

SHOSHONE SCHOOL DISTRICT

Staff Handbook

PREFACE

This handbook was prepared as an aid for the certified and classified staff at Shoshone School District. It is not intended to cover all of the Shoshone School District Board Policies, copies of which are available in the District office. However, employees are expected to know and follow the Board policies and the policies contained in the staff handbook. It is the policy of the of the Shoshone School District Board of Education to provide equal job opportunities for all employees and equal educational opportunity for all students regardless of race, color, creed, national origin, religion, sex, or handicaps.

EDUCATIONAL PHILOSOPHY

The Shoshone School District recognizes that education is a shared responsibility. Only when children, parents, schools, and communities work together will optimum learning opportunities exist. Therefore, our schools will use all available resources to develop each student's intellectual, physical, moral, emotional, and social growth so that s/he will become a contributing member of a rapidly changing world.

In our democratic society the rights, privileges, dignity, integrity, and personal worth of the individual are highly cherished. We believe that each person, regardless of race, color, gender, creed, economic status, or ability is a resource of our nation and that it is the function of the school to develop that resource as far as possible.

Democracy implies privileges, rights, and responsibilities. We believe students have inherent human rights balanced by the responsibility for living and working harmoniously in the school community. The school provides opportunities for working with others, sharing responsibilities, developing initiative, and assuming accountability for one's own decisions. By providing these opportunities, the school gives each child an introduction to the knowledge and understanding needed for good citizenship and enriched living.

We believe all students can learn and we are committed to accommodating individual differences and learning styles. With this commitment in mind, the district dedicated its resources to the development and maintenance of balanced programs which focus sharply on the individual worth, dignity, and self-esteem of each student.

ABSENCE FROM WORK

In the event of an unexpected absence, please call your **principal, supervisor, and your building secretary**: Wendy Auker – Elementary at 208-308-2171 (cell) or Secondary at – Jillea Young 208-420-5685 (cell). The sub caller is responsible for securing all substitutes. Getting substitutes is very difficult, and she needs as much lead-time as

possible. Do not attempt to arrange for any substitutes yourself; however, you may suggest a preferred substitute. If you're still ill and can not return the next day, please contact the sub caller before she leaves so she can keep the same sub if possible. Be sure that your substitute plans (seating, bell schedule, class procedures, class rules and consequences, "friend" or student(s) who can help, etc.) and lesson plans are up to date. A copy of this sub file should be left with your building principal and secretary. It is very difficult to take lesson plans over the phone. If additional lesson plans are needed beyond your sub packet, please make arrangements to email or fax those to the school office. The superintendent and Principal will evaluate subs, so please give them any feedback when you do return to work. Do not "informally" evaluate them in front of parents or children or other staff. The key to good substitute work is the classroom teacher working with the subs in a professional manner. Which includes preparing detailed lesson plans designed to help the substitute maintain control of the classroom, use the time wisely, and continue the academic progress.

Falsifying information on a leave request form is a punishable offense. If you are unsure what type of leave it would be, speak with Mr. Waite. Sick leave can only be taken if you are ill or an immediate family member is ill. If an immediate family member is ill, the leave will be considered FMLA leave. Personal leave does not need an explanation. If you have used your personal leave and need to be gone, you must get emergency leave pre-approved from Mr. Waite. It is unpaid leave. If you fail to complete the days outlined in your contract and by the schedule set, you will not be paid for those days. In addition, you could be subject to further discipline if you fail to attend contractually assigned days such as inservice, conferences, Friday schools, or enrichments.

If you need personal or other leave, as a courtesy please give as much notice as possible. Excessive absences from work are a serious problem. Too many missed days not covered by FMLA may be a sign you are unable to perform your duties as assigned and you may be dismissed if you cannot perform your duties.

ADVISOR RESPONSIBILITIES

All activities must be scheduled two weeks in advance and be approved by the principal. Advisors must sign all bulletin notes, which must be to the office by 3:20 the day the bulletin is being typed. No rehearsals, dances, concerts, etc. will last past 12:00 a.m. If a group has a fundraiser, then the principal and ASB must approve it. See "Money" for further details. Concession usage requires an advisor to supervise all organizational details, operations of sale, clean up, and securing of concession stands.

Teachers must inform the office at least 2 weeks in advance of the place, date, and names of students participating in any activity that will cause students to miss school if possible. The office will then place this information in the announcements each day until the activity takes place. Do not tell any student they can have an activity. It is the principal's job to approve or disapprove of activities.

ACCIDENT REPORTS

If any accident/injury occurs to you, a student, or a member of the public at school or at any school activity, you must: (1) report it to the office, and (2) complete the District Personal Injury Report, no matter the severity of the injury.

ACCIDENTS AND INJURIES

See “Injuries”

ARRIVAL/DEPARTURE TIME

All teachers must be at the school by 7:30a.m. and may leave at 4:05 p.m. Teachers may with permission from the building principal, report at 7:45 and leave at 4:15. Hourly staff must be at school and at their assignments at the times agreed upon with the building principal. The superintendent or principal must approve any “early” departure times or leaving school at any time, other than during lunch period or preparation period. If you leave during your prep time, as a courtesy you should inform the office that you will be leaving. Any work that extends beyond the normal contract time must be pre-approved in writing by your immediate supervisor for *hourly* employees. If you do not have sufficient time to complete your job description this should be communicated to your supervisor.

BUILDING SECURITY

Anyone in the building after school hours is responsible for making sure that it is secured, with all doors closed and locked, when s/he leaves. If in the building after the buses have left for the evening, help professionally encourage students to leave the building. Report to the principal students found in the building after hours. Remember, the building does not have a security system, but does have cameras.

CELLULAR PHONE/ELECTRONIC COMMUNICATION DEVICES

Teachers should not use Cellular phone service while teaching a class. The phone and other communication devices, which includes computer based messaging, should not be used while teaching and should be out of sight and sound of the students.

CHILD ABUSE

You are required by law to report suspected child abuse. This was covered in our in-service, but if you have any questions/problems, please see the principal immediately. Steps include: 1. Notify principal, 2. Notify the appropriate social service agency with the principal including the police if applicable. It is the law that you must inform both the school and social service agencies.

CIVIL DISTURBANCES

1. Notify the principal and superintendent immediately.
2. As soon as they arrive, do not stand around watching, commenting, or carrying on any discussion with any of the protesters. Do not help organize or encourage the protesters. At this point, the example set by the staff is crucial to how the other students will act or react. Unless told to do otherwise by them, quietly and calmly take students not involved back to your scheduled room.
3. They will:
 - a. Decide if authorities should be called.
 - b. If needed, have the building secured by the janitor and all available teachers.
 - c. Try to isolate participants and communicate with them. Participants will be informed such conduct is not allowed on school grounds. Students will be requested to return to the classroom. Non-students will be requested to leave the grounds.
 - d. If offenders refuse to leave or return to class, an attempt to identify each of them will be made.
 - e. If protesters become violent or potentially dangerous, oleoresin capsicum (pepper spray) may be used.
 - f. Protesters will be kept under surveillance until police arrive.

CLASSROOM CARE

Classrooms should be kept as clean and neat as possible. You are responsible to teach students to pick up/clean the area before the end of each class. Desks should be checked frequently for physical damage or vandalism. Students should be sitting only on/in the seats/chairs provided. Please keep student's desks from close proximity to the wall. At the end of the day, the room should only need to be swept or vacuumed and dusted, but it is not the custodian's job to be your or the students' mother or father. Please help make their job easier. If an area needs attention, email the Principal and John as soon as you notice. Do not wait until several days later; they can only deal with issues they know about.

CLASSROOM PROTOCOL

While in the school, teachers will have students address them as Mr. Ms, Miss or Mrs. Teachers will not use curse words in front of students at any time. Teachers will not allow students to discuss inappropriate topics or speak in a rude, inconsiderate or profane manner in class. Teachers will not discuss inappropriate topics or speak in a rude, inconsiderate or profane manner in class or around the students. The teacher sets the tone for the class and should be aware of that responsibility at all times.

CLOSING SCHOOL

Check the district website/facebook page for up to date information on school closures. If there is a one or two-hour delay, report to work the one or two hours after what would

be the normal reporting time. If school is canceled you will not report to work, if you do so, it is at your own risk.

COMMUNICATION

Please discuss any problems, rumors, etc. that are bothering you with the administrator. If you disagree with a decision or policy, we need to talk about it. Even if you disagree with a policy or directive you have a job to do and should focus on doing that job you are paid to do. We all get discouraged from time to time, yet negativity brings the entire organization down.

Anyone who is doing even a mediocre job can't please everyone 100% of the time, so, if you are upset with what's being done/not done at Shoshone Schools, talk with the person involved or talk with the principal and/or superintendent. Above all, let's not wash our dirty laundry in public. Our public relations with the community are vital to our success with our students. It is not acceptable to divulge information from colleagues you received during the course of your duties at school. We must as a group be able to discuss frankly issues we are facing without fear those discussions will be aired publicly.

Always pick up all of your mail by 8:00 a.m. daily, during prep, and after school so that you will get all of the important messages. Check email once a day at least.

The school board relies upon the school staff as educational experts to research ideas, conduct studies, form recommendations and deliver professional opinions to them so they can make informed decisions and explain school matters to the community. The staff and the board are a team that should work together, yet have different roles. The staff should not throw problems or issues at the board, or individual members of the board, without working through the proper channels to deliver relevant thought out information to them. If you have an idea or concern, *do not* go directly to the school board as a group or as individuals. You should first talk to the administration. If staff has an idea or issue that ultimately may need board action the proper way to propose the idea is to work through the principal and superintendent to develop a recommendation, communicate with other staff, and to present the information to the board.

It is not acceptable to complain about district policies in front of the students or parents. It is also not acceptable to encourage students to ignore district policies or look for loopholes in district policies.

DRESS FOR STAFF

All of the staff is expected to dress as professionals and to follow generally acceptable grooming habits. The staff must remember that it sets the standard of dress and behavior to be expected from the students. The following guidelines will apply:

1. No jeans or shorts except on "dress down Thursdays" or for special occasions.
2. No T-shirts except on "dress down Thursdays" or for special occasions.
3. Teachers may not wear hats inside the building.

(Teachers of classes that require different attire are exempt during the classes they need the attire, or with permission of the principal)

EARTHQUAKE

1. In case of an earthquake, the staff must remain calm and give instructions in a calm but firm voice to avoid hysteria and panic among the students.
2. In all classrooms, remain there but get under tables, desks or into the interior doorways or storage rooms. **AVOID WINDOWS, ANYTHING HANGING FROM THE CEILING, AND SHELVES WITH THINGS THAT COULD FALL ON SOMEONE.**
3. With large rooms with high ceilings and large open spans, move the students to a safer area as quickly but as calmly as possible. In all cases, get under whatever cover is available and/or get students against a load bearing wall instead of sitting or standing in the middle of the room. Students should sit with backs against the wall, knees up, head on knees, and head covered with hands and whatever else is available (coat, etc.)
4. Don't run/rush through the building or outside because of the danger of falling debris, live wires, glass, etc. When it is safe to leave the building you will be told to do so and will follow the exit drill for a fire drill, including getting your room together at the assigned place.
5. If outside, move quickly away from buildings, poles, trees, and overhead wires—anything that could fall.
6. After fire evacuation and roll taking, teachers will report any missing students to the principal, will monitor the students, and will not allow them to re-enter the building or to leave without the principal's okay.
7. The building will be inspected for safety and soundness before re-entry. If weather conditions or severity of damage warrant, buses will be called for by the administrator. Students will stay with the homeroom teacher until told to load or unless excused by the administrator.

EARLY RELEASE OF STUDENTS

We will not use early release as a reward! **UNDER NO CONDITIONS WILL YOU RELEASE YOUR CLASS EARLY OR RELEASE ANY STUDENT FROM CAMPUS!** This includes but is not limited to athletes leaving for games. Do not take the students' word that it is time for them to go.

EXPERIMENTATION AND IMPLEMENTATION OF NEW IDEAS

The Shoshone school district encourages well thought out experimentation and implementation of new ideas. Creativity and intelligent risk-taking is how we can improve our product. Generally, each of you was hired because of your expertise in your area. Teachers are in charge of their classroom. The key thing to remember when implementing new policies in your classroom is to inform the students of the expectations and new information. Keeping the students, parents and other key players well informed

before implementation of new strategies increases the likelihood of success. Anytime something new is tried, other staff will be asked questions. It is very important to keep them informed of what is going on in your classroom, especially the district administration.

FACULTY MEETINGS

Except in an emergency situation the staff will be notified one week prior to a meeting that will take place after regular working hours. All faculty and staff on duty at this time will attend unless excused by the superintendent or principal. No more than twelve staff meetings that last until 5:00 will be called.

FIELD TRIPS

The principal must approve all field trips **BEFORE** you talk with the students. All overnight and out of state trips must be submitted to the superintendent a minimum of one month in advance of the field trip. Teachers are encouraged to become certified to drive the small bus. If a teacher or coach would prefer the large bus they must request that from the supervisor. If the small bus is used the following procedures will be used:

1. No student is dismissed until the coach/teacher has inspected each seat for cleanliness. If the bus is dirty the supervising teacher must have the students riding the bus clean it up.
2. It is the teacher's responsibility to ensure that all regulations for riding in the bus are followed. The main ones to watch for are students changing seats/moving while the bus is in motion, stacking gear in the aisle or in an unsafe manner, and not maintaining a lower level of noise. The teacher/coach is responsible for the behavior and should not rely upon the bus driver as the primary disciplinarian.
3. The teacher must fill out the proper trip form and give it to the Principal or AD and stick to it. For coaches, the athletic director will fill those forms out after consulting with you.

FIRE DRILLS

Fire drills will be conducted. Please have your exit route posted. You and your students will report to a place which will be assigned by you and taught to all students in your class(es). Remember to take roll. Also, record the location you will report to for a substitute.

FIRE, EXPLOSION, AND/OR BOMB THREAT

1. Upon notification of a fire, explosion within the building, or bomb threat, ring the nearest fire alarm. All procedures for a fire drill will then be followed by the teacher with students; students exit as per room plan posted in each room; if an exit is blocked, they will go to an alternate exit; the first students to a door will hold it open

for the remaining people; all students will meet their teachers at assigned places; teacher will take roll and notify principal of any discrepancies immediately; no students will leave or re-enter the building until the principal gives the all clear.

2. Staff with no class will check the restrooms etc. for stragglers. Secretary will call 911 for the fire department and ambulance. In case of a bomb threat, the person answering the phone will follow the bomb threat guidelines. The sheriff and the Umatilla Army Depot bomb squad will be notified in a bomb threat situation.
3. In case of a bomb threat, custodians will secure the building and then be available to go with emergency personnel to open doors, etc. or give assistance related to the building plan.
4. If the building cannot be cleared for re-entry or if the weather is bad, the superintendent may send students home or choose some other alternative.
5. Lock down procedures will be given verbally for security reasons. If you are unsure of the procedures, contact the principal.

FRIDAY ENRICHMENT

Friday enrichment activity days are part of every teacher's responsibilities. These activities must be pre-approved by the Principal in writing using the form developed. No more than two teachers may team up for a Friday enrichment activity, and a team of two teachers may be formed for an activity only with approval of the principal. Failure to get proper approval, or complete an enrichment day will result in loss of pay for those days.

GRIEVANCE PROCEDURES

All reasonable efforts will be made to settle any complaints informally. The parties and, if necessary, their supervisor should work together to solve the problem. Should this not be possible, the grievance policy as outlined in policy can be followed?

If you have an allegation of serious wrongdoing against anyone within the district you should submit to a member of the risk management team, in writing, a detailed statement of the alleged violation. The risk management team will investigate the matter and schedule a meeting between the parties to attempt to resolve the matter.

The Risk Management Team includes teachers, administrators, other staff members and a Board representative. It is the job of the team to investigate allegations of wrongdoing, or refer the allegation to the proper person. John Larson, Kelly Wilkins, Kelly Chapman, Tony Bozzuto, Michael Perry, Ginger Koonce, and Rob Waite are members of the Risk Management Team.

As per district policy, no employee should go directly to the board with any communication, including complaints. By policy, complaints should be handled using the proper procedure.

HANIDCAPPED STUDENTS

If any staff member knows of a student with a handicap or thinks that there might be a handicapping condition, please contact the special education teacher. This student may or may not qualify for special services, but we must keep a record of this student as a 504 student no matter what. Be especially aware of and/or alert to students who may have or have had a possible head injury. Students with a traumatic head injury will often show cognitive and behavioral changes, and the special education teacher needs to be informed so that further checking may be done for the student's benefit.

HAZARDOUS CHEMICALS

Some hazardous chemicals may be present in the Shoshone schools. Material Safety Data Sheets (MSDS) are available for all chemicals, and they are located in the upper left-hand cabinet in the superintendent's office. Before using any chemicals, be sure that you are aware of the safety procedures to follow for that substance. If you have any questions, see John before using the chemicals. Read all labels and follow all directions on chemicals.

HOMEWORK

Homework should be a meaningful and relevant extension of the previously learned material. "Busy work," and homework for the sake of homework is discouraged.

PURPOSES:

1. For an incomplete or unsatisfactory classroom assignment.
2. For independent practice.
3. For reinforcement of previously learned material.
4. For drill and practice.
5. For extending knowledge.

GUIDELINES:

1. Shall be a maximum of 30 minutes per day for a slow student.
2. Shall be assessed with feedback provided ASAP.
3. Shall be used only for formative/diagnostic purposes.
4. Each teacher will inform students of times before, after, or during school when students can get help with homework.

Teachers should encourage the use of the evening hours the district provides for homework help. Notes home encouraging attendance should be sent if the student is struggling.

HOSTAGE SITUATION

1. Notify the secretary to call 911, get the principal and/or superintendent.
2. The administrators will clear the area of ALL uninvolved persons in a quick and orderly manner.

3. Witnesses to the incident will be taken to a safe place and detained to give any information, descriptions, vehicles involved, etc.
4. Deny giving any form of transportation, indicating that some other person must make that decision.
5. The janitor will have the floor plans and keys available when the police arrive.
6. Patience and keeping low key are vital in a case such as this.
7. Only the superintendent will make any media release.

ILLNESSES

Action to be taken by the staff:

1. Administer first aid, if necessary.
2. Move the student to the office (if no injury) and notify the principal.
3. Remain with the student until the principal or designee resumes responsibility.
4. In the event of ingestion of toxic substances:
 - a. Bring the substance/container to the office.
 - b. Call Idaho Poison Control Center and 911 for an ambulance.
 - c. Have the custodian find the Material Safety Data Sheet (MSDS) which is filed in the superintendent's office.

Action to be taken by the principal or designee:

1. Notify the parent for the arrangement to send the ill child home.
2. If a parent cannot be contacted, call the emergency number listed on the student's card to arrange for temporary care.
3. Call 911 for an ambulance if necessary.

INJURY

Action to be taken by the staff:

1. Do NOT move the injured person. Stay calm.
2. Send for help. Stay calm.
3. Treat for shock. Make them comfortable and cover them if necessary.
4. If trained, and if it is necessary, administer emergency first aid. Stay calm.
5. If injury is caused by a chemical, follow directions given under "Illness."
6. Remain with the injured until principal or designee assumes responsibility.
7. Complete a formal injury report in office, no matter the severity of the injury, No matter the severity of the injury.

REMEMBER IT IS ILLEGAL FOR YOU TO DIAGNOSE INJURIES—TO PRACTICE MEDICINE.

Action taken by principal or designee:

1. Notify parents regarding transportation of injured.
2. If a parent cannot be contacted, call the person listed as emergency contact on the student's card.
3. Call an ambulance if necessary.

INVENTORY

There will be an assets and a teaching materials inventory done at the end of each year. Make certain that all new items are added to your inventory when they are purchased. You are responsible for the inventory and care of all books and equipment in your charge. You are responsible for checking out and keeping a record of any books and/or equipment issued to students. The cost of lost or damaged (beyond normal wear and tear) books and equipment must be passed on to the student. To help us to be consistent as a school, the teacher will turn in to the principal a list with the suggested price for textbook replacement/damage. They will approve the fine list and return it to the teacher so that the teacher may notify the students. All fine lists must then be turned in to the secretary who will collect the money and give the student a receipt for the fine. Missing materials should be reported to the principal within 24 hours of discovery.

JURY DUTY

If you are absent from school to serve on jury duty, you must turn in the jury duty fee to the district in order to be paid for that day. You keep the expense money paid to you for travel.

KEYS

Take the utmost care with your keys. If you lose them, you may be charged for changing the locks. Policy prohibits you from loaning out your keys to anyone other than another staff member or letting a student have them even for a short time.

LEAVING THE BUILDING

If you must leave the building at any time during school hours, other than at lunch or prep, you must have permission from the principal and then check out with the office before you leave and when you return. You are not to take students from a scheduled class to any place other than the library without letting the office know (i.e. nature walk, showing a movie together, etc.) so that we can find a class/student should a parent come to the student out. If you have regularly scheduled off campus trips, let the secretary and the principal know what the plan is. If your normal class teaching assignment includes off-campus location, and your stay off campus will be extended beyond normal. You must take steps to inform the office. If you leave the building during non-student contact work hours (i.e. parent teacher conferences) please let the administration know of your whereabouts. Remember these days are paid days and are part of your contracted work time.

MAINTENANCE REQUEST

If you require something to be done in your work area or notice something that needs to be done, send an email to Mr. Larson and your principal. The school principal will place a priority on it and inform you of when the work will be done. Email John immediately if any area needs attention. Do not just complain. He can only work on things he knows about.

MDT TEAM MEETING

MDT meetings will be held when necessary, when the school psychologist is available. The team will consist of the school psychologist, the building principal, school counselor, a classroom teacher (assigned on a monthly basis), and referring teacher. THE SLP, OT/PT, Title 1 teacher, and special education teacher will also be included on an “as needed” basis. Other persons may be invited to participate in the team meeting as requested by the building principal and/or parent.

The purpose of this team is to develop a team approach to work toward solutions to aid students in academic, social and/or emotional issues. The staff member seeing a need for a referral should contact the principal and ask for the student to be put on the agenda for the upcoming meeting. *However, please contact parents about your concerns before you begin the referral process.*

MEDIA RELATIONS

The Shoshone school district believes in taking steps to publicize any good works the school does and open and honest discussions of other issues when possible. The office or Mr. Waite will email periodic notices of potential media worthy events to the media outlets in the area. Each staff member who knows of potentially media worthy events should write a press release about the event, and send it to the office. To avoid duplication and to streamline efforts, all press releases will be delivered this way if you speak to a media member who cold calls you; it should be reported to the Principal in writing within one working day. Should the media contact a staff member about an issue that may be sensitive, it is always allowable and in some cases encouraged to refer the reporter to the principal, superintendent, or board chairman for comment.

As part of our ongoing media relations program, staff is encouraged to schedule radio and tv appearances to promote our school. Substitutes will be provided to allow teachers to appear on pre-scheduled programs.

MEDICINES/DRUGS

YOU MAY NOT ADMINISTER OR GIVE OUT ANY DRUGS—INCLUDING ASPIRIN, TYLENOL, ETC. All students with medicines must check them in at the office.

MONEY/FUNDRAISING

You are responsible for any money you collect for school functions, dues, sales, etc., and it must be turned in *each day* to the secretary. Finances are an issue for which procedures need to be followed very closely and failure to turn in money in a timely manner could be grounds for dismissal. You may not purchase any item without first getting an approved Purchase Order (PO). You may not use money collected to purchase any items. You are responsible for any money collected and then lost or stolen. The administrator must approve all fund raising projects before any plans are made. All funds raised by student organizations must be deposited in the activities account. For all items purchased with district funds and then resold to students or others, the receipts must be deposited to the district account, not the ASB account. The administration manages activity accounts with input from the advisor and students if applicable.

NEW STUDENTS

When new students register we will ask them to register one day and return to start school the following day. This will allow us to prepare essentials (i.e. desks, books, etc) for the students to feel welcome. Please note there may be exceptions where students will begin the day they arrive.

NOTES/LETTERS HOME

Please clear all mass mailing/group notes/letters home with the principal so that there are no surprises when/if a parent should call the principal.

OUTSIDE SPEAKERS/VISITORS

All outside speakers/visitors invited to your classroom must be cleared by the administration before being invited to the school. All visitors to the school must check in at the office before being on school grounds. Visitors must fill out a district visitor form.

PAY DAY

Pay day for district employees will be on the 25th of the month. If the 25th falls on a non-school day, it will be the last school day before the 25th. Payroll forms are available in the district office and. Some requests, such as the amount of insurance, can only be changed at certain times. It is the employee's responsibility to keep up to date on when payroll changes are allowed. General payroll forms, such as leaves, are available on the district website.

PERMANENT/CUMULATIVE RECORDS

It is extremely important that permanent cumulative record files be kept accurate and up-to-date. Do not remove a permanent folder from the office without permission. Never take a permanent file from the building or leave it in your room overnight. Make sure you document when you access the permanent files – there is a log sheet in the front of

every folder. Should you run across a file without one, please ask the secretary for one to put in the file. The permanent files are locked at the end of each school day.

Teachers must be careful of all personal student information that may be released by writing, telephoning, discussing or by conversation concerning private student information. FERPA protects students and parents from having private information released without their written consent. (Do not talk “downtown” about any student that is not your child or the other person’s child)

PERSONAL PROPERTY

Personal property used at the school is not insured and is used at your own risk. No personal use of a computer or electronic device is allowed unless written permission is granted from the Principal. For your own protection you should file an Inventory of Personal Items with the Business Manager.

POLICY HANDBOOK

Copies of the “Shoshone School District Board Policy Manual” are in the district office and Superintendent’s office. You are responsible for knowing the policies contained in it. It is the individual staff member’s responsibility to read it and any new policies or revisions. If you have a question about policy go immediately to the principal and/or Superintendent. Remember that the order of which has precedence in case of any problems of policy—the order in rank of importance—is federal law, state law, school board policy, school rules/regulations, and classroom rules. In addition to the policies found in the policy book, administrative rules made by the Principal or the Superintendent (such as memos or directives) need to be followed.

PROBLEMS--PARENTS—POTENTIAL

If anything out of the ordinary happens (that the superintendent, a board member, the media, or the principal might get a call about), let the principal and superintendent know about it immediately. Parents often get half or less of a story and it is almost always slanted in favor of someone other than a staff member. Without information from you, it is almost impossible to deal with upset parents or media without a molehill becoming Mt. St. Helens. If you hear about a rumor that affects a staff member or the school or a student, please let the person involved know about it so that person can involve the administration too. Remember, it is easy to hang a person alone, a group is more difficult to hang. We need to stick together if we have a problem or a rumor.

PHONES

Each classroom has a phone. The number one priority of phone use is for school business, however, staff members may feel free to use the school phones to occasionally make personal calls.

If you have any phone difficulties, please let the principal know. Brent Edwards will be the person to ask questions about the phone system and voicemail.

Students calling on school related business should call from the office. Messages for students will be delivered to the classroom when possible.

Using personal cellular phones during instructional times is grounds for discipline up to and including dismissal. In an emergency situation where you must have a phone on, contact the principal.

The use of cellular phones, by teachers, is permitted. However, please take the following guidelines into consideration:

- Personal calls or texts should not be made during class time
- Personal calls or texts should not be received during class time
- Lunch and before and after school are the preferred times for cell phone use

PROFESSIONAL DEVELOPMENT FUND FOR CERTIFIED STAFF

If the district requires a teacher to take a class or training that costs money, the teacher will not be responsible for payment for the class or training. Each year the district will set aside \$3,000 to reimbursement for college credit granting courses. In addition to the \$3,000 limit, each teacher is limited to \$300 per year. In order to use this benefit, teachers must apply to the Superintendent by May 15 for the next budget year. (September 15th) If more than 10 teachers apply, the reimbursement will be divided amongst those that apply. The teacher will pay for the course, and the district will provide reimbursement upon verification of successful completion of the course.

PURCHASE ORDERS

If there is a need to order something, please complete a green sheet found in the office, and turn into the principal for approval. The process can take up 2 to 3 days so plan ahead.

RESIGNATIONS

While it is preferred, and may be requested that resignations be made in writing, a verbal resignation may be accepted by your supervisor. Upon receipt of your resignation, the board will be informed of your action and steps may be taken to fill your position immediately.

SEIZURE—MEDICAL

During a seizure:

1. Keep calm—you can't stop a seizure once it starts.
2. Send for help from the office.
3. Remove glasses and loosen tight clothing.
4. Do not try to restrain the individual, but move anything hazardous to the individual out of the way.
5. Do not try to force anything into the individual's mouth.
6. After the seizure, allow the individual to rest.
7. Move the person onto his/her side to allow saliva to drain from the mouth.
8. Stay calm; if the person seems confused or very tired, don't be alarmed; this is normal behavior.

SEXUAL HARASSMENT

Board policy and law prohibit any form of sexual harassment. The district will act to investigate all complaints, formal or informal, verbal or written, of sexual harassment and will discipline any student or employee who sexually harasses a student or employee of the district. Sexual harassment is defined as “unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a requirement of employment; (2) submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual; (3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.”

REPONSIBILITIES OF STAFF: If anyone on the staff knows that sexual harassment is or may be occurring, he or she must take immediate steps to see that the matter is addressed, even if the problem is not within his/her area of oversight. The Human Rights Officer for the Shoshone School District is the superintendent, or a member of the Risk Management Team, who will take any reports or complaints of sexual harassment from any student, individual, employee, or victim of sexual harassment. Submission of a valid complaint or report of sexual harassment will not affect the individual's future employment or work assignments.

SICK ROOM POLICY

None of us is allowed to diagnose illness; therefore, when students claim to be ill, make arrangements to get them to the office. The office staff will supervise the student(s) and determine if the parents need to come pick up the student.

SPECIAL EDUCATION

When you suspect a student needs special help, discuss it with the special education teacher and the principal before you make a referral. Once a referral starts, the federal guidelines dictate what must be done, and we want to make sure that we have considered

all of the options to help the student. On the other hand, if a student is in need of help, the staff has a moral, ethical, and legal obligation to refer the student into the evaluation cycle. Remember that IQ and performance are the standards. The student's performance must be approximately two years below the expected performance for his/her IQ. Consequently, some students with a low IQ might be performing to his/her best ability, and, consequently would not qualify.

SUPERVISION

By moral, ethical, and legal standards, we are responsible for the supervision of our students. No student is ever to be anywhere in the building unsupervised. If for any reason you need to leave your classroom, contact the office and have another adult come to your room and supervise until you return. If it's an emergency, step next door and ask that teacher to watch both classes until someone from the office gets there. It needs to be stressed that it is part of your job, a very important part, to be both on time and at any assigned location for your supervision duty. Avoid long periods of class time spent on your computer or at your desk. At the minimum, it gives the appearance that you are not supervising. Start and end class on time.

TEACHERS' LOUNGE

This area is off limits to everyone—adults or students—except Shoshone School District Staff at all times, unless they have special permission from the administration to be there. Staff is expected to pick up after themselves and to wash any dishes or utensils they use. Please keep the refrigerator clean.

TIME SHEETS

For hourly employees and for certified employees participating in hourly work (such as extended day) a time sheet of hours worked must be completed. The time sheets should be turned into your immediate supervisor no later than 10 days before payday. It is the employee's responsibility to complete accurate time sheets. Do not falsify a timesheet. Any hours beyond regular work schedule need to be pre-approved in writing by your supervisor before they are worked and included on the timesheet.

TRAVEL

If you travel to a conference for the district or professional development the travel expense can be reimbursable. Approval of the reimbursement must be obtained prior to going by the principal.

USE OF FACILITIES/EQUIPMENT

All requests for building use and requests for use of school equipment for anything other than school business must be approved by the superintendent or designee.

VEHICLE USE

Transportation of students in a private vehicle must have prior approval from the superintendent, who will require proof of insurance to be filed with the business office.