

Shoshone Elementary



Staff Handbook
2025-2026

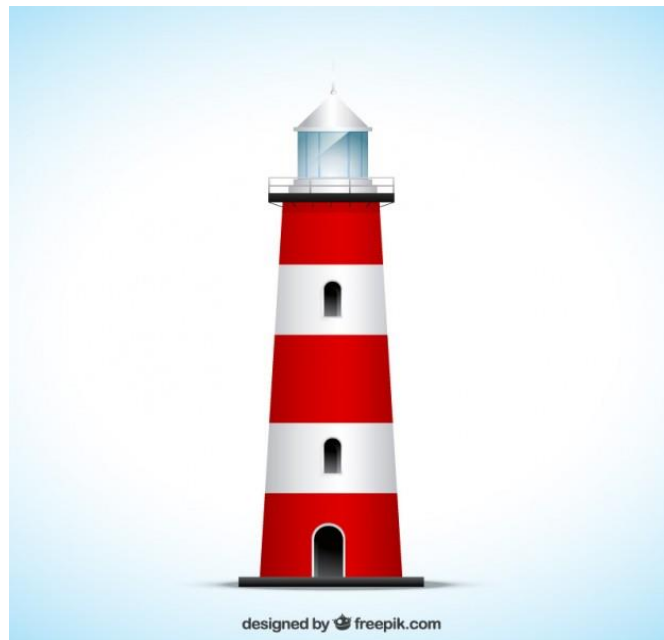
MISSION STATEMENT

We VALUE everyone and

Make CONNECTions

We INSPIRE each other

To DREAM BIG.



VISION STATEMENT

Focus Empower Succeed

My Expectations of Staff in our School

As the school year begins, I would like you to know my expectations as a staff member in OUR school.

- Be Positive and Caring - Live the 7 Habits daily
- Be on time for duties, meetings, classroom, and picking your students up from recess. Observe work hours and be on time to school. Teacher hours are 7:30 a.m. - 4:00 p.m. or 7:45 a.m. - 4:15 p.m. unless otherwise arranged with me.
- Teach the curriculum with FIDELITY – follow the curriculum and pacing guides.
- Teach “bell to bell”, making use of every minute.
- Commit to our school goals.
- Be concerned with academic improvement and evidence of student progress – use the data.
- Maintain an orderly, effective and safe learning environment. Safety is everyone’s business.
- Supervision of all students and all times (including monitoring computer use). Safety is everyone’s business.
- Dress appropriately – jeans on Thursday.
- Lesson plans emailed to Kelly by Monday at 7:00 a.m. and contain everything needed for a sub to use in an emergency.
- Teachers respecting kids. Kids respecting teachers.
- Encourage responsibility for learning, self-respect and respect for others.
- Have fun at work and take part.
- Teach and act with enthusiasm.
- Speak your mind with a positive attitude. Put it “on the table”, not grumble about it later.
- Try new things.
- “Be true (loyal) to your school” and fellow staff members.
- Take pride in our school.
- Always make decisions based on “What’s best for students.”
- Live the 7 Habits daily

TEACHER

(n) [tee-cher]

A multi-tasking educational

rockstar

who lives to inspire and

loves to encourage.

They're kind of a big deal.

Shoshone Elementary Staff List

Superintendent	Dr. Rob Waite	
Principal	Kelly Wilkins	
Secretary	Deysi Garcia	
Secretary	Stefanie Johansen	
Kindergarten Teacher	Shelly Hiron	Rm. 105
Kindergarten Teacher	Katie Morris	Rm. 107
1st grade Teacher	Lynette Wiersema	Rm. 106
1st grade Teacher	Rebekah Logan	Rm. 108
2nd grade Teacher	Keshia Call	Rm. 114
2nd grade Teacher	Cassandra Reyes	Rm. 110
3rd grade Teacher	Cassandra Harding	Rm. 116
3rd grade Teacher	Glenda Knight	Rm. 117
4th grade Teacher	Natalie Olsen	Rm. 119
4th grade Teacher		Rm. 118
5th grade Teacher	Kate Jones	Rm. 121
5th grade Teacher	Jenna Kamplin	Rm. 120
Building/Transportation Supervisor	John Larson	Rm. 416
Building	Janet Town	Rm. 416
Counselor/Specials	Denice Christiansen	
Counselor	Shelli Schroeder	Rm. 406
Counselor	Debbie Garbett	Rm. 104
Social Worker/Restorative Justice	Jenna Novinger	Rm. 251
Behaviorist	Todd Jaynes	
Behaviorist	Drae Andrus	
Librarian	Jackie Owens	Rm. 418
Physical Education Teacher	Melisa Martin	Rm. 307/502
Physical Education Teacher	Caleb Aoi	Rm. 304
Music Teacher	Terryn Pitcher	Rm. 410
Speech/Language Pathologist	Cailee Humbach	Rm. 115
Technology	Brent Edwards	Rm. 306
Reading Intervention Teacher	Carrie Schutte	Rm. 109/111/112
Special Education Teacher	Jandi Platz	Rm. 122/123/124
Child Nutrition Director	Ciara Naylor	
Para Professionals	Hailey Astle	
	Urvia Arizmendi	
	Rene Gonzalez	
	Bianca Granados	
	Chavawn Guthrie	
	Erin Olsen	
	Wendy Peterson	
	Monica Pinon	
	Maria Silva	

Newly added staff
highlighted in yellow.

Daily Bell Schedule



<i>Monday-Thursday</i>	
7:30-7:50	FREE Breakfast in Cafeteria
7:50	School Begins
8:05	Tardy bell Rings
9:45-10:00	Recess (K, 1 st & 2 nd)
10:00-10:15	Recess (3 rd , 4 th & 5 th)
10:50-11:10	Lunch (Kindergarten)
10:50-11:10	Recess (1 st and 2 nd)
11:10-11:30	Recess (Kindergarten)
11:10-11:30	Lunch (1 st and 2 nd)
11:30-11:50	Lunch (3 rd)
11:30-11:50	Recess (4 th and 5 th)
11:50-12:10	Recess (3 rd)
11:50-12:10	Lunch (4 th and 5 th)
1:45-2:00	Recess (4 th and 5 th)
2:00-2:15	Recess (Kindergarten and 1 st)
2:25-2:40	Recess (2 nd & 3 rd)
4:00	Dismissal

Shoshone Elementary Phone List

Kelly Wilkins	208-303-7345	
Deysi Garcia	208-358-2132	
Stefanie Johansen	559-975-5584	
John Larson	208-961-4126	208-886-7150
Janet Towne	208-308-5432	
Brent Edwards	208-404-1270	
Shelly Hiron	208-993-3470	
Katie Morris	208-867-9833	
Rebekah Logan	940-597-6978	
Lynette Wiersema	775-340-6828	
Keshia Call	208-421-0804	
Cassandra Reyes	760-216-0495	
Cassandra Harding	208-969-0009	
Glenda Knight	208-539-0149	
Natalie Olsen	801-969-6639	
Kate Jones	209-418-9130	
Jenna Kamplin	775-544-2588	
Jandi Platz	208-539-2550	
Caleb Aoi	208-316-0177	
Melisa Martin	208-934-4918	208-308-4918
Denice Christiansen	208-598-5133	
Debbie Garbett	208-731-5776	
Ciara Naylor	208-539-5776	
Jenna Novinger	208-358-6472	
Jackie Owens	208-886-7699	208-308-0605
Terryn Pitcher	208-749-8498	
Shelli Schroeder	208-720-7683	
Carrie Schutte	208-420-0477	
Drae Andrus	208-934-6675	
Hailey Astle	208-749-7025	
Urvia Arizmendi	208-539-8156	
Rene Gonzalez	208-309-0708	
Bianca Granados	208-908-3760	
Chavawn Guthrie	208-316-9297	
Todd Jaynes	208-490-0011	
Erin Olsen	208-420-4058	
Wendy Peterson	208-731-3105	
Monica Pinon	208-420-5821	
Maria Silva	208-316-7259	



Updated 06/04/2025

Shoshone Elementary Birthday List

*Cassandra Harding	September 13
*Jenna Kamplin	September 29
*Urivia Arizmendi	October 7
*Maria Silva	October 11
*Katie Morris	October 16
*Rob Waite	October 28
*Denice Christensen	November 2
*Deysi Garcia	November 8
*Drae Andrus	November 7
*Bianca Granados	November 9
*Natalie Olsen	November 11
*Melisa Martin	November 13
*Todd Jaynes	December 20
*Monica Pinon	January 10
*Hailey Astle	January 15
*Jandi Platz	January 17
*Rene Gonzalez	January 26
*Erin Olsen	February 11
*Chavawn Guthrie	February 15
*Wendy Peterson	February 19
*Jackie Owens	February 21
*John Larson	March 3
*Keshia Call	March 6
*Caleb Aoi	March 6
*Kelly Wilkins	March 7
*Cassandra Reyes	March 8
*Jenna Novinger	March 14
*Lynette Longchamps	April 11
*Ciara Naylor	April 27
*Carrie Schutte	May 8
*Shelli Schroeder	May 20
*Cailee Humbach	May 23
*Rebekah Logan	June 18
*Terryyn Pitcher	June 2
*Glenda Knight	July 7
*Stefanie Johansen	July 16
*Shelly Hiron	July 28
*Kate Jones	August 30



Updated 06/04/2025

Shoshone Elementary School

“Procedures”

ABSENCES BY STAFF:

See District Handbook

If any staff member needs to be absent from school because of illness remember to call Stefanie and Mrs. Wilkins between 6:00 – 6:30 a.m. or the evening prior. Stefanie’s number is 559-975-5584. Mrs. Wilkin’s number is 208-303-7345. If you leave Stefanie a message and need a return call, please indicate so in the message. Please provide the following information:

1. Nature of absence (you’re sick, your child, etc.)
2. Where lesson plans can be found, any duty schedule and the name of your teaching “buddy”. This should also be found in your substitute folder.

ABSENCES - LEAVING EARLY/BEFORE STUDENTS LEAVE:

Blue Sheets will be used should you need to be absent on a particular day. If you need to leave prior to the end of the contract day, please fill out a blue sheet as soon as possible and turn it into Stefanie or Mrs. Wilkins. This is designed for occasional, unavoidable appointments. If you or a family member have appointments, please make them after school hours or on Fridays when possible. I understand emergencies will happen – therefore, you have the opportunity to leave early, but it shouldn’t be taken for granted or used for appointments on a regular basis.

ACCIDENTS:

See District Handbook



ACCIDENT INSURANCE/ WORKMENS COMP:

District policy outlines procedures that must be followed should a work related accident or injury occurs. All employees are responsible to familiarize themselves with this policy.

BEHAVIOR POLICY:

Discipline is the process of training a child so that the desired character traits and habits can be developed. The Shoshone School District is organized and administered for the purpose of helping each individual student reach the maximum of his/her potential. By having a consistent discipline policy, the goal of educating the children can be most efficiently reached. In short, no student shall interfere in the instructional process either by interfering with another student’s right to learn or by preventing a teacher from teaching.

All teachers will follow their classroom management plan. Moving clips, using the behavior rubric, and other positive supports are the preferred manners of discipline. Continued or severe behaviors will be dealt with by one of the following disciplines: Friday school, lunch detention, or suspension. Parents will be notified by phone to discuss their child’s poor behavior.



Behavior Policy

Fighting	Verbal Assault	Stealing/Vandalism or Damage to Property
1st offense Friday school or suspension 2nd offense Suspension	1st offense Friday school or suspension 2nd offense Suspension	1st offense Friday School/Restitution 2nd offense Suspension/Restitution
Rough Housing	Bullying/Harassment	Overt Displays of Affection
1st offense Lunch detention 2nd offense Friday School 3rd offense Suspension	1st offense Friday school 2nd offense Suspension	1st offense Lunch detention 2nd offense Friday school 3rd offense Suspension
Foul Language	Defiance of Authority	Illegal Substance
1st offense Lunch detention 2nd offense Friday school 3rd offense Suspension	1st offense Lunch detention 2nd offense Friday school 3rd offense Suspension	1st offense Automatic suspension 2nd offense Suspension/Expulsion <u>Illegal Weapons</u> 1st offense Suspension/Expulsion
Threats	Cheating	Obscene/Threatening Notes
1st offense Friday school or suspension 2nd offense Suspension	1st offense Lunch Detention 2nd offense Friday School 3rd offense Suspension	1st offense Friday School 2nd offense Suspension
Refocus Forms	<p align="center">Extreme Behavior Policy</p> <p>Unfortunately, there are some behaviors that are so extreme that they must receive special consideration. In cases where a student's behavior interferes with other students' ability to learn, the student will be sent home. If the behaviors continue after four (4) times of being sent home, the student will be asked to stay home for ten (10) school days. The student will still be responsible for the school work which the school will provide. There will be additional consequences as the school sees fit if the behavior continues after the ten days at home.</p> <ul style="list-style-type: none"> Behaviors that place self and others at risk Physical violence Extreme disruptive behavior 	
1st offense- Visit with Denice 2nd offense- Loss of Recess and visit with Denice- Phone home by Teacher Third offense- Sent to office to Refocus- Lunch Detention- Phone call home by Kelly. 4th and 5th- Refocus- Lunch Detention 6th offense- Friday School 7th offense- Call home. In School or Out of School Suspension	<p align="center">Indecent Exposure</p> <p>1st offense- Friday School/Suspension 2nd offense- Suspension</p>	

CARE OF RESTROOMS:

Care of restrooms is as important as care of the classroom. Teachers will monitor the restrooms both prior to, and after, their use by the students. When at all possible please take your students to the restroom as a class. This will limit playing and misusing the facilities.

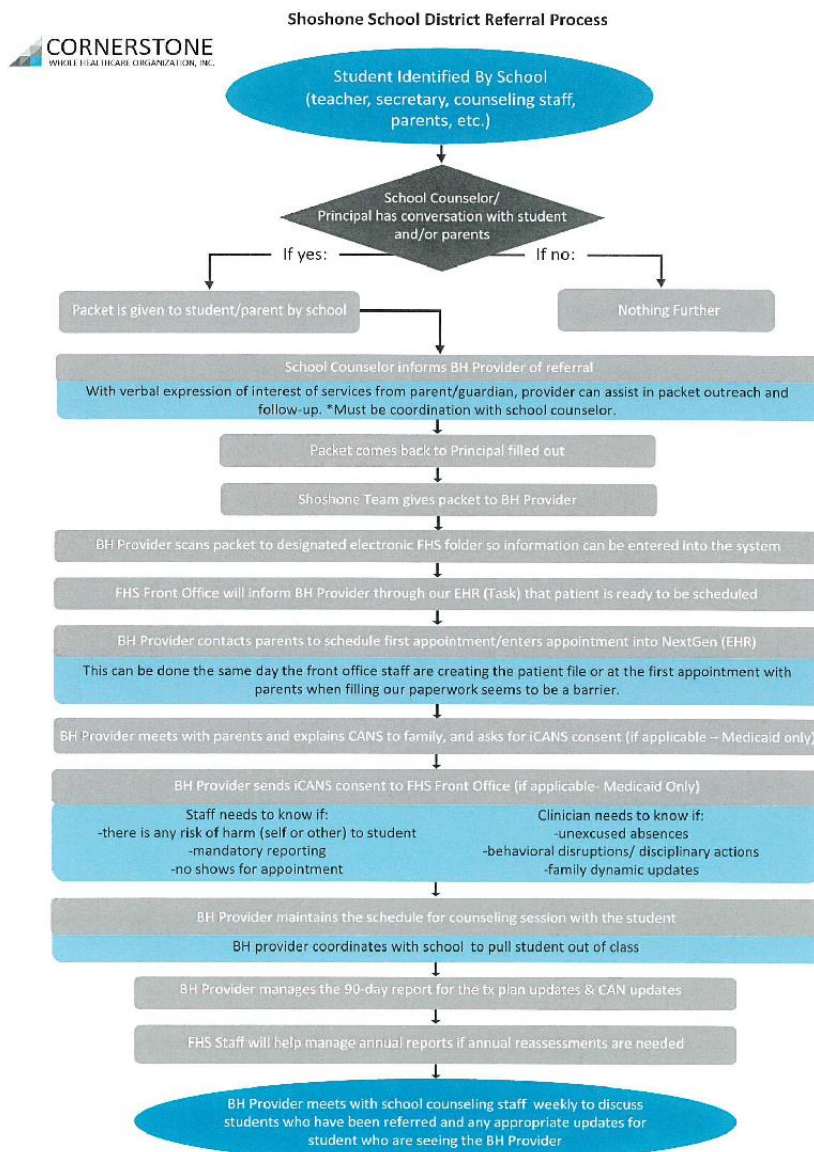
CLASSROOM INTERRUPTIONS:

Every attempt will be made to protect academic learning time by not making announcements during the course of the school day. Exceptions are emergencies, announcements due to weather, unanticipated changes to the daily schedule, or when a parent requests a child come to the office to leave school. Messages from parents regarding end of day transportation arrangement will be announced towards the end of the day.

COLLABORATION TIME:

Each grade level will collaborate one time per week. Collaboration time is spent looking at data, discussing instructional strategies, grade level planning and what will be best for our students. This is the “action” time; an outgrowth of our “planning time” during grade level meetings.

COUNSELOR REFERRAL - HEALTHY MINDS PARTNERSHIP:



MONTHLY DATA MEETING:

Once a month each grade level will meet for 40 minutes with the principal. During this time academic progress and intervention placement will be discussed.

RTI:

RTI teams will meet once a week. Each grade level will have a teacher representative. Each teacher will be on the committee for half the school year.

DAILY ATTENDANCE & LUNCH COUNT:

Please take attendance and lunch count no sooner than 8:05 a.m. Please mark a.m. and then p.m. attendance at the same time. Please make sure you keep an accurate account of absences. A telephone call or note from the parent will be necessary to verify the absence. Please send all notes regarding attendance to the office. Sometimes the classroom teacher knows why a student is absent and the office does not. This also works vice versa. If a student comes in tardy Stefanie or Deysi will change their attendance in the office and give them an admit slip. A student is marked tardy if he/she is not in class when the tardy bell has completed ringing. **Please do not take attendance prior to 8:05 a.m. and no later than 8:15 a.m.**

DAILY DUTIES:

All staff has specific recess duties. **It is imperative to be on time for your recess duty.** You should always have a walkie-talkie and clothespins used for hall passes. Be sure to return the walkie-talkie to the charging station when you are done with recess duty. We are responsible for supervising students at all times, including recess. Be highly visible, mingle with the students, and don't clump together with other staff on duty. Please keep an eye on the north end and main playground doors. Students have a tendency to sneak inside and goof around. If a staff member is going to miss a duty because of a field trip, appointment, or meeting, please find someone to cover your duty and inform the office of the change. Be sure to include your duty schedule in your substitute folder.



DISMISSAL:

When your grade level dismissal time arrives, please walk your students to the bus. Do not send them ahead of you and you come later. All students must be accompanied by you or a paraprofessional. Walking students should leave the grounds as soon as they are dismissed. Parents picking up students need to wait at the front of the school. Bus students will wait quietly in line until the busses are available for loading.

A designated parent drop off/pick up zone is established in front of the school. Please encourage parents to make use of this feature. The safety of our students will be greatly enhanced.

Students must have a written note from a parent or a notice from the office when changing their after school schedule. If they do not have a note or text from parent, or you have not received a call from the office they are to follow their regular dismissal routine.

DIRECTORY:

Let the office and the District Clerk know if you have a change of address or phone number. If you have an unlisted number, we should have the number for emergency use only. The office needs to have a contact person on file in case of a personal emergency.

DISRUPTION AND LOITERING ON SCHOOL GROUNDS:

House Bill No. 192, Amending Section 33-512, Idaho Code: "Relating to the Government of Schools, by providing that a person who disrupts the educational process of those present is detrimental to the morals, health, safety, academic learning or discipline of the pupils or who loiters in school houses or on school grounds is guilty of a misdemeanor."

If you see any person loitering on our school grounds, please notify the office immediately.

DRESS CODE:

See *District Handbook*

ENRICHMENTS/FRIDAY FOUNDATIONS:

Prior to scheduling your enrichment, please complete the pre-approval form and bus request form (if bus is needed) and give it to the office **one-month** prior to your enrichment activity. Mrs. Wilkins will review your request and let you know if any changes are needed. Once your request is approved, Deysi and/or Stefanie will complete and distribute the parent permission form to grade appropriate students.

DIRECTIONS:

1. Complete pre-approval and bus request form and give it to the office **one-month** prior to your desired enrichment activity date.
2. After you receive pre-approval from Mrs. Wilkins, the office will complete the parent permission form and distribute it to grade appropriate students. The office will also collect the parent permission forms and money (if applicable).
3. On the Thursday before your activity the office will give you a list of emergency numbers for students attending your enrichment activity. They will also give you a check for admission (if applicable) and a first aid kit.
4. Please take attendance on the emergency list provided before leaving for your activity. If you have a student present that is not on the list, please write their name down in the blank spot provided on the emergency form. You must take attendance again before returning from your activity to make sure all students are present. If a parent would like to take their child from the enrichment activity, please have them write a note indicating so, and sign the student out on the emergency phone form.
5. Please return first aid kit, attendance sheet, and receipt (if applicable) to the office on the Monday after your enrichment activity.

EVACUATION DRILLS/FIRE DRILLS:

Evacuation drills are signaled by the fire alarm bell. All teachers will turn out lights, shut doors, and take the emergency information sleeve posted by their classroom door along with their students to their designated spot at the north side of the playground. Please take roll immediately. If all students are present **stand at the front of your student line** and hold up the green paper out of the emergency information sleeve provided. If you are missing a student hold up the red paper from your emergency sleeve, write the missing student's name on the post it provided and have a reliable student run the message to the staff member holding the umbrella. Remain outside until the all clear signal is given by the staff member holding the umbrella.

Students should be instructed what to do if they are not with a classroom teacher. They are to walk quickly out the nearest door and to their assigned area. If a fire bell rings during non-class time, teachers will make sure their classroom and hall are clear. If students are in P.E., library or computer, or otherwise out of the classroom, the teacher in charge will take students outside, and the classroom teacher will meet them with their emergency packet. For example; if students are in P.E. in the cafeteria or gym, Mrs. Martin will escort them out the main playground doors and walk them over to the north side of playground to meet their teacher. If music is in the music classroom the teacher will take the students up the ramp by the H.S. office, then out the elementary playground doors and over to the teacher. The classroom teacher will hurry over and take roll.

Keep shoes on in class at all times in case of fire bell. Make sure your children leave in an orderly and quiet manner. There should be no talking or running during evacuation. After taking the students outside to the proper location, please make sure they all face away from the building in case of an explosion. Once everyone is accounted for the staff member holding the umbrella will indicate the all-clear signal which is opening and closing the umbrella three times. Only at that point will staff and students be allowed to re-enter the building.

FIELD TRIPS:

In order to protect classroom time, it is highly recommended to take field trips on Fridays as an enrichment. Offsite educational opportunities, aligning to state standards, may be taken if approved by the principal.

1. One field trip requiring a bus may be taken in.
2. Teachers are responsible for: organizing all accommodations (meals).
3. Students must ride on the school bus unless prior permission was granted from the principal.
4. Students may leave the field trip with their parent. Parents must submit the request in writing to the teacher **AND** sign the student out on the check-out form provided by the office.
5. Teachers must chaperone students on the bus. One teacher towards the front of the bus and one teacher in the rear of the bus.

FRIDAY SCHOOL:

We believe that all children can and should behave appropriately at school. We believe parents want their children to be in well organized, controlled classrooms. Therefore, we will tolerate *no student* stopping the teacher from teaching and/or any student from learning. Respect for self, others, and property is important. “*Appropriate Behavior*” is the behavior of leaders. While our goal at Shoshone Elementary is to recognize and praise good behavior, at times we will have to deal with those who choose to exhibit inappropriate behavior. Corrective actions like Friday School (detention) will be given if a student chooses not to follow classroom-school rules.



DIRECTIONS:

1. Friday School hours are: K-2, 8:30 – 11:30 a.m., 3-5, 8:00 a.m. to Noon – SHARP!
2. If you miss Friday school you will be required to meet with the principal. Your child will be suspended from school on the next school day, unless **prior** arrangements have been made by parents or guardians with the principal to attend the **next** Friday School.
3. Students who owe Friday School time or detention time will be excluded from participating in activities until the time is made up.
4. Attending athletic events **is not** an excusable reason to miss Friday School.
5. In an emergency situation, if the principal cannot be reached by phone, please leave a message on the school voicemail system. All messages are time stamped on the system, and all notifications must be made to the school before the 8:00 AM reporting time.

GRADES:

Grade books must be updated at least weekly. **If you have a student receiving a failing or unsatisfactory grade the teacher must inform the principal prior to the end of the nine-week grading period.**

PROGRESS REPORTS: All progress reports are standard based and will be handed out the **Thursday** following the end of each quarter. **Please do not send progress reports out early.** The exception is at the end of the school year when progress reports are given to students on the second to last day of school. Kindergarten progress reports may be sent home on the day of graduation.

PARENT-TEACHER CONFERENCES: Parent teacher conferences will be held at the end of the first and third nine-week grading periods. All scheduling for conferences will be done through the school office. It is the principal's recommendation that students attend conferences with their parents. It's important to remember that conferences are for discussing the student; therefore, the student should play an integral part.

NOTICE OF UNSATISFACTORY PROGRESS: Any time a notice of a failing grade or unsatisfactory progress is reported; the teacher will notify the principal and schedule a conference with the student's parents for the purpose of improving the student's chance for success. This may include calls, notes, as well as mid-term alert notes. Teachers will share information regarding unsatisfactory progress to parents early on, so as to assist the student as early as possible.

GUEST SPEAKERS:

See District Handbook

HALLWAY BEHAVIOR:

The hallways at Shoshone Elementary are to be considered pathways, a means of getting from one location to another. *It is expected that teachers walk their students to lunch, to and from recesses and specials unless other arrangements have been made. All students are expected to be respectful, responsible and quiet while in the hallways.* Many times there are students and staff working in the hallway, so a learning atmosphere is appreciated. If students are switching classrooms teachers are expected to stand outside their classroom door and monitor the hallway.

HEAD LICE:

Shoshone Elementary School staff and parents will work to prevent the infestation and spread of head lice by doing the following.

DIRECTIONS:

1. Students will hang coats on the racks located in their classroom. Students will not be allowed to pile coats on the floor (including the lunchroom floor during breakfast)
2. If a student is found to have head lice or nits, that student will be sent home for treatment and will not be allowed back until re-examined and found free of infestation.
3. The secretary will perform a regular check on all students for infestation. A note will be sent home to the parents of the children in any room where lice are found.
4. All siblings of the student will be checked for infestation. If lice are found, each student having signs of lice will be sent home for treatment.
5. If a large number of students in the school seem to be infected, a general school wide check will be held.



HOURS FOR STAFF:

See District Manual

If a staff member needs to occasionally leave early or be out of the building for lunch, please make arrangements with Mrs. Wilkins and let the office know when you leave.

INCLEMENT WEATHER:

As a general rule, if it is raining, students will remain inside for recess. If the temperature is 10°degrees or below (with or without wind chill) students still remain inside.

On days when weather is too severe to allow students to play outside Mrs. Wilkins or the office will announce plans for recess.

KEYS:

See District Handbook

LEADER IN ME:

Our mission is to develop student leaders with active and creative minds, a sense of understanding and compassion for others, and the courage to act on their beliefs. All teachers are expected to encourage and promote this mission and to live the seven habits while at school.

LEAVING CLASSES UNATTENDED:

A teacher is legally liable for the supervision of her/his students. **Students must not be left unattended for any reason, at any time. This includes before school, during recesses, or any other time.** A paraprofessional or the principal are acceptable substitutes when emergencies arise (this includes the need to use the rest room). Make all copies and gather all materials ahead of time so you don't need to leave your class unattended.

LESSON PLANS:

Your lesson plans will include standards objectives (first year teacher), activities, procedures, materials, assessments, accommodations, etc. All teachers are expected to share their lesson plans with Mrs. Wilkins on the Google drive no later than Monday morning each week by 7:00 a.m.

Learning objectives are required for reading and math each day. The objectives will be posted in "kid friendly" terms in the classroom, and noted in your plans.

In your substitute lesson plans, make sure there is a seating chart, daily schedule, and a notation concerning your weekly duties. Additionally, if you have kids with IEP's, allergies, etc. please make sure this information is easily accessible. This information is vital for guest teachers.

LETTERS TO PARENTS:

Letters to parents should be neat and informative. Always use correct spelling and grammar. **Mrs. Wilkins, Deysi or Stefanie must proofread what you send home prior to printing! A final copy of letters sent home is to be provided to the office.**



LIBRARY:

Students coming individually to library: Students are discouraged from going individually to the library. This is due to the tight schedule the library must keep in order to serve all the classes in our school. If you have an urgent need, teachers must speak directly to Mrs. Owens to make arrangements.

LOCKING DOORS:

Please keep your door locked at all times. You may place a magnet over the latch for easy entry, which can be removed quickly in the case of an emergency.

LUNCH:

Teacher and student lunch count is due no sooner than 8:05 a.m. This will help Sarah Thomas plan for the day. **At the designated lunch time teachers are to walk their class to the lunchroom and stay with them and help them with procedures until the last child goes through the line and sits down.** If you have lunch recess duty or are last to lunch, the K-2 lunchroom aide or 3-5 lunchroom aide will take your class at the door. Each class will be seated as directed by the lunchroom supervisor.

LUNCH BALANCE:

If an employee leaves the school district with a lunch balance, the balance will be taken out of their final pay check.

MEDICATION:

1. All medications (including cough drops and inhalers) are to be left in the office.
2. It is the student's responsibility to come to the office at the appropriate time to take his/her medication, unless the student has a disability and is unable to do so.
3. Non-prescription medications, such as aspirin or Tylenol, will not be provided to students without a signed permission form or verbal permission from parent over the phone.
4. Medication at school is given to a student for temporary relief. Medications provided by the school are not intended for extended/daily use.

MONEY:

All money collected from students must be locked up every night. If you cannot lock it up, please take it to the office and they will put it up in one of our locking file cabinets.

NOTE: All fundraisers must be approved through Mrs. Wilkins.

MOVIES:

Movies and videos can be powerful tools when used in the instructional process. Movies and videos shown during instructional time must have a direct connection to the course content and curriculum of the class. Not all are appropriate for all age and maturity levels of students. The teacher and principal share the responsibility of determining the suitability of all video material.

NEW STUDENTS:

New students will start school the day after registering. This will allow time for the teacher to prepare essentials (i.e. desks, books,) for the student to feel welcome. **Please note there may be exceptions where students will begin the day they arrive.**

PERMANENT/CUMULATIVE RECORDS:

See District Handbook

PHONES:

See District Handbook



PLAYGROUND CLEANUP:

The care and cleanliness of our school and playground is a reflection of the pride we have in our school. After each recess, duty teachers should ask students to help with playground clean up. A special effort to pick up garbage and playground equipment should be made every day. Students are leaving playground balls and jump ropes outside overnight and the three-day weekend.



PUBLIC RELATIONS:

See District Handbook

PURCHASE ORDERS:

If there is a need to order something, please complete a green sheet found in the office and turn it in to Mrs. Wilkins for approval. This process can take up to one week. Once approved, the office will complete the order. **You will not be reimbursed if you purchase something prior to obtaining a purchase order.**

REPORTING OF ABUSE:

See District Handbook

SENDING STUDENTS TO THE OFFICE:

If a child is sent to the office for any reason, (discipline, sickness, emergency) please call Mrs. Wilkins, Mrs. Garcia or Stefanie to explain the situation, so appropriate action can be taken.

SEXUAL HARASSMENT:

It is the policy of the Shoshone School District to provide an educational environment free of sexual harassment. Sexual harassment is unlawful and will not be tolerated. To accomplish this purpose, district policy is designed to secure, at the earliest level possible, an appropriate resolution to an allegation of sexual harassment.

SICK STUDENTS:

When a child is sick and sent to the office, please call Mrs. Wilkins, Deysi or Stefanie to explain the situation. They will assess the child and either send them back to you, keep them for some rest, or call parents to pick them up. Parents will be called from the office. **Teachers are not to make sick calls to parents from the classroom.**

STUDENT HANDBOOK:

All parents and students will receive a student handbook at Teacher/Parent/Student Orientation. Parents and students are to read through the handbook and sign the accompanying paper to indicate they have read and understand the information contained in the handbook. The signature page must be returned to school. Please send all signature pages to the office.

STUDENT HOMEWORK:

There is no research which supports the use of homework as an effective tool for learning. Student homework should be meaningful and relevant extension of the previously learned material. "Busy work" and homework for the sake of homework is not supported.

GUIDELINES:

1. Should not be more than what your **slowest** student can complete in 30 minutes.
2. Shall be assessed with feedback provided ASAP.
3. Each teacher will inform students of times before, after, or during school when students can get help with homework.
4. Will not be used as "punishment".

STUDENTS IN CLASSROOMS:

See District Handbook

If you have requested students meet you in the classroom during lunch or recess, it is your responsibility to be there with them. **Under no circumstances are students to be in a classroom unsupervised.**

STUDENT RETENTION:

From time to time it is necessary to retain students as merited by individual student needs and/or circumstances. It is a very serious matter and should be given much thought. The best interest of the student is to be the overwhelming consideration. The combined views of parents, teachers, administrators, special service personnel, counselor and others as necessary shall be used in determining the action taken.

The decision for determining if a student should be retained will be determined upon a review of student's physical, intellectual, educational, social and psychological characteristics. A RTI team will conduct the review. Students brought to the team must have been monitored for a reasonable amount of time, meetings with parents conducted, and a student's lack of progress documented to be considered for retention. Teachers will also complete the Light's Retention Scale.

The teacher must inform parents of possible need to retain their child during the spring parent-teacher conference. If the parent does not come to the conference, then an MDT meeting should be immediately scheduled.

At the beginning of May, a meeting including parents will be scheduled to discuss the actual retention. If consensus is reached, the **RETENTION PERMISSION FORM** is signed and placed in the child's permanent record file.

STUDENT SUPERVISION:

See *District Handbook*

No practice or work group will be set up without supervision. Teachers are fully responsible for the students they allow in class before school, during recess or specials and after school. If you have students in your classroom during these times you must supervise them.

TEACHER EVALUATIONS:

See *District Handbook*



TEACHER REQUESTS:

Teacher requests must be submitted on or before May 1st. After May 1st the request may not be honored.

TEXTBOOKS:

Textbooks are assigned to students as needed. Students should be made aware of their responsibility in regard to textbooks. Make sure all new textbooks are numbered and a student book inventory is kept. Teachers are responsible to inventory, check out, and collect textbooks from students. When collected, teachers will assess damage and charge fines for rebinding. If a book is lost or unusable due to neglect or abuse, complete the book damage form included in your closing instructions.

TRAVEL:

See *District Handbook*

VISITORS IN THE BUILDING:

All persons visiting the school are expected to check in at the office. They will be issued a visitor's pass. Please direct any non-staff member to the elementary office if they do not have a noticeable visitor's pass.