



Richmond Community Schools

35276 Division | Richmond, Michigan 48062 | (586) 727-3562

Guaranteed Learning for All Students!

FACULTY HANDBOOK

Updated Monday, October 7, 2019

NON-DISCRIMINATION STATEMENT. In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education amendments of 1972, Section 504 of Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title II of the Americans with Disability Act of 1990, and Elliott-Larsen Civil Rights Act of 1977, it is the policy of the Richmond Community School District that no person shall, on the basis of race, color, religion, military status, national origin or ancestry, sex (including sexual orientation), disability, age (except as authorized by law), height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to, discrimination during any program, activity, service or employment. Inquiries related to any nondiscrimination policies should be directed to the Superintendent, 35276 Division Road, Richmond, MI 48062, (586) 727-3565.

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Shelia Lepak, Counselor
Darlene McNichol, Secretary
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Miriam May, Counselor
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WILL L. LEE ELEMENTARY SCHOOL

David Kochan, Principal
Heidi Napier, Dean of Students
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WELCOME AND PURPOSE

This Manual is designed to acquaint you with Richmond Community Schools and provide you with general information about working conditions, benefits, and policies affecting your employment.

You are responsible for reading, understanding, and complying with the provisions of this Manual. Our objective is to provide you with a work environment that is constructive to both personal and professional growth.

This Manual and any other provisions contained herein do not constitute a guarantee of employment or an employment contract, express or implied. Only the Superintendent of Schools or other authorized representative(s) of the District has the authority to enter into a signed written agreement guaranteeing employment for a specific term. This Manual is intended solely to describe the present policies and working conditions at Richmond Community Schools. This Manual does not purport to include every conceivable situation; it is merely meant as a guideline, and unless laws prescribe otherwise, common sense shall prevail. Of course, Federal, state, and/or local laws will take precedence over policies, where applicable.

Personnel Policies are applied at the discretion of Richmond Community Schools. Richmond Community Schools and the District reserves the right to change, withdraw, apply, or amend any of our policies or benefits, including those covered in this Manual, at any time. The District may notify you of such changes via email, posting on the District's Intranet, Portal or Web site, or via a printed memo, notice, amendment to or reprinting of this Manual, but may, in its discretion make such changes at any time, with or without notice and without a written revision of this Manual.

EQUAL EMPLOYMENT OPPORTUNITY

It is our policy to provide equal employment opportunity to all individuals. We are committed to a diverse workforce. We value all employees' talents and support an environment that is inclusive and respectful. We are strongly committed to this policy, and believe in the concept and spirit of the law.

We are committed to assuring that:

- All recruiting, hiring, training, promotion, compensation, and other employment related programs are provided fairly to all persons on an equal opportunity basis;
- Employment decisions are based on the principles of equal opportunity. All personnel actions such as compensation, benefits, transfers, training, and participation in social and recreational programs are administered without regard to any characteristic protected by state, federal or local law.
- Employees and applicants will not be subjected to harassment, intimidation, threats, retaliation, coercion or discrimination because they have exercised any right protected by law.

We believe in and practice equal opportunity. The Superintendent serves as our Equal Opportunity Coordinator and has overall responsibility for assuring compliance with this policy. All employees are responsible for supporting the concept of equal opportunity and diversity and assisting the District in meeting its objectives.

I-9 IMMIGRATION REFORM POLICY

Richmond Community Schools complies with the Immigration Reform and Control Act, employing only those persons who are legally eligible to work in the United States.

Richmond Community Schools complies with the Immigration Reform and Control Act of 1986 by employing only United States citizens and non-citizens who are authorized to work in the United States. All employees are asked on their first day of employment to provide original documents verifying the right to work in the United States and to sign a verification form required by federal law (INS Form I-9). If an individual cannot verify his/her right to work within three days of hire, Richmond Community Schools must terminate his/her employment.

BACKGROUND CHECKS

Richmond Community Schools conducts background checks on all job candidates post-job offer. The type of information that may be collected is as follows: criminal background check, employment history, education, credit and professional or personal references.

This information may also be sought out during reassignment or promotional periods.

EMPLOYEE CLASSIFICATION

Employees are classified as either exempt or non-exempt for pay administration purposes, as determined by the federal Fair Labor Standards Act (FLSA).

The definitions of the worker classification categories can be summarized as follows:

Exempt: Management, supervisory, professional, sales or administrative employees, whose positions meet FLSA standards, are exempt from overtime pay requirements.

Non-exempt: Employees whose positions do not meet the FLSA exemption standards are paid overtime. Employees classified as non-exempt generally work in non-supervisory, non-professional or non-administrative capacities. Overtime work, however, is prohibited without specific supervisor authorization.

NON-DISCRIMINATION STATEMENT

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MISSION STATEMENT

Richmond Community Schools – At Richmond Community Schools, we provide a quality education that empowers students to be successful in a global community.

Will L. Lee Elementary School – In partnership with parents and community, the mission of the Lee School is to offer a caring environment that stimulates curiosity, promotes a desire to learn, and values each child as an unique individual.

Richmond Middle School – The mission of Richmond Middle School is to promote a high level of academic achievement and self-sufficiency

Richmond High School – Richmond High School is dedicated to instituting high standards, teaching students through dynamic instruction, and incorporating the latest technological advances.

ABSENCES

It is the expectation of the District that employees are at work unless there is a personal reason, illness or other approved reason for their absence.

Employee absences related to personal or family illnesses shall be entered into the District attendance system (e.g. Frontline) as soon as possible, regardless of whether the absence is for a full day or less than a full day. Failure to enter all absences shall be subject to disciplinary measures.

Employee request for absences related to personal business (or vacation for appropriate personnel) shall be submitted to the building administrator for approval at least seven (7) calendar days prior to the requested absence, unless their specific contract indicates otherwise.

Employee request for absences related to professional development shall be submitted to the building administrator for approval. All professional development must be preapproved by the building administrators AND Superintendent or his/her designee prior to the employee attending the professional development. Request to attend a professional development must be made at least two (2) calendar weeks prior to the professional development date. The District shall not approve professional development not aligned to the district and school improvement plans or individual development plans (IDP).

Employees shall not be absence from work prior to and after a holiday or a scheduled holiday break unless prior approval from the Superintendent or allowed by individual contracts or defined differently by contract

If an employee is absence for three (3) consecutive days, then the employee shall complete FMLA paperwork or provided a doctor's note to the Superintendent.

ACCESSIBLE AISLE IN CLASSROOMS

An aisle of a minimum of 36" must be maintained in each classroom to comply with the American with Disabilities Act.

APPLIANCES

Each building shall be furnished with a Faculty Lounge that contains a refrigerator and microwave. Faculty shall not have appliances such as microwave, coffee pot, cup warmers, etc. in their assigned classroom or office areas. The District reserves the right to remove appliances from classrooms or offices.

While staff may have mini refrigerators in their classroom or office area, it is *strongly recommended* that staff try to limit the number by sharing (e.g. grade level, wing of a building,

etc.). Faculty beverage containers (e.g. coffee mug, water bottles, etc.) must have a lid to minimize and prevent spilling and burns.

BADGE

Security Badges shall only be issued to District Employees. Outside individuals shall obtain access to the building, via a custodian, only when a facility use request has been complete and approved. Security badges must be worn and visible by all staff.

The District reserves the right to establish building access based on the employee's position. Unauthorized use of a security swipe card by an individual other than the person who has been issued the badge shall be cause for immediate termination of the security badge privileges. Security badges lost or stolen must be reported to the Superintendent's Office within 24 hours. A fee of \$10.00 shall be assessed for damaged or lost/stolen badges.

BOARD POLICY AND ADMINISTRATIVE GUIDELINES

Employees are expected to comply with all Board Policies and Administrative Guidelines. To access Board Policies and Administrative Guidelines, go to the Board of Education's webpage and click on Board Policies.

Note: Once Board Policy have been revised by the Board of Education or Administrative Guidelines revised by the Superintendent, it may take several weeks for NEOLA, the company that recommends policy and guidelines changes, to update the revisions to the website.

BUILDING AND GROUNDS

Employees are responsible for the cleanliness of the areas they utilize during their activity. Bottles, wrappers and any other trash left should be picked up and placed in the appropriate receptacle. This includes the hallways during passing times.

BUILDING RESPONSIBILITIES

Golden Rules, *If you open it, close it. If you unlock it, lock it when you are finished.* Employees are responsible for the security of any area they use. This includes equipment.

Auditorium primarily, three school groups use the stage area: Theater Arts, Band, and Choir. During normal school hours, scheduled classes get priority usage rights during their regularly scheduled instructional time. Auditorium usage is booked through the building use.

Groups that use the stage need to be respectful of other groups' equipment and stage dressing. It is also the Band and/or Choir's responsibility to ensure removal, within a reasonable time, of any chairs, music stands, and/or risers at the end of the rehearsal or concert series.

The locked storage areas on each side, as well as the loft areas above contain materials belonging solely to the Theater Arts department and are off limits to all groups unless specific permission has been granted for material usage.

Additional Stage Usage Guidelines:

1. When leaving the auditorium, make sure all doors are locked, and the lights off.
2. Ensure equipment in the control booth is properly put away, turned off and locked.
3. Food and drink is prohibited in the auditorium. Violations and stains become the responsibility of the user group.

CLASSROOM MANAGEMENT PLAN

When administering discipline in your classroom, it is expected that the teacher develops a classroom discipline plan with the following:

- A brief statement that illustrates your philosophy on student behavior.
- Your expectations of student behavior.
- A graduated series of steps and consequences that may lead to the student being referred to the office for further disciplinary procedures.
- *Restorative Justice Practices* have been considered prior to sending students to the office.
- Included in your graduated series of steps, a level at which the teacher contacts a parent.
- Teachers are then expected to execute and follow their classroom management plan.
- Teachers are required to submit log entries for discipline and referrals to the office.

When referring a student to the office:

- Notify the Dean of Students and/or designee following the building protocol. The notification should minimally contain a detailed description of the situation along with dates of parent communication.
- Telephone the main office if it is an emergency or if the situation dictates.
- Faculty are expected to follow the building's Positive Behavior Intervention System (PBIS) informal and formal procedures as well as provide the appropriate documentation.

The administration has the prerogative to assign discipline procedures according to the guidelines set forth in the Student Code of Conduct Handbook. Follow up records will be kept on the actions taken on each referral.

COMPUTER LABS

Computers in the lab and/or media center must be reserved in advanced with the Paraprofessional in the Media Center. Teachers using these computers are responsible for the supervision of their students and will be held responsible for their condition.

CORRECTION OF PAPERS BY STUDENTS

Teachers are expected to correct and evaluate all student work. No student or non-teacher shall not grade the work of another student as it is a violation of FERPA.

COURSE SYLLABUS

In order to present a more professional image, teachers shall create a formal course syllabus. The course syllabus is a professional document that is presented to your students and maintained in the office. Listed below are some guidelines which may assist faculty in developing their course syllabus. Faculty who teach the same course are encouraged to develop a course syllabus together.

- Course Title
- Instructor's Name
- Instructor's Contact Information and Office Hours
- Course Description--This section is similar to the course description in the student course selection guide.
- Prerequisites--This may be one or two courses a student should have to be successful in your course. If there are no prerequisites, simply state "none."
- Textbook(s) and Supplemental Materials
- Exit Outcomes--Some may call these "learner will..." statements. Student performance will be measured using formative and summative assessments. Include a minimum of five (5) performance outcomes all students will be expected to demonstrate to pass your class. Students of classes with the same title should have the same outcomes and be assessed using common assessments.
- Course Outline--This section breaks down your course into topics or units of study. A time frame should also be included, in terms of the number of weeks being devoted to any one particular topic or unit. This section describes exactly what will be taught in general terms. It is not a detailed course outline. Units of study should be organized and presented in a logical fashion.

- Course Requirements—This section is where you explain how you will use formative and summative assessments to determine the students' level of performance.
- High School Teachers – Explain the grading policy which the district has adopted in regards to 80 percent summative and 20 percent formative and how you will be adopting this in the classroom.

CUSTODIAL SERVICES

Students are expected to clean up after themselves. Teachers are expected to maintain a neat and orderly classroom. Any and all maintenance needs or request shall be entered by staff utilizing the online “Work Order Request”, located under the staff tab on the district’s website.

Custodians should not have to pick up paper or other items around the room, nor, on a regular basis, clean graffiti off of desks. Immediately report any and all incidents of vandalism to the principal. Emergency conditions should be immediately reported to the office.

DRESS CODE

Your pride in both yourself and as a representative of our organization is reflected in your appearance and image you create. We feel our business image is important and request that our employees maintain standards of dress and appearance appropriate to the organization as a whole and your individual position responsibilities. Dress, grooming, personal cleanliness, and professional behavior standards contribute to the professional image we present to our customers and visitors. Therefore, while performing duties for our organization employees are expected to dress in attire appropriate to the business environment and to behave in a professional and businesslike manner at all times to best represent our business.

If an employee is unclear about our dress and appearance guidelines, they are encouraged to consult with their supervisor and/or the Superintendent’s Office. If an employee reports to work in questionable attire or appearance, a notification and/or discussion will occur with the employee to advise and counsel them regarding the inappropriateness of the attire. Depending upon the circumstance the employee may also be sent home and directed to return to work in proper attire. Any work time lost will be expected to be made up by the employee. Continued or frequent departures from these guidelines will not be permitted and employees who appear for work inappropriately dressed or groomed may be disciplined up to and including termination.

Employees are expected to dress professionally. Jeans, tennis shoes, and t-shirts do not constitute professional attire. Physical Education classes and other special times and events may require alternate apparel. Alternative dress may be appropriate to enhance moral, so long as it is approved by the building principal. In every case, employee attire should be above that which is expected of students.

Fridays are Richmond *Blue & White Pride Days*. Blue Jeans may be worn on the following Fridays for charities so long as the staff member make a **minimum** of a \$1.00 donation is made to the designated office staff person in each building. While jeans may be worn, you still need to dress professionally.

- 1st Friday of the Month - Backpack Blessings from the Community
- 2nd Friday of the Month – Jeans for Troops
- 3rd Friday of the Month – Charity choice of the Building
- 4th Friday of the Month – Richmond Education Foundation (REF)
- 5th Friday of the Month – Charity choice of the building.

EMAIL

Each employee shall be issued a District provided email. This email is for school use only. Employees are expected to check their email before, on their preparation time, and after school. The District shall use email as it primary means to communication and provide information to faculty. All emails received requiring a response shall be returned within forty-eight (48) hours.

A professional email signature line is required and to be formatted after this template:

<Name> 12pt, Calibri
<Title/Positions> 10pt, Calibri

Richmond Community Schools 12pt, Old English
<Work Location> 12pt, Calibri
<building address> * Richmond, Michigan 48062 10pt, Calibri
O: <office phone> * F: <office fax> 10pt, Calibri
www.richmond.k12.mi.us 10pt, Calibri

Committed to Guaranteed Learning for All Students! 12pt, Bold, Red, Brush Script MT

CONFIDENTIALITY NOTICE: This email message (including attachments) may contain legally privileged and/or confidential information, including, but not limited to, student personally identifiable information. Unless you are the intended recipient, you may not use, copy or disclose any information contained in this message. If you have received this email message in error, please immediately advise the sender by email, delete the message from your computer, and destroy any copies of it. 10pt, Calibri

All email communication between faculty-students and faculty-parents shall be through the District provided email.

EMERGENCY PROCEDURES

All emergency procedures are outlined in the District's Crisis Management Handbook. It is the expectation that all employees read and familiarize themselves with the procedures. The Crisis Management Plan shall remain in a readily accessible location in your classroom at all times.

END OF YEAR PROCEDURES

End of year instructions shall be provided to all employees. All employees shall be required to complete a formal check out process, which includes End-of-the-Year Procedures, prior to leaving for the summer.

EXTRA-CURRICULAR

At one time or another there may be a need to run an activities schedule in order to accommodate an activity at the end of the day. This may include assemblies and other special events.

Assemblies shall be scheduled at least seven (7) school days preceding the event. A special time schedule, if necessary, will be announced after the assembly is scheduled. When appropriate, the activities schedule already developed shall be used.

All student club and organizations activities are coordinated through the Dean of Student's Office. Notification of vacant scholastic Schedule B positions shall be posted by the Superintendent's Office. Employee shall be notified of their appointment to the position by the Superintendent's Office. Evaluation of scholastic Schedule B positions shall be done by the Dean of Student.

Athletic programs are under the direction of the Director of Athletics, Facilities, and School Safety. Richmond Community Schools is a member of the Blue Water Area Conference (BWAC). Notification of vacant athletic Schedule B positions shall be by the Superintendent's Office. Personnel shall be notified of their appointment to the position by the Superintendent's Office. Evaluation of scholastic Schedule B Athletic positions shall be done by the *Director of Athletics, Facilities, and School Safety* and the Schedule B Academic positions shall be done by the *Dean of Students*.

CLASS AND CLUB SPONSORS:

Since it is a part of professional ethics to be actively involved with students at times other than in the classroom, teachers are asked to show this involvement by sponsoring a club or an activity. Each sponsor will supervise and guide the activities of his/her group and see that proposed activities, approved by the building administration, and scheduled through the online facility use request.

- All contractual commitments (reserve facilities, hire disc jockeys or musical groups, hire photographers, agreements to purchase goods, etc.) require administrative approval in advance.
- All contracts shall have the building administrator's signature. Without administrative signature the signing person or sponsor risks assuming the obligation.
- Funds collected shall follow Board Policy and the appropriate Administrative Guidelines. All Student Activities Accounts (e.g. internal account) shall have an approved budget prior to the use of funds.

General Expectations of Class and Club Sponsors:

- Schedule meetings on a regular basis and assist in preparation of an agenda.
- Supervise the planning and carrying out of all functions with which the group is involved. This includes attendance at all meetings and work sessions.
- Class sponsors must chaperone Homecoming and Snowcoming dances. Club sponsors must chaperone dances held by their club. If you cannot attend the event, you must notify the administration and find a suitable staff substitute.
- Approve in writing all announcements that will be read over the PA system.
- Assure that the class or club is in good financial order prior to approving any expenditure. Turn in all money to the Board Office after an activity, and request check in payment of all bills incurred by the group within one (1) week after the end of an activity or fundraiser.
- Complete building use requests and have them approved for any activity that takes place outside the regular school day via the facilities request process outlined on the district website.
- Promptly return any equipment borrowed by the group.

FACILITY USAGE

District facilities are available for use by various school and community groups. Faculty utilizing the facility before or after the school day shall complete an online Facility Use request, as outlined on the District's website. A Facility Use request is not required for activities taking place in the facilities own classroom before 4:00pm.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA deals specifically with the education records of students, affording them certain rights with respect to those records. For purposes of definition, education records are those records which are:

- Directly related to a student, and

- Maintained by an institution or a party acting for the institution.

FERPA gives students who reach the age of 18 or who attend a post-secondary institution the right to inspect and review their own education records. Furthermore, the right to request amendment of records and to have some control over the disclosure of personally identifiable information from these records shifts from the parent to the student at this time.

As an employee of Richmond Community Schools, you may NOT discuss or share any information about a student that you obtain through the course of your assignment. It is the District expectation that employees have in their Substitute Plans a reminder to substitutes not to discuss or share information about students they obtain while substituting for your position.

FIELD TRIPS AND STUDENT TRAVEL

It is the District expectation that employees follow Board Policy 2340 (Field and Other District Sponsored Trip) and well as Administrative Guideline 2340A (Field Trip Guidelines) when plan and conducting a field trip. The District approve Field Trip form must be utilized by all employees.

Overnight trips must be approved by the Board of Education. Employees shall contact the appropriate building administrators to arrange for the request to be placed on the Board of Education agenda. Presentation of overnight request are general presented to the Board of Education on the 2nd Monday of each Month with the Board taking action on the request on the 4th Monday of each month. Board approval is required before any communication is provided to students or parents.

FOOD AND BEVERAGE SALES

All food and beverage sales must follow Board Policy 5830 regarding student fund raising and shall not be sold during the established District breakfast and lunch program hours.

The Board permits one (1) fundraiser per week per school that involves the sale of food items and/or beverages that are an exception to the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in Schools regulations for consumption on campus during the school day by students. This fundraiser must be approved by the Superintendent.

GRADING SYSTEM

The grading system for Richmond Community Schools, unless otherwise approved by the principal, shall be in terms as outlined in the Student Code of Conduct. This grading system must be included with the teacher's written course syllabus distributed to each student on the 1st day of a course each semester for middle and high school teachers.

INJURIES

Staff Injuries:

A staff injury must be reported to the building Principal and to the Superintendent's Office within twenty (24) hours by means of a Staff Injury Report Form. This form is located on the district website under the staff tab > District Forms > Human Resources > Employee Injury Report. Staff injury report forms should be turned in to the Administrative Assistant to the Superintendent.

Student Injuries:

Student injuries that the school would call home to notify parents/legal guardians about must be reported immediately by using the form is located on the district website under the staff tab > District Forms > Human Resources > Employee Injury Report>General Liability Form (Student Injuries). Any injury to the head must be reported through the General Liability Form immediately. Injury report forms should be turned in to the Purchasing and Accounts Payable Coordinator.

KEYS

Keys shall only be issued to the building, room or area of the building that the person's position or request has been approved. District personnel shall only be provided a key or keys for the room and/or area that they have been authorized access to. Non-district personnel shall not be provided interior or exterior keys but shall have the area opened by the custodian only when a facility use request has been complete and approved.

The Richmond Community School District does hereby grant the privilege of the use and possession of keys to district property as follows (Terms and Conditions):

- Key holder agrees to and understands that the reasonable responsibility for the care of building, premises and conduct of persons using school district facilities while under the supervision of key holder is inherent with key holder privileges.
- Key holder agrees to not give possession of such key(s) to any other neither person nor cause or allow any copies to be made of such key(s).
- Key holder further agrees to return key(s) to the District when the need for said key(s) no longer exists, employment with Richmond Community Schools is terminated or ceases, or demand due to reasonable request
- Lost or stolen keys shall be reported immediately to the Superintendent's Office.
- A fee of \$75 for each key lost or replacement key issued shall be assessed.

LEGAL DOCUMENTS

Board Policy 8325 - RECEIPT OF LEGAL DOCUMENTS

Service of Process on the Board of Education

In suits against the Board, only the Board President or Superintendent accepts service on behalf of the Board.

Service of Legal Documents on Board Employees

Board employees may be served with legal documents (1) requesting not only public records (such as employees' personnel files), but also student education records and other documents and electronically stored information maintained by the District, or (2) directing them to testify at a deposition or hearing concerning issues that fall within the employees' employment responsibilities.

An employee served with legal documents in his/her official capacity as a Board employee shall immediately provide copies of those legal documents to his/her Principal or site administrator.

The Principal or site administrator shall immediately furnish copies to the Superintendent.

Generally, confidential personnel records, student records, or personal observations or opinions about student behavior/academic performance do not have to be disclosed.

The law makes an exception for a subpoena or court order.

Board policy requires the Principal or a site administrator to release only the documents specifically identified in the subpoena or order. In circumstances where, in responding to a subpoena or order, information is developed or summarized from the student's education records, a copy of that information and a statement of the purpose for which it was prepared shall be filed in the student's cumulative folder.

If doing so is in the Board's best interest, the Principal or site administrator or Board attorney shall accompany the employee to the deposition or hearing.

Actions Against the Board

In actions against the Board, it is not unusual for Board employees to be served with subpoenas and/or called as witnesses. Board legal counsel and the Superintendent will assist Board employees in these matters.

Independent Legal Counsel

This policy does not prohibit Board employees from consulting with their own independent legal counsel, but they are prohibited from discussing or releasing student personally identifiable information to a third party except as expressly authorized by Board Policy **8330**.

LESSON PLANS

All teachers are required to complete weekly lesson plans in a manner that is conducive to their teaching and organizational style for each subject they teach (elementary Teachers) or each hour they teach (Secondary). It is recommended that building school improvement teams, or grade-level teams//departments, create a common lesson plan template to easily identify the lesson plan components.

All teachers shall have to complete lesson plans for each subject they teach (Elementary Teachers) or each hour they teach (Secondary Teachers) using the building-determined template, which includes at least the following two (2) components:

State Standard(s) - *What are you teaching?* As a teacher plans their lessons, they should be asking themselves the question, “*What do I want my students to master when I am done instructing?*” If we are committed to *guaranteed learning for all student*, then we must be focused and strategic in our instruction. Simply listing multiple, in fact dozens of state standards on lesson plans does not demonstrate focus instruction. *What is it that you want students to learn?* Once you can answer that question, identifying the standard or standards becomes easy. Naturally, these standards would then be written in student-friendly terms as *Learning Targets* on the classroom white boards.

Engaging Student Activity or Activities – *What activity or activities will students be doing?* I ask you to consider this...if you were sitting in the desk your students are in and given the assignments you currently assigning your students, would you be engaged in learning? The District expects students to be highly engaged in meaningful activities that provide a depth of knowledge essential for students to master the content and expectations. Worksheets are not engaging activities.

Teachers are strongly encouraged to include the following in their lesson plans:

Instructional Strategies – *What strategy or strategies will the teacher be using?* Once a teacher identifies what standard or standards they will be teaching students, the next logical question a teacher should ask in the planning process is, “*What instructional strategy or strategies will I use to effectively teach the lesson?*” Professional know that the classroom is not all about what the students are doing, but what the teacher does places a critical role in student achievement.

As professionals, we are constantly being trained in researched-base strategies, that when used with fidelity, will yield a positive, high-quality instructional environment for students, resulting in increased student achievement scores. While the District has provided multiple professional development opportunities over the years, some of which has been facilitated by Richmond teachers, this year our focus is on *Classroom Instruction that Works (CITW)*. As teachers engaged in this professional development, you already know that these strategies have a positive statistically impact on increasing student

achievement. Failure of a teacher to knowingly disregard what research has proven is paramount to instructional malpractice.

Assessment – *How are you going to know whether the students have mastered the content you are teaching?* After thoughtfully focused planning, determining effective instructional strategies, and how students will be engaged in the lesson, the next logical question for a teacher is *how will you measure whether students have learned the content?* In order for a teacher to make a determination on a child's process or determine as to when to move on instructionally, assessment is a critical component. Assessments may be Formative (e.g. to inform instruction), Interim (e.g. a check point or monitoring), or Summative (e.g. to determine student mastery of the content).

Guaranteed Learning for All Students – *What are you doing for students that are struggling learning the content, who did not learn the content, or who already know the content?* Classroom teachers must be thoughtful in their lesson plans as to how they are going to respond and adjust their instruction for students that have not mastered the content. I would even go a step further and expect staff to think about how they respond and adjust their instruction to students who already know the content. This is the basis for the multi-tiered system of support, otherwise known as MTSS. As the professionals in the classroom, teachers know which students are the Bottom 30%, Special education, English learners, Title I, At-risk, Gifted and Talented, etc. So the question is simple, *What are you going to do for these students to provide Tier One interventions in the classroom?*

MAIL SERVICE AND MAILBOXES

Outgoing mail (US Postage, intra-district, and MISD Van Mail), should be in the Main Office before 8:00am each day. MISD van mail is taken to the Board of Education & Administrative Offices each morning and picked up by MISD personnel each afternoon.

Each employee shall be issued a school mailbox. The mailbox is for school use only. It is the expectation that faculty members check their mailbox prior to reporting to their assignment and at the end of the day.

MAIN OFFICE

The Elementary School Main office shall be open from 7:00-3:30pm and the Middle and High School Main Office shall be open from 7:00-3:15pm. Employees other than office staff are not allowed in the office after hours, unless approved by the Principal or his/her designee.

MARKING PERIOD

There are two (2), approximately (2) nine-week, marking periods per semester. For middle and high school, each marking period will be counted as a percentage of the overall semester grade.

All teachers should effectively communicate both positive and negative feedback using progress reports, report cards and contacts. Teachers are also expected to meet the expectations of their parent logs as specified by building administration each quarter and submit them electronically to the building principal on the dates specified.

An incomplete may be issued when a student misses a portion of the course and does not complete the work as assigned prior to the end of a marking period. Except for a documented prolonged illness or hospitalization, no longer than two weeks is allowed for a grade to be changed from the "I" to a passing grade. After that the grade will automatically be converted to "Not Proficient" for elementary and middle school and an "F" for high school.

It is expected that teachers communicate with parents regarding when a significant drop in student performance occurs. A student may not be given a final grade of "D" or "F" without prior documented parental contact and time allowed for the parent to work with the student and teacher to improve the performance. If a student's grade drops 2 or more letter grades documented parental contact is also required. Likewise, superior work and greatly improved performance should also be noted to parents.

MEDIA CENTER

The Media Center will be supervised by a Media Paraprofessional and will be open between 7:20-3:20pm. Teaching staff may send individual students to the Media Center utilizing a pass during regular school hours; however, there is a limit of four from any one class.

Students will not be allowed to use the Media Center during their assigned lunch period unless they have a pass from one of their teachers for a specific assignment.

The Media Paraprofessional will be responsible for scheduling the use of the Media Center and computer labs. Teachers bringing entire classes to the Media Center shall be responsible for the conduct, supervision, and associated activities of their respective class while using the Media Center.

The Media Paraprofessional shall be responsible for the scheduling of equipment. Teachers will need to pick up reserved equipment. Teachers will be responsible for the return of equipment.

The Media Paraprofessional will assist in making copies in the copy center and maintain the equipment as required. Teachers can easily utilize the electronic controls from their desktop to accomplish most printing needs.

NON-DISCRIMINATION STATEMENT

The District's Non-Discrimination Statement must be included in all documents, such as Student handbook, Parent/Guardian Handbook, Employee Handbook, Course Catalog,

Newspapers, Newsletters, etc. To obtain the most current version of the Non-discrimination Statement, please contact the Administrative Assistant to the Superintendent.

PAINTING

All painting shall be completed by district approved personnel or district-approved contractors. Staff are prohibited from painting the walls, ceilings or floors of their classroom or office area. Wall murals shall only be authorized with the prior approval of the Superintendent via the building administrator.

PASSING TIME

For middle school and high school there are five (5) minutes of passing time between classes. It is the District's expectation that teachers are in the hallways supervising passing times by standing outside the classroom or office doorway and helping to keep traffic moving along. Staff are expected to correct inappropriate student behavior in the hallways as it happens and encourage positive behavior in accordance with the building's PBIS initiative.

PERSONAL PROPERTY

Personal property used in the school or classroom is not insured by the district and will not be replaced if stolen or destroyed, nor repaired if damaged. Employees are urged to use discretion when using personal property in their assignment.

POWER FAILURE

In the event of a power failure due to conditions other than a tornado, employees are to remain in their classroom or office until further instructions are provided. Common sense dictates; remember employees are responsible for the safety of students.

Support staff not assigned to students shall report to the office to receive special instructions or reassignment from the building administrator or his/her designee during the power failure.

PROFESSIONAL BEHAVIOR

Proper Language: Do not resort to poor language when dealing with students or parents. Swearing or profanity has absolutely no place in the school system. All reported incidents shall be investigated and the employee may be subject to disciplinary action.

Alcoholic Beverages: Employees are expected to adhere to Board Policy.

Use of Tobacco/Vaping: Employees are expected to adhere to Board Policy.

Legalization of Marijuana: In November, 2018 Michigan voters approved the legalization of recreation marijuana. This law went in to effect on December 6, 2018. The State law does not change Richmond Community Schools' policies regarding a Drug-Free Workplace (Policy 3122.01) or Drug-Free School Zone (Policy 3170). The safety of our students and staff is always our top priority, and the District will continue to enforce Board policy to maintain a safe workplace and learning environment.

Employees who violate District policies regarding possession and use of drugs and alcohol on school property will continue to be subject to disciplinary action, up to and including termination, as the law does not restrict the employer's rights to maintain and enforce zero tolerance drug and alcohol policies. Richmond Community Schools will continue to prohibit employees from coming to work under the influence of any substance.

The safety of our staff and students remains a paramount concern. For more information, please see the attached staff handbook, Board Policy 3122.01 and Board Policy 3170.

Personal Appearance and Dress: Employees are expected to dress professionally. Jeans, tennis shoes, and t-shirts (non-school club or school issued) do not constitute professional attire. Physical Education classes and other special times and events may require alternate apparel. Alternative dress may be appropriate to enhance moral, so long as it is approved by the building principal. In every case, employee attire should be above that which is expected of students.

Staff attending training off-site (e.g. MISD, etc.) must abide by the *Personal Appearance and Dress* policy expectations.

Fridays are Richmond Blue and White Pride Days. Please remember to remain dressed professionally. Blue Jeans may be worn on the following Fridays for charities so long as the staff member make a minimum of \$1.00 donation to the appropriate office staff person:

- 1st Friday of the Month - Backpack Blessings from the Community
- 2nd Friday of the Month – Jeans for Troops
- 3rd Friday of the Month – Charity choice of the Building
- 4th Friday of the Month – Richmond Education Foundation (REF)
- 5th Friday of the Month – Charity choice of the building.

PROGRESS REPORTS

High School: A student may not be given a final grade of a "D" or "F" without prior documented parental contact and time allowed for the parent to work with the student and teacher to improve the performance. If a student's grade drops 2 or more letter grades documented parental contact is also required. Likewise, superior work and greatly improved performance should also be noted to parents.

Middle and Elementary School: Any time a student is not meeting standards; communication must occur with the parents.

PUBLIC ADDRESS (PA) SYSTEM

The PA system shall be used for daily announcements. Special announcements may occasionally be made near during the day or at the end of the day. The PA is not a substitute for advance planning. All announcements must be made with the authorization of the building administrator or his/her designee.

Daily Announcements: Announcements handed in after the start of the day or First Hour will be placed in the next day's announcements. Daily announcements will be read at the designated time. When composing an announcement, the following ground rules apply:

- Keep announcements brief.
- A series of announcements concerning a major student event (dances, parties, elections-plays, musicals, tournaments) should not exceed one week.
- All announcements concerning student activities must be proofread and signed by the sponsor.
- All announcements must be submitted to the designated office secretary in the building before school starts.

RECORDKEEPING

All student records are recorded electronically. There is a computerized grading program and attendance system in place to assist in recordkeeping. It is the expectation of the administration that you update your grade book in Power School by Tuesday before the first hour bell each new week. We do understand that major projects or papers may require more time to grade and enter into Power School.

SECURITY

Classroom:

- Keep door locked and closed at all times.
- Do not leave or prop exterior doors open.
- Keep your keys with you at all times. **Do not** give them to students.
- Your daily lessons and activities should maximize instructional time. Idle time provides opportunities for students to make poor choices.
- Classes are expected to begin promptly after the bell, and instruction should continue until the class period ends.

- Students should NOT be in your doorways prior to the bell ringing (bell to bell instruction).
- Keep passes to a minimum; any student without a pass shall be escorted back to your room
- Maintain visibility in the hallway outside of your classroom during passing time.

Gymnasium:

- All locker rooms shall remain locked unless occupied by a class (this means during class; the locker rooms will be locked from both ends).
- Locker rooms should be more closely monitored when possible.
- As students change and exit the locker room, maintain control of your class.

Exterior Building Entries:

- Key Fobs are required for entry into the school.
- The main entry of the building will be unlocked and controlled before school.
- Exterior classroom doors are to be shut when not occupied and supervised by the teacher.
- All exterior doors are to remain locked and closed at all times. Specific entrances may be “keyed” open during the beginning of the day to let students in, but must be locked at the start of the school day (7:40 for MS and HS and 7:50 for ES). Principals, or their designee, are expected to conduct safety checks every morning to ensure all students are in the building and all exterior doors are closed and locked. These safety check should also occur throughout the day as Principals/Dean of Students conduct building walkthroughs.
- If a staff member enters or exits the building and the exterior door does not close automatically, the District’s expectation is that the staff member closes the door behind them to ensure a secure building. School safety is all of our responsibility, not just a few. Some doors are newer than others, which affects how they operate.
- If a student arrives late OR a visitor comes to the school, they must enter through the main entrance of the building using the camera/buzzer system.

Interior Classroom/Office Doors:

- With the exception of the Main Offices and HS Counseling Office, all interior classroom/office doors are to remain locked and closed at all time, regardless of whether or not students are in the room or the staff member is on their prep or lunch. Each building has purchased or recently purchased magnetic strips for classroom/office doors to use in an effort to minimize the disruption of opening and closing locked doors. If there is a lock down, it is safer for you to slightly open your door and remove the magnetic strip than to go into the hallway to remove a door stop from a door that has been propped open. The interior doors are not designed to be propped open and are considered fire-rated doors.

- **However, with that said...**the District realizes buildings are not air conditioned and a closed classroom/office may increase the temperature in the room, especially with a classroom of students. The District will modify its safety protocols to address extreme heat conditions, without jeopardizing the safety of students or staff. If the **outside temperature is above 80 degrees**, at the staff members' discretion, the interior doors to the hallway may be opens to create a cross breeze. However, the doors must remain locked. With the higher temperature, comes a higher expectation on staff from the District. Staff must be more vigilant and aware of the activities in the hallways in case there is a problem and a lock down must take place.
- **Who determines if the temperature is above 80 degrees?** The Principal (or his/her designee).
- Each building is encouraged to include in their daily announcements the daily temperature so it is clear to all staff what that outside temperature is going to be. A **suggestion might be**, "Good morning. Today is September 7, 2018. Please stand for the Pledge of Allegiance. *Say the Pledge.* Today's announcements are: Today's weather is going to be a high of 82 degrees and a low of 55 degrees. *Continue with the announcements.*" If the temperature is announced, then everyone knows if interior doors may be opened or not. By adding this to the daily announcements, this also provides a learning opportunity to chart and graph the weather on a daily basis in classrooms. After all, reading charts and graphs is one area we need to improve on as a District. You may even want to require your students to track the weather in Excel and convert that table to a chart. Another teachable moment while integrating technology in the classroom.
- Again, with all this said, the Principal has the final determination on the outside temperature. If your room does not get direct sun, even though the temperature may be above 80 degrees, you may not need to prop your interior classroom/office door open. Please uses your professional discretion, with student and staff safety in mind. *When in doubt, keep the door closed.*
- All other protocols outlined in the District *Crisis Management Plan* are expected to be enforce as outlined in the plan.

STAFF PARKING

Staff shall not park in any of the VISITOR PARKING throughout the campus during the hours of 7:00am-3:30pm on day when school is in sessions. These spots are for visitors to our campus, not employees. Staff should also not park in areas designated for bus loading/unloading as well as student drop off lanes.

Designated staff parking areas are:

- Elementary School – Parking lot located on the north side of the building, next to the soccer fields. The front parking lot is for visitors.

- Richmond Middle School – Parking lot located next to the middle school gymnasium, along the softball field, and the front parking lot. The parking lot next to the gymnasium lot is for visitors.
- Richmond High School – Parking lot behind the auditorium and the parking spaces that are next to the athletic complex. The front parking lot is for visitors.

STUDENT ATTENDANCE

Teachers are responsible for keeping accurate attendance records in PowerSchool at all times. Please contact the office if you have any questions regarding attendance procedures.

Elementary Teachers must take attendance within the first thirty (30) minutes of the morning and afternoon session, each day. Middle and High School teachers shall take attendance within the first ten (10) minutes of each hour.

If a parent or guardian contacts a teacher regarding a student absence or the number of absences, please verify that the parent or guardian contacted the office staff.

STUDENT FUND-RAISING

The Board of Education acknowledges that the solicitation of funds from students must be limited since compulsory attendance laws make the student a captive donor and may also disrupt the program of the schools.

For purposes of this policy "student fund-raising" shall include the solicitation and collection of money from students for any purpose and shall include the collection of money in exchange for tickets, papers, or any other goods or services for approved student activities. "Student fund-raising" also includes give away goods or services, but suggesting a monetary donation.

The Board will permit student fund-raising by students in school, on school property, or at any school-sponsored event only when the profit therefrom is to be used for school purposes or for an activity connected with the schools.

Fund-raising by approved school organizations, those whose funds are managed by the District, may be permitted in school by the principal. Such fund-raising off school grounds may be permitted by the Superintendent.

The Board permits one (1) fundraiser per week per school that involves the sale of food items and/or beverages that are an exception to the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in Schools regulations for consumption on campus during the school day by students. This fundraiser must be approved by the Superintendent.

Other than approved non-compliant fundraisers, the food and/or beverage items to be sold for any fund-raiser by student clubs and organizations, parent groups, or booster clubs and consumed on campus, shall comply with the current USDA Dietary Guidelines for Americans, and the USDA Smart Snacks in Schools nutrition standards, and also be consistent with requirements set forth in Policy 8500 – Food Service.

If approved, fund-raisers that involve the sale of food items or beverages to students on campus must be consistent with regulations established in Policy 8500, Food Service, pertaining to the sale of foods and beverages during food-service hours, whether those food items and beverages are compliant with or an exception to the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in Schools nutrition standards.

If an exception is granted to the requirements that food items and beverages are compliant with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in Schools nutrition standards, the Principal shall also maintain records for each exception, including, but not limited to the length of the fund-raiser, the type, quantity, and price of the food items and/or beverages sold, and the gross and net amount raised.

Fund-raising by students on behalf of those school-related organizations and District support organizations, whose funds are not managed by the District may be permitted on or off school grounds by the Superintendent.

All fund-raising by school related organizations and District support organizations, both those whose funds are managed by the Fiscal Officer and those whose funds are not managed by the Fiscal Officer, shall be done in accordance with Policy 9211 and Policy 9700.

The Superintendent shall establish administrative guidelines for the solicitation of funds that shall:

- Specify the times and places in which funds may be collected;
- Describe permitted methods of solicitation which do not place undue pressure on students;
- Limit the kind and amount of advertising for solicitation;
- Require that the Superintendent approve the distribution or liquidation of monies remaining in a student activity account when the organization is defunct or disbanded; and limit the number of fund-raising events.

Advisors for approved school organizations shall not accept any form of compensation from vendors that might influence their selection on a vendor that will provide a fund-raising activity or a product that will be sold as a fund-raiser. Furthermore, advisors for approved school organizations shall not accept any compensation from a vendor after a decision has been made regarding a fund-raising activity or a product that will be sold as a fund-raiser. In addition, advisors for school approved organizations who make the selection of a vendor that will provide a fund-raising activity or a product that will be sold as a fund-raiser shall not enter into

a contractual arrangement whereby an advisor receives compensation in any form from the vendor that provides a fund-raising activity or a product that will be sold as a fund-raiser.

Such compensation includes, but is not limited to, cash, check, stocks, or any other form of securities, and gifts such as televisions, microwaves, ovens, computers, discount certificates, travel vouchers, tickets, passes, and other such things of value. In the event that an advisor of an approved school organization receives such compensation, albeit unsolicited, from a vendor, the individual shall notify the Fiscal Officer, in writing, that s/he received such compensation and shall thereafter properly transmit said compensation to the Director of Business and Management Services at his/her earliest opportunity.

The Superintendent shall distribute this policy and the guidelines which implement it to each organization granted permission to solicit funds.

STUDENT MESSAGES

Elementary school teachers shall receive a call from the office to communicate messages to students.

Richmond Middle School Teachers are expected to check their email and deliver any student messages at the beginning of 7th hour to reduce interruptions during the school day.

Messengers from the RHS office will deliver passes to classrooms for students who are asked to report to an administrator or counselor. Teachers should distribute passes to students only when they are delivered in such a manner. The pass will indicate the time the student is to report, or if none is specified, the teacher may dismiss the student any time during the hour.

STUDENT SUPPORT SERVICES

Guidance: The counselor maintains all student records and will assist teachers in gaining information about students. They will also assist in making referrals to other agencies or personnel.

Counselors develop and coordinate a united effort in providing a successful year for their high-risk students. Teachers are expected to share information about students with counselors and refer students to them when problems arise.

Teachers are also encouraged to review student records. When doing so, it is understood specific responsibilities for the use of that material rests with the observer. If a middle or high school teacher wishes to review a student's academic file, the teacher must make an appointment with the counselor. (e.g. FERPA)

SUBSTITUTES

It is the responsibility of all faculty to submit their absence in the District's attendance system (e.g. Frontline) at all time, regardless of whether the faculty requires a substitute in their absence.

After 6:30am emergencies that results in an absence or partial absence for the day, faculty members are required to contact the building principal or his/her designee immediately. For emergencies that occur during the day that result in the need to leave your building/assignment, faculty shall contact their building principal and/or designee.

Any coverage of your classroom or workstation within the school day by another faculty member must be approved by the building principal prior to the coverage taking place.

To the best of its ability, the District shall provide substitutes for Classroom Teachers, Special Education Classroom Teachers, Special Education Paraprofessionals, and Lunch Aides.

Unless the absences is long-term and approved by the Superintendent, the District shall not provide substitutes for Counselors, Media Center Paraprofessionals, Secretaries (unless both office secretaries are out), Social Workers, Speech and Language Instructors, and Title I Paraprofessionals.

Faculty shall maintain a standardized "Substitute Teacher Folder/Binder" containing the following information:

- Daily schedule of classes with assigned lunchtime and duties.
- Classroom operating procedures including classroom management plan.
- Lesson plan with materials for completing the lesson.
- An alternate plan if the daily plan cannot be followed.
- Updated class rosters and seating charts.
- Notes regarding students with special situations and/or potential problems (e.g. health plans, 504s, behavior plans etc.).
- A list of students' best qualified to assist the substitute teacher in each class.
- Name and location of a nearby teacher to contact for assistance.
- A substitute teacher feedback form.
- A discipline referral form.
- Crisis Management Plan with maps for take shelter and evacuation.

It is expected that this folder is kept up-to-date and regularly maintained. This folder will be subject to the teacher's annual evaluation and will be periodically monitored by administration.

Non-teacher personnel in which a substitute will be provided when absent are expected to maintain a standardized "Substitute Folder/Binder" containing the following information:

- Daily schedule of assigned with assigned lunchtime and duties.
- Operating procedures including student management plan.

- Updated rosters of students and services provided.
- Notes regarding students with special situations and/or potential problems (e.g. health plans, 504s, behavior plans etc.).
- Name and location of a nearby teacher to contact for assistance.
- Crisis Management Plan with maps for take shelter and evacuation.

It is expected that this folder is kept up-to-date and regularly maintained. This folder will be subject to the teacher's annual evaluation and will be periodically monitored by administration.

Non-teacher personnel in which a substitute will be provided when absent are expected to maintain a standardized "Substitute Folder/Binder" containing the following information:

- Daily schedule of assignment with assigned lunchtime and duties
- Operating roster of students and services provided.
- Updated roster of students and services provided.
- Notes regarding students with special situations and/or potential problems (e.g. health plans, 504s, behavior plans, etc.)
- Name and location of a nearby teacher to contact for assistance
- Crisis Management Plan with maps for take shelter and evacuation.

It is expected that this folder is kept up-to-date and remain in the faculty mailbox.

SUPPLEMENTAL MATERIALS

Use of supplemental materials is encouraged. There are a multitude of sources available, many online. Please make sure the supplemental material you use is appropriate.

When using movies and other related media, Board Policy and Federal Law prohibits the use of copyrighted material in the classroom without a proper license. Board Policy and Federal Law does provide an opportunity to use copyrighted material without a license in certain teaching situations, however, this rarely includes the viewing of a whole movie. Please make sure you are following the law if you plan to use a movie in your classroom. If you have questions about this please speak with your building administrator.

TEACHER PROFESSIONAL DEVELOPMENT MONDAYS

Teacher Professional Development Mondays are scheduled according to the agreed upon calendar between the REA and District and shall begin ten (10) minutes after the dismissal bell. These professional development times shall last one-hour and fifteen minutes.

Employees are expected to attend and actively participate in all scheduled professional development meeting. Attendance is mandatory, unless prior permission is provided by the

building principal. Teachers who service two or more buildings shall alternate their attendance at faculty meetings at each of their assigned buildings unless the building administrators agree upon a different schedule

It shall be the responsibility of any employee excused from a professional development meeting to arrange for a mutually agreeable time to meet with the building principal (or designee) to review materials and information that was missed. The administration reserves the right to call emergency faculty meetings or hold meetings with teachers during their preparation periods. Other meetings will be held as permitted by the contract.

TEACHER'S ROLE IN SCHOOL ACTIVITIES

As professionals and as stated in the teacher contract, teachers are encouraged to be involved with their students in a variety of school activities. Students do notice and appreciate those who attend events outside of the normal school day. Your attendance at after school events is encouraged.

Check the school web site prior to contacting the principal's secretary to schedule a student activity. The principal's secretary records all scheduled activities in the school calendar located on the school web site. Please report your extra-curricular activities (other than athletics) so they can be placed in the calendar.

TELEPHONE AND VOICEMAIL

Telephones and voicemail shall be for school business. Each faculty member shall be issued a voicemail box account. Faculty are expected to check their voicemail before and after the school day as well as during their preparation period. All calls received requiring a response shall be returned within twenty-four (24) hours or the next work day.

It is good practice to make calls to support the positive situations of students as well as communicating to them regarding a negative issue.

TEXTBOOKS

The classroom teacher is responsible for the issuance of all books and the record of them. The record should include:

- The number of the book issued clearly recorded with the student name.
- The book itself should include the student name, condition, teacher name and the year on the inside of the front cover in the space provided.
- All books must be accounted for from a student before the end of the year (elementary) or final exam is taken (secondary).

WEAPONS

The Board of Education prohibits staff members from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including but not limited to, property leased, owned, or contracted for by the District, a school sponsored event, including athletic events, or a District vehicle.

The term “weapon” means any object which, in the manner it is used, is intended to be used, or is represented, is capable of inflicting seriously bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but not limited to, firearms, guns of any type, including spring, air, and gas-powered (whether loaded or unloaded) that will expel a BB, pellet, or paint balls, knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives or any other weapon described in 18 U.S.C. 921.

The Superintendent shall refer a staff member who violates this policy to law enforcement officials. The staff member will also be subject to disciplinary action, up to and including termination, as permitted by applicable Board policy and the terms of existing collective bargaining agreements.

Staff members shall immediately report any knowledge of dangerous weapons and/or threats of violence by students, staff members, or visitors to the Superintendent. Failure to report such information may subject the staff member to disciplinary action, up to and including termination.

WORK CALENDAR

Faculty are expected to work their assigned calendar as provide by contract and/or the Superintendent or his/her designee. Any deviation from a staff member’s work calendar must be preapproved by the Superintendent or designee.

WORK DAY

Teachers shall report to his/her station or adjacent hall area no later than five (5) minutes before the beginning of the school day. This includes teachers with a beginning of the day preparation period. Support faculty shall report to his/her work station at their established start time.

While it is the expectation that all faculty arrive to work on time, there may be situations in which the faculty will be late. It is the District expectation that when this occurs, all faculty immediately contact the building principal, or department supervisor if applicable.

No faculty shall leave their assignment early unless arrangements have been made with the building administrator or his/her designee.

