

# RUDYARD AREA SCHOOLS

## STAFF HANDBOOK



2018-19



**Dear Staff,**

**Welcome back! The information contained in this handbook is intended to provide you with basic procedural information that is expected for all staff. Please read it carefully and adhere to the guidelines so that we may provide our students with a safe, orderly, and consistent environment.**

**Thank you,**

## **Administration**

---

### **Accidents / Injuries**

In the event of an accident, the primary concern is for the immediate welfare of the student. If the injury is serious:

- a. Contact 911
- b. Notify the office

After the welfare of the student has been met, an accident report must be completed and returned to the principal. Minor cuts and bruises can be treated in the office. **ALWAYS USE RUBBER GLOVES FOR ALL INJURIES AND CONTACT WITH BODILY FLUIDS.** Follow all blood-borne pathogen guidelines.

### **Attendance**

Teachers are to record and maintain the attendance record of each student including the following:

- a. Attendance must be inputted in the Student Information System by the end of the day at Rudyard Elementary
- b. Attendance must be inputted in Student Information System each period at the Jr/Sr High School

Students shall be allowed 2 school days for each excused absence to make up work unless otherwise stated in the syllabus handed out at the beginning of the year.

### **After School Activities**

These activities require administrative approval BEFORE the activity is discussed with students.

There should be at least two full weeks of school prior to the scheduling of an after school activity during which time student eligibility may be monitored.

After school activities require chaperones to assist. The number of chaperones required is subject to approval by the administration. Both sexes need representation and if the group is of one sex then this requirement may be waived. A list of chaperones needs to be turned in to the office three days prior to the event. Events without adequate chaperones are subject to cancellation. In general, one chaperone is needed for every ten students.

### **Classroom Care – School Property**

Teachers are responsible for the protection of school property assigned to them. Report any damages or need of maintenance must log in to school wires on the school website and fill out the maintenance request form.

### **Classroom Procedures**

1. Do not leave students unattended.
2. If a student becomes ill in class the teacher in charge should notify the office.
3. If a student leaves your class for any reason, the student must be given a pass. Teachers are responsible for maintaining an accurate sign-in and sign-out sheet for any student leaving during class time.
4. Teachers are expected to dismiss class on time.
5. The administration supports the integrity of the classroom for teaching and learning by seeking to minimize disruptions and supporting education from bell work to dismissal.
6. For security purposes keep empty classrooms locked when not in use.
7. Classroom doors and windows must be kept closed for the heating system unless authorized by administration.
8. Rooms are to be open by 8:15 a.m. at Rudyard Elementary and 8:20 a.m. at the Jr/Sr High School and the teachers are to be in the vicinity of their classrooms at that time.

### **Classroom Supplies**

Teachers may request supplies through the office. Major purchases are requested in the spring for the following year. A budget estimate sheet will be given to each teacher in the spring.

### **Clean Up / End of Day Routine**

Please be sure that when you leave the room at the end of the day:

1. All Windows are closed.
2. All lights and other electrical devices are shut off.
3. All doors are locked.
4. All trash is placed in the wastebasket.

### **Conference Attendance (Professional Development)**

Requests to attend professional conferences should be submitted to the Principal's Office at the earliest possible date. Approval is contingent on securing the services of an acceptable substitute teacher.

**You MUST check the morning of your conference to confirm that you do have a substitute teacher for that day.**

The request should include:

1. Date of conference.
2. Duration of conference.
3. Approximate cost; registration fee, per diem, transportation.

Consideration of these requests approval will be based on a variety of factors including connection to the School Improvement Plan, District Improvement Plan, administrative approval and inclusion in the consolidated application.

School transportation (van, bus, etc.) must be used if available for all travel or mileage reimbursement. It is the staff member's responsibility to ascertain availability of school transportation. Please check with the superintendent's office for availability of school transportation and with the school principal or direct supervisor for per-approval before departure. Failure to do so may result in no mileage reimbursement.

### **Conflicts between Extra Curricular Activities**

Students taking part in school activities occasionally encounter conflicts due to similar or overlapping time and date schedules. In general, academics have first priority and extra curriculars yield to regular class related activities. When extra curriculars produce conflicts, the following guidelines will be used to resolve them:

1. A class related activity has priority over an extracurricular event.
2. A performance (concert, interscholastic game, etc.) has priority over a practice session (rehearsal or practice for any activity).
3. A conflict between two performances shall be resolved by the advisors (coaches, directors) parents and student.
4. A conflict between two practice sessions shall be resolved by the advisors and student. If necessary, parents shall be consulted.
5. Students will not be penalized if they are unable to attend because of a conflict in scheduling.

### **Copy Machine**

A copy machine is provided for teachers. Teachers should plan ahead so that all copies are done during prep time or before and after school. Due to limited secretarial time, students are not to bring items to be copied during the school day. This copier is to be used for school related work only.

### **Credit Card**

When a District employee uses a District credit card, documentation shall be provided to the office secretary detailing the goods or services purchased, cost of such goods or services, the date of purchase, and the purpose for which such goods or services were purchased. The account number in which the purchase is to be charged to must accompany this paperwork. Further information on the use of credit cards is found in Neola – Policy 6423.  
**DO NOT PHOTO COPY CREDIT CARD.**

### **Cumulative Record**

The CA-60's are kept in the office. Teachers wishing to review records of their students must do so in the office.

### **Discipline**

The overall discipline of the school is the responsibility of everyone; principal, students, teachers, support staff, custodians, bus drivers and parents. Without a total team effort, a proper environment necessary for learning to take place will not occur. In the final analysis discipline in the classroom is the responsibility of the teacher. There are times when the Principal must be involved, but not until all other avenues have been explored. The following guidelines should be helpful:

1. The teacher should be firm, fair and friendly.
2. General classroom rules should be simple, few in number and positive. They should be posted for all to know and see.
3. Do not use group punishment.
4. Do not use schoolwork as punishment.
5. Avoid creating confrontations or power struggles with students whenever possible.
6. Whenever possible, use the questioning and planning process to address minor classroom disruptions.
7. Documentation is essential; keep good anecdotal records.
8. Contact the parent as a means of enlisting their support

### **Dress Code**

Staff members should present a neat, professional appearance and should wear attire that supports this. A contribution to our selected charity is expected for the privilege of “dressing down” on payday Fridays.

### **Excusing Students from Campus**

No teacher has the authority to excuse any student from campus. In the event that it becomes necessary for a student to leave campus temporarily or for the duration of the day, the student **MUST** report to the office and be signed out by their parent or guardian.

### **Faculty Meetings**

Faculty meetings will be scheduled by administration as needed according to contract. You are responsible for the information discussed and decisions made at these meetings. The administration is available to discuss what occurred if you have any questions.

### **Field Trips**

Field trips must be approved by the Principal prior to discussing them with students. Permission slips must be sent to parents/guardians for each field trip. Transportation arrangements are to be made by the teacher with the transportation director.

### **Emergency Drills**

Each year, by law, we must have 8 fire, 3 lock-down and 3 tornado drills. Procedures for fire, tornado and inside/outside lockdown drills are in your Emergency Procedure Handbook.

### **Energy Efficiency**

If you have a convenience item such as refrigerator, microwave, coffee pot, toaster, lamp, fish tank etc. you will need to pay a fee to have them in your classroom. Contact the Administrative office for the fee amount and to make payment. If you feel there is an educational reason to keep an item in your classroom, please contact your principal and they will present it to the Administrative team for approval.

### **Grades and Grading**

The method of determining grades may vary by teacher. Whatever method a teacher uses to determine a grade should be as objective as possible. It is assumed that accurate and well organized records of the results of students' efforts will be kept in the Student Information System along with daily attendance records. **These grades must be updated weekly with new assignments.** Formal report cards will be issued approximately every nine weeks according to the school calendar.

### **Hall Passes**

Students are not to leave a classroom without a proper pass. Limit passes. Pay special attention to the NO PASS list that are emailed to staff.

### **Hallway Conduct**

Please assist with hallway supervision before and after school, as well as during passing time.

### **Hot Lunch**

Adults should add money to their account in the office.

### **I.D. Badges**

All staff are to wear the school I.D. badges at all times.

### **Keys**

Keys and key cards are the property of the Rudyard Area School District and are loaned to individuals for their use during the school year. Keys are not to be loaned by teachers to other people. Unauthorized duplication of school keys is not allowed. Lost or stolen keys should be reported to the Principal immediately. Please do not allow students to use school keys for any purpose.

### **Leaving the Building**

If it becomes necessary that you must leave the building during the day, please notify the office of your plans and the time you will return.

### **Lesson Plans**

Daily lesson plans are to be prepared for one week in advance. Daily schedule, lesson objectives, materials required and learning targets are to be included. Lesson plans and seating charts must contain enough detail for substitute teachers to teach effectively in case you are unexpectedly absent. Please leave your lesson plans on your desk or in your desk drawer where they may be easily located.

### **Library**

The Library-Media Center is to serve as a resource center for teachers and students. To maintain an orderly operation, the following procedures will be followed:

1. Students with overdue materials will be notified.
2. On any day of the week, individual students and small groups of students (five or less) may go to the library from a classroom, if they have a pass from the teacher.
3. If more than five students from a class are to go to the library, the librarian must be notified a day in advance.
4. Scheduling for library visits (necessary for class or large groups) must be done at least a day in advance with the librarian.
5. If an entire class visits the library, the teacher MUST accompany them.
6. Teachers may borrow a reasonable amount of library materials for classroom use. These may be checked out for an indefinite period of time. However, if materials checked out by a teacher are requested by someone else you will be contacted and asked to return them so full use can be made of all materials available. All Materials Checked Out Are To Be Returned At The End Of The School Year.
7. Coffee purchased in the Library must stay in the Library. Students may not bring coffee in the classrooms.

### **Make Up Work**

Students are responsible for making up the class assignments they miss. Those who know in advance they will be absent from school are encouraged to contact each of their teachers for advance assignments. Those who are absent because of unforeseen illness or emergencies are expected to make up work missed. Teachers assign a grade of "I" for "incomplete" while waiting for make up assignments. When they are not turned in the "I" converts to an "E" for failure. Work missed during unexcused absences is given full credit when it has been turned in in the allotted time given by the teacher. (usually 2 days for each day missed).

### **Mailboxes and Email**

Please check them mornings and mid-day.

### **Mileage Reimbursement**

School transportation (van, bus, etc.) must be used if available for all travel or mileage reimbursement is forfeit. It is the staff member's responsibility to ascertain availability of school transportation. Please check with the superintendent's office for availability and with the school principal or direct supervisor for per-approval before mileage departure. Failure to do so may result in no mileage reimbursement. More information can be found in the Neola Policies - Administrative Guideline 6550.

### **Parent/Student Handbook**

Teachers will review the Parent/Student Handbooks with students during the homeroom session of the first day of school.

### **Purchase Orders**

No invoices will be honored which have not been preceded by an authorized purchase order. Purchase orders must be approved by the principal. Anyone placing an order without an authorized purchase order assumes personal responsibility for payment of such invoice. Normally, purchase orders are filled out in the spring for any items that were requested in your estimates for the upcoming year. Should you need any other items that were not included in your estimates you must secure approval from the principal prior to submitting a purchase order.

### **Removal of Equipment**

As a strictly voluntary matter, qualified employees may remove specified material, equipment or other items of monetary or business value from school premises so long as said employee assumes total financial responsibility for damage or loss of said school property.

**Retention**

If there is a likelihood of a student being retained, the Principal and parent/guardian should be notified immediately. The following procedure should be followed with documentation of each step when there is a possibility that retention will benefit the student. Remedial efforts are prerequisite to retention. The decision to retain will be a team decision between teachers, parents, students and the administration.

**STUDENT RETENTION PROCEDURE**

To be promoted, the student must successfully complete a majority of the required academic subjects.

**Time Line:**

1. October-January: Teacher should indicate concern to parents and should be reflected on report cards.
2. Early March: Teacher will notify principal, if an alternative grade placement or retention is being considered. Another Student Assistance Team meeting will be convened by the principal.
3. Early April: If placement or retention is still being considered, parents should be notified by this time and commitment to the decision secured.
4. May-June: Decision on placement is made and student Grade Placement recommendation is completed.

**Schedule Changes**

Student initiated changes may be made only during the first few days of each new class. Changes require approval of the Principal.

Teacher initiated changes may be made only if all teachers involved are in agreement to the change and if it is acceptable to the student and after such change is recorded in the office. Parents/guardians should be notified when such changes need to be made.

**School Delays or Closings**

In the case of inclement weather and other situations beyond our control announcements are made over local radio and television stations and through our phone system. In the case school is canceled no school related activities will take place that day. Delayed starts mean we begin with whatever class would be going on at the time of our late beginning. In the case of an early dismissal, as soon as all students are gone teachers may leave. In the event of an early dismissal, all after school activities are canceled too.

**Tardiness**

If a student comes into your class late without an admit slip, the tardy is unexcused. Please refer to discipline Guidelines in the student handbook for possible consequences.

**Teacher Absences**

All Elementary teachers are expected to be at the school at 7:55 AM and remain until 3:25 PM. All Junior/Senior High School teachers are expected to be at the school at 8:00AM and remain until 3:30 PM. On certain occasions teachers will be asked by the superintendent or Principal to remain later than the listed time.

If it becomes necessary to remain at home due to illness, it is the teacher's responsibility to call in to AESOP (please see the office if you need help doing this). It is expected that the absent teacher will leave adequate plans for a substitute to follow.

If it is necessary for a teacher to leave the building during the school day, he/she is required to advise the office. Teachers are not required to advise the office if leaving during their designated 30 minute lunch break. Teachers are expected to utilize their preparation period at the building unless other arrangements with the principal are made.

**Teacher Evaluations**

Self-evaluation as well as evaluation by others is a continual process that gives one the opportunity to develop. Classroom visitations will occur periodically throughout the school year. The purposes of these visitations include teacher evaluation, familiarization with classroom activities, and assessment of the teacher's implementation of curricular goals for the respective classes. During visitations, every effort will be made to avoid interruption of normal classroom activities.

**Teacher Initiated Suspensions**

A teacher may suspend a student from a class, subject, or activity for up to one (1) full school day for certain conduct as specified in the Code of Conduct. The teacher shall immediately send the student to the principal and specify the reason for the suspension as specified in the Student Code of Conduct. As soon as possible after the suspension, the teacher shall schedule a parent-teacher conference regarding the suspension. If feasible, the counselor and social worker shall attend the conference. The teacher must also check the student's file so as to ascertain whether there are any Special Education concerns in reference to that student. The principal may attend upon request of the teacher or parent/guardian. The student shall not be returned to the class, subject, or activity that school day without the consent of both the teacher and the principal.

The Teacher Initiated Suspension shall not be used to deny special needs students of procedural due process. If such a suspension could potentially constitute a change in placement for any student, the principal shall notify all involved and schedule an IEP review.

**Telephone**

Personal long distance calls must be charged to your credit card or home phone.

**Unattended Students**

Teachers are not to leave students unattended in classrooms, gymnasiums, locker rooms, on playgrounds, etc., or in any situation where the student is the responsibility of the teacher. It has been legally established that a teacher is guilty of negligence when an accident occurs that can be traced to lack of supervision. This is for your protection.

**Walkie Talkies (2-way radios)**

Walkie talkies are to be kept with you at all times and are to be used for emergencies only.

**Weight Room/Gym Use**

RAS Staff may use these facilities but there MUST be supervision at all times.

**THE FORMS REFERRED TO THROUGHOUT  
ARE AVAILABLE IN THE OFFICE**