

# HARRISON ELEMENTARY

1825 Alabama Street  
Green River, WY 82935  
(307)872-1700



## 2019-2020 STAFF HANDBOOK

*Harrison Staff Handbook Contents*

<b>Topic</b>	<b>Page #</b>	<b>Topic</b>	<b>Page #</b>
Introduction	2	Lunch Count	15
Sweetwater County School District #2 Beliefs & Goals	3	Lunchroom	15
Absences and Tardiness (Students)	4	Meetings	15
Birthdays and Celebrations	4	New Teacher	15
Books or Fines	4	Parent Teacher Conferences	15
Building Intervention Team (BIT) Referral Procedures	4-5	Parties	15
Building Security	5	Pets on the Playground and in the School	16
Children in the Classroom During Recess	5	Phone Calls and Staff Messages	16
Classroom Supervision	5	Playground Rules	16
Class Attendance	5	Professional Staff Schedules/Working Hours	16
Computer Lab	5-6	Releasing Students	16
Computer Use	6	Reporting Suspected Child Abuse/Neglect	16
Confidentiality	6	Room Care	16
Crisis Management	8	Sign-Out Sheet	17
Delegation of Authority during Principal's Absence	9	Smoking Policy	17
Discipline	9	Special Classes	17
Discrimination/Harassment Policy	9-11	Staff Conflict of Interest	17
Dress Code	11	Staff Ethics	17
Duty Assignments	11	Student Handbooks	18
Emergency Evacuation	12	Student Transportation in Private Vehicles	18
Employee Acceptable Use of Personal Electronic Communication Devices	12-13	Teacher Leave-Calling for a substitute	18
Evaluation	13	Teaming	19
Field Trips	13	Title IX/Section 504	19
Fire/Crisis Drills	13	Travel/Professional Development Requests	19
First Day of Class	14	Windows, Doors and Lights	19
Grades and Grading Procedures	14	Certified Staff Duties, Responsibilities and Professionalism Policy	19-20
Ill or Injured Children	14	General Duties and Responsibilities	20-21
Library Use	14		
Local Purchase Orders	14		
Lunch Count	15		

**TO THE STAFF OF HARRISON SCHOOL:**

*The information in this handbook is provided to all staff in order to facilitate building management, and to make you aware of routines and procedures, which govern the operation of Harrison school. Please read this and keep it convenient as a reference.*

## **Sweetwater County School District #2 Beliefs and Goals**

### **District Mission**

*Learning for All*

### **District Vision**

*Inspiring Excellence Every Day*

### **District Goals**

- . Improve Student Achievement*
- . Improve Wellness and Safety*
- . Improve Communication and Collaboration*

### **Absences and Tardiness (Students)**

If a student is developing a pattern for tardies and absences, communicate with the parents early to prevent continued occurrences. If the pattern continues, **please notify the clerk and the principal** who will also communicate with the parents. Students with 5 or more tardies or unexcused absences are subject to a letter from the office.

An 'excused absence' is one which the student's absence is determined by the principal to be permissible and occurring as a result of personal illness, a death in the family, or other such reasons approved by the principal.

### **Birthdays and Celebrations**

Students are welcome to bring treats for their birthdays. Please try to encourage children to bring snacks low in sugar and fat.

### **Books or Fines**

The school literacy resource teacher will communicate with classroom teachers about overdue books at report card time. Damaged textbooks should be assessed a penalty depending on the extent of the damage. Textbook penalties will be determined by the building principal.

### **Building Intervention Team (BIT)/Response to Intervention (RTI) Referral Procedures**

Guidelines for referring a student to the BIT/RTI will be reviewed at the beginning of each school year. We will collect data from our classroom, district and state assessments. When a child is considered "at risk" we will monitor that child. When progress (either academic or behavior) is not improving at a rate that will bring the child up to the average of the class, the teacher should contact the child's parents and let them and the building principal know there is a concern. At that time, the child should be referred to BIT so more intensive interventions can be documented and data on the individual child can be tracked. The following are guidelines for the BIT and Special Education Referral Process:

1. Assessment data and classroom data are compiled.
2. Classroom teacher contacts parents with concerns and shares the discussed information with the building principal.
3. Classroom teacher fills out a referral packet for BIT/RTI and returns it to the principal.
4. Principal or designee calls BIT/RTI meeting so the classroom teacher can discuss concerns and interventions that have been tried. Parents should be part of this team, and should be informed of all meetings from this point on.
5. BIT/RTI will generate ideas to be tried and assist the classroom teacher in compiling data and searching for research based interventions to implement. Progress monitoring should be done every week until the next meeting.
6. The team will meet again on the child in 6 to 8 weeks to discuss the child's progress (or lack thereof) and to see if (a) progress is being made at an appropriate rate, (b) another intervention is needed, or (c) testing for special education services is warranted. If the answer is "a" or "b" steps 4-6 are repeated. If the answer is "c" move to step 7.
7. The testing process is explained to the parent(s). Parental procedures and safeguards are offered and parents are asked to sign a permission to test forms.
8. A multi-disciplinary assessment team and a case manager are designated.
9. Testing and observation takes place. When completed, the case manager schedules a child study committee meeting to discuss results and make recommendations.

10. A staffing is held, with the parent, and members of the MDT, to discuss testing results.
11. If warranted, an IEP is written and signed. Time may be given to the parent to review the findings and make a decision.
12. Should the child not qualify for special education services, the child should continue in the BIT process. Once the team has established enough evidence that a child needs assistance, a BIT/RTI team would be able to override testing to qualify the child.

### **Building Security**

All exterior doors are to remain locked at all times when school is in session. Visitors will check in at the office and will be asked to provide identification if we are unsure of who they are. Visitors will be provided a building pass. It is everyone's responsibility to ask to see the pass when you encounter a visitor without one. Ask those without a pass to check in at the office.

### **Children in the Classroom during Recess**

The district asks that we not use recess as a punishment on a regular basis per our Wellness Policy. If a child must stay in because of missed work or because of behavior, please notify the principal. If you do keep a child in from recess, make sure the child is under the supervision of you or another staff member. **Do not leave children alone in the classroom.**

Children who are to stay in due to illness must have a note from home (or permission from the office if a parent has called). These students are to be sent to the office where they will sit by the front window. Please send them with a book or some kind of work to do. If a child has to stay in for more than two days we ask that a note from a doctor is presented.

### **Classroom Supervision**

You are responsible for the well-being of students in your room. They must be supervised at all times. If it is necessary for you to leave your classroom briefly, please ask a fellow staff member to cover for you.

### **Class Attendance**

Please take roll in the morning on Infinite Campus by 9:00 a.m. If you know you will be gone, please leave a class list for attendance with your lesson plans on your desk. Take roll again after lunch by 1:00 p.m. Students coming to school **before 9:10 AM** are marked tardy by the office. If a child comes to **school after 9:10 AM** he/she is counted as being absent ½ day. If a child leaves **school before 3:00 PM**, that child will also be marked absent for ½ day by the office. **After 3:00 PM**, it will be considered an early dismissal with no penalty to the child. Students must check into the office if they come late and must leave through the office if they leave early. Please ask for an admit pass or call the office if a child has come into your classroom late. Lunch count should be done on IC with attendance (see "Lunch Count").

### **Computer Lab**

The computer lab is an extension of the classroom. Classroom teachers will accompany and remain with their students while they are in the lab. Teachers will require all students to follow lab rules, work with the technology teacher or staff development aide to insure consistency, monitor correct use of equipment, and allow student use of equipment authorized by the technology staff. Do not allow any student to go in to an unattended computer lab and please keep lab doors locked when unattended.

Our literacy support teacher and instructional facilitator can be available to you during your lab time to assist with technology integration. Please ask them ahead of time if you would like assistance. The technology teacher will also be available, except when on duties and during lunch.

### **Computer Use**

Each staff member is required to read, sign and follow the “Technology Terms and Conditions” in order to have computer access through Sweetwater County School District #2. We will have a follow up training yearly to review these expectations. **All staff should read their email at least twice daily as important memos and reminders are sent via email.**

### **Confidentiality**

Students and staff have the right to confidentiality. It is vital that information regarding staff and students **not be shared**. If you need to discuss a child or a staff member it should be done privately. Please don't talk about staff, parents or students in hallways, the teacher's lounge, the grocery store, etc. Keep your conversations professional, even when someone else starts the conversation.

### **Crisis management policy**

A primary responsibility of public schools is to provide a safe and secure environment for students, employees, and the public. A standard of reasonable care under the doctrine of **in loco parentis** compels our district to establish clearly defined policies and procedures for responding to crisis. The Trustees of Sweetwater County School District No.2 Board believe it is necessary to have a comprehensive plan to deal with crisis.

A school crisis is defined as an event that threatens the safety and security of staff or students, is likely to escalate in intensity, interfere with normal functioning of the school, involve the media, interfere with learning, and/or jeopardize the school's image. It is the policy of the Sweetwater County School District No. 2 Schools to respond quickly and effectively to crisis in our schools by:

1. Developing, implementing, and periodically updating a district crisis management plan. This plan will establish a District Crisis Management Plan, provision for safe building environments and procedures, and communication with the media.
2. Development of building crisis management plans to include training for all personnel.
3. Crisis management procedures will be reviewed annually by all personnel.

Each crisis plan will include the following:

<b>PREVENTION</b>	Procedures and educational programs designed to avoid, when possible, crisis events at school
<b>INTERVENTION</b>	Procedures to prepare students and district personnel to manage and respond appropriately to crisis events
<b>POSTVENTION</b>	Post-crisis procedures to help students and staff get through the pain and trauma of the crisis, learn from the crisis,

and return to a normal, productive educational environment as quickly as possible

### **STANDARD RESPONSE PROTOCOL**

Depending on the given situation one of four different commands will be delivered:

- **Lockout**
- **Lockdown**
- **Evacuate**
- **Shelter**

Each protocol has specific staff and student actions that are unique to the action. In the event student or staff identifies the initial threat, calling 911 and administration is advised.

### **STANDARD RESPONSE PROTOCOL (cont.)**

#### **Lockout: “Secure the Perimeter”**

Students are trained to:

- Return to inside of building
- Do business as usual

Teachers are trained to:

- Recover students and staff from outside of building
- Increase situational awareness
- Take roll and account for students
- Do business as usual

#### **Lockdown: “Locks, Lights, Out of Sight”**

Students are trained to:

- Move away from sight
- Maintain Silence

Teachers are trained to:

- Lock Classroom Door
- Lights out
- Move away from sight
- Maintain Silence
- Do Not open door

- Take roll, account for students

### **Evacuate: “To a Location”**

Students are trained to:

- Leave stuff behind
- Bring their phone
- Form a single file line

Teachers are trained to:

- Grab a roll sheet if possible
- Lead students to evacuation Location
- Take roll, account for students

### **Shelter: “For a hazard using a safety strategy”**

Hazards might include:

- Tornado
- Hazmat
- Earthquake

Safety Strategies might include:

- Evacuate to a shelter area
- Seal the room
- Drop cover and hold
- Get to high ground

Students are trained in:

- Appropriate Hazards and safety strategies

Teachers are trained in

- Appropriate Hazards and Safety Strategies
- Take roll, account for students
- Report Injuries or problems, at the evacuation assembly, to first responders using red card/Green Card Method.

### **STANDARD RESPONSE PROTOCOL (cont.)**

The protocol carries an obligation. An implicit part of the SRP is that authorities and teachers tell students what is going on. While tempered at the elementary school, middle school students and above need accurate information for the greatest survivability, to minimize panic and to mitigate recovery.

### **Delegation of Authority during Principal's Absence**

Should your building principal be gone and an administrative substitute is not available, Julie Cobb and Malinda Tollefson are delegated to cover administrative duties. Should these people not be available someone else will be delegated by the building principal, a principal from another school, or the superintendent of schools for the duration of the principal's absence.

### **Discipline**

At the beginning of the school year, introduce each student to the school expectations of *kindness, safety, respect and responsibility*. This will include class discussions of what a positive learning environment should look like and how each individual should act to help make a positive learning experience. This means that children will help their teachers establish responsible rules and procedures that will lead to a responsible and respectful classroom.

A discipline problem exists when a student keeps a teacher from teaching, other students from learning, or the health and safety of others is put in jeopardy. At any time that learning is affected, or when any physical or verbal aggression is occurring, please send for help from the office or send the child to the office (call and let us know to expect this child or children if an adult can't accompany him/her to the office.)

### **Discrimination/Harassment Policy**

Policy: GBN/GDR

Sweetwater County School District 2 is committed to providing equal of employment opportunities to all individuals. It is the policy of this District to maintain a working environment that is free from discrimination and/or harassment.

The District prohibits discrimination and/or harassment by employees, supervisors, or non-employees based on sex, race, color, creed, religion, national origin, age, political belief, marital or parental status, or sexual orientation. Sexual harassment is a form of sexual discrimination, which violates Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000e, et seq., the Educational Amendments of 1972 (Title IX), 20 U.S.C. § 1681, et seq., and the Wyoming Fair Employment Practices Act of 1965. The prohibition against sexual harassment applies whether the alleged sexual harassment is between members of the same sex or members of the opposite sex.

The District is committed to taking any immediate and appropriate corrective action necessary to eliminate existing discrimination and/or harassment and its effects. The District shall conduct a prompt, thorough, and impartial investigation of all complaints of discrimination and/or harassment filed pursuant to its policies and procedures. The District is committed to taking affirmative steps to protect employees and all others who participate in the investigation of complaints of discrimination and/or harassment.

### **Discrimination/Harassment Policy (cont.)**

The District will discipline as provided in this policy and administrative regulation and considering the seriousness of the offense, any employee who has been found to be in violation of this policy, or any employee making a false malicious complaint under this policy.

The District requests students, parents, and staff to assist the Superintendent and the Board of Trustees in identifying barriers to a discrimination-free working environment in the District. Inquiries regarding discrimination and/or harassment should be directed to the designated Human Resources Administrator, 351 Monroe Avenue, Green River, WY 82935 (307) 872-8813.

### CONFIDENTIALITY

The District will respect the confidentiality of the complainant and the respondent to the extent reasonably possible and consistent with the District's legal obligations and the necessity to investigate allegations of discrimination and/or harassment and take appropriate disciplinary action when the conduct has occurred.

### **Retaliation**

The District shall discipline any individual who retaliates against any person who reports alleged discrimination and/or harassment or any person who testifies, assists or participates in any investigation, proceeding or hearing relating to a complaint under this policy. Retaliation includes, but is not limited to, any form of intimidation, harassment, threats and menacing behavior, coercion, or discriminatory acts taken against any person who reports, files a complaint, or participates in an investigation conducted pursuant to this policy.

Such discipline shall be in accordance with applicable Board policies, consistent with applicable state and federal laws.

### **CONSEQUENCE FOR FALSE ACCUSATION**

A false accusation of discrimination and/or harassment under this policy can have a serious detrimental effect on innocent parties. Any individual who is found to have made a deliberate or intentional false accusation, report, or complaint is subject to discipline in accordance with this policy and administrative regulation. A finding that a claim under this policy is not substantiated after investigation does not equate to a false accusation, if the claim is made in good faith.

### **RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES**

This policy and related administrative regulation do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Equal Employment Opportunity Commission, the Wyoming Fair Employment Program, or the Office for Civil Rights (U.S. Department of Education), or from initiating civil action, or seeking redress under state criminal statutes and/or federal law.

## DISSEMINATION OF POLICY AND TRAINING

This policy shall be included in the employee handbook and shall also be available to the public on the District's website in a manner to be determined by the Superintendent and his/her designee. The District shall incorporate yearly training and education on this policy in its professional development programs.

### **Discrimination/Harassment Policy (cont.)**

Adopted: August 9, 1994  
Revised: December 13, 1994  
Revised: August 8, 1995  
Revised & Adopted: January 10, 2006  
Revised: July 19, 2006  
Revised: August 10, 2010  
Revised: February 12, 2019

LEGAL REFS.: W.S. 21-4-305. 12-4-306; 9-4-101 et. Seq.  
Wyoming Education Policies Manual, code JGD/JGE  
Title VI of the Civil Rights Act of 1964  
Title VII of the Civil Rights Act of 1964  
Americans with Disabilities Act

CROSS REF.: JGD/JGE Student Suspension/Expulsion  
JGD/JGE-R Student Suspension/Expulsion  
BDE Procedures for Conducting Hearings  
GBN Certified Staff Harassment  
GCPD Suspension and Dismissal of Professional Staff Members  
GCP Professional Staff Termination of Employment  
GDR Support Harassment  
GDPD Suspension and Dismissal of Support Staff Members

### **Dress Code**

Staff members are expected to dress according to the same dress code as students (see student hand book). We ask that you dress as professionally as possible, understanding that each of us have different styles as well as unique responsibilities. Fridays are casual, and most staff wear Harrison shirts (or a favorite sport team) and nice jeans.

### **Duty Assignments**

Teachers assigned to recess duty incur a responsibility for the welfare and safety of each child. Keep a record of when you are on duty, be prompt and be consistent with established school/playground rules. Show your duty assignment in your lesson plans in case you have a substitute in your room. All staff may have duty times during the regular school week. Supervision must be provided when children are present on the playground. Playground rules need to be consistently and uniformly enforced by all teachers. Before going outside, please pick up a two-way radio. When outside, supervisors should not stand together but locate themselves at strategic points to adequately monitor the playground activities. Since we have three levels to cover, please have one person on the top level and one or two on the middle level (one of these people should be able to see the grassy bottom playground at all times if students are allowed to go down to play on the grass).

## **Emergency Evacuation**

**Policy: GBH and GDH**

Maps for emergency evacuation are to be displayed prominently in every schoolroom where classes are held (right next to the door). These maps and procedures for evacuation must be thoroughly explained to and understood by the children. We will have an emergency drill sometime every month children are in school. We will have emergency drills of some kind every month paired with an alarm. We will let you know when the first two are, but after that, the drills will be at any time during the day/week/month.

## **Employees Acceptable Use of Personally Owned Electronic Communication Devices**

**Overview:** This policy governs an employee's use of electronic devices during the workday and during other assigned duty times including, but not limited to, instructional time, school-sponsored programs or activities, meetings, in-service training, parent/teacher conferences, or any other time where there is a reasonable expectation of quiet and/or attentiveness.

The possession and use of personally owned electronic communication devices by District employees is appropriate. The District is not responsible for any damages that may be incurred to personal devices. Each user is responsible for taking reasonable precautions to ensure he or she does not introduce viruses into the Districts' network. All personal devices used within the District are required to have virus protection that is kept up to date in order to protect the District.

**Definitions:** An 'electronic communication device' includes cellular and PCS telephones, camera telephones, Personal Digital Assistants (PDAs), two-way radios or video broadcasting devices, pagers, and any other device that allows a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information (i.e. iPads, iPhones, Chromebooks, cell phones, Android devices). Personal laptops must be approved by the Technology department and must have an up to date virus protection.

**Description:** Employees are expected to use electronic communication devices in an ethical and responsible manner, and in compliance with all applicable federal, state and local laws and regulations. Employees are also to refrain from subjecting others at school and at District- or school-sponsored activities from video or audio capture, recording, or transmission of others' words or images without express prior notice and explicit consent for the capture, recording or transmission of such words and images. Employees may carry and use personally owned electronic communication devices on school property subject to rules and regulations promulgated by the Board of Education. Employees who violate this policy may be subject to disciplinary action.

Electronic communication devices should not be used during scheduled work hours and Extra Duty Contract hours except under the following conditions:

- when being used for instructional purposes
- during school-related emergencies or school-related situations that require prompt communication to ensure health and safety
- with pre-approval from the Superintendent, the building principal or designee
- during normal break times, lunch times and preparation times

Employees operating a school bus, or any other District-owned or leased vehicle, are prohibited from operating the vehicle while using an electronic communication device, whether personally owned or District-issued, except

- during an emergency situation

- when the school bus or other vehicle is parked
- (after stopping the vehicle) to call for assistance if there is a mechanical breakdown, other mechanical problem, or if student information is needed

If a phone rings while you are driving a District vehicle, do not answer it immediately. Pull over safely and stop the vehicle.

Adopted: May 11, 2010; Revised: May 10, 2016

**Evaluation:** Evaluation by principal following established timeline.

### **Field Trips**

Field trips need to be pre-approved by your building principal. All approved transportation requests for field trips must be submitted to your school secretary at least 10 school days prior to the field trip. **All field trips must be connected to a district standard**, which should be documented on the transportation request. See district guidelines for “School Sponsored Trips” should you wish to request an out of state trip. You must notify food service at least 10 school days in advance when your students won’t be eating school lunch, and (if possible) four weeks in advance if you will be requesting school sack lunches.

### **Fire/Crisis Drills**

Teachers need to familiarize themselves with all evacuation routes prior to having students.

- When the alarm sounds classes should wait for the announcement from the office for direction of which drill/evacuation we are performing.
  - The class should follow the first person out of the door to the designated place (away from the school)
  - The teacher should close the windows and door(s) and turn off all lights.
  - The following teachers are responsible for checking restrooms:
    - Downstairs Boys: Ms. Trujillo-Hamel
    - Downstairs Girls: Mrs. Clingenpeel
    - Upstairs South Boys: Mrs. Noble
    - Upstairs South Girls: Mrs. Heiser
    - Upstairs North Girls: Mrs. Krysl
    - Upstairs North Boys: Mrs. Hower
- Restrooms near Office: Office Personnel  
 Kindergarten Teachers will check Kindergarten Classroom Restrooms
- When the students reach the assigned area, the teacher is to call roll to account for each child.
  - Do not re-enter the building until the all-clear signal is given.
  - Special teachers should stay with all students under their supervision at the time of the drill.
  - If a hall is blocked or if a door is locked, go to the nearest alternate exit on your own.

**See the crisis management packet for instructions on additional drills. These will all be covered in staff meetings throughout the school year.**

### **First Day of Class**

On the first day of school following introduction and assignment of seats, please include time for the following items: hand out and discuss the contents of the student handbook, go over playground rules, and explain emergency exit procedures. Please be sure to inform your students of the procedure to exit from the lunchroom and the media center. Review Harrison expectations of *being kind, safe, respectful and responsible*. Special teachers please take time to teach exit procedures during the first meeting with each of your classes.

### **Grades and Grading Procedures**

Keep your grades current and posted on Infinite Campus. If you know of parents who do not have internet access, please send copies of their child's grades throughout the quarter.

**Grades for Transfer Students:** For grading purposes, a transfer student must be enrolled in Sweetwater County School District #2 for 20 school days in order to receive grades at the end of the current nine-weeks. If enrolled longer than 20 days, grades will be averaged into previous school grades, if available, and entered on the report. Otherwise, the previous grades will be given. Conferences will still be provided to parents of new students and any data we have on the child (DIBELS, MAP, etc.) should be shared.

### **Ill or Injured Children**

Injured or ill children should be sent to the office for treatment. If you suspect a serious injury, do not hesitate to contact the office for assistance rather than taking the child to the office. Two way radios are located in room **200 (Office), 201 (Principal's Office) and the computer lab**. Please grab these on your way out to duty. All calls to home due to an illness need to be made in the office or nurse's office. Please use common sense when deciding whether or not to respond to a child's request to visit the nurse or get an ice bag. Many seem frivolous and can be a waste of time, but sometimes that extra attention can make the child's day go better. ☺

### **Library Use**

The library is available for teacher use whenever classes are not in session in the library. When the library is not attended by a librarian or aide, do not send your children to the library without an adult. Our library is not secured so it is important to teach your students that they should only be there with an adult.

### **Local Purchase Orders**

Local purchase orders are obtained through the office. The white must always be returned to the school office. Local purchase orders are good only with vendors who charge school district purchases and may only be written for orders in the amount of \$500.00 or less. The building secretary has a list of approved vendors. These must be pre-approved by your building principal.

### **Lunch Count**

Lunch count is to be turned in with your attendance on Infinite Campus. Lunch is the number of students that are going to eat the main meal. Yogurt will no longer be available as an additional choice. Adult is the number of adults in the room that will be eating school lunch.

No children will be allowed to go home for lunch without written permission from their parents on file in the office. They will not be released to go without an adult (with parental permission) to accompany them.

### **Lunchroom**

In the lunchroom children are asked to be considerate of those around them. They may talk in the lunchroom, but must stay in their seats until their class is dismissed. Children should raise their hand at their seat when they are through eating and then ask to scrape their trays. The duty person(s) will check their area to make sure it's clean. Students will visit quietly at their seats until their class is dismissed.

### **Meetings**

Staff meeting dates and times will be posted on your Harrison Calendar. Staff members are expected to attend all general staff meetings unless otherwise excused by your building principal. Those on morning duty should leave when the morning bell rings at 8:25 and those on bus duty should come after all students have left the school.

Certified staff may also be asked to attend BIT/RTI meetings and special education meetings, school wide staff development meetings and teacher staff development days.

### **New Teachers**

New teachers will be assigned to a mentor who will guide, teach, encourage, and support them through an orientation period. This will include, but not be limited to, use of equipment, familiarity with facilities, introduction to staff, where to locate things, and general routines and procedures. Responsibilities and expectations of new teachers and mentors will be discussed at the mentoring meetings throughout the school year.

### **Parent Teacher Conferences**

This year fall conferences will be the evening of Tuesday, October 22<sup>nd</sup> and Wednesday, October 23<sup>rd</sup> and spring conferences will be Tuesday, March 10<sup>th</sup> and Wednesday, March 11<sup>th</sup>. Appointments will be available for parents who are unable to attend an evening conference. Friday, October 25<sup>th</sup> and Friday, March 13<sup>th</sup>, schools will be closed to accommodate for the evening hours teachers have facilitated to meet with parents.

### **Parties**

Classrooms will celebrate three building wide parties: Halloween/Fall, Christmas/Winter, and Valentine's Day. Party times will be determined by the classroom teachers and shall not exceed one hour in length. **Please let the office know the times of your classroom parties.**

### **Pets on the Playground and in the School**

Occasionally, we have problems with pets in the play area. If any dogs or cats (or other random creature) are on the playground, report it to the office immediately. The Green River Animal Control Officer will be called. No animal should be brought for “Show and Tell” unless a parent can bring it and take it home afterwards. Due to allergies to pet hair, we ask that these “Show and Tell” days happen when the weather is good and they can be held outside.

### **Phone Calls and Staff Messages**

Personal long distance calls are your responsibility. **Log all calls to parents in the Contact Login Infinite Campus so we can document contacts.** Training for this will be provided. Log both positive and negative contacts.

**Unless it is an emergency, you will not be interrupted during class time to take a phone call.** Messages will be delivered at your prep time or before the end of the school day.

### **Playground Rules**

Playground rules are listed in the student handbook. Be sure to review the rules with your class. Make sure new children in your class also become familiar with the rules. When on playground duty, enforce all the rules listed and be consistent. We need the cooperation of both teachers and children.

### **Professional Staff Time Schedules/Working Hours**

As per Board Policy File: GCJ, all teachers must be in the building 30 minutes before school starts and stay at least 30 minutes after school is dismissed unless leaving the building to attend a district meeting or district activity at another site. Unless you are directed otherwise, paraprofessionals report at 8:15 a.m. and can leave at 3:45 with one 15-minute break and a 30-minute unpaid lunch.

### **Releasing Students**

**All** releases must go through the office—**no exceptions**. See student handbook.

### **Reporting Suspected Child Abuse**

Wyoming State Statutes require any person having reasonable cause to believe that a child under the age of eighteen is or has been the subject of child abuse as defined, shall report the matter to the administrator, social worker, counselor, or school nurse. Should a report be filed, the building principal **must** be informed of the incident.

### **Room Care**

Children are expected to pick up the mess they make. If glue, paint, milk or any other substance that can stain the carpet is spilled in your room please have someone notify the custodian to clean it immediately.

Please use the Gaffer’s Tape (see custodian) if you are going to tape out areas on your carpet. This tape does not leave permanent adhesive on the carpet and is easily removed.

### **Sign-Out Sheet**

The office has a teacher sign-out sheet for you to record your early departure on when you must leave the building before 3:55 PM. Before signing out, please clear your departure with the principal if you are leaving during the contract day.

### **Smoking on School Premises at Public Functions and Smoking on School Premises by Staff Members:**

Smoking or the use of electronic cigarettes (e-cigarettes) and the use of tobacco products shall be prohibited on school district property. This shall include school buildings, grounds, and school owned vehicles.

Revised: September 10, 2013

### **Special Classes**

Specials will begin immediately the first day and will go to the end of the school year, unless approved by the staff and building principal.

### **Staff Conflict of Interest:**

No employee of the district shall be interested in any way directly or indirectly in the sale of any supplies or services to the district.

Adopted: September 1978

### **Staff Ethics**

All District employees serve as role models to students and, as such, are expected to model positive, healthy human behavior and relationships that are emotionally, physically and intellectually safe. Such safe and healthy relationships are to be evidenced by Staff through appropriate boundaries in their relationships with students on and off District property, appropriate usage of technology, and respectful interactions with others. For purposes of this policy, Staff includes any District employee, including administrators, certified staff, and support staff. Staff have a responsibility to maintain an atmosphere conducive to learning, modeling self-control, understanding, respect and cooperation. Staff should be professional at all times in their relationships with other staff members, students, and student guardians. For purposes of this policy, professionalism means the display of respect and work ethic, within our job roles and throughout our work hours, to teach, model and encourage honesty, productivity, the honoring of confidentiality, and the acceptance of differences. Staff have an ethical responsibility to model appropriate dress, manners, and behavior on school property and while performing school duties. Staff are responsible for maintaining student discipline and shall be treated with respect by students at all times. At school or school-related activities, students will not address Staff on a first-name basis. Although it is desirable that Staff have a sincere interest in students as individuals, partiality and impropriety are to be avoided. Inappropriate involvement with individual students should be avoided regardless of whether or not the student may have "consented" to such conduct. Such conduct is not compatible with professional ethics. Staff shall use good judgment in their relationships with students, both inside and outside of the school environment. Unethical behavior can be reported by visiting the Lighthouse Services website at <http://www.lighthouse-services.com/sw2> or by calling Lighthouse Services at 877-472-2110. Any staff member who engages in prohibited conduct under this policy may be subject to discipline, up to and including termination of employment, subject to all applicable due process rights.

Revision Adopted: August 9, 2011

## **Student Handbooks**

Please go over information contained in the Student Handbook early in the year. Feel free to refer to them frequently. Please refer to this handbook for the following information:

- Curriculum and class offerings
- Visitors
- School hours
- Student leaving school grounds
- Student absences and excuses
- Administering medicine
- Behavior expectations
- Severe behaviors, harassment, intimidation and bullying
- Weapon policy
- Transfer policy
- Student dress code
- Care of school property
- Professional disclosure statement (NCLB)
- Student withdrawals from school
- Student use of phone
- Report cards
- Students bringing things to school
- Playground, bike & scooter rules
- Food Service
- Transportation

## **Student Transportation in Private Vehicles**

District Personnel shall not transport students in personal vehicles at any time. File: EEAE

## **Teacher Leave-Calling for a substitute**

If you are ill, please **call the substitute hotline (872-8819) as soon as possible**—call the night before if you know you will not be able to come in the next day. If you call in the morning, please do so by **6:30 AM** or as early as possible to better the chances of getting the right substitute for you. Also, please contact the school secretary or the building principal so that a person knows that you will be gone.

Your building principal must approve all personal and professional leave requests. Please request them as soon as the dates are confirmed. Forms are available in the office. Personal leave can be declined if no substitutes are available, or if shorter than 3 days is given for the request.

## **Teaming**

All teachers are expected to be a part of the educational team at Harrison and teaming is expected and encouraged. Teaming is the intentional focus on the task of teaching the District Curriculum by planning together, and using the District adopted Instructional Process and working with other teachers in the building and throughout the district to provide opportunities for students to exceed.

## **Title IX/Section 504**

District #2 pledges to comply fully with the provisions of Title IX and Section 504. The District designated the Human Resource Director and/or his /her designee as the Coordinator for Title IX and the Special Services Director for Section 504. Title IX questions or complaints should be directed to the Office of Human Resources at (307) 872-8813. Section 504 questions and complaints should be directed to the Director of Special Services Office at (307) 872-5503.

## **Travel/Professional Development Requests (When not involving students)**

Travel for Professional Development outside of Green River must be approved initially by your building principal. Staff members must fill out a Travel/Training Authorization Request (available through your building secretary). Once this form is completed and approved by your immediate supervisor it should be sent to the budget administrator who will be paying for the PD (i.e. Curriculum Director, Director of Special Education, etc.) The budget administrator will approve the request and send it on to Kathy Huber at Central Office. Kathy will take care of all travel arrangements (i.e. means of transportation, hotel, conference or course fee, etc.). She will send you the documents for the trip once they are arranged. If the request is not approved, your principal will notify you.

## **Windows, Doors and Lights**

It is imperative that all windows and doors be locked at the end of the day. Lock your classroom door at the end of the day when you leave. The front doors must be checked when leaving the building after hours. Please turn off lights every time you leave your classroom and/or other rooms in the building.

## **Certified Staff (Non-Administrative) School Board Policy**

Harrison Elementary follows School Board Policy File: GCAG for Duties, Responsibilities and Professionalism of Teachers.

## **Terms of Employment**

Professional contract issued stating length of contract.

Working hours: Contract employee

**Assignment:** Employees shall be assigned to a position that fits the needs of the District in accordance with their Wyoming Teacher Certification endorsements. Assignments may be changed by the Superintendent or designee whenever the best interest of the district will be served (Policy GCI).

**Activity Assignment:** A certified teacher could be assigned to an extracurricular activity if no suitable candidate can be located through a district employment search. Only certified employees will be assigned to positions requiring certification.

**Salary Schedule:** As per Current Professional Salary Scheduled based on 185 days per year.

**Education Requirements, Certifications, and Endorsements:** All certified employees will have valid Wyoming Professional Teaching Standards Board certification with endorsement(s) in their assigned field(s) of teaching. It is strongly encouraged that teachers placed at the seventh and eighth grade level have a subject area endorsement that matches their major teaching assignment.

**Essential Skills and Knowledge:** Interpersonal communication skills; Oral and Computer hardware and software application.

**Purpose:** To provide instruction or services to the students of Sweetwater County School District No. 2.

**General Duties and Responsibilities:**

Certified employees shall:

- Look directly at the principal for rules and suggestions covering all normal school procedure and activities.
- Not absent themselves from school without the approval of the principal. Teachers, who have planning periods shall remain in the building in which they teach during this time, unless explicitly excused by the principal or the principal's designee.
- Abide by the policies and regulations of the Board of Trustees.
- Be responsible for the care, instruction, and discipline of pupils in their charge as assigned by the principal.
- Be responsible for carrying out policies and regulations pertaining to pupil conduct as directed by school handbooks.
- Report promptly to the school administrator or designee any serious accident, illness, or suspected abuse affecting any child in their charge.
- Prepare and submit all required records.
- Be prepared for daily lessons or services and provide lesson plans if requested by the building principal.
- Administer evaluation of pupil achievement.
- Participate in curriculum and building in-service programs.
- Attend staff meetings as directed by principal.
- Participate in close supervision of halls, rooms, bus loading, cafeteria, and playgrounds as directed by building principal.
- Compile an inventory of books, supplies, and other equipment as directed by the building principal.
- Assist in the planning and evaluation of curriculum and assessments.
- Notify building administrator of absence due to illness or emergency as directed in the handbook.
- Follow building procedures (in handbook) for scheduling parties, activities, field trips and schedule transportation services through the Activities Office of the District.
- Not furnish student or district employee names and addresses to anyone but school officials. Exception: Student names (not addresses) for valentines.
- Follow building procedure for release of students from class or building.
- Use and distribute items from commercial advertising only as approved by the Superintendent or building administrator.
- Follow the chain of command for complaints and grievances (Policy GBM).
- Complete a physical examination at the request of the Superintendent.
- Be encouraged to discuss their problems with the Superintendent. No teacher should approach the Superintendent without having first consulted the principal unless following a specific policy, (i.e. sexual harassment). Any complaint or grievance that a

teacher may have, that merits the attention of the Board, shall be submitted through the Superintendent. This provision shall not be construed to deprive any teacher of a hearing before the Board.

Adopted: July 20, 1994; Revised: 12/11/2007