



(Revised 6/2/08)

2008-09

St. Regis Staff Handbook

This handbook is a consolidation of information, based on school policy, in an easy to refer to format. At times it's good for all of us to review what is policy and how do we enforce it. There are going to be some things that I forget to mention here, so if you have a question please ask so we can discuss it and I can add it to next year's handbook. A copy of our school policy is in the office, on our hard drive, and available to anyone if you are interested.

We are excited about having such an outstanding staff and the possibilities this presents for our upcoming year. Please remember why we all entered the educational field, to make a difference in people's lives and to continue to learn ourselves. Working together we can accomplish anything! Have a great year!

“We are building the future.... in our students!”

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Duty Hours

Teachers are required to be at school no later than 8:00 am. . You are free to leave anytime after 4:00 pm Monday-Thursday, teachers may leave after the buses depart on Fridays and the last day of school before a holiday. School is dismissed one hour early on Fridays. Staff may leave as soon as the buses depart: *Please report to the administration if it becomes necessary for you to arrive late or leave the school building during school hours.*

Meals

Teachers receive 72 free lunches per year for supervision purposes. A charge of \$2.50 will be made for each paid lunch.

Breakfasts will be served in the cafeteria during first period for 7-12 from 8:15-8:30 each morning, 3-6th per schedule set up, and k-2nd in their classrooms. Students can eat earlier whenever they arrive at school, but the first period classes will **meet** at breakfast tables designated for that class. Students need to be done eating and have trays dumped by 8:30, all 7-12 classes need to be gone by 8:35. Teachers will accompany their classes back to their classrooms.

Table one-Algebra II

Table two-Forensic (Science)

Table three-Algebra I

Table four- World History

Table Five- Keyboarding

Table Six- PE

Elementary Breakfast Schedule:

5th Grade-8:35

6th Grade-8:40

4th Grade-8:45

3rd Grade-8:50

Teachers will be required to record those students who eat breakfast, take attendance, and take a lunch count, you can do this at you breakfast table if you want or send it in when you get back to class. Teachers will receive breakfast at no cost again this year; you do not have to eat. If an adult wishes to eat with their child, **and it is approved by the teacher, a charge of \$3.00 will be necessary.**

The breakfast schedule and procedure is new, and teachers may use the time for social activities, (manners, cleanliness, etc.), attendance, or other activities. If a student has already eaten or does not wish to eat, they still have to sit at the table. A review of the schedule will take place during first quarter.

Substitute Teachers

If you know in advance you are going to be gone, please let the secretary know so she can set up a substitute. If an emergency comes up or you get sick, you can call me at 649-2311 as soon as you know, we're here at 7:00 am. Calls in the evening before 10:30 or after 6:00 am are fine and if you need to you can leave a message, my home number is 649-2070. If you feel more comfortable with a particular substitute, every effort will be made to secure that sub for you. As soon as you return to work, or if possible before you leave, a yellow substitute request form must be filled out and turned into the office. These substitute request sheets are located on the shelf in the office next to the copier. Substitute lesson plans need to be in place so the students are busy for the **whole** hour.

Non-certified substitutes will receive minimum wage for the first ten days and minimum wage plus .25 per hour thereafter. Certified teachers who are substituting will receive minimum wage plus .75 per hour for the first ten days and minimum wage plus \$1.25 per hour thereafter.

After School Regulations

Students are to be off school grounds and on the way home immediately after school unless they are under the direct supervision of a teacher. This is especially important to coaches who might have a later practice, your student athletes need to leave school and come back or special arrangements need to be made.

Faculty Meetings

An all building staff meeting will normally be held the first school Friday of the month, agenda items may be given to the superintendent by Wednesday of the week of the meeting. The principal will be responsible for meeting for the JH and HS staff, second Friday of the month, and the Elementary staff, third Friday of the months. Items for these specific meetings need to be turned into the principal by Wed. of that week, please. Except for special circumstances, there will be no more than two faculty meetings per month for each teacher. All staff is expected to attend and please be on time. (Cohort meetings will be separate from our teacher's meetings.)

Cohort Meetings

Cohort meetings are mandatory and be held every **two** weeks. Following are the cohort groups and meeting times. If, for some reason, you cannot attend, please notify the principal as soon as possible. First cohort meeting will start the week of Sept. 8th.

<u>K-4</u>	<u>5-8</u>	<u>7-12(Morning)</u>	<u>7-12(After school)</u>	<u>Support Staff</u>	<u>Admin</u>
Burklund	C. Feasel	West	Winkler	Warnken	Kero
McLinden	M. Feasel	Martin	K.Wilson	Barclay	Almquist
Williams	Gingerich	Almquist	Colip	Miranda	
Feist		Jensen	McCandless	Jasper	
M. Wilson		Martineau			
Mon A.M	Tues A.M	Wed A.M.	Thurs P.M.		
7:30-8:00	7:30-8:00	7:30-8:00	3:55-4:25		

The principal and superintendent will attend all cohort meetings. Support staff are responsible for attending two each.

Morning Announcements

Administration or designee will provide announcements to the entire building each morning. Please have all students pay attention to these announcements. If at all possible, please give announcements to the principal at least one day in advance. The Pledge of Allegiance will be said right after the tardy bell and prior to the announcements. Please have all your students stand for the pledge as a sign of respect. It is understood that some may, for religious or other reasons, not wish to recite the pledge.

Text Books

All text books need to be numbered and accounted for. Damage by students needs to be reported to the principal and students will pay for damage, but we need to document all information. When you give out your books, make sure you have a list of who got what book.

Telephone Calls

Telephone calls for teachers will be transferred to the room. If you prefer to have special instructions, please inform the secretary. Please do not use your cell phones during class time unless it is an emergency. Please make sure your cell phones are shut off during class.

Keys

Each teacher will be issued keys to the building and their room. It is important that you not lose your keys, of course, because students could use them to gain access to our school. Do not have duplicate keys made. If you do lose your keys or a key, let the administration know right away. Do not loan your keys to any students to use the gym or lift weights!

Maintenance Request

If there are any maintenance problems, (i.e. burned out light bulbs, painting, etc.), please report them to head maintenance, and fill out a maintenance request form if need be. These forms are available in the office on the shelf next to the copier.

Visitors

All school visitors must be cleared through the office; this includes recess and lunch time visitors. Outsiders should not be allowed to visit students unless they have a visitor's tag, which are issued in the office when they sign in. If a student is going to be taken out of school, please notify the office. Students are our responsibility from the time they leave their homes in the morning until their return home. No student visitors should be allowed in your room unless permission has been given by you and the office. **Anyone wishing to remove a student from school or from the playground must check into the office before doing so.**

Teacher Syllabus

All teachers need to hand in a general syllabus for their different classes. Your homework requirements need to be included, as well as a grading system. All grades need to be based on the school grading scale policy. Please have your class syllabus to me before the first day of school. A copy of this should be distributed to every student and discussed in class so there are no questions about how students are graded on the first day of school.

Field Trip/ Activities

Please get prior approval for any field trips, fund raising, or other classroom activities. It is very important that you mark the date on the master calendar in the office. Dates not marked on the calendar will not receive preferential treatment for buses, funds, supervision, or facilities use.

Field Trips

Throughout the year many teachers use field trips as a teaching tool. The following rules and procedures shall be followed:

1. All trips must be scheduled through the Principal's office
2. A field trip should be a part of a planned unit of work, the details of which should be carefully worked out before a visit by the students is made. There should then be activities that follow the field trip and that are related to it.
3. Careful supervision of students on a trip cannot be overemphasized. Parents have a right to expect that every foreseeable precaution has been taken to protect their kids. Make use of parent help on our trips.
4. Signed permission slips are required for all out of town trips and a notice sent home for in town trips is a good practice.
5. The teacher in charge has overall responsibility.
6. A first aid card is required to take students on a field trip.
7. Teachers requesting a field trip have to turn a bus request into me and a field trip report into the secretary. These forms are in the office on the shelf next to the copier.

First Aid

First aid supplies are available in the office and the coach's room. If a student is injured, do what is reasonable and prudent to save the student's life. If it is a neck or back injury be very cautious, if needed we will call our EMTs who are trained for these types of injuries. Do not administer oral medication unless accompanied with a parental slip. In the event of an accident, obtain an accident form from the office and immediately call parents. The secretary will take the information from the form and send it with the student to the doctor if need be and if possible.

Student Attendance

Reporting Student Attendance

Elementary (K-6) teachers shall take attendance first thing in the morning and afternoon and record it on School Master. High School and Junior High teachers have to take attendance **each period** and record it on School Master. This has been a problem in the past so please do it religiously! All teachers should have attendance recorded no later than 30 minutes after your first class with students.

Re-admission to class

Students, grades 7-12, **must** bring an excuse from home every time they are gone. If they don't have an excuse, they will be given an unexcused absence until we get that note. **Do not** allow any students into your class without an admit slip. Again, this was a real problem last year, students wouldn't be sent down to the office until after someone caught it, this needs to be done everyday, by every teacher! Anytime a student is absent, they will have the opportunity to make up the work if it is an excused absence, if unexcused, they can not make up the work. If they have a note, it's going to be excused, we're not going to battle about that, but we will follow the attendance policy on attendance. In your syllabus, hopefully, everyone will be addressing absences and how they affect a student's grade.

Tardies

A student that is late for class is considered tardy. If a student is tardy more than **15** minutes, they are considered absent. All teachers handle their own tardies; do not send a student down to get an excuse from the office. If, in your opinion, the student has a chronic problem being tardy, then give them detention or handle it any way you prefer. The office should only be consulted on very chronic tardy problems, after the parents have been called and still no change in attendance has occurred.

Absences in relation to school activities

In order for a person to participate in an extracurricular event they must be in attendance the whole day, this includes practices. Exceptions are medical or doctor appointments, family emergencies, and other extenuating circumstances approved by the principal.

Grading Standards

Students K-3 will use the following grading system

E (Excellent) Met and surpassed all requirements

(Grading Standards continued)

S (Satisfactory) met the requirements

N (Not Satisfactory) did not meet the requirements

All students' grades 4-12 will be graded using school grading policy.

Percentile Scores **Letter Grades**

100-94 **A**

93-91 **A-**

90-88	B+
87-85	B
84-82	B-
81-79	C+
78-76	C
75-73	C-
72-70	D+
69-63	D
62-0	F

When a student is not passing a class, obviously the student should be told, but also the parents need to be contacted. Do not wait for midterm to contact a parent about a failing grade. You cannot have too much parent contact; they want to know what is going on in your classroom! They should also be contacted for positive comments.

Employee Alcohol and Drug Policy

St. Regis Public Schools mandate that the manufacture, distribution, possession, or use of a controlled substance in the workplace is prohibited. All employees must comply as a condition of employment.

If an employee is convicted of manufacturing, distributing, possessing, or using a controlled substance, that employee is required to notify the administration within five (5) days of any drug conviction occurring within the workplace. Infractions of this policy will result in disciplinary action against the employee and possible dismissal.

When an employee has a drug conviction, the school must be notified within ten (10) days after the employee receives notice. Within thirty (30) days of the notice, the school must take appropriate action against the employee of the notice or require the employee to participate in a rehabilitation program. Failure of the employee to comply with this portion of the rehabilitation program will result in automatic termination of employment with St. Regis Schools.

Discipline

1. It is the duty of the staff to enforce school rules consistently and fairly.
2. Teachers are expected to handle their discipline as much as possible.
3. Teachers are expected to explain to the student why he/she is being disciplined.
4. Whenever a student is referred to the principal, **a referral slip must be filled out** and given to the principal, I need to know why they are being sent to me.
5. If detention is given as a consequence to a student who rides the bus, the student should be given one night to inform his/her parents and arrangements for a ride home.
6. Students shall, at all times, show respect for teachers both in and out of the classroom. Conduct that tends to degrade or belittle the teacher will not be tolerated.
7. Teachers shall show similar respect for students by addressing them according to students' wishes.

8. We **will** have a lunch detention covered by Jim Martin again this year.
9. Discipline ladder will progress every **two detentions**. (Third detention is an IS, two more detentions then 2 IS, two more then 3 day OS,...)

Teacher Lunch supervision-2007/08

Last year you decided to have a lunch supervision assigned as a certain day of the week, I have continued to use that format. If any of you want to change days with another teacher just get their ok and let me know, I do want to have veteran teacher working with new teachers however.

Teacher's Lunch Supervision Schedule

Monday- Dave Jensen
Tuesday- Jacki Almquist
Wednesday-Chris West and Dave Winkler
Thursday – Becky Colip and Shelli Martineau
Friday- Kern Wilson

JH students will be in the gym, library, or outside. High School will be in the gym, library, outside, or Darlene will be having a Student Lounge set up in her room, no students in the hallway except to come back from lunch. JH can go to the candy machine at lunch, but if this is abused, the individual will lose that right. They only go down to buy something, not to accompany a friend.

Any questions or input please email me. If you have a substitute during your supervision, please mention it in your lesson plans and tell them what your duty is. Some of these time periods fall on holidays or MEA days, I'm not going to deal with that.

Student Dress

The dress code is in the student handbook. If any student is wearing a T-shirt that is offensive to you, you have the right to ask them to change or turn it inside out, I have T shirts in my office for just such an occasion. Shorts and skirts have to be below fingertip level, tops not too revealing? **No tops that show cleavage or midriff**. What's that? It's your judgment! Any problems or students being insubordinate, refer them to me.

Purchase Orders

No purchases will be made without first filling out a requisition on the computer, which will then be okayed by the Superintendent or Principal/Athletic Director (athletics.) The superintendent will produce the purchase order based on the requisition order.

Computer and internet use

Our computers are for educational use and a tool that we as teachers can take advantage of. Our students have abused this privilege, and we want you to **help us monitor this more again this year, it was a lot better last year, thank you for your help**.

In my office I can monitor any computer in the school, know what was being viewed, whose room it is in, and who was on that computer at a certain time. You have the capability to monitor the computers in your room and get the same information. This

is already set up in some rooms, but we want to get all the JH and HS classrooms capable of this. Please contact Kern if your room is not equipped with VERICEPT, our monitoring system.

I also need to mention that teachers are also bound by our computer policy on inappropriate sites and the use of a school computer. I know none of you would do this, but I have to mention it, because it is illegal as you know.

School and area evacuation

This could happen if there happen to be a hazardous waste spill close, on the highway or train. We have made arrangements to transport our kids to the \$10,000.00 Gift Shop area to the west, Quinn's Resort to the North, or Superior school to the east. Our buses will all be parked by the elementary entrance and we will leave together. All employees and students will be out of the building.

Evacuation Practice Drill

Three buses will be parked by the entrance in order, once we load all employees and students we will drive around the block. I know this is a big interruption of everybody's day, but we need to practice just in case. After we get an accurate student count this will be revisited and we may have to revise.

Bus #1-(Dave Jensen driver) 84 passenger—K-6th- 67 students and teachers.
(Bus #2 is too small, we won't use it.)

Bus #3-(Mark Feasel driver) 48 passenger— 7, 8, and 9th -44 students and teachers

Bus #4-(Scott Lowry driver) 66 passenger—10, 11, and 12th -41 students, teachers, and **all other staff.**

All students and their teachers need to load the bus from the back forward. Students cannot worry about who they are sitting with. Teachers try to stay with your class so you can supervise them where ever they are.

In an evacuation we need people to check the bathrooms. In the **Crisis Manual** it states that the teacher closest to the bathrooms will check them. I would like to be a little more specific, keeping in mind that we all need to help do this. The following people please check these bathrooms on the way out.

Elementary- Boy's—Jim W.

Girl's—Julie B.

Jr. High- Boy's—Dave W.

Girl's---Jacki A.

High School-Boy's—Jim M.

Girl's— Darlene J.

Locker Rooms-Girl's—Cindy F.

Boy's—Don A.

Lockdowns are covered in the manual. Lock your doors, shut off the lights, and keep everyone out of sight. In case of both lockdowns and evacuations, we will announce this over the intercom. We will let you know whether it is a building evacuation or area evacuation.

Permission Waiver to carry or keep a knife. Because a knife can be considered a weapon, and we don't allow any students to carry a knife on school grounds, we will need a note from all staff members that will be carrying a knife. If you are going to carry a knife in your pocket or have one in your desk, please just write a quick note letting us know that so we can keep it on file.

General Building Rules enforced by all teachers.

1. JH and HS-No food or drink, other than water, in the classroom unless you have cleared it with the principal. (i.e. Christmas party, etc.)
2. No one sitting on furniture or on the counters.
3. No chewing of gum.* (First year for this one, problem with gum under desk and on rug.)
4. Don't allow students in the hall without a pass. (HS and JH)
5. No hats in school till after 4:00.
6. Don't let any students gather at the door at the end of class, safety issue.
7. All staff, K-12 have to have lesson plans turned in Monday by 12:00.
8. No energy drinks in school.

Bus Driving

. For the purpose of leave usage determination, a full-time West End Route will be established as 4 hours and the two Town Routes will be considered full-time at 1.5 hours each.