

# Shenandoah Community School District

*Excellence in Every Endeavor*



## Teacher Handbook 2021-2022

Administration Office & Preschool

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Shenandoah, IA 51601

712-246-1581

Jr. Kindergarten - 8th Grade

601 Dr. Creighton Cir.

Shenandoah, IA 51601

712-246-2520

High School

1000 Mustang Dr.

Shenandoah, IA 51601

712-246-4727

***[www.shencsd.com](http://www.shencsd.com)***

The Shenandoah Community School District offers career and technical programs in the following service areas: Agricultural Science, Automotive Technology, Business Education, Family Consumer Science, Health Science, and Industrial Technology. It is the policy of the Shenandoah Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Aaron Burdorf, JK-8 Principal & Equity Coordinator, Shenandoah CSD, 601 Dr. Creighton Cir., Shenandoah, IA 712-246-2520, burdorfa@shencsd.

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## **Mission Statement**

The Shenandoah Community School District, in partnership with families and the community, will provide each student an educational environment that maximizes his or her potential to meet the challenge of an ever-changing world.

## **Vision Statement**

It is the vision of the Shenandoah Schools, in partnership with the community that we provide:

- Students the tools to become responsible, successful citizens and lifelong learners in an ever-changing world.
- A safe and caring environment that ensures the dignity of all.
- Opportunities that stretch student and staff capabilities.
- School staff that are focused and visionary, collaborative and empowered to make knowledgeable decisions.

## **Board Goals**

With a goal of excellence, we are committed to:

Increasing academic achievement;

Increasing STEM (Science Technology Engineering, Mathematics) Literacy; Expanding and furthering Career Technical Education and vocational programs; Developing a comprehensive K-12 activities program; and

Maximizing sharing programs for students and operational expenses.

## **Abuse of Students by Employees**

Employees found in violation of abuse of the students will be subjected to disciplinary action up to and including discharge. See Board Policies 402.3, 402.3E1, 402.3E2 402.3R1.

## **Activity Supervision**

Board Policy requires that no sponsor or coach leaves students unsupervised. This means that all students must be supervised until they leave our premises after all activities and trips.

## **Activity Passes**

Staff wishing to receive a free activity pass must volunteer to work 2 activities during the school year. There will be an event sign-up at the beginning of the year.

## **Admission Slips/Field Trips/(Pre-Excused)**

When a teacher or coach takes a group of students out of the building for a class period or more, the office needs a list of students involved in advance so that all teachers know who will be gone. All out of state trips must receive prior approval by the school board.

## **Announcements - HS**

As our goal is to reduce interruption of normal classroom procedures, every effort will be made to make general announcements at one designated time period. Comments may be broadcast over the PA system between classes to and for individual students. Most general student information will be conveyed via a daily bulletin. Bulletins are also available on the school website.

## **Attendance**

MS/HS attendance must be taken in the first ten minutes of every period by each instructor. Elementary attendance must be taken within the first 30 minutes of the day by each homeroom teacher. Record this information on PowerSchool. If a student is absent mark her/him Absent Unexcused. The office will adjust the student's record if the absence is excused. If a student is tardy to class without a tardy pass, please call the office.

## **Board Policies**

Copies of Shenandoah Board Policies may be found on the school website.

## **Building Leadership Team (BLT)**

Building Leadership Teams meet regularly and discuss any pressing concerns or issues. Any teacher who has a concern or an idea they would like to have addressed can bring it to the attention of a member of the building team who can then bring it up at a meeting. The building leadership team will also help with staff meetings and other meetings during the school year.

## **Bus/Vehicle Requests**

All requests must be emailed to the principal at least three days before the school vehicle is needed. Staff have the ability to check availability and confirm requests by using the google document called "District Transportation Request Form". Do not transport students in your own vehicle.

## **Bus/Vehicle Use:**

### Picking up the vehicle

- Vehicle's need to be picked up the day of the departure
- If a vehicle is needed more than one hour before departure, make arrangements with the Transportation Director in advance to verify whether the vehicle can be ready at the requested time.

### Route

- Remember that the school vehicles are representing our school district and community.
- While on route to your destination, observe all traffic laws.
- Drive the most direct route to and from your destination.
- Routes that include stops outside of the most direct route need prior administrative approval.
- Animals are not to be transported in school vehicles

### Returning the vehicle

- Return the vehicle as close to the time reported on the transportation request form as possible. It may have another trip soon after it is to be returned.
- Complete the trip log and leave the keys in the key bag and leave the bag in the driver's seat of the vehicle.
- Remove all other items from the vehicle and leave it as you found it.

### Fueling the vehicle

- If possible, fuel vehicle at RocStop or other Cenex station. If there is not a Cenex station, the card should work at most other locations.
- Use the Cenex Fleet Card that is in the console of the vehicle. The gas pump will ask you for an ID#, which is written on the envelope the card is in. It will also ask you for the odometer reading. This card may also be used to purchase anti-freeze, oil, windshield wiper fluid, or any other vehicle need.
- Place the receipt on the vehicle clipboard.

## Cell Phones

All staff is expected to use cell phones in a professional manner and avoid accepting calls or texting when it interrupts instruction, while on supervision duty or participating in professional learning unless there is an unusual circumstance or some type of emergency.

## Child Abuse

(235A2) Child abuse is defined as “any non-accidental physical injury suffered by a child as the result of the acts or omissions of the child's parent, guardians, or other persons legally responsible for the child.” Child is defined as “any person under the age of eighteen years.”

The child abuse law requires that certificated school employees such as teachers and administrators are mandated or legally required to report whenever in the course of employment the reporter believes or has reason to believe the child has been injured a result of abuse.

Child abuse is to be reported to the principal or school nurse. That person is to immediately make an oral report to the local department of social services and to make a written report to the local department of social services within 48 hours after oral report (forms for written reports are available in each building.) Both reports should include as much of the following information possible: child's name, age, address: parent's name and telephone number: reason for suspecting abuse included previous injuries as well as any other information felt by the reporter to be important.

A school employee would have cause to suspect abuse when the following is indicated:

1. A child tells several conflicting stories as to cause for the same injury
2. A child seems to be frequently injured.
3. A child expresses reluctance to tell how the injury occurred.
4. A child is afraid to go home.
5. A child tells the teacher or playmate that someone in charge of him/her hurt them.
6. A child relates a story about the injury that seems inconsistent with the injury.

There are potential penalties for the failure of mandated reports to make a report. Thus, a mandated reporter may be subjected to liability for such things as hospital expenses and doctors' bills for a second incidence of a child abuse if the second one could have been avoided by reporting the first one.

Ms. Linda Laughlin, High School Nurse, is the Level I Investigator. If Ms. Linda Laughlin is unavailable, the JK-8 School Nurse, Mrs. Kristy O'Rourke is designated to investigate. Shenandoah Police Department is designated as the Level II Investigator.

## Classroom

Your classroom is a space provided by the district. It is not considered a personal space or space for keeping personal items. You're expected to keep your classroom in the condition it was provided on a daily basis.

1. Anything that hangs from the ceiling has to be lower than 18" from the ceiling. This is due to the possibility of blocking a sprinkler head. No exceptions. The 18" rule only applies to the Preschool & K8 building due to the sprinkler system
2. Extension cords may only be used if they are designed for institutional use. Household type extension cords are not heavy enough for us. Please confirm the acceptability of your extension cord with the Director of Maintenance & Operations.

3. Door wedges are not allowed in your classroom or in the buildings. If you have a door with a closer it needs to be closed at all times, nothing in front of it to prop it open.
4. If you have curtains in your room or on your classroom doors they need to be sprayed with a fire-retardant spray. If you have had curtains in the past and you took them home to wash they will need to be sprayed again. The District has the spray. If you ask one of the Custodians to spray the curtains for you.
5. The door to your classroom must shut and latch when it closes. Please do not put tape, magnets etc. over the door strike so that your door will not latch.
6. Doors are considered a fire barrier so no more than one third of the door or walls should be covered with paper or anything else that can burn.
7. Please do not bring furniture or appliances from home (microwaves, refrigerators or other appliances).

If you have an item that need repaired or addressed in your room use the district web page to access staff links and follow to the request [form](#) on the page.

### **Class Meetings**

Class, club and organizational meetings, may be held during homeroom or before and after school. It is important that we do not schedule two meetings at the same time. Please work carefully to avoid this by notifying the office of your proposed meeting date.

### **Class Record**

Grades should be verified each quarter via the process within each building.

### **Controversial Issues**

A “controversial issue” is defined as an area of significant academic inquiry about which substantial segments of the citizens of this community state, or nation hold sincere conflicting points of view.

It is the belief of this school board that controversial issues should be fairly presented in a spirit of honest academic freedom to the end that individual students may recognize the validity of other points of view, but can learn to formulate their own opinions based upon dispassionate, objective, unbiased study and discussion of the factual basis underlying the controversy.

It shall be the responsibility of the instructor to present fully and fairly the opportunity and means for students to study, consider and discuss all sides of controversial issues, including, but not limited to political philosophies.

It shall be the responsibility of the instructor to protect the right of the student to study pertinent controversial issues within the limits of good taste, allowing expression of personal opinions without jeopardizing relationships with the instructor or school.

### **Corporal Punishment**

Section 280.21 was passed by the Iowa Legislature and signed by the Governor in 1989. In general, it states that a school employee shall not inflict or cause to be inflicted, corporal punishment upon a student. For purposes of this Section, corporal punishment means the intentional physical punishment of a student. HF 2416, passed by the Legislature in 1990, requires the Department of Education to adopt rules which hold that a school district employee’s physical contact with the body of a student is

not considered corporal punishment if it is reasonable and necessary under the circumstances and is not designed or intended to cause pain, or if the employee uses reasonable force for the protection of the employee, the student or other students, or to obtain the possession of a weapon or other dangerous object within a student's control, or for the protection of property.

### **Course Syllabus**

High school teachers are required to provide a course syllabus. These should include classroom rules, classroom expectations, grading system and a short overview of the class.

### **HS Dances**

High school teachers are required to chaperon one dance each school year. A list will be given at the start of the school year. If you are unable to supervise the scheduled dance, trade with another teacher or find a replacement and notify the principal of changes. At the dance, if a student wants to go to his/her vehicle, a teacher must go with the student. If a student chooses to leave the dance he/she cannot come back to the dance and the advisor in charge of the dance will keep track of those students' names and the times they leave.

### **Detention (Elementary)**

Supervision of detention is the responsibility of the teacher assigned on the detention rotation schedule. Detention will take place in the classroom of the supervising teacher. All students staying for detention are to be documented with the office. Prior parent notification is required for a student staying for detention.

### **Dress Code**

Employees of Shenandoah Schools are respectfully asked to dress appropriately and professionally. Appearance does affect others' opinions of our schools. Friday is jeans/spirit day. Teachers participating in jeans/spirit day will pay \$1 per Friday for the jean fund. Staff choosing to wear jeans on Friday, must also wear Shenandoah gear. The last Friday of the month is a free "jeans" day.

### **Drug-Free Workplace**

It is a violation of the policy of the Shenandoah Community School District for any employee to unlawfully manufacture, distribute, dispense, possess or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance, as defined in Schedules I through V of Section 202 of the Controlled Substances Act (21 CFR 1300.11 through 1300.15).

Notification is further given that, as a condition of your continued employment, you comply with the above policy of the Shenandoah Community School District and will notify your supervisor of your conviction of any criminal drug statute for a violation occurring in the workplace, no later than five (5) days after such conviction. Any employee who violates the terms of the school district's drug-free workplace policy shall successfully participate in a drug abuse assistance or rehabilitation program approved by the Board. If the employee fails to successfully participate in such a program, the employee's contract shall not be renewed or the employee's employment may be suspended or terminated at the discretion of the board.

### **Dual Enrollment Students**

Home-school or home-school-assistance-program students enrolled in classes or participating in school

activities in the school district are disciplined in the same manner as other students. Dual enrollment students interested in participating in school activities or enrolling in classes should contact the Principal or designee.

### **Employee Hours**

The district administration has determined that the teacher's regular arrival time shall be 7:45A.M. and regular departure time shall be 3:45P.M. On days preceding holidays and on Fridays, the teaching faculty day may end at 3:30P.M. When it is necessary for you to leave the building during your plan period, be sure to sign in and out so that the principal or secretary are aware you are gone. Employees may leave the building without requesting permission during scheduled duty-free lunch periods but must sign out. When school is dismissed due to inclement weather, teachers may leave ten minutes following student dismissal.

Employees may be required to report before or remain after the regular workday for the purpose of attending faculty or other administratively called meetings. Such meetings will begin no earlier than one-half hour before, nor extend more than one hour beyond the employee's scheduled workday.

Employees may be required, without additional compensation, to attend no more than six (6) evening activities outside the school day each year. Attendance at additional activities shall be at the discretion of the employee.

### **Employee Parking**

HS employees may park in the main parking lot in the front and second rows on the west side of the main sidewalk. JK-8 employees will park in the lower front lot (south of the front of the building) in the spots facing the street or around the perimeter of the west lot.

### **Emergency Drills**

The school district conducts two fire drills, two tornado drills, one bus drill and one lockdown (ALICE) drill per building per semester. Evacuation instructions for tornado and fire drills must be posted by the door of each classroom. Please share evacuation information with your students at the beginning of each semester. All employees must participate in each drill.

### **Emergency/Weather-Related School Closings**

In case of a school closing, an announcement will be made on KMA radio (960) and via SchoolMessenger automated system as early as 5:30AM.

The Superintendent has the authority to close schools, dismiss them early, or keep them open beyond the regular school day in case of extreme weather or other emergency conditions. As soon as possible after the decision has been made, the Superintendent shall arrange to announce the closing via the news media.

### **Exposure to Blood Borne Pathogens, Occupational**

The Shenandoah Community School District has established a written exposure control plan to eliminate or minimize occupational exposure to blood borne pathogens and to meet the requirements of the Department of Labor, Occupational Safety and Health Administration, 29 Code of Federal Regulations (CFR), Part 1910.1030. The District exposure control plan, which is available in each attendance center, includes: Exposure determination, schedule and method of compliance, provision

for plan copies to be accessible and available upon request, and the review and updating of the plan.

### **Expulsion**

The Superintendent and Building Principal may recommend expulsion of a student for violation of regulations, rules, and disciplinary policy of the Shenandoah School District. Only the School Board may expel a student.

### **Faculty Smoking/Tobacco Use**

Shenandoah Community School District is a tobacco-free environment. This includes all tobacco related products including look alikes, e cigarettes, or other items deemed relative.

### **Family Education Rights and Privacy Act (FERPA)**

The Family Education Right to Privacy Act denies school records to those who are not parents, guardians or individuals of age without written permission. Parents or guardians may have access to school records. School staff may view records without parental permission. Please note that when material is reviewed, your signature must appear on the proper form contained with each record.

### **Fundraiser**

All fundraisers must be approved by an administrator. You must complete the online request form. All money must be turned in to the office daily and all funds received must be turned in before purchases are made. Do not keep money in your room. Be sure the public receives what is ordered and pay the fundraiser bills on time. MySchoolBucks is the approved method for gathering funds.

### **Good Conduct Policy**

See student handbook for information on Good Conduct Policy.

### **Grades and Grade Reporting**

Grades will be issued by the high school following the termination of each academic term. Cumulative totals for credit will be issued at the end of 1<sup>st</sup> semester and 2<sup>nd</sup> semester.

A four (4) point system shall be used for high school transcripts. Advanced Placement courses are graded on a five (5) point system.

	5.0 GPA =	
A 4.0	A 5.0	I Incomplete
A- 3.7	A- 4.7	
B+ 3.3	B+ 4.3	
B 3.0	B 4.0	
B- 2.7	B- 3.7	
C+ 2.3	C+ 3.3	
C 2.0	C 3.0	
C- 1.7	C- 2.7	
D+ 1.3	D+ 2.3	
D 1.0	D 2.0	
D- 0.7	D- 1.7	
F 0.0	F 0	

A four (4) point system shall be used for middle school report cards. 3.9-

4.0	A+
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3.6-3.8	A
3.4-3.5	A-
3.2-3.3	B+
2.8-3.1	B
2.6-2.7	B-
2.4-2.5	C+
2.0-2.3	C
1.8-1.9	C-
1.6-1.7	D+
1.3-1.5	D
1.1-1.2	D-
0-1.0	F
I Incomplete	

### **Graduate Work**

Classes taken in order to move across the salary schedule must be approved by the Superintendent.

### **Graduation Requirements**

50 credits are required for graduation.

### **Hall Duty/ Assembly Supervision**

Students shall be supervised when they are passing between classes, in assemblies and in class. Staff will attend all assemblies to assist in supervision. Each teacher is responsible for the supervision of students when scheduled for assigned duties.

### **Hall Passes**

Students must have a pass when out of the classroom during class and must sign out and back into the classroom.

### **Hazardous Chemicals Program**

As per Iowa Code 455D, a Hazard Communication Program is in place for employees and students of this district. During the first teacher workday each year all employees are presented with information about Hazardous Chemicals.

### **Health Services**

The office will have a building schedule for the Nurse.

### **Homeroom**

Teachers may be assigned a homeroom.

The homeroom teacher is responsible for sharing with students their progress reports. In the spring, homeroom teachers work closely with students in scheduling for the upcoming school year.

Middle School homeroom teachers prepare portfolios for each homeroom student in preparation for student-led conferences along with other tasks as needed.

### **In-School Suspension (ISS)**

When a student receives in-school suspension, they are to report to the office for supervision. Students should get their homework and work on it in there. Students are allowed full credit when they have an in-school suspension. When lunch is being served, students are to eat in the assigned room and not in the cafeteria. Students' work is due the day that they are to report back to the classroom. If work is not completed, it will be graded as it would be for any other student.

#### In-school suspension rules:

1. Talking is Prohibited
2. Cell phones/Ipods/Electronic devices are not allowed
3. Student must be engaged in productive work (homework, reading, etc.)
4. Restroom breaks are determined by Supervisor.
5. Student will be escorted to/from lunch room.
6. Computer use will be given at discretion of Supervisor for school work only.
7. Consequences may result in an after-school detention and could include OSS.

### **Inventories**

All teachers are required to take classroom inventory. A list of fixed assets is filed with the Administration Office.

### **Keys**

There will be minimum distribution of building keys. In the event of special need, the keys may be obtained from the building principal upon request. All personnel shall be responsible for the safeguarding of their keys and the security of the building, ensuring that such keys do not fall into the hands of students or other unauthorized person. Teachers are not authorized to make any key available to non-staff citizens or students. You are responsible to make sure that doors are secure when you leave the building after hours. All keys will be turned in to the office at the end of each school year or a list of keys kept will be given to the Principal. Board Policy 405.A.

### **Lunchroom Supervision**

Teachers have duty-free lunch. However, some teachers may be asked to supervise lunch and rearrange schedule to do so.

### **Master Events Calendar**

All school events must be on the calendar. See Activities Director and/or Activities Director secretary to make sure your date is available before you confirm your plans. Events at individual buildings must be scheduled through the building office.

### **Out of School Suspension (OSS)**

Students are to receive full credit for work missed due to out of school suspension.

### **Parent Teacher Conferences and Student Led Conferences**

In preparation for these conferences, faculty should assemble appropriate materials to demonstrate each student's level of work.

### **Participation in Extra-Curricular Activities**

Students participating in school activities must be in school at least one-half day on the day of the event in order to participate in the activity. Cut-off time is considered 11:30 a.m. Only in pre- excused

circumstances, may this rule be waived by the principal.

### **Phone logs**

It is a district expectation that parents are contacted when students are not working to their potential or not behaving appropriately. Teachers are to call parents and keep track of those phone calls.

### **Post-Secondary Enrollment Act**

Iowa Code, Chapter 261C authorizes enrollment part-time in nonsectarian courses in eligible post-secondary institutions in Iowa. Stipulations for participation in PSEO classes must be followed.

### **Progress Reports (HS)**

Refer to the Student Handbook under High School Academic Eligibility.

### **Purchase Orders – District and Activity**

You must get administrator approval before you order or purchase any item. Individuals making purchases without approval are responsible for the payment of the order.

The purchase order is implemented in the district to ensure that:

- All purchases have administrative approval
- To ensure that it is a proper disbursement of public funds.

### **Reimbursement**

To receive reimbursement, staff must first have prior administrative approval for the purchase. Then the reimbursement form must be accompanied by a detailed receipt.

### **Smoking, Possession of Drugs and Alcohol**

SCSD is a tobacco, drug, and alcohol-free campus. Report any infractions by to administration. Also, if you suspect a student of any unusual behavior, notify the office.

### **Staff Meetings**

Staff meetings are scheduled, and staff will be notified of meeting times/dates.

### **Standardized Tests**

Iowa Statewide Assessment of Student Progress (ISASP) is administered each year.

### **Student Assistance Team**

The purpose of this team is:

1. To assist teachers in identifying students at-risk with the purpose of intervention,
2. To assist faculty in generating ideas for teaching at-risk students,
3. To maximize integration for students already identified for special education services.
4. Begin the IEP referral process.

Staff may be required to attend S.A.T meetings.

\*Elementary S.A.T. meetings are a part of the PD/MTSS plan.

### **Substitutes/Teacher absences**

When a teacher knows that he/she is going to be gone, it is his/her responsibility to enter that absence into Absence Management (AESOP) [www.aesoponline.com](http://www.aesoponline.com) . The teacher has the ability to assign a

substitute to that absence if he/she has already contacted one. If one has not already been contacted, the system will post the job for a substitute to pick up. In the case of illness or emergency when the absence cannot be entered into Aesop at least 1 hour prior to the teacher's report time, the office must be notified so that a substitute can be manually called.

When you are absent, you must make sure that seating charts, attendance protocols, important information or other need to know information is ready and available for the substitute. Lesson plans must be available and user friendly with details that would allow the substitute to keep students engaged throughout the time needed with students.

### **Tardy Policy:**

#### Elementary

Students are expected to be at school on time. Children are considered tardy if they are not present at the time school is scheduled to begin. If students arrive late they need to report to the office to check in before going to class. A tardy turns into an absence if children miss more than half ( $\frac{1}{2}$ ) of the day. This is recorded on report cards and permanent records. However, for perfect attendance recognition at semester and at the end of the year, students must be present 100% of the time. That means not leaving early or arriving late for any reason.

#### Middle School

Students are expected to be in class on time. If students arrive at school late, they need to report to the office to check in before going to class. Students who arrive late to a class must have a pass from the teacher or staff member who caused them to be late. If a student is more than 25 minutes late to 1<sup>st</sup> period and unexcused they will be counted absent.

#### High School

Students arriving following the bell, to any class period, will be designated as tardy. Students arriving late to school will check-in at the office for a pass. Students are allowed three (3) tardies to school/class periods for any reason prior to any disciplinary action.

On the fourth tardy, a student will be assigned to Monday/Thursday after-school detention. After-school tardy detention will be for 1 hour (3:30-4:30) and must be served on the day assigned. Additional Monday/Thursday detentions will be assigned for every two (2) tardies beyond the original four.

If a student does not serve their tardy detention, on the assigned day, the student will be assigned an in-school detention the following day. Parents/guardians will be notified of all tardy detentions assigned. See "Extracurricular Activities" section for further information about missed practices or games.

Tardies due to inclement weather will be reviewed on a case-by-case basis.

### **Telephone calls**

In the case of an emergency phone call to a faculty member, he/she is immediately notified. Students who need to place a phone call should be sent to the office during non-instructional time. Please do not send high school students to use the phone outside the office unless it is an emergency.

### **Textbooks**

At the completion of each year, you are responsible for submitting a list of all textbooks used in your classroom as well as any missing or damaged textbooks. The list should be turned in to the office.

### **Tutoring**

See Board Policy 401.3. In effect, you cannot tutor your own pupils for a monetary return. You may tutor students enrolled in classes of other teachers during non-contractual hours.

### **Visitation by Other Students**

We generally discourage visitation of our students by friends. The Principal will make a determination as requests arise. There are special circumstances in which we will accommodate such requests. All visitors **MUST** report to the office.

### **Worker's Compensation**

The district strives to maintain a safe and accident-free work environment. Employees are expected to use good judgment, follow safety guidelines and procedures, and avoid taking hazardous actions such as but not limited to not using equipment that they have not been trained on, standing on chairs, or inappropriately attempting to lift objects.

It is the responsibility of the employee injured on the job to inform their supervisor and the business office of all injuries (minor and more serious) within **twenty-four** hours of the occurrence. An accident report needs to be completed by calling **EMC onCall Nurse at 1-844-322-4668 and notifying the business office**. The employee will need to work with the business office to file and Worker's Compensation claims that need to be filed.

## **SAFETY PROCEDURES - SPECIAL EDUCATION SAFETY PLANS**

### Fire Evacuation-Physically Handicapped Students

The following procedure will be used for the evacuation of physically handicapped students who are unable to use stairs or unable to be quickly and safely moved from the building:

The teacher/teacher associate will assist the disabled student to an "area of safe refuge" behind fire doors. One staff member will be identified to stay with each physically disabled student. The building principal will notify the fire department of the location of the "areas of safe refuge" where physically disabled students may be found. One staff member will be responsible to notify the fire department.

### Hearing Impaired Students

The following procedure will be used for the evacuation of hearing-impaired students:

Although the building alarm system is equipped with light strobes – the teacher/teacher associate of a hearing-impaired student will make eye contact with the student and communicate the nature of the emergency. An assigned staff member will assist the hearing-impaired student to exit the building using the proper exit route.

### Visually Impaired Students

The following procedure will be used for the evacuation of visually impaired students:

The teacher/teacher associate will assist the visually impaired student to exit the building using the proper exit route.

### Tornado Precautions - Physically Handicapped Students

The following procedure will be used for the evacuation of physically handicapped students who are unable to use stairs or unable to be quickly and safely moved to designated areas of safety:

The teacher/teacher associate will assist the disabled student to an “area of safe refuge.” Identified staff member(s) will assist each student to the appropriate tornado shelter area.

### Tornado Precautions - Hearing Impaired Students

The following procedure will be used for moving hearing-impaired students to tornado shelter areas:

The teacher of a hearing-impaired student will make eye contact with the student and communicate the nature of the emergency. The teacher/teacher associate will assist the hearing-impaired student to the appropriate tornado shelter area.

### Tornado Precautions - Visually Impaired Students

The following procedure will be used for the evacuation of visually impaired students to tornado shelter areas:

The teacher/teacher associate will assist the visually impaired student to the appropriate tornado shelter area.

### Gas Leak Evacuation – Physically Handicapped Students

The following procedure will be used for the evacuation of physically handicapped students who are unable to use the stairs or unable to be quickly and safely moved to designated area of safety:

The teacher/teacher associate will assist the physically disabled students to an “area of safe refuge” away from the building. The teacher/teacher associate will stay with each physically disabled student. The building principal will notify the fire department of the location of the “areas of safe refuge” where physically disabled students may be found. The local fire and police departments will be notified.

### Gas Leak Evacuation – Hearing Impaired Students

The following procedure will be used for the evacuation of hearing-impaired students:

The teacher/teacher associate of a hearing-impaired student will make eye contact with the student and communicate the nature of the emergency. The teacher/teacher associate will assist the hearing-impaired student to exit the building using the proper exit route. The local fire and police departments will be notified.

### Gas Leak Evacuation – Visually Impaired Students

The following procedure will be used for the evacuation of visually impaired students:

The teacher/teacher associate will assist the visually impaired student to exit the building using the proper exit route. The local fire and police departments will be notified.

### Intruder Alert – Physically Handicapped Students

The following procedure will be used for the movement of physically handicapped students who are unable to quickly and safely move to designated area of safety within the classroom:

Physically disabled students will be moved to an “area of safe refuge” within the classroom. One staff member will be identified to stay with each physically disabled student.

### Intruder Alert – Hearing Impaired Students

The following procedure will be used for the movement of hearing-impaired students:

The teacher/teacher associate of a hearing-impaired student will make eye contact with the

student and communicate the nature of the emergency. One staff member will assist the hearing-impaired student to an “area of safe refuge” within the classroom.

Intruder Alert – Visually Impaired Students

The following procedure will be used for the movement of visually impaired students:

The teacher/teacher associate will assist the visually impaired student to an “area of safe refuge” within the classroom.