

# Altoona-Midway Elementary Employee Handbook 2017-2018

*“Breaking Barriers!”*



## Table of Contents

Absences.....	page 4
Accidents.....	page 4
Activity Pass.....	page 4
Snack.....	page 4
Assemblies.....	page 4
Attendance.....	page 4
Bullying .....	page 4
Check out Process.....	page 5
Classroom Parties.....	page 5
Custodial Work Request.....	page 5
Discipline.....	page 5
Employee Keys and District Property Rights.....	page 5-6
Equipment Check out.....	page 6
Extra Curricular Activities.....	page 6
Faculty Meetings.....	page 6
Field Trips.....	page 7
Fire Drill.....	page 7
Grading.....	page 7
Grade Books.....	page 8
Grade Cards.....	page 8
GAACA Racial harassment.....	page 8-9-10
Guidance Counselor.....	page 10
Gym Duty.....	page 10
Impending Violence.....	page 10
Inclement Weather.....	page 10
Lesson Plans.....	page 10
Library.....	page 10
Lunch.....	page 11
Lump Sum Option.....	page 11
Mileage.....	page 11
Nondiscrimination statement.....	page 11
Office Referrals.....	page 11
Office Supplies.....	page 11
Parent contacts.....	page 11
Parent-Teacher Conferences.....	page 11
Personal Leave.....	page 12
Pet's.....	page 12
Phone Use.....	page 12
Principal Absence.....	page 12
Room and Equipment.....	page 12
Scheduling Transportation.....	page 13
School Nurse.....	page 13
Sexual Harassment.....	page 13-14
Staff/Children.....	page 14
SIT.....	page 14
Student Dress Code.....	page 15
Teacher Duty.....	page 15
Teacher Dress Code.....	page 15
Teacher Evaluation.....	page 15
Technology.....	page 15
Tobacco Free Building.....	page 16
Tornado drills.....	page 16
Visitors.....	page 16
Weekly Bulletin.....	page 16
Expectations.....	page 17-19
Schedules.....	page 20-21-22
Technology Agreement.....	page 23

**Altoona-Midway Elementary School Staff  
2017-2018**

**Office Personnel**

Brent Kaempfe	Superintendent
Reyna Almond	Board Clerk/Secretary
Katie Nalley	Board Data Clerk
Darrin Ashmore	MS/HS Principal
Robert Dickinson	MS/HS Activities Director
Clydene Stacy	MS/HS Secretary
Kim Reazin	AMES Principal
Toni Relph	AMES Secretary/Food Service

**Grade School**

Kate Walker	Preschool
Amy Harmon	Kindergarten
Jessica Wilson	1 <sup>st</sup> grade
Sara Sample	2 <sup>nd</sup> grade
Paige Reinhardt	3 <sup>rd</sup> grade
Tiffany Day	4 <sup>th</sup> grade
Steve Dixon	K-12 Art
Marci Henderson	K-12 Physical Education
Pam McDaniel	K-12 Music
Diane Cook	USD 387 Aide
Mary Schaake	USD 387 Aide
Nichole LaCrone	USD 387 Aide

**Special Services**

Amy Brown	Elementary Resource
Chelcey Sexton	K-12 Counselor
Jackie Maple	Para Educator (ANW)
Brenda Ogle	Para Educator (ANW)
Jennifer Stoneking	Speech Language
Kara Kariker	School Nurse
Chris Ponce	School Psychologist
Cheryl Landwehr	Title I Reading
Becky Morgan	Title I Aide/Library Aide

**Bus Drivers-Custodian-Cooks**

Gerald Christian	Bus Driver
Tom Long	Bus Driver
Dwayne Lowe	Bus Driver
Helen Travis	Bus Driver
	Bus Driver
Rhonda Walker	Custodian
Kathy Morefield	Head Cook
Joyce Ayers	Assistant Cook

### **Absences**

Whenever a teacher is to be absent, such teacher is responsible for notifying **Toni at 620-515-0504**, before 6:30 a.m. to allow adequate time for contacting a substitute. If possible, please contact Toni the night before when sick. Please keep calling or texting until you have personal contact with her. Leave request forms should be filled out prior to taking personal leave or sick days used for doctor appointments.

It is the responsibility of the absent teacher to have lesson plans, seating chart, class rules, daily schedule, and extra milk sheet for the substitute teacher. An emergency substitute file should be kept in the office in case of unforeseen absences, emergency substitute files should be turned into the office by the end of the first week of school and should be updated every nine weeks or sooner if class information changes. Staff must fill out a personal illness form upon returning to work.

### **Accidents**

If a student has an accident at school please contact the office. We will have someone come ASAP to assist the student. If a student hits his/her head, notify the office immediately and someone will come to the site of the accident. **Practice Bloodborne Pathogens procedures as required per regulations.** If a student is injured during a school related activity after school hours, get medical attention if necessary and make sure an accident report form is filled out concerning the incident. Report should be filed with principal.

### **Activity Pass**

If interested in going to an activity, the activities director has passes for regular league activities that are for staff members to get into the activities for free.

### **Afternoon milk and fresh fruit/vegetable snack program**

Please be sure to have your milk count sheet turned in by 3:00 pm each day or as soon as you are done with snack.

### **Assemblies**

School assemblies will be held periodically throughout the school year. Teachers are required to sit with their classes. Proper behavior is expected and teachers should be on the alert to correct any behavioral issues. Students will sit in their designated areas with their class.

### **Attendance**

Teachers are responsible for taking class roll on Power School first thing every morning. It is very important that we have an accurate account of student attendance. Students that leave during the day for illness, etc., must check out through the office.

### **Bullying Policy**

Students or staff will not tolerate bullying. The best defense against bullying is constant monitoring of students. Students will be monitored during class, in the hallways, and at specials. Any incident of bullying will be reported to the Principal

### **Check out Process**

At the end of May teachers will receive a check out form in their teacher's box. There will be a list of things that each teacher is required to do before they check out with the principal. Before teachers want to check out, please have all items completed.

### **Classroom Parties**

AMES will have three room parties a year-Halloween, Christmas and Valentine's Day.

### **Custodial Work Request**

If custodial work is needed, a form is available and found in the teacher workroom or office. Please fill out and give to the secretary. The request will be added to a work list to be completed.

### **Discipline**

One of the most important factors contributing to a learning experience is discipline. Teachers are expected to maintain effective discipline in the classroom and to assign consequences that address immediate behavior. Teachers are expected to minimize the use of long-term threats as elementary students have a difficult time seeing the long-term consequences of their actions.

AMES has adopted Class Dojo as our school disciplinary record-keeping tool. Teachers are expected to use Dojo or a form of Dojo to assign timely and appropriate consequences. Teacher may use Class Dojo points to set individual and class goals, but these goals should be set for no more than a month in advance. Thus, Dojo points may be used to motivate students for more immediate and regularly occurring events, such as end-of-week free time or even an end-of-month party. However, elementary teachers should not use Dojo points to set long term consequences such as for earning on once-in-a-year, once-in-semester, or once-in-a-quarter event, such as end -of-year field trips, end-of-semester parties, or other special occasions.

### **Employee Keys and District Property Rights**

A. USD 387 maintains the mindset that employee keys are, in actuality, an important part of the district's property. Considerable efforts have been made to secure both facilities in terms of having a safe and secure environment conducive to better teaching and learning. USD 387 has initiated work to replace old doors with better doors, installed bars on the inside windows, and added video surveillance system.

B. Therefore, under NO circumstances are district/building keys issued to any employee be:

1. Given to students
2. Given to any other individual that is NOT an employee of the district

3. Left in open and obvious places out of the care and supervision of the employee
4. Cannot be duplicated

C. Keys that are misplaced or lost must be reported to the administration in a timely manner.

D. Employees will be put on notice if and when keys are misplaced and/or lost for more than 10 days. After 10 days, keys will be considered no retrievable and lost. Lost keys will constitute action by the school district to replace all locks associated with lost keys up to the replacement value and/or not to exceed a \$500 penalty. The lost key (s) replacement fee will be assessed against the employee to offset the cost of rekeying locks at the next payroll period.

### **Equipment Check Out**

If teachers want to take equipment home over the summer for any reason, they must check it out with the school technologist(s). The name of the item(s) and serial number (s) will be recorded by the technologist (s). If a teacher takes a lump sum paycheck in June, they are not allowed to take equipment home.

### **Extra Curricular Activities (Policy)**

1. Order of priority will read as follows:
  - A. K.S.H.S.A.A. State, regional or district
  - B. League affiliation
  - C. USD 387
    1. Priority will be given on a first come first serve basis (events over practice)
    2. Should two activities be considered compatible by the principal they may be scheduled at the same time.
    3. Incompatible activities or these that may prove to be disruptive or require a decision on the part of the student will not be approved.
2. Any and all practices, rehearsals, or activities must be approved by the principal in writing at least 24 hours in advance. Consideration will be given to any and all requests.
3. Care should be taken to prevent disruption of class work and creative of more work for anyone.
4. One point that is highly important and worthy of consideration by all of us is to be proud of what you're doing and do the best job you can. You must also realize that your colleagues are doing the same. We need to integrate all of the learning activities together without sacrificing any program or department. We all have a highly important function to perform and if we can cooperate fully it makes all our jobs a little easier. We must all work together for the common goal of quality education. Cooperation and compromise are two key words to our success.

### **Faculty Meetings**

Elementary faculty meetings will be held the 2<sup>nd</sup> Monday of each month from 3:45 to 4:30, in the AMES conference room. Other meetings will be called with at least three days notice unless an emergency arises.

### **Field Trips/Use of Field Trips for discipline**

The teacher shall notify the principal of planned activity trips and the resources needed a month in advance of the trip. Permission for field trips for the school year must be signed on the enrollment form. Each trip will have an itinerary approved by the office and sent home prior to the trip. The principal or superintendent reserves the right to deny an unreasonable request for field trip.

Denial of a field trip may NOT be used as a form of discipline. Field trips may not be used as a long-term motivation to control behavior. The only exception to this is if a student earns either an In-School Suspension (ISS) or an Out-of School Suspension (OSS) from the office on the day of a field trip

### **Fire Drill**

#### **Regulations as Posted in Each Classroom**

Teachers will take grade books/laptops, and roster sheets with them and check roll.

Close windows and lock doors.

Drills are a vital part of the safety of our students and staff. All staff must assist in making students aware of procedure on the first day of school and as reminders throughout the year.

Teachers are responsible for determining that all students assigned to them are out of the building. Keep your class in a group and once you have accounted for all your students and hold up your green sign, if a student is missing hold up your red sign and the principal will determine where the student is.

Pre K, 2,3,4 should go to the east side of the school, K-1 should go to the south sidewalk. If a class is in P.E. or music they will go to the south sidewalk and the teacher will meet them. Students in library will go to the east sidewalk and the teacher will meet them.

Teachers are responsible for assisting any disabled students to the nearest accessible exit for safe refuge area. Each building administrator will be responsible for assisting and disabled visitors to the nearest accessible exit or safe refuge area.

### **Grading**

Teachers are expected to keep paper grading current. Graded papers should be used as an effective tool for student learning and the re-teaching process. Grades should be updated by the last school day of the week on Power School; parents will be instructed to check on grades regularly.

### **Grade Books**

Paper grade books are no longer required as all information is now stored in Powerschool. At the end of each nine weeks, hard copies of assignments with grades should be printed from PowerSchool and kept for teacher's records

### **Grade Cards**

Grade cards shall be handed out at conferences for the first and third quarters (any not picked up will be mailed). They will be mailed to parents following the end of the second and fourth nine weeks grading periods. Teachers will need to check verification sheets and return them to the office on the announced dates. PowerSchool grading will need to be kept up to date for grades to be printed for grade cards.

### **GAACA Racial harassment: Employees/Students**

(The complete policy may be viewed at the Central Office.)

The USD 387 board of education is committed to providing a positive and productive learning and working environment, free from discrimination, including harassment, on the basis of race, color or national origin. Discrimination or harassment on the basis of race, color or national origin ("racial harassment") shall not be tolerated in the school district. Racial harassment of employees or students of the district by board members, administrators, certificated and support personnel, student, vendors, and any others having business or other contact with the school district is strictly prohibited.

Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of racial harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Racial harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee, or third party (visitor, vendor, etc.) to racially harass any student, employee or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.



Racial Harassment is racially motivated conduct which:

1. Affords a student different treatment, solely on the basis of race, color or national origin, in a manner which interferes with or limits the ability of the student to participate in or benefit from the services, activities or programs of the school;
2. Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile academic environment; or
3. Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with a student's academic performance or ability to participate in or benefit from the services, activities or programs of the school.

Racial harassment may result from verbal or physical conduct or written graphic material.

The district encourages all victims of racial harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of racial harassment and take prompt corrective action to end the harassment.

Any student who believes he or she has been subject to racial harassment or has witnessed an act of alleged racial harassment, should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of racial harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial harassment under the definition outlined above. Unacceptable student conduct may or may not constitute racial harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct. The discipline of a student for violation of any provision of the code of student conduct may be enhanced if the conduct is racially motivated.

An employee who witnesses an act of racial harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of racial harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take

appropriate corrective action in response to complaints of racial harassment may also face disciplinary action.

When a complaint contains evidence of criminal activity or child abuse, the compliance coordinator shall report such conduct to the appropriate law enforcement or SRS authorities.

To the extent possible confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused. The filing of a complaint or otherwise reporting racial harassment shall not reflect upon the student's status or grades. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a racial harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

\*False or malicious complaints of racial harassment may result in corrective or disciplinary action against the complainant.

### **Guidance Counselor**

There is one counselor for the entire school district. If any of our students need counseling services please contact the counselor.

### **Gym Duty**

Students will report to the gym in the mornings. A rotation schedule will be developed for morning duties and will be listed at the end of the handbook.

### **Impending Violence**

A toll free number, 1-877-626-8203, has been established for parents and students to report any knowledge they might have of any impending violence that might take place.

### **Inclement Weather (Blackboard Connect)**

To notify staff and parents of school closing, schedule changes, and other communication needs, a call from our Blackboard Connect will be made. Please inform the office of any phone number changes so you are not left off of the calling system.

### **Lesson Plans**

Provide a copy of your weekly schedule to the office as soon as possible.

Teachers are required to write lesson plans, based on the Common Core Standards and include an objective for each lesson. Objectives must also be posted in the classroom.

Please be sure to have a completed substitute teacher folder with emergency lesson plans turned into the office by the end of the first full week of school. Emergency lesson plans will be updated every nine weeks.

### **Library**

Every class will have an assigned library time with Mrs. Becky Morgan. Open check out time will be from 8:15 to 8:45. If you need to use the library at another time please check with her and stay with your class while in the library.

### **Lump Sum Option**

During the last nine weeks, the district office will send out a paper asking teachers how they wish to receive their summer checks.

### **Lunch**

Teachers are entitled to a 25-minute duty-free lunch. All employees that eat breakfast or lunch in the school cafeteria must pay for their meal. No one should get rolls, cookies, etc, unless they go through the line and pay for an entire meal.

### **Mileage**

Traveling teachers are required to sign-in with regard to daily trips when working between buildings.

### **Nondiscrimination statement**

The district shall maintain a learning environment from discrimination, insult, intimidation or harassment due to race, color, religion, sex, age, national origin or disability. Any incident of discrimination in any form shall promptly be reported to a teacher, the principal or other appropriate school official for investigation and corrective action.

Any student who engages in discrimination may be reprimanded and counseled to refrain from such conduct. Any student who continues to engage in discriminatory conduct shall be disciplined. Any student who engages in discriminatory behavior may be disciplined in a manner deemed appropriate by the administration, up to and including suspension or expulsion from school

Any staff member who engages in discrimination may be reprimanded and counseled to refrain from such conduct. Any staff member who continues to engage in discriminatory conduct shall be disciplined to the extent of the policy.

### **Office Referrals**

The classroom teacher will be the primary disciplinarian of his/her classroom. Teachers should conference with the student in an attempt to resolve problems. Parents will be contacted by the teacher to inform them of minor situations. Teachers will attempt to resolve student problems before making office referrals. However, severe situations require immediate attention by the principal. In these situations, teachers need to send students to the office immediately, and then fill out the referral form as soon as possible. Please be sure to notify the office when sending a student. The principal will keep copies of the referral forms in the office. A follow up call to the office may be necessary to see that the student has reached his/her destination.

### **Office Supplies**

Office supplies are kept in the workroom. These are the supplies that will need to last the whole year so please only take what you need.

### **Parent Contacts**

Staff should keep parents up to date. If behavior or grades are poor, parents should be informed before quarter grades are due. This will insure we as professionals are doing everything possible to help our students succeed. Positive contact is strongly encouraged.

### **Parent-Teacher Conferences**

Two parent-teacher conferences will be held each year. Whenever additional parent-teacher conferences are needed teachers will be encouraged to set them up. Don't wait until the scheduled conference if you need one. There should be no surprise to parents at these conferences. Please communicate with parents regularly.

### **Personal Leave**

Staff must fill out a personal leave request form. The principal will sign off and send to the district office. All personal leave must be approved by superintendent 24 hours in advance. See negotiated agreement for personal leave guidelines.

### **Pets**

Please refrain from bringing personal pets to the building during workdays.

### **Phone Use**

Cell phones are to be turned off during class time. Teachers may use them during lunch or plan time. Do not use cell phones in the presence of students.

School phones will be used for school business only. Students are not authorized to use school phones. Classes will not be interrupted for phone calls to staff members. The office will take a message and get them to the staff member as soon as possible.

### **Principal Absence**

Altoona-Midway's day-to-day educational program, because of a very competent staff, is effective with or without the principal's presence in the building. In my absence let good common sense and known procedures prevail when problems or questions arise.

When administrative decisions must be made during my absence Toni will contact the high school building administrator or the district office. All contact should be made through the office. Keep Toni informed of major problems or concerns.

If a student or staff accident of a serious nature occurs during school hours, it should be reported to the office and Toni will contact the appropriate parties.

### **Room and Equipment**

Teachers are responsible for their rooms and equipment. Care and discretion should be used in using and having students use equipment. Teachers should not give keys to students to run errands. At the end of each day make sure that papers are picked up and windows and doors are closed and latched. Do not allow students to work in your rooms without direct supervision. Students are not to be in the workroom at any time for any reason. It is everyone's responsibility to keep the building nice. Staff should set a good example so students also take pride in the building.

All equipment should be listed on your inventory. New equipment should be added as it is purchased. All questions pertaining to granting use of school equipment will be directed to the principal. Inventory will be taken at the close of school in May.

### **Scheduling Transportation**

Building administration should approve all trips. If attending any school event, a school vehicle must be used if available. Only prior approval from district administration will reimburse mileage on staff vehicles. **Staff should never transport students in their own vehicles.** If you have any doubts, talk with the principal or superintendent. After approval from administration, staff should fill out the trip request forms to schedule transportation.

### **School Nurse**

We will have the services of a school nurse on a part time basis. Her exact schedule will be posted.

### **Sexual Harassment**

Sexual harassment shall not be tolerated in the school district. Sexual harassment of employees or students of the district, board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited. It shall be a violation of district policy for any employee to sexually harass another student, or for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of the district policy.

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written, of a physical conduct or a sexual nature when made by a member of the school staff to a student or when made by any student to another student when:

- submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education;
- submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or

- such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment.

Sexual harassment may include, but is not limited to:

- verbal harassment or abuse
- pressure for sexual activity
- repeated remarks to a person, with sexual or demeaning implication
- unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc.

Specific examples of sexual harassment include:

- making sexual comments or jokes
- looking or gesturing in a sexual manner
- touching, grabbing, pinching in a sexual way
- brushing up against
- flashing or "mooning"
- spreading sexual rumors about an individual
- pulling clothing in a sexual manner
- showing or giving sexual pictures, messages or notes
- blocking passage in a sexual way
- writing sexual messages or graffiti on walls, locker rooms, etc.
- forcing a kiss on someone
- calling someone gay or lesbian
- forcing someone to do anything deemed sexual
- spying while someone is showering or dressing
- use of electronic devices, cell phones, cameras, etc. while in locker rooms or restrooms

When acts of sexual harassment or other violations of district policy are substantiated, appropriate action shall be taken against the individual.

Any student who believes he or she has been subject to sexual harassment should discuss the alleged harassment with the principal, guidance counselor, or another certified staff member. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a complaint under the district's discrimination complaint procedure.

The filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or grades. Confidentiality shall be maintained throughout the complaint procedure.

### **Staff/Children**

Do not bring your children to work with you on contracted days. This includes parties and special events unless otherwise notified.

### **SIT Review Committee**

The SIT Team works with teachers/parents in developing a program of support for students who are experiencing significant academic and/or behavioral problems and students who may need enrichment. The process allows a diverse team of people to develop support programs specific to the child's needs. Sometimes outside school resources are brought in to aid the school with this job.

The SIT Team will be responsible for the following:

- Receiving student referrals, fact finding and assessment
- Participating in the problem solving process
- Developing an appropriate intervention plan
- Support, follow up and evaluation of each plan
- Parents/Guardians/Teachers/Staff can begin the process by completing a Request for Assistance form and submitting it to the principal. Requests for assistance are open to anyone.

### **Student Dress Code**

As per student handbook, it is the responsibility of the staff to help enforce the student dress code. If there are questions or issues, contact the principal.

### **Teacher duty**

Teachers will be expected to on duty by no later than 7:45 a.m. and should remain on duty until at least 3:50 p.m.

### **Teacher Dress Code**

Staff should present themselves in a professional manner. Appropriate staff dress should reflect the teaching position with keeping in mind a professional look. Spandex, leggings, jeggings, tights, or other clothing similar in design are not to be worn alone. You must wear dresses, skirts, or shirts that are to your fingertips when your arms are at your sides if wearing any of the above. Jeans are only allowed to be worn on the last day of the workweek with students, when accompanied with the AM Jets polo's, staff shirts, sweatshirt, hoodies or other appropriate t-shirts. Jeans may be worn on field trips with a Jets t-shirt.

### **Teacher evaluation**

All professional staff will be evaluated according to statute and Board Policy. The McRel evaluation form will be the instrument used to evaluate staff. The purpose of the formal evaluation is for improvement of instruction-not a threat of non-renewal. The evaluation process will be a combined effort between administration and the instructor.

Along with the formal evaluation process all staff will have numerous informal evaluation throughout the year. The best way to know what is happening in the classroom and help with a solid formation evaluation is by walk-throughs and other types of observations. Do not take these as a threat to your profession, but a way to help with true assistance and improvement.

### **Technology**

If a teacher has a problem with technology, email the technology support group or the principal. Also fill out the clipboard by the principal's desk. Please do not disrupt classes. If it is urgent, contact the principal.

### **Tobacco Free Building**

State Law H.S. 2412 prohibits smoking inside of any school building. USD #387 Board of Education expects this law to be followed. If you smoke please make sure you are outside the building when doing so. If you observe anyone smoking or using tobacco in the buildings, please remind them or inform the office.

### **Tornado drills**

Tornado drills will be held three times a year, using the designated AMES tornado alert.

K, 1,3 need to stay on the left hand side of the hall when walking to the gymnasium.  
2<sup>nd</sup> and 4<sup>th</sup> grade stays on the right.

K, 1,3 keep going straight when you get to the wall turn left go in the south doors  
2<sup>nd</sup> and 4<sup>th</sup> grade and preschool go in the north doors.

Students need to walk down the stairs two at a time to make the process faster.

K, 1,3 go to the girl's locker room

Preschool, 2,4 go to the boy's locker room

All students are to assume the tornado position that is sitting with their back to the wall, knees bent, head between their knees, and arms covering the head. No talking will be allowed. Silence is important for listening to outside noises.

Specials:        Music will go to the boy's locker room.  
                    Art/P.E. will go to the girl's locker room.  
                    Teachers will find their class.



### **Visitors**

All visitors (parents, grandparents, patrons, etc.) must report to the principal's office before going into a classroom. The visitor will pick up a visitors tag from the office. If a visitor is seen on school premises without a visitors tag they will be immediately escorted to the principal's office. This procedure is to ensure the safety of our students and faculty.

### **Weekly Bulletin**

The weekly bulletin will be emailed to all staff by Friday. It contains important announcements for the up coming week.

## **Expectations**

**We get what we expect and what we teach.**

**Therefore it's critical that we explicitly teach the expectation and then continually refocus and reinforce the expectations.**

**Please treat students how you would want your children or grandchildren treated, think before you speak!**

### **Bathroom (Students)**

- 1 pump of soap
- 1 paper towel
- 1 class at a time

Do not send more than one student at a time to the bathroom from your room unless there is an emergency.

Use a quiet voice

### **Breakfast**

Students come in from the bus or from being dropped off go to lockers and put back packs and coats away; Kindergarten and Preschool take backpacks and coats to the gym against the wall.

Becky and Rhonda will monitor the breakfast room.

When students are done eating they are to come into the gym and begin walking.

Cones are set up with grade levels marked.

At 7:55 students will begin to sit behind their designated cone.

Teachers will arrive by the 8:00 bell for the general assembly.

### **Morning Assembly**

At 8:00 the principal will greet the students, announce birthdays, and any other announcements. After that everyone stands up and the school will say the Pledge of Allegiance. Then everyone is dismissed.

### **Discipline:**

- \*Most behaviors can and should be handled in the classroom. Only extreme or repeat behaviors are office referrals.
- \*Time out is available in the office after multiple other classroom interventions have been attempted without success.
- \*A completed principal referral form must accompany the student to time out in the office.

### **Hallway**

- \*Always walk on the right side of the hallway.
- \*Keep your hands at your sides and to yourself
- \*Keep your voices off.

\*Teachers walk at the back of the line, this allows us to view all activity.

### **Lunchroom (Staff)**

\*Have your students lined up and be on time.

\*Encourage students to pick up after themselves

\*Lunch should be an enjoyable. (No yelling or whistles)

\*Students should take lunch boxes, etc. back to the classroom after their lunchtime.

### **Lunchroom (Students)**

\*Enter and leave in an orderly fashion-quiet in the line while waiting

\*Do not talk across tables

\*Do not talk to students eating while you are in line

\*Use a quiet voice while in the lunchroom

\*Listen and follow directions

\*Use good table manners

\*Clean up after yourself

\*The lights will be shut off if students are not eating or are too loud. This means no talking.

### **Recess Rules**

1. Crossing to the Playground
  - a. Walk to the edge of the sidewalk
  - b. Look both ways
  - c. WALK across the parking lot when the way is clear.
  - d. Once you reach the playground, ALL STUDENTS MUST STAY INSIDE THE FENCE unless the recess monitor gives you permission to leave the fenced area.
2. Climbing Bars
  - a. You may go as high as you are able to climb
  - b. You may sit on a bar, not stand.
  - c. You may hang upside down, but must keep your hands on the bar at all times.
3. Rocking Animals
  - a. Only sit on them, facing forward, one person at a time.
  - b. No pushing or helping others rock.
4. Slide
  - a. No pushing or cutting on the stairs leading to the top of the slide.
  - b. Go down the slide ONE AT A TIME
  - c. Keep your entire body inside the slide.
  - d. Go down feet first.
  - e. Only go down, do not walk up the slides.
5. Swings
  - a. Only back and forth
  - b. Only sitting
  - c. No "bumper cars," "helicopters," "under-dogs", "side to side", or "twisting"
  - d. No running in the swing area.

6. Teeter-Totter
  - a. No more than six at a time
  - b. Only sit. No standing on the teeter-totter
  - c. When someone asks to get off, please stop the teeter-totter
7. Leaving Recess
  - a. Unless told to line up by the recess monitor, always ask permission before leaving the fence.
  - b. When told to line up, WALK to your spot in line.
  - c. Wait until the monitor or your teacher tells you to cross the parking lot.
8. Inside Recess
  - a. Remain on the gym floor.  
Stay out of the bleachers, staircases, and stage
  - b. One ball per person
  - c. No kicking

## Schedules Morning Duty 7:45 to 8:00

Monday	Tuesday	Wednesday	Thursday	Friday
Paige Reinhardt	Cheryl Landwehr	Amy Harmon	Jessica Wilson	Sara Sample
Amy Brown	Tiffany Day	Diane Cook	Nichole LaCrone	Mary Schaake

## Specials Schedule Morning

We will start the school year with K, 1,2 having art on Friday.

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:05	2A	2M	2A	2M	Alternate
8:35	1A	1M	1A	1M	Alternate
9:05	KA	KM	KA	KM	Alternate
8:05	4M	4A	4M	4A	Alternate
8:35	3M	3A	3M	3A	Alternate

\*M=music \*A=art

## Afternoon P.E.

12:40	1:05	1:35	1:55	2:20	2:45
K	1	2	PreK	3	4

## Lunch

K	1	2	3	4
11:40-12:05	11:45-12:10	11:50-12:15	11:55-12:20	12:00-12:25

## District Newsletter

Your newsletter article and pictures will be due in the office by 9:00 a.m. on the 12<sup>th</sup> of the month listed below. Thank you for your promptness. If you have special activities or events other months than the ones you are assigned, please write articles take pictures and submit them. The newsletter is one of the best public relation tools we have.

September: Reinhardt, Day, Brown-will be in October  
 October: Landwehr, Sample, Walker-will be in November  
 November: Harmon, Wilson-will be in December  
 December: Reinhardt, Day, Brown-will be in January  
 January: Landwehr, Sample, Walker-will be in February  
 February: Harmon, Wilson-will be in March  
 March: Reinhardt, Day, Brown-will be in April  
 April: Landwehr, Sample, Walker-will be in May  
 May: Harmon, Wilson- will be in June

## Facebook Posts

Please try and send something to Crystal B. that she can post during your weeks.  
 You are always welcome to send information as it happens.

8-21 and 8-28	McDaniel	Sample
9-4 and 9-11	Henderson	Wilson
9-18 and 9-25	Walker	Harmon
10-2 and 10-9	Day	Reinhardt
10-16 and 10-23	McDaniel	Sample
10-30 and 11-6	Henderson	Wilson
11-13 and 11-20	Walker	Harmon
11-27 and 12-4	Day	Reinhardt
12-11 and 12-18	McDaniel	Sample
1-15 and 1-22	Henderson	Wilson
1-29 and 2-5	Walker	Harmon
2-12 and 2-19	Reinhardt	Day
2-26 and 3-5	McDaniel	Sample

3-12 and 3-26	Henderson	Wilson
4-2 and 4-9	Walker	Harmon
4-16 and 4-23	Reinhardt	Day
4-30 and 5-7	McDaniel	Sample

### Collaboration

Collaboration will be the 1<sup>st</sup>, 3<sup>rd</sup> and 4<sup>th</sup> Thursdays of the month at 3:00, classroom coverage will be provided by the aids. Other days will be scheduled as needed.

### SIT

Sit is scheduled every Tuesday at 10:00. Please fill out the form available in the workroom. Information will be on the weekly newsletter.

### Lunch Recess

11:50 to 12:25

Becky/Nichole

Becky/Diane

Becky/Mary

**Technology Acceptable Use Policy Agreement  
2017-2018**

I accept that using technology and accessing the Internet is an educational advantage afforded me by the Altoona-Midway School District and that inappropriate use of technology may result in my loss of their utilization and other possible disciplinary action.

I accept that the primary use of computer resources and the Internet is to support research and education.

I will follow all copyright regulations and will not copy programs or pirate software. I will not take hardware, software or computer supplies provided by the school district.

I will not invade the privacy of others or access the network or files of any business, person, or agency with intent to steal, subvert, destroy, or view information that is not appropriate.

I understand that electronic mail (e-mail) is not guaranteed to be private. People who operate the system have access to all mail and that all Internet activity can be monitored.

I understand that I am responsible for any damage to the technology that is caused by something that I download. I understand that I am prohibited from downloading or installing any personal software with inappropriate material on school technology.

I understand that damage inflicted to technology checked out to me will be handled on an individual basis by the administration.

I will be polite and use appropriate language. I will not swear, use vulgarities, harass others, use ethnic or racial slurs, access inappropriate websites, engage in hacking or vandalism, or transmit or view obscene or offensive material.

I understand and agree with the school district contract for technology use in the schools and that the Altoona-Midway School District will cooperate fully with local, state or federal officials in any investigation concerning or relating to misuse of the district's system or network.

I understand that should I break this contract my access to technology will be revoked and disciplinary actions taken.

This user agreement will be renewed each academic year.

---

Printed Name

Signature

Date

This policy was adapted from one created by the Medford Public Schools and can be found at:

<http://www.medfordpublicschools.org/for-teachers/acceptable-use-policy/>