

Neil Armstrong Policies & Procedures

Armstrong Policies and Procedures

ACCIDENTS OR SICKNESS INVOLVING STUDENTS AT SCHOOL

In the event that a child becomes ill or is involved in an accident while at school, the office will notify a parent/guardian so arrangements can be made to care for the student. **Please don't have the students phone home from the classroom for sickness.** Often this results in confusion because the office is unaware of the situation. When an accident occurs, assess the situation, notify the office, and **move the student only if the student is able to move on his or her own.** Any student suffering hard bumps to the head or moderate injuries of any kind are to be reported to the office immediately. **An accident report must be filled out** on all injuries of this type and parents must always be notified. Keep the student as comfortable as possible while awaiting parents or medical personnel.

At school we administer limited first aid only which includes emergency care, ice, and bandages. **Slivers and foreign objects are not to be removed by a staff person.**

Under no conditions should students be sent home without being checked out through the office. Only those persons listed on a student's registration card are able to check out the student.

Do not administer medication to students. **The only medication given to a student must be done at the office and only with the proper written documentation from a physician and parent/guardian.** This includes over the counter medications. There is a specific form that the district has provided for parents to fill out and have signed. Please ask the office if you have a parent that requests to send medication with their student.

Do not touch any bodily fluids from another human being. Children should hold their own bloody noses. Gloves are available in the office for all classes. Send students to the office for necessary first aid.

ACCIDENT REPORTS

All student injuries or accidents should be reported to the office immediately. A written report should be filed by the person on duty at the time of the injury. These forms are available in the office. **An accident report should be filled out for any accident which requires first aid, medical treatment, or removes a student from school or school activity.** Aleshia will take care of reporting the injury to the State. Parents will be contacted by the office concerning any injuries that seem to need medical attention.

Any injury to a staff member which occurs during contract time must be reported to the office within 24 hours of the injury. The office will direct staff members in need to an appropriate Workers' Comp facility.

ADMINISTRATIVE MEMORANDUMS AND DISTRICT POLICIES AND PROCEDURES

Administrative Memorandums (referred to in this document) and District Policies and Procedures are located on the district website. To access the memos go to: www.graniteschools.org; Departments; District Policies; Administrative Memorandums. Teachers are responsible for knowing the content of those documents and applying them in their professional practices.

ALTERNATE SCHOOL LUNCHES

If you are planning to have a special lunch with your students, such as pizza, you **MUST let the kitchen staff know IN ADVANCE**, so they can adjust the hot-lunch numbers to avoid having too much food ordered. Students will need to go through the lunch line to state they will not need a school lunch.

ASSEMBLY PROCEDURES

- Teachers are to escort their classes to the multipurpose room promptly when signaled.
- Classes should enter and exit in a quiet, orderly manner.
- Teachers should stay with their classes and model good assembly etiquette.
- Students should:
 1. Listen and follow directions the first time they are given.
 2. Be courteous by listening and clapping when appropriate. Booing, hooting, whistling, and other distracting behaviors are not acceptable.
 3. Keep hands, feet, and other objects to self.

ATTENDANCE

Students: Each teacher is responsible for keeping accurate daily records of attendance, tardiness, and enrollment through Gradebook on the computer. **Teachers are responsible to enter absences by 8:50 AM daily.** Students arriving after 8:50 AM must report at the office for an admittance slip. Office personnel will change the absence to a tardy. **Please do not allow a student that has arrived after 8:50 to enter class without a slip.**

Teachers: Please refer to Administrative Memorandum #10 for district procedure.

- **Notify the school you will be out sick.** A couple good methods are:

- a. Email John Paul and Aleshia: jsoresen@graniteschools.org and aastutz@graniteschools.org
 - b. Phone or text John Paul directly: 801-718-8175
- Arrange for a substitute by calling Subfinder at 801-481-7226.
 - Make sure you get and write down a job number before exiting the Subfinder System.
 - Notify the office by 2:00 the day of the absence as to whether or not you will be returning the next school day.
 - Teachers are always expected to **leave complete lesson plans, including a class list.**
 - Each teacher needs to prepare a folder for a substitute teacher. The folder is to contain items that will assist the substitute teacher in carrying out instruction in your class. The folder should be easily located. Teachers are encouraged to develop a substitute packet containing work for students.
 - If you have a substitute who is exceptionally good or bad, please notify the office. We keep names of substitutes who have worked out well for other teachers. They can be requested when you call for a substitute. We also inform the substitute office of bad subs.
 - Please put your absences in AESOP as quickly as possible. When a substitute is requested in the late evening prior to or morning of an absence it is very difficult to fill. When substitute jobs go unfilled, we are required to pull the tech sub to cover classes. This means missed collaboration and classes for other students. Be mindful of coworkers as well as what is best for students.
 - Remember Sick Leave CANNOT be used for Personal Days. Be ethical in your use of time off.

BENEFITS

Teacher benefits are outlined in the Professional Agreement. Please refer to Administrative Memorandums #38, 40, 52, 70, 111, and 112.

BIKES

Bicycles are the only wheels allowed on school grounds during school hours. Students should walk their bikes while on school grounds. Bikes should be parked and locked in the bike rack. During the school day, students are to stay away from the bike rack. **Roller blades, heelys, scooters, and skateboards are not allowed at school.** Teachers are asked to please help enforce this policy. The school is not responsible for stolen or damaged bicycles.

BUILDING HOURS

Students: School hours for students are 8:05 AM to 3:20 PM. Students are encouraged to be at school no earlier than 8:20 AM if they are not eating breakfast because no supervision will be provided before that time. Students eating breakfast may enter at 8:05 AM, but they should only be in the lunchroom. Students are allowed into the multipurpose room on the mornings of

inclement weather. **Teachers are asked to help students exit the building if they are inside at an incorrect time.**

Teachers: Contract hours – Elementary teachers shall report to work no less than 20 minutes before the regular beginning time of the school day and shall remain on duty for at least 15 minutes after the closing time of school. Contract hours are 8:15 a.m. to 3:35 p.m. If you are running late, please call the office or let John Paul know at 801-718-8175.

The regular building hours during the school year are **7:00 a.m. to 7:00 p.m.**, Monday through Friday. On occasion, this schedule may vary due to the commitments of the custodial staff. Staff members will be notified regarding early closure whenever possible. **Please be out of the building by 7:00 p.m.**, so the custodial staff does not have to wait.

BULLETINS, NOTES, AND MEMOS

A weekly staff bulletin known as the *Armstrong Timeline* will be placed in the faculty's boxes on Thursdays and posted to the computer the same day. Please look at the calendar information and enter all dates into your planning book. Additionally, teachers can check the calendar on the webpage for up-to-date scheduling information.

Please read your email daily. Effective communication through this means has the potential to reduce the number or length of faculty meetings.

School fliers or communications will be placed in teacher boxes for distribution to students. These notes are to be placed in the students' *Wednesday Folders* and taken home. *Wednesday Folders* should be returned to school the next day. Parents have been informed to watch for communication from the school on Wednesdays.

Teachers' notes going home are encouraged and should be professional. **Please use some member of the office staff as a second set of eyes before sending a notice home.** This increases the likelihood of catching a mistake and also helps keep the office staff informed as it fields phone calls regarding your note.

CALENDARS

The **master calendar** is kept on the school webpage (www.armstrongacademy.org). Consult the master calendar as you plan. If you have an addition or change to make to the master calendar, please notify John Paul at jsorensen@graniteschools.org or Aleshia at aastutz@graniteschools.org, and one of them will make the addition or change to update the staff accordingly.

The **room calendars** coordinate the use of the two STEM labs, the two large-group meeting areas, the computer lab, the indoor and outdoor kivas, the Lego lab, and the greenhouse. The calendars are shared through Google and can be updated by a teacher. We hope to both maximize the use of these facilities and to share them as equitably as appropriate. Sometimes those two goals may seem mutually exclusive. Prioritize the first (maximize the rooms) and be cognizant of the second (share equitably).

If the gym, library, STEM labs, kivas or mobile computer labs are needed for a grade-level event but are already reserved by someone else, **please arrange with the grade/teacher whose time will be interrupted.**

CELL PHONES

Students who carry cell phones must keep them **out of sight and turned off** unless otherwise directed by their teacher. Students who violate this policy during the school day will have the phone confiscated, and parents will be required to pick the phone up from the office. The school assumes no responsibility for lost, stolen, or damaged phones or electronic devices.

Teachers should be judicial about use of cell phones during instructional time. Please **avoid the appearance of being distracted by or unprofessional with a phone** by using it in front of a class of students, during an IEP meeting, during an assembly, on the playground etc. Cell phones can be a powerful communication tool (both for professional as well as private matters) but must be used judiciously.

CHECK-OUT

A student may not leave school activities during regular school hours for any reason unless he or she has been **checked out through the office.**

Parents must come to the office and sign out their children. The office will call students to the office. Parents should not interrupt instructional time. A person must be listed on the student's registration card to be able to check out the student, and the school will check that person's ID.

If a parent comes to the classroom and requests his or her student, please refer the parent back to the office. Do not allow the student to leave with the parent until the parent has checked out the student and the office has called the student down.

CHEMICAL SUBSTANCES

All chemical compounds/substances used at school must have completed MSDS forms on file in the office. Check with the custodian when cleaning is needed for the appropriate, safe product to use at school. Aerosol cans/sprays also have restrictions.

CHILD ABUSE REPORTING

Any staff member who **knows, or reasonably suspects** that a child's health or welfare has been or appears to have been harmed as a result of abuse or neglect, **is required by law** to report it to the State Division of Family Services and to the principal. The phone number for DCFS is **1-855-323-3237**. See Memo 67.

CLASS PARTIES AND TREATS

Class parties are appropriate on days such as Halloween, Christmas, Valentine's Day, etc. Please try to coordinate with your grade level on parties. Use these parties as an opportunity to teach manners, courtesy, responsibility, etc. as well as to forge positive relationships with coordinating parents.

According to the Department-of-Health regulations and District Policy (Memo 26), **treats must be commercially produced**. Food or treats, in conjunction with your classroom activities, must not interfere with the regular school lunch program.

Gum chewing is not allowed at school (unless used as incentive by the teacher and carefully monitored).

CLEANLINESS IN THE CLASSROOM

Every teacher is expected to maintain a **physical classroom environment that is conducive to teaching and learning, including attractive display boards, clutter free workspace and desks, and organized closets and shelves**. Assigning students to different chores can help maintain cleanliness and order.

To facilitate after-school clean up, teachers should instruct students to put chairs on desks or tables and pick up items from the floor that cannot be easily vacuumed (crayons, crumpled papers or paper scraps, and paper clips). Put the garbage cans in the hallway.

When using paint, glue, or other messy substances, please place newspapers under the project and avoid messes on the carpet. The STEM labs may be a great location for such activities. All spills that occur on carpet must be reported immediately to the custodian or the office.

At the end of the day turn off lights, computers, and the projector, and lock the door.

CLEANLINESS OF FACULTY, TEACHER WORKROOMS, P.E. CLOSET, ETC.

All employees must share the responsibility of keeping these areas maintained and clean. The custodial staff will vacuum the floors daily. Clean up after yourself. Throw away trash. Follow the schedule for faculty clean-up assignments of faculty room and workroom.

COLD OR INCLEMENT WEATHER

- All students are expected to dress appropriately for the weather.
- All students are to go outside at recess time, unless the teacher stays inside to supervise.
- Each teacher will **develop a classroom plan for indoor recess**. Students should be engaged in appropriate structured indoor activities. **Students are asked to be sitting in a seat or on the floor during an indoor recess.**
- Notes from parents for students to stay inside should be honored; however, these requests should only be for short periods of recuperation. Students who need to stay inside on an outside-recess day should silently read a book in the hallway right outside the classroom. (**Please note: This is the only time students should be asked to sit alone in the hallway. During a recess, enough teachers are coming and going to constitute adequate supervision**). Students may also sit at the inside-recess table during lunch recess as requested.

COMMITTEES

Every teacher is expected to serve on at least **two committees** during the school year. Teachers may express preferred committees and will then be assigned to best balance the workload.

COMPUTER LABS AND TEACHERS' COMPUTERS

1. Teachers must supervise internet sites visited by students.
2. No food or drink is allowed while using the labs.
3. Anything written on district computers is subject to district scrutiny.
4. Each classroom is equipped with at least one computer. The teacher is responsible for the following:
 1. Turn off all computer components nightly.
 2. Keep components clean.
 3. Report malfunctions through the work order system to the STS.

CONFERENCING WITH PARENTS/GRADES

Open and frequent communications with parents/guardians on student progress is essential for effective education. Two SEP conferences will be held during the year for each student. To begin the year, **teachers should give parents their student's ID number and instructions about**

how to log onto Gradebook. This should be the main source of academic communication between school and home. **Teachers should update their Gradebook on a weekly basis.**

When a student will be receiving a low grade, please make sure to notify the parent/guardian in advance. Progress reports or mid-terms should be sent home with each student, signed by a parent, and returned to school for teacher file documentation.

Teachers are strongly recommended to have parent telephone numbers AND email addresses on file. **Communicate regularly with those parents whose children are either an academic or behavioral concern.**

CONFIDENTIALITY

Please be professional about information concerning students, parents, and school business. Discussions about school concerns need to be done at an appropriate time and place.

Please avoid talking in a negative manner, particularly in the office area where students and parents are present. Selling our school is everybody's responsibility. The best way to guarantee the high demand for our school is to advertise our success.

Parent volunteers should sign a confidentiality agreement if they are looking at student work. This paper is available elsewhere in this policy handbook.

COPYRIGHT LAWS

Many video rental businesses require a written contract before they will rent videos. Some contracts specifically state the videos rented will not be used where public performance rights are necessary, or for any use, other than home viewing. **Please note that this is not a violation of copyright law, but using them in schools violates the license agreement and is a violation of contract law.** Remember, video stores do not hold privileges of offering public performance or any other rights to schools.

Purchased videos can be used for face-to-face instruction. Face-to-face teaching means an introduction, stopping the video at selected points for answering questions and conducting a short discussion, and concluding or completing a follow-up assignment after viewing. All videos should link to the core being taught as **the primary reason** for showing the video.

Granite District Copyright Policy and Fair Use Procedures include a mechanism for using non-district owned videotapes in a classroom setting. Check with the library media specialist for steps in responsible video use. It is critical for proper use to know that, without purchased public performance rights, videos cannot be used for entertainment, motivation, or reward.

Most books and resources include proper copyright rules either granting or denying copy use. Follow these rules carefully.

CORE CURRICULUM

Teachers are required to teach the state and district core curriculum. Each teacher should be able to access the core curriculum for all required subjects. It is available on the USOE website, UEN website (www.uen.org/core), Granite District's website, and elsewhere in this policy binder. Core concepts require careful planning, leaving little time for other activities.

Recommended daily time commitments, five days a week (including Friday):

- 90 minutes math (60 minutes on Friday)
- 180 minutes literacy (120 minutes on Friday) - Reading fluency, comprehension, writing, spelling, vocabulary, grammar, phonics
- 45 minutes science/social studies
- 45 minutes PE/Music/Library/Computers

One of the best ways to fit such time commitments is to maximize the level of integration of subjects. For example, writing in an "Investigator's Journal" for 10 minutes should very well count as 10 minutes of writing time *and* 10 minutes of science time (or math or social studies time).

CORPORAL PUNISHMENT

Corporal punishment is not approved by the Granite School District as a means of discipline. Any **slapping, hitting, shaking, or other touching of students for disciplinary purposes is prohibited.**

If a student upsets you to the point of touching the student, get help from another adult, and handle the situation in a calm manner. If a student needs to be physically removed, call for assistance from the main office. A text to John Paul (801-718-8175) works well to prevent the matter from being overly public.

Physical restraint is not to be used except to protect the child, other students and/or teachers, and this is to be done no longer than necessary.

CUMULATIVE HISTORY FOLDERS

- All cumulative folders are to be kept in the office. Teachers may check them out for a specific period of time. **Cumulative folders are not to be taken out of the building.**
- Requests for cumulative folders of students transferring into our school will be made by the office staff.

- Teachers must complete cumulative folders for students transferring out of our school.
- Cluttering the folders should be avoided.
- **We understand a digital cumulative folder is in the works, and, therefore, everything here is subject to change.**

DETAINING STUDENTS

Students **cannot be kept for more than five minutes** after school without prior notification/authorization of a parent/guardian. See Memo 101.

DISCIPLINE

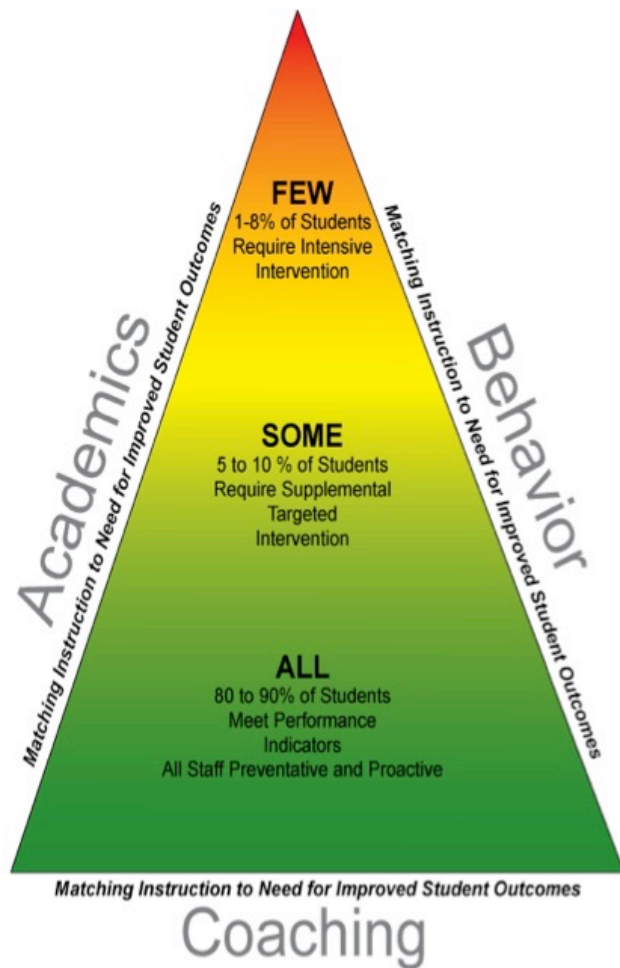
Please adhere to the school-wide discipline plan. The goal of which is to achieve the following intervention breakdown:

- Classroom management plans should be meet the behavioral needs of 80-90% of the students (Tier I).
- 5-10% of the students will need supplementary intervention for their behavioral needs (Tier II).
- 1-8% will require intensive intervention help (Tier III).

Corrective action with students should be **non-threatening, non-punitive, non-public** and should encourage students to develop empathy for others and an awareness of standards for socially appropriate, responsible behavior. **Always discipline in the most private manner possible.**

Do not threaten consequences that are outside your control (suspensions, loss of privileges at home, etc.).

Communicate with parents by phone any concerns when they first come up. Notes and email should not be considered adequate communication unless you receive a response.



DISMISSING STUDENTS

Students are not to be dismissed prior to 3:20 PM on regular school days and 1:15 PM on planning days. Morning kindergarten is to be dismissed at 11:40 AM and 10:35 AM on planning days.

Any student who leaves school during the day must be released through the office only. **If a parent comes to the classroom during the day to check out a student, send the parent to the office. Do not release the student—even if you know the parent.** Please do not send students to the office to wait to be picked up. The office will call when the parent arrives.

DRESS CODE

Sanitation and safety factors directly relate to proper dress and grooming. A real and reasonable connection exists between proper dress/grooming and the successful operation of the school with respect to discipline as well as student achievement.

Students should wear clothing that is appropriate for school. Student dress should be modest, clean, and suitable for the various learning activities going on at school. As students dress each morning, particular attention should be paid to safety, comfort, and weather.

If a student's clothing creates a substantial disruption for the student or for the school, parents will be contacted and the student will be required to change into more appropriate attire.

Students will not be allowed to wear clothes that are mutilated, cut off, or immodest such as short shorts or mini skirts (**measured by finger tip length down the leg**), bare midriffs, halter tops, or tank tops. **All shirts must cover the student's shoulders and shoulder blades.**

Hats and scarves are not to be worn in the building.

In the interest of many physical activities and good hygiene, proper footwear should be worn at all times. **Students may not wear flip flops.** Gang-related colors, clothing and paraphernalia will not be allowed in school. Clothing that promotes or celebrates violence will not be allowed. Clothing that advertises cigarettes, alcohol or drugs is prohibited by Granite District policy. Clothing should be free from anything that is vulgar or that degrades or demeans others.

For health or safety reasons, students may be required to wear certain types of clothing in connection with specialized activities (e.g. Field trips).

If you feel the attire is inappropriate, please send the student to the office, and the parent will be contacted.

Teachers should dress professionally. Sweats, jeans, and t-shirt attire should only be worn on special occasions such as field day, etc.

DUTY SCHEDULE

The following duties and activities will be assigned on a school-wide basis: Recess duty, supervision, faculty-room cleanup, and teacher workroom cleanup. Good supervision is essential; it helps children know what they should do, develops habits of good behavior, prevents accidents, and protects the staff as well as the school in the event that accidents occur. Please **take your supervisory duties seriously and be prompt. If you know you will be absent from school on your duty day, please arrange with an alternate to cover your duty.**

EARLY ENTRANCE IN THE MORNING

It is the Granite School District policy that children coming to school must be allowed into the building twenty minutes before school begins during inclement weather. We will continue to encourage students to plan on leaving home at an appropriate time so as to arrive at school close to the first bell.

When students come to school early on inclement weather days, they are to enter the multi-purpose room quietly where supervision will be provided. Students are not allowed to play in halls or restrooms.

Early entrance rules: 1) be seated; 2) talk quietly or read a book; 3) once in, stay in; 4) at the bell, leave the multi-purpose room using the appropriate exit.

EMAIL

Teachers should check their email daily.

EMERGENCY PREPAREDNESS PROCEDURES

Each teacher will post an evacuation plan by his or her door. An emergency drill manual will be kept in each room and periodically reviewed with students. Whether classes are evacuating the building or remaining in a secured classroom, calm reassurance and firm control are essential.

Fire Drill: Granite District requires **one drill per month**. When exiting the building, be sure:

- Students make a silent, orderly exit
- Classroom doors are closed and lights are turned off.
- You have a list to account for students.
- Hold up the appropriate red or green indicator once you've assessed your class roll.

Verify the student count after they line up away from the building. Do not return to your class until the all-clear signal.

Earthquake: Students and teachers should take cover under desks, tables, or other protective locations in the classroom. After the initial shaking has stopped for sixty seconds, evacuate the building. Verify a student count and wait for further instruction.

Bomb Threat: All school personnel will be asked to check for any unusual packages in your classroom. Do not touch any unusual packages. Notify the office and remove your class from your classroom. If you receive the bomb-threat call, remain calm and do not hang up on the caller. Try to get additional information such as where the bomb is, what it looks like, when it will go off, etc. Notify the office immediately. If an evacuation is necessary, follow proper procedures listed under Fire Drill.

Shelter in Place:

1. An initiation of a lockdown will be given via the PA system. The announcement will say: *"Your attention please: We are now in shelter in place, repeat we are now in shelter in place. All outside activities are canceled. Return to the building immediately."*
2. No outside activities are permitted until the event is resolved including use of the greenhouse.
3. School goes on as usual.
4. All outside doors are locked with the exception of the front door which is monitored by a police officer or administrator. If a person requests admittance and raises suspicion, access will be denied and the appropriate police agency immediately notified.
5. John Paul and/or Heidi will consult with the Granite School District Police Department and/or allied police agency and the School Accountability Directors until the event is cancelled by announcement: *"The shelter in place is now ended. Thank you for your cooperation."*
6. At any time during the shelter in place it may be elevated to a lockdown if the circumstance warrant and in consultation with the appropriate police department and administration.
7. Communicate with parents, students and staff as appropriate.

Lockdown:

1. An announcement will be made via the PA system: "Your attention please: We are now on a lockdown. All outside activities are cancelled. Return to the building immediately or proceed to the designated alternative gathering point. Check all halls and nearby restrooms. Take any nearby students into your classroom and lock your doors."
2. A Lockdown is initiated when there is a potential threat to student safety **on or adjacent to the campus**.
3. Students and staff in the library or computer rooms will remain in the room and the doors will be locked. Students and staff in the cafeteria or gymnasium will immediately cross the hallway into the preschool and kindergarten classrooms. Students and staff in the STEM labs should move into the lab preparation rooms. Students in the large-group meeting area should exit quickly into an adjacent classroom.
4. When on a lockdown, the **teacher will take roll and email John Paul AND Aleshia** (jsorensen@graniteschools.org & aastutz@graniteschools.org) with any missing or additional students in their classroom.
5. Blinds and curtains should be left open and all obstructions removed.
6. Discourage personal calls and texts.
7. All TVs, radios, and other non-essential electronic devices should be turned off.
8. Communication between the teacher and the office will be by email to John Paul and Aleshia when possible.
9. In a Lockdown, doors will not be opened for anyone but classroom activities may continue.
10. When the lockdown is lifted by the originating police agency and administration an announcement will state: "Your attention please: The lockdown is now ended."
11. Communicate with parents, students and staff as appropriate.

Lockdown with Cover:

1. A Lockdown with Cover is initiated when there is a direct threat to student safety **on the campus**. All students and staff go to nearest classroom, lock the door and take cover.
2. Teachers and staff will be notified through the PA System and/or email and text: "Your attention please: We are now on a lockdown with cover. All outside activities are cancelled. Return to the building immediately or proceed to the designated alternative gathering point. Check all halls and nearby restrooms. Take any nearby students into your classroom and lock your doors."

3. Lights will be turned off and students will be seated in an area that is least visible from the hallway door. Teachers and students should remain quiet. Students and teachers may not leave the room for any reason.
4. Follow the Red/Green Card procedure. Place a green card under the doorway and in the exterior window if the situation in the classroom is stable. Place a red card under the doorway and in an exterior window if there is a problem in the classroom that needs prioritized response. (The absence of any card will be treated as a red card.)
5. Do not open the door for anyone. Police or emergency responders will have a key to the door for entry. Administration, police or emergency responders will "knock and announce" before entering.
6. Do not react to class bells or fire alarms. Announcements via the PA system will give evacuation directions if appropriate or possible. (If an evacuation is ordered take student rolls with you.)
7. Faculty and students should know that it is okay to fight back if it becomes necessary to save lives.
8. When the lockdown is lifted by the originating police agency and administration an announcement will state: "Your attention please: The lockdown with cover is now ended."
9. Communicate with parents, students and staff as appropriate.

Electrical Failure: Take students into your classroom. Unplug all audio/visual equipment (this prevents damage to the equipment). You will receive information from the office staff.

FACULTY ROOM/TEACHER WORKROOMS

Use of the faculty room and workrooms is reserved for the staff and adult volunteers. Please refrain from sending students to these rooms to pick up items you have stored there. Keep these rooms neat and free of clutter. Clean up after yourself. These rooms/areas should be cleaned daily following the schedule.

FIELD TRIPS

Field trips should be used to enhance and expand the core curriculum. They are most powerful when carefully planned and understood by children.

Parent permission in the form of a district field trip note **must be signed for each field trip**. Please send home field trip permission notes at least two weeks in advance to ensure that all students can attend. If a child cannot attend the field trip, prior arrangements must be made for the child to remain at school. Work must be left for the remaining student. Students may not be excluded from field trips without prior notice to the parents about potential restrictions.

Sack lunch order forms are available in the office and also must be completed well in advance. Field trips need the approval of the principal.

Please plan field trips and have all paperwork to the district at least 10 working days before departure. **The District will assess a late fee for changes or late requests and returning late.** Return time is no later than 2:30 p.m. Remember to take medication for students who need it.

Adult volunteers may not bring along other siblings of any age.

Parents CANNOT “check-out” students from the field trip. If they ride the bus to the field trip they must ride it back to the school.

KEYS

Teachers are responsible for the keys issued to them. No keys should be duplicated except through the Granite School District maintenance department. The principal, secretary, and custodian have master keys and are available to open rooms when needed. The security of our building is everyone’s responsibility. Be sure your rooms are locked when you leave for the day. At no time is anyone besides John Paul, Heidi, Aleshia or Carrie allowed to enter the safe room and take keys out of the lock box.

Staff credentials (badges) are a key to our building. Always wear your credential during working hours and know where it is at all times. **Notify the office immediately if your credential is missing.**

LETTERS

Be wary of writing requests pertaining to an individual student’s academics or behaviors. Your letter represents a legal document and can be used in court. Check with the principal first.

LICE

Memo 44

It is not standard practice to check students for lice. If you suspect a student has lice, please discretely send them to the office. Someone in the office will confirm whether or not the student does in fact have lice or nits.



If the student is found to have nits, they are allowed to return to the classroom. Someone in the office will contact the parents. No note is required to be sent home.

If the student is found to have lice, the parent will be contacted to pick the student up from school. The office will make copies of a generic letter to be sent home with the grade level.

LIABILITY

Few things cause more agony for a teacher than pending legal action. This agony can be avoided through “Legal Risk Management” practices. You are the professional. If you behave in a “reasonable and prudent” manner, and if your actions are not “arbitrary and capricious,” and if you act to protect the rights of students, parents, and peers, you will likely not have to face unpleasant legal action. The following guidelines are helpful:

1) **Reasonable and Prudent** – behavior that a reasonable person, acting in a prudent manner, would likely pursue;

Reasonable: see that students for whom you are responsible are adequately supervised at all times. Inspect equipment/play area/classroom periodically for hazards. **Approach strangers** on the premises and ask what they need, or ask for identification. Interrupt and stop potentially dangerous activities.

Unreasonable: **leaving students unsupervised, if only for a couple of minutes;** allowing potentially dangerous activities to continue, once you are aware of the potential hazard; expecting students to move equipment; failing to allow ill/injured students to contact their parents; not allowing students with noted medical needs appropriate follow through.

2) **Arbitrary and Capricious** – unequal or inconsistent treatment of individuals in such a way that rights/privileges are protected for some, but not afforded others. According to no apparent or consistent standard, such a standard would need to meet the “reasonable and prudent” test. Do provide the same opportunities for all your students. Don’t play favorites in either a positive or negative direction.

3) **Protection of Student Rights:** School attendance has been defined by the courts as a constitutional right. Home suspension must be preceded by a due process hearing and is to be handled by the principal. Reasonable efforts should be made to protect students’ privacy and property. If a search is necessary, contact the principal. **Do not conduct a search of a student’s desk, backpack, or person without involving the school principal.** If student property is confiscated (with cause), it must be returned to the student that day or contact must be made to the parent stating it will be kept until the

parent can come get it. If you become involved in a questionable situation where you think liability may be an issue, be sure you contact the principal immediately.

Do not make any statements or sign any documents until you have been authorized to do so. Guard against any statements that could be used against you or another staff member, friend, or student.

LUNCHROOM PROCEDURES

Teachers should bring their students to the lunchroom according to the schedule. Students taking cold lunch may go directly to their lunch table. Students having hot lunch will need to go through the line and enter their lunch code to get a lunch.

Students are expected to have appropriate inside voices and calm bodies. Students should sit on their pockets facing into their assigned tables. When finished and excused, students should clear their trays and garbage and exit the building for lunch recess.

MACHINES

Various machines for staff use are located in the workroom. Follow directions to insure proper use. Report all problems to the office immediately. **Students are not permitted to use paper cutters, cutting machines, or copy machines.**

MONEY PROCEDURES

State law allows for a free public education in grades K-8. Please do not collect money from students for workbooks and other curriculum materials. If students have lost or damaged materials or books, send them to the office. **If you ask for donations for activities or fieldtrips, students must not be excluded if unable to donate.** You may only request donations for the actual cost. **All money is to be collected in the office, including lunch money.** The only exception to this is book orders. If you order from book clubs, you may collect this money and keep your own records.

MOVIES

Movies shown in the classroom are to have an educational purpose and enhance the curriculum as the **primary** reason for showing them. Include in your plan book all movies shown and the curricular objective. Movies are not to be shown at school for entertainment or rewards.

MOVING PIANOS OR EQUIPMENT

Students should never move the piano or other heavy equipment. **Adults alone should move large objects.** If you need assistance moving equipment, please contact the office.

NEW STUDENTS

When a new student is brought to your room, **please help him or her feel welcome and do everything possible to help the student feel comfortable and adjust.**

Whenever possible, new students will be entered into classes at the beginning of the school day, thus giving teachers time to prepare for them. Always have an extra seat in your room with necessary supplies just in case you receive a new student. Aleshia does her best to make the parent complete paperwork by 2:00 PM the day before the student is to start so that you will have time to prepare for their arrival. She will email you the student's name and ID#, once the student is set to start.

PARENT COMMUNICATION

Teachers are encouraged to communicate openly with parents about the educational experiences of their students. Parents should hear about school successes more frequently than negative experiences/interactions. **Please make a positive contact with every parent in your classroom before initiating contact of a problem-solving nature.** When reporting bad news to parents, **remember to be objective and non-judgmental.** Email communication is encouraged for documentation purposes.

PARENT-TEACHER ASSOCIATION (PTA)

We interact with the community at several points every day. The PTA provides our school excellent program support. We enjoy strong support from our PTA, and we strongly encourage all staff members to support them. Be conscientious of the impressions you convey.

PERSONAL BELONGINGS

Lock your door when you leave your room. Your belongings are your responsibility and will not be covered by the district or school insurance. This also applies to students' personal items. Encourage students to leave personal items at home.

PERSONAL LEAVE

Teachers are allocated four (4) personal leave days per contract year at no cost to the teacher. Personal leave can be taken for any reason at the discretion of the teacher.

A teacher who uses no personal leave during a given contract year will receive an amount equal to three times the current daily Substitute II rate. Teachers who take one personal leave day in a contract year will receive an amount equal to two times the current Substitute II rate. Teachers who take two personal leave days in a contract year will receive an amount equal to the current Substitute II rate. Teachers who take three or four personal leave days in a contract year will receive no additional amount.

A minimum of one (1) day notice (24 hours) must be given to the principal before taking the personal leave, except in cases of emergency.

Personal leave should not be taken the day before or after a school holiday (weekdays when school is not in session for students) or during the first or last week of school. Exceptions must have the prior approval of the school principal.

Limitations will be placed by the principal on the number of employees who can take personal leave on any given day at the school. Generally, only one (1) or two (2) personal leave days per school, per school day, can be approved. Such limits are necessary based on the availability of substitute teachers. Personal leave will not be granted in connection with any form of job action or work stoppage.

Whenever possible, schedule personal appointments outside of contract hours. It is recognized that emergency situations do occur. If a situation arises when you must be gone, always clear it with the principal ahead of time. Please check in the office prior to leaving the building.

PROFESSIONAL ETHICS

Staff members are expected to be responsible in the manner in which they conduct themselves. Remember, your conduct can help you avoid awkward or compromising situations that could tarnish or destroy your teaching career and diminish your reputation and that of your profession.

PROFESSIONAL GROWTH & EVALUATION (Now Frontline)

All Granite educators are responsible for knowing and following the Granite School District Standards for Educators. A copy of the standards is included in this manual. As you develop goals for your Professional Growth Plan, please refer to the standards identified in this document. Teachers will meet with the principal three times each school year to discuss professional growth, goals, and progress. An electronic copy of the Professional Growth Plan, as well as all other forms and deadlines associated with PG&E are available on the district website.

The use of the PLAN website is required for all educators (granite.truenorthlogic.com)

Annual Goals should follow the **SMART goal** framework:

S – Strategic/Specific

M – Measureable

A – Attainable

R – Results oriented

T – Time bound

When considering the “results-oriented” component, remember that, “[SMART] goals will focus on the intended outcome rather than on the strategies to achieve the outcome” (DuFour, 2010, p. 159).

Teachers on the summative cycle are those teachers whose licenses expire at the end of this school year and all provisional teachers (first three years). **All teachers whose licenses expire at the end of this school year need to complete the license renewal form and submit it online to the USOE between January 1 and June 1, 2020.**

All teachers must hold a valid teaching license/certificate. See Memo 22.

Teachers are responsible to maintain their own records on accumulated points toward re-licensure and for their lines of evidence for the Professional Growth and Evaluation Program. Teachers are responsible for knowing when their license needs to be renewed and submitting the appropriate paperwork on time.

RECESS SUPERVISION

During recess, teachers are expected to assume responsibility for general discipline and injuries. If the teacher needs to be absent, please make arrangements for a substitute. **Be punctual** to your duty assignment. You are liable for the scheduled recess time. Be on the playground – not in the hallway or restroom. Circulate among the students, and be especially aware of dangers which might cause accident or injury to students.

All non-duty teachers are to be aware of hall behavior, preventing excessive noise and seeing that students act within the limits set by safety, courtesy, and educational consideration.

Students are to remain in designated play areas during recess and before school.

REIMBURSEMENT

Teachers may be reimbursed for items purchased if approved by the principal. State tax law prohibits tax exemption when using personal funds. If you use your own money to purchase something and submit for reimbursement, you will not be reimbursed for tax.

REPORT CARDS/GRADEBOOK

Report cards will be issued four times yearly at the end of each quarter. Teachers must maintain documentation to justify grades given on report cards. **Gradebook should be updated weekly for parents to view.**

SAFETY AT SCHOOL

- Students are not to bring hard balls or bats.
- No tackle games of any kind.
- No wheels except for bikes, which are to be locked up on school grounds.
- No snowballs—snow stays on the ground.
- No toys or equipment from home without the teacher's permission.
- No playing in the parking lots.
- No swearing or fighting.

SAFE SCHOOL POLICY

The Safe School Policy, Memo 106, works to give all students the right to attend school and school-sponsored events without undue concern for their physical safety. It establishes procedures and penalties for: 1) any acts of violence or threat; 2) possessions of any type of weapon or facsimile; 3) any form of organized gang activity; 4) any type of criminal behavior.

Please explain the policy to the students and help enforce it. A more detailed explanation is included in the student handbook. **Any infractions of the Safe School Policy are to be referred immediately to the principal.**

SEXUAL HARASSMENT

The Board of Education has formed the district policy prohibiting sexual harassment. As a school we follow this policy. In general, sexual harassment is behavior of a sexual nature which is unwelcome by the receiver and impedes a person's ability to function in his or her capacity. Sexual harassment will not be tolerated. **Please report any acts related to sexual harassment to the principal.**

SOCIAL MEDIA

Social media can be a powerful communication tool with parents. The district policy regarding the posting of students' names or pictures on school webpages, Facebook pages, Twitter, etc. now places the burden on the parents to "opt out" if they do not want to participate. However, the following procedures must be carried out by school officials when posting such information on the internet:

- Personal contact information, to include home or e-mail addresses, telephone numbers, or other personal information, shall not be published on school or unsecured District web sites.
- Student names, pictures, personally identifiable student work, information about student participation in classes activities, sports, projects, etc., will only be published on school or unsecured District web sites after obtaining a signed release from the student's parent or legal guardian. Absent such permission, no student information, to include student names, may be published on school or unsecured District web sites.
- **Student pictures and names shall not appear on the same web page.**

SPECIAL EDUCATION REFERRALS

By law, students should be educated in the least restrictive environment (LRE) appropriate. However, a certain percentage of students will not demonstrate sufficient growth through Tier I instruction alone. Using the “Student Support Process” (found elsewhere in this policy binder), an intervention plan should be developed that will include systematic Tier II instruction for the student. After reviewing data and revising the plan as often as is necessary, it may be appropriate to do a special education referral. The Student-Support Team (SST) and the special-education team can help counsel teachers through the process of both an intervention plan and the special-education referral.

Refer to the Student Support Flow chart, the SST meeting form, and the SST intervention plan documents included in this policy binder.

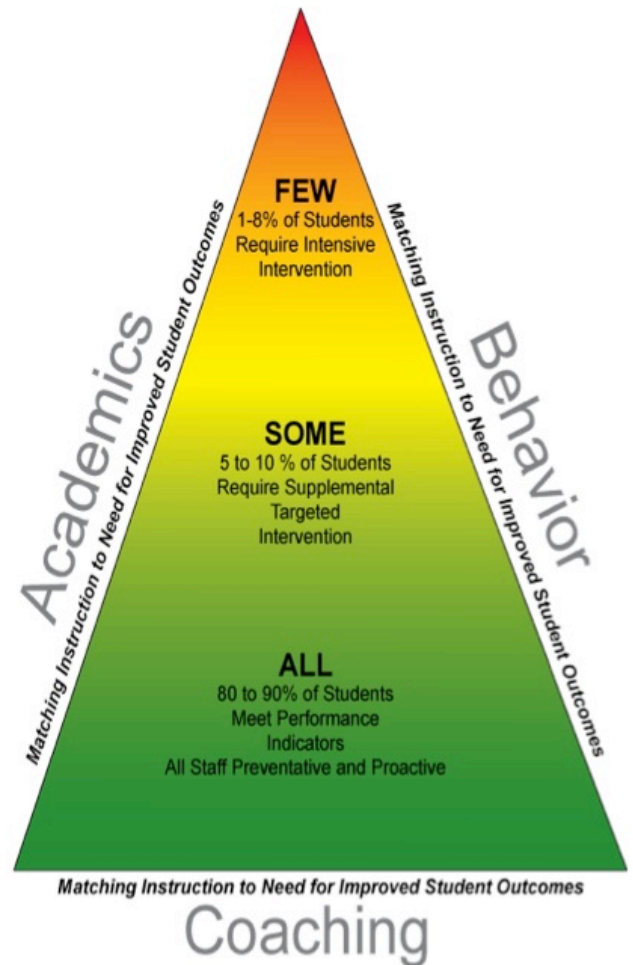
See next page for expanded model

STUDENT BELONGINGS

Parents are encouraged to label all items belonging to students. Students should not bring toys, money, electronic devices, or PE equipment to school. The school assumes no responsibility for items lost or damaged at school. **If a student’s personal property is confiscated by a teacher or staff member, it must either be returned directly to the student at the end of the day or a parent must be notified and arrangements made for the parent to collect the item.** Teachers are responsible to protect the security of items confiscated.

STUDENT INSURANCE

The school will participate in the student insurance program accepted by the district. Insurance forms will be sent home in first day packets. Students who elect to participate are to return the envelopes to the school who will, in turn, forward the envelopes to the insurance company.



SUPERVISION

Students must be supervised at all times. Staff members must be present and on time to assigned duties. All staff members are expected to maintain order in the halls and during activities. **If a student is missing, notify the office immediately.** Staff members are responsible to ensure all students are supervised and safe at all times.

SUPPLIES

Other than copy paper and a variety of other common items, supplies are ordered by individual teachers. You are responsible to see that supplies last for the entire school year. Planning ahead is important. Do not overspend your budget. Supplies will be ordered at the end of the school year and as needed during the school year. See the secretary for details.

SUSPENSION

Teachers may not suspend or send students home. Please refer to the office if you feel a student should be removed from the class for longer than a short intervention to another room. Students must check out at the office before leaving school for any reason.

TEACHER OBSERVATIONS

John Paul or Heidi will visit all classrooms once or twice a month to conduct informal and formal observations. Brief feedback of the observation will be provided immediately via email, but a more formal debriefing visit will typically not take place after each observation. Instead, John Paul or Heidi will conduct a formal debriefing visit after concluding two or three observations to provide more data to the discussion.

TEACHER LEAVING CLASSROOMS

“Under normal circumstances teachers should not leave their classes.” (Rules, Regulations, and Policies for Certificated Personnel p. 17 Granite School District Board of Education). Duplicating materials, making phone calls, and other activities which take the teacher out of the classroom, leaving students unsupervised, should be avoided. **When it is necessary to leave the class (i.e. student illness or injury, etc.) ask a nearby teacher to supervise the class for the short period you are gone.**

TEACHER PLANNING TIME/LESSON PLANS

Plans are essential to any school program, and this is especially true in the flexible type program of the modern elementary school. Making daily, weekly, and yearly plans for the learning experiences of students is imperative. In addition to the weekly “short” day planning time, Granite District is providing teachers with a 45-minute planning period every week.

TELEPHONE USE

The office will take phone calls for teachers during class. Teachers will receive an email message. If the phone call is an emergency, someone will relieve you from your class to allow you to take the call. Please make personal phone calls during breaks.

TESTING

Testing materials need to be locked up and secure. Teachers must use extreme care in handling testing materials so as to protect the validity of the tests and to protect themselves from professional scrutiny.

TRANSFERRING STUDENTS

Whenever you receive definite information that one of your students is about to transfer out of our school, please notify the office. A withdrawal form will be placed in your box. Please complete all information as indicated on the form and return to the office with other necessary items attached.

VISITORS/VOLUNTEERS

All visitors must obtain a visitor's pass from the office to be anywhere on school grounds. If you see someone without a pass (or district ID badge), please ask, **"May I help you?"** After allowing them a chance to respond, please send them back to the office for the missed visitor's pass. **Every staff member has the responsibility to question unknown and unidentified persons in the building and to send them to the office.**

We want volunteers at Neil Armstrong Academy . . . as many as we can get. We've dedicated a room for them as a "Volunteer Center" just off the media center. Teachers should not spend much of their time copying, laminating, cutting, etc. Parents and other volunteers can do such things, and they will if they are asked specifically (and thanked profusely). If volunteers are being used consistently to work alone with children, they must be fingerprinted and have a background check.