

Hillsboro Elementary Faculty Handbook

2009-2010



Hillsboro R-3 School District Mission Statement

Our school and community will educate and inspire our students through exceptional learning opportunities.

Hillsboro R-3 School District Vision Statement

Our first priority is student achievement. To accomplish this we envision:

A true partnership including parents, students, staff, the Board of Education, and community resources,

A well-equipped, qualified staff that puts students first, exhibits strong leadership, a passion for learning, and a commitment to success for every student,

A curriculum based on research and best practices that allows students to demonstrate knowledge through a variety of activities,

Exceptional facilities providing safe and developmentally appropriate environments that allow for short and long-term growth.

Hillsboro Elementary Mission Statement

Our mission is to build a collaborative learning environment to inspire life-long learners.

Hillsboro Elementary Vision Statement:

We envision our school to be exemplary in the following areas:

Student Performance: All students will progress towards mastery of GLE's

Staff: Staff will ensure student's growth and development through helping to create an environment in which all staff members work collaboratively, maintain a positive attitude, and always put students first.

Facilities, Support, and Instructional Resources: Our environment will be safe, technology rich, and able to support all learners.

Parent and Community Involvement: A collaborative team whose members fully understand how their involvement positively impacts students.

Staff Procedures

Absences

Teachers should not be absent without proper notification. To secure a substitute teacher, contact Subfinder via email and/or phone. You will need your pin number to access the program. After 6:30 am, call the school office to secure a substitute. Please limit the number of days that you call after 6:30 am – office staff does not arrive until 7:45 am and it is difficult to arrange a substitute at that time. You should have received a copy of instructions for Subfinder, along with your pin number, during the 2007-2008 school year or upon employment. The web address is:

<https://hillsboro.subfinderonline.com> OR call 1-866-921-4385

The school secretary will furnish an employee absence report which should be returned to the office completed. Please familiarize yourself with district and building policies.

Substitutes - To facilitate order in your classroom during your absence be sure to furnish the substitute with clear and definite assignments. Also, you need to leave in an obvious place a substitute folder containing the following:

1. Grade book and seating chart.
2. Your daily schedule.
3. Location of books, A.V. equipment needed.
4. General expectations and classroom rules.
5. Name and room number of a colleague who might help a substitute teacher.

Arrival and Departure

STAFF HOURS ARE 8:00 AM - 3:45 PM - All staff is encouraged to be here everyday and prompt with their attendance. All staff members are expected to be in the building at 8:00 am and at their respective teaching station door by 8:20 am each school day, except those on special duties. Please greet students as they enter your classroom and stand so that you can supervise the classroom and hallway. Staff members are free to leave the building at 3:45 pm unless buses are late. There may be instances when buses are late to pick up students. Please do not release students until the bell rings.

Staff members are on duty all day and should leave school only in case of necessity after checking with the principal. If it is necessary to leave before 3:45 pm, the principal must approve (Board Policy GBCB). If this is the case, please be sure to sign out in the office.

Assemblies

Assemblies are a regular scheduled part of the curriculum and as such are designed to be educational as well as entertaining experiences. They also provide one of the few opportunities in school for students to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. In live entertainment, unlike radio, television, or movies, the performers are very conscious of their audience. It is the individual teacher's responsibility to instruct students that all talking, whispering, whistling, stamping of feet and booing are discourteous. Teachers are to escort their individual classes to the assembly site. All teachers should be seated with their classes and help them supervise all students. Teachers should check role at each assembly and upon returning to the classroom.

Attendance Records

Attendance records are kept in the office. Your obligation is to report your absentees each morning at 9 a.m. via Infinite Campus. Students arriving late to school must report in to the office. Upon returning to the classroom, they should have a tardy slip.

When children are absent more than two (2) consecutive days or more they should bring a note from home explaining the absence. These notes should be sent to the office each day and will be filed in the office. If you are aware of the reason for a student's absence, please contact the school secretary. If no reason is noted, a call will be made from the office to confirm the reason for student absence.

When a student shows excessive absences or exhibits a pattern of chronic absences parents should be contacted and/or the office notified. It is the responsibility of the teacher to speak with Guidance Services, and/or At-Risk to see about how best to serve the student.

These actions will be taken at the following benchmarks of absenteeism:

4 Days of absence - Letter from the Elementary Office

8 Days of absence - Letter from At-Risk Staff

10 Days of absence - Parent meeting with Office and At-Risk Staff

Students who must leave school during the school hours must be signed out through the office. Do not let parents and relatives take students from your classroom. Refer them to the office and we will call for the student. Do not allow a child to leave school with anyone during the school day without permission from the office. If parents or persons picking up a child come to your room or the playground area, please direct them to the office to sign that child out. If the adult says that they already signed them out, do not release the child. The office will call for the child!

Building/Classroom

When staff members note that equipment/building is damaged, either by intention or accident, they shall communicate the damage to the office. It is the duty of the staff members to supervise students so that damage to the school building, furniture, equipment, or other school property does not occur.

Teachers are responsible for the appearance of their classroom and to see that the room is properly ventilated and lighted. Special needs may occur that require maintenance or custodial assistance. In such cases, you must enter your maintenance request on the Maintenance Direct program. Teachers should close and lock all windows and doors when leaving for the day.

Bulletin Boards

Please be sure to change your bulletin board periodically. Student work should be displayed as much as possible. You are responsible for hallway displays as well as boards within the classroom.

Cafeteria

Breakfast as well as lunch will be served. A student will go to classroom for breakfast card and then to cafeteria. After eating breakfast they will report to their room.

Lunch -The efficiency of our lunchroom schedule depends on following strict schedule. Please do not alter the time schedule, as it will affect everyone. If for some reason your class is not going to eat in the cafeteria (field trip, reward, etc.) please notify the cafeteria and the principal at least 5 days in advance. Students should be escorted to and from lunch by the classroom teacher. Please do not leave students unattended in the cafeteria. Be sure that supervising teacher and/or the principal are present to oversee activities.

Students who accumulate excessive charges will not be allowed to continue charging. However, those students should not go without lunch. They will be given a sandwich and milk.

When bringing your class to lunch, please follow these steps:

1. Line your class up with lunch boxes in the front of the line, lunch choice 1 in the middle of the line, lunch choice 2 at the end of the line. This will help expedite the process.
2. Students enter the cafe on the far left wall. Student should follow the wall until they get to the serving line.
3. Classes will be seated at assigned tables. All students must sit with their class.
4. A cafeteria supervisor will dismiss your students. Students are to walk, in an orderly fashion, down the central aisle and between the first two rows of tables. They are to dump their trash, put their tray away and line up on the wall across from the cafeteria entrance.
5. Do not be late picking up your students. They will be dismissed at the scheduled time. It is your responsibility to supervise them.

Lunch Money- Lunch card money is collected any day of the week. You have a short form to report the lunch card money for your class. Teachers should send the lunch envelope to the office by 9:00 am. Students that qualify for free lunches will also qualify for the breakfast program.

Classroom Curriculum Exceptions

Parents may request that their student be exempt from selected parts of a class or course curriculum under certain conditions. Parents may deem some instructional materials or activities to be inappropriate for their student, or the student may have a legitimate personal objection. Teachers should use professional discretion in communicating the appropriate response to the student or parent. To facilitate curricula objectives and yet still allow students to be educated with their classmates, teachers should use the following guidelines:

1. Teachers may provide students and parents with a syllabus of required readings a class uses.
2. Teachers should advise students of oral reading guidelines and refrain from forcing the exempt student to read aloud or view materials that may be offensive to them.
3. Teachers will allow students to request, through the parent/s, an alternative assignment.
4. Teachers may allow a student to leave their classroom to secure access to alternative curriculum

** Please note: The above information is taken from the Hillsboro R-3 Board policy.

Classroom Management

Classroom management is different than discipline! Effectively managing your classroom is an essential part of maintaining control and discipline. An effective teacher manages a classroom. An ineffective teacher disciplines a classroom. The number one problem in the classroom is not discipline; it is the lack of procedures and routines. Classroom management deals with the procedures that you must establish at the beginning of the school year. Students must know how you want them to begin the day, pass in papers, sharpen their pencils, line up, etc. Procedures must be rehearsed over and over again until the students do them automatically. When this happens, you have a routine.

Think about how children learn. Will telling them a procedure one time allow them the opportunity to learn it? That will work for some, but not for all. Your procedures should be visible in the classroom, at least until the procedure becomes routine. List step by step instructions so that the students can learn exactly what you expect of them.

Discipline Plan - Each teacher should develop a discipline plan for their classroom, which shall be posted in the room and turned into the office. Discipline is concerned with how students behave. The plan shall include rules to follow in the room, consequences for not following the rules, and possible rewards for following the rules. When all alternatives have been exhausted in the classroom, the teacher should ask the principal for help. Before a child is sent to the office for constant misbehavior, classroom teachers should have contacted parents, informing them of any behavior concern.

From the beginning, know what you are going to do every minute of the day, quarter, semester and year, and do it! **Students must be shown respect** and you must expect it back from them. The key to maintaining classroom control is respect. BE CONSISTENT!

Minor discipline cases are best handled by the teacher. If trivial items are referred to the principal, his/her effectiveness for problems of a more serious nature will be lessened and children soon become aware of the ineffectiveness of the classroom teacher. If there comes a situation where a child needs to be removed from the classroom, call the principal for assistance. Students should not be "kicked out" of the classroom. Situations of this sort are to be discussed with the principal and then a course of action will set up. If you do this without consulting the principal, you are putting yourself in an abnormal position.

Discipline is not a group matter. A whole room should not be punished for the misdeeds of a few. Please remember to talk with a student individually, instead of humiliating them in front of the entire class.

All classroom teachers should show respect to all students. Fairness should be practiced - do not play favorites. Children should be taught and shown how to take responsibility for the choices that they make. One of the biggest mistakes a teacher can make is getting into a power struggle with a student. Do Not Engage! Simply state what it is you want the child to do, then walk away. After a fair amount of time, go back to the student and repeat your expectation. If it is possible to give a choice, do that. That will help the student maintain some form of control over the situation. "I need you to work on your spelling." "I can see that you are still not working on your spelling. You can choose to work on it now, or at recess. It is your choice."

Throughout this entire process, parent communication is a must! No discipline form should come to the office without first having contacted the parent. The only exception to this rule is violence, sexual misconduct, or other severe misbehavior. Use your common sense and remember, every time you send a student to the principal, it could lessen your effectiveness in the student's eyes.

It is the intention of the principal/s to support every staff member. Make sure that he/she can support the decisions you make by following the philosophy, policies, and procedures of the school/district.

Classroom Website

All staff are required to develop and maintain a classroom website. This website should include information about the classroom, curriculum, special events, and other pertinent information. All assignments should be posted on the website. The website should be updated each week. Parents and students should be given the website information through your classroom newsletters. Administrators will use this information to see what you are teaching to assist with walk through visits.

Classroom Newsletter

Each teacher is expected to develop and send home a newsletter for parents. The newsletter should include pertinent information specific to your class. Examples include: upcoming activities, lessons, celebrations for good work, items needed for the classroom, etc. AT LEAST one newsletter should go home each month. Please send a copy to the Principal each month. This data will be used as artifact data in your Performance Based Teacher Evaluation.

Cleaning Supplies

Our insurance provider requires that we only use district approved cleaning supplies in the classroom. Do not use any outside chemicals. If you need supplies to clean, please ask the custodial staff for supplies.

Committees and Meetings

It is required that each teacher be an active member of a district or building level committee. A list of committees and their function will be available at the beginning of each school year.

Faculty meetings will be held once per week and/or as needed. Our meetings will be held on Mondays of each week from 3:45 pm – 4:45 pm. All certified employees must attend. These meetings will be devoted to implementing professional practices in our school.

A large part of communication will be provided in writing via memo, or email. Written communication to the staff are not to be made available to the students. Please keep minutes and attendance information from any team meetings.

Communication

Announcements - Staff members wishing to have announcements made are to hand them to the office secretary in written form prior to 8:00 am. Announcements will be read over the phone intercom at the beginning of each day.

Daily Memo - Staff members will have a daily memo available on Infinite Campus. Should you have information that needs to be included, send the announcement, in written form, to the office secretary prior to 8:00 am.

Mail Boxes - The mail boxes are located in the main office. Please check your mail box in the morning and before leaving for the day. Please do not send students to pick up your mail, as the mail boxes contain confidential information.

Telephones - The telephones are our intercom. Please make sure that your phone is off voice mail each day so that we can get messages to you. Use your prep period to make and receive phone calls. Informing others of your prep period will help considerably. Teachers will not be called from class to receive phone calls unless it is an emergency. Otherwise, a message will be sent to you.

Voicemail/Email - Each teacher has voice mail and email capabilities. Please review the instructions and check each daily.

Confidentiality - Comment and discussion regarding student personalities and records should only be discussed with appropriate people in the education setting. Student behavior problems should not be part of public discussions. Professional discretion and courtesy should be used in discussing all staff and district concerns.

Copyrighted Material

It is the intent of the board to delineate, enforce and abide by the provisions of current copyright laws as they affect the school district and its employees. Copyrighted materials, whether printed or not, will not be duplicated unless such reproduction meets "fair use" standards, or unless written permission from the copyright holder has been obtained. The board does not sanction illegal duplication in any form. Employees who willfully disregard the district's copyright position are in violation of board policy. They do so at their own risk and assume all responsibility.

Custodial duties

Custodians empty trash, sweep rooms, spot mop/mop, clean boards, and empty pencil sharpener. Special needs can be handled with a note in the custodian's notebook, located in the main office. This notebook can also be used to document cleaning issues that need to be addressed: cobwebs somewhere in the building, concerns, ideas, special attention, etc. Maintenance items will be handled with a work order completed on the Maintenance Direct program.

Daily Lesson Plans

Your plan book should contain daily lesson plans at least one week in advance. Plan books may be reviewed at any time by the principal. Please be prepared!

Your plans should include your lesson objective, researched based teaching methods and the Grade Level Expectations. All classroom lessons should follow the pacing guide. Textbooks, AR, and other instructional materials are supplemental to the curriculum and should be used accordingly.

See the document "Curriculum Expectations" for a more detailed explanation of what instructional methods to use.

Daily Schedules

Every teacher should post a classroom schedule in the room and turn a copy into the principal. These schedules should be available by the second week of school.

Duplicating Materials

Your requests should be placed in the proper box in the office the day previous to their required use. Any requests placed in the box will be duplicated by instructional aides. Please prepare ahead of time. The secretaries have a huge job and it is difficult for them to stop and make copies for you. For your use, feel free to use the copy machines in the Library or downstairs workroom.

Emergency Drills

All emergency procedures should be posted by the classroom door. Teachers should instruct their classes in the proper procedure for emergency drills. It is important to review the procedure throughout the school year. Teachers will normally be alerted when we are planning a test. Remember to take your grade book and to count students.

Fire Alarm - Teachers should lead their students from the building when the fire alarm sounds. Take grade books and proceed in orderly fashion to the designated area. Once there, teachers should take roll and keep their class together pending further instructions. Should a child be missing, do not re-enter the building. Notify office personnel, located outside in the front.

Tornado - Be familiar with the instructions posted in the room. Review these with the students.

Earthquake - Immediately take cover under anything that will provide some measure of protection from falling objects. Immediately after the crisis, calmly evacuate the building, following the procedure for a fire drill. If people are hurt and/or trapped in the room, the first order of business is to get everyone else to safety, then notify the administrator that people are hurt or trapped and their location. Keep your class together pending further instructions. Stay away from power lines, poles, trees, and buildings. Utilities should be shut off, and no one should re-enter the building unless it have been declared safe.

Hostage Situation - If a hostage crisis occurs in your room, try to communicate calmly with the perpetrator. Try to get the person to let you relay his demands to the office, thereby alerting the office to the situation.

If a hostage situation occurs at another location in your building, your responsibility is for the safety of your students. Follow the directions of the principal. Until such directions are given, lock your classroom door and gather the students against the wall nearest the hallway to make the room appear empty.

Bomb Threat - In the event of a bomb threat, notify the office immediately. If the building needs to be evacuated, follow the fire evacuation plan.

The district has developed a comprehensive emergency plan (ERIP) that all staff will be trained on and expected to follow.

Field Trips

All off-campus field trips must be approved in advance by the principal. Staff can secure field trip request forms from the office. A copy of the form should be submitted to the principal for approval at least 2 weeks in advance. The Director of Transportation will determine final availability of busses. Teachers should have a complete itinerary to be sent home with students with a permission form. NO student may leave campus without a signed permission slip. A note signed by the parent will suffice as a permission slip as long as it has the date, parent signature and states that the parent gives permission for the child to go to the specified location.

All trips should be scheduled to depart from school no earlier than 8:45 am and must arrive back at school no later than 1:30 pm. No field trips will be scheduled after May 1st. An effort should be made to schedule class field trips during the first semester.

Field trips and activities are scheduled to be an extension of the school curriculum. All students must ride the school bus. Adults may be asked to assist of the field trip if extra supervision is necessary. Final decision concerning adult participation on field trips and activities will be made by the classroom teacher and/or principal. Adults who help on a field trip may not bring other children. Parents or relatives who assist are expected to follow the direction of the teacher and follow all school rules. No adult should be left alone with a group of students. Please have all groups stay together with the teacher. All adults are to be a model for the students. All adults must stay with their assigned group and no one is allowed to curse, smoke or drink alcohol on the field trip. Any parent that will be attending the field trip must receive a letter stating the expectations. You can get a copy of this letter from the office.

Students should be aware that field trips are an extension of school and therefore all rules apply. There is a great deal of responsibility on the teacher involved with a field trip. If you are concerned about a student attending a field trip, please discuss the matter with the principal before excluding anyone. Please be conscious of your responsibilities for supervision on the trip, including the bus.

Grading and Report Cards

All teachers should keep an accurate record of each student's progress during the school year. Each teacher is responsible for placing grades in the electronic grade book through Infinite Campus. Because we have an electronic grade book system, which includes parent access, it is imperative that you keep current on your grading and keep it updated. Grades should be updated AT LEAST once per week. Your failure to do so will be reflected in your Performance Based Teacher Evaluation.

Report cards will be generated through this on-line grade system. Semester grades should reflect the overall grade a student has earned for the semester. Report cards will be distributed normally on the Friday following the last day of the quarter. Attendance records and special class grades will be provided to the classroom teacher.

The Hillsboro R-3 School Board voted to use the following grading scale:

Letter Grade	Percentage		
A	94-100	D+	67-69
A-	90-93	D	63-66
B+	87-89	D-	60-62
B	83-86	F	0-59
B-	80-82		
C+	77-79		
C	73-76		
C-	70-72		

Special classes shall remain +=Outstanding, S=Satisfactory, N=Needs Improvement and U=Unsatisfactory

Students and Parents should not be surprised when they receive quarter / semester grades. Please keep them informed and up to date about progress or lack thereof. If "extra credit" projects are used, this opportunity should be extended to every student, not just to those who may wish to make up for a poor test score or project. Do not make the mistake of thinking that only a fixed percentage of students can receive A's, B's, etc. Conduct "grades" based on attitude, cooperation, citizenship, etc. should be reported separately from the regular grade for that subject.

At times some students will require special grade checks either from the principal or the counselor. Quick responses to these checks are important.

Guidance Services

Guidance services are available to every student in the school. The student determines directions and goals in counseling. With the counselor, a student may discuss and explore freely and in confidence any problem or feelings that are personally important. During counseling, these concerns may be talked through and examined, alternatives explored, and decisions made about future courses of action. Should the student find that special and/or additional assistance of some sort is needed, the counselor will assist in finding such help as may be needed. Parents are encouraged to talk to a counselor about any area of concern related to their children and the school.

Should you have concern about any of your students, check with the counselor. Together, you can form a plan to best serve the needs of the student.

Hall Passes

Hall passes should be used by all students when not in the classroom. Faculty should continually monitor the use of passes from their classes and students in the hall. Hall passes should be implemented as follows:

2 - Bathroom passes (1 boy & 1 girl)

1 - Library pass

2 - General Pass

no more than 5 students gone at a time)

Hall Rules (Please review these rules with your students):

1. Students riding the bus must use the south entrance. 4th graders go upstairs and 3rd graders go downstairs then directly to their room.
2. Students riding in cars may use the south entrance or the west side entrance and go directly to their rooms.
3. Morning - students should go to their rooms first thing in the morning and get their lunch card before going to breakfast.
4. No one should go anywhere -- office, library, workroom, nurse, etc. without first going to their homeroom and getting a pass.
5. Students are not allowed to wait at the south entrance for other buses to arrive.
6. One student per pass.
7. Five passes per room -- 2 general, 2 bathroom, 1 library.

Health Services

The office of the school nurse is located in the main office. Cumulative health records are maintained for all students, which include their immunizations, history of diseases, and results of testing at school, physical examination results and other health information. All students sent to the nurse should have a pass from the classroom teacher. If emergency care is needed, report over the phone to the office, or send a student for help. It is better to err on the side of caution than to not take action. Accident Report Forms are available in the nurse's office and should be promptly returned.

Bodily Fluids Policy - All staff members must abide by the school policy. Sanitary gloves should be used. The school nurse should be notified as soon as possible.

Homework

Students are expected to complete their homework, however holding a student in for recess should only be done as a last resort (Wellness Policy). If students do not complete homework we will assign the student a morning detention provided that the parent has been contacted and the student/parent has been given another opportunity to complete the assignments. Please be sure that you have talked directly to the parent or received a note/email back from the parent. Do not assume that the parent has read the planner or the note you sent home. Students should not be kept in for not making Accelerated Reader or Math goals. In general, a student should have no more than 30 minutes of homework per night. Do not randomly assign homework - make sure it is meaningful and has a purpose.

Homework Guidelines for Hillsboro Elementary School

Homework should be for practice

3-4th grade homework should take no longer than 30 minutes to complete

Homework must have a purpose - review and practice of a skill, helps promote study and organizational skills

Homework policy should be read and signed by the parent and the child.

Homework should be assigned based on student need and ability. Please inform parents in your beginning of the year materials that you are unable to comment on other children's assignments - talk about professionalism and privacy - talk about parents not always believing what their children come home and say.

EXAMPLE - "Professionalism/Fairness - At times your child may come home and say that something was not fair in the classroom. Please keep in mind that I cannot comment on the needs of another child, just as you would not like me to comment on your child."

Inform parents that they need to communicate with you when they seem to have an overabundance of homework or they are unable to complete the homework successfully.

EXAMPLE - "If your child has more than 30 minutes of homework per night, please contact the teacher. This could be because your child is not using class time at school. If your child consistently cannot answer questions, contact the teacher."

The teacher should identify the purpose of the homework and communicate that purpose to the students.

Homework should ALWAYS receive some form of feedback (grades, stickers, comments, conference).

All teachers should use homework planners. Students should write the assignments in the planner. If an assignment isn't finished or it is homework, the teacher should circle or star (indicate in some way) so that the parents know what their child has for homework. THIS PROCESS MUST BE COMMUNICATED TO ALL PARENTS.

Students should not be penalized due to parent's behavior. If a parent does not sign the planner because they were working or because the child was in trouble, do not punish the child. Again - be flexible - be understanding.

What to do with late or no homework:

It should be done - homework is not a choice - student should do homework even if it means taking recess or giving detention.

As a teacher you have the right to penalize a student's grade for a late assignment. However, before doing that, please take into consideration their homework record and or the needs of the child. Be understanding. Be flexible.

Late policy: Should you feel that an assignment should be penalized, you should not take more than 10%. This does not mean 10% per day. Zeros should only be given when the student fails to turn in an assignment by the end of the quarter. Several attempts to collect the work should be made. Parent contact about missing assignment(s) is required. If you don't turn your grades in on time, I don't tell you, "never mind, you don't have to turn it in, you get a zero." If you don't turn your taxes in on time, the IRS doesn't say, "never mind, you don't have to pay them." Why would we allow students to get away with irresponsible behavior? STUDENTS SHOULD NOT BE GIVEN AN OPPORTUNITY TO FAIL!

Guidelines for parent involvement with homework:

Parents should not do homework for the children, Parents should be facilitators. If their child does not understand, they should ask questions about what they did in class - ask questions about the process.

Keys

Teachers will be supplied with keys to their rooms and storage areas as needed. Master keys will only be supplied to personnel in regular need of such keys. All keys will be accounted for and turned in at the end of the school year.

Library Services

Walk-ins are always welcome in the library. As a teacher you may want to check out books for your students. This will cut down the traffic so that library classes are not interrupted. Do not send students to the library only to get them out of class or because they are caught up with their work. Teachers who continually abuse this privilege will be addressed.

We hope that all teachers will find materials and services, given through the library, helpful in making teaching more meaningful. Suggestions for materials may be made at any time. All A.V. needs should be processed through the library. Should equipment checked out to you need repair, notify the library immediately.

Lounge

The lounge is for teacher use before 8:20, after 3:25, at lunchtime, and during your prep period. Students, including student workers and your own children, have no business in the lounge. The sodas, candy bars, etc. are not for students and should not be purchased by or for students. Each staff member must accept the responsibility for keeping the lounge neat in appearance. As per district policy, smoking is prohibited.

Maintenance

Should you have a maintenance issue (repairs, plumbing, tile, A/C, etc.) please go to the Maintenance Direct program and log your request into the system.

Make Up Work

Please assist students in gathering any work missed due to absences. Missed work must be made up within a reasonable amount of time depending upon the length and cause of the absence. A general rule: students should have the same number of days to make up work as the number of days that they were absent

Master Calendar of Events

A master calendar of events is posted in the office. ALL CLASSROOM / SCHOOL EVENTS, MEETINGS, etc. should be recorded on the master calendar. To record on the calendar, contact the school secretary.

Money

State law mandates that any money collected in any way through school activities be under the control of the local Board of Education. All purchases, whether through activities or budgeted funds, shall have a written and signed requisition form. Note: if you purchase something before you have received approval, you will be paying for it.

Moodle

Hillsboro Elementary has a moodle which has been established to provide a curriculum resource for staff. Please note that announcement and grade level information will be posted on the moodle. It is expected that all staff members share ideas/activities and post those into the moodle.

Moving Classes

Teachers are expected to inform the office if they temporarily take their class to another location. Finding students and teachers is facilitated by this simple communication.

New Books

All new books are stamped on the inside front and back covers and on page 100. Textbooks are numbered 92-001 a (initial) 92-002a (initial), etc. The 92 indicates the year purchased; 001 the number of the book; and "a" the last initial of the teacher. Books are expected to last a minimum of five years. This includes encyclopedias and dictionaries. If you need new books, contact your grade level chair/department chair.

Parent Contact/Teacher Conferences

Teachers should feel free to contact parents on an individual basis. Every parent contact should be noted in Infinite Campus. This data will be used as artifact data in your Performance Based Teacher Evaluation. The principal will check Infinite Campus each month to make sure all parents have been contacted. As a general rule: all parents should be contacted at least once per quarter. This contact should be through e-mail, conference, or phone call. This is over and above what communication you do through the student planner. Positive parent contact is something to strive for.

Parent teacher conferences should be scheduled on as needed basis. Although the district does not provide days for parent conferences, it is encouraged that you allow parents the opportunity to meet with you on a semester basis. Documentation of such conferences should be placed on the parent contact log in Infinite Campus.

****When calling parents, please leave a message before trying another number. If the student is calling, have them leave a message as well. Many times the office will get a phone call from a parent that saw the school called (Caller ID) but there is not message. These phone calls are disturbing to parents who worry that their child may be hurt/sick.**

Parent Volunteers and Visitors

Guests are welcome in our school building. In order for these guests to be received properly, the office should be notified in advance. All guests are required to sign in the office and receive a visitor's pass before reporting to the classroom. Parents should fill out a volunteer policy sheet. Teachers should schedule parent volunteers according to what best suits the classroom needs.

BE NICE AND WELCOME PARENTS TO OUR BUILDING. IF A PARENT WANTS TO VOLUNTEER, LET THEM!

Please note: parent volunteers are NOT to grade papers or have access to private student data. This is a FERPA violation. Do not allow parents to enter student grades into Infinite Campus.

Permanent Record Check Out

All records must be checked out through the office. Do not go into the files and take one without checking in with the school secretary. We have a responsibility to keep these files in a locked file. Do not leave these files unattended in your room! When returning files, check in with the school secretary and be sure to have the contents in the same order as they were when you removed them.

Planning Period

The planning period is designed to permit the teacher an opportunity to prepare for classes and to confer with students, parents and colleagues. Once per week, each teaching pod should meet and confer about lesson plans, assessments and instructional strategies. Each pod will meet with the principal once per month to review progress.

It is very important that the planning period be used and not wasted. Educators are being held more accountable every year. Make good use of your planning time. Teachers are not to leave the building during their planning period, unless prior arrangements have been made with the principal.

Playground Rules (Please review these rules with students):

1. Stay on playground unless given permission to leave.
2. Play is allowed only on the blacktop and playground area.
3. No bats, softballs or baseballs allowed. Nerf footballs may be used for passing games only.
4. One person on slide at a time. Students must be in the sitting position with feet going down first.
5. Do not go to the track unless given permission from the teacher and with a supervising teacher.
6. Walk down sidewalk to the blacktop area.
7. Please respect inside classes by limiting excessive outside noise. (i.e. screaming).
8. Students may leave a swing seat only after it comes to a stop. No jumping off of the swings.
9. Students at tables must be seated. Do not sit on top of the tables.
10. Students need to conduct themselves in a sportsman-like manner.
11. Other rules can be set by teachers on duty.

Consequences can be set by teachers on duty but those consequences should be consistent with the philosophy of the school and the discipline code. Two certified staff members should be on duty outside at each recess and 1 should be on duty inside. If no students remain inside, that teacher has an additional prep time. It is up to each pod to determine who will supervise each day. Before entering the building, teachers are to take roll and make sure that all students are accounted for. Children should not be sent to the office to spend their recess.

Professional Conferences

Professional conferences are available for staff to attend. If interested in a conference, please make sure that the conference fits in with your professional goals. All conferences must be submitted on My Learning Plan – a web based program that will keep track of all PDC hours. Any staff member interested in going to a workshop or conference needs to fill out an online Trip Request and Expense Voucher, available on My Learning Plan. For any conference, staff must call Debbie Spiller at Transportation to schedule the school vans. If the school van is available, staff must take the vans. If you choose not to take the school vans, and they are available, you are not able to collect mileage. Care must be taken while filling out the forms. After the trip, attach bills and other documentation of expenses to the Reimbursement Form. This form, along with a copy of your approved Trip Request form should be sent to the Assistant Superintendent, Jana Rhame.

Professional Learning Communities

The Hillsboro R-3 School District is committed to the concept of Professional Learning Communities. As such, it is imperative that all staff members embrace this concept and make changes accordingly. If you are new to the PLC concept, it will be important to familiarize yourself with the information. Please see the principal for professional materials that may help you with this.

Every staff member will be working toward raising student achievement through effective instructional practices. To do this, each grade level is expected to develop a pacing guide for all core subjects. This pacing guide not only serves as a guide for when you should cover concepts, but also how long you should spend on concepts. Staff will identify essential skills, which will place importance on some grade level expectations. When these essential skills are identified, the staff member will continue to teach these concepts until all students in the classroom have mastered these skills. Essential skills do not have a timeline. They are taught until mastery!

SMART goals will be developed for each grade level based on the identified essential skills. All goals will be written in the SMART goal format. Each grade level will develop a SMART goal for Reading, Writing, and/or Math. We will measure improvement each quarter through our common assessments and the data board that will be kept in the principal's office.

Students will be given quarterly common assessments for each grade level for SMART goals. These common assessments will be developed on the Acuity system and will be scored, and analyzed within a given time frame. Each teaching pod is responsible for analyzing the data for the students in their respective classrooms. Each pod is responsible for completing a report after analyzing the data. This report should be turned into the school principal and your PLC chair. The data will be displayed in the principal's office to monitor the progress of all students.

The focus this school year is going to be on making changes so that all instructional strategies are effective. If, after analyzing your data, you determine that the instructional strategy you used was ineffective, change it! If it was effective, share it! Re-teach essential skills, share instructional strategies, re-assess. Each pod will be meeting together to discuss student performance on the common assessments and to plan interventions for those students that are not achieving. Staff members will be working on implementing a Response to Intervention practice.

Progress Reports

A progress report will be sent home after 5-weeks of each 9-week or quarter period for any student receiving a D or an F. This report will be generated through the on-line grading system as well. Please make sure all grades are up to date. Parents and guardians are encouraged to contact the teacher should they have any questions. When sending deficient grades home, please be sure to explain why the grade is low, i.e., missing work, low scores, etc. A parent should never be surprised that the D or F is coming home. Be sure to keep in constant communication with parents.

Purchase of Supplies and Equipment

Requisitions for major supplies are made once a year on forms provided. These are usually required in January or February for the following year. They will be prepared and handed in to the Principal. These orders will be compiled into one order. These requisitions are necessary for the Superintendent's Office to budget the buying for the following year. All general school supplies are kept in the office. Teachers may contact the school secretary in they are in need of these supplies. NO items are to be purchased without prior approval. Reimbursement for professional expenses will also require prior approval. Very few items will be purchased during the year unless prior arrangements have been made.

Recess

Recess schedules are posted in the beginning of the Faculty Handbook. Teachers should adhere to this schedule. If times are moved or added the office staff should be notified. Children should not be sent to the office to spend their recess time. Teachers should establish a schedule within their team to rotate playground supervision and inside supervision. Two certified teachers should be outside with one teacher inside. Parents should be sure that their child's clothing is suitable for outside activities. Indoor activities should be planned during inclement weather.

We will use Children's Hospital guidelines for weather restrictions on taking students outside for recess. Please note that these temperatures include the heat index/wind chill.

90-100 degrees – Children can stay out but please be sure to have plenty of water

32-90 degrees – Children can stay out for an unlimited amount of time

20-32 degrees – Children can stay out 10-15 minutes

10-20 degrees – Children can stay out for 5 minutes

Records

Grade books and cumulative folders are permanent records. Report cards are semi-permanent records and are used for the current year only. Lesson plans and daily memos are work records and have a value only during the current year and are discarded at the end of the year.

Retention

The following are criteria for retaining a student:

1. At least 2 F's in the four core subjects
2. The teacher must have tried and documented a variety of interventions (RTI), made a referral to the Care Team, and made frequent contact with the parents.

The process is as follows:

1. List of possible retainees is given to the office after 2nd quarter.
2. A letter is sent home from the office.
3. New list of possible retainees to the office after 3rd quarter. Note: This is the last time to add a student to the list.
4. Another letter is sent home from the office.
5. Final list of retainees, along with intervention documentation, to the office by the 2nd week in May. The principal shall have the final say as to who will be retained.

Room Parties and Classroom Events

Please notify the office of any party or classroom event that is scheduled. All parties/events must be over by 2:45 pm so that buses can enter the parking lot. Parents must sign in and out of the office before going to the classroom. All food/drinks must be store bought, no home-made items.

Soda and Juice Machines

The juice machines are to be used in a discretionary manner. As much as possible, closely supervise use of the machines by your students. Properly instructing students on the operation of the machine will certainly alleviate many trips to "fix" them. Soda machines are for faculty use only. Do not allow open cans in the halls or on the school bus. No purchases before or after school.

Student Aides

Student aides could come from the High School, Learning Center or the Junior High. These student aides should be closely supervised and used to help in general classroom duties. At no time should these student aides be left alone with our students. Do not send student aides to work with school machines (copy machine, dye cut machine, cutter, etc.).

Student Handbook

It is your responsibility to become familiar with the information in the Student Handbook. Classroom practices should follow the information contained in the handbook.

Staff ID's

All staff should arrange to have an ID made in the school office. These ID's should be worn each day.

Student Injury

Anytime a student is injured, the office should be notified, as well as the nurse. Do not move a student if the injury seems severe. Accident Report Forms are available in the Nurse's Office and should be completed as promptly as possible. It is better to err on the side of caution instead of getting a phone call from a parent. Send the student to the nurse if you have any doubt!

Student Planners

All students will receive a planner for their use. It is designed as an organizational tool for students and parents. Each student should write assignments and classroom information in the planner each day. The planner should also be used a communication tool between teacher and parent. Please develop a system that would indicate whether or not an assignment is homework and then COMMUNICATE that system to parents. It is expected that all teachers use the assignment planner and not some other form of assignment log.

Some parents will not sign the planner. Students should not be punished if the parents are not cooperating. Please make alternate arrangements to help keep the student organized.

Student Supervision

Students should be supervised at all times – in the classroom, hallways, playground, all areas of the school. Staff members should walk students to and from the cafeteria, special classes, buses and recess. At times, you may send a student to the library, bathroom, or elsewhere in the building with a hall pass. Please be aware of who is out of the classroom and make every attempt to keep students together in case of emergency. The responsibility and authority of staff extends beyond the classroom. The development of school citizenship is a team effort.

Teachers are expected to help supervise students throughout the school. Besides maintaining discipline in the classroom, teachers' supervision duties include the hallways, restrooms, assemblies, etc. All teachers are expected to attend assemblies and help supervise. Each staff member is responsible for helping prevent damage to school property and preventing general misbehavior. This can only happen if you are actively supervising the students! All staff members should be vigilant to walk around while supervising. Sitting at your desk, or at a table on the playground is not actively supervising.

If you need to leave the room, please ask another teacher to cover for you. You are liable if you leave your students unattended.

Suggested Schedules (Minutes per subject)

Each teacher should develop a daily schedule to be submitted to the principal and posted in the classroom.

Suggested time allotment per subject area:

Language Arts and Reading – 90 minutes per day

Math 90 minutes per day

All other subjects 20 to 30 minutes as schedule permits or as needed.

This is not designed to limit the discretion of the classroom teacher but to serve as a guideline only.

Suspensions

Although rare, students may be suspended from school. This can be an In School Suspension, or an Out of School Suspension. In both cases, teachers are required to gather all assignments that the student is required to take and submit them to the school office. Students will be required to complete all assignments for a grade.

Taking Roll

On-line attendance will be used to report daily attendance. Attendance needs to be submitted by 9:00 am. Should a student arrive in your classroom after 8:45 am, please make sure that the student signed in the office. Each student that signed in will have a tardy slip, signed by the school secretary. If a student does not have the slip, please send him/her to the office to get one. This will help us to take accurate attendance counts.

Teacher Evaluation

The purpose of teacher evaluation is improvement of instruction. Formal performance-based evaluation will be conducted as per school board policy. Administrators will conduct informal teacher evaluations on a continuous basis. Supervision will be conducted in a constructive, candid, fair, and realistic manner.

Principals will formally evaluate teaching performance of untenured faculty each year; all tenured faculty will be evaluated once every 3 years. Permanent faculty will submit yearly professional development plans. Non-tenured teachers will have summative evaluations each year. As part of the PBTE administrators and teachers are to keep artifact data that can be used to document the completion of certain criteria on the summative evaluation form. All staff are required to keep a folder with examples of such artifact data. Much of this data is collected as part of the teacher's daily routine. We are asking that you keep some of the items to look at during the observation conference. Listed are items that can be placed in a folder for this purpose. They include, but are not limited to:

- Examples of parent communication

- Lesson Plans

- Questions that you use to engage students

- Examples of how you assess student progress

- Examples of scoring guides

- Interventions for struggling students

Each teacher should have a copy of the Performance Based Teacher Evaluation Plan as a guide to policy.

Teacher Professionalism

Dress - The school district believes that student dress affects student behavior and as such thinks that teacher dress affects students. Teachers are expected to dress professionally as befits their teaching activity. Teacher dress should follow student dress code as well.

Behavior - Classroom behavior by teacher should be an example of teaching by example. Proper language, gestures, emotional control and mannerisms should be a role model for students.

Staff Ethics and Conduct - Please remember that the welfare of the child is the first concern of the school district. It is the responsibility of the staff members to support programs and activities when in public. When making criticism of staff members, departments, or programs it should be done in a professional manner and to an administrator.

Staff members are to be faithful and prompt in attendance, support and enforce board and building regulations, turn in reports on time, attend meetings as scheduled by the administration, look out for the safety and welfare of all students, dress professionally, refrain from using language, gestures, and mannerisms that are profane, and use the faculty lounge for its intended purpose.

Cell phones should be turned off so as not to interfere with the educational environment. Please refrain from making personal phone calls or texting unless it is your break time.

Confidentiality - Professional communication of educators requires no discussion of individual students and their problems in non-professional situations. The teacher's lounge, and public places are inappropriate locations for these discussions.

Technology

Please be sure to review and follow the district guidelines for technology. No student is allowed to use the teacher computer as it contains private information. Please be safe and lock your workstation before leaving your computer.

Timesheets

Any staff members that are on a time sheet need to access the on-line time sheet. The on-line time sheet calculates the amount of hours that you work each week. At the end of the pay period (the 15th of each month), you are to print out your timesheet and turn it into the school secretary. The office will route the timesheets to the appropriate central office staff.

Work Days

In-service day work hours are 8:00 am - 3:00 pm, unless otherwise notified. Please use each day productively: prepare instructional plans, prepare bulletin boards and displays, finalize grades, review files, attend professional training, etc.