

Muskegon Maritime Academy

Staff Guidebook

2023/2024

Report Time

Administration will be on site by 8:00 am daily. The school doors will remain closed until 8:45 am. You will receive school keys to provide you access to your classroom. It is expected that you are preparing to greet your students at the school door by 8:50 am. Our school day is from 8:15 am to 4 pm. Instruction time is 8:50 to 3:45. Teachers will have time for planning and staff meetings at 8am and 3:30pm.

End of the day release time

Teacher's day ends at 4:00 pm each day. The building will be available for you to meet with parents until 4:15 pm.

Emergency Form

To ensure that we take great care of you, an emergency form will be distributed to you to gather essential information in the event that a health emergency would arise and we would need to contact your identified family member. This information will only be accessed in the event of an emergency.

Announcements

Morning announcements will be sent via email to your inbox each morning. If there is a communication that you would like to include in the morning announcements, please email them to the head of school prior to the start of our day.

Attendance

Attendance must be taken twice a day—once in the morning and once after lunch daily in PowerSchool. Taking attendance daily is taken seriously at MMA. Please keep up with your daily attendance.

Bathroom Breaks

The first two weeks of school, escort your K-2 students to the bathroom to ensure expectations are clear and followed. Third-fifth graders will be escorted by their teacher the first week of school ensuring students know where the bathrooms are located and the expectations of its use. After this, provide your students with a hallway pass that identifies that they are heading to the bathroom.

Birthday Treats

Treats must be store bought. MMA cannot provide birthday treats. MMA recommends the treats are individually wrapped. No treats are allowed that require refrigeration or freezing.

School Visitors

All visitors to our school MUST report to the office for proper communication in regards to their visit. They must also sign in and out. If you would like a visitor to come to your classroom, it is expected that prior communication to the office is submitted regarding the visitor.

School Calendar

Our school (google calendar) will be shared with you during the first week of PD.

Classroom Items- Required

Every classroom must be equipped with an American Flag. Fire exit routes, tornado shelter locations and lockdown procedures must be posted. All Items listed will be furnished for your room.

Classroom Supply Requests

A requisition form will be furnished upon request from the office. Funds will be communicated and allocated on a need basis.

Energy Management

Turn things off when not in use. At the end of the day, close windows and blinds and turn off lights and equipment. Everyone's small efforts will make a difference in energy conservation.

Guest Teacher Folders (Substitutes)

Please keep emergency plans in an easily accessible location in your classroom. Include an up-to-date list, seating chart and list of medications that students may need to take during the day, Include a lesson plan that will be appropriate for anytime.

Injury Report

Injury report forms for both students and staff are located in the office.

Classroom Doors

Classroom doors should remain locked at all times, per our lockdown procedures. Classroom doors are encouraged to remain open. We love to see the teaching and learning that is happening in your classroom.

Student Cell Phones

We will not allow students to have personal cell phones at school. Any need to contact home can be accomplished using the phone in the office.

Mandated Reporting

If you suspect abuse of any kind, as a teacher, you are mandated to report it. CPS are the experts: you are providing a piece of information that may be part of a bigger picture. You will receive administrative support in the event a report needs to be considered.

Parent Pick up/Drop off

All students will use the identified doors to both enter and exit the building at the start and end of our school day. It is critical that you assist in the greeting of students at the start of the day and send them off with a personal goodbye. It will not only start and end their day well, but it will provide essential supervision with a smooth transition from school to home.

Staff Parking

Staff will park behind the building against the east fence line of our lot. Always be sure to lock your vehicle as you enter school.

Recess

Teachers are responsible for taking their own students outside at a time that is convenient for them. Our playground area will also be supervised by administration as available.

Sick Students

Anytime you send a child down to the office, please call ahead and give a reason. Also please use the hall passes. If a child is sick, we will make a phone call from the office.

Snack Break

Follow our daily schedule with regards to snack breaks.

Supervision

Each teacher is responsible for supervising their students. If you need a restroom break, please notify a neighboring colleague. Administration will also provide support as needed. Never leave students unattended.

Team (Staff) Meetings

Our team meetings are scheduled once a week on Tuesday mornings at 8:15 am. The location of the meetings will be communicated at the start of each week.

Fire Procedures

In the event of a school fire, teachers will direct and lead students out of the south doors and move to a location that is away from the building and will allow for fire rescue equipment to gain full access to our school.

Tornado Procedures

In the event where students and staff must take measures to ensure safety during a tornado, staff will direct students out into the hallway, having them sit cross-legged facing the walls. When directed students will bend their head to their knees and use their hands to cover their heads.

Lockdown Procedures

In the event that our school would have the need to engage in a lockdown due to a threat either in our building or on our school site, the following actions are to be taken.

- If a child is in the hallway while you're closing your door, take the child into your room regardless of whether the student is yours.
- Once your classroom door is closed and locked NEVER open your door to let anyone in (even a child).
- Assemble your students away from the door as best as possible and ask them to remain quiet.
- Teach children who are in the bathroom to stand on the toilet, to remain still and be quiet. Students are not to leave the stall.
- Law enforcement will open the doors of classrooms once they determine that our building is safe.

