

Avilla R-XIII School District

www.avillapanthers.org

**FACULTY / STAFF
HANDBOOK**

2016-2017

"Doing Whatever It Takes To Build Strong Foundations to Promote a Lifetime of Learning"

AVILLA R-XIII SCHOOL DISTRICT POLICY OF NON-DISCRIMINATION

It is the policy of the Avilla R-XIII School District not to discriminate on the basis of race, color, national origin, sex, disability, or age in its programs or employment practices as required by Title VI and VII of the Civil Rights Act of 1965, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990.

Inquiries, related to the district's programs and to the location of district services, activities, and facilities that are accessible to and usable by persons with disabilities may be directed to the superintendent in accordance to – Civil Rights Compliance (Title VI/Title IX/Section 504/ADA/Age Act): Avilla Public Schools

400 Sarcoxie Street
Avilla, MO 64833
Telephone: 417-246-5330

Inquiries related to the district's employment practices may be directed to the address and contact information listed above. Anyone attending meetings of the Avilla R-XIII Board of Education who requires auxiliary aids or services should request such services no later than 48 hours prior to the meeting by contacting the superintendent as listed above or the district office.

Inquiries or concerns regarding civil rights compliance may also be directed to the Office of Civil Rights, Kansas City Office, U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114; Telephone: 816-268-0550; Fax: 816-823-1404; TDD: 877-521-2172.

TITLE IX

It is the policy of Avilla R-XIII School District not to discriminate on the basis of race, color, national origin, sex, age or disability in its educational programs, activities or employment policies as required by Title IX of the 1972 Education Amendments. Inquiries regarding compliance with Title IX may be directed to the superintendent

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy right under FERPA. Parents or eligible students who wish to ask the school to amend a record should write the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance
Office U.S. Department of
Education 400 Maryland
Avenue, SW Washington, DC
20202-5920

EDUCATIONAL PHILOSOPHY VISION OF THE AVILLA R-XIII SCHOOL DISTRICT

The Avilla R-XIII School District is committed to providing an environment that promotes academic excellence, recognizes the value and potential of each child and fosters positive character development. Through a shared spirit of unity between school, home and community, students are prepared to participate in and become contributing members of our democratic society.

MISSION OF THE AVILLA R-XIII SCHOOL DISTRICT

The mission of the Avilla R-XIII School District, as the primary educational resource of the community, is to provide a secure and nurturing environment. To prepare all students socially, physically, and intellectually for the 21st Century. The partnership between the family and the school community is vital to ensure the success of students on their educational journey.

OVERVIEW OF THE DISTRICT

CURRICULUM

The K-8 curriculum will be designed to meet state standards while at the same time is reflective of the school's mission and goals.

ATTENTION TO INDIVIDUAL STUDENTS

Students will receive the required services needed to be successful at their intellectual level.

All students will accept responsibility for their learning, decisions, and actions.

Students will give their best effort to academic achievement at their individual levels.

Teachers and staff will instill positive character traits in each individual, and we will accept and embrace diversity.

CLIMATE

Teachers and staff will establish and maintain a supportive, safe, nurturing environment.

COMMUNITY PARTNERSHIPS

Effective partnerships will be strengthened by a mission, vision, and values developed through the partnership of the school and community.

DISTRICT INFORMATION

School Contact Information

Phone – 417-246-5330

PO Box 7

400 Sarcoxie Street

Avilla, MO 64833

Fax – 417-246-5432

Website – www.avillapanthers.org

Avilla District Personnel

Russ Cruzan Superintendent

Gayla DeGraffenreid - Principal

Catherine Marsden - Counselor

Chuck Wolfe - Athletic Director

Elaine Barnhart - District Secretary

Birgit Hylton - District Bookkeeper

Sheila Andrews, RN - Nurse

Board of Education:

Tamara Rinehart – Member
John Bowles - Vice President
Travis Gubser – President
Bruce Kilpatrick - Member
Ty Teegarden - Member
Kyle Wilson - Member
Brian Youngblood - Member
Birgit Hylton – Board Secretary
Elaine Barnhart – Board Treasurer

Faculty & Staff:

Kindergarten	Lisa Bayless	6th - 8th grade	English/LA	Tammi Brinkhoff
1 st grade	Christina Noah	6th - 8th grade	Math	Nancy Babbitt
2 nd grade	Trish Dunham	6th - 8th grade	Science & SS	Lisa Hall
3 rd grade	April Foos	Music		Jeff Payne
4 th grade	Nicole Eisensee	Ag Exploratory, Tech Art		Sarah Calvin Jennifer Chandler
5 th grade	Megan Good	PE / Health		Chuck Wolfe
Title I / Reading / P.A.T		Kristen Boardman		
Library		Vanessa Ellison		
Special Education / E.L.L.		Emily Kelley		
Paraprofessionals		Melinda Feather - Elementary Jerry Noel – Special Ed		
Lead				
Custodian/Transportation		Alicia Nies		
Evening Custodian		Dewayne Robertson		
Food Services – Director		Janet Eaves		
Bus Drivers		Alicia Nies, Jerry Noel, Mark Eisensee, and Sarah Calvin		

This handbook does not cover all of the items which could be needed by faculty and staff through a school day or even the school year. Other resources which you should be very familiar with and are not located in the handbook are:

- **The Professional Development Handbook**
- **The Emergency Procedures Handbook**
- **The Parent/Student Handbook**

- **The CSIP**
- **Your Individual Professional Development Plan**
- **Your Grade Level Curriculum**

ATTENDANCE (STUDENT ATTENDANCE PROCEDURES) It is the responsibility of parents to see that their child(ren) attend(s) school regularly and on time. Frequent absences and/or tardiness cause the child to miss the full benefits of planned educational activities and this, in turn, demonstrates to the child your lack of concern for his/her education. Parents will be contacted if there are frequent absences and/or tardiness.

Parents are required to call the school office by 9:00 a.m. to report a student who will be absent due to illness or other unforeseen events. The purpose is to verify parent knowledge of the absence and initiate make-up work procedures. When the child(ren) return to school, they are required to bring a note from a parent or guardian explaining their absence (even if a phone call has been made). Absences known about in advance should be reported to the teacher and the office. Again, a note will be required from a parent or guardian explaining the absence upon the students' return.

The attendance of all students should be encouraged except for sickness or unavoidable circumstances. Excessive absenteeism will be investigated. Students should be given a reasonable amount of time to make up missed assignments- 1 day per each day absent. On extended absences, parents can contact the school for assignments. If a parent requests homework, assignments and books should be in the office by 1:00 p.m. or as requested by the parent.

Attendance will be taken utilizing the Lumen SIS program. Teachers should enter their students Information no later than 8:50 am. If you are absent or Lumen is not working, an attendance slip must be sent to the office. If you receive any kind of reason for the absence (text, note, email, call, etc.) the teacher must ensure to enter a reason into SIS and the absence is changed to an excused status.

BULLETINS OR NEWSLETTERS

The school will attempt to inform parents of important things happening in school and of upcoming events. This is done through such means as calendars, bulletins, and newsletters through the central office and the elementary school. It is important that a continuous flow of communication take place between the school and the home. Parents are asked to read all such school communications carefully. A copy of all general correspondence sent home or sent electronically must be placed in the administrator's mailbox or provided via email attachment. Often parents call the office regarding specifics about announcements and newsletters. Use special care in wording and check for grammar and spelling. Teachers should be sending home a weekly newsletter, either by paper, electronically, or by social media. A copy of this should also be provided to the office, again ideally, via email attachment.

CARE OF SCHOOL PROPERTY

All equipment belonging to the school is under the supervision of the teachers in whose care it has been placed. Children should not be allowed to operate equipment or use materials until they have been properly trained in the correct and safe procedures. Children are not allowed to use the copy machines. Requests for repair work should be given to the maintenance or technology person by using the repair request form located on the Google Drive. Please email these forms to the perspective person to have your request acknowledged.

CLASS PARTIES

Class Parties - Historically, there have been several PTO-sponsored class parties each school year. These parties have been on Halloween, the last day of school prior to winter break, Valentine's Day, and now, the last day of school. Classroom teachers are assisted in the planning of the class parties by the designated PTO and Room Parents.

Refreshments for class parties should include light snacks and beverages with an emphasis on healthy snack choices such as cheese, crackers, fruits and vegetables. The class party may include craft activities or games organized by the room parent, but these kinds of activities are not required.

Class parties are to be scheduled near the end of the school day and are limited to a maximum duration of one hour, which includes time for cleaning up the classroom. All plans and details for class parties must be reviewed and approved by the classroom teacher before being finalized by room parents. Parent participation in class parties is limited to the designated room parent and a maximum of two other parent helpers.

- Student Birthday Celebrations - If you would like to have a short class birthday acknowledgement for your child, please speak with your child's teacher in advance. Parents should be mindful of the district's nutritional policy as well as the dietary restrictions of students in the classroom. These birthday recognitions are short (ten minutes) and limited to the classroom community. Parents are asked to drop off the treats in the main office, and these treats will be delivered to the classroom. Goody bags are not allowed. The school will not permit bouquets of balloons and

other celebratory decorations to be sent to the classrooms. These can be distracting to students' learning and can interfere with the bus driver's ability to supervise students should they need to be carried home by the student. Also, please do not send private birthday party invitations to school as this can be hurtful to those students not being offered an invitation – please do this outside of the school.

CLASSROOM SCHEDULES

Classroom daily schedules are important recourses. They serve as a tool to make sure a teacher covers all required material and subjects. Schedules are not intended to be inflexible; rather, they should allow for the differences of daily instruction. However, it is important to realize that schedules help students stay comfortable and less anxiety prone. Technology teachers and all other traditional classroom teachers are encouraged and expected to incorporate technology into their classroom.

- Technology work requests should be utilized for all work requests. Please use the proper forms which are available on the Google Drive along with other forms under the designated tab. Please use the form and email your request for support to the technology contact person. You should receive either a response, update, or completion of the request within 48 hours (school days).

CRISIS MANAGEMENT DRILLS

At least one emergency drill is conducted each quarter. Directions for the drills are provided in each classroom, and pupils are instructed as to what is expected of them during the drills.

- Emergency measures and directions are to be followed carefully and completely. The teacher is to have complete control. If pupils leave the building they are to stay in single file. There is to be no horseplay or running. Teachers will take attendance during each drill to make certain an accounting is made for every child.

FACULTY DRESS

Professional dress is expected of all staff. Do not wear jeans on PT Conferences or Open House. When dressing down on Jeans' Day, it is expected that teachers will wear one of the following with jeans: school spirit shirt, college shirt, collared shirt or the school colors. No holes in jeans.

FIELD TRIPS

Teachers planning a field trip activity for a class must follow established procedures. Special forms for requesting a field trip are available in the office and must be completed by the teacher requesting the trip. The approval of the superintendent/principal is required. All field trips must be scheduled well in advance of the field trip date. Money collected should be housed in a secure location. Teachers can bring money to the office, and we will secure it for you should you desire. All arrangements for lunches and transportation must be made by the teacher(s). All students must have a signed permission slip to attend the field trip. Field trips cannot be taken away by anyone but the superintendent. All parent chaperones must have an approved background check on file. They also

must be approved by the superintendent. All students must ride the school bus to and from any field trip. All students returning from a field trip are expected to complete their school day, and be dismissed according to the regular school schedule.

Faculty Meetings

Faculty meetings will be held generally on Tuesdays during the months from September to April. Attendance by faculty is mandatory. These meetings may or may not be scheduled in advance. Generally these are designed to disseminate information and to serve as a collaboration workshop for a variety of instructional activities. These meetings are generally an hour or less in length and begin immediately once students have cleared the building.

Grade Reporting and Grading Scale

Grades are reported to parents on a quarterly basis. Mid-quarter progress reports of each student's progress, both negative and positive, should be sent home. It is the responsibility of the teacher to keep parents informed of their child's academic progress. This frequent positive contact is beneficial and expected.

The following is the 4 point scale used on our standards based report cards. 4 = Advanced: Performance exceeds grade level expectations

3 = Proficient: Performance meets grade level expectations

2 = Basic: Performance is approaching grade level expectations

1 = Below Basic: Performance consistently below grade level

The following grading scale is school district policy: A 96%-100%, A- 90%-95%, B+ 87%-89%, B 84%-86% B- 80%-83%, C+ 77%-79%, C 74%-76% ,C- 70%-73%, D+ 67%-69%, D 64%-66%, D- 60%-63%, F 00%-59%

Mid-Quarter Progress Reports are to be provided using the following criteria:

Sent home to all students approximately a month before student-led conference date

Anytime a student has a grade of "D" or "F" in a course, notify the parent.

Whenever a parent asks for an update for their student

Grades should be up-to-date in the Lumen system so that parents can keep current on their child's progress, but parents can request a more formal progress report at any time.

Harassment, Intimidation & Bullying

Avilla R-XIII School District is committed to a safe and civil educational environment for all students, employees, volunteers, and patrons. It is also committed to stay free from harassment, intimidation, or bullying. Harassment, intimidation, or bullying means any intentional gesture or any intentional written, verbal, or physical act that a reasonable person under the circumstances should know will have the effect of:

- Harming a student physically or emotionally, damaging a student's property or placing a student in reasonable fear of personal harm or property damage;

- Insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of school; or
- Is so sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a student or group of students.

Harassment, intimidation, or bullying can take many forms including; slurs, rumors, jokes, innuendos, demeaning comments, drawing cartoon pranks, gestures, physical attacks, threats, or other written, spoken or physical actions. "Intentional acts" refers to the individual's choice to engage in that act.

Lesson Plans

Lesson plans are to be prepared in advance and are to be made detailed enough so that a substitute, who may not be familiar with your classroom situation, will know what is expected, where to find materials, and how to carry out your schedule. Substitute folders should be easily accessible and a copy or directions as to where you will keep your substitute plans should be on file in the office. **This year all staff will be using planbook.com. Please make sure Monday morning all plans for the week are updated and standards are listed.**

Letter of Introduction

On the first day of school (or Open House) each teacher should send home a positive introductory letter. Listed below are items that should be included in the letter: (Turn in a copy to the office)

1. Lunch prices: K-8= \$1.80 and Breakfast prices: K-8=\$1.10. (Extra milk .35)

*Please include an explanation of the procedures for parents paying for lunches in advance.

2. Procedures if child is to ride any bus other than assigned one.

3. Your discipline plan.

4. School website and phone numbers.

5. Reminder for parents to label their child's belongings.

Lost and Found

Lost and found items are located in the office.

Lunch and Breakfast

Faculty and Staff are welcome to eat a school lunch and/or breakfast. Their costs are as follows: breakfast- \$1.10 and Lunch \$2.10. You are not allowed to have a lunch debt in excess of \$45.00. Please keep your lunch account well maintained. You should not owe a balance that extends over two consecutive pay periods. **Please sign up by 9:00 if you plan on eating a school lunch.**

Mailboxes/E-Mail/Correspondence/Instant Messages

Staff mailboxes are located next to the gym in the teacher workroom. Please check your mailboxes in the morning and at lunch. Announcements to go home are usually placed in the boxes. These must be sent home ASAP. E-mail is becoming more important, and you **MUST** check your email daily.

Please keep up regular correspondence with your students' parents. Utilize the phone, e-mail, and notes to contact them. Please keep track of this correspondence by utilizing a parent contact log. The office will attempt to limit its interruptions and will contact you via email, and when necessary, use the intercom system. Please respond to email in a timely manner. If the office does not get a reply, they will contact you with the intercom system.

- If you receive an email from a parent, you are required to make contact with that parent within 24 hours (school days). If they request a conference, and it involves someone other than just yourself and the parent, you should allow 48 hours to schedule a meeting before contacting the parent. Example, the parent wants to meet with you and the counselor, you need to allow the counselor 48 hours to respond to you with a date. However, you need to keep in daily contact with the parent until the meeting is confirmed and the meeting has been held.

Parent Pickup

Parents will be encouraged to wait until class dismissal to pick up their child. Parents must wait at the back of the building in the car rider pick up line, unless they arrive before school is dismissed to pick up their student.

No student should be released to anyone who is not listed on his or her emergency contact list unless you have received authorization from either the parent or the office. The office will keep a hard copy of court orders for those students who have legal restrictions regarding who may or may not pick them up. Please make a note of this in your grade book, and please help monitor this when possible. If a restricted student is called from your room, do not hesitate asking who is here to pick them up, etc. Monitoring this is a difficult task, so the more of us working on it together, the more effective we can be.

Passing to and from Special Classes, Recesses, and Lunches

Students must move in an orderly fashion in the halls with no or very restricted talking. Constant traffic in the halls means possible disruptions to those classes working in their rooms. Teachers should not be forced to close their doors due to hallway distractions.

Pay Periods and Payroll

Teachers will be paid on a twelve month basis, the first month's check payable on September 20th and subsequent checks on the 20th day of each month thereafter. If the 20th falls on a weekend or holiday, the Friday before will become the pay day.

All full-time teachers are required to be members of the Public School Retirement System (PSRS).

Retirement contributions are withheld monthly from teachers' salaries. Each teacher should file withholding forms for information with the Board Secretary. All payroll information will be set up at the beginning of the school year. Staff members should limit changes to payroll to 2 times after the initial set up.

Direct Deposit for all staff members is mandatory as of July 01, 2016. Direct Deposit will be how all payroll is handled in the district.

Permanent Records

Permanent records are those records that are required to be kept by the school together with the test results, psychological evaluation, and supportive evidence for student evaluation. Records of attendance are required by law and are open to the public for inspection. This means you must maintain attendance records for all students in your class. Other information kept in the permanent folders is classified as privileged information and may not be divulged or given to unauthorized personnel. Any disclosure of test results or psychological examinations is a breach of professional ethics. A teacher or staff personnel could be sued for divulging privileged information. Permanent records should not be removed from the office area and must be immediately returned to the file cabinet after information is obtained.

Classroom Management Plan (Discipline Plan)

All teachers are required by board policy (JFC-R) to have a discipline plan posted in their classroom (Classroom Expectations). This plan must contain classroom expectations, rewards for following the expectations, and consequences for not. A copy must be made available to all students and their parents.

The Three Basic Expectations of the District:

Be Safe

Be Respectful

Be Responsible

After School Detentions – Teachers can give a detention to students who are behind in work AND the attempt has been unsuccessful in sending the work home to be completed. Teachers must provide parents with 24-48 hour notice regarding the need for after school detention and insure there is someone who will be able to pick up the student once the detention is over. If an after school detention cannot be arranged, the teacher can use a recess time to have the student makeup work. Using recess time as a detention should only be used if no other arrangements can be made. Our goal is to have students work during class time, and if a student does not use their time wisely, a detention can be used. A detention should not extend past 4:45 p.m., or one hour after school is dismissed. This is not a tutoring session but a means of holding students accountable for doing their work. No compensation is awarded for after school detentions.

Out-Of-School Suspension: Only the Principal/Superintendent can assign OSS. The Principal/Superintendent may suspend students for up to ten [10] days for serious defiance of authority or behavior that is seriously detrimental to the student or others. The Superintendent of Schools may suspend a student for up to 180 days for violation of the District's Discipline Policy.

Students who are serving an out of school suspension will be expected to maintain the assignments as provided by the teacher. These assignments will not be credited. All student work is due upon their first day back in the classroom, unless other arrangements have been made such as a Saturday school session.

Purchase of School Materials

Ordering of all school supplies and texts must go through Elaine and then be approved by the superintendent. Purchase orders must be filled out and approved before the order is placed. If you wish to request an order, obtain a supplies needed form from the office. Return the completed form to Elaine, and she will complete the process. Needed classroom supplies must be requested in writing

from the office. Any purchases made outside of the PO process will not be reimbursed if you do not have permission from the superintendent prior to purchase.

Playground rules:

1. Pupils are to remain on the playground during all recess periods unless a note has been given by the principal or a teacher for a pupil to remain in the building under adult supervision.
2. Rough house games are not permitted. Touch or flag football may be played, but only in the area specifically designated for such activities. Contact sports such as traditional football with physical contact are not allowed.
2. There is to be no poking, striking, or throwing dangerous objects such as sticks, stones or snowballs.
3. Ridicule and abusive or profane language or gestures are prohibited.
4. Fighting and other angry outbursts will not be tolerated.
5. Playground equipment will be used in the manner for which it is intended.
6. No use of the slides or objects used as a slide, if wet (snow or rain).
7. No food or drink is to be taken to the playground.

School Closing and Early Dismissal

If school is closed due to weather conditions, announcements will be broadcast on various radio stations. Explain to students how they should listen for closings during inclement weather. The school messenger phone system will be used to notify staff and students of any school closings and other important information. **Please make sure you have up-to-date phone numbers on file in the office.** Should school be dismissed early due to inclement weather, each teacher should obtain student transportation arrangements. Teachers should obtain this information either at open house or immediately after school begins and periodically check with parents on its accuracy.

School Hours

The school day begins at 8:20 am and ends at 3:45 pm for students in grades K-8. Strict adherence to the arrival time is required. Faculty hours will be 8:00 am-4:00 pm. Faculty should arrive no later than 7:55 am. No faculty or staff member should leave the campus without approval by the administrator.

Buses begin to unload at 8:00 am. To aid in directing traffic flow, teachers must be in their assigned morning supervision areas at 8:00 am. We will have morning celebrations and announcements in the cafeteria each day at 8:15 am, say the Pledge, and then we will dismiss the students to start the school day at 8:20 am. If morning celebrations extend past 8:20 am, student will be dismissed by their teachers.

School Safety

Every teacher has as a major daily concern, the safety of all pupils in everyday school life. Safety is stressed in the classroom, on the playground, in the gym, etc., from the very beginning of school to

the last day. If an accident occurs and a pupil is injured, the school nurse and/or the office will be notified. This will be followed by a contact to the parents in case of serious injury.

School Visitors

All visitors to the school should check in at the office before proceeding to any part of the building. They will be given a name badge if they need to enter the other areas besides the office. Any staff member who notices people without the appropriate pass in the building is to approach the visitor and ask if assistance is needed. You are to escort this person to the office or call for assistance to have this person escorted to the office. Please utilize your school name badge to help in distinguishing district employees from visitors or intruders.

Students Arriving/Leaving School during the Day

Students arriving late to school must check in at the office before going to class. A pass will be issued to the child to give to the teacher. Students leaving school early must be signed out and picked up in the office. Children will not be permitted to leave school for any reason without permission. If a child has a note saying they will be picked up early, please notify the office.

Student Files

Student records are kept in the Missouri Approved Accumulative Record Form. The record includes all pertinent student information. All student records are to be kept up-to-date and are available for parents to review. Parents are guaranteed the right to inspect any information collected which concerns their child and to require the accuracy of the information. Access to the file by any unauthorized person that would identify the individual child, without the informed consent of the parent, is forbidden. Please sign the disclosure form in each file any time you access the file. All files are to be returned and properly alphabetized in the Permanent File location in the main office.

Student Transfer

When a student moves, the office will notify you when the child is to be officially dropped from your records. If you know in advance that a student is transferring, please provide that information to the office for verification. Please notify the office immediately, if you have a student who stops attending class, and you suspect they have moved.

Substitute Packets

Office Packet: This packet should contain information for a substitute which is planned in advance – it will provide directions so the OFFICE can tell the sub where your lesson plan & activities are located. For example: Mr. Wonderful's class – The items needed for my class are located _____. The office will provide this information to the sub.

In addition to this information

Each teacher must include an emergency packet for those situation where you are not able to preplan activities in advance. This packet must include items for 1 entire day for all students you teach. This should be kept current and have detailed instructions for the sub. This will be kept in the office.

Classroom Packet: *Kept in the Classroom*

1. An Accurate Daily Schedule
2. Sequential narrative of daily procedures to provide detailed information for the school day
3. Updated seating chart or current roster if a seating chart is not used
4. PBS process regarding safe seats & buddy rooms – have a discipline referral sheet included
5. Description of location of teacher manuals
6. Schedule of students who leave class for special services or additional classes
7. Names of 2-3 dependable students for a resource of information
8. Student medical issues
9. Map of the school
10. Emergency plan – locations for fire, severe weather, etc.
11. AND – extra activities just in case additional work is needed or the assignment you provided is not understood by the sub or the students, etc.

Teacher Illness

If a teacher has to be absent due to illness or emergency, please contact the office immediately. If it is after hours, contact either Birgit or Elaine. A substitute folder must be on file and your lesson plan books must be kept up-to-date at all times. Failure to follow procedures will result in NO SUB BEING ACQUIRED! If you miss 3 or more consecutive sick days you must fill out the extended leave packet, available in the office.

Teacher Qualifications

Parents have the right to request information about the qualifications of their child's teacher. This information is on file in the administrative office. You are expected to maintain certification for the position you are teaching as well as any other certifications you wish to remain active. Any change to your certification must be made known to the office so we have the most current certification status.

Teacher Responsibility

Every staff member has direct authority over all pupils in the school building. Each staff member is expected to correct pupil violations of rules and regulations regardless of the classroom or teacher to which the child is assigned. In other words, any staff member has the authority to discipline any child at any time a child is in need of disciplinary measures. Severe violations are reported to the principal as soon as possible.

All teachers in grades K-5 are required to provide instruction and provide evidence of learning in all of the following areas: English, Reading, Math, Science, and Social Studies. These must be included

on all grade cards and progress reports. In addition, teachers should also include the student's percent of classroom attendance, and comments regarding work ethic, etc.

In grades 6-8, teachers are required to provide individual content area progress reports, which include the student's percentage of classroom attendance, ability to complete missing work, and comments regarding work ethic, etc.

All teachers are expected to sign up for duties such as: morning celebration leader, supervision duties, extra-curricular support activities, such as sporting events, Math Mania, Panther Reading Nights, pot luck dinners, etc. It is important all teachers serve equally throughout the school year in these and other activities.

Telephone

The office phone is a business phone. The telephone in the workroom should be used by teachers for local calls. We prefer not to call teachers out of class except in an emergency. The same is true of children needing to use the phone. **In addition, cell phone usage by staff members should be limited to conference periods and lunchtimes only.** However, when contacting parents you may decide not to use your cell phone for personal reasons. Cell phones are not to be used as a phone during instructional time, as this time should be protected and free from interruption.

Transportation

Buses begin arriving around 7:55 am. They will unload at the front of the building. All dismissal supervision assignments should be in their location before students are dismissed as your teaching schedule allows. It is the responsibility of the teacher to ensure that students are on the correct bus. Teacher supervision of students at this time of day is expected.

- Bus Changes - A student needing to ride a bus other than their assigned one must have a note signed by the parent, or a note from the office. Teachers should keep the note in a file and then issue a bus pass on the appropriate form if this was not handled in advance through the office. Students must have a bus pass if they are going to a different than usual location. A copy of this pass/note must be sent to the office. When in doubt, contact the office or parent. The office must be kept abreast of what is occurring.
- Notes and messages regarding transportation changes must be sent to the office. The office will notify the bus driver, or alert those monitoring the parent pick-up area of the change. Teachers can send the note to the office, or if the note is written in the planner, send the information using email.

