

Faculty Manual



Home of the Falcons

2017-18

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Granite School District

Board of Education Goals:

- ❖ Increase achievement for every student
- ❖ Enrich and increase parent and community engagement

Our Charge and Responsibility:

Students will leave Granite School District prepared for college, career, and life in the 21st Century World.

*There are a few actions that may be referred to as “**Good Practices**” that you will want to pay attention to as you read. These practices help in our efforts to educate children, which is the purpose for our being here. If it will help us help children, then it is something we need to add to our day. Other “**Good Practices**” include items to help maintain a positive working environment and good school/community relationships. Maintaining this relationship is part of our obligation at school and is something we need to continually work on. Please make note of items considered to be a **good practice** and include them into your daily routine.*

Accidents or Illness

Accidents or Illness

While children are in our care, we are responsible and liable for their safety and well-being. In the event a child becomes ill or is involved in an accident while at school, a parent should be notified so proper arrangements to care for the child may be made. Please notify the office of any injury which could possibly require medical attention. The office will then contact parents and let the parents make the decision regarding medical care. If a child is ill, send them with a phone pass to the office to call home. If in doubt about an illness or injury, call the parent. All head injuries should be reported to the parent.

When a student is down:

- 1. Do not move the student.**
- 2. Do not leave the student. Send a runner to the office.**
- 3. Administer only minor first aid – this usually constitutes only a Band-Aid.**

Serious Accidents:

If a student or other person on school grounds is seriously harmed, needing emergency attention:

- 4. Notify the principal and/or front office.** Do this by remaining with the victim and sending a runner. It is extremely important to notify the principal for liability reasons.

Remember, no child may leave the school grounds without checking out through the office. Any child who is sick or injured must come to the office and be checked out by an adult. Please notify the office of the situation so the proper follow-through may occur.

The office needs to be notified immediately if any staff member becomes ill or injured while at school so that a substitute can be obtained as quickly as possible. A report also needs to be made for Worker's Comp to cover the situation. If in doubt, ask.

Accident Reports

Accidents resulting in injury to students are to be reported in writing on an accident report form before the end of the school day. State law requires that an accident report be completed immediately if a student misses any school or receives any medical care. The principal's secretary fills this out online. This report can serve as a protection for the teacher as well as providing information to the principal or assistant principal, and if needed, to the superintendent and the Board of Education.

First Aid and Medication

Other than simple first aid, which includes having the student wash his/her own injury and apply a Band-Aid, school personnel cannot accept the responsibility of administering medical services, nor can we assume responsibility for applying

dressings to wounds. Staff members are cautioned to wear rubber gloves when dealing with any bodily fluids (i.e. blood). **UNDER NO CIRCUMSTANCES** are students to be permitted to apply bandages, clean wounds, or in any other way come into contact with another person's bodily fluids. We are responsible for the safety of all students and blood borne pathogens are situations with which we must be cautious.

According to state requirements, all medication that is to be administered to a child must be kept at the office and must have the proper clearance from both the doctor and the parents on file in the office. We cannot administer pills or medicines of any kind, including over the counter, to children unless these state guidelines are followed. These same requirements prohibit a child from transporting any medication. For this reason, we require an adult to bring any and all medication directly to the office. The only exception is when a student must carry an inhaler or Epi-pen on his/her person. In this case, all the proper paperwork must still be on file in the office.

ADA (American Disabilities Act) Accommodations

The ADA allows for reasonable accommodations to be made in order for a person with a disability to do his/her job. If you have need of an accommodation, please see the Principal to discuss the matter.

The ADA also allows for reasonable accommodations to be made in order for a student with a disability to receive an education. If a student has a disability, an IEP or a 504 plan should be in place. These plans must be followed by all school personnel and the appropriate accommodations made. A copy of all 504 plans must be on file with the office.

Assembly Procedure

Please review these assembly expectations with your students several times throughout the year.

1. Enter the multipurpose room in a quiet and orderly manner.
2. Teachers are to bring their classes down in a timely manner at the specified time.
3. Teachers are to be with their classes and monitoring student behavior. Students need to be supervised at all times; therefore, teachers are expected to remain in the assembly with their students. It is the responsibility of teachers to assist in maintaining order. This is difficult to accomplish if teachers are correcting papers or become so involved in the program that classes and/or student behaviors are ignored.
4. The Principal, Assistant Principal, or a designee will call the assembly to order and dismiss the classes when the assembly is over.
5. Students in clear violation of assembly rules are to be corrected by the teacher. Do not have students miss assemblies as a consequence for other misbehavior unless the activity or assembly has been designated as the SOAR Day assembly. Assemblies should be treated as part of the instructional day.
6. Assembly rules:
 - Keep voices soft until the assembly is called to order and then there is to be silence.
 - Keep hands, feet, and objects to self. (KYHFOOTY)
 - Leave an aisle in the center and sides of the multipurpose room.

- Stay seated where you are assigned.
- Leave the assembly early in an emergency only.
- Show appreciation by applause only. No whistling, booing, or other calling.
- Students are expected to sit flat on the floor, on their pockets, legs crossed, hands in their own laps, eyes facing forward, and mouths closed.

Attendance

The computer entry is the official record of attendance for the State Board of Education and the Granite School District. It is crucial that the attendance be recorded promptly and accurately.

The teacher takes attendance and marks it on the computer at 9:05 AM. Any students arriving before 9:10 AM should be marked tardy by the classroom teacher in the computer. Students arriving after 9:10 AM should bring an admit slip from the office.

The office will update their attendance records.

Attendance is crucial for student achievement. When a student is absent, please ask that a note be brought to school upon return to class. This request is in the first day packet information, but you are the one that will need to follow through with it. These notes will assist in valuable documentation in the event a child is absent excessively throughout the year. Turn any notes received for absences in to the office (medical or otherwise.)

If you have concerns about a student with multiple absences, please contact the attendance secretary and talk with her. Do not let absences multiply before you do anything about them. Get a handle on them right away.

GOOD PRACTICE: If a child is absent for three days, call home and make contact with the parents. This contact lets the parents know that you really do care and are concerned about the child. It is also wise to allow students reasonable time to complete the work missed while absent from school. Make sure parents are aware of your expectations.

Cell Phones in Class

Teachers: It is becoming a common occurrence for teachers to have cellular phones in the class. It is also becoming more and more common for teachers to be taking and making personal phone calls and sending texts during class time. Because it is your responsibility to provide for the educational instruction of students during class time, phone calls and text messaging during class time should be limited to emergencies and those related to your instructional duties. Personal calls and texts and non-school related calls and texts (like private business calls) should be made or sent when you are not “on duty” such as recess, lunch, or before and after school.

Students: Students are discouraged from bringing cell phones to school. If the student does bring one to school, they must keep it in their backpacks at all times, and are not allowed to use it during school hours. The school will not assume responsibility for any lost, damaged, or stolen phone. If a student is caught using the cell phone, the phone will be taken away from the student and taken to the office, and the parent must come to school to claim it.

Children Leaving the School Grounds/Released from School

No child should leave the school grounds during the school hours for any reason unless he/she has been checked out at the office by an authorized adult. The situation of having unauthorized persons attempting to remove students from school is increasing and every staff member is required to assist with child safety. Do not release a child unless the office calls to your room and requests that the child comes to the office to be checked out. If parents or other people appear at your room asking for access to a student, please refer them to the office and let them know you cannot release the child until you have permission. Be polite, but firm, in insisting these rules be followed. If there are any problems, contact the office.

Classroom Environment

The creation of a positive learning environment is a critical component of the educational process. While maintaining a clean and attractive classroom will not guarantee a smooth running day, failure to do so can and will negatively impact your classroom management and control.

A good teacher creates a positive environment. Students love to see their work displayed and a display created by a teacher can give an extra touch of motivation to students. Bulletin boards should be attractive, colorful, and changed regularly. However, it is important to follow the FERPA (Privacy Act) regulations.

Cleanliness of the classroom impacts the behavior of students. Rooms that are kept neat and orderly promote orderly behavior, whereas rooms that are cluttered or in disarray, promote unruly behavior.

GOOD PRACTICE: Have students straighten and pick up the room before leaving for morning, lunch, and afternoon recesses. This will cut down on the time it takes students to pick up the room at the end of the day. This also teaches responsibility and respect for the classroom and belongings.

Classroom Management

The success of a teacher's classroom management/control has a direct impact on the success of the school day. Setting, teaching, posting, practicing, and reinforcing a set of 3-5 simple rules create a successful classroom environment. Excellent teachers maintain control in a *positive* way. Teachers who promote high engagement using the "Big 8" will have less discipline problems and more academic time on task in class.

Social Cues: Specific cues given to students to assist them in identifying and internalizing appropriate social behaviors. Teachers can determine what social cues students need by: (1) asking themselves what they want students to look like during instruction – their responses are their social cues (i.e. eyes on me, sitting up straight). (2) watching a student who is off-task and giving a social cue that this student needs to hear to correct his/her own behavior.

Proximity: A teacher's physical location in the classroom.

Attention Signal: A signal to students that the teacher is in the teaching stance READY to give instruction – NOT a signal to lower noise level. Steps: (1) signal, (2) pause for 5 seconds making eye contact, (3) two social cues, (4) TEACH.

Signal: Teacher signals – signals to students such as the teacher raising his/her hand when asking a question so that students raise their hands to answer the question. Student signals – a way for students to kinesthetically identify that they are ready (i.e. open your book to page five and signal to me that you're ready by putting your finger on the first word.)

Time Limit: A time limit sets the limit to begin to complete a task. (i.e. You have five seconds to be started. Or: Please finish up your conversation in 5, 4, 3, etc.)

Expectations: Students need to know exactly what to do at any given time. Procedures and Student Habits need to be established, modeled and reinforced consistently through social cues, signals and re-teaching with individual students.

Voice: Teachers need to use a credible voice during instructions and expectations and an approachable voice during instruction. When students are working quietly, don't take them off task by using a LOUD voice.

Confidentiality

Keep confidential information on students confidential! Do not discuss personal information about students with other students, parents, or even teachers that are not involved in a "team solution process."

Contract Time

Contract time states: "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." This means that teachers need to be available to talk with parents, meet with students, and in short, be on duty from 8:45 AM until 4:00 PM. Planning days are 8:45 AM until 3:30 PM.

Corporal Punishment

Corporal punishment is not approved by the Granite School District as a means of discipline. Any slapping, hitting, shaking, or other laying on of hands on children for disciplinary purposes is called corporal punishment. Grabbing a student by the arm or other body part to "assist" them in sitting or moving is unacceptable. In simple terms, **DO NOT TOUCH CHILDREN!** This is a legal point you do not want to cross.

If a student upsets you to the point of laying hands on the student, it is necessary that you cool off and then handle the situation in a calm manner. If office intervention is required, send or bring the child to the office for a conference with the principal or assistant principal. If a student needs to be physically removed, contact the office. If it is unsafe to have your students stay in the room, evacuate your classroom. **DO NOT USE PHYSICAL RESTRAINT UNLESS YOU ARE MANDT TRAINED.** All MANDT guidelines must be followed.

Custodial Services

The best and most efficient way to request custodial help is to leave a message in his box or send him an email. Please give him a written request when lights go out and need to be replaced, if you need something repaired, etc. In case of an emergency, contact the office and we will contact the custodian to help you. If your

room has not been vacuumed, please send an email to the custodian and both administrators *each* time.

Custody Issues or Court Issues Involving Students

Separated, separating, or divorced parents, along with non-custodial parents or grandparents, may occasionally try to pull teachers into custody or court issues.

Teachers **must** remain neutral in all of these issues. Teachers may not write an official or unofficial letter, note, or any type of written documentation for a parent or guardian that may be used for legal purposes.

This includes documents for court cases, custody disputes, etc. When such requests are made, inform a school administrator **immediately**. The policy is for your protection. If you have a question, contact the administration right away.

Discipline

In order to deal effectively with discipline concerns, staff members are expected to do the following:

1. Establish rules and consequences within your classroom. Post and practice the rules, rewards and consequences. We want our classroom procedures to become student habits.
2. Follow the school-wide Positive Behavior Intervention Support Plan.
3. It is important to take ownership of your own discipline situations and handle them yourself when possible. Although the administration is always here to help you, when students see the teacher blow up and send him/her to time out or to the office, the teacher loses respect and power with the student. When teachers take care of discipline problems, students learn that teachers are in control which increases the likelihood that they will follow directions. Sexual harassment, racial harassment, and bullying **must** be reported to administration. Touching anywhere a swimming suit covers must also be reported to admin.
4. Avoid power struggles at all costs. In these instances, no one wins. Do not fight. Do not argue. De-escalate. Sometimes a short timeout (no more than 5 minutes per year of age) is all that is required. Students should not be separated or isolated from the class on a regular basis. Instead, a conference with parents and an administrator is in order. Be proactive and take issues to your Collaboration Meetings and the Student Support Team before they become big.
5. **GOOD PRACTICE:**
Develop positive relationships with all students.
Deal with students individually.
Communicate with parents and the office about on-going concerns.

Support each other.
Be positive.
Keep parents informed.
Be firm but friendly.
Be consistent.
Be available to help.
Be in control; do not lose your temper.
Post rules, plans, and rewards. Do not surprise students and parents.
Talk with parents.
Enjoy the students and teaching.

Duties

Part of our professional obligations includes the performance of extra non-instructional duties. Everyone needs to do his/her part in fulfilling duty assignments so that a handful of individuals do not carry the whole load. If the responsibility is shared, the load is light for everyone. We encourage the students to be out for recess as much as possible and suggest that inside recess days are called only when necessary. **STUDENTS MUST BE SUPERVISED AT ALL TIMES.**

GOOD PRACTICE:

1. Be the first one out on duty and the last one in.
2. Walk or stand where you have a clear view of the area you are responsible for supervising. Keep separated from the other playground supervisors (teachers) in order that maximum coverage of the playground can be maintained.
3. Stop inappropriate student behavior. Remind the student(s) of the rules of play and/or refocus the student(s) to another area.
4. Report all unidentified /suspicious persons to the office. (Take a walkie-talkie out).
5. Remain calm when reporting an injury over the walkie-talkie. DO NOT diagnose. Just report what has happened. Remain with the injured student/person.
6. Carry protective gloves. In case of an injury involving blood, put the gloves on before you touch the student/person.
7. Students are only allowed to play in the north playground area. They may not go to the park areas or any other part of the grounds which are not being supervised.
8. Be especially aware of the way students use jump ropes. If they are swinging them around toward others or wrapping them around their own or somebody else's neck, please stop them immediately.

Activities not allowed:

- Tackle football (any tackling is prohibited)
- Throwing snowballs, ice balls, rocks, sand, sticks, etc.
- Pushing and shoving (no physical contact)
- Playing chase (tag) on any equipment
- Hitting or tying anyone with jump ropes
- Wall ball

Emergency Preparedness

Review the emergency policy that is listed below and understand what is expected of you. This is the brief outline. The more detailed explanation is in your emergency packet.

Fire :

We will have at least seven fire drills per year. Teachers are responsible to see that all students are evacuated. Lights are to be turned off and doors closed. Lead your students out of the building. This is necessary in case of unexpected problems in a real emergency. Other adults are assigned to clear the building. Meet on the playground in your assigned area and take roll. Students not in the regular class when the alarm sounds (Resource, Speech, Media, restroom, etc.) exit the building by the closest door and immediately *report to their own class* to be counted. Teachers need to notify office personnel if students are accounted for or if a child is missing. Teachers should instruct students on how to leave and enter the building, as well as what to do once the class is outside. Teachers also need to be prepared to suddenly move to another exit or location outside. Be alert and aware so you can instruct your students on the action necessary.

Classes may re-enter the building when school officials blow a whistle. Students should be instructed to ignore any bells that ring during an evacuation because a fire in the electrical system could cause the bells to ring on their own.

Bombs :

An announcement will be made over the PA to look for a missing package. Teachers are asked to perform a visual sweep of their room, counters, closets, etc. for any unusual or unidentifiable package(s). If you see anything suspicious, DO NOT DISTURB IT. Contact the office immediately.

Earthquake :

We may have earthquake drills during the year. An announcement will be made over the PA system that we are having an earthquake drill and everyone needs to duck and cover. In case of a real earthquake, the PA system may be down, but the movement of the building should alert everyone to proceed with the duck and cover procedure. For a drill, the office staff will circulate through the building to check for compliance. After the announcement is made that there is an earthquake, you need to **“reasonably” count to 100.** If no “after-shocks” have occurred, lead your class out quickly and quietly, following the fire drill procedures. Make sure students understand the need to leave quietly so they can hear your instructions.

Lock-downs :

A lock-down is a situation where the building needs to be secured due to a potentially dangerous person or situation.

You will hear *“This is a Lockdown, ” “This is a Lockdown, Take Cover, ”* or *“This is a Shelter in Place”* over the intercom or by an administrator or in person. Depending on the message, please follow these instructions:

Shelter in Place

- *PA announcement*
- *Outside activities cancelled*
- *All outside doors locked except front door; monitored by police or admin*
- *Windows closed and locked; blinds open*
- *Green card w/room# facing outside if all is well**
- *Red card w/room# facing outside if trouble or missing student, inc. speech or resource***
- *Report via Instant Messenger or email to "Office" group*
- *School goes on as usual, inc. movement between classrooms •*
- *PA announcement when lockdown is ended*

Lock Down

- *PA announcement*
- *Outside activities cancelled*
- *Check halls and restrooms for students*
- *Bring into classroom and lock classroom door*
- *All outside doors locked; monitored by police or admin*
- *Windows closed and locked; blinds open*
- *Green card w/room# facing outside if all is well**
- *Red card w/room# facing outside if trouble or missing student, inc. speech or resource***
- *Report via Instant Messenger or email to "Office" group*
- *Keep teaching in classrooms as normal. No switching between classrooms*
- *Do not react to class bells or fire alarms*
- *Do not open the door for anyone. **Admin or police will have a key.***
- *PA announcement when lockdown is ended*

If directed to "take cover":

- *Electronic devices off (TV, radios, etc.) and avoid personal calls or texts*
- *Lights off, students quiet, away from visible sight of hallway*

Green means:

- *All students and regular paras and teachers for homeroom, a rotation, or an intervention group are in the room and accounted for*
- *Call up "Office" group on I/M or email and type "**Green**"*
- *Type "**Green +**" if you have additional students in your room. Then type the names of the additional students.*
- *Resource, speech, or intervention teachers always list students they have in their rooms as they report and which teacher they come from.*

Red means:

- *Student/s missing or not in the classroom/unaccounted for*
- *Type "**Red**" and state names of student/s and/or adults (including regular paras) who are missing from your room and possible location (This includes being in another class, intervention, restroom, with an aide, etc. You can indicate where the student/s or adult/s should be. However, it is the responsibility of the person the student is with to report they are safe.)*

No card means:

- Problem in room

Set up an office group for your Instant Messages and emails entitled “**Office**” (This can be used for all office communication, including emergencies.) These are the people who must be contacted:

Lynette Golze - lgolze@graniteschools.org
Janet Thorpe – jjthorpe@graniteschools.org
Lynne Graff - lbgraff@graniteschools.org
Bo Hoffman - achoffmann@graniteschools.org
Dorothy Fellows – dafellows@graniteschools.org
Heather Lane – halane@graniteschools.org

If you are somewhere that you do not have access to a computer, please use a phone or cell phone, if available, to contact the office. 385-646-5096

Field Trips

Field trips are to be selected on the basis of their **contribution toward specific curriculum goals and should be educational in nature**. Please plan field trips wisely so that loss of academic time for core subjects is minimized. Field trips must be cleared with the principal in advance. Schedule trips well in advance, turn in your field trip forms early, take parent chaperones along, and present the appropriate classroom follow-up activities when the trip is completed. If you need to eat lunch at a different time than your regularly scheduled time, arrangements should be made with the secretaries and administration **at least two weeks in advance**. Please don't make last minute changes without involving secretaries and administration.

Every child in your class should be eligible to attend the trip since this is an educational experience. Students can only be excluded from the field trip if they have been suspended by administration and parents have been informed in advance. Field trips should have an educational focus and should not just be used for fun or as a class reward. Parents usually expect each class to take at least one field trip per year. One can be paid for from school funds. Any others can be walking field trips or can be fully paid for by other sources. (Preventions Dimensions and Learning for Life only partially pay for their field trips, so have a plan well in advance for your field trips for the year and get it approved by administration.)

Every field trip must have the written permission of every parent every time on a field trip form any time you are going off school grounds, even for the park. Please get these out in plenty of time so that students don't have to be disappointed. Make sure you have a plan in place and inform the office in the case of tardy students. You must inform administration and the office at least a day in advance if there are any students that will not be attending for any reason, including for lack of permission forms. **Last minute calls from students to parents to obtain permission is NOT allowed. Phone calls from parents to give permission are also NOT allowed.**

Financial Reimbursements

For all legislative purchases, teachers will be issued a teacher supply card at Faculty Meeting on the first day back. This is a card that can be used for **non-taxable** purchases in stores, online, or for warehouse purchases. All original receipts need to be carefully kept, taped to sheets of paper, and turned into the office before the 5th of each month. Make sure all purchases are appropriate for school use. Do **not** buy anything personal with this card. If it is lost, it will be your responsibility to get a new one.

We need to try to avoid all other reimbursements. Rather than be reimbursed for morale or Special Ed purchases, please either use the district catalog for your purchases or approve them through administration ahead of time. Whenever possible, have the secretary or administration order or pick up your purchases with their p-cards. If reimbursements can't be avoided, a reimbursement request needs to be prepared and turned in to the office within 45 days of purchase. Follow the same process with original receipts as for your supply card and make a copy for your own records. The district will then mail a reimbursement check to your home, so please keep your address current with both the office and the district. Plan on a three-four week turn-around time, and you should be fine.

For anything offered through the district office, please order with your supply money through the district warehouse. As always, no sales tax will be reimbursed.

First Day

The first day of school is an exciting day that is critical in setting the tone for the year. Please make certain you have the updated class list from the office. Class lists are subject to change until just before the first day of school, so please make contact with the secretaries.

The first day is the perfect time to go over class and school rules and set your expectations for the year. Post rules, consequences and rewards. Set your expectations high and practice meeting the standards.

GOOD PRACTICE: Parents like to be kept informed. Send home in writing your rules, consequences, and rewards to help parents know what is expected. Have parents sign and return it.

Grades

Students are to receive the grades earned, with the level accurately noted. No one is served by giving the student a grade based on effort rather than achievement. When a child will be receiving an N, make sure the parents have been notified well in advance. Make sure you enter your grades on Gradebook at least weekly. **Midterm notices are to be sent home and signed by the parents midway through the grading period.** Communication with parents will be your best friend when it comes to grading. None of us like cruel surprises. Make sure you keep accurate records and can justify the grades given. It is not appropriate to base a grade on only a few assignments. A little good judgment goes a long way. All grades must be posted during the open window time period that is listed on your calendars.

GOOD PRACTICE: Set consistent, fair grading standards as grade levels in your collaboration time.

Home Communication/Notes

School-Home communication is critical! It is suggested that calendars, class newsletters, midterms and other forms of communication go home or be posted to your website on a regular basis from each teacher or grade level. The expected result is that we are viewed as frequent and effective communicators with our patrons in an effort to build and strengthen our team approach in educating children. Keep communication informative, positive, and clear. Please have your notes approved by administration before sending them home. Please remember that written communication – including email - with parents will hold you legally responsible for what you put your name to.

GOOD PRACTICE: Have your notes proofread by another adult, before asking for administrative approval or posting them to your website.

Home Prepared Foods Distributed or Consumed at School

The distribution of home-prepared foods at school is an illegal and an unwise practice. All staff members are required to follow the guidelines that are from the City-County Health Department. Avoid items that are prepared, cooked, or packaged in a private home or residence. Avoid items that require handling or cooking. Please remind parents about this before parties.

Identification Badges

According to district policy, every adult in the building is required to have some form of identification displayed on their person. Staff members are to wear the ID during the school day. Maintenance workers or other individuals from the district should be wearing the district ID badge while here as well. Visitors need to check in at the office and obtain a visitor pass to wear. Remember, all adults should have some sort of ID.

Those who do not must be referred to the office.

Keys and Access Badges

Teachers are responsible for the keys and access badges issued. No keys may be duplicated except through the district office. Each teacher will be issued a key for their classroom door. While it is possible to have locks changed, it is costly. The principal, assistant principal, secretaries, and custodians have the only inside master keys in the building. The safe and secure handling of keys and access badges is extremely important. **Do not allow students access to your keys or access badge.** If your key is lost or “temporarily misplaced,” the principal must be notified immediately.

Be sure your rooms and windows are locked when you leave for the day.

GOOD PRACTICE: Have your keys and access badge with you at all times. When you leave your rooms, they should be locked. When you are in your room, the doors can be locked with the provided magnet over the stride plate so the door can be

opened from the outside. The magnet can be quickly moved up out of the way in an emergency to allow the door to lock.

Make-up Work

Students will occasionally be absent from school and each teacher needs to work with parents and students to allow them to complete work missed.

GOOD PRACTICE: Have a written policy on make-up work included with your class policies, rules, consequences, rewards, etc. Send it home with students the first week of school and **have parents sign and return it**. Also post it to your website.

Money Procedures

Collection of money for any reason **must** have the approval of the principal **prior** to notes going home. **You cannot collect money or keep money in your desk, closet, or filing cabinet.**

GOOD PRACTICE: Please plan ahead and use your legislative money for items needed for the students. If you have a one-time need for a donation, please seek permission from administration early in the year.

Movies/Copyright

The Granite School District is committed to observe the Federal Copyright Laws concerning movies and other materials. It is each individual employee's responsibility to stay within the copyright guidelines and laws. We have the right to show most purchased videos for home use as part of our "Movie Licensing USA" agreement. You may not show NetFlix movies as this is against our licensing agreement. Teachers must fill out a "Request to Show Commercially Purchased Video/DVD" from the Forms & Procedures Section of this manual at least a couple of days before showing a full length video/DVD. For any questions, see District Memo # 48 regarding specific Granite Policy copyright laws.

GOOD PRACTICE: Show videos sparingly and wisely. Movies shown should have an educational purpose and have a direct correlation between the movie and the curriculum. Do not show any movie with a rating other than G.

Moving Pianos and Equipment

It is unwise and unsafe to allow students to move any equipment like lunch tables, pianos, TVs, etc. Students are not allowed to move any equipment where a child may be injured or where the equipment may be damaged. Always be careful not to take any chances with possible injury to students.

Multi-purpose Room

Activities, assemblies, fairs, etc. scheduled at times other than your regular time **must be cleared with the office** at least a week in advance. Please fill out the Special Activities form, found in the Forms & Procedures Section of the manual for

any special activities or presentations where outside visitors will be brought in to present or parents will be invited. Students may not be allowed in the multi-purpose room without direct teacher supervision.

PTA

The PTA is a supportive group that enhances the education of students and the teaching environment for faculty. By working together to achieve common goals, all parties benefit. As teachers, we have a professional obligation to be members of the PTA. All teachers are asked to join the school PTA. Our goal is to have 100% of staff members join. If you join the PTA at another school, it does not count for joining at Whittier. Membership is \$5.00 and the money is used to fund many activities for the school, including dinners for the staff.

Personal Leave

The negotiated agreement for personal leave discourages, but allows for principal discretion in deciding the use of such leave around school holidays and the first and last week of the school year. Teachers have the right to request personal leave and principals will consider each request separately on a first-come, first-served, case-by-case basis. See the Professional Agreement for more details. Principals have been asked to approve only two Personal Leave Days per school day. Please email the Assistant Principal for availability. Once availability has been determined, pre-arrange your substitute and turn in your personal leave form to the assistant principal for a signature. In most cases, you should not take more than one or two personal leave days in May. Please schedule your personal days as early as possible. **Remember that when you have used all your personal leave days for the year, your only option for leave for personal reasons is leave without pay.**

Physical Education

Physical education is an integral part of the elementary school program and should take its proper place of importance in the total school curriculum. This year we have an Elementary PE Specialist shared with another school. We have our PE teacher two days per week. The teacher will take classes weekly for forty-five minute blocks and teach curriculum provided by the district, aligned to the state core curriculum. Teachers will use this forty-five minutes as planning time, and as an exchange for collaboration time with their grade level teams two Fridays per month for forty-five minute blocks.

Physical Restraint of Students

DO NOT TOUCH STUDENTS!!!! PHYSICAL RESTRAINT CANNOT BE USED UNLESS THE STUDENT IS A THREAT TO SELF OR SOMEONE ELSE AND THEN ONLY AS LONG AS IT IS NEEDED AND IN AN APPROVED MANNER. MANDT Training is the approved course for physical restraint. Do not physically move students or “take” them anywhere. Do not take hold of an arm to “guide” a student or “assist” them in moving. You open yourself up for problems when you touch students. See the Corporal Punishment section.

Private Cars

Please do not transport students in private cars. Any exceptions must be approved by administration.

Recess and Lunch Periods

A consistent period of time has been established for elementary students at recess and lunch to enable the district to be in compliance with the state's requirements.

Teachers are asked to adhere to the following schedules regarding total time permitted.

This includes getting drinks, using the restroom and playing.

Recess - 12 minutes (15 minutes seat-to-seat)

Lunch - 35 minutes (38 minutes seat-to-seat)

Please have the students use the restroom and get a drink before they go outside. This will stop students from coming in and out during their recess time and being unsupervised in the halls and restrooms. Your cooperation is greatly appreciated.

Teachers must be on time to pick up their students from the playground at the end of recess times, or from the lunchroom at the end of lunch time. The lunchroom tables must be freed up at the appropriate times to accommodate students revolving in. Additionally, students must be supervised, and unstructured time kept to a minimum to trouble-shoot difficult student behaviors. Staff members that are consistently tardy at picking up their students from recess, lunch, or at the start of the school day, may be subject to disciplinary action.

Report Cards and Mid-Term Reports

Report cards will be issued four times a year, typically given to students on the Wednesday after the end of each grading term. Mid-terms should be sent home once during the quarter. The final quarter ends on the last day of school and report cards will then be sent home with the student.

Restrooms and Drinks

Restroom use policies are a double-edged sword. Students need to be able to use the restroom facilities to avoid an "accident" that is embarrassing to the student and frustrating to the teacher. On the other hand, most vandalism in restrooms or hallways occurs during class time; therefore, monitoring students as they come and go to the restroom is important. Set up regular restroom policies and enforce them. Realize, however, exceptions will need to be made. If a student is taking advantage of coming and going to the restroom, contact the parents and let them know what is going on.

Your best defense is keeping parents informed.

Students also need to be allowed to get drinks of water. It is up to you, as the teacher, to set the policy for getting drinks. It is very acceptable to state that there may be no drinks during instruction. Many teachers have students bring a water bottle to keep at their desk. This practice is fine as long as it is only water in the container.

Students coming in from recess will need a drink. Arrange a schedule to allow them to “refresh” themselves without stealing too much class time. If you have them use the restroom and get drinks at recess time, you need to monitor the behavior and noise in the hall.

Safety at School

Students: No student has the right to interfere with another’s safety. Teachers will instruct students on basic safety and safe behavior.

1. Students are not to bring hard balls or bats to school.
2. No tackle games of any kind.
3. Bikes, skateboards, roller blades, or scooters may not be used on school grounds. They may be brought to school, but must be walked when on school grounds. Bikes must be locked up in the bike racks, and other items must be put away in the classroom and left alone during school time.
4. No snowballing.
5. No toys or equipment from home including video games, walkmans, Mp3s, iPods.
6. No play in the parking lot.
7. No swearing or fighting/play-fighting.
8. No gum.

Safe School Policy

The Safe School Policy gives all students, teachers, and staff, the right to attend school and school sponsored activities without undue concern for physical safety. Please explain the policy to the students many times throughout the year.

School Security

Our building is on a security alarm system which restricts entrance to the building and your classrooms. The building opens at 7:00 am and is secured at 6:00 p.m. Classroom security is extremely important. **When leaving, please make certain that all windows and doors are closed and locked.**

School Telephone Policy

If you call a parent from your room and do not get an answer, PLEASE LEAVE A MESSAGE. If there is no voicemail option, please call the office and let us know that you have tried to contact that parent. We get a lot of calls from parents when they see the school’s phone number on the caller I.D. and we have no way of knowing who called. Please do not make outgoing calls during instructional time, and please have your phone on silent mode for incoming calls during instructional time as well. You may allow students to make minor phone calls home, from your classroom phone (i.e., “I’m having a great day today, mom”, “Can you bring my lunch?” an SEP reminder, or “I forgot my homework.”); however, if a child is ill or injured and needs to be sent home, please send the child to the office with the ¼ sheet office phone note filled out.

Sexual Harassment

"It is policy of Granite School District to maintain a learning and working environment that is free from sexual harassment. Granite School District prohibits any form of sexual harassment. The District will train staff and students appropriately, and will take appropriate disciplinary action including warning, suspension, or termination, to prevent the occurrence or recurrence of sexual harassment.

"It shall be a violation of this policy for any student or employee of Granite School District to harass a student or an employee through conduct or communication of a sexual nature as defined by this policy.

"Granite School District will act to investigate all complaints, either formal or informal, verbal or written, of sexual harassment and to discipline any student or employee who sexually harasses a student or employee of Granite School District."

(Quoted from Granite District Policy)

IT IS YOUR RESPONSIBILITY to report any and all "Conduct of a Sexual Nature" to the principal or assistant principal. This includes student to student, student to staff, staff to student, and staff member to staff member. They will then take appropriate measures. Refer to the "Policy Prohibiting Sexual Harassment" located in the District Policy and Memo section of this handbook.

Supervision of Students

Teachers are responsible for the supervision of children continuously during the entire school day. To make this responsibility as reasonable as possible, teachers are periodically required to fill supervision assignments such as recess duty or before/after school duty. It is critical that teachers on duty arrive on time and be aware of students under their care. Responsible participation in the assigned supervision will make it possible for teachers to have some "free" time without pupil supervision responsibilities.

Teachers are not to have students sit in the hall unattended. If students have notes to stay in from recess, teachers need to arrange for appropriate accommodations to make certain students are supervised. Students dropped off at the office without explanation or prior arrangements being made will be sent back to class or outside for recess. The office staff cannot supervise students who have lost a recess or are sent down for unknown reasons.

While on the playground, teachers should circulate among the students and be especially aware of dangers which might cause accidents and injury to children. Check for dangers and report them to the office.

Additionally, students are not allowed in the hallways before school. They may come through the main doors of the school if they need to access the office to pay lunch money or call home; however, they must then exit the main doors, and go around to the back of the school to be supervised on the playground, or enter the correct back door for breakfast access. When inclement weather occurs before school, students will be supervised in the gym, and will be allowed into the gym from the playground doors. All staff members need to help enforce this policy. If there are students wandering the halls before school, all adults need to help direct those students to the proper supervision location.

Supplies

As you know, the supply budget is limited. Plan wisely and remember that all lessons do not always need paper. Remember that you also have legislative money to use and it is **GOOD PRACTICE** to use that money early in the year for your current class.

The office will take charge of ordering butcher paper, pencil sharpeners, clocks, batteries for clocks, lamination film, toner for the copier, and masters/ink for the riso. If you run out of something, you may check with the office, however, if it's gone – it's gone.

Teacher Absences

If you are going to be absent, please do the following:

1. Leave **clear, detailed** lesson plans on your desk. Do not assume substitutes can figure out what your planning book means!
2. Leave copies of your **class list** handy on or near your desk, clearly labeled, for the substitute to use for attendance.
3. Report your absence online on Subfinder or call Sub-Finder at 801- 481- 7226 before 6:30 AM.
4. Please notify the office that you will be out by emailing the “**Office**” group. We need to know when you are out and why.
5. For personal and professional leave, complete the required forms and turn them into the office prior to the absence. Substitutes for professional and personal leave must be pre-arranged **by the teacher** as far in advance as possible. Pre- arranging means calling the substitute directly to schedule and then putting the specific substitute in the Subfinder system.
6. *****Please develop an **emergency sub plan** including your daily schedule and routines, class rules, and something to do in an emergency. These will be kept on file in the office in case of an unexpected emergency. Please turn these in to the principal or assistant principal no later than the **2nd Friday** after school begins.
7. **Please make sure you are following all the guidelines in the Professional Agreement for use of sick leave, personal leave, etc.** Misuse of leave can be grounds for corrective disciplinary action.

Teachers Leaving Classrooms or Building

“Under normal circumstances teachers should not leave their classes” (Rules, Regulations, and Policies for Certified 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 and leave children unsupervised, should be avoided during class time. 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 of time you are gone.

Please notify administration if you need to leave the building for any reason and sign out (and in) on the log in the office. Teachers leaving classes unattended or leaving the building without permission may subject themselves to corrective disciplinary action.

Testing

Formative and summative testing is an ongoing tool in the education process. Current research clearly shows that by using assessment data to guide the instruction of our students, we can plan and carry out meaningful instruction to meet the needs of all of our students and improve student learning. Some tests at Whittier are required and some are optional.

Results (data) from the following should be used to guide instruction, and will be analyzed and discussed during collaboration times. Results may also be used at the end of the year:

- DIBELS benchmark – *required three times yearly* for all students grades K-6. Progress monitoring should be done bi-weekly for intensive students and monthly for strategic students.
- GB tests: pre-and post-tests administered in math gr 1-6 and ELA gr 2-6. ELA post-tests administered quarterly in 1st grade. Kindergarten Benchmarks administered quarterly.
- Grade level Common Formative Assessments (CFAs)
- SAGE – *required for grades 3 – 6 at end of the year.*
- Gifted out-of-level testing – for recommended students only
- Class and/or grade level assessments

Testing End of Year

Federal copyright laws as well as state law strictly forbids copying reproducing, in any way, the end-of-year (SAGE) tests. The Utah statewide testing law allows for the revocation of certification for such a breach of testing ethics.

Unscheduled Activities Outside of the Classroom

The office needs to know where each class is at all times. If a class leaves their classroom to go to a regularly scheduled PE time, Library time, Computer Lab time, or Recess time, the office can reference those schedule sheets to locate a class if needed; however, if a teacher decides to take his/her class outside, or to any other location than the classroom, for a special activity that is not part of the regular weekly schedule, the teacher must alert the office to his/her class's location. The teacher can accomplish this by using the **office group in Instant Messenger or email.**

Visitors

Visitors and/or volunteers must check in at the office for a visitor's pass. Staff members are to be alert to visitors and look for proper identification. Notify the office immediately if there is a question or concern. Students, other than our own, are not permitted in the classroom or on school grounds for school activities during the day. For evening "Parent Night" activities, they must be accompanied by an adult for the activity.

Volunteers

Parent volunteers are encouraged. However, it should be pre-planned and parent time should be used well to promote student learning. Volunteers must be supervised by a licensed professional at all times, unless they have been fingerprinted by the district and approved through Human Resources. No volunteer should be “hanging out in the classroom”. Family members of staff cannot volunteer in a classroom where they are supervised by the family member. All family member volunteers should have prior approval of administration and a schedule of where they will volunteer. Family members can also be pre-approved by administration for one-time events where their skills or knowledge would be of benefit to our students. Please inform the office of any scheduled (either regularly scheduled or one-time) volunteers.

Websites

All teachers are required to develop and maintain a class website. Teachers should post any relevant information including schedules, disclosures, rules, and contact information. Grade levels will work together to see that they get the help and training necessary and upgrade their websites this year.

Workroom

The upper grade and lower grade hall workrooms are the responsibility of the teaching staff and should be kept organized and clutter-free. Please do not use this as a dumping ground for unwanted books and materials. Only staff members and parent volunteers who have been trained by the teacher may use the workroom equipment. Be respectful of other’s property and always clean up after yourselves. **For everyone’s safety, do not place anything but paper in the recycle cans.**