

Staff Handbook



2016-2017

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School Policies and Procedures

Assemblies

Assemblies are held periodically in the first floor auditorium. Teachers are expected to record student attendance and to remain with their class for the entire assembly program.

Requests to use the auditorium should be addressed to the Main Office. A Request Form is attached.

Audio-Visual Equipment

The school maintains a well-equipped Audio Visual Room. This room contains televisions, digital cameras, projectors, CD player, DVD burner, and a book binding machine. A School Aide is responsible for maintaining and securing all equipment. A reservation schedule is used for all equipment. Please reserve equipment in the Main Office. It is the responsibility of each teacher to pick up and return all equipment on a timely basis.

Bulletin Boards

Bulletin boards in the classrooms should be kept current and display pieces of exemplary student work.

Bulletin boards in the hallways will be assigned to teachers for the entire year. It is the responsibility of each teacher to check the bulletin board schedule and to update the bulletin board before the due date (6 times per year). Hallway bulletin boards should display exemplary student work and may not display exams or consist solely of photos.

Computer Lab: A computer lab is available in Room AG 36 & 38. Space must be reserved in advance with the Secretary. Blocks of time may not be reserved on a permanent basis in order to allow all teachers equal access to the lab. Eating, drinking, or gum chewing is



Please report any equipment issues to Mr. Taylor in the Main Office. Mr. Taylor may not always be available to troubleshoot your issues while you are in the room. Keep in mind that at certain times computers and printers may not be available for use because of maintenance issues. Please plan accordingly so that students are prepared to share machines if needed.

Copy Machines

Copy machines are available in the AV Room. Teachers are asked to familiarize themselves with operating procedures in order to prolong the use of these machines. Students are not allowed under any circumstances to make copies for teachers. Do not send students to the copy room. If the machine malfunctions please notify the School Secretary in the Main Office.

Emergencies

A variety of emergencies are possible and teachers should be prepared to execute the procedure for each. Examples of such emergencies include fire drills, shelter drills, evacuation emergencies, snow emergencies, transit emergencies, custodial and traumatic emergencies. The School Safety Plan describes actions to be taken in the above situations and copies are available in the Main Office.

Hallway Supervision

At the end of class each teacher shall dismiss the students promptly and stand outside the doorway to assist and supervise as the students pass.

Laptop Policy

Certain classrooms are equipped with laptops (and/or a laptop and projector combo) and in-room safe for the exclusive use of the teacher of that room during instructional time. Teachers will be issued a contract for the privilege of the use of these laptops. In the event that a teacher does not wish to assume this responsibility, he or she may request that the laptops and in-room safe be removed. We hope that you will find these laptops convenient for your use and that you are excited to have the opportunity to integrate technology into your curriculum.

This policy has been established in an effort to minimize problems and reduce teacher liability. Kindly use these laptops during instructional time and ensure that you are always present when the laptops are being utilized. In an effort to make sure that the laptops are being used for educational purposes and to reduce the risk of loss, students may not use the laptops before or after school or during lunch. Teachers issued laptops may not bring the laptops to another classroom for use, even if the teacher who is issued the laptops is present.



Please remember to charge the laptops and report any issues or problems with the laptop promptly to the Main Office. Inventory will be taken randomly once a month. In the event that a laptop is stolen/lost or if a teacher does not properly secure the laptops/projector in the in-room safe, all remaining laptops/projectors will be subject to immediate removal.

Library

The Library is located on the second floor. Teachers can reserve a time to escort their classes to the library. Contact the Librarian to reserve a time.

Mailboxes

Teacher mailboxes are located in the Main Office. Teachers are expected to check mailboxes twice a day: at the opening and close of the school day. Important notices will be posted on a bulletin board near the mailboxes.

Morning Announcements

Morning announcements will occur at approximately 10:35am each day. In order for announcements to occur on a timely basis, requests should be submitted to the Main Office before the end of the previous day in order to allow for review.

Repairs

All needed repairs or hazards should be reported immediately to the School Secretary. Please use the form included in this handbook to indicate the room number and a description of the needed repair. The School Secretary will arrange with the school Custodian in order to repair the problem.

Rooms

Rooms are to be locked and windows closed when not in use. Students are not permitted access to an empty room when not supervised. Teachers are asked to secure their personal belongings when not present. The school cannot be held liable for the loss of personal items.

School Safety Plan

A copy of the School Safety Plan is available for review in the Main Office. It is recommended that teachers become familiar with this plan.

Fire drills will occur twelve times a year, eight of which shall be held prior to December 1st. During drills each teacher is required to accompany their class and have a class list with them. They should follow the students out of the classroom, close the door, and supervise the students in a quiet and orderly egress. During fire drills all persons should use the designated exit, unless it is blocked.

Exit 1 (end of hallway)	Rooms AG 01 – AG 14, A102
Exit 2 (across from Rm. AG16)	Rooms AG 16 – 28, A116
Exit 3 (across from Copy Room)	Rooms AG 30 – AG 40
Exit 5 (Lower Main Entrance)	Rooms CG 01 – CG 03

Exit in the parking lot at rear of building. Walk along driveway to sidewalk. Make a right turn and walk towards Wingate Field along the fence until clear of building.

Auditorium	Use Main Entrance. Cross the street (Kingston Avenue) go right towards Winthrop Avenue.
Library	Use Stairway C which leads to Exit 3. Walk to Wingate Field.
Gymnasium	Boys Gym – Use Exit 19 Girls Gym – Use Exit 18

Fire Wardens will be the school Deans. They will search the bathrooms and assure that no student is left behind. All doors must be closed during a drill.

Security Guards

Security guards are assigned to schools by the Office of School Safety. They are assigned to specific areas of the building at specific times.

Supplies

Teachers should provide their own classroom items including dry erase markers, erasers, post-its, masking tape, highlighters, paper plates, cups, etc.

Telephone Intercom System

Each classroom and office is linked with a school telephone. Each room may be contacted by dialing the appropriate number. In addition, the Staff Room is equipped with an outside telephone line. Teachers may use this telephone for school-related business.

Visitors/Deliveries

All visitors to the school must provide photo identification at the Main Entrance of the school. They will then be issued a visitor's pass for the ground floor and will report to the Main Office. In order to not disrupt instruction, no visitor will be allowed to go directly to a classroom without being escorted by a school aide.

Appointments with parents should be scheduled during preparation periods or lunch. All scheduled appointments should be reported to the secretary in the Main Office.



The Office Staff or Hallway Staff is NOT available to place and/or receive food orders for teachers. In addition, students should never be allowed to place and/or receive orders for themselves or teachers. Food deliveries may not be sent to or held in the Main Office and will be turned away. If you are teaching, please arrange with another staff member to receive your order. Students may not pick orders. Deliveries will not be allowed to individual classrooms.

Classroom Celebrations

Eating in the classrooms is not encouraged because of garbage disposal and vermin issues. Please limit the number of celebrations you have and try to keep them simple with cake or chips.



Teachers should remain with their students during the entire celebration. Please dispose of any trash in sealed bags. In order to prevent classroom interruptions students are not allowed to leave or visit other classrooms.

Personnel Policies and Procedures

Absences

Teachers are required to contact the **Main Office AND the Assistant Principal** by 6:30 am on the morning of the absence. An email or text message is not considered appropriate contact.

A telephone call must be made to the **Main Office (718) 756-5325**. The Main Office staff (school aides and secretary) should never be contacted at home under any circumstances. Lesson plans must be submitted **BEFORE** 8:00am on the day of absence. Lesson plans should require minimal copying, only one or 2 pages. Please do not send large booklets or packets for your students.

Whenever possible, teachers should notify the Assistant Principal, in advance, if they have knowledge of an expected absence. Requests for personal days should be submitted two weeks in advance in writing to the Assistant Principal.

Teachers are provided with 3 days of which may be used for personal business. Absences and/or tardiness can be considered excessive and teachers may be subject to disciplinary actions. Doctor appointments should be scheduled outside of the school day.

All latenesses, whether they result in payroll deductions or not, count toward ratings.

Chancellor's Reg: C-601

- a. **Fractional absences caused by illness or transportation delay**
Absences which total between three hours, twenty minutes and one day throughout the school year will result in one day deducted from the CAR.
- b. **Fractional absences NOT caused by illness or transportation delay**
Absences which total 30 minutes or more by January 31 or June 30 result in payroll deductions.

Accidents

An accident to a teacher or a student which results in an injury to a person engaged in a school activity on or about school premises or at a school sponsored affair requires the submission of a Comprehensive Accident Report within 24 hours of the occurrence where feasible. This form can be obtained from the School Secretary.

Cafeteria

The Cafeteria is located on the ground floor. Breakfast is \$3.00 and lunch is approximately \$5.00.

Classroom Environment

Teachers are asked to keep their classrooms as attractive and print-rich as possible and to maintain good housekeeping practices. Masking/scotch tape may not be applied to any



painted dry wall surfaces. Teachers will be issued keys to their classroom. It is the responsibility of each teacher to secure personal supplies within the classroom.

Faculty Conferences

Teachers are required to attend a faculty conference/professional development session each Monday after school.

Faculty Room

The staff room has been provided for use by our teachers. Teachers are asked to please maintain the environment of this room. The room is equipped with a refrigerator, microwave oven, coffee maker, and water cooler. Teachers are asked to provide their own supplies, such as coffee, cups, and utensils. . This room is also equipped with several computers and a printer.

Grant Applications

Any teacher who wishes to apply for a grant must obtain approval from the Principal.

Identification Cards

Department of Education identification cards can be ordered from the Dean's Office.

Leaving School Early

If a staff member must leave during school hours for illness or other emergency, he/she must receive permission from the Principal or Assistant Principal.

Parent Conferences

In addition, teachers are required to attend Parent Teacher Conferences twice a year (Fall and Spring). Continuous contact with parents is essential to the academic success of our students. Telephone calls and in-school conferences should be made when appropriate. Two additional, required, Parent Engagement Evenings are schooled in September and May.

Parking

Parking is on a first-come first-served basis. Keep in mind that this is a large school with many employees when planning your morning commuting time. NYCDOE Parking Permits can be obtained from the Principal.

Payroll Office

The School Secretary handles all issues pertaining to payroll. Paychecks are distributed twice a month approximately the 1st and the 16th of the month. The office is also responsible for health insurance forms. Any cash deposits or disbursements relating to fundraising or approved reimbursements will only be transacted on these days.

School Cancellations

In the event of inclement weather, announcements regarding school cancellations or delayed opening will be made on major television networks, radio stations, and the Department of Education website.

School Hours

The school day begins at 8:30 a.m. and ends at 2:50 p.m. Teachers are to report at 8:25 a.m. Early or late access to the building will only be permitted if there is a school safety agent on duty. No teacher should remain in the school building without a school safety agent on duty, unless accompanied by the Principal.

Tardiness

Every effort should be made to arrive at school at least 15 minutes before the start of classes. If a staff member is tardy, he/she must contact the Main Office so that coverage can be arranged. If a staff member arrives more than five minutes after the start time, they are required to punch a time card and late time will be deducted from pay. See Chancellor's Reg C-601.

Teacher Observations and Lesson Planning

Each teacher will meet with the Principal during the first month of school to plan the type and frequency of their individual observations based on their ratings from the prior year. Observations are conducted by the Principal and Assistant Principal.

Plan books and lessons should be kept current and provide evidence of long-term planning.

Lesson plans should be provided for substitute teachers. These lessons must provide one hour of instructional/work time. Assigning students to work on Mastery Work is not considered a substitute lesson plan. Emergency lesson plans must be made and submitted to the Department Chairperson to be kept on file in the Main Office before September 26th. These lessons should be updated periodically. Class lists should be included with lesson plans.

Time Cards

Each staff member is expected to move his or her own time card from the Out Rack to the In Rack each day. Time cards should not be moved for other employees. At the end of the month, each staff member will sign his or her card at the bottom as indicated.

Separate time cards must be kept for all per session jobs. These cards must be time stamped at the start and end of each per session activity. Per session activities performed outside of the school building must be approved in advance by the Principal. Per session time cards should be submitted to the School Secretary twice each month for processing and must include student attendance lists.

Student Policies and Procedures

Attendance

Attendance should be taken at the beginning of each class, by the Teacher. A School Aide will collect the morning attendance folder from each Teacher during 3rd Period. Please place the folder in a pocket outside of the classroom so that your class will not be disturbed. Because of the importance of daily attendance this collection must occur at this time. Weekly salmon colored, attendance sheets will be collected during Advisory each Friday. If an Advisory Trip occurs on a Friday, the salmon sheets will be collected on the following Monday during Advisory.

When a student is absent or late, he/she must bring a note from the Main Office explaining the absence. Do not allow a student to enter your class without this form if they have been absent during the previous day.

Bathroom Procedures

All students must have a Bathroom Pass when they are using the bathroom. Teachers should try to limit the number of times that students use the bathroom during class times. Bathroom Passes may not be issued during first period and last period. Students are not permitted outside of the classroom during the first ten minutes and last ten minutes of class. Students should not be allowed to interrupt classes in order to retrieve supplies or drop off items or assignments to teachers or students.

Books and Classroom Libraries

Teachers should record the number of each book given to a student. When a book is returned the number should correspond with the number of the book given to the student. Lost books should be paid for by the student. Please consult with the inventory personnel to determine the amount of payment for lost or damaged books. Establish classroom procedures for utilizing and borrowing from classroom libraries.

Discipline Code

The school follows a strict discipline code. All teachers should become familiar with the Discipline Code and are held responsible for following the policies and procedures explained in the handbook.

Examinations

In-class examinations are scheduled for specific dates at the end of each term and supervised by the separate departments. Teachers are mandated to give these examinations only on the days scheduled. A copy of each final examination must be submitted to the Department Chairperson for approval at least 3 days before it is administered.

Field Trips

The Principal must authorize all field trips. Prior to any authorized field trip, the teacher must submit a list of all students taking the trip and the educational purpose for the trip. A form is included in this handbook. Request for authorization should be submitted at least 3 weeks in advance to facilitate scheduling and coverage. Any request forms received during the week before a trip will not be approved.

Teachers must notify the entire staff via email of the date of the trip and provide the names of students attending. This notification must be done with at least one week notice. If notice is not given in advance, the trip will be cancelled.

Trips should not be planned during periodic assessments or during the week before exams.

Permission slips are provided in this handbook and must be used in accordance with DOE policies.

It is the student's responsibility to notify his/her other classroom teachers of the date of the field trip, to obtain the necessary class/homework assignments, and to make up work missed on that day. Students must wear the school uniform on trips.

Any student who has received a Principal Suspension and/or Superintendent Suspension is not allowed to participate on non-academic school trips. Students who accumulate demerits for uniform violations will not be permitted on non-academic school trips.

Grading Policy

The grading policy in all schools is based upon Chancellor Regulation No. A-225 which states: "It is the responsibility of the teacher to assess each student's academic performance based upon the established grading criteria and to issue a grade reflective of that assessment." In addition, "At the beginning of each term, every teacher shall explain to students orally and in writing the grading criteria that will be used for evaluating their academic performance." Please refer to the Mastery Work Grading Policy for more details.

Hall Passes

Hall passes are to ensure locating students in case of emergency. Passes should not be issued during the first ten and last ten minutes of class. Policies for Bathroom, Main Office, Nurse, Social Worker/Guidance, Parent Coordinator, Lunch passes are as follows:

Bathroom Use: (first ten and last ten minutes of class student will be sent back to class)

- Bathroom use during class time should be discouraged and kept to a minimum.
- A visible and clearly marked pass (with teacher's name) must be issued when a student leaves the room.
- Only one student may utilize the bathroom pass at a given time.



- Students may not use the Bathrooms on the 1st floor. They must use the bathrooms on the ground floor where they are supervised.
- No passes shall be issued during first and last period

Main Office:

- Passes to the Main Office should not be issued during class time. Students may not use Bathroom Passes to the Main Office for personal issues such as Metro Cards, lockers, or to use the telephone.
- Students may visit the Main Office during passing time and lunch period only.
- Students may only be issued a pass to the Main Office in order to obtain a pass for the Nurse's Office.

Nurse's Office:

- No student may visit the Health Center without notifying the Main Office.
- Students will be issued a pass to the Main Office which will notify the Health Center of their illness and coordinate their care.
- Under no circumstances will a student leave our school without notifying the Main Office.

Social Worker/Guidance

- On occasion, students will be issued passes to meet with the Social Workers or Guidance Counselor. The student must first report to class and obtain the signature of his or her instructor, receive assignments, and then attend the session. Please honor these passes and excuse the student from class.
- Guidance Counselor and Social Workers will issue a list of appointments each Monday to the Main Office indicating their appointments for the week. This will facilitate in locating the students in case of an emergency.

Parent Coordinator:

- Students may visit the Parent Coordinator only during passing time and lunch.
- On the rare occasion when a student must meet with the Parent Coordinator, the Parent Coordinator will pick up and return the student to his or her class.

Classroom Announcements:

- Students are not permitted to interrupt classes in order to make announcements.
- At no time should a student be allowed to interrupt a class in order to retrieve/deliver supplies for a teacher. Do not allow these interruptions.

Lunch Passes:

Many students enjoy spending time with teachers during lunch. Others may wish to have additional time to work on assignments. However, it is important that we account for the whereabouts of all students at all times.

- Please limit the number of passes you issue to 10 students.
- Students must remain in your room for the entire lunch period.
- Bathroom pass procedures apply during lunch.

- The lunch period is from 12:06 p.m.-12:51 p.m. Students attempting to gain access after 12:30 p.m. will not be permitted into the school. Students must be issued a lunch pass by the teacher that includes the student's name and the teacher's signature.
- Any student found loitering in the hallway will be asked to go to the Cafeteria for the remainder of the period. Only bathroom passes will be honored.

Library Lunch Passes:

- Passes to the library will be limited to ten per period and will only be issued by the Main Office.
- Librarian will take attendance each period for cross-reference with the records of the Main Office.
- Any student who does not report to the library when issued a pass will lose this privilege and be subject to Disciplinary Action.

Health Procedures

Students who become ill or injured will be escorted by a School Aide to the Health Center. Students who become ill during the course of the day must have an official pass signed by a School Aide in the main office. This pass will be signed by the nurse indicating the time returned to class.

Home Communication

1) Syllabus and Course Requirements

Each student should receive a course syllabus at the start of the school year. This should include a description of the grading policy, requirements for the course, and a list of supplies.

2) Letter of Introduction

Each teacher should write a brief letter at the start of the school year introducing them and describing their expectations for the course.

3) Classroom Newsletters

It is suggested that each classroom teacher issue a Class Newsletter at least two times each year. The newsletter provides a form of family communication concerning the students' coursework. This newsletter should be informal and highlight activities and projects that are occurring in the classroom. This is not to be used as a class newspaper with articles created by the students.

4) Post Cards

Teachers are encouraged to keep in contact with families on a regular basis. Postcards are available in the Main Office which can be used for small notes. Postage will be paid for by the school.

Homework Policy

Homework is defined as written and non-written tasks assigned by the teacher to be completed outside the classroom. These assignments should complement class work and be relevant to the curriculum.

Homework may be assigned in preparation for upcoming lessons or as an extension of class work. Practice homework may also be assigned to reinforce lessons already taught in class. In addition, extension activities, creative assignments, and long-term projects should be assigned to provide challenging learning opportunities for the students.

When designing homework assignments, teachers should take into consideration individual differences and acknowledge varied learning styles. Establish guidelines for the assessment of individual homework assignments so that students understand what is expected. Give clear, concise directions, allowing time for students' questions.

Keep a record of all homework assignments and collect assignments as appropriate. Do not hesitate to contact a student's Advisor or parent/guardian if assignments are not completed. Homework should be considered an important part of each student's grade.

Passing Periods

All teachers should stand at the entrance to their classroom during passing periods. Please encourage all students to report to their assigned class. Students are not permitted to use their lockers during passing time. Please report any student who uses their locker during passing time (including the locker #) to the School Deans.

Deans and School Aides will assist with the passing periods at the following assigned posts:

- Post 1: First floor, at stairwell outside 116 and 118.
- Post 2: Lock Bathrooms, return to post outside room AG34 (Dean's Room).
- Post 3: Post outside room AG08.
- Post 4: Stairwell entrance outside room AG 102.
- Assignments of these posts will be given to the appropriate parties.

Pupil Personnel Committee

The Pupil Personnel Committee meets monthly to discuss student academic, social, and emotional development. Teachers should make referrals to this committee when needed. The referral process will be explained in detail during the first month of school.

Report Cards

Report cards are computer generated and are issued two times each semester. Instructions for entering grades, comments, and attendance on the report cards are distributed to each teacher prior to the end of the marking period. Any questions should be directed to the school Programmer.

FORMS ON FOLLOWING PAGES



High School for Public Service

600 Kingston Avenue ■ Brooklyn, NY 11203 ■ Phone: (718) 467-7400 ■ Fax: (718) 363-3206

Request for Repairs

Teacher: _____

Room: _____

Date: _____

Item to Repair	Please Check	Explanation
Closets		
Furniture		
Lighting		
Radiator		
Room Door		
Shade		
Telephone		
Closets		
Window		
Other		

Approved by: _____

Signature of Custodian: _____

Repaired by Custodian on: _____



High School for Public Service

600 Kingston Avenue ■ Brooklyn, NY 11203 ■ Phone: (718) 467-7400 ■ Fax: (718) 363-3206

Trip Approval Form

Please complete this form at least three weeks before the trip.

Date of this request: _____ Teacher: _____

Date of Trip: _____ Day of the Week: _____

Alternate Date: _____

Please note the following for scheduling a trip.

1. This form must be approved by the Assistant Principal.
2. Staff members planning trips must inform all classroom teachers at least **1 week in advance** (via email) of the names of the students who are attending the trip. If notification does not occur within 1 week the trip will be cancelled.
3. Advisory Trips that exclude more than 2 students will be cancelled.
4. Funds collected for the trip should be kept in a secure location.

Class going on Trip: _____

Destination: _____

Address: _____

Educational purpose of this trip: _____

Time of Departure: _____ Time of Return: _____

Cost of trip to students: _____ Type of Transportation: _____

We will: _____ We will not: _____ Return for lunch (please check one)

We will require # _____ bagged lunches at _____ (time)

Total number of Pupils: _____ Total number of Adults: _____

Names of Students Attending Trip:

Names of Students Not Attending Trip: (indicate Teacher/Class where student will remain)

Name of Student	Teacher Assigned
1.	
2.	

Names of Chaperones:

1. _____ 2. _____
3. _____ 4. _____

“I understand that I must inform the entire staff of HSPS of the date of this trip and the names of all students that are attending. If I fail to notify the entire staff within 1 week of the date of the trip, I understand that the trip will be cancelled.”

Teacher’s Signature _____ Dept. Approval: _____

Principal’s Approval _____ Date Approved; _____



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Teacher Emergency Contact Form

Please complete this form and return to the Secretary in the Main Office.

Name: _____

Address: _____

Telephone Number: _____ Cell Number: _____

In case of emergency please contact:

Name: _____ Relationship: _____
Telephone Number(s): _____

Name: _____ Relationship: _____
Telephone Number(s): _____

Name: _____ Relationship: _____
Telephone Number(s): _____

Name of Doctor: _____
Address: _____
Telephone Number: _____

Health Insurance Provider: _____
Policy Number: _____

Please list any allergies or pre-existing health conditions:



High School for Public Service

600 Kingston Avenue ■ Brooklyn, NY 11203 ■ Phone: (718) 467-7400 ■ Fax: (718) 363-3206

School Attendance Policy 2016-2017

Absences

Teachers are required to contact the Main Office **AND** the Assistant Principal by 6:30 am on the morning of the absence. An email or text message is not considered appropriate contact.

A telephone call must be made to the **Main Office (718) 756-5325**. The Main Office staff (school aides and secretary) should **NEVER** be contacted at home or on their cell phones under any circumstances. Lesson plans must be submitted **BEFORE** 8:00am on the morning of the absence. Lesson plans should require minimal copying, only one or 2 pages. Please do not send large booklets or packets for your students.



Whenever possible, teachers should notify the Principal, in advance, if they have knowledge of an expected absence. Requests for personal days should be submitted two weeks in advance in writing to the Principal.

Teachers are provided with 3 days of which may be used for personal business. Absences and/or tardiness can be considered excessive and teachers may be subject to disciplinary actions. Doctor appointments should be scheduled outside of the school day.

Chancellor's Reg: C-601

- c. **Fractional absences caused by illness or transportation delay**
Absences which total between three hours, twenty minutes and one day throughout the school year will result in one day deducted from the CAR.

- d. **Fractional absences NOT caused by illness or transportation delay**
Absences which total 30 minutes or more by January 31 or June 30 result in payroll deductions.

Tardiness

Every effort should be made to arrive at school at least 15 minutes before the start of classes. If a staff member is tardy, he/she must contact the Main Office so that coverage can be arranged. If a staff member arrives more than five minutes after the start time, they are required to punch a time card and late time will be deducted.



High School for Public Service

600 Kingston Avenue ■ Brooklyn, NY 11203 ■ Phone: (718) 467-7400 ■ Fax: (718) 363-3206

School Attendance Policy 2016-2017

I have received a copy of the school attendance policy along with a copy of Chancellor's Regulation C-601.

Name of Teacher

Signature of Teacher

Date