly as possible will be helpful.

Discussion might include the story of the death/event (listen for guilt); the life of the deceased, including discussing memories; expectations regarding the funeral/future and responses of what they can do. (A good ritual is one that is widely shared by survivors.)

Group activities include talking and sharing, comforting and calming, and writing out feelings for those who cannot express themselves verbally.

#### F. Subsequent Classes/Activities

Throughout the balance of the day, teachers are encouraged to conduct classes and alter the content area, as necessary, to be sensitive to issues on the students' minds.

#### G. Crisis Rooms

Throughout the day of crisis, students who are particularly upset will be given the option of leaving class and going to the office. This room(s) will be staffed by one or more of the following: social workers, Team members, school counselor, CMH worker, community pastoral team, etc. There should be one staff person for every 6-8 students.

Students must have passes from classes to the crisis rooms. Students will return to their sending teacher 5 minutes before the end of the hour with a pass. Students may return to the crisis room after checking with the next hour's teacher and receiving a pass. For those students who should remain in the crisis room, a note will be sent to the sending teacher by a team member.

## **II. Professional Behavior**

#### A. Availability to Students

Faculty will be in their respective classrooms from 3:45-4:00 p.m., unless they have children waiting for rides every day to help students that may need help unless they are directing a club or sports activity. Faculty may also choose to meet with students at lunch, during planning with the principal's permission. Permission not available from 3:45-4:00p.m. must be obtained from the Principal. Personnel may leave at 4:00 p.m. if they are not running an after school program. Teachers running an activity on their scheduled day can leave after all of their students have been picked up or released to latch key.

## B. Attendance

Faculty and staff of Crescent Academy, by virtue of the teaching contract with CS Partners, are contracted for 206 days of professional service. This includes at least 186 days of instruction, in-service days at the beginning and end of the school years as decided by the administration, and in-service days during the school year. New faculty and staff are further required to attend a new faculty and staff in-service prior to the beginning of the school year in-services.

On school days, full-time faculty and staff are required to be in the building by 7:30 a.m., and may leave for the day at 4:00 p.m. The hours for part-time faculty and staff are specified in their contracts. In-service days, etc. will have attendance times designated by the Principal. No faculty member should leave the building during contracted hours unless the Principal has been notified and the teacher has received permission. Faculty are required to be in their classrooms during class periods. **CLASSES SHOULD NOT BE LEFT UNATTENDED.** If an emergency occurs and a teacher must leave his/her classroom another faculty or staff member should be asked to step into the classroom.

Absences due to illness, personal reasons, or for student events are covered in CS Partners Employee Handbook.

**Faculty and Staff are expected to be in attendance at the following: all faculty/staff meetings, Parent-Teacher conferences, Honors Convocation, Graduations, and any other events deemed necessary by the Principal.**

Attendance at student extra-curricular events is encouraged. The Principal will determine attendance at Parent meetings, (i.e. PTA).

## C. Code of Conduct

The following Code of Conduct for educators applies:

In fulfilling our responsibilities as professional educators we are called to maintain professional standards by:

1. Preserving the reputations of colleagues, administrators and students.
2. Safeguarding the exchange of confidential information.
3. Refusing to use the classroom to further personal ends through the sale of any goods, products, or publications.
4. Refraining from using the school as a platform for one's own beliefs, which are not in accord with the philosophy of Crescent Academy.
5. Assisting in the orientation of faculty and staff new to a position or the school.
6. Considering the obligations of the contract with the school as binding in a most serious manner, conscientiously fulfilling the contract.
7. Upholding the authority of the Principal and CS Partners when communicating with parents, students and the community.
8. Presenting honest, accurate professional qualifications of self and colleagues when required for professional reasons.
9. Upholding rules and regulations found in CA Handbooks. Faculty and staff should also uphold the mission statement of the school as well as support the objectives and goals of Crescent Academy and follow the standards, policies, and guidelines of the school and CS Partners.

#### D. Classroom Atmosphere

Teachers are expected to provide an attractive atmosphere for learning by insuring that the classroom is kept clean and orderly and that all student's respect the property of the school, teachers and other students. Teachers are encouraged to change bulletin boards frequently once each month. Teachers should encourage students to maintain a clean environment and to be respectful of the school's property.

#### E. Classroom Management

Faculty is expected to maintain a well-managed classroom. Teachers are encouraged to use class time productively and should seek to foster the learning process by:

1. Establishing clear goals and objectives for all courses.
2. Explaining clearly the requirements and expectations of each course.
3. Employing a variety of teaching methods, classroom activities and homework assignments.
4. Employing appropriate means and frequency of testing and/or other methods of evaluation.
5. Establishing the appropriate relationship between achievement, discipline, and time on task by requiring the students' presence in a supervised setting at all time in the course of the instructional day.
6. Holding students accountable for all work and providing feedback in an appropriate manner.
7. Monitoring students during all in-class activities.
8. Refraining from letting students leave the classroom except for emergencies and bathroom breaks.
9. School time should be well utilized, so students re not bored.

#### F. Dress Code

As role models for the students, faculty and staff should dress in a manner that is beyond reproach and is reflective of the goals and philosophies of Crescent Academy. Professional attire appropriate to the learning environment is expected of all faculty and staff. Male faculty members should wear shirt and tie unless coaching, which requires other attire. Ladies should dress in good taste, in a professional manner. Mini-skirts are not in good taste in a working environment. Jeans of any kind or style are prohibited unless school is not in session or it is an approved dress down day.

#### G. Professional Courtesies

**Faculty and staff are expected to be courteous to others by:**

1. Respecting the class time of other faculty and attempting whenever possible to avoid interruptions of classes.
2. Withholding permission for students to participate in field trips, college visits, and other extracurricular activities when the resulting absence will place those students in academic jeopardy.
3. Submitting announcements for the daily bulletin no later than 7:45 a.m. using the proper form.
4. Advising all personnel with 2 days of anticipation of the names of students going on a trip.
5. All conflicts are to be resolved in private or in front of the Principal if needed. Never in front of students and parents.

## H. Relationship to School Principal

As we serve as models to our students in our school community, we must be examples of how to present ideas, suggestions, propose changes, give constructive evaluations and manage conflict resolution. Openness and sincerity should guide the collegial atmosphere that must underwrite this relationship. The morale of any institution is the sum total of every one's contribution. The school Principal's open door policy is an invitation to the growth and development of professionalism. Negative behaviors consume energies required for the instruction and formation of our students. Positive individuals contribute to high morale.

## I. Faculty Lounge and the "Social Club"

All faculty and staff are encouraged to use the lounge for planning, lunch, and socializing. To maintain a positive atmosphere, each individual is responsible for cleaning up his/her space. If necessary, a rotating schedule will be implemented to ensure that the lounge remains in appropriate condition. Gossip that hurts the good name of a person, back biting, and improper language is hardly professional and is harmful to a cohesive environment. People who engage in this behavior are detrimental to any environment.

The social club to supply the faculty lounge with necessities collects a voluntary annual fee of \$20.00. A portion of this fee is used for the purchase of greeting cards, food for gatherings, supplies for faculty-sponsored events, flowers for special occasions, etc.

Faculty and staff birthdays are celebrated with cake in the Faculty Lounge at the lunch hour or after school sponsored by the social club.

## J. Sexual Harassment Policy

Crescent Academy has a set policy on Sexual Harassment as it pertains to the school environment – Faculty and student body. See Parent Student Handbook.

## III. Classroom Procedures

### A. Attendance

It is imperative that the attendance records be very accurate. The school is penalized if we cannot account for every student at all times. Your attendance notebook is a legal document. At year-end attendance notebooks are collected and kept for 3 years.

### B. How to Administer Quarter & Semester Exams

1. Students may not leave the room for any reason during exams. Exams will last one hour or more. Students will have a break between exams if one is needed for MEAP or the TerraNova.
2. Students may not talk or ask questions after the exam has started. Ask the students to listen while you go over the exam, then answer questions they may have. Do not permit questions after the question period is over.
3. Ask students to cover their test papers with a clean paper you provide.
4. Ask students to raise their hands when they are finished so you can go over and collect their paper. This will diminish the possibility of copying if people are walking all over the room.

HAVE THINGS TO DO FOR THOSE WHO FINISHED EARLY. THOSE WHO FINISH EARLY MUST NOT TALK OR INTERRUPT OTHERS.

5. BE MINDFUL OF OTHER CLASSES WHO ARE TAKING TESTS. Do not allow noise that will disturb others. Silence is required until the exam period is over. All subjects must be formally tested.

The teachers will work together as a team to collectively come up with an exam schedule.

#### **IV. Emergency Procedures**

##### **A. Fire**

Faculty and staff should familiarize themselves with the location of fire alarms and their proper use. Faculty and staff should assume the responsibility of ringing the alarms when necessity arises. Practice fire drills will occur throughout the school year. During a fire drill, teachers must take their attendance books with them and parent contact info when they exit the building. Teachers must take attendance once they have reached the “safe” location to account for all students. Upon their return to the classroom, attendance should be taken again.

##### **B. Tornado**

No one should leave the building during a tornado drill or alarm. Everyone should move to a safe place pre-designated by the principal. Horseplay will not be tolerated.

##### **C. Student Emergency**

Faculty and staff are responsible for providing a safe and orderly educational environment by insuring that classrooms are free from hazards and that students are supervised at all times when present in the school building or involved in school-sponsored events. In the event of an accident in which a student is injured, the following procedures should be followed:

1. Attend to the student immediately and assess the extent of the injury.
2. Inform the Principal or designated individual who will provide first aid. Inform the Principal who will have the Administrative Assistant make out an accident report and call home.
3. Obtain an accident form from the office and complete it in a prompt and accurate manner.
4. A copy of the report should be sent home with the student.

#### **V. Students**

##### **A. Students leaving school without their parent or guardian**

No student is allowed to leave the campus during school hours without written permission from a parent or guardian. Permission to leave must be verified by the office. A pass will then be issued to the student with the time he/she needs to be excused. The student is expected to show this pass to the appropriate teachers. Before leaving the student will sign out in the office.

**The teacher in charge of the field trip will handle permission slips for field trips. Please see the section on Field Trips.**

**NO STUDENT MAY BE OUT OF THE BUILDING ON SCHOOL MATTERS, WITHOUT PARENTAL PERMISSION IN WRITING.**

## B. Student Misbehavior

Teachers should promote a positive learning environment through an orderly and well-disciplined classroom. Time on task helps to cut down on discipline problems, but there are always cases when disciplinary action is needed. The following are suggestions for maintaining a disciplined classroom. Teachers are managers and should be able to promote order and discipline. In extreme cases, Student Services will be asked for assistance.

1. Teachers should establish a list of classroom rules combined with clear consequences. This list should be distributed to the students at the beginning of the course.
2. Any disciplinary action given by the teacher should be done in a respectful manner and should be consistent with the action stated in the classroom rules.
3. Repetitive misbehavior – The teacher should consult with the parents. If the problem still continues, the problem should be written up and sent to the office.
4. Discussions of serious offenses should take place privately, either out in the hall or in the Principal's office. Teachers should recognize that it is unprofessional to lose one's temper, especially when the student is also in a volatile mood, and in such instances it is best to remove the student from the classroom until tempers have cooled. Write up the incident and send it to the office.
5. Teachers should remove any student from the classroom who the teacher feels has acted in a highly inappropriate or dangerous manner. The student should be sent immediately to the office.
6. Serious discipline issues should always come to the attention of the Principal.
7. Insulting and belligerent behavior will never be tolerated.
8. The Principal should be involved in very serious cases.

## C. School Supervision

Students are the school's responsibility from 7:00 a.m. to 6:00 p.m. All directors of Clubs and after school activities are responsible as well for after school supervision. Students may never be left unattended. Teachers will be held accountable for supervision in the areas assigned before, during and after school. If a teacher cannot supervise on a particular day, he/she must inform the Principal/Administrative Assistant so a substitute can be provided.

When it is time to switch classes, all teachers are expected to stand in their classroom's doorway to supervise both their classrooms and the corridor.

## D. Extra-Curricular Activities

The faculty sponsors of clubs and teams who meet or practice after school are expected to supervise the club or team members while in the building. Teachers should not leave students unattended.

## E. Lunch

Faculty must drop off and pick up their students from lunch. Faculty is also asked to help supervise the hallways at the beginning and end of the lunch periods to help control the large groups of students crossing from lunch to classes.

## F. Sports Events

Faculty may be asked to help supervise some athletic events as needed.

#### G. Field Trips

1. All field trips and outside of school activities must have approval of the School Principal.
2. A list of all students going on a field trip must be distributed to the teachers one week prior to leaving.
3. To insure the desired outcomes of field trips, teachers should prepare the students for the place that is to be visited and the things that are to be seen. A discussion should be held regarding the purpose(s) and goals of the trip and review behavior expectations. An advanced visit by the teacher is highly recommended.
4. No student may participate in a field trip unless a signed parent permission slip for the specific event is on file with the School Principal.
5. Whenever possible, bus transportation should be used. Parents can not transport students unless it is their own child.
6. Each driver and chaperone must be given a copy of the approved itinerary including route(s) to be followed and a summary of responsibilities.
7. For trips other than interschool athletics, supervision of one (1) adult per ten (10) students is required.
8. No trips may be undertaken in the name of CA, after school is finished at year-end unless approved by the Principal.
9. The Principal does reserve the right to deny students who have had continuous behavior problems from attending a scheduled field trip.

### VI. Teacher-Parent Policies

#### A. Code of Conduct

The following is adapted from Code of Conduct for Teachers:

Faculty and staff are called upon to assist parents in fulfilling their obligation for the education of their child. Recognizing this duty includes:

1. Respecting parents' fundamental right to know, to understand, and to share in decisions that affect the education of their child by:
  - a. Assuring parents of a commitment to ongoing education.
  - b. Keeping parents apprised of the curriculum and method of instruction.
  - c. Providing opportunities for parent to help shape school policies as well as keeping them well informed of all current policies.
2. Developing educational programs and activities to enhance family life as well as the home school relationship.
3. Respecting any confidential information that parents share.
4. Reporting to parents their child's progress regularly and as needed.
5. Maintaining an environment that is safe and conducive to learning.
6. A report of all parent-teacher conferences regarding academics or behavioral matters should always come to the Principal's attention.
7. Parents are "our customer." They should be treated with professionalism and kindness. We should expect to be treated likewise.

## B. Parent/Teacher Organization (PTO)

The Parent-Teacher Organization will provide meetings every month for parents to plan or receive information about the school. This is the official arm of the school and the parents. At the monthly informational PTA meeting, a group from the school will make a presentation in order to keep the parents apprised of what is happening. A representative will attend to answer questions at the informational meeting.

## C. Conferences with Parents

Parent-Teacher conferences are held three times a year. Parents pick up the report cards at school and then have the opportunity to discuss their student's progress with the teachers. All report cards not picked up at parent-teacher conferences will be mailed home. Conferences with parents may also be held at the request of the teacher, parent or Principal at a mutually convenient time. Arrangements for the meeting, date and time should be facilitated by the Administrative Assistant, the teacher or Principal. Parents that have any outstanding bills in the school will not receive a report card until all pending financial matters are settled.

## VII. General Policies

### Teacher Absences

#### A. Personal Leave

For planned absences, faculty should submit the Teacher's Absence Request Form to the Administrative Assistant at least five days prior to the absence. The Admin. Asst. will work with the faculty member to arrange coverage.

#### B. Sick Leave

Emergency absences due to illness, etc. should be phoned into the Principal/Administrative Assistant as soon as possible, but not later than 5:30 a.m. on the morning of the absence. The teacher should make arrangements for lesson plans to be ready for the substitute or indicate that emergency plans should be used. All teachers must have 10 day's emergency plans on file in the Principal's office.

#### C. Lesson Plans

Teachers are required to have 10 day's emergency lesson plans available in case of absence due to illness, etc. Teachers should submit weekly lesson plans to the Principal, by Monday morning at 8:00 a.m. of each week.

#### D. Mailboxes/E-Mails

Mailboxes are currently located in the Main Office. Faculty and staff are encouraged to check their mailboxes frequently. It is the responsibility of the teachers and staff to check their mailbox, and to read memos and all communication. Teachers should keep memos from the Principal in a loose-leaf notebook for ready reference. Teachers should check their school e-mail throughout the day for school communications.

## E. Purchasing Procedures

All purchases must be approved ahead of time by the school Principal. All pre-approved purchases will require a business receipt. Purchase orders can only be approved and initiated by the school Principal.

## F. Request for Classroom Supplies

Faculty and staff should fill out the supply request form available in the office a Faculty Handbook. Faculty should request supplies at least two days in advance. Supplies will be put in mailboxes or delivered to the classroom. The Principal must approve the request.

## G. Student Schedule Changes

Student schedule changes can only be done with the approval of the Principal. In rare cases only, will student schedule be done. We encourage our students to learn to get along with their peers and teachers.

## H. Telephone

A telephone is located in the mailroom. Teachers may use this phone for local calls. Out of state calls can only be made in the office with the permission of the Principal and Administrative Assistant.

## I. Faculty Meeting

All faculty meetings must be attended by all personnel unless excused by the Principal. The Administrative Assistant will provide a sign in list for all meetings.

## J. Full Load

Teachers are expected to teach the required subjects, plus have a planning period. One or two extra areas of responsibilities can also be expected.

## **VIII. Operational Solutions**

### A. Sales

Selling of all products should be confined to before and after school and during lunch. A temporary table may be set up in the main hallway. The officers and faculty members of the group must be responsible for cleaning up litter resulting from the sale of products. Failure to do so may result in the loss of the right to sell the product. Product sale must benefit a specific club or school approved organization.

### B. Independent Studies

Independent classes are not permitted unless there are no other choices. No teacher may recommend and/or approve an independent course without consulting the Principal. Only extraordinary

circumstances such as a conflict caused by the master schedule not permitting a student to take a course necessary for graduation would warrant an independent course being given. Guidelines should be set up for both student and teacher involved in such a class, and a signed approval by the Principal must be on file.

#### C. Teacher's Privacy

Teachers should not ask students to come into the teacher's lounge to study or to do tasks for them. They should also discourage students from looking at papers and personal belongings on their desk or in their cabinets, etc.

#### D. Student Dress Code Violations

All dress code violations should be dealt with immediately. All violations will be reported to the Principal on a daily basis. Continual dress code violation will warrant suspension.

#### E. Visitors

All visitors should sign in at the Office. Visitors must wear a badge indicating their status as visitors and should be announced to the school office. Student visitor passes must be filled out at least 24 hours ahead of the visit and each teacher must sign that it is okay to bring the guest to their class. Parents may not enter the classroom (except as aides) without the written permission of the Principal. The Principal will obtain the permission of the teacher in advance. If a visitor becomes belligerent or obstructive, the Principal will ask the visitor to leave. In extreme cases, the police will be notified.

#### Conclusion:

Our success depends on our ability to work together as a team towards the education and formation of our students. Let us always keep the students at the center. This is not about us as adults rather this is about the students. The students deserve the best possible education you can provide. As educators, you have assumed the greatest position, which is preparing the future. Our mission is a noble one, and our students need us. Let us be the **BEST WE CAN BE AS PROFESSIONALS**.

### CA Book Check In & Out

Teacher: \_\_\_\_\_ Room: \_\_\_\_\_

Subject: \_\_\_\_\_ Publisher: \_\_\_\_\_

Title of Book: \_\_\_\_\_ Cost: \$ \_\_\_\_\_

ISBN No.: \_\_\_\_\_

Student Name	Book #	Issue Date	Book Returned	Parent Contacted	Parent Response	Book <input type="checkbox"/> Date	Book <input type="checkbox"/> Date
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							
16.							
17.							
18.							
19.							

*\*A master copy must be turned in to the Principal. This form must be returned to the school Principal on the last day of school.*

## Materials, Supplies and Equipment Lists (Grades K-2)

Teacher: \_\_\_\_\_

Grade: \_\_\_\_\_

Supplies	Quantity in Stock	Quantity Needed
Alphabet Cards		
Binders		
1"		
2"		
Calendar Holder		
Calendar Inserts		
Chart Table for Easels		
Classroom American Flag		
Clock		
Correction Fluid (White Out)		
Crayons 24ct boxes		
Desk Blotter		
Dictionary		
Electric Pencil Sharpener		
EZ Grader		
Erasers		
Pink School Eraser		
Dry Erase Board		
First Aid Supplies		
Folders:		
Duo-Tang		
File Folders		
Glue:		
Liquid Glue		
Glue sticks		
Hole Punch:		
3-Hole		

Single Hole		
Index Cards		
Markers:		
Expo Overhead Markers		
Sharpies (Fine Point)		
Sharpies (Professional)		
Dry Erase		
Highlighters		
Black		
Blue		
Brown		
Green		
Orange		
Purple		
Red		
Yellow		
Metric Rulers		
Paper:		
Wide Ruled Loose Leaf		
Graph Paper		
Writing		
Legal Pad		
Paper-Construction Paper 9" x 12"		
Blue		
Yellow		
Pink		
Purple		
Orange		
Green		
Black		
White		
Brown		
Red		
Paper Clips:		

	Large		
	Small		
Pens (Ball Point):			
	Black		
	Blue		
	Red		
Pencils			
	Regular Barreled		
	Starter Pencils (Bigger Barrel)		
Post-It Notes			
Protractors			
Rulers			
Scissors			
Sentence Strips			
Stackable Desk Tray			
Staple Remover			
Stapler			
Staples			
Sticky Tack			
<b><i>Tape Items:</i></b>			
	Tape Dispenser		
	Scotch Tape Refills		
	Masking Tape		
	Packaging Tape		
Thesaurus			
Transparencies:			
	Copy Machine		
	Printer		
Waste Paper Baskets			
White Board Erasers			
<b>FURNITURE AND EQUIPMENT</b>			



	1"		
	2"		
Calendar Holder			
Calendar Inserts			
Classroom American Flag			
Clock			
Compasses			
Correction Fluid (White Out)			
Crayons 24ct boxes			
Desk Blotter			
Dictionary			
Electric Pencil Sharpener			
Erasers			
	Pink School Eraser		
	Dry Erase Board		
EZ Grader			
First Aid Supplies			
Folders:			
	Duo-Tang		
	File Folders		
Glue:			
	Liquid Glue		
	Glue sticks		
Hole Punch:			
	3-Hole		
	Single Hole		
Index Cards			
Markers:			
	Expo Overhead Markers		
	Sharpies (Fine Point)		
	Sharpies (Professional)		
	Dry Erase		
	Highlighters		
	Black		

Blue		
Brown		
Green		
Orange		
Purple		
Red		
Yellow		
Metric Rulers		
Paper:		
Wide Ruled Loose Leaf		
Graph Paper		
Writing		
Legal Pad		
Paper-Construction Paper 9" x 12"		
Blue		
Yellow		
Pink		
Purple		
Orange		
Green		
Black		
White		
Brown		
Red		
Paper Clips:		
Large		
Small		
Pens (Ball Point):		
Black		
Blue		
Red		
Pencils		
Post-It Notes		
Protractors		

Rulers		
Scissors		
Stackable Desk Tray		
Staple Remover		
Stapler		
Staples		
<b><i>Tape Items:</i></b>		
Tape Dispenser		
Scotch Tape Refills		
Masking Tape		
Packaging Tape		
Thesaurus		
Transparencies:		
Copy Machine		
Printer		
Waste Paper Baskets		
White Board Erasers		
<b>FURNITURE AND EQUIPMENT</b>		
Book Shelves		
Bulletin Boards		
Calculators		
Chairs		
Computers		
Desks		
Filing Cabinets		
Listening Centers		
Overhead Projector		
Tables		
<b>OTHER ITEMS NEEDED:</b>		

MIDDLE SCHOOL  
MATERIALS, SUPPLIES AND EQUIPMENT LIST

Name: \_\_\_\_\_

Room #: \_\_\_\_\_

SUPPLIES	AMOUNT ON HAND	AMOUNT NEEDED
Tape Dispenser		
<b>Tape:</b>		
Scotch		
Masking		
Storage Tape/Packaging Tape		
E-Z Grader		
Alphabet Cards		
Number Lines		
Stapler		
Staples		
Staple Remover		
Rulers		
Newsprint paper		
Crayons (12 oz. Box of 8)		
Scissors		
Protractors		
Compasses		
Transparencies		
Construction Paper (all colors)		
<b>Magic Markers:</b>		
Black		
Brown		
Blue		
Green		
Red		
Orange		
Purple		
Yellow		
Highlighters		
Glue		
Legal pads		
Writing Paper		
Pencils		
Single Hole Punch		
Three Hole Punch		
<b>Ball Point Pens:</b>		
Black		
Blue		

Red		
Correction Fluid (white out)		
Pencil Sharpeners		
Clocks		
Flags		
Paper clips (all sizes)		
Waste paper baskets		
Post-it Notes		
Metric Rulers		
Loose leaf Paper		
Dry erase Markers (all colors)		
Maps		
Duo-Tang Folders		
Binders		
File Folders		
Math Paper		
Graph Paper		
Map Holders		
Index Cards		
Calendar Holders		
Calendar Inserts		
Desk Blotters		
First Aid Supplies		
Stackable Desk Tray		
<b>EQUIPMENT/FURNITURE</b>		
Overhead Projectors		
Calculators		
Tape Recorders		
CD Players		
Globes		
Computers		
Bulletin Boards		
Desks		
Tables		
Chairs		
File Cabinets		
Book Shelves		
<b>Other:</b>		