

# Hillsboro Primary School



## Staff Handbook 2011-2012

## **PURPOSE**

The purpose of this handbook is to delineate, as clearly as possible, the basic administrative policies and procedures by which Hillsboro Intermediate School will be operated. These policies and procedures are to be followed by all personnel. Each staff member is responsible to carefully read and acquaint themselves with the content of this handbook.

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## 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*

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## 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 sometimes 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.

### **(Board Policy GCBDA)**

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 a substitute folder in an obvious place 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 is willing to lend assistance to the substitute teacher.
6. Class roster for recording attendance.

## Accidents/Injury – Student – Staff

Anytime a student or adult is injured, the office should be notified, as well as the nurse. Do not move the student or adult 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! Should a staff member be injured, it will need to be reported immediately. In case of injury, please read **(Board Policy GBEA and EBBA)**.

## Arrival and Departure

STAFF HOURS ARE 8:15 AM – 4:00 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 8:15 am and at their respective teaching station door by 8:30 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 4:00 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 4:00 pm, the principal must approve **(Board Policy GBCB and IC)**. 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 supervise all students.

## Attendance Records/Taking Attendance

Attendance records are kept in the office. Your obligation is to report your absentees each morning by 9 a.m. via Infinite Campus. Students arriving late to school must report in to the office. Upon returning to the classroom, they must have a tardy slip issued by the office. 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 determine how best to serve the student. **(Board Policy JED-API).**

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

4 Days of absence - Letter from the Primary 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 or relatives take students from your classroom. Refer them to the office and the office staff 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 have already signed them out, do not release the child. The office will call for the child!

On-line attendance will be used to report daily attendance. Attendance needs to be submitted by 9:15 am. Should a student arrive in your classroom after 8:55 am, please make sure that the student signed in at the office. Each student signed in will have a tardy slip, signed by the office. 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.

## Building/Classroom Appearances

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 that the room is properly ventilated and lighted. Special needs may occur that require maintenance or custodial assistance. In such cases, the teacher must enter a maintenance request on the Maintenance Direct program. Teachers should close and lock all windows and doors when leaving for the day. **(Board Policy ECB)**

## Cafeteria

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

Lunch -The efficiency of our lunchroom schedule depends on following a 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 the supervising teacher and/or the principal are present to oversee lunchroom 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. Classes will be seated at assigned tables. All students must sit with their class.**
- 3. A cafeteria supervisor will dismiss your students.**
- 4. 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 9:15 am. Students that qualify for free lunches will also qualify for the breakfast program.

## Care Team

Care Team is a process by which teachers can seek assistance in exploring and addressing specific student concerns related to academic performance, behavior, socialization, emotions, and home environment. The team consists of representatives from each grade, as well as, representatives from Guidance, At-Risk, and Administration. The first step of this process is for a concerned teacher to bring the specific student issue to the attention of Mrs. McGrath, Mrs. Hoover, or Mrs. VanHouten. At this time, suggestions may be made, or the case may be referred to the Care Team. Upon referral to the Care Team, the referring teacher becomes an active member of the team for that particular student's case. The team will review all pertinent information related to the student. The team will support the referring teacher by assisting in developing strategies and interventions, and/or a more comprehensive plan to address the student's issues.

## Classroom Curriculum Exceptions

### 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 IIA**).

## Classroom Management

Classroom management is different from 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 to enable students to 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 is 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 be 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 class 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 members. **(Board Policy GBH and GBCB)**

### **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. This data will be used as artifact data in your Performance Based Teacher Evaluation.

### **Classroom Website**

All staff will be 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.

### **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. Please note: no plug in air fresheners, candles, and/or candle warmers are allowed, per our insurance carrier. **(Board Policy EBAB AP1 and SBAB AP2)**

### **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 monthly or as needed. All certified employees must attend. These meetings will be devoted to implementing professional practices in our school. Other faculty meetings may take place on early release day. **(Board Policy GCKB)**

## **Communication**

**Announcements** - Staff members wishing to have announcements made are to hand them to the office secretary in written form prior to 8:30 am. Announcements will be read over the phone intercom at the beginning of each day.

**Weekly Staff Memo** – There will be a weekly staff memo from the office. If you wish to have information placed in the staff memo, please e-mail the information to the principal by the end of the day on Thursday.

**Mail Boxes** - The mailboxes are located in the main office. Please check your mailbox in the morning and before leaving for the day.

**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. 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. **(Board Policy GBCB)**

## **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. **(Board Policy EGAAA)**

## **Custodial Duties**

Custodians empty trash, sweep rooms, spot mop/mop, clean boards, and empty pencil sharpeners. Special needs can be handled with a note to the custodian. 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 and other instructional materials are supplemental to the curriculum and should be used accordingly.

## **Daily Schedules**

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

## **Directory Information**

According to federal law, parent and students are notified that “Directory Information” will be released as deemed necessary by school officials. The following items are Directory Information: student’s name, parent’s name, address, telephone number, date, and place of birth, major field of study, participation in officially recognized activities, and sports, height, and weight of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended and photograph. Parents or eligible students will have ten (10) school days after the annual public notice to view the student’s directory information and to provide written notice to the school that they choose to not have this information released. Unless prior written notice is received, the school district may disclose any of those items designated as directory information without prior written consent. **(Board Policy JO).**

## **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. The signal to evacuate the building is an intermittent siren. The signal for a tornado will be a continuous bell. Teachers will normally be alerted when we are planning a test. Remember to take your grade book and to count students. **(Board Policy EBC –AP 1-9)**

**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. Remember, the signal for a tornado is a continuous bell.

**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 has 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 of the situation.

If a hostage situation occurs at another location in your building, your responsibility is 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.

## Field Trips and Other Building Activities

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 on 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 with field trips may not bring other children. **(Board Policy IICA)**

Students who have demonstrated personal irresponsibility and inappropriate behavior will not be taken on a field trip or may be removed from building activities. Parents or relatives who assist are expected to follow the direction of the teacher and follow all school rules. All adults are to be a model for the students. All adults must stay with their assigned group and no one is allowed to smoke or drink alcohol on the field trip.

## Grade Level Chairperson

It is the grade level chairperson's responsibility to insure enough textbooks have been ordered and both books and supplies are distributed to proper rooms before the beginning of each term. The chairperson will be responsible for calling meetings of their particular grade level from time to time to discuss problems or ideas which need whole group attention. The chairperson may be called to serve on a committee or committees for studying various areas of concern which the principal may deem necessary. They may also be asked occasionally to disseminate information from the office to the teachers within their grade level. It would also be the duty of the chairperson to communicate all action of grade level meetings to the principal.

## 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 on 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 grading updated. Grades must be updated AT LEAST once per week. Report cards will be generated through the 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. **(Board Policy IK)**

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

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

### **Special Classes:**

90 – 100 E (Excellent) 70 – 89 S (Satisfactory) 60 – 69 N (Needs Improvement) Below 60 U (Unsatisfactory)

Students and Parents should not be surprised when they receive quarter/semester grades. Please keep both informed and current concerning progress and lack thereof. If "extra credit" projects are used, this opportunity should be extended to every student, not only 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.

## **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 a concern about any of your students, check with the counselor. **(Board Policy JDH)**

## **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. **(Board Policy EBB-AP, JHC – AP2, JHCB – AP and JHCD – AP).**

## **Homework**

Students are expected to complete their homework, however holding a student in for recess should only be done as a last resort. Students do not complete homework, we will assign the student a morning detention provided a parent has been contacted and the student/parent has been given another opportunity to complete the homework assignments. Please be sure that you have talked directly to the parent or received a note/email from the parent. Do not assume that the parent has read the note you sent home. In general, a student should have no more than 15 to 30 minutes of homework per night. Do not randomly assign homework - make sure it is meaningful and has a purpose. **(Wellness Policy ADF)**

## **Homework Guidelines for Hillsboro Primary School**

### **Homework should be for practice:**

K - 2nd grade homework should take no longer than 15 -30 minutes to complete.

Homework must have a purpose - review and practice of a skill, help promote study and organizational skills. 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 say. Students should not be penalized due to a parent's behavior. If a parent does not sign homework, weekly folders, 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 completed - 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 so, please consider their homework record and or the needs of the child. Be understanding.

### **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!

## **Instructional Aides and Paraprofessionals**

Instructional aides and Paraprofessionals may be utilized from 8:00 - 9:15 AM and 3:30 - 4:00 PM to operate the copy machines, laminating machines, to supervise the cafeteria, or to complete clerical tasks. Instructional aides are to be utilized from 9:15 AM to 3:30 PM to work with students in areas of remediation, enrichment, or maintaining academic skills. Instructional aides are not to plan lessons. They are to implement lessons and activities. They are not to copy papers for non instructional activities or out of school groups or activities. They should be used to improve student skills, not write class newsletters, grade papers or record grades.

## **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 at the end of the school year.

## **Library Services**

Walk in students and staff are always welcome in the library. As a teacher you may want to check out books for your students. This will cut down traffic so that library classes are not interrupted. Do not send students to the library remove them from class or because they have completed their assignments. Teachers who continually abuse this privilege will be addressed. Please remember, library days missed due to weather or special building activities will not be made up in most cases.

We hope all teachers will find materials and services, provided 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 staff immediately.

**(Board Policy IIA, IIAQC, and IAC-R)**

## **Lounge**

The location of the teachers' lounge is in the Main Office Complex. The entrance and exit from the teachers' lounge is from the east hall entrance. We ask that teachers enter and exit from the lounge by the side door and not through the front office. The front office is small and extra traffic is not needed. You are free to use the lounge when you are not scheduled to be in your room or when you need a brief time to relax.

## **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. **(Board Policy ECB)**

## **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 absent. **(Board Policy JED)**

## **Money**

State law mandates 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. **(Board Policy DI – AP)**

## **Movement of Children and Bus Loading**

The movement of children in the building will be done in a quiet and orderly manner. Students are to be in line and together. It is the responsibility of each staff member to stop children not behaving in the building in a proper way. Please remember, when you move your class in the building, other teachers and students are trying to learn. When loading busses, each teacher must walk their students up or down the sidewalk. Students are not to run past their teacher and each teacher must make sure their students are proceeding to the correct row of busses.

## **Movies**

Teachers who wish to show movies as an instructional tool may do so during instructional time. Movies must be related to the district curriculum and instructional objectives. If you wish to show a movie as an instructional tool or as a reward, you must submit a movie permission form to the office one week in advance of the showing. In most cases movies will not be approved for indoor recess.

## **Parent Communication and 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 and/or newsletters/websites. Positive parent contact is something to strive for.

Parent teacher conferences are scheduled for the evening of **Thursday, October 20, 4:00 PM to 7:30 PM and Friday, October 21, 8:00 AM to 11:30 AM**. These are required conferences and parents will be receiving their child's report card for the first quarter during this conference. Spring conferences will be held as needed.

\*\*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. **(Board Policy IGBC)**

## **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 at 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. Please make sure any parent volunteer has read and signed the parent volunteer form. Parents are not to be left alone with volunteers.

**(Board Policy IGBC, IICC and ICC – AP)**

## **Permanent Record Check Out**

We have a situation which concerns you as teachers and the permanent records of the students. Sometimes we do not think about the responsibility when we have these records out of the file. We are responsible for the safe keeping of these files. According to present regulations, permanent records are to be kept in locked files. You do need to be acquainted with the information contained in your permanent records, so sign them out when you need to, but be sure they are not left unattended in your room or left in your room overnight

**(Board Policy JO-AP, GCB and JC)**

## **Planning Period**

The planning period is designed to provide the teacher an opportunity to prepare for classes and confer with students, parents and colleagues. 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/Recess**

1. Stay on the playground unless given permission to leave.
2. Play is allowed only on the playground area and bus loading parking lot. No more than four classes may use the equipment area at one time.
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 a sitting position with feet going down.
5. No chase games are allowed in the equipment area.
6. Teacher must move around the playground to supervise students.
7. Students may leave a swing seat only after it comes to a stop. No jumping off the swings.
8. Students need to conduct themselves in a sportsman-like manner.
9. 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 must be on duty outside at each recess and one should be on duty inside. If no students remain inside, that teacher has an additional prep time. Each group will determine who will supervise each day. Before entering the building, teachers must make sure all students are present. Children should not be sent to the office to spend their recess unless assigned by the principal or assistant principal. All outside doors are to be kept locked. Doors are never to be blocked open. Staff members will have an access code to enter the building.

## **No Recess Before 9:35AM and all Recesses Must Be Completed By 3:00 PM.**

Teachers are to sign up for designated recess times. Before entering the building, teachers are to take a head count to ensure all students are accounted for. **DESE allows students to take part in two 15 minute recess periods per day.** Research has shown that two 15 minute recesses each day improves student learning instead of one long recess time for primary age children.

We will use Children's Hospital guidelines for weather restrictions for outside recess. Please note these temperatures include the heat index.

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

## **Positive Behavior Support Discipline Plan (Copy To The Office by First Day Of School)**

### **Classroom PBS mirrors school-wide PBS**

Each classroom in our school replicates the school-wide behavior expectations and establishes rules specific to that setting (art room, library, gym, etc.). The expectations are quickly spotted on a poster or bulletin board by a student entering the room. Behavioral expectations are directly taught to the student and always modeled by the teacher. Reward systems for the whole school are earned by the students and delivered by the classroom teacher. Strategies for discipline in the classroom are consistent with the strategies used across all settings in the school. This degree of consistency of classroom PBS extends the benefits of school-wide PBS to instructional time even though there are many variations of instructional style and teaching materials. Using classroom PBS will increase time available for teaching.

### **Classroom PBS triangle reflects school-wide PBS triangle**

Imagine the classroom as being a PBS triangle of its own. The percentage of students responding to the universal tier of positive behavior supports in the school may be similar to the percentage of the students in the classroom having 0-3 office referrals. The percentage of students at the targeted interventions level for the school could be comparable to the percent of students in the classroom receiving targeted services. Logically it follows that the percentage of those fewer students at the top of the triangle receiving the individualized and intense interventions may be similar between the school building and the classroom. The classroom teacher provides instruction within a classroom management system that has universal, targeted, and intensive systems of behavior support. The classroom PBS is a microcosm of the school-wide PBS. Similar to establishing school-wide PBS, the basic ingredients for creating classroom PBS can be viewed through the Four Rs:

1. **Rules** aligned to behavior expectations.
2. **Rewards** to acknowledge student behavior.
3. **Routines** to support efficient classroom management and prevent downtime.
4. **Relationships** to build a positive working relationship in a safe and civil environment.

In addition to establishing rules and rewards, the classroom implementing positive behavior support teaches routines that support students through the class day or class period. Those routines may include teaching students:

- Procedures for turning in papers.
- Procedures for passing out papers and collecting papers.
- Procedures for taking tests.
- Behavior for entering the classroom.
- Behavior for entering the classroom when late to class.
- Behavior for exiting the classroom.
- Procedures for throwing away garbage, sharpening pencils, getting paper and other supplies, using the bathroom, and getting a drink of water.
- Processes for making up work.
- Consequences for late or missed work.
- Behavior for asking questions, answering questions, and volunteering answers.
- Procedures for keeping an orderly desk

\*\*Excerpt from School-wide Positive Behavior Support Implementation Guide 2008, Michigan Department of Education.\*\*

## **Professional Conferences**

Professional conferences are available for staff to attend. If interested in a conference, please make sure the conference fits with your professional goals. All conferences must be submitted on My Learning Plan – a web based program designed to document all PDC hours. Any staff member interested in attending a workshop or conference needs to complete a Trip Request and Expense Voucher. These forms must be submitted to the principal for approval. For any conference, staff must call Debbie Spiller at Transportation to schedule the vans. If the school van is available, staff must take the vans. If you choose not to take school vans, you may not be compensated for mileage. Care must be taken while completing the forms. After the trip, attach all invoices and other documentation of expenses to the Reimbursement Form. This form, along with a copy of your approved Trip Request form, will be sent to the Assistant Superintendent, Jana Rhame, after review by the building administrator. Make sure to keep a copy for your record. **(Board Policy GCL – AP)**

## **Professional Learning Communities/RTI**

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.

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, how long to spend on each concept. 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 have mastered these skills. Essential skills do not have a timeline. They are taught until achieved.

Students will be given common assessments for each grade level for every core subject. These common assessments will be scored and analyzed within a given time frame. The focus this school year is going to be implementing the RTI intervention program in the area of Communication Arts. **(Board Policy GCL)**

## **Progress Reports**

A progress report will be sent home after 5-weeks of each 9-week or quarter period for all students. 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 questions. When sending deficient grades home, please be sure to explain why the grade is low, i.e., missing work, low scores, etc. **(Board Policy IK and IKE)**

## **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. NO items are to be purchased without prior approval. Reimbursement for professional expenses will also require prior approval. **(Board Policy DJF – AP, CF and IIA)**

## **Room Parties and Building Activities**

### **Must End By 3:00 PM**

The room party policy will be the same as in past years. The three room parties are: Halloween, Christmas, and Valentine's Day. Make sure the students understand no birthday parties at school. Your children may want to pause long enough for a snack, if cupcakes are provided, but do not abuse the birthday party situation. **(Board Policy ADF)**

## **Security**

The safety of the students and staff is very important. This year all outside doors must be locked. There will be three access points to the building. Two of these access points will have key pads and will allow the staff to access the building from the outside. The main front doors of the building will be locked. Parents and visitors will only be admitted by the office staff. Do not wedge any door open to the building. **(Board Policy EB –AP2)**

## **Special Classes**

All special classes, Speech, Learning Center, Reading, Gate, etc., must begin working with students no later than the end of the second week of school. Classes each day need to start by 9:35AM and held so students receive the maximum amount of services each day.

## **Staff ID's**

You will receive an ID after school pictures are taken. If you need a replacement you should arrange to have an ID at the Junior High, High School or Intermediate. These ID's should be worn each day.

## **Student Parent Handbook**

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

**(Board Policy JED, JFCF, JG, KB, CHCA, IGDBA, and EB – AP2)**

## **Student Records**

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

**(Board Policy JED, JO, JGF, and JG – RI)**

## **Student Supervision**

Students should be supervised at all times – in the classroom, hallways, playground, and all areas of the school. Staff members should walk students to and from the cafeteria, special classes, 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. In addition to 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 and 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. **(Board Policy GBCB)**

## **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 (Writing, Spelling, Grammar, Punctuation) - 30-40 min. per day

Reading - 90 minutes per day

Math 40-60 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 the student is required to complete and submit them to the school office. Students will be required to complete all assignments for a grade. **(Board Policy JGD – AP, JGE – AP1)**

## **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 as stipulated in PBTE. 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.  
**(Board Policy GCN)**

## **Teacher/Staff Professionalism**

**Dress** - The school district believes student dress affects student behavior and as such, believes teacher/staff dress affects student learning and respect. Teachers and staff are expected to dress professionally as befits their teaching or work activity.

**Behavior** - Classroom behavior by a 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 the welfare of the child is the first concern of the school district. It is the responsibility of 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, complete reports on time, attend meetings as scheduled by the administration, be alert 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.

**Confidentiality** - Professional communication of educators requires no discussion of individual students or their problems in non-professional situations. Public places are inappropriate locations for these discussions.  
**(Board Policy IB, IK, GBCB, GCKB, IA, and GCN)**

## **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. Do not bring in your personal laptops. **(Board Policy EHB – AP)**

## **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.

As classified staff, it is possible to accrue comp. time, with principal approval, as special circumstances arise. Please know that you cannot accrue more than 16 hours of comp. time and it must be taken before the end of the year.

## **Words of the Month**

August-Respect	September-Responsibility
October-Honesty	November-Caring
December-Giving	January-Friendship (Tolerance and Acceptance)
February-Kindness	March-Patience
April-Perseverance	May-Celebrate Success

## **Work Days In-Service**

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.

## **Vault Room**

We are requesting teachers/staff NOT to go into the vault room. Office staff will assist you when supplies are needed from this area. Only office personnel are to use the copy machine in the vault room.

