

# LIBERTY

## Elementary School

District # 10



Staff Handbook

2024-2025

# Liberty Elementary School District

## Staff Handbook

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### ***The Professional Educator in Montana:***

*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.*

### **Professional Educators of Montana Code of Ethics**

Professional educators recognize and accept their responsibility to create learning environments to help all students reach their full potential. They understand the trust and confidence placed in them by students, families, colleagues, and the community. To achieve their professional purpose, educators strive to maintain the highest ethical standards. The Professional Educators of Montana Code of Ethics sets out these fundamental principles which guide their behavior and will be used to judge their actions.

#### **Principle I. Commitment to Students and Families.**

The ethical educator:

- (a) Makes the well-being of students the foundation of all decisions and actions.
- (b) Promotes a spirit of inquiry, creativity, and high expectations.
- (c) Assures just and equitable treatment of every student.
- (d) Protects students when their learning or well-being is threatened by the unsafe, incompetent, unethical or illegal practice of any person.
- (e) Keeps information confidential that has been obtained in the course of professional service, unless disclosure serves a compelling purpose in the best interest of students or is required by law.
- (f) Respects the roles, responsibilities and rights, of students, parents and guardians.
- (g) Maintains appropriate educator-student relationship boundaries in all respects, including speech, print, and digital communications.

#### **Principle II. Commitment to the Profession.**

The ethical educator:

- (a) Fulfills professional obligations with diligence and integrity.

- (b) Demonstrates continued professional growth, collaboration and accountability.
- (c) Respects the roles, responsibilities, and rights of colleagues, support personnel, and supervisors.
- (d) Contributes to the development of the profession's body of knowledge.
- (e) Manages information, including data, with honesty.
- (f) Teaches without distortion, bias, or prejudice.
- (g) Represents professional qualifications accurately.

Principle III. Commitment to the Community.

The ethical educator:

- (a) Models the principles of citizenship in a democratic society.
- (b) Understands and respects diversity.
- (c) Protects the civil and human rights of students and colleagues.
- (d) Assumes responsibility for personal actions.
- (e) Demonstrates good stewardship of public resources.
- (f) Exemplifies a positive, active role in school-community relations.
- (g) Adheres to the terms of contracts, district policies and procedures, and relevant statutes and regulations.

**Adopted by the Certification Standards and Practices Advisory Council January 27, 2012**

# LIBERTY ELEMENTARY SCHOOL DISTRICT

## STAFF HANDBOOK

### GENERAL EXPECTATIONS AND PROCEDURES

Staff handbooks will be provided to each employee at the beginning of each school term. Handbooks, by approval by the Board of Trustees, are in alignment with District Policy and each classified and certified staff member is responsible for being familiar with them and abiding by the regulations contained therein. District and Board Policy books containing overall governing policies are in the District Office, County Superintendent of Schools Office and the District Trustees Board Room. All District certified and classified staff 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, or administrative regulation. Material contained herein may, therefore, be superseded by such Board policy, administrative regulation, or changes in state or federal law.

Consequently, any information contained in this staff handbook is subject to unilateral revision or elimination, at the discretion of the Board of Trustees. Staff will be notified of these changes, when they occur, in a timely manner.

No information in this document should 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 Liberty County Superintendent of School's office for additional information and/or compliance issues.

## **BOARD MEMBERS**

The Constitution of the State of Montana as outlined in Article X Section 8 delegates to the Board of Trustees responsibility for the conduct and governance of district schools. Board members, as elected by residents of this district, by name and position are as follows:

### Elementary Board

Mr. David Hofer - Board Chairperson

Mr. Nathan Hofer – Board Member

Mr. Elias M. Hofer – Board Member

### District Clerk / Business Manager:

Ms. Jenine Synness

### Supervising Teacher:

TBD

### District Administrator:

Mr. Dan McGee

## **BOARD MEETINGS/COMMUNICATIONS**

Unless otherwise specified, all Board of Trustees meetings will be held in the Board Room at Liberty Elementary School on the 2<sup>nd</sup> Tuesday of each month, or at other times and places determined by a majority vote of the Trustees. The meeting will start at or around at 1:15 PM. Meeting notices for all School Board meetings will be posted on at the school buildings and at the County Courthouse. 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.

## **ABSENCES**

### Leave

Certified and Classified employees will be granted leave according to the terms of the current employment agreements and as provided for in District Policy.

## **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 supervising teacher, district administrator or Board of Trustees 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 Board of Trustees. Classified staff are not to work before, beyond, or outside their established weekly working hours and are not to work overtime without prior authorization from the district administrator or Board of Trustees.

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



## **DEPARTURE TIME**

Teachers and support staff are to be in the building, M-F until departure time of 4:00 p.m.

## **WORKDAY CHECKOUT**

Teachers and support staff may leave the building and district grounds during lunch as necessary. Departures during preparation periods must be approved by the district administrator or the Board of Trustees designee prior to leaving the school grounds. Classified staff are permitted to leave the building and district grounds during their lunch break but must clock out/in.

All certified and classified staff are required to maintain an accurate record of any and all check out times, days and dates that they are not present in the building.

## **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-minute breaks.

Classified employees are expected to adhere to the break schedule established in cooperation with the district administrator or Board designee. Deviation from the regularly scheduled break period requires prior supervisor approval.

## **LEAVE REQUESTS**

Leave Request forms are available from the district business manager, or district Superintendent. There is a separate form for requesting approval to attend professional development workshops and to request reimbursement for lodging, travel and meal per diem which is available from the district business manager. Teachers and support staff are responsible for completing their own requisitions and submitting them to the district Superintendent, and district business manager for prior approval.

Due to the difficulty finding substitute teachers at the last moment, it is important that all staff submit all personal leave requests to the district Superintendent, well in advance of anticipated leave.

The District Superintendent 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 scheduled holiday, written requests must be received by the district Superintendent at least one (1) week in advance of the date leave is being requested for.

## **STAFF ABSENCES**

If it is necessary for a classified staff member to be absent, he/she should contact the district Superintendent on the day he/she will be absent. If you know ahead of time, contact the district Superintendent to arrange for the planned absence. 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 readily accessible and kept in the classroom. On the day of your absence, remember to contact district Superintendent 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. 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 district Superintendent.

## **NOTICE OF STUDENT ABSENCES**

All teachers should have attendance taken and recorded in the district's Infinite Campus Student Data System by no later than 9:00 A.M. each morning and by 1:00 P.M. each afternoon. This will assist the district 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, teaching staff must be diligent in maintaining such digital and written records.

When students are absent for 2-3 days, their classroom teachers are expected to send a friendly note home to express their concerns, etc. Upon a student's fourth (4<sup>th</sup>) day of absence each semester the district Superintendent must be notified and will send an attendance letter to notify the parents concerning compliance with compulsory attendance laws.

Where necessary, a second letter will be sent to parents after the student has reached eight (8) absences in a given semester. The parents of students who reach nine (9) or more absences per quarter will be notified of an attendance meeting that will be scheduled with the district Superintendent, classroom teacher, and where and when available the district Counselor to develop a written plan and attendance contract in order for the student to avoid possible further disciplinary consequences. Teachers will track tardiness and assign consequences as provided for in District Policy.

## **REPORTING of ABUSED or NEGLECTED STUDENTS:**

Recognizing the potentially harmful effects of child abuse and neglect, Liberty Elementary 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 district requires compliance of this law by all schoolteachers, school support staff, 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, 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 may 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 district Superintendent as appropriate.

When a complaint is made directly to the Board as a whole or to an individual Board member, it will be referred to the district 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. (District Policy 4312)

## 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 district Superintendent for an 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 district Superintendent within the time allotted by policy.

## **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 community 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 district Superintendent 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 in a Parent Contact log whether they were made by phone, in person, via electronic communication (email) or in writing. Parent Contact Logs should be available for review on an as needed basis by the district Superintendent 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 district Superintendent or the Board designee should review, suggest revisions or approve all such notices before they are sent home. We can avoid embarrassing typos and errors by proofing each other's draft copies.

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 student. 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. Teachers and support staff are encouraged to notify the district Superintendent or the Board designee to let them know there is a student(s) that you believe is in need of recognition.

## **VISITORS**

All visitors must check in with the classroom teachers when entering the school building. Teachers will not release students from their classroom to any adult unless they have

been notified by the district Superintendent to do so. Students are not permitted to bring visitors to school without prior approval of the classroom teacher or the district Superintendent. Staff members are expected to immediately report any unauthorized person on school property to the district Superintendent.

## **STAFF / PARENT RELATIONS**

The district encourages parents to be involved in their student's school experience.

## **USE OF TELEPHONE**

All school phones are for school business ONLY. Staff members should not use the District's 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. Students can use the phones in the classrooms only in very rare situations, on school related business with teacher approval.

## **INVENTORY**

If you change rooms and/or receive furniture or equipment from another classroom, you will need to update your classroom inventory. If your classroom remained intact, submittal of the inventory list at the end of the school year will be sufficient.

## **CONDITION OF THE CLASSROOMS, HALLWAYS AND PLAYGROUND AREAS**

It is important 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 classroom 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, 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 the day's end.

All staff are asked to refrain from keeping personal items of value in or about their desks. Personal effects should never be left unsecured. Students should also 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 in the Liberty Elementary School District takes precedence and requires our attention. Most of the day, students are under the primary supervision of the classroom teacher 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 or before 8:00 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 Superintendent 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 staff member'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.

Hallway, classroom, and recess supervision is vital to the safety of our students. It is all staff member'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 and related disciplinary actions provided by policy may be necessary.

## **SCHOOLWIDE DISCIPLINE PLAN**

All K-8 teachers and staff are expected to adhere to the School-Wide Positive Behavior Program or Montana Behavioral Initiative (MBI) Guidance Handbook, and discipline plan; sustain the district's commitment to MBI principles and follow the Anti-Bullying Policy and Procedures adopted by the Board of Trustees. All staff and students are expected to follow established school-wide expectations and procedures for common areas. MBI is a proactive approach in creating behavioral supports and a social culture that establishes social, emotional, and academic success for all students. MBI is an organized, data-driven system of interventions, strategies, and supports that positively impact school-wide and individualized behavior planning.

Teach and re-teach school-wide and classroom procedures using the Time to Teach "Teach Two'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. 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 their classroom. A copy must be submitted to the district Superintendent for review and approval within two (2) weeks of the start of each school year. Before recommending a student for additional discipline, the classroom teacher must provide the district Superintendent with a written statement of steps they have taken to help resolve the issue or problem, including evidence of having made at least one parent contact.

In most cases, consequences will be assigned based on established policies stated in the Student Handbook, or district policy manual.

## **STUDENT DETENTION**

Teachers may detain a student after school hours for disciplinary reasons, provided the parent has been notified in advance of 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. Teachers are expected to provide a summary report to district



Superintendent, indicating the academic value of the field trip in relation to the teaching and learning of subject area or grade level content material.

## **SUPERVISION OF INSTRUCTION**

The district Superintendent will visit classrooms monthly; 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 Liberty Elementary School District to continually improve the quality of instruction. All teachers are urged to consult with the district Superintendent if they have questions or concerns relative to instructional improvement. Teacher evaluations are the responsibility of the district Superintendent and will be completed on an annual basis in accordance with district Policy 5222.

## **CURRICULUM**

Curriculum guides should be made 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 prior approval of the district Superintendent. Teachers with questions should contact the district Superintendent or the Board designee for further guidance.

Though teaching methodology may vary, classroom instruction is expected to reflect "best practices" consistent with research on effective instruction. For example, the Liberty Elementary School District staff subscribes to the "I do it," "We do it," "You do it" model of teaching and learning.

## **LESSON PLANS**

Weekly and monthly lesson plans should be completed by each Friday of the week in anticipation of instruction which will be taking place the following week and should be kept in an easily identified folder so labeled on each teacher's desk. All teachers will be required to turn in a copy of his/her lesson plans to the district Superintendent the first Monday of each month. Typical lesson plans should outline the coming weeks and months instructional activities and student assignments. At a minimum they should include measurable objectives, curriculum expectations and alignment, topic and chapter and page numbers for instructional text, time spans for instruction, activities to

be used in support of learning activities, identification and description of how supplemental or technological aids are to be used, etc. Lesson plans must be updated as necessary. Lesson plans are essential for a substitute teacher and help guide effective instruction in the absence of the regular classroom teacher.

## **SCHEDULING**

Building schedules impact many people, and therefore should remain an administrative function. Proposed schedule changes are to be submitted in writing to be reviewed and approved in advance by the district Superintendent 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 Individual Education Plans (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 coordinate student services and supports in cooperation with the district Superintendent and district's provider of special education services 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 decisions for that student. Notices will be handled in a timely manner.

## **GRADING SCALES**

### Grades 3-8

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

### K-2 Grading Scale

(Special classes, also)
<b>S</b> - Satisfactory
<b>N</b> - Needs Improvement
<b>U</b> - Unsatisfactory

Reminder: No F's should be given on student report cards unless parents have been notified of their child's academic failure by classroom teachers. The district Superintendent should also be notified about these students by mid-quarter to assist the teacher with implementation of individual interventions.

Grade Report Cards to Students – Provided the week immediately following the end of the quarter.

(When there are parent/teacher conferences, the report cards are due to the district Superintendent on Monday following the end of the quarter and they should be ready for distribution on Tuesday).

## **USE OF COMPUTERS**

District computers are the sole property of the district and when using district computers, and computer networks, employees shall have no expectation of privacy when using district computers, 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 district Superintendent. 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. Employees should also be aware that under state statute, employee email correspondence is also discoverable as part of either a civil or criminal action.

## **ACCIDENT REPORTING**

Teachers or staff members supervising at the time of any incident within the classroom, school building or school grounds that results in an injury to school staff or students must complete an accident report form. It is the responsibility of the supervising staff member to make sure that the form is complete and accurate and turned into the district Superintendent on the day of the accident. Accident report forms are available at each school site.

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

## **FOOD, BEVERAGES IN CLASSROOMS**

Teaching staff and support staff should refrain, when possible, from drinking coffee or soda in their room during teaching time. This rule excludes water. Food and beverages are allowed in the classroom during recess, breaks or prep time and also in the teacher workrooms. Food and drink in the classrooms are appropriate only on special occasions, and during snack breaks when the students can also enjoy the privilege.

## **VIDEOS**

The use of video materials (example – YOUTUBE) in the classroom must only be used in support of academic instruction and must be aligned to specific outcomes identified in the school district curriculum or instructional practices and must be pre-approved by the district Superintendent prior to the video material being shown or shared with students. Requests for use of video teaching materials in the classroom must be in writing, must identify the material to be shown by title or name, describe the content to be shown and clearly indicate the connection to the academic outcome to be supported and or the purpose or intent of using the video material.

## **FUNDRAISING ACTIVITIES**

Requests for fundraising activities must be submitted in writing in advance to the district Superintendent or the Board designee for approval prior to any activities being initiated.

## **STUDENT HANDBOOKS**

Student handbooks will be given out to all the students at each school site within the district. 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 student handbook.)

## **SCHOOL SAFETY & DISASTER DRILLS (Policy 8301, 8301P)**

In alignment with the district wide Safety Plan, 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.

In conjunction with the district emergency plan a map/diagram of the fire escape routes to be followed for each classroom and building at each school site should be posted near the classroom doorways and reviewed with students and support staff. Upon the sounding of a fire alarm, teachers are required to:

1. Remain calm, identify the immediate safety threat when possible, and secure the classroom space, by closing windows and turning off lights.
2. Immediately line up students and initiate an orderly exit from the classroom and the building using the evacuation route posted. Students may not stop at lockers, drinking fountains, restrooms, etc., along the way.

3. Having exited the building, make another physical check of the the room and hallways for remaining students.
4. Please take attendance upon arrival at designated meeting areas.
5. Report any unaccounted for students by signaling other staff or community members that all students in their care have been accounted for.
6. Upon "all clear" signal, announced by classroom teacher(s), he/she will escort students directly back to class. Check roll.

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

## **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.

## **KEYS**

Teachers/staff may 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 district Superintendent 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 district Superintendent to keep their keys as appropriate for the summer.

## **MAINTENANCE REQUESTS**

Staff are reminded that the maintenance and repair of the district school buildings is governed by the terms and conditions of the annual facility lease agreements. Therefore, should staff notice something that may pose a danger to students or staff, they are contact the district Superintendent who will provide notice to the building owner of the maintenance issues and need for repairs.

## **COPY MACHINES**

Staff at each of the school sites in the district have access to a copy machine which is to be used for the reproduction of instructional materials. Individual user codes will be assigned to each staff member which will allow for the tracking and management of the quantity of copies used at each site and by each staff member. Employees are reminded not to share your copy machine user code with others.

## **REQUISITIONS/BUDGET**

The Liberty Elementary School District sets the general fund budget based upon the previous year's average number of students enrolled (ANB). Requisitions for the year's spending should be turned in to the district Superintendent, and district business manager by the prior spring. Only the most essential items will be purchased. Throughout this year, we will be prioritizing our building needs for next year. Please do not buy materials from your own pocket expecting to be reimbursed by the district without first getting permission from the district Superintendent.

### **STAFF DRESS AND GROOMING**

All staff are expected to be neat, clean, and to wear appropriate professional clothing for work environment that is in good taste and suitable for the job at hand. Employees who fail to observe this guidance may be asked to make adjustments to their working wardrobe to better reflect their positions as education professionals.

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, tank tops, yoga pants, or revealing clothing is inappropriate and 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.

### **CONFIDENTIALITY (Policy 5223)**

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 the district Superintendent. 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 found to be in violation of confidentiality protections or policy may be subject to reprimand, up to including possible termination.

### **TEAMWORK/PROFESSIONAL LEARNING COMMUNITY (Policy 5240, 5240P)**

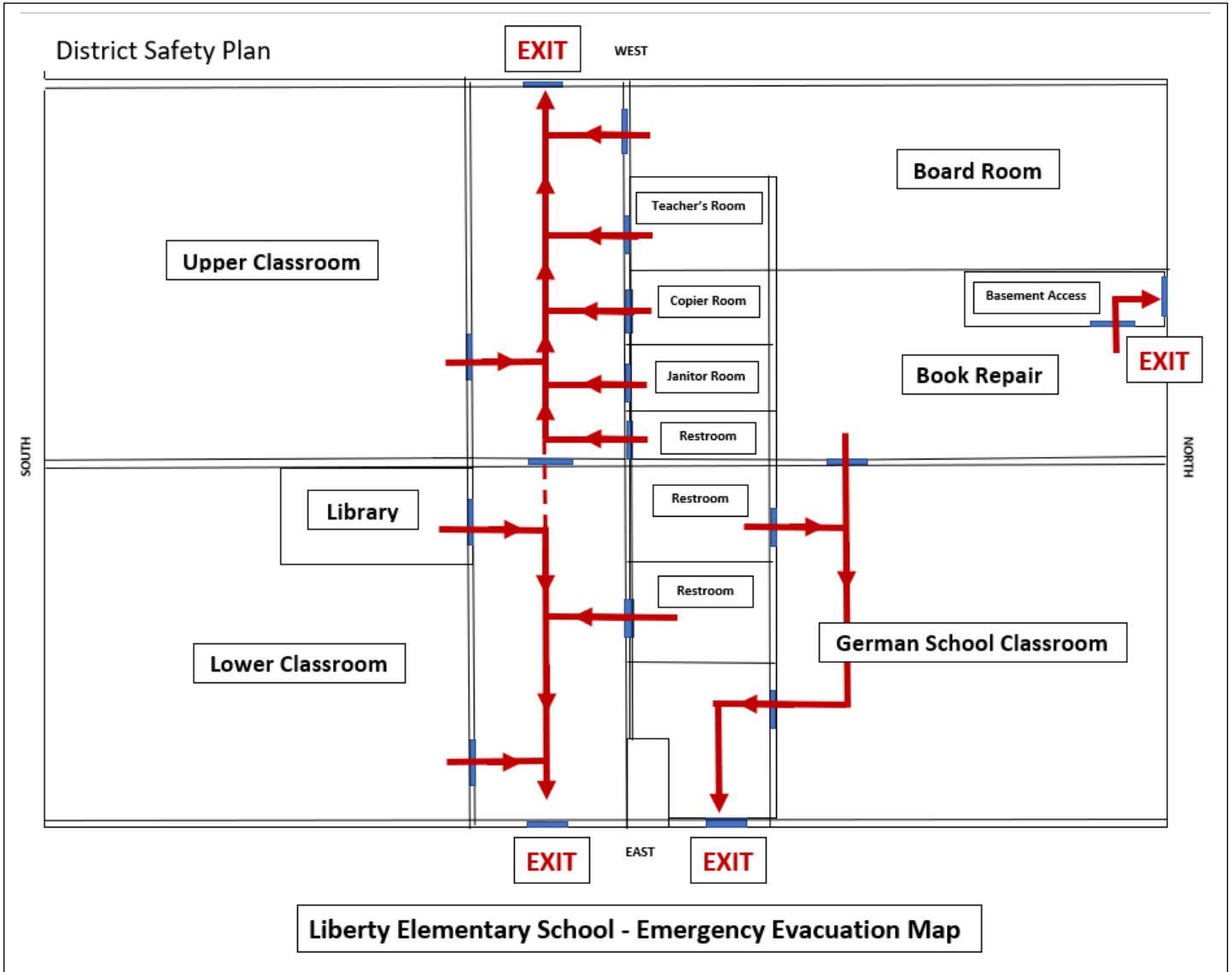
When a problem arises involving another staff member, teachers should make every effort to solve it before it gets out of hand. In many situations, discussing the issue with

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 district Superintendent. In the event that the district Superintendent isn't able to help solve the problem, only then would the Board of Trustees 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.

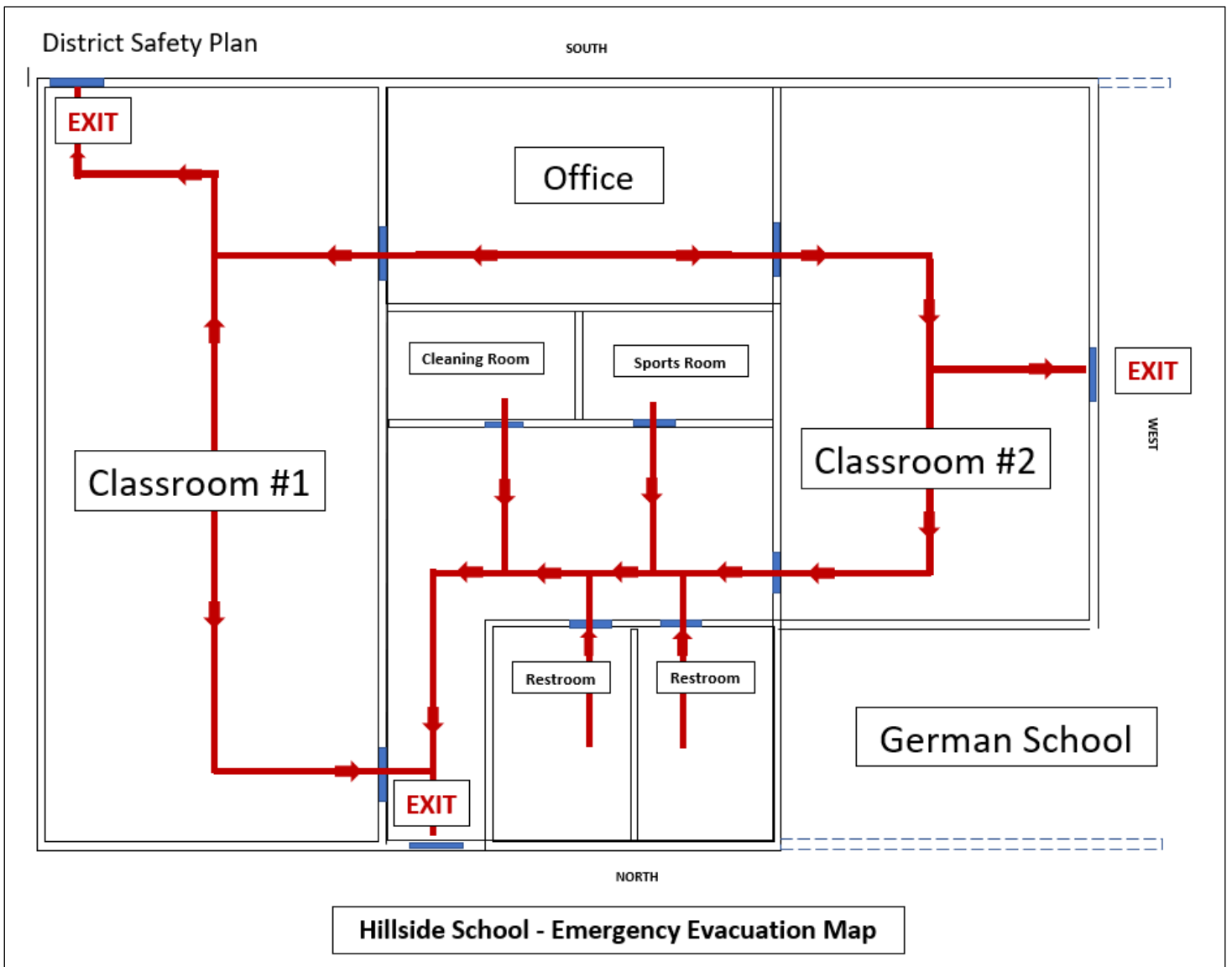
The common goals here are to RESPECT, SUPPORT, AND TRUST one another in an effort to do what is best to meet the needs of our students. If we expect our students to do it, then we all need to model it for them in our daily behavior and practice.

# Emergency Evacuation Plan / Diagram 1 Liberty Elementary School Building

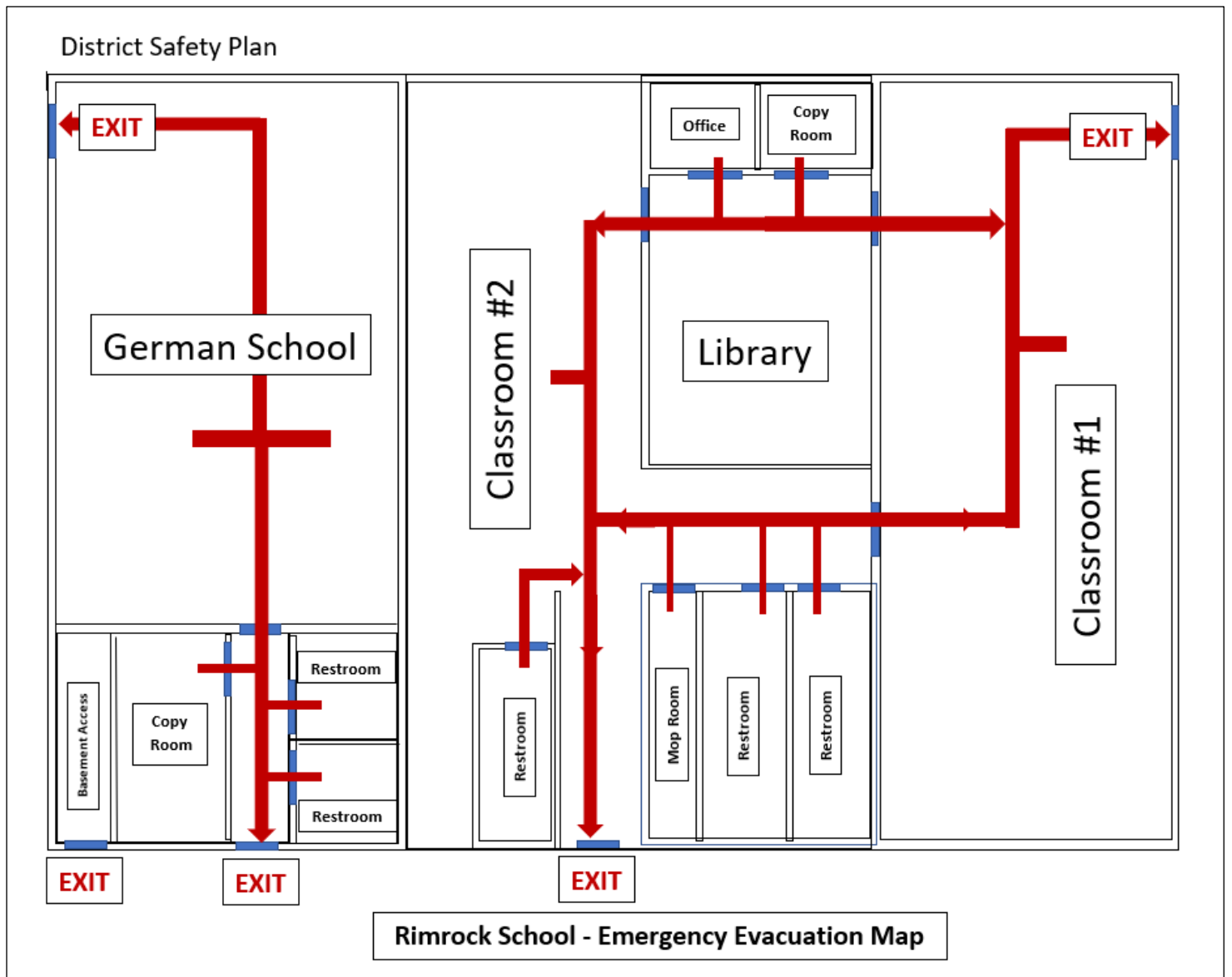




# Emergency Evacuation Plan / Diagram 2 Hillside School Building



# Emergency Evacuation Plan / Diagram 3 Rimrock School Building



# Emergency Evacuation Plan / Diagram 4 Riverview School Building

