

**Roosevelt Elementary School**

**2018-2019**

**Staff Handbook**



(Staff must also refer to the Parent/Student Handbook for more information)

## **NEW TEACHERS**

All new instructors and those who renew their teaching certificates must provide a photocopy for their teacher personnel file prior to the first day of school. Also, all new teachers must provide the office with an official transcript of all college work.

## **LANE CHANGES**

The office would appreciate a letter of intent before April 15 if the instructor intends to take summer classes that would result in a lane change the following year. A teacher who qualifies for the salary increase due to additional coursework will provide an official college transcript(s) to verify this claim. This will be done no later than the first Friday in September so that the salary increase will be included in the September paycheck.

## **SCHOOL DAY**

School begins at 8:20 A.M. Buses arrive at approximately 8:00 A.M. Staff members will be in the building by 7:55 A.M. and when possible, in their classroom by 8:05 A.M. School dismisses at 3:15 P.M., staff members are free to leave the building at 3:45 P.M. Monday thru Thursday and Friday after the buses have left. However, an instructor shall be available as late as 4:00 P.M. if students request extra help, if parents wish to visit with him/her, if meetings are called, etc.

Students will go to their classrooms at the 8:20 A.M. bell. Those arriving later than 8:25 will be marked tardy, unless arriving on school buses that are late.

## **GRADES**

Grades are to be entered regularly into the electronic grading system. All grades need to be up-to-date by 9:00 A.M. on Monday morning when grades are checked in the Principal's office.

## **FIELD TRIPS**

A normal school day is considered one in which all students are in their assigned classrooms being instructed by their assigned instructors. A normal school day is a major priority of this school district. Requests for field trips should be made as far in advance as possible. Be prepared to justify the educational benefits of the proposed field trip.

## **CLASSROOM**

The following minimum procedures should be in effect in all classrooms:

1. It is preferable that students be assigned seats.
2. The classroom atmosphere should be orderly and constructive. Class activities should be arranged so that all students can be closely supervised.
3. Teachers should be in the classroom at all times when students are present. If you must leave, ask another teacher or administrator to watch students while you are gone.
4. Students should be organized so that they do not need to leave class to get materials from their locker. Students are to bring books, materials, and classroom assignments; and they are expected to utilize time wisely.

### **INVENTORIES**

Inventories are to be brought up to date as soon as a teacher has accounted for new materials in the fall. They are to be rechecked again in the spring. These inventories are kept in electronic form on the teacher's computer with a printed copy given to the office when requested to be kept on file in the general office.

### **REQUISITIONS**

Requisitions for the next school year will be turned in to the office by the last day of the current school year. Requisition forms are available in electronic format and are to be submitted by attaching them to an email to the office. These forms must be filled out completely before they will be accepted.

### **PURCHASES**

The superintendent or principal will approve all purchases. A school staff member must sign for all items purchased for school use. Teachers should be organized so that emergency purchases during school hours are held to a minimum.

### **KEYS**

Each instructor is responsible for his/her keys. Record all keys with the school secretary. NEVER lend keys to students. If a set of keys is lost, report it to the office immediately.

### **LESSON PLANS**

Each instructor is required to prepare all lesson plans for their own use and the possible use by a substitute teacher. Plans are to be in an easily located area on or near the instructor's desk at all times. **A general lesson plan of the week's work will be posted on the teacher's web page under each teacher.** Teachers need to use the ND content standards and will use them as the primary basis for their lesson development.

## **BOOK DISTRIBUTION**

All textbooks will be numbered. Record the number of the book and the condition of the book beside the name of the student. This information will be used to determine whether or not a student should pay for a mutilated book at the end of the year.

## **DETAINING STUDENTS**

Teachers are asked not to detain students after class so that they are not late for their next class. If a student is detained, the teacher should issue a pass for the student to be admitted to the next class.

## **PROFESSIONAL RELATIONSHIP**

Staff members are asked to be consistent and professional in their relationships with students. If all teachers require similar standards of behavior from students, the consistency that results benefits everyone. Students and staff are to show respect toward each other with any disciplinary actions being handled in a private manner. There should be little reason to ever yell at a student or use condescending or belittling remarks directed toward them. Sarcasm used with a student is never acceptable. Staff members should always be respectful and professional to each other. Never be less in front of students.

## **SUPERVISION**

Staff is expected to assist with the supervision of halls, playground areas, lunchroom and assist with some tasks such as the Fresh Fruits and Vegetables program. The assignments for these supervision times are listed on a chart at the beginning of the school year.

## **ASSEMBLY SUPERVISION**

Supervision at events such as pep rallies, lyceums, and other group events is to be shared by all instructors. Be sure to sit with your homeroom students when attending an assembly. Other staff **will attend** assemblies **and sit** with students to assist with supervision.

## **ACTIVITY SUPERVISION**

The Principal will be assigned the over-all responsibility of supervision of most school-sponsored activities. There may be times that some teachers are asked to assist with this overall supervision if the Principal is unavailable. Teachers will be admitted free of charge to all Roosevelt functions. Staff members will again be asked to assist in selling tickets or working concessions for Co-op games in Flasher by signing up for a couple of games. Staff will be paid by Flasher for their ticket

selling. Staff who assist with at least three games will earn activity passes for Co-op Volleyball and Basketball games.

### **ATTENDANCE**

Regular school attendance is essential if a student is to gain the maximum benefits offered by this school. When a student must be absent from school, parents are asked to inform the school in advance or as soon as possible. The office, between 8:30 and 9:00 A.M., will make telephone calls if a student is absent and a call has not been received from a parent. Students are allowed two days to complete work for the first day missed and one day thereafter for each day missed. EXAMPLE: If a student has an excused absence on Monday, all work must be completed by the beginning of class on Thursday. This does not apply to work previously assigned. Work previously assigned is due upon return. Tests previously assigned are to be taken upon return as well, with no waiting period.

### **STUDENT CHEATING**

A student found cheating will receive a zero on the test or assignment. If cheating occurs a second time, the student will receive a zero and a meeting will be arranged with the parents before the student is allowed back into class. Notification of the cheating will be given to the parents each time.

### **SEMESTER TESTS**

Any teacher may choose to give a semester test if they feel it will be of benefit to the academic success of their students. These grades are weighed the same as any chapter or unit test. Any semester tests given will take place during the regular classroom hours and should be designed to assess students' understanding of course material and not just memorization material.

### **CARE OF SCHOOL PROPERTY**

The general responsibility of keeping the building and grounds in order is in the hands of the custodian. However, staff members can help by observing a few simple rules.

- a. Students are not to write or mark on desktops or any other school property.
- b. Be sure waste paper is picked up and discarded at the end of the day.
- c. Watch for students leaving black marks on the floor.

### **PUBLIC REVIEW OF PERSONNEL FILES**

The public may seek review of the personnel files with the Administrator.

- A. The review of personnel files must be in the presence of the Administrator.

- B. The review will be during working hours.
- C. The staff persons involved will be notified of the process prior to review and may be present.

### **RIGHT TO REVIEW MATERIAL IN PERSONAL FILE**

If a teacher believes that any material placed in his/her file is inappropriate or in error, he/she may seek to review the placement of such material in the file.

### **PREPARATION PERIOD**

Preparation periods must be spent in school unless permission to leave the building is granted by the principal. Requests to leave the building should be kept to a minimum. If you must leave the building, be sure to sign out on the sheet in the office before leaving.

### **FUND RAISING**

The Superintendent must approve all fund raising projects. Any gambling type of fund-raising will not be allowed. Also discouraged is the use of projects that require people to give out their addresses or other personal information.

### **FREE EDUCATION**

When asking students to bring things to school for any purpose, please consider the state law pertaining to free education. The school must provide all materials necessary for a proper education with the exception of items used in a personal project, which the students take home when completed. Other exceptions are personal property such as physical education clothing, paper, pencil, etc.

### **PROFANITY**

No profanity in oral or written language, action, or inference will be tolerated. This applies to all school employees and students.

### **PHYSICAL EDUCATION**

All students in physical education classes should wear appropriate clothing (see student handbook). Shoes worn on the gym floor cannot be shoes that are also worn for street shoes unless it can be shown to the instructor's satisfaction that they are clean enough to not harm the gym floor. Physical education classes will be held outdoors when weather permits and deemed appropriate.

## **STAFF WORKROOM**

The staff workroom is for staff use, please use it wisely. A professional atmosphere should prevail in this area. It is important to help keep this area as neat as possible during the working day. Staff may be asked to assist with the upkeep of this area. The phone that is in this area can be used by any staff member and should be used instead of the phone in the office area.

## **LONG DISTANCE CALLS**

All school related long distance calls are to be logged in the main office with the school secretary. Please organize so as to keep these to a minimum. All other long distance calls will be billed to the caller.

## **PROFESSIONAL CONDUCT**

As a professional, it is important to maintain the highest standard of professional conduct. Please try to keep a positive attitude about school. However, if a problem does arise, follow the chain of command (Attachment I) to resolve the issue. Open communication is the best tool educators have as a resource. If you have an issue with a staff member, discuss it with that person. If you can't resolve the issue, then take it to that person's supervisor. If it still doesn't get resolved, take it to the next person in the chain of command. Unless the complaint involves a discrimination or harassment claim, the Superintendent has the final resolution of a complaint (unless the complaint is about the Superintendent; then, it should go to the Board President). For a discrimination/harassment complaint, the Board has final resolution.

## **DISPENSING OF MEDICATION**

Teachers and school employees are not to give any medication to students without written permission of parents. In emergencies, a school administrator will call parents and receive verbal permission to give medication. All medicines will be dispensed from the main office.

## **DRESS / APPEARANCE**

All teaching staff are to dress in a professional manner. Jeans Friday, or the last school day of the week, will continue as part of the dress option. Staff appearances should conform to the wishes and the consensus set by staff members. Any methods of appearance that are distracting to the school environment will not be allowed.

## **CHURCH NIGHT**

No school activities are to be scheduled on Wednesday evening after 6:00 P.M., as this is reserved for church activities. Church activities will take priority.

## **JURY DUTY LEAVE**

Any teacher called to serve on jury duty shall be permitted to fulfill his/her obligation with pay. However, any compensation paid the juror shall be turned over to the school district. Expenses incurred and reimbursed by the Court for jury duty remain the property of the teacher.

## **ACTIVITY BUS**

Groups using the school activity bus are asked to schedule this with the Principal in advance to avoid conflicts. Each supervisor is responsible for having the bus cleaned no later than noon the day after it has been used. Only fully qualified drivers will be allowed to drive the bus. To be fully qualified, the driver must possess a CDL with Passenger endorsement for buses over 14 passengers and a Class D license for buses/vehicles that are 14 passenger or lower. All drivers should possess a good driving record, have a current physical on file with the office, and attend an annual bus driver workshop.

## **SCHOOL CANCELLATION**

If inclement weather, mechanical failure, etc. cause cancellation of school, staff members will be contacted by and participate with the Alert Now System. It will also be aired on KFYZ & KXNET TV Stations and will be posted on the school web site as early as possible.

## **SUBSTITUTE TEACHERS**

Substitute teachers will be provided whenever possible. When substitutes are not available, regular teachers will be asked to fill in during their preparation time for which they will get paid the substitute rate of pay.

## **MANDATE AGAINST ABUSE OR NEGLECT**

The Roosevelt Public School District shall maintain a policy prohibiting abuse or neglect by school employees. Although legally permissible under certain circumstances (Section 12.1-05-05 NDCC), the use of physical force will generally not be recognized as a viable means of dealing with student misconduct in the district. If a school employee is suspected of abusing or neglecting a child, the school



district shall make a report to the County Social Service Board or in the area Social Service Center/Human Service Center.

### **POLICY IMPLEMENTATION**

The ROOSEVELT PUBLIC SCHOOL DISTRICT will provide appropriate in-service to all school employees on the subjects of identifying and reporting children suspected of being abused or neglected. The superintendent or his/her designee shall distribute annually to all school employees copies of the district's procedures for reporting suspected child abuse or neglect and the North Dakota Child Abuse/Neglect Reporting Form.

### **REPORTING PROCEDURE**

If a school employee suspects that a child's health or welfare has been or appears to have been harmed as a result of abuse or neglect, he/she shall immediately make an oral report to the school administrator or his/her designee. In addition, the school employee shall make an oral report to the County Social Service Board or the Area Social Service Center/Human Service Center pursuant to North Dakota Century Code 50-25.1-04. Within 48 hours after making the oral report, the school employee initiating the report shall submit a completed North Dakota Abuse/Neglect Reporting Form to the County Social Service Board or the Area Social Service Center/Human Service Center.

### **REGULATIONS**

It is very important that all teachers abide by the school regulations. If some teachers enforce rules and others do not, students will play one teacher against the other, comparing classroom procedures and questioning everything a teacher does which is stricter than that allowed by lenient teachers. If all teachers follow the regulations of the school, students will receive the consistent treatment that is desirable in most educational situation.

### **TOBACCO-FREE**

The Roosevelt Public School is tobacco-free, including all buildings, grounds, and vehicles.

### **ALCOHOL AND DRUG ABUSE POLICY – EMPLOYEE**

The school has a clear responsibility to maintain an atmosphere that will promote a quality-learning environment. The misuse of alcohol and other drugs by an employee may endanger the safety and well-being of all other employees and all students. It is necessary that school employees be made aware of the danger inherent in making unwise choices about chemical use. Further it is the

responsibility of the school to intervene when the school's learning environment or the employee's ability to perform assigned duties is threatened.

Therefore, the School Board of this district supports the strict enforcement of the following alcohol and drug policy:

1. The unlawful manufacture, distribution, dispensing, possession, or use of alcohol or any illegal drug is prohibited in any building belonging to or used by this district, or on the grounds of any such building or on any property or in any vehicle belonging to the district or at any school-related activity.
2. The District will form an Advisory board of school staff, students and parents (appointed by the superintendent) to create and oversee long range programs to bring about student and employee awareness and understanding of the dangers inherent in the use of alcohol, tobacco, and controlled drugs and provide information about drugs and alcohol counseling and rehabilitation programs available to students and staff.
3. The District will provide an employee assistance plan as a service to employees of the school in overcoming problems that may jeopardize continued employment and health. This service will provide information for counseling and treatment referral so that employees may seek and get counseling on alcohol and drug matters at any time without fear of reprisal and with assurance of the confidentiality of the counseling. Providing information for referral or treatment when needed should be a constructive and not a punitive action. The employee will be responsible for any costs associated with counseling and treatment.

### **PROHIBITED ACTIVITIES**

It shall be against school policy for any school employee:

1. To possess, procure, purchase, or receive, or attempt to possess, procure, purchase, or receive any illicit drugs or alcohol while in the school building, on school grounds, in a school vehicle or as part of any school activity.
2. To be under the influence of alcohol or illicit drugs (legal intoxication not required) while in the school building, on school grounds, in school vehicles, or as part of any school activities.
3. To sell, deliver, or give, or attempt to sell, deliver, or give to any person any illicit drugs or alcohol while in the school building, on school grounds, in school vehicles, or as part of any school activities.

### **SANCTIONS**

1. When behavior that may indicate misuse of alcohol and drugs is observed a "Record of Behavioral Data" will be completed by the supervisor. The supervisor will not attempt to make allegations or diagnose behavior beyond observed and reported behavior. The report will be turned over to the Superintendent.

2. When accumulated information indicates that the employee is in possession of, has procured, purchased, or received any illegal drugs and/or alcohol on school property, in school, in school vehicles, or while at any school activities, the superintendent will be notified. The superintendent will conduct an investigation that will include an interview of the employee at which time the employee will be asked to comment on his/her use of drugs or alcohol. The employee will be referred to the counselor. The Employee Assistance Plan may be utilized.

3. When an employee is found to be using or under the influence of alcohol or illegal drugs in the school building, on school grounds, in a school vehicle, or in any school activities, the superintendent will be notified. The superintendent will conduct an investigation that will include an interview of the employee at which time the employee will be asked to comment on his/her use of alcohol and drugs. The superintendent may refer the employee for a chemical dependency diagnostic interview (and treatment, if the report of the diagnostician indicates a need for treatment) or he/she will have the counselor make the referral. This diagnostic interview and possible treatment will be a requirement for continued employment. The Employee Assistance Plan may be utilized. The superintendent will write an anecdotal report.

4. When an employee is found to be distributing, dispensing or manufacturing alcohol or illegal drugs in the school building, on school grounds, in the school vehicles, or at any school activities, the Superintendent will be notified. Termination of employment will result and referral for prosecution will be made. The authorities will be notified and all illegal drugs and/or alcohol will be confiscated. The Superintendent will write an anecdotal report.

Any of these disciplinary sanctions may include a requirement of completion of an appropriate rehabilitation program.

This policy will be distributed to each employee annually and compliance with these standards of conduct is mandatory.

### **EMPLOYEE ASSISTANCE PLAN**

We recognize that chemical addiction is a treatable disease. Employees shall be allowed to use sick leave to the extent accumulated for a chemical addiction treatment if undertaken at a facility approved by the Division of Alcohol and Drug abuse of the North Dakota Department of Health. However, no employee shall be granted sick leave for inpatient treatment of alcoholism/chemical dependency more than twice.

The counselor will provide information on counseling services and chemical addiction treatment facilities.

The school will make every effort to provide supportive assistance to those employees who return after completing a therapeutic regimen, realizing that behavior change in an unchanged environment is especially difficult.

**REDUCING THE RISK OF CONTRACTING  
BLOODBORNE INFECTIONS  
(HIV AND HEPATITIS B VIRUS)**

1. Before competing, cover any open wounds you might have to reduce the transfer of blood from an open wound to another.
2. Athletes should render first aid to themselves and cover their own wounds, whenever possible. This reduces the risk of transmitting a blood borne virus from one person to another.
3. When rendering first aid to others, wear protective gloves any time blood or other body fluids containing visible blood, open wounds, or mucous membranes are involved. Clean gloves should be worn for each athlete or the recurrence of an injury with the same athlete if any practice or competition has occurred following the initial treatment.
4. If you get someone else's blood or other body fluids containing visible blood on yourself, wear protective gloves, and wipe it off with a disposable towel using a solution known to inactivate blood borne pathogens. That might be a solution of household bleach and water or a commercially prepared, EPA approved solution. Disposable towel means any type of a wipe that is designed to be used once and discarded. Proper disposal would be the use of a plastic lined container with a lid. The household bleach solution should be mixed fresh daily and should be dilution of 100 parts of water to 1 part bleach – the equivalent of  $\frac{1}{4}$  cup bleach to each gallon of water or 1 tablespoon of bleach to each quart of water.
5. If blood or other body fluids containing visible blood are present during practice or competition, play should be stopped, the injured athlete removed from the activity and given proper attention, and any contaminated surfaces should be cleaned. Any open wounds should be covered before the athlete is allowed to continue participation.
6. Wash hands with soap and water immediately after exposure to blood or other body fluids containing visible blood. The use of common towels any time during athletics is a very poor health habit.

7. Do not use common towels to clean surfaces contaminated with blood or other body fluids containing visible blood. The use of common towels any time during athletics is a very poor health habit.

8. Wash all soiled uniforms, towels, and other dirty linen in warm or hot, soapy, water. Any detergent containing bleach (chlorine or non-chlorine) would be appropriate.

9. In general, use good hygienic practices. Shower after each practice or competition using a liberal amount of soap and water. Avoid the sharing of towels, cups, and water bottles.

### **FIRE & TORNADO/DRILLS**

Fires and tornado drills will be conducted as required. The fire alarm will be used to indicate a fire or fire drill and an intercom announcement will indicate a tornado or a tornado drill. If the electricity is out, a teacher or administrator will make the appropriate announcement in the hallways. Teachers will be responsible for those students assigned to them at the time of the alarm. Plans are established for standard fire and tornado drills; however each teacher must use his/her judgment during an emergency regarding the proper exit to use if fire blocks a hallway, whether he/she should lead the children or follow them, etc. Everyone should walk as quickly as student traffic allows. **DON'T RUN!!** Remember that the time between notification and the actual disaster may be short. Everyone must react with an attitude of urgency. Someday this may save a life. Following are some special considerations for fire or tornadoes:

#### **FIRE**

1. Leave the building at the nearest exit determined by the teacher to be safe.
2. All doors and windows should be closed by teacher.
3. The first people to the outside doors should hold doors open until everyone has left.
4. Marshall all students to an area southeast of the school on the south side of the Head Start playground fence. Be sure to immediately determine if all students are present.

#### **TORNADO SHELTERING PROCEDURE**

Listen for City siren and/or PA announcement

The tornado siren is a continuous unwavering pitch or un-fluctuating pitch.

Elementary teachers—please prepare your students so that this is not a frightening experience.

### **SHELTER ASSIGNMENTS**

Everyone in the elementary building will go to the basement. Grades K-5 to the staff work room. Elementary Principal will be general supervisor of all personnel and students in the school.

Everyone in the Vo Ag area and the main office area will shelter in the bathrooms.

Everyone in the music room will shelter in the entry of the music room. All other students in the Junior High area will use the following shelters: Girls in the girls' bathroom along with all remaining female staff members. Boys in the boys' bathroom along with all remaining male staff members.

Please note that shelters are assigned by location of students rather than grades or classes of students.

The drill will begin with the sounding of the city siren and a P.A. announcement. As soon as notified, teachers should escort students to their assigned area. Everyone should walk at a brisk pace. No running! Remember that time is very important since tornadoes usually travel rapidly. Due to the critical time factor, do not take time to make special room preparation when told to take shelter. The first priority is getting to the shelter.

### **Cell Phone Usage**

Cell phones should not be used for personal business during class time or when students are present and this includes texting. Cell phones should be on silent during school hours so they do not create a disturbance during class time. Cell phones may be used for school business such as needing to call the office or principal.

### **Faculty Meetings**

All meetings of the faculty will be attended by all teachers (unless absent or having an unusual circumstance). All teachers will be informed prior to the meeting.

### **CHANGES**

If you have any suggestions for changing the regulations included in this handbook, please talk with the building principal. All suggestions will be considered and changes will be distributed as attachments to this handbook.

Best wishes for a great year and don't forget, ***"You Do Make A Difference."***

STAFF HANDBOOK ATTACHMENT I

ROOSEVELT SCHOOL DISTRICT CHAIN OF COMMAND

