



Lame Deer
Elementary School

Faculty Handbook

2010—2011

Principál

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Lame Deer Elementary School

2010 – 2011 Faculty Handbook

PROFESSIONAL EDUCATORS OF MONTANA CODE OF ETHICS

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Professional Educators of Montana Code of Ethics

Preamble

Education in Montana is a public endeavor. Every Montanan has a responsibility for the schooling of our young people, and the state has charged professional educators with the primary responsibility of providing a breadth and depth of educational opportunities.

The professional conduct of every educator affects attitudes toward the profession and toward education. Aware of the importance of maintaining the confidence of students, parents, colleagues and the public, Montana educators strive to sustain the highest degree of ethical conduct. While the freedom to learn and the freedom to teach are essential to education in a democracy, educators in Montana balance these freedoms with their own adherence to this ethical code.

The Professional Educator in Montana:

Makes the well-being of students the foundation of all decisions and actions.

- Protects students when their learning or well-being is threatened by the unsafe, incompetent, unethical, or illegal practice of any person.
- Provides educational services with respect for human dignity and the uniqueness of the student.
- Safeguards the student's right to privacy by judiciously protecting information of a confidential nature.

Fulfills professional responsibilities with diligence and integrity.

- Enhances individual competence by increasing knowledge and skills.
- Exemplifies and fosters a philosophy of education which encourages a lifelong pursuit of learning.
- Contributes to the development and articulation of the profession's body of knowledge.
- Promotes professionalism by respecting the privacy and dignity of colleagues.
- Demands that conditions of employment are conducive to high-quality education.

Models the principles of citizenship in a democratic society.

- Respects the individual roles, rights, and responsibilities of the community; including parents, trustees, and colleagues.
- Assumes responsibility for individual actions.
- protects the civil and human rights of students and colleagues.

Adopted by the Certification Standards and Practices Advisory Council on October 30, 1997

LAME DEER ELEMENTARY SCHOOL

FACULTY HANDBOOK 2010-2011

GENERAL BUILDING EXPECTATIONS AND PROCEDURES - 2010-11

A Student Handbook and a Faculty handbook are provided to each teacher at the beginning of each school term. Handbooks, by Board of Trustees' approval, are District Policy and each teacher is responsible for being familiar with them and to abide by the regulations contained therein. District and Board Policy books containing overall governing policies are located in the Principal's office and the school library. You are obliged to know and abide by these policies.

Preface:

The material covered within this staff handbook is intended as a method of communicating to employees regarding general district information, rules, and regulations and is not intended to either enlarge or diminish any Board policy, administrative regulation, or negotiated agreement. Material contained herein may, therefore, be superseded by such Board policy, administrative regulation, negotiated agreement, or changes in state or federal law.

Consequently, any information contained in this faculty handbook is subject to unilateral revision or elimination, from time to time. Faculty will be notified of these changes in a timely manner.

No information in this document shall be viewed as an offer, expressed or implied, or as a guarantee of any employment of any duration.

Equal employment opportunity and treatment shall be practiced by the district regardless of race, color, national origin, religion, sex, age, marital status, and disability, if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position.

*The following have been designated to coordinate compliance with these legal requirements, including Title VI, Title VII, Title IX, and other civil rights or discrimination issues, the Americans with Disabilities Act, and Section 504 of the Rehabilitation Act of 1973, and may be contacted at the District office for additional information and/or compliance issues: **Pete Gonder**/Compliance Officer*

BOARD MEMBERS

The Legislature of the State of Montana delegates to the Board responsibility for the conduct and governance of district schools. Board members, as elected by residents of this district, are as follows:

Elementary Board

Bertha Other Bull– Board Chairperson
June Beartusk
Rosanne Headswift
Bertha Limberhand
Waymon Mitchell

High School Board

All elementary board members and the following:
George Scalpcane
Roberta Cady
Bryan Anderson

BOARD MEETINGS/COMMUNICATIONS

Unless otherwise specified, all School Board of Trustees meetings will be held in the Board Room on the 2nd Tuesday of each month, or at other times and places determined by a majority vote. The meeting will start at 5:15 PM. Meeting notices for all School Board meetings will be posted on the bulletin board in the front office. Except for an unforeseen emergency, meetings must be held in school buildings or, upon unanimous vote of the Trustees, in a publicly accessible building located within the district. If regular meetings are to be held at places other than the place stated above, or are adjourned to times other than the regular meeting time, notice of the meeting will be made in the same manner as provided for special meetings. When a meeting date falls on a legal holiday, the meeting will be rescheduled.

ASSOCIATIONS

The LDEA Association is the bargaining unit for all certified staff. Association officers and building representatives are as follows:

Connie Sell – President
Kathleen Nicosia – Vice President
– Secretary
Marilyn Mader – Treasurer
Bonnie Bigback – High School building rep
Carol Bauer – Elementary building rep

Mission Statement:

“Whatever it takes, We can and We will!”

ABSENCES

Leave

Certified employees will be granted discretionary leave according to the terms of the current collective bargaining agreement. Classified employees will be granted leave according to how much is accrued.

FAMILY AND MEDICAL LEAVE ACT (FMLA)

Eligibility

In accordance with federal law, staff members employed by the district for the previous 12 months, who have worked at least 1,250 hours during the year preceding the start of the leave, may be eligible for FMLA leave.

Length/Purpose of Leave

Employees eligible for FMLA leave under federal law are entitled to take 12 work weeks of leave within a 12-month period for the:

1. Birth of the employee’s child (eligibility expires 12 months after the birth);
2. Placement of a child for adoption or foster care when the child is under 18 or older than 18 if incapable of self-care (eligibility expires 12 months after placement);
3. Care of a spouse, child, or parent with a serious health condition; or
4. The staff member’s own serious health condition.

Contact the Personnel Director or Superintendent for additional information regarding length of leave entitlements under state and federal law and provisions governing two family members eligible for FMLA and MFLA leave.

FAIR LABOR STANDARDS ACT

Regular working hours for all classified staff will be set by the Principal. Classified staff is not to work before, beyond, or outside their established working hours and are not to work overtime without prior authorization from the building principal.

All time sheets must be a true reflection of all time worked, whether it is more or less than regularly scheduled work hours.

Failure to comply will result in disciplinary action in accordance with applicable provisions of Board policy, administrative regulations, and negotiated agreements.

ARRIVAL TIME

All teachers are to be in the building and on duty by 8:00 a.m. Duty teachers are to be outside supervising their assigned students promptly at 8:00 a.m. All teachers are expected to pick up their students at the designated playground area and escort them into the building at 8:10 a.m. each morning.

DEPARTURE TIME

Teachers are to be in the building until departure time of 4:00 p.m. Teachers may depart immediately after the buses leave on Fridays, and on the days immediately preceding holiday breaks or designated as inclement weather days.

WORK DAY CHECKOUT

Teachers may leave the building and district grounds during lunch as necessary. Departures during preparation periods must be approved by the Principal. Classified staff is permitted to leave the building and district grounds during their lunch break and must clock out/in.

All certified and classified staff are required to check out/in with the office. This will enable office staff to respond appropriately in the event of message or emergency situations that may arise.

BREAKS

Scheduled breaks are provided to all classified employees to ensure safety and efficiency. All classified staff members who work four or more consecutive hours are entitled to one 15-minute break. Those working eight-hour days are entitled to two 15 minutes breaks.

Classified employees are expected to adhere to the break schedule established by the Principal or designee. Deviation from the regularly scheduled break period requires prior supervisor approval.

LEAVE REQUESTS

The Leave Request forms are available from the Secretary. There is a separate form for requesting approval to attend workshops and to request reimbursement for meals. You are responsible for completing your own requisitions and submitting them to the Principal for approval. Unless the school cars are unavailable, you will not be reimbursed for mileage according to policy.

Due to the difficulty finding substitute teachers at the last moment, it is important that all staff submit all leave requests to the Principal well in advance, whenever possible.

The office will contact all substitutes for availability. Requests for a particular substitute will be considered, but may not be feasible. If you wish to request a personal day just before or just after a holiday, please refer to the Master Agreement and follow the procedure as written.

STAFF ABSENCES

If it is necessary for a staff member to be absent, he/she should call School Secretary at 477-6379 ext. 1113 the day he/she will be absent. If you know ahead of time, contact the school Principal, ext. 1112, if for some reason, the Principal cannot be reached, please call the Secretary ext. 1113 and leave a message.

Whenever possible, please call the evening before your absence. Evening calls should be placed prior to 9:30 p.m. Each teacher is responsible for providing lesson plans for the substitute teacher in a sub folder. A copy of your sub folder must be kept in the Secretary's office. On the day of the absence, remember to call the school office by 3:00 p.m. if you are not planning to return the next day.

SUBSTITUTE FOLDERS

All teachers are required to set up a Substitute Folder that should include a seating chart, current class list, fire drill map, schedule of specials, lists of students coming and going from your classroom, bus / pick up information etc. If you know you will be gone in advance, leave a detailed outline of the work to be completed while you are gone and have all materials copied and prepared. Please fill out a substitute evaluation form upon your return and turn it in to the Secretary. Provide the Secretary with a copy of your sub folder and update it when necessary.

NOTICE OF STUDENT ABSENCES

All teachers should have attendance taken on Infinite Campus no later than 9:00 A.M. each morning and by 1:00 P.M. each afternoon. This will assist the office in knowing if a student is present or absent. Since accurate enrollment and attendance records are essential both to obtain state financial reimbursement and to fulfill the district's responsibilities under the attendance laws, staff must be diligent in maintaining such records.

When students are absent for 2-3 days, their classroom teachers are expected to send a friendly note home with the Home School Coordinator to express their concerns, etc. Upon a student's fourth day of absence each semester the Receptionist will send an attendance letter with the Home School Coordinator to notify the parents concerning compulsory attendance laws and the Northern Cheyenne Tribe Juvenile Code 7-5-4 Failure to Send Children to School and 7-5-5 Truancy.

A second letter will be sent after the student has reached eight absences in a given semester. The parents of students who reach nine or more absences per quarter will be notified of an attendance meeting that will be scheduled with the principal, Home School Coordinator, Counselor, and classroom teacher to develop a plan in order for the student to avoid possible retention.

At 12 absences per semester the student's attendance record may be taken to the Northern Cheyenne Tribe Prosecutor's Office for possible action by the Tribal Judge dependent on the reasons for absences.

ABSENCES – NOT CONSECUTIVE – PER SEMESTER

| Four Days | Eight Days | Eight Days | Twelve Days |
|--|---|--|---|
| Attendance Clerk will send a note home with the HSC. | Attendance Clerk will send a 2 nd warning letter signed by the principal with the HSC. | Attendance Clerk will schedule an attendance meeting with Teacher, Parent, Principal, HSC, and Counselor to develop a plan/contract. | Attendance record may be submitted to Prosecutor's Office by the Attendance Clerk upon approval by the Principal. |

ABSENCES - CONSECUTIVE

| 3 Consecutive Days | 4 Consecutive Days | 8 Consecutive Days | 10 Consecutive Days |
|--|---|---|--|
| <p>Attendance Clerk will monitor the students' attendance daily then notify the HSC to make a home visit.</p> | <p>Attendance Clerk will send 1st warning letter to be delivered by the HSC.</p> <p>Attendance Clerk will then start a file on the student to monitor all the attendance and to create a paper trail.</p> | <p>Attendance Clerk will schedule an attendance meeting (depending on the reason) with Teacher, Parent, Principal, HSC, and Counselor to develop a plan/contract.</p> | <p>Attendance Clerk will notify the Principal to drop Student will be dropped from the class roster on Day 11 according to the State Policy.</p> <p>Attendance Clerk will send a letter to Parent/Guardian about student being dropped.</p> <p>Attendance records may be turned over to the Prosecutor's Office, depending on reason for absence.</p> |

Teachers should track tardies and assign consequences as stated in the Student Handbook.

ABUSED AND NEGLECTED CHILD REPORTING

Recognizing the potentially harmful effects of child abuse and neglect, Lame Deer Schools hereby support those sections within the Montana Criminal Act, which are concerned with the reporting of suspected cases of child abuse and neglect.

Realizing the seriousness of child abuse and neglect, this school requires compliance of this law by all school teachers, school officials and other employees who work during regular school hours (MCA 41-3-201).

Any of the above named employees who fail to report known or suspected cases of child abuse or neglect, or who prevent another person from reasonably doing so, are civilly liable for the damages proximately caused by such failure or prevention in accordance with the Montana Criminal Act (MCA 41-3-207). This law provides for all records concerning reporting of child abuse or neglect to be confidential and immunity from any liability, civil, or

criminal, that might otherwise be incurred or imposed, unless the person acted in bad faith or with malicious purpose (MCA 41-3-203).

Confidentiality: Suspected abuse must be reported immediately to social services. The school does not investigate suspected abuse; therefore the discussion of such matters is strictly prohibited. Student information should be kept in confidence and only discussed on a need to know basis.

COMPLAINTS

Student/Parent Complaints

The district recognizes that complaints regarding staff performance, discipline, grades, student progress, and homework assignments will be made by students and parents from time to time. Every effort will be made to ensure that such complaints are handled and resolved informally and as close to their origin as possible. Students, parents, and others with complaints will be encouraged to discuss the complaint directly with the staff member. All such meetings should be held in confidence and not in the presence of others.

If the complaint is not informally resolved, staff should advise the complainant that he/she may submit the matter in writing to the Principal or immediate supervisor, as appropriate. The Secretary or the Receptionist in the main office will provide the complainant with the Public Concern Form 4310P in accordance with Board policy and explain the formal complaint procedure.

When a complaint is made directly to the Board as a whole or to an individual Board member, it will be referred to the Superintendent for appropriate building administrator follow-up. It is expected that all employees will follow the chain of command.

All staff members should familiarize themselves with Board policy regarding the handling of complaints.

Staff Complaints

Staff member complaints contending a violation, misinterpretation, or inappropriate application of district personnel policies and/or administrative regulations should be directed to the Principal or immediate supervisor for informal discussion and resolution.

If the complaint is not resolved informally, formal complaint procedures may be initiated by staff in accordance with Board policy and administrative regulations. Any formal complaints must be presented in writing to the Principal or immediate supervisor.

This complaint procedure may not be used to resolve disputes and disagreements related to the provisions of any negotiated agreement.

HARASSMENT

Harassment of staff members is strictly prohibited on district property, including non-district property while a staff member is at any district-sponsored, district-approved, or district-related activity or function, such as field trips or athletic events, in which students are under the control of the district or where the staff member is engaged in district business.

Harassment includes, but is not limited to, harassment on the basis of race, color, religion, national origin, age, marital status, disability, and sexual orientation.

Sexual harassment includes, but is not limited to, harassment on the basis of race, color, religion, national origin, age, marital status, disability and sexual orientation.

1. The staff member's submission to the conduct or communication is made a term or condition of employment;
2. The staff member's submission to, or rejection of, the conduct or communication is the basis for decisions affecting employment and assignment;
3. The conduct or communication has the purpose or effect of substantially interfering with an individual's work performance;
4. The conduct or communication has the effect of creating an intimidating, hostile, or offensive working environment.

Other types of harassment may include, but not be limited to, jokes, stories, pictures, or objects that are offensive, tend to alarm, annoy, abuse, or demean certain protected individuals and groups.

A staff member whose behavior is found to be in violation of Board Policy may be subject to discipline up to and including dismissal. A student whose

behavior is found to be in violation of Board Policy may be subject to discipline up to and including expulsion.

Any staff member who is subject to, or knows of, such harassment is directed to notify the Principal immediately. If the complaint is not satisfactorily settled, the staff member may file a complaint directly with the Montana Human Rights Commission or with the U.S. Department of Labor, Equal Employment Opportunity Commission. Such complaints may also be filed with the appropriate enforcement agency, in lieu of the district's complaint process, at any time, as provided by law.

There will be no retaliation by the district against any person who, in good faith, reports harassment.

PARENT CONTACT LOGS

All classroom teachers must record parent contacts on the Parent Contact Form whether they were made by phone, in person, or in writing. Parent Contact Logs will be due to the Secretary on the last Friday of each month. The data collected is required for our School Improvement Plan, JOM Projects, and various other reports.

COMMUNICATIONS

Teacher written notes and notices that are sent home with students should reflect quality in grammar, spelling, and punctuation. If possible, the Principal should approve all such notices before they are sent home. We can avoid embarrassing typos and errors by proofing each other's draft copies. The office should be given copies of all notes, so that we are always informed.

Direct communication with the parents by telephone can be one of the educator's most valuable tools. If there is no home phone, you can always send a note with the Home School Coordinator. A courtesy call or brief personal note can have a very positive effect on the student with whom you are working. Try calling or sending a note with GOOD NEWS early in the school year! For example, make a call or send a note to parents when a student shows a special spark you haven't seen before, or make a call or send a note when a student scores higher on a paper than he/she usually does. Always make a call or send a note when and if a student is having difficulty academically or behaviorally. Make a call home whenever something happens that you would like to know about if you were the parent. Remember to make a notation in your communication log whenever

you make a parent contact. Documentation and careful record keeping are very important and can be crucial in some situations.

LET THE PRINCIPAL KNOW IF THERE IS A STUDENT THAT YOU WOULD LIKE FOR THEM TO RECOGNIZE!

BULLETINS/MEMOS

Bulletins and memos should be filed with the Secretary for posting to Infinite Campus at least one day in advance. All announcements must be approved by the Principal before they are posted.

NEWS

Please be alert to possible stories and articles which involve your classroom. There is nothing wrong with "bragging" about special activities in your room! Often such recognition is just the thing needed to give some students important positive reinforcement. Teachers often take for granted what parents and students find most interesting. Write your news reports and send them by e-mail to the Secretary or the Principal for publication in our school newsletter.

INTERCOM / CLASS INTERRUPTIONS

The district is committed to protecting instructional time. Class interruptions of any kind will be kept to a minimum. Students are not to be permitted to interrupt a class in session without authorization from the office. Intercom use is restricted to administrative use or administrative approved use only.

Announcements will occur at 8:30 AM. If you have something to be announced, words of wisdom, a poem, song, etc. that you would like to share with the school, please let the Principal know one day in advance. The office staff will make every effort to minimize class interruptions.

CALENDAR/WEEKLY ANNOUNCEMENTS

The official calendar is posted in the main office. Updates will be provided in the daily bulletin, written on the board in the office, and/or communicated by e-mail. It is **YOUR** responsibility to keep track of the recorded events and to let the office know of any events or announcements that need to be added to the calendar. ***Any events added to the calendar must be cleared with the principal, first.*** Special events, such as field trips, bake sales, classroom performances, etc. must be planned at least one month in advance so parents/guardians can be invited to participate. It is the

responsibility of the classroom teachers to make arrangements, complete appropriate requisitions, and send out permission slips for all field trips. Parents must always be notified whenever teachers plan to take their students off the school grounds.

CALENDAR ACTIVITIES

Aug. LDES Teachers – School Improvement & New Staff training

Aug.23-24 District PIR days for all staff

Aug. 25 First Student Day

TBA Lifetouch Pictures

Sept. 3 Substitute folders, Classroom Management Plans due to Principal

Sept. 6 Labor Day – NO SCHOOL

Sept. 24 Qtr 1 Mid-Term Reports due

Sept. 20-24 Native American Week

Oct. TBA LEP testing for grades 1 - 6

Oct. 21-22 MEA Days / NO SCHOOL

Oct. 25-29 Red Ribbon Week

Oct.29 End of Quarter 1

Oct. TBA PIR 4:00-7:00 Parent/Teacher Conferences

Nov. 24-26 NO SCHOOL (THANKSGIVING)

Dec. 2 Qtr. 2 Mid-Term Reports Due

Dec. 23–31 NO SCHOOL

Jan. 3, 2011 Classes Resume

Jan. 17 End of Qtr 2 / 1st Semester

Feb. 15 Qtr. 3 Mid-term Reports Due

- Feb. 18 NO SCHOOL
- Mar. TBA CRT Testing for grades 3-6 begins
- Mar. 23 End of Qtr. 3
- Mar. TBA PIR Parent/Teacher Conferences (4:00-7:00)
- Apr. 20 Qtr. 4 Mid-term Reports due
- Apr. 22-25 NO SCHOOL
- May TBA Class field trips
- May TBA Awards Assembly
- May TBA Field Day
- May 27 Semester 2 Ends
- May 27 LAST DAY FOR STUDENTS
- May 28 PIR – Teachers’ Check-Out Day (No late check-outs!)

(These dates do not include all of the important information. Please also refer to the proposed Board of Education Agendas, the district calendar, and the weekly announcements.)

VISITORS

All visitors must check in with the Receptionist in the front office where they will sign in and receive a “visitor’s pass.” Do not release students from your classroom to any adult unless you have been notified by the office. **The Receptionist will call your classroom to notify you that a parent has come to check a student out for the remainder of the day.** After you receive the call, send the student to the office for dismissal. Students are not permitted to bring visitors to school without prior approval of the Principal. Staff members are expected to report any unauthorized person on school property to the front office.

STAFF / PARENT RELATIONS

The district encourages parents to be involved in their student’s school experience. Teachers are advised that unless otherwise ordered by the courts, an order of sole custody on the part of one parent does not deprive

the other parent of certain rights. It is the responsibility of the parent with sole custody to provide to the district any court order that curtails the rights of the non-custodial parent.

A non-custodial parent may receive and inspect the school record pertaining to their student and to consult with teachers concerning their student's welfare and education.

Non-custodial parents will not be granted visitation or telephone access to their student during the school day. Students may not be released to the non-custodial parent without the written permission of the parent having sole custody.

In the case of joint custody, it is the responsibility of the parents to provide the district, in writing, any special requests or clarifications in areas concerning the student and the district's relationship and responsibilities. Such information will be maintained on file in the office and be provided to staff as appropriate.

Staff members with questions regarding custodial and/or custodial parent rights with respect to particular students should contact the Secretary.

STAFF MEETINGS

Staff meetings are scheduled for the purpose of organization and communication of business that typically cannot be handled through staff bulletins, departmental or committee structure. All staff is expected to attend these meetings unless prior arrangements have been made with the Principal. Attendance records will be kept through sign-in sheets.

Meetings sponsored or called by recognized collective bargaining units during contract hours are subject to prior approval of the Principal. Attendance of staff members at such meetings is left to the discretion of each employee.

Regularly scheduled faculty meetings will be held from 3:30-4:00 p.m. on Tuesdays of each week, unless otherwise specified. **PROMPTNESS IS VERY IMPORTANT!** Other faculty meetings will be held as necessary. If possible, advance notice will be given for these meetings.

MEETINGS

Grade Level Meetings – Scheduled biweekly during joint planning times and after school, as needed

Student Assistance Team (SAT) Meetings - Thurs. 3:15-4:00 PM, or as needed

Committee Meetings - Meeting times will be announced, as needed.

Building Leadership Team (BLT) Meetings scheduled bi-weekly on Mondays 3:30 – 4:00 PM.

Curriculum and/or School Improvement Meetings will be scheduled as needed.

MAILBOXES

Mailboxes are provided for each staff in the front office. It is a good idea to check your box regularly, especially upon your arrival at school and before students board the buses to go home. It is very important that any notes or information from the office for students to take home are picked up and delivered promptly.

USE OF TELEPHONE

All school phones are for school business. Staff members should not use the office phones for personal calls. Personal calls should only be taken on breaks unless it is really an emergency. Please alert family members and other possible callers to convenient times. Staff can make personal long distance calls during breaks by using calling cards. Keep your conversations short, as the phone lines are shared. **Students can use the phones in the classrooms (not the office), only in very rare situations, on school related business with teacher approval.**

INVENTORY

If you changed rooms and/or received furniture or equipment from another classroom, you will need to update your inventory. If your classroom remained intact, submittal of the inventory at the end of the school year will be sufficient. (See District Receptionist for copies)

CONDITION OF THE CLASSROOMS, HALLWAYS AND PLAYGROUND AREAS

SCHOOLS ARE FOR KIDS and sometimes things can get pretty messy! However, it is important to make an effort to keep things as clean and neat as we can. Please make housekeeping a high priority in your classroom and take a few minutes with your students at the end of each day to straighten

things, i.e., all paper/books off the floor, desks and tables in order, no writing on desks, all litter properly contained, no unwrapped foods or open drinks, windows/doors closed and locked.

SCHOOL PROPERTY

Teachers should check their school furniture each day for defacing. In order to be able to identify individual abuse of property, it may be necessary to assign students to specific chairs and desks. Books will also be checked and condition recorded at the beginning and end of the year. In order to diminish vandalism, teachers should insist that students learn to be responsible for materials and equipment in their classrooms.

DESKS

The teacher's desk is his/her loaned property. Never allow students to get into the teacher desk drawers or sit on it. Do not keep money/valuables in your room unless they are stored in a locked drawer or cabinet.

Please make sure that the seats, tables, and desks are adjusted properly to fit each student in your class.

CLASSROOM SECURITY

When leaving the classroom, locker room, or other work areas between classes or at the end of the day, teachers are expected to turn out the lights and secure all doors. Windows should also be secured at day's end.

All staff are asked to refrain from keeping personal items of value in or about their desks. Purses should never be left unsecured. Students should be instructed to leave valuables at home. The district will not be responsible for the loss of or damage to, personal property due to such causes as fire, theft, accident, or vandalism.

SUPERVISION OF STUDENTS

The safety of students at Lane Deer School takes precedence and requires our attention. Most of the day, students are under the primary supervision of the instructor to whom they are assigned. **All staff members are responsible for the supervision of students in common areas.** All staff are expected to encourage students to be responsible and strive to create a positive learning environment.

All teachers are expected to pick up their students at the playground at 8:10 AM and escort them to their classrooms. Students should be supervised at all times. Under no circumstances are classrooms or other areas where students are under the supervision of assigned staff to be left unattended while students are present. Any staff member who may need to temporarily leave the classroom or their assigned duty in an emergency situation while students are present are expected to request another staff member to supervise the children or call the office so that supervision can be arranged.

During school hours or while engaged in school-sponsored activities, students may be released only into the custody of parents or other authorized persons.

HALL AND CLASSROOM SUPERVISION

It is every teacher's responsibility to teach acceptable hallway behavior and to properly supervise his/her students. Students should NEVER be allowed to roam the hallway or distract another classroom. Teachers are expected to walk with and escort their classes any time they leave the room, whether they go to the library, cafeteria, another classroom, bathroom break, or to board the buses.

Hallway, classroom, and recess supervision is vital to the safety of our students. It is the teacher's responsibility to maintain a safe learning environment every day for every student. Do not leave your classroom unattended for any reason! If a staff member is unable to perform a scheduled duty, it is his/her responsibility to find a suitable replacement. If students are left unsupervised or not picked up in a timely manner according to the master schedule, reprimands may be necessary.

SCHOOLWIDE DISCIPLINE PLAN

All K-6 teachers and staff are expected to adhere to the School-Wide Positive Behavior Intervention Program or MBI Handbook, and discipline plan (outlined in the Student Handbook and PBIP Handbook), sustain our commitment to MBI principles, and follow the Anti-Bullying Procedure adopted in 2003-04. All staff and students are expected to follow established school-wide expectations and procedures for common areas.

Teach and re-teach school-wide and classroom procedures using the *Time To Teach* "Teach To's" so all students know what to expect. Practice, rehearse, and role play during the first 2 weeks of school, immediately following vacations, or anytime students need to be reminded. Use Love and Logic techniques, employ looks like/sounds like methods, use the REFOCUS

procedure, write behavior contracts, and make parent contacts, etc. before sending students to the Counselor or the Principal's office. Remember, research says that behaviors that are ignored appear to be "accepted." It is our entire staff's responsibility to maintain a safe, comfortable learning environment for every student.

CLASSROOM MANAGEMENT PLANS

All classroom teachers are ultimately responsible for day-to-day behavior management involving their students. Therefore, it is imperative for each teacher to develop a positive behavior management plan and post it in his/her classroom. A copy must be submitted to the Principal within 2 weeks of the start of each school year. Before sending a student to the office, the classroom teacher must provide the Principal with a written statement of steps they have taken to help resolve the issue or problem, including at least one parent contact. **Unless it is a real emergency (Non-Negotiable), students should not be sent to the office without a written explanation from the classroom teacher.**

When a teacher or staff member sends a student to the office, he/she chooses to turn that particular problem over to the Principal or her designee. In most cases, consequences will be assigned based on established policies stated in the Student Handbook and the MBI Handbook. Occasionally, however, based on circumstances, the Principal or designee may opt to use other strategies or disciplinary measures.

STUDENT DETENTION

Teachers may detain a student after school hours for disciplinary reasons, provided the parent has been notified of the detention and, in the case of bus students, prior arrangements have been made for the student's transportation home. Parents may be asked to arrange for the transportation of the detained student; however, if the parent cannot provide transportation, alternate dates or an alternative disciplinary procedure must be substituted. Teachers may arrange for the Home School Coordinator to take students home at 4:00 PM after the detention. Students who are detained after school are not to be left unsupervised during their detention.

FIELD TRIPS

Field trips may be taken throughout the year when introducing or culminating a particular unit of study. Field trips should not be planned exclusively in April and May because this is a very busy time. Transportation may conflict with junior high or high school activities, if not requested at

least two weeks in advance. Plan the trip, fill out the transportation request, send home permission slips, and publicize your field trip well in advance. Remember to request sack lunches if you anticipate needing them. Any decisions to deny students the opportunity to participate in field trips must be preapproved by the Principal at least 30 days prior to the trip.

SUPERVISION OF INSTRUCTION

The Principal will visit classrooms daily; sometimes merely walking through and other times observing instruction for 10 minutes or so. Teachers will be provided feedback as needed concerning teaching methods, strategies, classroom management, etc. As part of our school improvement plan, it is the goal of the staff of Lane Deer Elementary School to continually improve the quality of instruction. All teachers are urged to consult with the Principal if they have questions or concerns relative to instructional improvement. Teacher/paraprofessional evaluations are the responsibility of the Principal.

CURRICULUM

ACE Curriculum guides are available for all courses taught in the district. These curriculum guides reflect a consistent and coherent structure for the education of district students.

The curriculum established for the courses and grade levels of this district provides the flexibility necessary to meet the individual needs of students and their divergent learning rates and styles.

Deviations from established curriculum, textbooks, pacing calendars, assessments, or instructional materials are not permitted without Principal approval. Teachers with questions should contact the Curriculum, Instruction & Assessment person.

Though teaching methodology may vary, classroom instruction is expected to reflect "best practices" consistent with research on effective instruction. For example, the LDES staff subscribes to the "I do it," "We do it," "You do it" model promoted by Anita Archer.

LESSON PLANS

Lesson plans should be completed by Friday for the following week and should be kept on each teacher's desk. All teachers will be required to turn in a copy of his/her lesson plans to the Principal by Monday morning of each week. A book to put them in is located by the Secretaries desk labeled 'Teacher Lesson Plans'. Typical lesson plans should outline the coming

week's activities and assignments. They should include: objectives, curriculum expectations addressed, topic and page numbers, time spans, activities to be used, supplemental or AV aids to be used, etc. Update your lesson plans as necessary. Lesson plans are essential for a substitute teacher and help guide effective instruction.

SCHEDULING

Building schedules impact many persons, and therefore should remain an administrative function. Schedule changes are to be approved by the Principal prior to making any variations in the master schedule. Please post an accurate copy of your daily schedule outside your classroom door as soon as possible and update it to reflect any approved changes.

SPECIAL EDUCATION

Teachers should make sure they are familiar with the IEP goals of the identified students they serve. Schools are required by law to make appropriate modifications and accommodations for resource students. Always follow the IEP recommendations and keep documentation of the modifications made for each student. It is the classroom teacher's responsibility to contact the special education teachers for assistance in meeting IEP requirements.

Each teacher that has contact with an identified student will be afforded the opportunity to be included in staffing for that student. Notices will be handled in a timely manner.

GRADING SCALES

Grades 3-6

90-100 A
80-89 B
70-79 C
60-69 D
59-Below F

K-2 Grading Scale

(Special classes, also)
S – Satisfactory
N - Needs Improvement
U – Unsatisfactory

Reminder: No F's should be given on report cards unless parents have been notified of academic failure by classroom teachers. The Principal and

the Student Assistance Team should also be notified about these students by mid-quarter in order to assist the teacher with implementation of individual interventions.

Grade Cards to Students – Week immediately following the end of the quarter.

(When there are parent/teacher conferences, the report cards are due to the principal on Mon. and they should be ready for distribution on Tues.)

Please refer to the Infinite Campus Daily Bulletin for specific dates/deadlines.

IMPORTANT DATES- 2010-11

Progress Reports (mid-terms dates)

1st Semester - September 24, 2010 and December 2, 2010

2nd Semester - February 15, 2011 and April 20, 2011

Report Cards (end of quarter dates)

1st Semester – October 29, 2010 and January 17, 2011

2nd Semester – March 23, 2011 and May 27, 2011

USE OF COMPUTERS

Employees shall have no expectation of privacy when using district e-mail or other official communication systems. E-mail messages shall be used only to conduct approved and official district business. All employees must use appropriate language in all messages. Employees are expected to conduct themselves in a professional manner and to use the system according to these guidelines or other guidelines published by the administration.

Any e-mail or computer application or information in district computers or computer systems is subject to monitoring by the administration. The district retains the right to duplicate any information in the system or on any hard drive. Employees who violate district computer policies are subject to disciplinary action up to and including termination.

ACCIDENT REPORTING

Teachers or staff members supervising at the time of the incident must complete an accident report form for any student who is injured. It is the

responsibility of the supervising staff member to make sure that the form is complete and accurate and turned in to the Principal on the day of the accident. Accident report forms are available in the main office.

Any accident resulting in an injury that requires medical intervention must be reported in writing to school officials (principal and nurse). All proper forms must be completed in a timely manner.

NURSE

Daily services provided by the school nurse will be available according to her posted schedule. In the case of an emergency, notify the Secretary immediately, make sure other students are supervised, and then stay with the ill/injured student until the nurse can be located or the ambulance service arrives (depending on severity). Teachers need to send a pass or a note with every student sent to the nurse's office. Please do not send students to the nurse's office for cough drops. They will no longer be dispensed by the nurse or office staff.

FOOD, BEVERAGES, AND GUM

Please do not drink coffee or soda in your room during teaching time. This rule excludes water. Food and beverages are allowed in the office and teacher workrooms. Chewing gum while teaching is unprofessional. Food and drink in the classrooms is appropriate only on special occasions, and during snack breaks when the students can also enjoy the privilege.

VIDEOS

Any video shown in the classroom should be linked to the curriculum or instruction. Any commercial video shown in your class will be approved by the Principal before showing.

FUNDRAISING ACTIVITIES

Do not plan a fundraising activity without first consulting the principal at least two weeks in advance. Form #3530 must be completed and all monies are to be deposited in an account set up at the administration office. Call Judy Ross ext. 1000 for details.

STUDENT HANDBOOKS

School handbooks will be given out to all the students. Throughout the year, teachers should be sure new students also receive handbooks. Each

teacher should become familiar with the handbook and the policies for students contained therein. All teachers should review the handbook with their students after receiving them (and as needed), so there is a clear understanding of school wide and classroom policies and procedures. (Please document this overview. Collect and file forms returned with student and/or parents signatures, attesting that they are familiar with the contents of the handbook.)

DISASTER DRILLS

There will be at least four (4) fire drills and four (4) disaster drills per year. All teachers will discuss fire drill procedures with their class at the beginning of each year and rehearse the procedure with his/her class. The drills will be held at different hours of the day to avoid distinction between drills and actual disasters.

A map/diagram of the fire escape route to be followed should be posted near the classroom doorways and reviewed with students. Upon the sounding of a fire alarm, teachers are required to:

1. Teachers should retrieve his/her grade book and red/green signal;
2. Immediately line up students and orderly exit the building using the evacuation route posted. Students may not stop at lockers, drinking fountains, restrooms, etc., along the way;
3. Close windows, turn off lights;
4. Check the room for remaining students, and lock the door.
5. Please take attendance upon arrival at designated meeting areas.
6. Report any unaccounted for students by flashing the red signal; flash the green signal if all students are accounted for.
7. Upon "all clear" signal, announced by Principal or designee, escort students directly back to class. Check roll.

For disaster drills, please refer to the appropriate procedures listed on your colored Crisis Plan flip-charts.

EMERGENCY CLOSURES

In the event of hazardous or emergency conditions, all district schools or selected schools or grade levels may be closed or schedules altered to provide delayed openings of school and/or early dismissal of students as appropriate.

A phone tree will be distributed to all staff for use in the event of delayed openings or school closures.

The following radio stations will be notified as soon as possible:

AM 790 KGHL Radio (Billings) (406) 652-1132

FM 101.3 KIKC Radio (Forsyth) (406) 346-2711

FM 98.3 Radio (Sheridan) (307) 672-2399

KEYS

Teachers/staff will be issued keys to their classrooms and the main entrance doors to the school. It is the responsibility of each staff member to report any missing or lost keys to the office immediately. The security of the building and supplies depend upon responsible maintenance of keys. Under NO circumstances are students to be given teacher's keys. All keys are to be checked in at the end of the school year. Necessitating building access teachers may make arrangements with the Principal to keep their keys as appropriate for the summer.

MAINTENANCE REQUESTS

If you see something that may injure someone, take care of it yourself or bring it quickly to the attention of the Principal and the custodial or maintenance staff, by calling the shop or using a maintenance request form (available in the office). Fill out the form detailing your request and give it to the Principal. They will forward the approved requests to the Maintenance Supervisor, so the work can be assigned for timely completion.

COPY MACHINE

Because we are limited to one copy machine, it is imperative that all staff members plan their copy needs well in advance! Please follow the established procedures so that the workload can be managed efficiently. For your classroom copying needs, fill out the copy request form and place it

on the counter in the office at least TWO days prior to your actual need. The "Copy Cat" will be responsible for filling your copy requests (subject to change).

Lame Deer Public Schools plans to save money by greatly reducing the number of copies used each year. Teachers who rely too heavily on worksheets for instruction may need to reevaluate teaching strategies, and use copies only when essential.

REQUISITIONS/BUDGET

The elementary school has been given a general fund budget based upon the number of students enrolled. Requisitions for this year's spending should have been turned in last spring. Please keep any new requests to a minimum. Only the most essential items will be purchased. Throughout this year, we will be prioritizing our building needs for next year.

The Principal must approve all requisitions prior to sending them to the Superintendent. Requests will not be approved unless the electronic requisition form is filled out completely, including shipping and handling totals. Please do not buy materials from your own pocket expecting to be reimbursed by the district without first getting permission from the Principal.

SMOKING

Lame Deer Elementary is a SMOKE FREE building. Staff members are not permitted to smoke on campus at any time this includes by the gym.

STAFF DRESS AND GROOMING

All staff are expected to be neat, clean, and to wear appropriate dress for work that is in good taste and suitable for the job at hand.

Teachers are role models for their students and must set good examples in every possible way. As professionals, teachers are expected to be guided in their grooming habits by what is most generally acceptable in the business and professional world.

The appearance of the teacher in the classroom is vital in setting the climate for the educational process. How appropriately a teacher dresses for his/her class will have a major effect on the respect he/she receives from the students and parents. Always dress like a professional if you expect to be treated as a professional. Wearing shorts is unacceptable. Of course, there are times when out-of-the ordinary activities dictate a more casual type of

dress, but prior administrative approval should be obtained. It is permissible for jeans to be worn every Friday.

PARENT CENTER

Two computers and a sitting area with coffee located in the Front Office is being provided as a parent center. Please encourage parents / guardians to utilize the computers to check their student's progress on Infinite Campus and for other misc. items.

STAFF ROOM

A staff room is provided for staff use during break, lunch, and preparation periods as may be appropriate. All staff are expected to "pitch in", as needed, to help keep this gathering area clean and orderly.

In order to establish and maintain a positive school climate, all staff using the staff room are expected to refrain from gossiping about students, teachers, parents, or other staff members. When staff members repeat something they heard from someone else, or share a story when not 100% certain the facts are correct, or even share information about any person that will only bring them harm and not good – it is considered **GOSSIP**. Since gossiping is prohibited by Board Policy, any staff member reported to supervisors for gossiping may face disciplinary action.

Personal items of value should not be left in the staff room. Staff members leaving such items do so at their own risk.

Students are not permitted in the staff room.

CONFIDENTIALITY

It is vital that all staff members maintain the highest level of confidentiality. Things sometimes happen at school that certainly will be shared among the faculty, but that should not go beyond the premises and out into the community. These include matters involving staff members and/or students. Many things happen at school that need not or should not be shared among the faculty, but need involve only a staff member and Principal. It is a wise policy to share confidential information on a strictly "need to know" basis. It is every staff member's responsibility to show a high level of professionalism in regard to confidentiality. Any staff member who is reported for vicious gossip will be reprimanded.

TEAMWORK/PROFESSIONAL LEARNING COMMUNITY

At times it is easy to forget how important it is that we all work TOGETHER to create the best possible school for our students. Maintain a positive attitude toward your situation and the good people you work with! Having a sense of humor can be a real plus in times of great stress. Remember that creating a true Professional Learning Community is really hard work.

When a problem arises involving another staff member, teachers should make every effort to solve it before it gets out of hand. In many situations, discussing the issue with the other party in an adult way is all it takes to resolve the conflict. If the problem cannot be resolved between the parties, then it may be necessary at this point to involve the Principal. If the Principal isn't able to help solve the problem, only then would the Superintendent need to get involved. Always follow the chain of command when trying to solve a problem. Remember that everyone is entitled to make a mistake now and then! Be kind to your coworkers.

Taking some time for personal reflection and self-examination is worthwhile in order to assure that we are each doing our best to create a positive atmosphere for our students, fellow workers, and ourselves. Sometimes we need to look in the mirror and ask ourselves "What can I do differently?" instead of blaming others or making excuses.

The common goal here is to RESPECT, SUPPORT, AND TRUST one another in an effort to do what is best to meet the needs of our students. If we expect our students to do it, then we all need to model it for them in our daily behavior and practice.

PRINCIPAL'S RULE

When in doubt, refer to your Faculty Handbook, Student Handbook, MBI Handbook, District Policy and Procedure Manuals, or Master Agreement.

Goals for the 2010-11 year:

1. Create a positive student-centered learning environment in every classroom to help improve student attendance and achievement.

****Ultimate goals – Achieve 93% attendance (school-wide); achieve a minimum of 10% increase in number of students who score at the proficient level or above in each grade level in Math and Reading on CRT in order to make AYP; Reduce SBR's by 25%.**

2. Teach curriculum aligned with Montana Content Standards in all classrooms, using ACE and our research based district adopted curricula along with approved supplemental materials.
3. Increase parental involvement in school-wide and classroom activities.
4. Demonstrate a spirit of school-wide cooperation among all staff members where everyone is valued and everyone is accountable. We must all be willing to do "Whatever It Takes" with "No Excuses" in order to meet our goals!