

# REYNOLDS ELEMENTARY SCHOOL



TEACHER HANDBOOK  
2022 -- 2023

# **REYNOLDS SCHOOL DISTRICT**

## **MISSION STATEMENT**

The mission of the Reynolds School District is to provide an excellent education for all by all.

# **REYNOLDS ELEMENTRAY SCHOOL MISSION STATEMENT**

To develop the moral, intellectual, physical, emotional, and social capabilities of all students as a means of preparing them to function successfully in our changing society. The elementary program will facilitate the development of thinking skills, develop an awareness of cultural values, foster creativity, instill positive self-concept and provide challenges to all students through a varied learning environment.

## **DISTRICT WIDE GOALS**

1. To continue to improve the basic skills of all students.
2. To continue to improve physical and emotional well-being and self-esteem of our students.

# REYNOLDS SCHOOL DISTRICT STRATEGIC PLANNING COMMITTEE

## Belief Statements

We believe.....







1. Quality education challenges all students to meet their potential.
2. A shared vision of quality education among school, family and community is essential.
3. Education is a life-long process.
4. Education is crucial in preparation for the future.
5. Everyone is entitled to a safe, secure and supportive educational environment.
6. In continuous quality improvement in our educational system through creativity, flexibility and innovation.
7. Quality education enables student to adapt to change.
8. The school district and the community are obligated to provide the opportunity and resources necessary for a quality education.
9. Quality education requires accountability by all.
10. All students deserve equal educational opportunities.

# REYNOLDS SCHOOL DISTRICT

Approved 1/19/2022

## BOARD AGENDA CALENDAR

### January 2022-December 2022

	Regular Monthly Meeting		Reorganization Meeting		No School - tentative days off pending approval of 2022-2023 school calendar
	Agenda items due to Superintendent's Office				
	Review of agenda items with Superintendent, Business Manager & Administrative Assistant				
	Agenda Items Online				

*One Board meeting per month is scheduled; Special meetings will be announced.*

*Board monthly meetings will be held on the 3rd Wednesday at 6:00 PM;*

*The June monthly board meeting will be held on the 4th Wednesday;*

*There will be no Regular monthly meetings in July or December*

*Agenda items are due in the Superintendent's Office by the TUESDAY before agendas are uploaded.*

JANUARY						
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REYNOLDS SCHOOL DISTRICT

Approved: 02/16/2022

SCHOOL CALENDAR  
2022-2023

JULY						
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NOVEMBER						
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JANUARY						
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FEBRUARY						
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MARCH						
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APRIL						
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MAY						
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JUNE						
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July 4	Independence Day
August 22-23	New Teacher Induction
August 24	Teachers Report - Act 80 Day
August 25-26	Inservice Day - No School
August 29	First Day of School
September 5	Labor Day - No School
October 7	Inservice Day - No School
October 10	Act 80 -No School
November 11	Act 80 -No School
November 23-28	Thanksgiving Vacation - No School
December 22	Early Dismissal
December 23-Jan 3	Winter Vacation - No School
January 16	Inservice Day - No School
February 10	Act 80 - No School
February 13	Winter Break - No School
March 10	Inservice Day -No School
April 6	Early Dismissal
April 7-11	Spring Vacation - No School
May 29	Memorial Day - No School
June 2	Last day of School/Commencement

DAYS OF MONTH			
Student-Teacher-School			
AUG	3	6	4
SEPT.	21	21	25
OCT.	19	21	46
NOV.	17	18	64
DEC.	16	16	80
JAN.	19	20	99
FEB.	18	19	117
MARCH	22	23	139
APRIL	17	17	156
MAY	22	22	178
JUNE	2	2	2
	176	185	180

- Act 80 Days
- Inservice Days
- Vacation Days
- Early Dismissal Days
- End of Nine Weeks
- First/Last Day of School
- New Teacher Induction
- Mid-Term

PSSA TESTING AND KEYSTONE TESTING
PSSA TESTING April 24-28, 2023 May 1-12, 2023

- Snow Make-up Days:**
- Snow Make-up Day #1 -01/16/2023
  - Snow Make-up Day #2 - 03/10/2023
  - Snow Make-up Day #3 - 06/05/2023
  - Snow Make-up Day #4 - 06/06/2023
  - The district may use up to (5) Flexible instructional days(FID) for emergency cancellations

Keystone Testing December 5-16, 2022 May 15-26, 2023
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## 2022-2023 PROFESSIONAL ELEMENTARY STAFF

### ELEMENTARY PRINCIPAL

Amy J. Leczner

### HEAD TEACHER

Mykie Morneweck

### SPECIAL EDUCATION DIRECTOR

Scott McCaskey

### NURSE

Mrs. C. Elder

### REYNOLDS ELEMENTARY SCHOOL

#### PRIMARY LEVEL STAFF

<u>TEACHERS</u>	<u>GRADE</u>
Mrs. K. Callihan	K
Mrs. M. Ceremuga	K
Mrs. J. Heckman	K
Mrs. C. Winck	K
Mrs. E. Aretz	1
Mrs. K. Banic	1
Mrs. S. King	1
Mrs. R. Peters	1
Mr. D. Hayne	
Ms. L. Cassidy	
Ms. C. Vana	
Mr. B. Beighley	
Mr. J. Bresnan	
Mrs. T. Levis	

### REYNOLDS ELEMENTARY SCHOOL

#### INTERMEDIATE LEVEL STAFF

<u>TEACHERS</u>	<u>GRADE</u>
Mrs. D. Buckley	4
Mrs. M. Kent	4
Mrs. K. Morris	4
Dr. J. Ollila	5
Ms. M. Toth	5
Mrs. M. Shearer	5
Mr. M. Bateman	6
Mrs. L. Doddo	6
Ms. Smith	6

### SPECIAL TEACHERS

<u>SPECIAL TEACHERS</u>	<u>GRADE/AREA</u>
Ms. S. Anderson	Art, K-6
Mrs. S. Bittner	Guidance, K-6
Mrs. J. Blasko	Title 1 Reading Support
Mrs. G. Conti	Speech Language Support
Mrs. L. Donaldson	Learning Support
Mrs. G. Girt	Speech Language Support
Mrs. E. Helms	Vocal Music K-6, Band 4-6
Mrs. R. John	MCC

### SPECIAL TEACHERS

<u>SPECIAL TEACHERS</u>	<u>GRADE/AREA</u>
Miss. N. Landfried	Learning Support
<b>Mrs. L. Mangino</b>	Learning Support
Mrs. K. Mild	Physical Education, K-6
Mrs. S. Montesano	AS/ES
Ms. K. Sibeto	Learning Support
Mrs. B. Shalenberger	Title 1 Reading Support
Ms. Fiedler	Library, K-6
Ms. L. Stodolak	Title 1 Reading Support

### SUPPORT STAFF

#### SECRETARIES

Mrs. M. Lorent Building Secretary  
Mrs. L. McEwen Principal's Secretary

#### TEACHER'S AIDES

Mrs. L. Dunham  
Mrs. D. Goodemote  
Mrs. L. Griffin  
Mrs. J. Hoover  
Mrs. D. Maurer  
Mrs. S. Humphrey Giles

# Kindergarten through Sixth Grade Schedule

## Master Schedule 2022 --2023

		9:00 -9:36	9:40 - 10:16	10:20-10:56	11:10 - 11:46	11:45 -12:21	12:30 - 1:00	1:09 - 1:45	1:48 - 2:24	2:30 - 3:06	3:06 -- 3:36
<b>K</b>	CALLIHAN	ELA	ELA	T:COMPUTER LAB TH: GYM	MATH	LUNCH	RECESS	SPECIAL	COMPUTERS	SCIENCE	
	CEREMUGA	ELA	ELA	W: COMPUTER LAB F: GYM	MATH	LUNCH	RECESS	COMPUTERS	SPECIAL	SCIENCE	
	HECKMAN	ELA	ELA	TH: COMPUTER LAB M: GYM	MATH	LUNCH	RECESS	COMPUTERS	SPECIAL	SCIENCE	
	WINCK	ELA	ELA	M/F:COMPUTER LAB W: GYM	MATH	LUNCH	RECESS	SPECIAL	COMPUTERS	SCIENCE	
<b>1</b>	ARETZ	M/F: COMPUTERS	ELA	ELA	MATH	LUNCH	SPECIAL	RECESS	SCIENCE	COMPUTERS	
	BANIC	T: COMPUTER LAB	ELA	SPECIAL	MATH	LUNCH	MATH	RECESS	SCIENCE	COMPUTERS	
	PETERS	W: COMPUTER LAB	ELA	SPECIAL	MATH	LUNCH	MATH	RECESS	SCIENCE	COMPUTERS	
	KING	TH: COMPUTER LAB	ELA	ELA	MATH	LUNCH	SPECIAL	RECESS	SCIENCE	COMPUTERS	
<b>2</b>	HAYNE	M,T,TH,F: COMPUTERS W:GYM	ELA	ELA	MATH	LUNCH	RECESS	SCIENCE	SPECIAL	SCIENCE	
	LITWILER	M,W,F: COMPUTERS T: GYM	ELA	ELA	MATH	LUNCH	RECESS	SCIENCE	SPECIAL	SCIENCE	
	VANA	M-TH: COMPUTERS F: GYM	ELA	ELA	MATH	LUNCH	RECESS	SCIENCE	SPECIAL	SCIENCE	
<b>3</b>	BEIGHLEY	SCIENCE	T:GYM F: SCIENCE	ELA	LUNCH	MATH	SPECIAL	RECESS	COMPUTERS		
	BRESNAN	SCIENCE	F:GYM TH: SCIENCE	ELA	LUNCH	MATH	SPECIAL	RECESS	COMPUTERS		
	LEVIS	SCIENCE	M:GYM SCIENCE	ELA	LUNCH	MATH	SPECIAL	RECESS	COMPUTERS		
<b>4</b>	BUCKLEY	SCIENCE A	RECESS	SPECIAL	LUNCH	MATH A	ELA A	COMPUTERS			
	KENT	MATH B	RECESS	SPECIAL	LUNCH	ELA B	SCIENCE B	COMPUTERS			
	MORRIS	ELA C	RECESS	SPECIAL	LUNCH	SCIENCE C	MATH C	COMPUTERS			
<b>5</b>	OLLILA	MATH A	ELA A	LUNCH	RECESS	SPECIAL	SCIENCE A	COMPUTERS			
	SHEARER	SCIENCE B	MATH B	LUNCH	RECESS	SPECIAL	ELA B	COMPUTERS			
	TOTH	ELA C	SCIENCE C	LUNCH	RECESS	SPECIAL	MATH C	COMPUTERS			
<b>6</b>	BATEMAN	MATH A	ELA B	LUNCH	SPECIAL	MATH B	RECESS	COMPUTERS			
	DODDO	ELA C	MATH C (LS)	LUNCH	SPECIAL	ELA A (LS)	RECESS	COMPUTERS			
	TEACHER	SCIENCE A (LS)	SCIENCE C	LUNCH	SPECIAL	SCIENCE B	RECESS	COMPUTERS			



# Reynolds Elementary School

## BELL SCHEDULE

### 2022 -- 2023

Lobby Bell	8:30:00 AM		
Announcements	8:55 AM - 9:00 AM		
Period 1	9:00 AM - 9:36 AM		
Period 2	9:40 AM - 10:16 AM		
Period 3	10:20 AM - 10:56 AM		
Period 4	11:10 AM - 11:46 AM		
Period 5	11:45 AM - 12:21 PM	Lunch 1	11:45 AM - 12:25 PM
Period 6	12:25 PM - 1:01 PM	Lunch 2	12:25 PM - 1:03 PM
Period 7	1:09 PM - 1:45 PM		
Period 8	1:48 PM - 2:24 PM		
Period 9	2:30 PM - 3:06 PM		
Period 10	3:10 PM - 3:40 PM		

# 2022-2023 ASSESSMENT CALENDAR

August '22						
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September '22						
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November '22						
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January '23						
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May '23						
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 DIBELS, LOCAL ASSESSEMENTS

 CDT

 PSSA ELA

 PSSA SCIENCE

 PSSA MATH

# 2022 - 2023 REA HOURS / DEADLINES

August '22						
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September '22						
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October '22						
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November '22						
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December '22						
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January '23						
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February '23 May '23						
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March '23 June '23						
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April '23						
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REA HOURS

BEGINNING SLO

MONTHLY LESSON PLAN

 FINAL SLO

 178 Day Document

# CALL OFF PROCEDURE

## 2022-2023

Teachers, teacher's aides, and secretaries calling off work should phone Mr. Weaver at **724-813-8762**, within the following hours:

Morning – 6:00-6:30 a.m.

Evening – until 10:00 p.m. – please **DO NOT** call after 10:00 p.m.

If the answering machine is reached, please leave a detailed message as to the date and nature of the intended absence, i.e. sick leave or emergency personal leave. All other planned absences, e.g. conferences, personal days, etc. should be routed through the building principals as previously done.

# 2022 -- 2023 Nine Week Evaluation Schedule

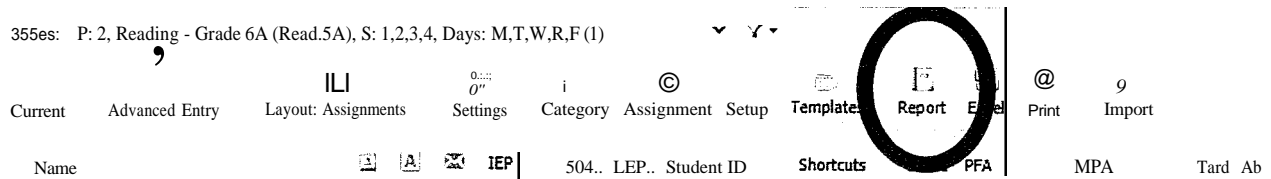
Description	Day	Date
<b>TERM ONE</b>		
<b>Progress Reports Verifications sent to teacher</b>	Tuesday	9/27/2022
<b>Progress Reports Verifications sent to office</b>	Wednesday	9/28/2022
<b>Progress Reports go home</b>	Friday	9/30/2022
Grades entered by the Morning of	Tuesday	11/1/2022
Pick up verification forms & envelopes	Wednesday	11/2/2022
Return verification forms in the appropriate envelopes	Thursday	11/3/2022
Report Cards go home	Friday	11/4/2022
<b>TERM TWO</b>		
<b>Progress Reports Verifications sent to teacher</b>	Tuesday	12/6/2022
<b>Progress Reports Verifications sent to office</b>	Wednesday	12/7/2022
<b>Progress Reports go home</b>	Friday	12/9/2022
Grades entered by the end of the day	Thursday	1/19/2023
Pick up verification forms & envelopes after lunch in the office	Friday	1/20/2023
Return verification forms in the appropriate envelopes by the morning to the office	Tuesday	1/24/2023
Report Cards go home	Wednesday	1/25/2023
<b>TERM THREE</b>		
<b>Progress Reports Verifications sent to teacher</b>	Wednesday	2/21/2023
<b>Progress Reports Verifications sent to office</b>	Thursday	2/23/2023
<b>Progress Reports go home</b>	Friday	2/24/2023
Grades entered by the end of the day	Wednesday	3/29/2023
Pick up verification forms & envelopes	Thursday	3/30/2023
Return verification forms in the appropriate envelopes by the end of the day to the office	Friday	3/31/2023
Report Cards go home	Tuesday	4/4/2023
<b>TERM FOUR</b>		
<b>Progress Reports Verifications sent to teacher</b>	Tuesday	5/2/2023
<b>Progress Reports Verifications sent to office</b>	Thursday	5/4/2023
<b>Progress Reports go home</b>	Friday	5/5/2023
Grades entered by the end of the day	Friday	5/26/2023
Pick up verification forms & envelopes after lunch in the office	Tuesday	5/30/2023
Return verification forms in the appropriate envelopes by the end of the day to the office	Wednesday	5/31/2023
Report Cards go home	Friday	6/2/2023

# DETAILED PERFORMANCE REPORT

All students who have a 71% or lower will receive a **Detailed Performance Report**. Please follow the Detailed Performance Report steps for these students. These reports will be printed out by the teacher and sent home with the progress report.

**Detailed Performance Report** - a report with only grades (similar to report card)

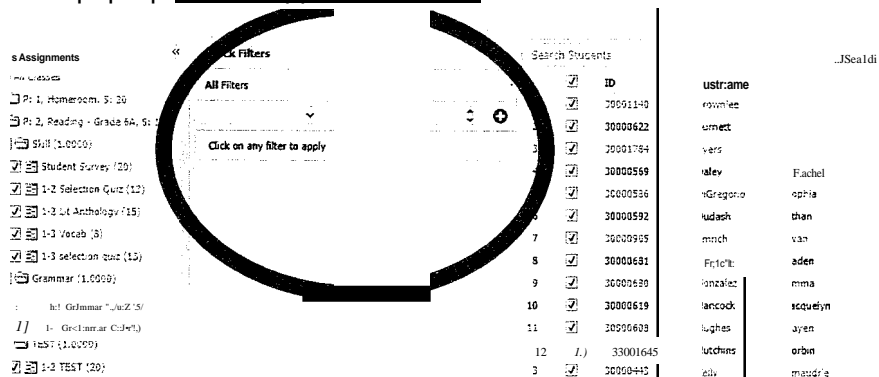
1. Click on your subject
2. open your gradebook
3. Select reports (new screen opens up)



4. Click student achievement report (click the run button)

Co re, io s Runs	Type	Name
" \ . . . , , / " .	Student Achievement Report	Student Achievement Report
...	Class Achievement Report	Class Achievement Report
	Student Achievement Report	Student Achievement Missing Assignments Report

5. New pop up screen appears --- there are 3 sections to screen



6. Fill in the middle box: student achievement,  $\leq$ , 71 and then press the green+

All Filters

Assignment Scores v Less Than Equal v 71 v **0**

click on any filter to apply

**Assignment\_Scores  $\leq$  71**

7. In the end box: Click the names of your students that you want to run the report on
8. Click run
9. New pop up screen appears : at the top right there is a PDF that says student achievement report --- click student achievement report
10. The report will then be at the bottom left hand side of screen
  - a. Click on report to open report
11. Click print

# REYNOLDS ELEMENTARY SCHOOL

## ELEMENTARY STUDENT ASSISTANCE PROGRAM (SAP) PERSONNEL 2022 -- 2023

Chairman: Mrs. Montesano  
Special Ed Conference Room  
Every Tuesday- 9 AM

### Team

Mrs. Leczner  
Mrs. Morneweck  
Mrs. Montesano  
Mrs. Bittner  
Mrs. Shalenberger



## ABSENCE - STUDENT

Absences shall be treated as unlawful until the district receives a written excuse explaining the absence, to be submitted within three (3) days of the absence. When a student is absent from school an excuse signed by the parent or guardian must be sent to school. If the child does not return to school with an excuse, the teacher should send a verification of absence slip home. (Teachers must be certain to obtain excuses for each absence.)

According to the Board Policy #204, the following are considered excused absences for all or part of the school day:

1. observance of religious holidays
2. religious instruction (not to exceed 36 hours during the school year)
3. educational travel (maximum of 5 school days per year)
4. health care (medical or dental appointments that cannot be made during non-school hours)
5. tutorial work in an area not offered by the school
6. illness or other urgent reason such as
  - illness
  - quarantine
  - recovery from accident
  - required court attendance
  - death in family
  - family educational trips
  - educational tours and trips

Questions regarding the legality of a specific absence should be submitted to the elementary office where the question will be addressed by an administrator. If excuses are not returned to the school after several attempts by the teacher to obtain them, the teacher should notify the office and the absence will be recorded as unexcused.

Three or more unlawful absences constitute a **FIRST OFFENSE** and should be reported to your principal. It is very important that accurate records be maintained and that excuses are turned in. (These are legal documents.)

## ACCIDENTS

In the case of accident where the student is hurt and should not be moved, the teacher should send a student to get the school nurse. The nurse will then make the arrangements for calling an ambulance and notifying the parents. If the nurse is not available, the student should tell someone in the office.

## ACCIDENT REPORT

Whenever a student is injured at school in any way, the person responsible for the student shall complete an accident report within 24 hours and submit it to the building secretary. The school nurse will be given a copy of all accident reports to keep on file in each building.

## ANNOUNCEMENTS

Announcements for the day will be read over the P.A. System each morning during the homeroom period.

## ASSIGNMENT LISTS (Homeroom Roll)

Assignment lists in duplicate will be furnished to each homeroom teacher. On the third day of school, one copy must be returned to the principal indicating the names of children who are on the class roll but have not attended.

## AUDIO - VISUAL EQUIPMENT

Teachers shall not have students transport audio-visual equipment unless the teacher is present to help and supervise. The purpose of this policy is to avoid unnecessary accidents which might occur while a student is moving the equipment from one location to another.

The student is of prime importance in this matter. Students transporting equipment without teacher supervision and guidance may damage it through carelessness, mischievousness, or ignorance of proper handling. This policy, when carried out, will reduce the possibility of injury to the student, liability to the teacher, and damage to the audio-visual equipment.

Any piece of audio-visual equipment that is broken or not working properly should be reported to the office so that it may be sent out for repairs. Requisitions for equipment repairs must go through the business office.

## BULLETIN BOARDS

Materials placed on bulletin boards in the classrooms should be kept current and coincide with the content being taught. Bulletin boards should be teaching devices used to stimulate and motivate, to serve as usable teaching aids, and to be part of a learning center.

## CAFETERIA LUNCHESES AND LUNCH PRICES

Regular Lunch	\$0.00	Breakfast	\$ 00
Reduced Lunch	\$ 0.00	Reduced Breakfast	\$.00
Milk (choc/white)	\$ .50		
<b>Adult Lunch</b>	<b>\$4.10</b>		

CAFETERIA RULES - should be reviewed periodically with each class by the homeroom teacher.

- No cafeteria-issued food items are to be taken to the classroom after breakfast or lunch.
- With the permission of the classroom teachers, water may be purchased from the cafeteria and brought into the classroom in an unopened condition.
- Only lunch bags or boxes are to be taken into the cafeteria; (purses, backpacks and books should be left in the homeroom).
- Students shall sit with their assigned class.
- Food shall not be taken from another student.
- No student is permitted out of his/her seat without permission.
- Students needing something shall raise their hand and wait to be recognized.
- Indoor voices are to be used.
- Students should use the restroom on the way to or from lunch.
- All papers in and around the table shall be picked up before leaving the cafeteria.
- All waste shall be put into the proper container.
- Students shall stand quietly until their teacher takes them to their room.

## CHILD ABUSE/NEGLECT REPORT PROCEDURE

### I. Introduction

The following personnel are required to report suspected child abuse: school administrators, school nurses, teachers, and all other staff members who come in contact with a child and who have reason to believe that the child has been abused or neglected. Suspected child abuse should be reported to the guidance counselor, nurse, or a principal.

### II. Definition

The term "child abuse" shall mean any of the following:

- Any recent act or failure to act by a perpetrator which causes nonaccidental serious physical injury to a child under 18 years of age.

- An act or failure to act by a perpetrator which causes non accidental serious mental injury to or sexual abuse or sexual exploitation of a child under 18 years of age.
- Any recent act, failure to act or series of such acts or failures to act by a perpetrator which creates an imminent risk of serious physical injury to or sexual abuse or sexual exploitation of a child under 18 years of age.
- Serious physical neglect by a perpetrator constituting prolonged or repeated lack of supervision or the failure to provide the essentials of life, including adequate medical care, which endangers a child's life or development or impairs the child's functioning.

### III. Reports

A teacher, school nurse, or school counselor will make reports of suspected cases of child abuse/neglect to the principal who will make or cause an oral report to be made to the appropriate child protective unit. A written report will be made by completing the information outlined, on pages 16-139 Volume 16, Laws, Regulations, Standards, and Circulars, PDE, 1978.

### IV. Failure to Report

There are penalties involved for any failure to report any suspected cases of child abuse. Any staff member having some doubt concerning a possible child abuse case should consult with the school nurse, guidance counselor and/or principal.

A copy of BEC 58-76 is available in the school office for any staff member wishing to acquire additional information concerning this matter.

## CLASSROOM PREPAREDNESS

Every teacher should be ready to present a stimulating, informative lesson to each class every teaching day. Pre-planning is necessary to do an exemplary job of teaching. The items listed in the following paragraphs are important considerations of teaching, learning, and preparation.

### 1. Lesson Plans

Each teacher is responsible for preparing legible plans for each subject taught. You are expected to design your lessons around the Pennsylvania Academic Standards. Every lesson should reference the specific standard being taught. Lesson objectives should be clearly and briefly stated. They will be used for the purpose of teacher supervision and to comply with state requirements concerning academic standards.

Once a month, teachers will submit a weekly formal lesson plan to the office electronically. This weekly formal lesson plan will be due the Friday before the week it is scheduled. During this week, teachers will submit both a lesson plan online and a formal lesson plan to the office. A basic emergency lesson plan covering two days will be due in the office by the end of the second week of school.

### 2. Teacher Webpages

Each teacher is responsible for creating and maintaining a teacher google classroom. The teacher google classroom should include the following for each subject:

1. Lesson Assignments
2. Homework Assignments
3. Advance Notice of large projects, presentations, and tests

## CLASSROOM RULES/PROCEDURES

Parent notification letters containing classroom rules/procedures that students must follow should be sent home to be reviewed, signed and returned by parents by the end of the second week of school.

## COMMUNICATION WITH PARENTS

Positive communication with parents is a powerful tool. If we expect parents to be advocates for our school and our district we need to nurture them in that role. All communications with parents need to be documented into our electronic data system (CSIU). This can be accomplished in the following ways:

- a phone call before school begins or within the first few days of school
- a letter of welcome to the students/parents
- evening parent meeting(s) with simple refreshments (one at the beginning of the year will almost guarantee a smoother year for all)
- “good news” calls before you need to make any other kind
- at least one contact per child per nine weeks
- invite parents to share their knowledge and/or expertise as it relates to curriculum
- classroom or grade level newsletters (keep simple)

Once trust and caring is established, any message from the teacher will more likely be respectfully received.

## COMPUTER-INTERNET ACCESS AND ACCEPTABLE USE

Computer and internet access is available to students and employees in the Reynolds School District. The internet is an electronic highway connecting millions of computers world-wide and millions of individual users. Our goal in providing internet and computer access is to promote educational excellence by facilitating resource sharing innovation and communication. With access to the internet and an enormous array of information, the availability of non-educational materials cannot be avoided. The Reynolds School District believes, however, that the value of the educational information available on the worldwide network far outweighs the possibility of misuse by a minority of users. The following user guidelines are excerpted from Reynolds School District Policy number 819:

Acceptable Use – All district computer and internet resources are provided for the purpose of supporting and supplementing the learning outcomes of the Reynolds School District.

Network Etiquette – Accepted rules of network etiquette include but are not limited to:

- Illegal activities are forbidden.
- Do not use abusive language in your messages to others.
- Do not reveal personal addresses, phone numbers or passwords.
- Be aware that electronic mail is not private. Operators have access to all mail.
- Do not use the network in such a way that would interfere with the usage of other operators.
- All communications should be assumed to be copyrighted.
- Hatemail, harassment, obscenities, profanity and sexually explicit materials are prohibited.
- Student subscriptions by electronic mailing are prohibited.

Accuracy of Information – Use of any information obtained through the internet is at the user’s own risk. Any information utilized by students for papers or reports must be cited as references. Failure to do so is considered plagiarism.

Security – Attempts to gain unauthorized access to system programs, equipment, files, data, passwords or information is prohibited and will result in the cancellation of user privileges.

Vandalism – Vandalism will result in cancellation of user privileges as well as other sanctions. Vandalism is defined as an attempt to harm, modify, or destroy computer hardware, software, and data Internet/Nauticom networks. Uploading or creating viruses is also considered vandalism and possibly a felony.

Inappropriate Use – Reynolds School District teachers and administrators will deem what is appropriate use. The faculty, staff and administration may request the suspension of user privileges of any operator who violates acceptable use practices.

Acceptable Use Agreement – AN ACCEPTABLE USE AGREEMENT FORM MUST BE SIGNED BY THE STUDENT AND PARENT before usage is initiated. Failure or refusal to sign will prohibit computer and internet availability. Reference Reynolds School District Policy No. 819.

## DISCIPLINE

Teachers should establish clear and consistent rules expressing classroom expectations. Teachers are expected to handle their own disciplinary problems in accordance with established district policy. Corporal punishment shall not be used as a disciplinary measure. Students shall not be made to stand in the hall as a form of punishment. Unusual disciplinary problems should be discussed with the principal or head teacher. Please do not attempt to physically move a recalcitrant student. Whenever a student is handled in a physical way, the chances of a situation becoming a legal matter increase dramatically.

### I. POSITIVE DISCIPLINE STATEMENT

Teachers of Reynolds Elementary School regard discipline as an important part of curriculum, and resolve to both teach and model desired behaviors.

In teaching responsibility, we recognize that the primary builders are:

- unqualified positive regard/respect between staff and students
- expression of genuine interest and understanding
- respect of differences in perceptions, learning styles, and developmental levels
- clear feedback about behavior
- recognition/appreciation for acceptable behavior
- specific feedback for unacceptable behavior (as opposed to generic criticism)
- a consequential environment
- provision for firm yet respectful follow-up on school rules by applying logical consequences
- logical consequences will be
- related to the behavior in question
- structured to teach cause/effect and privilege/responsibility rather than to punish
- respectful and reasonable
- modified as necessary to gain cooperation

Maintaining that student self-concept is a high priority, and that the goal of discipline is self-discipline, the following disciplinary plan is proposed.

### II. OVERVIEW OF DISCIPLINARY SYSTEM

A. General school and classroom rules are discussed, posted, and taught in each classroom; a copy is sent to and signed by a parent at beginning of year.

B. General classroom rules:

- follow directions the first time they are given
- keep hands, feet, and objects to yourself
- raise your hand and wait to be called on to speak, move about the room, or leave the room
- use respectful language with adults and other students
- be prepared for class as required by your teacher
- learn and follow the rules of all school personnel

C. Specific classroom rules and consequences:

1<sup>st</sup> offense (warning) \_\_\_\_\_  
2<sup>nd</sup> offense \_\_\_\_\_  
3<sup>rd</sup> offense notify parents \_\_\_\_\_

### III. SUMMARY OF DISTRICT DISCIPLINE POLICY

- A. Minor Offense – interferes with orderly operation of the school (for example: classroom/restroom cafeteria disruption; frequent tardiness)
- B. Major Offense – high frequency or seriousness of minor offenses (for example: fighting; disrespectful towards others; stealing)
- C. Severe Offense – repeated major offenses or violation of district policy or civil law (for example: severity of offense will be determined by the administration.

### IV. ADMINISTRATIVE DISCIPLINE OPTIONS

Options may include (but are not limited to) the following:

- support of teacher consequences;
- suspension (time-in or out of school);
- conference with student and/or parent;
- referral to outside agency;
- referral to school board hearing;
- referral to local magistrate or appropriate law-enforcement agency

### V. PARENT RESPONSIBILITIES

- A. A parent notification letter\* will be sent home at the beginning of each year. The child's teacher will fill in his/her individual classroom rules and consequences, and will discuss these with the students. Teachers should establish clear and consistent rules that let students know their expectations. Parents are asked to read the letter with their child, sign and return to the classroom teacher.

### DISMISSAL

An orderly dismissal is important for student safety. To facilitate this, all classroom teachers will walk their students to their buses. All non-classroom teachers will be regularly scheduled to a specific area for bus duty. Bus duty monitors must be out on the sidewalks by the buses. Students getting picked up by parents will be dismissed and walk to Door J for pick up at 3:30. Grade Levels will be announced for dismissal once all the buses have arrived.

### EDUCATIONAL MEDIA

The use of electronic educational media should be considered in the same light as textbooks and other instructional materials. Definite plans for their use and presentation should always be made in advance. Electronic media is of little instructional use unless presented in conjunction with the unit to which it applies. Care should be taken to see that presentations have not been used in previous grades.

### FACULTY/PARAPROFESSIONAL WORK HOURS

The school day begins at 8:25 A.M. and ends at 3:55 P.M. It is our professional responsibility to be ready to work at 8:25. All classroom teachers and special teachers are to be by their respective rooms or duty stations at the designated time. Students are permitted to enter the building at 8:30 A.M. Teachers are to remain in the building until the scheduled dismissal time. If you need time for conversation and coffee, please arrive earlier so that you do not find yourself in a situation that could create problems. Faculty meetings will be held as needed. Attendance is required at all called meetings. Please be prompt since we have such a short time to meet. Your ideas are always appreciated.

### FIELD TRIPS

Each teacher planning a field trip must complete conference request forms. The School Board must approve all field trips in advance. All conference requests are to be channeled through the principal's office and must be submitted one month prior to the date of the field trip so they can be approved by the school board.

Board meetings are scheduled for the third Wednesday of each month and requests must be in the administration office one week prior to be placed on the agenda. (See the Board Agenda deadline calendars posted in each faculty room).

Arrangements for transportation for all field trips, student activities and extracurricular activities must be made through Child Accounting and Transportation Office. Vehicles will be reserved with Anderson Bus & Tour for school buses, coaches, wheelchair vans or regular vans or for school district-owned vans.

**ONLY STUDENTS AND CHAPERONES ASSOCIATED WITH THE SCHEDULED ACTIVITY ARE PERMITTED TO RIDE THE BUS (team members, coaches etc.) WE CANNOT TRANSPORT STUDENT OR PARENT SPECTATORS.**

- A roster of students and chaperones, including school district staff, must be submitted to the Elementary office a minimum of forty-eight hours prior to the scheduled trip. This information is required under P.U.C. regulations.
- All chaperones must have Act 34 clearances on file in the Superintendent's office prior to the scheduled trip and be approved by the Reynolds School Board.
- Only school district employees or board-approved volunteers are authorized to accompany students. School bus and coach seating charts are available for use in each school office.

When using a school bus for an activity:

- Students must be accompanied by at least one chaperone/advisor on trips during the school day.
- When trips are during non-school hours (evenings or weekends), students must be accompanied by a minimum of two chaperones per bus.
- Bus drivers may not act as chaperones during bus trips. It is recommended that the advisor ride the bus with his/her students.
- A maximum of five chaperones is permitted per bus. The bus driver is ultimately responsible for the bus and for the welfare of the passengers. Even though chaperones or advisors are present, the driver has the final authority on the bus. Students may be suspended from extra-curricular vehicles when behavior is deemed inappropriate.
- Please note that the number of passengers transported cannot exceed the vehicle capacity under state law. The driver of the vehicle will be held responsible if this capacity is exceeded.
- When using a school van/car, the keys may be picked up prior to the departure time. The keys and mileage slips must be returned to our office immediately following the trip. Again this is the driver's responsibility.
- As per state law, bus drivers are not permitted to pick up or discharge students anywhere other than the destination or the school during extracurricular activities.
- A copy of the weekly transportation schedule is sent to each building principal and the Athletics/Activities Director. Please check the schedule of times of departure and return time. If there are any discrepancies, please contact Child Accounting and Transportation office as soon as possible.

### **FIRE EMERGENCY**

Drills are very important and play a major role in a successful evacuation in the event of a real emergency. In compliance with school law we will have a minimum of one fire drill each month including the winter months. Students should be warned about the seriousness of tampering with fire alarms. *All drills should be practiced as if an emergency is occurring.*

You should instruct your children on the proper procedure for leaving the rooms and building. They should know the following procedures:

- Know where to exit. There may be drills with several exits blocked.
- Close all windows.
- Turn out lights in the classroom.
- Close all doors, but leave them unlocked.
- Remain calm and silent and listen for instructions.
- Quickly walk in a single file—do not run, unless specifically ordered.

- Leave through the nearest exit when not in your room, unless the exit is blocked.
- Use an alternate exit when not in your room.
- Hall lights should be left on.
- Move a safe distance away from the building.
- Have your red/green card to display (all is OK or attention is needed)

Any teacher uncertain of exit locations should consult with the principal before the first fire drill. Once students are safely outside, a check of attendance should be made to account for all students who are present that day. *Teachers are expected to take a class list for all emergency drills.*

Teachers nearest the restrooms will be assigned to check to be certain there are no students remaining. All staff members, classroom, teachers, learning support teachers, the librarian, secretaries and cooks should leave the building. Only the principal, or an appointee, and custodian working the fire drill should remain inside to check time and procedure.

### FIRST DAY OF SCHOOL

Each teacher will find assignment lists, schedules, and other forms for their use included with the teachers' packet. Textbooks, workbooks, and other supplies will be available in your room or building. The first day should be considered a regular day of school and the regular schedule should be followed. Shortages of textbooks, desks, and other instructional materials should be submitted to the building secretary in writing.

### GRADE BOOKS

Each teacher shall maintain an electronic grade book supplied by Reynolds School District. Grades given to a student on a report card or progress report must be justified by the grades entered in the grade book.

### GRADING SCALE

100-92	A
91-84	B
83-72	C
71-60	D
59- 0	U

### GUM

Gum is not permitted in school. Gum chewing by staff while working with students is unacceptable.

### HEALTH ROOM

Children who become ill shall be escorted to the health room. Some evidence that the child may be ill may be the following:

- An acute cold
- Swollen glands or sore throat
- Skin rashes or sores
- Flushed face or other signs of abnormal temperature
- General signs of illness such as vomiting, earache, headache, listlessness, or weakness

### HEALTH REGULATIONS AND PROCEDURES

Periods of exclusion from school for communicable diseases are as follows: (Please report communicable diseases to the nurse):

Influenza—during acute illness—directed by physician

Chicken Pox—6 days from last crop of vesicles

Mumps—until swelling is gone

Three-Day Measles and other virus rashes—as directed by physician



Measles—six days from appearance of rash  
Scarlet Fever and Streptococcus infections—as directed by physician  
Infectious Hepatitis—until given certificate of recovery by a physician  
Conjunctivitis (Pink eye)—until treated by physician & judged by nurse to be non-infective  
Impetigo—until treated by physician and judged by nurse to be non-infective  
Scabies—until treated by physician and judged by nurse to be non-infective  
Pediculosis (lice)—until treated by physician and judged by nurse to be non-infective

When any of the signs are noticed, the child should be referred to the school nurse.

If it is necessary for a pupil to take medication in school, please contact the school nurse. Written instruction from the physician, and signed by parents, must be presented.

When a child is stung by wasps, bees, or hornets, an immediate check as to whether the child is allergic to sting should be made.

When injuries occur that seem to require a physician, the school nurse should be immediately notified and an accident report should be completed by the teacher. Parents should be notified.

Emergency information on each pupil will be kept in each school office. Information will be updated periodically.

Small wounds of the skin, which will not require a physician's care, are to be cleansed with soap and a sterile covering applied. No other medication is to be applied.

## HOMEWORK POLICY

Teachers should be flexible in assigning homework. Please keep in mind the home environment and resources available in the home in which the child is expected to do the homework. All homework should be checked and corrected or its value will be lost. Homework should not be given as a disciplinary measure. Additional suggestions for assigning homework are included in the back of this handbook.

## HOUSEKEEPING

Keeping our building clean requires the cooperative effort of everyone. Students should be taught to be responsible for the cleanliness of their room and school. One phase of good teaching is that of good housekeeping. Teachers as well as other adults in the school should set good examples. These suggestions may help to improve the appearance of our school, our classrooms, cafeterias, and hallways:

- Students should clean their desks periodically.
- Students should pick up all papers around their desks.
- Students should wipe their feet before entering the building after an outdoor physical education class or recess.
- Students should be encouraged to pick up the papers which they drop.
- Set a good example in your own work area and desk.

## LEARNING SUPPORT

Please remember that the education of students with IEPs is everyone's responsibility. The IEP is a legal document and must be followed by all teachers who work with the student.

## MAILBOXES

Mailboxes should be checked upon arrival in the morning, at lunch, and at the end of the day. Important notices may be placed in the mailboxes during the course of the day. Your email should also be checked on the same regular basis. Please do not send students to pick up mail.

## MAINTENANCE

Maintenance/Custodial Work Requests Forms are available in the office. Major repairs, cleaning or safety related work should be reported on these forms and submitted to the principal for review.

## PARENT CONFERENCES

It is best for you to schedule your own appointments with parents. Please use the conference as a means of problem solving rather than to simply communicate what the problems are. If you wish for the principal, nurse, guidance counselor, or specific teachers(s) to be present, please contact those individuals. It is important for parents to understand that we are all interested in helping their children be successful.

## PENMANSHIP

Penmanship should be taught on a regular basis and should be stressed in every subject.

## PHYSICAL EDUCATION PROGRAM

Pupils shall not be excluded or excused from physical education without a written excuse from the student's present doctor. Physical education shall be taught as scheduled, at least once per week. The all-purpose rooms shall be used except when weather and program allow for outdoor activity. There are times when physical education and/or recess will need to be scheduled in the homeroom.

## PLAYGROUND

Each teacher should discuss proper use of playground equipment and safe play with his/her class. The teacher should be in the immediate area where children are playing and monitoring student behaviors. Students should be in teacher's line of sight at all times. At the end of recess, care should be taken to insure that all playground balls and equipment are not left outside. Playground duty demands close proximity to where groups of students are playing. This helps to determine what behaviors are normal and which have real possibilities of escalating into inappropriate behaviors. The first question parents ask when their children are hurt is, "Where was the teacher?" Please protect yourself by remembering that it's break time for children, not teachers.

## PRESENCE OF TEACHERS IN THE CLASSROOM (AND IN SCHOOL)

Teachers must be in their classrooms while classes are in session. If it is necessary to leave the room, you must ask someone to cover until you return. Liability is a serious issue. If teachers need to leave the building during planning or lunch, they must first secure permission from the principal and sign out in the office.

## PROFESSIONAL DEMEANOR

Please remember confidentiality rules. Students are quick to "interpret" (misinterpret) things that they hear, inadvertently or otherwise. No matter how stressful your day may be, don't forget that we are all in this together and each of our jobs is more demanding than ever before. An unexpected thank-you to our custodians, cafeteria workers, a colleague or a secretary can go far in helping to build the climate that we wish to present to our students and community.

## PROGRAM AND PARTIES

Programs may be arranged for the observance of certain holidays during the school year. Generally speaking, no more than 30 minutes should be devoted to any such program. If a special program is developed for presentation to the student body or others, it should be reviewed with the principal.

Parties are considered to be a part of the training that all children should have. However, we cannot justify parties for every birthday or holiday. Each room should have no more than three (3) parties during the school term. (These parties should be arranged at the close of the day, should not consume more than thirty (30) minutes and conform to the District Wellness Policy (see board policy #246).

## PROGRESS REPORTS

Progress reports and report cards are a report of students' academic progress. Mid-term progress reports must be sent for all students at each mid-term progress report period. Progress reports should be completed for a student any time the teacher feels that parents should be made aware that the student isn't doing well in a subject. Teacher comments on the report card should be meaningful and should be completed neatly. A copy of each mid-term progress report should be put in the principal's mailbox.

## OFFICE PROCEDURES

Since the office serves both as a place of business and the "first impression" a visitor receives of the school, the following rules are necessary:

1. A friendly but business-type atmosphere will be maintained
2. Only administrative and clerical personnel should be behind the counter
  1. Unless looking up student information

## RECESS

Recess should be provided for all students in grades kindergarten through six. Recess should not be more than 15 minutes in length. Students shall be under direct supervision of a teacher at all times.

## RESTROOMS

The restrooms are to be treated with consideration by the students and faculty. Students may speak quietly in them so long as their voices do not carry out into the hall. The students should be instructed to pick up all paper towels and toilet paper which they drop, and to flush the toilets and urinals after use. Please check the restrooms periodically.

Establish a procedure that will limit the opportunity for student vandalism.

## RETENTION

Retention should never become a surprise to a parent or guardian. Please become familiar with our board policy #215 which deals with promotion and retention. This policy mandates that parents must be kept "fully involved and informed throughout the process." This means that you must have maintained continual contact (by phone, conferences, or otherwise) with the parent or guardian and the Principal. As the process occurs, you must also make an authentic effort to remediate those deficiencies of the student that are leading toward a decision to retain. The professional literature on retention is mixed and varied. You might wish to initiate your own research on the topic.

## SCHOOL SAFETY – PARENT RESOURCES

The Reynolds School District has a District Safety and Security Team working under the direction of the School Safety and Security Coordinator. Act 44 of 2018 (Act 44), which was signed into law on June 22, 2018, amends the Public School Code of 1949 by further providing for school safety and security measures.

The Reynolds School District has detailed emergency plans which have been developed in collaboration with the Pymatuning Township Police Department and the Mercer County Department of Public Safety, using the FEMA National Incident Management System and the FEMA Incident Command System models to respond effectively and efficiently to emergency situations. Should a critical or emergency situation arise, the appropriate response will be initiated.

## DURING AN EMERGENCY: RESPONSE COMMUNICATION

The best action parents can take during an emergency is to avoid the instinct to call your child or rush to the school, but rather stay close to their phone. The district will utilize the parent phone call system (parent square) and email to provide directions to parents. Parents should also monitor other media resources for regular updates and instructions.

Other points of information to review:

- **DON'T** come to your child's school during emergency situations. Access to school roads and entrances must remain clear for law enforcement and emergency responders. For you and your child's safety and security, the district will follow reunification protocols when the emergency situation has been brought under control. Please be sure to provide the school with any changes to contact information and emergency contacts.
- **AVOID** calling the school or the district offices during the emergency. Please leave our lines open for emergency calls.
- **Stay Close** to the telephone listed on your child's emergency card. When possible, we will provide information via parent square and other district media resources. Please keep in mind that our first priority is to manage the crisis and provide for the safety and welfare of our students.
- **Encourage** your child to follow the directions of school staff or emergency responders. Remaining in the designated evacuation area until properly discharged to an authorized adult is critical.

#### **BEFORE AN EMERGENCY: PREVENTION AND PREPAREDNESS**

- **Report** any safety issues, concerns or rumors to your school principal, school resource officer or through the Safe2Say Portal. Support security measures when visiting our schools by following visitor management processes when entering the buildings.
- **Regularly** update your student's Emergency Card with current contact emergency information. This information will be used to alert you. In the event of an emergency, only those persons listed will be permitted to pick up students.
- **Prepare** your student by encouraging them to participate in school-based drills and trainings and discussing the importance of preparedness.

#### **FINDING YOUR CHILD AFTER AN EMERGENCY**

Parents will be directed to a specific location called a *Parent Reunification Center* where they will be required to show a valid photo identification. Student will only be released to authorized individuals. We ask your help so we can reunite parents and students as safely and quickly as possible.

#### **STUDENT RELEASE PROCEDURE IF THERE IS AN EMERGENCY:**

- Bring photo ID** with you to the designated location
- Park only** in areas designated for parents, walk to the location if possible
- Follow the directions** of school personnel and cooperate fully with public safety officials
- Complete necessary** documentation
- Only pick up** student if authorized
- Leave location** as soon as you are reunited with the student(s) released to your custody.

#### **AFTER EMERGENCY: RECOVERY**

Following a school crisis, specially trained district personnel and community-based professionals are available to provide counseling and outside referrals to students, staff members and others who may need services.

- **Monitor** your student's behavior and let the school know if you think counseling or help is needed.
- **The district** will work as quickly as possible to restore normal operations and will inform parents of changes, if necessary.

## WHAT TO DO IF THERE IS A VIOLENT INTRUDER IN THE BUILDING:

A.L.I.C.E - Alert, Lockdown, Inform, Counter, Evacuate

**ALICE** provides techniques for safer and more strategic evacuations. Evacuating to a safe area takes people out of harm's way and hopefully prevents civilians from having to come into any contact with the shooter.

- **ALERT** is when you first become aware of a threat.
- **Lockdown** may be the preferable option, if evacuation is not a safe option. Be quiet and silence your phone, block entrances and lock doors. Stay out of the intruder's view.
- The purpose of **INFORM** is to continue to communicate information in as real time as possible if it is safe to do so. Video surveillance, 911 calls and PA announcements are just a few of the channels that may be used by employees, safety officers, and other personnel to inform others.
- **Counter** is a strategy of last resort. Try to disorient or disable the intruder. Use improvised weapons (books, staplers, sharp objects).
- Evacuating to a safe area takes people out of harm's way and hopefully prevents civilians from having to come into any contact with the shooter.

## EMERGENCY RESPONSE WHITESHEET FOR PARENTS



**SHELTER IN PLACE** - A shelter in place is initiated when students and staff need to be inside the building for safety. During Shelter in Place, students and staff are moved (or remain) in their classrooms and normal classroom activities continue until the incident concludes. The front office is unlocked and open for anyone seeking shelter. Shelter in Place is used to provide protection against outdoor environmental issues such as weather.

**LockDOWN** - A lockdown is initiated when there may be an immediate threat or hazard near or on the school campus. Perimeter doors will remain locked to outsiders. The office will be closed and phones will not be answered. Students and staff are moved (or remain) in classrooms, sit away from line of sight of windows or doors. Doors and windows are locked and covered. Law enforcement will typically determine when the LockDOWN can be lifted.

**EVACUATE** - An evacuation is initiated when there are conditions inside the school building that could be unsafe. Students and staff evacuate the building to an outside location and assemble at predetermined locations coordinated by the district. An off-site evacuation may be necessary depending on the incident. School district officials will coordinate bussing of students if necessary. Information on student reunification will be sent out by the district automated phone contact system and other school media resources. **PLEASE KEEP EMERGENCY INFORMATION UPDATED WITH THE SCHOOL.**

**REUNIFICATION** - Parent-student reunification is a process where parents will be asked to pick up their children from school or an alternate location in a formalized, controlled release. Students will be released only to parents or other adults who are listed as emergency contacts and who present a picture ID such as a driver's license, military ID

or passport. **PLEASE KEEP EMERGENCY INFORMATION UPDATED WITH THE SCHOOL.** We appreciate your patience and understanding as we work to ensure that your child remains safe during this process.

## **SECURITY DRILLS**

**The Reynolds Junior/Senior High School and Elementary School will conduct security drills throughout the school year. These drills will include fire, emergency weather, shelter in place, and/or lockdowns.**

**The purpose of these drills are to prepare the students and staff if a real situation develops. The primary mission of the school is to protect the safety of your child and practicing these drills and scenarios will better prepare them for what to do in the event of an emergency.**

## **SEXUAL HARASSMENT**

It is the policy of the Reynolds School District that all employees should enjoy a working environment free from all forms of discrimination, including sexual harassment. No employee, either male or female, should be subjected to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical. Reference Reynolds School District Policy No. 448

## **SMOKE-FREE/TOBACCO-FREE ENVIRONMENT**

The Reynolds School District recognizes that smoking and other uses of tobacco present a health hazard which can have serious consequences for both the smoker and the nonsmoker and is, therefore, of concern to the Board.

In order to establish a tobacco-free and smoke-free environment and to protect the students and the staff from an environment that may be noxious, unpleasant and harmful, the Board prohibits smoking, or other uses of tobacco, by professional employees on school grounds, in school buildings, in school buses or other vehicles, or in any classroom, hallway, or instructional area when school is either in session or out of session. For purposes of this policy any private vehicle used for a school-sponsored/sanctioned event is also subject to these restrictions if students are riding in the vehicle. Reference Reynolds School District Policy No. 423

## **SUBSTITUTE TEACHER FOLDER**

Each teacher shall prepare a folder for substitute teachers. This folder should always be kept on your desk in a convenient place. The purpose of the handbook is to acquaint the substitute with all of your responsibilities, rules, problems, and procedures so that a smooth transition can occur. The following list is an example of some of the types of information a substitute may need to know. Add to this list as you can see a need.

- Schedule
- Duty Schedule
- Seating Chart
- Homeroom opening exercise
- Class entrance and dismissal procedures
- Lunch procedures
- Nurse-official referral
- Restroom procedure
- Students with problems-special situation, etc.
- Discipline procedure
- Location of teaching materials
- Fire drill procedure

## **TELEPHONES**

The phones were installed as a safety feature and to facilitate ease of contacting parents. Personal use should be limited to emergencies. Personal calls between rooms are neither acceptable nor appropriate.

Students may not use the phones except for emergencies. Teachers should access the outside line when allowing students to make a call from their room.

#### TESTS – MAKE-UP

It becomes necessary for a student to take a make-up test, that student should not be placed in the hall. Please make arrangements for students to be supervised in another room and have a proper environment for test make-ups.

#### TEXTBOOKS

Teachers should impress upon their students the importance of proper care and handling of all books, especially new books. Teachers should encourage students to cover textbooks.

The classroom teacher shall record the number of textbooks as they are distributed to the students. Teachers should record these numbers in their grade books after the names of each student and should make periodic checks during the year. Payment for lost textbooks should be made as soon as possible. All money should be returned to the student if the books are found and returned in satisfactory condition.

At the beginning and at the end of each school year, teachers will submit to the elementary office an inventory of the number of relevant textbooks that are stored in the classroom and supply closets.

## TRESPASS/PROTECTION OF PROPERTY POLICY

### A. Responsibility

- The Superintendent shall have trespass notices prepared and posted in each school building and on all school property at the entrances. Notices shall be entitled “Trespass Notice.” Notices shall read: “Person or person who enter or remain in or upon school property, or who refuse to obey an order by an authorized official not to enter or remain upon school property, are subject (upon conviction) to a fine of not more than \$500.00 and costs or imprisonment for six months, or both.” All school employees are “authorized school officials” for purpose of this policy. Legitimate visitors such as parents of record, contracted workers, salespeople, delivery people, federal/state health or safety inspectors, and school officials/professional from inside or outside the district must register with the building secretary in the main office immediately upon entering the school through the main entrance or entrance identified by the superintendent or building administrator. Failure to do so will constitute trespassing and subject the offender(s) to the penalties listed above.
- Teachers who observe an unknown adult in the building without a visitor badge should direct them to the office to register. Teachers should inform the office of any individual who refuses to register in the office.