



**Belle Point  
Center:  
A New Tech Academy  
Staff Handbook  
2018-2019**

*Where all students can succeed!*

DIRECTOR: Tony Jones

DEAN OF STUDENTS: Michelle Shumate

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[www.fortsmithschools.org/bpoint](http://www.fortsmithschools.org/bpoint)

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Belle Point Center: A New Tech Academy

**Bell Schedule: 2018-2019**

**Monday, Tuesday, Thursday**

Breakfast	7:30 to 7:50
Homeroom	7:50 to 8:05
First Hour	8:05 to 8:55
Second Hour	8:55 to 9:45
Third Hour	9:45 to 10:35
Forth Hour	10:35 to 11:25
Fifth Hour	11:25 to 12:15
Lunch	12:15 to 12:45
Flex Class	12:45 to 1:35
Sixth Hour	1:35 to 2:25
Seventh Hour	2:25 to 3:15
Evaluation	3:15 to 3:30

**Wednesday**

Breakfast	7:30 to 7:50
Homeroom	7:50 to 7:55
First Hour	7:55 to 8:35
Second Hour	8:35 to 9:15
Third Hour	9:15 to 9:55
Forth Hour	9:55 to 10:35
Fifth Hour	10:35 to 11:15
Lunch	11:15 to 11:45
Flex Class	11:45 to 12:25
Sixth Hour	12:25 to 1:05
Seventh Hour	1:05 to 1:45
Evaluation	1:45 to 1:55

**Friday**

Breakfast	7:30 to 7:50
Homeroom	7:50 to 8:05
First Hour	8:05 to 8:50
Second Hour	8:50 to 9:35
Third Hour	9:35 to 10:20
Forth Hour	10:20 to 11:05
Fifth Hour	11:05 to 11:50
Lunch	11:50 to 12:20
Sixth Hour	12:20 to 1:05

Seventh Hour 1:05 to 1:50  
 Flex Class 1:50 to 3:20  
 Evaluation 3:20 to 3:30

## 2018-2019 Who's Who

	Contact(s)			Contact(s)
504	Fulson		10-100's	Bomar
AESOP	Scott		Dilemma Protocol & SAP's	Shumate
Ed Reflect	Ewing		Cafeteria Manager	Ms. Joanne
Boys Town	Shumate Fulson Nash		Christmas Auction	Harwood Fulson
Crisis Team	Mr. Jones Shumate Miller Bomar Dodd Ms. Jones		Mentoring	Miller Mr. Jones
Echo	Scott Dodd		Critical Friends	Shumate
Master Schedule	Miller		Dyslexia Referrals	Harwood
ESchool (TAC)	Fulson		ELL	Shumate
Field Trips	Nash Fulson		FLEX	Mr. Jones Shumate
GED	Dodd		Hotline Calls, Court & Perspective Liaison	Miller
Odysseyware	Miller		Money, Purchase Req.	Mr. Jones
Homeless Liaison	Miller		New Tech Curriculum	Post Ewing Mr. Jones
KALPA	Scott		Maintenance Requests	Bomar
Parental Involvement Facilitator	Shumate		Testing Coordinator	Miller
Partners in Education	Mr. Jones		Tech Liaison	Scott
PTA	Mr. Jones		TESS	Mr. Jones
Sped Referrals	Miller		Leadership Team	



<b>2018-2019 Professional Learning Communities/Professional Responsibilities</b>
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**A. FACULTY MEETINGS**

If necessary, faculty meetings will be held electronically or in person. Participation is expected.

Attending huddle sessions each day **(7:25 – 7:30)** will result in being able to leave at **3:45** on Friday afternoon. For eligibility, each individual must be present each day, no exceptions.

**B. E-MAILS**

In the event of a crisis (minor or major) information will be sent through an e-mail. The expectation is that each staff member read the e-mail as soon as possible.

<b>ral Instructions to Staff</b>
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**A. DUTY HOURS**

1. Teachers are expected to be on campus from 7:30 – 4:15 each student attendance school day, excluding a 30 minute lunch. Teachers are on duty from 7:30-3:15 each Wednesday. Teachers shall scan in and out of the main office upon arrival and departure with their FSPS issued badge.
2. Teachers must be on their AM duty location no later than 7:30 a.m. All personal appointments need to be scheduled after 4:15 p.m. or 3:15 p.m. on Wednesdays.
3. Should an emergency arise and it becomes necessary for a teacher to leave school during regular duty hours, he or she must obtain administrative approval before checking out.
4. Attendance for Professional Learning Communities and faculty meetings are mandatory.

## B. ABSENCES

1. Planned Absence: Before an absence occurs, please inform Mr. Jones and secure a substitute of your choosing.
2. Unplanned Absence: Inform Mr. Jones, Ms. Shumate, and Ms. Bomar as soon as possible. Text messages are acceptable, and must be sent no later than 6:45 a.m. All absences must be placed in AESOP. Each classroom must have an emergency substitute folder with clear directions.

Mr. Jones 479-461-8676

Ms. Shumate 479-653-1183

Ms. Bomar 479-719-6281

### 3. AESOP System Reminders

*Notes are required for any and all absences for payroll purposes.*

- a. **Notes to Admin. Box:** Indicate the reason for your absence in the “Notes to Administrator: box. If it is family illness, you must indicate which family member (“son” instead of “Jack” or “daughter” instead of Jill).
- b. **Personal Business:** You must give administration a minimum of 24 hours notice prior to taking a personal business day. This must be approved in AESOP before you can take the day off.
- c. **Court:** If you are subpoenaed on a Belle Point student, indicate in the “Notes to Administrator” box “Court subpoena on Belle Point student John.” Code this absence as school-business.

## C. PHONES

1. Students are not permitted to use teacher or staff cell phones at any time. If a student needs to make a call or text, they must use the school phone.
2. Teachers and staff should not use cell phones for personal use during instructional time or professional learning time.
3. Do not post on social media during contracted hours, other than for positive promotion of Belle Point related to information or events.

## D. CONFIDENTIAL INFORMATION

All school personnel shall recognize and properly respect confidential information as an effective professional service. All educational records are considered confidential and no person

without valid educational or legal need should have access or be given exposure to said records, which includes court documents.

#### E. KEYS AND SECURITY

In order to maintain proper security, it will be necessary for teachers and staff to adhere closely to the following regulations:

1. Never give a key to a student for any reason. Remember, we all have the same key.
2. Do not give keys to members of an outside organization for facility use.
3. Keep your radio and key on you. Do not leave it on your desk where a student could retrieve either.
4. Always keep the Bull Pen door closed and locked.
5. Always keep the exterior doors locked.
6. If you are the last one out of the building, it is your responsibility to ensure the alarm is set, the door is locked, and all lights are turned off.
7. Always have your FSPS badge visible.
8. Avoid gathering in one spot during duty.
9. Teachers and staff are expected to wear their radio ear piece at all times. There are no exceptions.
10. Teachers and staff are expected to supervise and facilitate class change.

#### F. ATTIRE

Teachers and staff are expected to dress professionally. Jeans are not permitted without prior approval from administration. Please make sure that even on jean days, that shirts are tucked in.

## G. PROFESSIONAL AND INSTRUCTIONAL RESPONSIBILITIES

1. Teachers are expected to utilize the New Tech PBL Model for academic instruction and the Boys Town Specialized Classroom Management Model for social skill instruction.
2. It is best practice to contact the student and parent before issuing a grade of “F” on an official report card or progress report. Please document any attempt or conversation had with parents or guardians.
3. Teachers are expected to enforce all school policies that are outlined in the FSPS student handbook and the Belle Point student handbook.
4. Teachers are expected to teach bell-to-bell. Students shall not line up or crowd around the door before the bell rings.
5. Teachers shall enter a minimum of two grades weekly in Echo. Teachers will enter one culminating grade each week in e-School for court purposes. Keeping grades updated is a professional responsibility.
6. A NTN Project Planning Toolkit is required for each unit. These are reviewed on a frequent basis as a part of teacher evaluation and standards assurance (lesson planning).
7. Teachers are required to attend and be on time to all professional learning community meetings unless prior administrative approval is granted.
8. Teachers are expected to enforce the Belle Point Technology Expectations and non-negotiables. In addition, teachers are expected to enforce the Fort Smith Public Schools Internet Acceptable Use Policy.



## H. FIELD TRIPS

Field trips at Belle Point are encouraged. Field trip coordinators are Ms. Fulson and Mr. Nash.

In the event of a field trip:

1. All students should have signed a field trip form for the city limits of Fort Smith, and these are on file in the main office. Should your field trip take place outside of Fort Smith, an additional field trip form must be signed. This form can be obtained from Ms. Bomar.
2. Teachers wishing to take students on a field trip must contact administration about the trip.
3. **Bus Transportation:** If it is a Merit Field Trip, you may ask a Belle Point staff member to drive. If it is a New Tech Field Trip, it may be required to take a bus with a district bus driver. This can be completed through Ms. Fulson.
4. **Substitutes:** You will need to secure a sub. Consider this a planned absence and please follow the established procedures. Notes to admin. in AESOP should read "School Sponsored trip to....." and be coded as "School Business."
5. **Money:** You may allow students to bring money on field trips if necessary. Merit students only may bring cell phones on a field trip.
6. **Dress Code:** Students shall be required to wear Belle Point approved dress code clothing (including shirts tucked in).
7. **Cafeteria Notice:** If students will be missing either breakfast or lunch due to a field trip, you must notify Ms. Joanne in advance. You may also request a bagged breakfast or lunch.
8. **Communication of Plans:** Teachers will make arrangements for their students who will not be attending. Teachers must e-mail all staff about arrangements made. Students who are attending the trip must also be included.

## I. CLASSROOM MOVIES AND VIDEOS

In order to show a movie or video of one entire period or more days, prior approval must be granted from the administration.

