

# Staff Handbook 2023-2024



## Dexter Elementary

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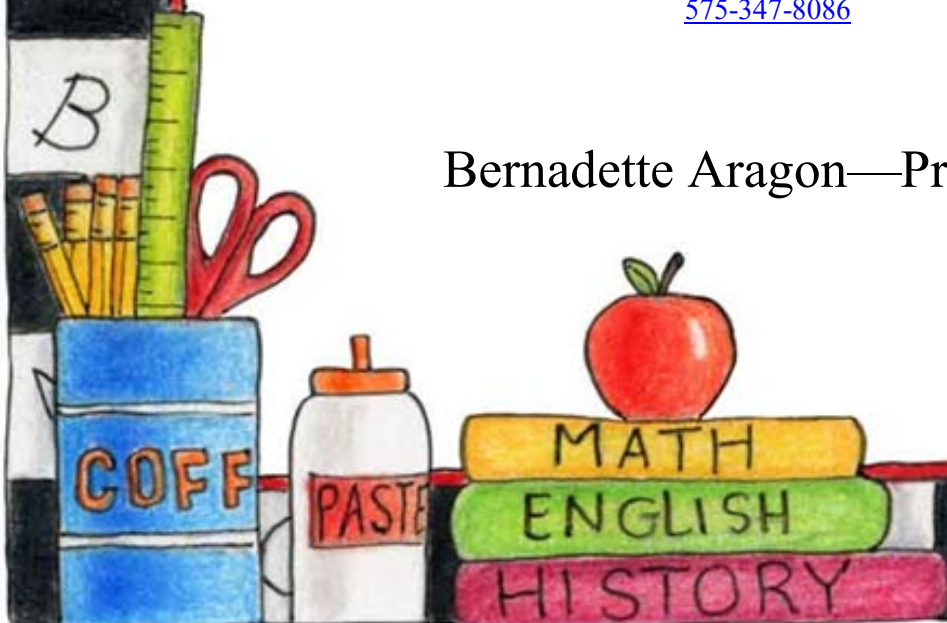
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Bernadette Aragon—Principal



# Dexter Elementary School

## Staff Handbook

2023-2024

The material covered within this staff handbook is intended as a method of communicating to employees regarding general district information, rules, and regulations, and is not intended to either enlarge or diminish any Board policy, or administrative regulation. Material contained herein may therefore be superseded by such Board policy, administrative regulation, or changes in state or federal law.

**Consequently, any information contained in this staff handbook is subject to unilateral revision or elimination from time to time.** *Faculty will be notified of these changes in a timely manner.*

No information in this document shall be viewed as an offer, expressed or implied, or as a guarantee of any employment of any duration.

Equal employment opportunity and treatment shall be practiced by the district regardless of race, color, national origin, religion, sex, age, marital status, and disability. If the employee with or without reasonable accommodation, is able to perform the essential functions of the position.

### Accidents/Medical Emergency

**Students:** If a student under your supervision has an accident or a medical emergency, which may require medical care, it must be reported immediately to the nurse and principal. All injuries will be reported to students' teacher regardless of severity; email is acceptable. An Accident Report must be completed and given to the principal. Accident Forms are located in the school office. The supervising teacher and/or school nurse must make contact with the student's parent.

**Staff:** Staff injuries on the job must be reported to the principal immediately, regardless of severity. Staff Accident Report Forms, which are located in the school office, must be completed and returned to the school principal.

### Academic Assemblies

Academic assemblies are held once a semester; the last day of each semester. The assemblies recognize students for academics, leadership qualities, citizenship, and positive behaviors. Dexter Elementary has one kindergarten graduation and one fifth grade promotion at end of year; times and dates TBD. Awards distributed at assemblies are the following: Principal's Honor Roll (straight As), Honor Roll (As and Bs, only), perfect attendance (no absences, no tardies, no early check-out—exception is school sponsored field trips), Character Counts, and AR recognition.

### Announcements

A bell will ring at 8:00am signaling the beginning of the school day. Announcements will occur by 8:15 am. If you have something to be announced or shared with the school, notify the office by 8:00 am in writing. Information over the intercom will be communicated to you and your students during breakfast. If we are having problems with the PA system (which happens occasionally), there will be no announcements. All students and staff will then be asked to recite the pledge to the US Flag, the NM pledge, Blue Pride Promise, and then announcements. Topics covered during announcements include the lunch menu and other items of interest.

*Discrimination against an otherwise qualified individual with a disability or any individual by reason of race, color, religion, sex, sexual orientation, age, or national origin is prohibited. Efforts will be made in recruitment and employment to ensure equal opportunity in employment for all qualified persons.*

*As part of the District's Equal Employment Opportunity Policy, the District will also take affirmative action as called for by applicable laws and Executive Orders to ensure that minority group individuals, females, disabled veterans, recently separated veterans, other protected veterans, Armed Forces service medal veterans, and qualified disabled persons are considered for promotional opportunities.*

## Arrival Time

All teachers and staff will be in the building by 7:35am. **Occasionally** there are exceptions; however, it is expected for you to be in the **building no later than 7:35am**. We lead by example, and we expect students to arrive on time; we need to do the same. Duty teachers are to be outside supervising students promptly at 7:35am. All teachers are expected to pick up students at the designated playground area and escort them into the building at 8:00am each morning. Please greet all students at your door or in line. Welcome them to Dexter...it does make a difference!

## Attendance

**Staff:** If it is necessary for a staff member to be absent, he/she will enter the absence in Frontline, and contact the school principal the day he/she will be absent. Whenever possible, please enter the absence the night before your absence. Evening entries will be placed prior to 9:30pm. Each teacher is responsible for providing lesson plans for the substitute teacher in a sub folder. A sub folder must be kept in the front office; **due to the office by the first day of school for students**. Staff members requesting professional leave will submit a request to the principal. Staff members requesting free day leave will submit a request to the principal; the principal will enter free day absences in Frontline. Absences that are habitual and patterned will be addressed case by case, and are subject to the principal declining the absence. Absences for more than 3 consecutive days require a doctor's note submitted to the principal.

**Students: All teachers should have attendance taken no later than 8:30am each morning.** This will inform/notify the office in knowing if a student is present or absent. Accurate enrollment and attendance records are essential both to obtain state financial reimbursement and to fulfill the district's responsibilities under the attendance laws, **staff must be diligent in maintaining such records.**

Upon a student's 3<sup>rd</sup> day of unexcused absence the secretary or administration will document in Educator's Handbook as a referral; the referral will affect the behavior incentive. The District's school safety liaison will make contact. A home visit takes place after the student has 5 unexcused absences. The parents will be required to meet with the principal at this time and sign an attendance contract for the student.

## Attire

All staff are expected to be neat, clean, and to wear appropriate dress for work that is in good taste and suitable for the teaching profession. Teaching is indeed a profession, not a job. Dress as you are a professional, not for a job site.

Teachers are role models for their students and must set good examples in every possible way. As professionals, teachers are expected to be guided in their grooming habits by what is most generally acceptable in the business and professional world.

The appearance of the teacher in the classroom is vital in setting the climate for the educational process. How appropriately a teacher dresses for his/her class will have a major effect on the respect he/she receives from the students and parents. Always dress like a professional if you expect to be treated as a professional. Footwear that is open-toed is acceptable if it is dressy. Of course, there are times when out-of-the ordinary activities dictate a more casual type of dress, but prior administrative approval should be obtained. It is permissible for jeans to be worn on Fridays with a button-up, dress-shirt, or school T-shirt. Jeans and shorts exception will be made for PE Coach, custodial staff, and 1/1 special education IAs due to the nature of their work environment.

## Bulletin Boards

Classroom and hall bulletin boards are to be changed regularly to enhance and support the curriculum. Bulletin boards should be changed to reflect current instruction.

## **Bullying (Refer to district policy)**

The Board of Education prohibits bullying at any location or activity under jurisdiction of the school system. Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.

The Board of Education also expects students and/or staff to immediately report incidents of bullying to the principal. Each complaint of bullying should be promptly investigated. If the complainant or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the principal. The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.

The school counselor will discuss this policy with their students in age appropriate ways and assure them that they need not endure any form of bullying.

## **Calendar**

The official district calendar is posted in the office. It is **YOUR** responsibility to keep track of the recorded events and to let the office know of any events or announcements that need to be added to the calendar. **Any events added to the calendar must be cleared with the principal first.** Special events such as field trips, classroom performances, etc. must be planned at least one month in advance so parents/guardians can be invited to participate. It is the responsibility of the classroom teacher to make arrangements, complete appropriate requisitions, and send out permission slips for all field trips. Parents must always be notified whenever teachers plan to take their student off the school grounds.

## **Cafeteria**

The goal of the cafeteria program is to provide nutritional meals in a pleasant environment in which proper table manners and courtesies will be exercised. Teachers should spend time the first few days of school, and periodically, thereafter, reviewing guidelines with students. At any time during the year (weather permitting) teachers may take their students outside for lunch. Teachers are required to stay with their class and supervise them if not eating in the cafeteria, unless other arrangements have been made through the administration. If you wish to have a special lunch or a grilled lunch as a treat for your class, you must make arrangements through the cafeteria director and/or assistant. To dismiss from lunch, the adult signals one side of the table to stand by saying "Stand up, Step out". Students leave their trays on the table, stand, and then take trays to the correct receptacle. Students will then stand with their class for dismissal.

- Treat fellow students, cafeteria workers, and assistants as you would like to be treated.
- Bottoms on the seat, feet on the floor, facing forward.
- Raise your hand if you need assistance.
- Practice good table manners.
- Talk quietly with your neighbor when seated.
- Work together to clean your area.
- Discard waste appropriately.
- Enter and exit cafeteria quietly.

Students are not allowed to share or exchange lunches/drinks brought from home nor other outside food/drinks with classmates. No food is permitted during recess times.

## **Cell Phones**

**Staff:** The use of cell phones during instructional times is unacceptable and limited to prep times and personal lunch time. Cell phone usage will not interfere with protected instruction. Should you need to make a personal call in an emergency situation, please call the office so that coverage can be provided while you step out of the room to make that call. **Due to the nature of technology and privacy concerns, please respect communication**

through text messages. Text messages will not be sent out after 5:30pm, M-F and before 5:30am, M-F. The exception is emergency situations. Staff members are discouraged from using personal cell phones to communicate with parents.

**Students:** Elementary students are allowed to carry cell phones in their backpacks. The phone must be in the off position and cannot be used during the school day. Should the phone ring during the school day, the phone will be confiscated and sent to the front office. The school, teacher and/or administrator will not be responsible if the phone is stolen.

### **Child Abuse**

School employees are mandated under NM Law to report suspected cases of child abuse and neglect of children under the age of eighteen. If a staff member suspects child abuse, DFCS should be notified immediately. Staff members must be thoroughly knowledgeable regarding the physical and behavioral indicators of child abuse and neglect. CYFD 1-800-333-7233.

### **Classroom Management Plans**

All classroom teachers including specials teachers i.e. PE, library, Art, Music, and computer lab are ultimately responsible for day-to-day behavior management involving their students. Therefore, it is imperative for each teacher to develop a positive behavior management plan and post in his/her classroom along with the calm down corner. Before sending a student to the office or back to their classroom, the teacher must provide the Principal with documentation in Educator's Handbook of Tier 1 interventions they have implemented to help resolve problem behavior, including at least one parent contact. **Unless it is a real emergency (Non-Negotiable), students should not be sent to the office without a written explanation from the classroom teacher.**

When a teacher or staff member sends a student to the office, he/she chooses to turn that particular problem over to the Principal/Counselor, in most cases, consequences will be assigned based on established policies. Occasionally, however, based on circumstances, the Principal may opt to use other strategies or disciplinary measures.

### **Classroom Security**

When leaving the classroom or other work areas between classes or at the end of the day, teachers are expected to turn out the lights and secure all doors.

All staff is asked to refrain from keeping personal items of value in or about their desks. Purses should never be left unsecured. Students should be instructed to leave valuables at home. The district will not be responsible for the loss of or damage to personal property due to such causes as fire, theft, accident, or vandalism.

### **Committee Assignments**

Every staff member is to serve on a minimum of 1 school committee. If you would like, you may serve on 2 committees.

Committees are:

- ❖ School Vision Team (Team Leads)
- ❖ Reading
- ❖ Sunshine
- ❖ PBIS (one representative from each grade)
- ❖ Math/Science
- ❖ EOY Activities

## Communication/Conference with Parents

All classroom teachers must record parent contacts whether they were made by phone, in person, or in writing. Please keep documentation of any parent contact made by phone, notes, etc. for specific students. This includes positive or corrective communication for academic or disciplinary purposes.

In order to develop better communication and positive self-esteem, it is requested that each teacher write each student in the class sometime during the year telling him/her something positive or telling him/her about outstanding improvements, academically, socially, etc. You are encouraged to let parents know the good things about their children. Positive Recognition Notices (Dazzling Demons Notices) can be found in the office.

Student names will be read on the morning announcements and students can come to the office to receive small prizes for their achievement. These notes may be given to the child to take home. Remember teachers' written notes and notices that are sent home with students should reflect quality in grammar, spelling, and punctuation.

It is important to develop and maintain positive and on-going communication with parents. Communication should focus on useful information regarding the student's academic and behavioral progress. Please follow the guidelines listed below.

- All telephone calls from parents should be returned within 24 hours.
- If you are unable to reach parents within 24 hours, document this call and send a written note.
- All written notes from parents should be answered with a phone call or note within 24 hours.
- Get email addresses from parents and utilize email as frequently as possible.
- Voice mail and email should be checked at least twice per day. All calls should be returned within 24 hours.
- If you are using a communication app, please make sure it is set for two-way communication.

In order to promote and foster a strong relationship between the school and home, each classroom teacher or team should send home a curriculum newsletter monthly containing the following information:

- **Flashback:** A review of some of the prior month's activities and events.
- **Coming Attractions:** Gentle reminders to parents about upcoming events.
- **Personal Profile:** Information about what's new in the lives of students, new students in the class, highlights, etc.

A newsletter/parent correspondence is to be reviewed by the grade level team lead before submitted to the Principal for approval.

## Computers

Computers are a vital part of the instructional program. It is the teacher's responsibility to ensure that all students utilize the computers on a regular basis and that when their class leaves the computer lab, that all software, equipment, etc. is returned to the proper place in the computer lab. Classroom computers should also be kept in working order.

Teachers are encouraged to use computer carts within their classrooms. Computers on these carts need to remain together in an assigned classroom. Removing individual computers to move class to class is discouraged. **All technology cannot be used during teacher absences while a short-term substitute is assigned to the job.**

## Confidentiality (Staff)

It is vital that all staff members maintain the highest level of confidentiality. Things sometimes happen at school that certainly will be shared among the faculty, but that should not go beyond the premises and out into the community. These include matters involving staff members and/or students. Many things happen at school that need not or should not be shared among the faculty.

A student's progress and behavior is between the teacher and parent and remains confidential. A student should NEVER be discussed openly in hallways, workrooms, lounge, parking lots, or any open area. A student should

NEVER be discussed with a parent other than his/her own, or with any school personnel not having direct interest and/or contact with the student. If it is necessary to discuss a student with someone other than a staff member present (i.e. doctor, psychologist, tutor) permission from the Principal must be received.

### **Copy Machine**

If you experience trouble, notify the secretary. Do not leave it for another teacher. One box per semester is distributed to teachers and support staff. Copy machines are refilled each Monday.

### **Crisis Intervention**

A crisis can occur at any time. The typical crisis situation faced at school involves sudden death of a student or faculty member through accident or suicide. Other crises may result from explosions, fires, school bus accidents or other natural disasters. During the early days of a crisis this is typically a great deal of confusion. Because a crisis at a school involves students, employees and community members, it will usually receive media attention.

In the event of a crisis at school, the following plan will be in effect:

- Notification of facts to staff members. If school is not in session, you will be called.
- Be prepared for the possibility of an early morning or after school meeting.

If a crisis should occur during school, the crisis intervention team will be called immediately. This team will develop a plan of action to meet the situation.

The only spokesperson to the media is the Superintendent or his/her designee. Staff members should **not** under any circumstances speak to or email the media representatives, press or parents about the situation at hand.

### **Desk**

The teacher's desk is his/her loaned property. Never allow students to get into the teacher desk drawers or sit on it. Do not keep money/valuables in your room unless they are stored in a locked drawer or cabinet. All monies have to be turned in to the office daily—District Policy.

### **Discipline**

All K-5 teachers, support staff, PE, library, Art, Music, and computer lab staff will adhere to the school's Behavior Matrix.

Our discipline philosophy allows students to take responsibility for their behavior. They are encouraged to make good choices and learn from the logical consequences of their choices while maintaining their dignity. Classroom procedures must be in place within each classroom to teach students problem solving strategies (cooperatively designed class rules/class meetings).

Teach and reteach school-wide and classroom procedures so all students know what to expect. Practice, rehearse, and role play during the first 2 weeks of school, immediately following vacations, or anytime students need to be reminded.

Teachers will handle discipline problems arising in their classrooms. If it is necessary to refer a child to the office, please enter the referral to Educator's Handbook and the student will be called to the office. However, if the child is fighting or causing such a distraction or disturbance to other students, then he or she must be brought to the office immediately. If necessary, please contact the front office for assistance. Communication with parents is required, and close contact with the parent is recommended (using notes, telephone calls and personal conference for students with ongoing behavioral concerns). **Students are not to be sent to the office for not completing homework or seatwork, not having supplies, etc.**

### **Dismissal**

**Students:** Schools are for kids and sometimes things can get pretty messy! However, it is important to make an effort to keep things as clean and neat as we can. Please make housekeeping a high priority in your classroom and take a few minutes with your students at the end of each day to straighten things, i.e. all paper/books off the floor, desks and tables in order, no writing on desks, all litter properly contained, no unwrapped foods or open drinks, doors closed and locked.

Classroom teachers will follow dismissal procedures. Teachers will walk students to their designated area in a quiet, single file line.

Teachers on duty are asked to stand in the designated area to supervise students leaving. Teachers will stay with their students until they are picked up by a parent/guardian. Any student leaving before regular dismissal time must be signed out through the office.

**Staff:** Teachers are to be in the building until departure time of 3:15pm. Teachers may depart immediately after all students have left the premises on **Fridays, and the days immediately preceding holiday breaks or designated as inclement weather days.**

### **Duties**

**Assigned:** A special duty schedule will be established to provide optimum supervision of students at all times throughout the school day. If you have an assigned duty to supervise and will be unable to supervise, **it is your responsibility to find someone to cover and trade duties with you during your absence.** It is also your responsibility to be on time for duties.

### **Duty Free Lunch**

All teachers will have a duty free lunch period after the first week of school. This procedure is necessary to establish routines, practice good table manners, and provide role models for the children.

### **Emergency Closures**

In the event of hazardous or emergency conditions, all district schools or selected schools or grade levels may be closed or schedules altered to provide delayed openings of school and/or early dismissal of students as appropriate.

### **Faculty Meetings**

Faculty meetings are scheduled for the purpose of organization and communication of business that cannot be handled through staff newsletters, departmental or committee structure. All staff are expected to attend these meetings unless prior arrangements have been made with the principal. Attendance records will be kept through sign-in sheets.

Faculty meetings will be held on the third Wednesday of the month beginning at 3:00pm.

### **Field Trips/Fund Raisers**

Any field trips that are planned must be related to academic skills. Plan the trip, fill out the transportation request, send home permission slips, and publicize your field trip well in advance. Remember to request sack lunches if you anticipate needing them. Any decisions to deny students the opportunity to participate in field trips must be preapproved by the principal at least 30 days prior to the trip. If the trip is sponsored by the district all students must attend. All fund raisers must be approved and forms completed and discussed with the principal. A fund raiser form must be submitted prior to collecting funds. Students that do not participate in the fundraiser will pay \$50 for field trip expenses, and it is **non-refundable.**

### **Fire, Emergency and Disaster Drills**

School emergency drill requirements are as follows:



An emergency drill shall be conducted in each public and private school once a week during the first four weeks of the school year. Of these:

- One (1) shall be shelter-in-place that includes preparation to respond to an active shooter;
- One (1) shall be an evacuation drill;
- Two (2) shall be fire drills.

During the rest of the school year, each school shall conduct at least four (4) additional emergency drills, at least two (2) of which shall be fire drills.

All teachers will discuss emergency drill procedures with their class at the beginning of each year and rehearse the procedure with his/her class. The drills will be held at different hours of the day to avoid distinction between drills and actual emergencies.

#### **Upon the sounding of a fire alarm, teachers are required to:**

- RAVE will be used during all emergency drills.
- Immediately line up students in a single file line and exit the building in an orderly fashion using the evacuation route. Students may not stop for any reason along the way.
- Teacher should check the hallway and outdoor exits before proceeding to evacuation location.
- Please take attendance upon arrival at designated meeting areas.
- The students are to face away from the building, stand quietly/silent during the drills.
- Upon 'all clear' signal, announced by principal or designee, escort students directly back to class.
- Fire drills will be documented through Office Drill Slips.
  - **Lockdowns:** Students will stay in the classrooms with the door locked.
  - **Evacuation Drills:** Much like fire drills except students will exit the front of the building and walk south to the Presbyterian parking lot.
- Remember **ALICE: Alert, Lockdown, Inform, Counter, Evacuate**

#### **Grade Books/Report Cards**

**Two** grades per week per content area are required by the district for **third through fifth grade** and **one** grade per week per content area are required by the district for **first and second grade**.

Students who are in danger of receiving a failing grade on their report card will be notified of this prior to report card time so that parents will have the opportunity of working with their child in order to improve their child's grade. Anytime between the mid-term and the end of the quarter that a student's grade drops below a "D", the teacher should make every attempt to notify the parent either by letter or phone call.

#### **Hall and Classroom Supervision**

It is every teacher's responsibility to teach acceptable hallway behavior and to properly supervise his/her students. Students should NEVER be allowed to roam the hallway or distract another classroom. Teachers are expected to walk with and escort their classes any time they leave the room, whether they go to the library, cafeteria, another classroom, bathroom break, or to board the busses.

Hallway, classroom, and recess supervision is vital to the safety of our students. It is the teachers' responsibility to maintain a safe learning environment every day for every student. **Do not leave your classroom unattended for any reason!** If a staff member is unable to perform a scheduled duty, it is his/her responsibility to find a suitable replacement. If students are left unsupervised or not picked up in a timely manner according to the master schedule, reprimands may be necessary.

#### **Homework**

Homework is an important tool for building responsibility and helping students gain self-discipline. As adults, we all know that success in life depends on organizational skills and the ability to manage our time. Homework allows a student to develop these important skills at an early age. Details regarding each grade level's expectation regarding homework will be given by the classroom teacher. Assignments can be varied according to the nature of the concepts that are to be reinforced.

- **Primary Grades (K-2)** should have homework lasting approximately 15-30 minutes Monday – Thursday.
- **Intermediate Grades (3-5)** should have homework lasting approximately 30-45 minutes Monday – Thursday.

### **Hospitality Fund/Morale**

Staff is asked to contribute \$20 to the Hospitality Fund (Sunshine) each school year. Monies collected will be placed in a special fund for the following circumstances: employee birthdays, hospital illness of employee, death of employee's immediate family, weddings, birth, or employee retirements. The Sunshine Committee will be responsible for all disbursements and will also coordinate faculty social events. Staff is asked to participate in special social events.

### **Inclement Weather/Lunch Recess**

During bad weather days, the students will remain in the gym until 8:00am. Students will sit at an assigned spot and wait for their teacher. At 8:00am, students will be picked up in the gym by their teacher and taken to their classroom. During recess, if the classroom teacher is not in the room, students will sit in the hallway outside of their assigned classroom and be monitored by the duty teacher.

If you ask or require a student or group of students to remain in your classroom to complete work or for disciplinary consequences, you will be expected to supervise these students. Students should not be asked to complete work outside during recess. If students need to complete work during recess, it is the classroom teacher's responsibility to monitor the student in the classroom until work is complete.

### **Intercom/Class Interruptions**

The district is committed to protecting instructional time. Class interruptions of any kind will be kept to a minimum. Students are not to be permitted to interrupt a class in session without authorization from the office. Intercom use is restricted to administrative use or administrative approved use only.

### **Inventory**

If you have received furniture or equipment from another classroom, you will need to update your inventory. **Also, notify the secretary of ANY CHANGES. An inventory transfer form must be submitted and signed prior to any furniture being moved.** If your classroom remained intact, submittal of the inventory at the end of the school year will be sufficient.

### **Keys**

Teachers/staff will be issued keys to their classrooms and the main entrance doors to the school. It is the responsibility of each staff member to report any missing or lost keys to the office immediately. The security of the building and supplies depend upon responsible maintenance of keys. Under NO circumstances are students to be given teacher's keys. All keys are to be checked in at the end of the school year. Necessitating building access, teachers may make arrangements with the principal to keep their keys as appropriate for the summer. *Keys are distributed and returned to the Superintendent's Office.*

### **Lamination**

Teachers are asked to selectively consider items to be laminated. Materials laminated should have permanent use in our program or should be items that are handled frequently by students such as bulletin board materials, teacher prepared or purposed games, centers, and posters. Items of short-term usage such as student work, seating charts, class list, Mother's Day cards, etc. should not be laminated.

### **Leadership Team**

The school vision team will consist of the Principal, grade level chairs, and special education representative. The team is charged with coordinating instructional/curriculum issues, school related problems, and will be responsible to disseminate information from the superintendent's administrator meeting to their team. The team will meet every 1<sup>st</sup> Thursday at 3:15.

## Leave Request

Leave request forms can be found online. There is a separate form to request reimbursement for meals. You are responsible for completing your own requisitions and submitting them to the Principal for approval.

Due to the difficulty finding substitute teachers at the last moment, it is important that all staff submit all leave requests to sub finder in advance, whenever possible. If you have an emergency (emergency only) and will be LATE please call or text (575) 347-8096 to leave a message for Ms. Aragon.

## Lesson Plans

All teachers will be required to have a hard copy of his/her lesson plans available and accessible within their classroom by Monday morning each week. Typical lesson plans should outline the coming week's activities and assignments. A building/district administrator or fellow colleague should be able to readily locate and look over these instructional plans as needed. They should include: common core objectives, curriculum expectations addressed, topic, time spans, activities to be used, formative and summative assessments, etc. Update your lesson plans as necessary. Lesson plans are essential for substitute teachers and help guide effective instruction.

Teachers will digitally store lesson plans every week on PlanbookEdu.com. Teachers can make adjustments/modify and digitally store reflective lesson plans at the end of the week.

## Mailboxes

Mailboxes are provided for each staff member in the mailroom. It is a good idea to check your box regularly, especially upon your arrival at school and before students go home. It is very important that any notes or information from the office for students to take home are picked up and delivered promptly. Mailboxes should also be emptied periodically and not used as storage.

## Maintenance Requests

If you see something that may injure someone or need maintenance attention, take care of it yourself. It can be entered electronically into SchoolDude, to be addressed by the maintenance staff in a timely manner. Non-emergent things can be addressed by any of the custodians.

## Make-Up Work

If possible, the student should give their teacher/s prior notice when they are going to be absent. This will allow the teacher/s and student to plan together for make-up work. However, if prior notice is not an option, after an absence, it is the student's responsibility to contact their teacher/s and determine what assignments/assessments must be made up. The student will be permitted two days for every one day missed to complete the make-up work with an excused absence from school. However, assignments that were due to be turned in on the first day absent are due to be turned in on the first day the student returns to school. Any missed tests/assessments must be scheduled for retake on the first day the student returns to school.

## New Students

When students enroll during the school year, records from the previous school are requested. Teachers are to contact the parent/guardian of new student's during the student's first two weeks of school. **Keep extras of all forms, folders, planners, etc., for new students who may be added later in the year.**

## Nurse

Daily services provided by the school nurse will be available according to her posted schedule. In the case of an emergency, notify the secretary immediately, make sure other students are supervised, and then stay with the ill/injured student until the nurse can be located or the ambulance service arrives (depending on severity). Please do not send students to the nurse's office for cough drops, or chafed lips or hands. **The nurse is the only staff member who is allowed to call parents to take their child home.**

## Parties

Instructional time should not be interrupted by classroom parties. No celebration should exclude a student. Any special activities related to Christmas and Valentine's Day will be planned during the latter part of the day beginning at 2:00pm to prevent the instructional program from being interrupted. Please be aware of occasions that might be questionable to parents and make other arrangements. **If a parent brings cupcakes, etc. for a child's birthday, please distribute the goodies as the students depart for the day. Do not take away from instructional time for birthday parties.**

If you are planning a special lunch, such as pizza or grilling out (or no lunch at all) with the cafeteria, notify the cafeteria.

## Report Cards

Report cards are due one week immediately following the end of each quarter. Teachers must verify grades prior to report cards being printed and sent home.

## Requisitions/Budget

The elementary school has been given a general fund budget based upon the number of students enrolled. Requisitions for this year's spending should have been turned in last spring. Please keep any new requests to a minimum. Only the most essential items will be purchased. Throughout this year we will be prioritizing our building needs for next year.

The principal must approve all requisitions prior to sending them to the secretary. Requests will not be approved unless the electronic requisition form is filled out completely, including shipping and handling totals. Please do not buy materials from your own pocket expecting to be reimbursed by the district.

## Retention Policy (SAT)

Parents of students who are in danger of being retained will be contacted and informed of that possibility near the end of first semester. (This contact could also be made earlier in the school year). The classroom teacher will make the Principal aware of this possibility.

After the initial contact is made periodic contacts with the parent will occur until the student is no longer in danger of being retained, or the student is retained at the close of the year.

No student will be retained without repeated contact between the parent and student and teacher. Retention forms will be completed. In the event that a student's performance drops off precipitously after the end of first semester, the fact that the parent was not contacted around the end of first semester does not preclude any possibility of retention.

## Scheduling

Building schedules impact many persons, and therefore should remain an administrative function. The schedule should also be emailed to the Principal.

## Smoking/Tobacco Use

Dexter Elementary is a TOBACCO FREE building. Staff members are not permitted to smoke or use tobacco products on campus or school vehicles at any time.

## Special Education

Teachers should make sure they are familiar with the IEP goals of the identified students they serve. Schools are required by law to make appropriate modifications and accommodations for resource students. Always follow the IEP recommendations and keep documentation of the modifications made for each student. It is the classroom teacher's responsibility to contact the special education teachers for assistance in meeting IEP requirements.

## Staff Room

A staff room is provided for staff use during break, lunch and preparation periods as may be appropriate. In order to establish and maintain a positive school climate, all staff using the staff room are expected to refrain from gossiping about students, teachers, parents, or other staff members. When staff members repeat something they heard from someone else, or share a story when not 100% certain the facts are correct, or even share information about any person that will only bring them harm and not good – it is considered GOSSIP. Since gossiping is prohibited by Board Policy, any staff member reported to supervisors for gossiping may face disciplinary action. Personal items of value should not be left in the staff room. Staff members leaving such items do so at their own risk. **STUDENTS ARE NOT PERMITTED IN THE STAFF ROOM AT ANY TIME.**

## Substitute Folders

All teachers are required to set up a substitute folder that should include a seating chart, current class list, fire drill map, schedule of specials, list of students coming and going from your classroom, bus/pick-up information, etc. If you know you will be gone in advance, leave a detailed outline of the work to be completed while you are gone and have all materials copied and prepared. **Due to the office by the first day of school for students.**

## Supervision of Instruction

Each teacher will be evaluated yearly on Canvas and Elevate NM. There will be one (1) formal observation and three (3) walkthroughs per school year for Domains 2 & 3. A pre and post conference will be held for the formal observation. Teachers will also be evaluated on Domain 1 during the Fall semester and Domain 4 during the Spring semester.

Classroom walkthroughs will be conducted once monthly by the Principal or a peer. A written summary and short feedback coaching session will be conducted within 48 hours of the CWT.

## Supervision of Students

The safety of students at Dexter Elementary takes precedence and requires our attention. Most of the day, students are under the primary supervision of the instructor to whom they are assigned. **All staff members are responsible for the supervision of students in common areas.** All staff are expected to encourage students to be responsible and strive to create a positive learning environment.

All teachers are expected to pick up their students at the playground at 8:00am and escort them to their classrooms. **Students should be supervised at all times.** Under no circumstances are classrooms or other areas where students are under the supervision of assigned staff to be left unattended while students are present. Any staff member who may need to temporarily leave the classroom or their assigned duty in a rare emergency situation (even if it is for only 10 seconds to collect copies or printed materials) while students are present are expected to arrange with another teacher that does not have students under their supervision at that time or call the office so that supervision can be arranged. Understand that any injuries or discipline situations that arise without adult supervision present places our district in a liable scenario and could become a personnel issue for you as a district employee.

During school hours or while engaged in school-sponsored activities, students may be released only into the custody of parents or other authorized persons.

## Teamwork/Professional Learning Community

At times it is easy to forget how important it is that we all work TOGETHER to create the best possible school for our students. Maintain a positive attitude toward your situation and the good people you work with! Having a sense of humor can be a real plus in times of great stress. Remember that creating a true Professional Learning Community is really hard work.

When a problem arises involving another staff member, teachers should make every effort to solve it before it gets out of hand. In many situations, discussing the issue with the other party in an adult way is all it takes to resolve the conflict. If the problem cannot be resolved between the parties then it may be necessary at this point to involve the Principal. If the Principal isn't able to help solve the problem, only then would the Superintendent need to get involved. **Always follow the chain of command** when trying to solve a problem or when support is necessary. Remember that everyone is entitled to make a mistake now and then...be kind to your coworkers.

Taking some time for personal reflection and self-examination is worthwhile in order to assure that we are each doing our best to create a positive atmosphere for our students, fellow workers, and ourselves. Sometimes we need to look in the mirror and ask ourselves "What can I do differently?" instead of blaming others or making excuses.

**The common goal is to RESPECT, SUPPORT, AND TRUST one another in an effort to do what is best to meet the needs of our students. If we expect our students to do it, then we all need to model it for them in our daily behavior and practice.**

### **Timelines**

We will adhere to time lines for both staff and parents/families. Due dates will be followed **without** exceptions. Ample notice will be given, and due dates followed accordingly. Please discuss this with parents/families at the beginning of school.

### **Use of Computers**

Employees shall have no expectation of privacy when using district email or other official communication system. Email messages shall be used only to conduct approved and official district business. All employees must use appropriate language in all messages. Employees are expected to conduct themselves in a professional manner and to use the system according to these guidelines or other guidelines published by the administration.

Any email or computer application or information in district computers or computer systems is subject to monitoring by the administration. The district retains the right to duplicate any information in the system or on any hard drive. Employees who violate district computer policies are subject to disciplinary action up to and including termination.

### **Use of Telephone**

All school phones are for school business. Staff members should not use the office phones for personal calls. Personal calls should only be taken on breaks unless it is really an emergency. Please alert family members and other possible callers to convenient times. Students are not allowed to use the phones in the classroom. Students may use the office telephone if they know the number.

### **Videos**

Videos shown in the classroom should be linked to the curriculum or instruction. Any commercial video shown in your class will be approved by the Principal before showing. Very few exceptions will be made in an effort to value the limited instruction time we have with our students.

### **Visitors**

Visitors are welcome at the school any time. They must, however, check in through the office and obtain an identification badge. Visitations in the classroom are for a period of time not to exceed one class period. Classroom observations are pre-arranged with the teacher. Each classroom visitor will receive the following guidelines:

1. All visitations need to be scheduled with the teacher and notify the office. Visitors are encouraged to make plans in advance with the principal.
2. Upon arrival, please inform the secretary that you have arrived.

3. Sign-in please. The secretary will provide you with an identification badge to wear while you are at the school.
4. The principal or secretary will take you directly to the classroom.
5. There will be an adult size chair in the room set aside for the observation.
6. As instructional time is very valuable, we ask that observers not interact with students or the teacher during the observation.
7. Please limit the classroom visits to a maximum of thirty minutes.
8. Please maintain confidentiality regarding the performance level and placement of individual students in the classroom.