

St. Regis Staff Handbook



(Revised August 2010)

2010-11

Mission Statement:

St. Regis Schools Creating Learners &
Leaders for Life

Board of Trustees 2010-2011

The Montana State Legislature delegates to the Board the responsibility for the conduct and governance of the school district. The elected trustees for 2010-2011 are as follows:

- John Cheesman
- Chairman- Shelly Dunlap
- Jackie Sanford
- Jolie Skelton
- Carol Young

Principal's Address

Dear St. Regis Staff:

Educators know that education is not a destination but an ongoing journey. Additionally, Arthur Wise (2004, p 43) the President of the National Council for Accreditation of Teacher Education stated “Professionals do not work alone; they work in teams. Professionals begin their preparation in the university but do not arrive in the workplace ready to practice. They continue their preparation on the job.” To prepare students for 21st century, educators, like their students must continue to work and learn in an environment where educators work collaboratively with staff, students and the community. As I begin this new school year, I thank you in advance for the opportunity to work with a team of professional educators ready to provide for the success of all students by providing a safe, caring, and exciting learning environment supported by a relevant aligned curriculum. I look forward to working with and getting to know all of you.

Tammy Demien

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Duty Hours

Monday through Thursday staff hours are from 8:00 to 4:00.

Friday staff hours are from 8:00 to approximately 2:30 (after school bus departure)

Staff; please sign out and back in the office if you leave the school grounds during the school day.

Meals

A charge of \$2.50 will be made for each paid lunch.

Teachers receive 72 free lunches per year for supervision purposes.

Teachers will receive breakfast at no cost.

An adult/parent can eat for a charge of \$3.00.

Elementary Breakfast Schedule

7-12 from 8:15-8:30

K-6th Grades- Rotation begins at 8:30

Teachers will be required to record breakfast counts, take attendance, and take a lunch count. If a student has already eaten or does not wish to eat, they still have to sit at the table. The breakfast schedule and procedures being established will allow teachers time for announcements, pledge, social activities, attendance, and dismissal.

Substitute Teachers

If you know in advance you are going to be gone, please fill out a sub-request for approval. If an emergency comes up after school hours, you can call the following numbers:

- 493-4864 or 210-0524 (Tammy Demien)
- If Tammy is unavailable please call 649-3131 (Patrick Low)

Please call until you reach an actual person. Voice mail can be unreliable.

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.

Please have substitute lesson plans in place so the students are busy for the whole hour. All teachers should leave emergency lesson plan/plans on file with the Principal to avoid student down time.

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.

Substitute pay

Substitute pay for a Long Term Certified sub for more than (20) twenty days of continuous employment will be calculated at a minimum wage plus \$2.00. This pay would be retroactive to the beginning of the certified teacher's absence.

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, coach, or staff member. Student

athletes with a later practice will need to leave school and return for the scheduled practice.

Faculty Meetings

An all building staff meeting will normally be held as follows:

- All staff meeting second school Tuesday of the month at 7:30-8:00
- Elementary Staff meeting third Tuesday of the month at 7:30-8:00
- Jr/Sr high Staff meeting fourth Tuesday of the month at 7:30 -8:00

All staff is expected to participate. Please, give agenda items or suggestions to the Superintendent a week prior to the meeting. Cohort meeting will be separate from our teacher's meetings.

Cohort Meetings

Cohort meeting schedule will be developed with staff input the first week of school.

Lesson Plans

Tenured staff is required to have current weekly lesson plans available in their classroom. Weekly lesson plans are required of staff not tenured. The format will be agreed upon by non-tenure staff and the Principal must be turned on/or before Monday at 8:00 for the current week's lessons.

Morning Announcements

Administration or designee will provide announcements during each morning. The Pledge of Allegiance will be said and the morning announcements will be given at breakfast. If you have something that needs to be announced, please try to give announcements to the office at least one day in advance.

Text Books

All text books need to be numbered and accounted for at the end of the semester or year. Damage or lost materials will need to be reported to the office. The student will be charged for the damage/ lost material.

Telephone Calls

Please do not use your cell phones during class time unless it is an emergency within our Emergency Response Plan. Incoming calls received during prep will be put through to the staff, however if the call is received during instructional time a message will be taken and delivered to the staff ASAP.

Keys

Each teacher will be issued keys to the building and their room. 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.

Maintenance Request

If there is any maintenance needs please report it to head of maintenance, and fill out a maintenance request form. These forms are available on the "T Drive". Emergency

cleanup requests should be routed directly to the Maintenance Director by phone or in person.

Visitors

All school visitors must be cleared through the office.

- Students are our responsibility from the time they leave their homes until they return. If a student is going to be taken out of school please notify the office. A parent or guardian wishing to remove a student from school or from the playground must notify the office and complete check out procedures. Office/Teacher student information should be cross referenced for accuracy and safety.
- A visitor should not be allowed to visit students unless they have a visitor's tag which is issued in the office when the visitor signs-in.
- Please register your visitors or guest speakers.
- No student visitors should be allowed in your room unless permission has been given by you, all of the visiting student's teachers, and the office.
- All visitors must sign out.

Teacher Syllabus

All teachers need to hand in a general syllabus for their different classes. Please have your class syllabus to the Principal before the first day of school. 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. Additionally, the syllabus needs to include what you will be studying, unit or lesson progression, key project/tests/quizzes due dates, extra resources to be used, field trips, and potential guest speakers. This is a time to show case your class! 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. Field Trip forms are available in the office and require a Principal and Superintendent signature.

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 and be approved through the Principal's office well in advance of the trip.
2. Teachers requesting a field trip have to turn a bus request into the Principal and a field trip report into the Secretary. These forms are in the office on the shelf next to the copier.
3. A field trip should be linked to learning standards, the details of which should be carefully worked out before a visit by the students is made.
4. The teacher in charge has overall responsibility. Students and chaperons should be in close proximity to classroom teacher at all times. Careful supervision of students on a trip cannot be overemphasized. Parents have a right to expect that every foreseeable precaution has been taken to safe guard their child/children..

- Make use of parent help on our trips. Please have a least one chaperone for every six students.
5. Signed permission slips are required for all out of town trips and a notice sent home for in town trips.
 6. Board approval is needed for all overnight field trips.
 7. A First Aid card is required to take students on a field trip.
 8. Community members known by the St. Regis School Board or Administration may volunteer 2 to 3 times a year without fingerprints or background checks.
 9. **ALL** chaperones must have a fingerprint and a background check for overnight events and/or frequent chaperoning of trips.

First Aid

First aid supplies are available in the office and the coach's room. Do not administer oral medication unless accompanied with a parental slip. If a student becomes sick or injured, follow the steps noted for each circumstance on our Emergency Response Plan flip charts. Do what is reasonable and prudent to keep the student as comfortable and safe as possible. The injured person could have a head, neck, or back injuries so do not move the person unless it is an emergency. Notify the office for additional emergency support or call 911. In the event of an accident, work with the office to contact parents and fill out an accident report form. If a student is to be transported to an emergency care facility, a copy of their emergency medical card and accident report should be sent with them.

Student Attendance

Reporting Student Attendance

Elementary (K-4) teachers shall take attendance first thing in the morning and afternoon. Please record it on School Master. High school and Junior High teachers have to take attendance each period and record it on School Master. All staff should make certain they know where their students are at all times during the day; including when on Hall Passes. Report any missing student to the office **immediately**. We will then follow our Emergency Response Plan to locate the student.

If you take your class outdoors please notify the office of the purpose of the outing, the time of departure, and the estimated time of return. The instructor should let the office know if the class can be reached by cell phone.

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 receive a note.

Do not allow any students into your class without an admit slip. Anytime a student is absent, they will have the opportunity to make up the work if it is an excused absence. If unexcused, the student cannot make up the work for a grade. Please encourage students to make up the work assigned as it applies to their foundation of knowledge. In your syllabus please address how absences will affect a student's grade.

Tardies

A student not in his/her seat at the bell 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 a student has a chronic problem please assign a detention up to 30 minutes for each tardy. The Principal should be consulted on 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 appointments, family emergencies, and other extenuating circumstances approved by the Principal. Exceptions should be held at a minimum while treating students/families fairly. How would we want to be treated?

Grading Standards

Students K-3 will use the following grading system

E (Excellent) Met and surpassed all requirements

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.

<u>Percentile Scores</u>	<u>Letter Grades</u>
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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, the student and parent should 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! Please strive to make positive phone calls.

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. Students have the rights of due process.
3. Teachers are expected to handle their discipline as much as possible.
4. Teachers are expected to explain to the student why he/she is being disciplined.
5. Whenever a student is referred to the principal, **a referral slip must be filled out** and given to the principal.
6. 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.
7. 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.
8. Teachers shall show similar respect for students by addressing them according to students' wishes.
9. We will have a lunch detention.

Teacher Lunch Supervision

Lunch supervision will be assigned to each teacher.

Lunch duty schedule will be developed with staff input.

After students have completed eating the remaining lunch period may be spent as follows:

- JH students will be in the gym, library, or on the side walk areas near main entrance to the school. JH can go to the candy machine at lunch. Students should go alone to the machines to minimize disruptions in the hall.
- High School will be in the gym, library, on the side walk areas near main entrance to the school, and/or the Counselor will have a Student Lounge set up in her room. No students will be allowed in the hallway except to return from lunch.

Student Dress

Please enforce the dress code:

Clothing should be modest and not disruptive to the learning process. The wearing of garments advertising or condoning the use of alcohol, tobacco, drugs, or displaying inappropriate slogans will not be allowed. Please refer offenders to the Administration. Appropriate shorts are permitted. Shorts, skirts, and dresses, need to be below the fingertips when the arms are hanging. No cleavage or midriff can be showing. Students may be asked to change and/ or a sweatshirt or coat put on over the top.

Purchase Orders

