**Brookings School District 5-1**

**K-3 Elementary Staff Handbook**

# K-3 Mission/Vision Statement

“Providing meaningful educational opportunities for all students in partnership with our families”

Belief Statement: ***All students will be immersed in an optimum learning environment with adequate space and equitable distribution of services.***

Priorities:

1. Smaller class sizes (18 for kindergarten to 20 for grade 3)
2. Provide services equally (Title 1-Reading and Math, Reading Recovery, Boost Up, ESL, Gifted)
3. Need for technology assistance in computer labs

Belief Statement: ***All students will be given the opportunity to learn in an environment which promotes rigor, relevance, and relationships.***

Priorities:

1. Allow creativity and individualism in teaching styles to match learning styles of students.
2. Focus on the developmental styles and learning levels of students
3. High expectations for all learners will be met through effective teaching strategies and common assessments.

Belief Statement: ***The school community will benefit from strong communication and collaboration.***

Priorities:

1. Common planning time within grade levels.
2. Clear, continuous communication with all stakeholders
3. Site-based decisions

Belief Statement: ***All students are entitled to a safe and nurturing school environment that is supported by caring and well-trained staff.***

Priorities:

1. School-wide behavior plan
2. Facility fits the students (playground, closets, bathrooms, no hallway learning, lunchrooms)
3. Supervision (playground, teachers) with training

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**Alarm System/Keys to the Building:**

All staff will be issued the appropriate keys and key card necessary for their position. A written record is kept of each staff person's keys. This record is checked and updated yearly. If you lose your security card, notify the principal immediately.

Outside doors are locked all day and after school except for the office door. The alarm system is activated at night and during all weekend hours. To enter the building you must use your key card. At night and on weekends please exit through these same doors. Going out other doors will activate the alarm.

**Attendance:**

Classroom teachers need to take attendance twice a day, once at the beginning of the school day and once at the beginning of the afternoon session. **You must use the DDN Campus computer program to take attendance. Morning attendance should be entered by 9 a.m. and afternoon attendance by 1 p.m.**

If a student comes in late, please contact the office.

**Child Abuse and Neglect Reporting**

Please refer to [Policy JLF.](http://brookings.k12.sd.us/district/Policy/NEW%20POLICY%20PDF/J/JLF.pdf) 1-866-847-7335

**Dress Code**

We do not have a “formal dress code”. Dr. DeGroot suggests that we dress professionally (appropriate business/casual dress). That means no blue jeans, jogging suits, slickers, etc. Monday through Thursday. Friday should be considered a casual dress day or school spirit day (jeans allowed).

**Field Trips**

Trips should be planned well in advance. If a bus is needed, an on-line transportation request must be approved. Informational and lunch notes to parents should be sent home. Lunch arrangements must be finalized at least one week in advance of the trip. Also, check enrollment forms for signed parent approval of trips.

**Line\_Of\_Authority**

In the event that the principal is out of the office, the following Line of Authority will be used:

Other District Administrators/ Counselor

Secretary

The elementary principals of the district make efforts to have one of them “on call” when the building principal is gone.

**Teacher Workday**

**1. Length of Day**

The arrival and departure times for teachers shall be as follows:

Elementary teachers: Arrive 8:00 a.m. and depart 3:45 p.m.

Teacher-Assistants: Stated on Individual Contract

On days students are dismissed at 2:22 PM for "School Improvement Planning", teachers’ departure time is 4:00 PM; on days preceding holidays or vacations, a teacher’s workday shall end at 3:22 PM.

**2. Arrival and Dismissal Time**

On Fridays or on days preceding holidays or vacations, a teacher's workday shall end at the close of the pupil's day.

**3. Lunch Periods**

Teachers shall have a daily, uninterrupted, duty-free, lunch period at least as long as the student's lunch period, except the elementary teachers shall have 45 minutes. Teachers may leave the building without permission during their scheduled duty-free lunch periods.

Teacher-assistants will have a 30 minute uninterrupted duty-free lunch period.

**4. Preparation Time**

Teacher preparation time is the time teachers are not assigned to teach or supervise students from 8:00 AM to 3:45 PM, excluding school improvement planning time and the teacher's designated lunch break.

Elementary School Level: 230 minutes per week minimum (during the normal length of a student's day)

**Telephones:**

Most phones are equipped with voice messaging. Please make sure that your substitute (or someone else in your area) is able to access your messages. Give your access number to office for emergency use only.

Each staff member is assigned a long-distance code. Please use this code for non-personal phone calls.

Children are allowed to use the telephone only with staff permission. Student telephone privileges should be for emergency use only -- not to make arrangements to go over to a friend's house.

\*Student cell phones should be kept in their backpack during the school day or left in the office. They should also be off during the school day.

**Computers in the Classrooms and Portable Labs**

Computers in the classrooms are for teacher use and student use with teacher supervision. **At no time should the students be left unattended. If you want any of your students to work in the lab, they must be accompanied by an adult.**

Students should not transport computer labs between classrooms.

If you need help with computer repairs, please contact tech support via the school web site.

**Mail**

Each person is responsible for picking up his/her mail. This should be checked twice daily – morning and afternoon. PLEASE do not send a student to check your mail.

**Substitute Folder**

Each staff member should fill out the district provided substitute folder to be kept in an obvious place. It should contain materials pertinent to your particular area. For example, classroom teacher folders should contain:

* Class roster
* Copies of student enrollment/emergency cards listing all pertinent information on each student
* Emergency crisis plan
* Information showing the substitute how to access phone messages (access code)
* List of health concerns
* Seating chart
* All schedules including specials and other duties
* Plans for the day (if prior knowledge)
* Any other information/materials you feel that your substitute will need.

Substitutes can be expected to perform all of the normal duties that the regular staff member would do. This includes recess duties and checking daily papers. If you have concerns about substitutes not covering all the areas needed, please contact the principal.

**Teacher Responsibility for Student Supervision**

Teachers will supervise students passing from one classroom to another. It is the teachers' responsibility to keep the halls as quiet as possible and not disturb other classes that are in session.

Classroom teachers will handle recess duty with each grade determining the schedule of coverage to be followed. Any child kept in during recess must be supervised and the homeroom teacher will be responsible for supervision or must make arrangements for supervision if he/she will be out of the classroom.

When staff are outside for recess duty, they should wear an orange vest and have a radio and first aid packet with them. The office radio is on at all times. Notify the office if a student is being sent indoors due to an injury or discipline issue.

**\* Teachers need to walk their students to and from all special activities and classes.**

**Sexual Harassment**

Please refer to Policies [**GBAA-R**](http://brookings.k12.sd.us/district/Policy/NEW%20POLICY%20PDF/G/GBAA%20JIAA-R.pdf)and[**JIAA-R**](http://brookings.k12.sd.us/district/Policy/NEW%20POLICY%20PDF/J/JIAA-R%20%20GBAA.pdf)**.**

**Breakfast/Hot Lunch:**

Hot lunch is served in the multi-purpose room. Children, adults and visitors may order and purchase meals. Menus offer 1 entrée choice for breakfast and 2 for lunch. Menus are sent home with the student and a copy is posted in the classroom. Breakfast is ordered one day prior to the meal while lunch is ordered in the morning for that day. Students may also purchase a milk to go with a sack lunch.

**Purchasing meals:**

Each morning teachers will collect any food service money and meal orders and put them in an envelope that is placed outside the classroom door. The cashier will collect meal orders and credit any money to the child’s account. The student’s name should be on any payment to their meal account.

**Family Account Balances:**

Charging will not be allowed on an account with a negative balance. Occasionally a family account may become a negative; this is meant to be a short term situation. When a family’s balance on their lunch account is low the child will get their hand stamped to remind parents to send money. Families will also get “low balance letters” on Friday or email reminders when the family balance falls below $30.00. A personal phone call will be made to families that have chronically delinquent meal accounts. Children in families that do not pay will get a cheese sandwich and milk for 2 days. No school meals will be served after this time and a sack lunch will need to be brought from home.

Students may also go home for lunch. If students go out for lunch with a parent or friend, the teacher MUST receive permission from a parent with specific instructions.

Staff members desiring to eat hot lunch must indicate on their class lunch count sheets or call to the kitchen by 9 a.m. This amount may be paid as the staff member goes through the serving line or money may be put into an account in advance. Staff may take lunch trays to the staff lounge to eat, but should remember to return the trays and silverware to the kitchen.

**Reminder: PLEASE include yourself and other adults in the daily lunch count.**

**Class Schedules**

Class schedules should be turned into the principal’s office by the end of the first week of school.

**Lesson Plans**

Lesson plans have several purposes.

1. It is evidence of your planning for your students.
2. It is a record of what you have taught. These plans should be available at all times, particularly if you have a substitute teacher. You are not required to turn your plans in to the office, but it is imperative that you have the next day’s lessons written out and on your desktop before you leave at the end of the day.

**Staff Absences:**

Staff requesting any form of leave should first consult the negotiated agreement between the Brookings Education Association and the Brookings School District. A copy of this agreement can be found in the principal's office, BEA officer, and library or with the building representative for the BEA.

Please notify the principal or secretary for any needed work absences as far in advance as possible. A Personal Leave form (salmon color for teachers, yellow for teacher assistants) is available from the staff file area in the office.

When any member of the staff finds it necessary to be absent from school due to illness or an emergency, they are to call Kathy Larsen, substitute coordinator, between 6-9 a.m. the morning of the day the substitute is needed. You may call 24 hours a day and leave a message. Kathy Larsen’s phone number is (605) 696-4716. If you become ill while at school, please contact our secretary for an available sub.

**PERSONAL LEAVE (Reference – Master Agreement** [**Article XIII Absences and Leaves**](http://brookings.k12.sd.us/district/Master_Agreement/08-09%20MA/Article%20XIII%20Absence%20Leaves%20.pdf) **)**

There may be personal conditions or circumstances which may require teacher absence for reasons other than those provided above. The teacher shall receive two-(2) days personal leave each contract year with full compensation. Personal leave days not used may be accumulated although no more than three (3) unused days may be carried over to the new contract year. The teacher need not declare a reason for requesting personal leave.

For the first day or last day of the school year or the first working day preceding or following a holiday, no more than ten percent (10%) (rounded to the next highest percentage to reach a full person) of the teachers of any building shall be granted personal leave on any day or days. Such leave shall be granted on a first come, first granted basis. The only exception which may be granted by the Superintendent shall be for school sponsored activities. Teachers who are not directly involved with extra-duty pay shall be given permission to use personal leave to serve, or act, as chaperons for the designated school activity.

**PROFESSIONAL LEAVE (Reference – Master Agreement** [**Article XIII Absences and Leaves**](http://brookings.k12.sd.us/district/Master_Agreement/08-09%20MA/Article%20XIII%20Absence%20Leaves%20.pdf) **)**

1. Professional leave shall be defined as absence from duties for the purpose of participation, presentation, or observation in an educational activity determined by the administration to be in the interest of the district and consistent with program goals and objectives; and when such activity is not provided in the district and/or not available on non-teaching days.

2. Approval of participation may be granted by the administration for one or more teachers when such leave conforms to the definition in part 1 of this section. Attendance by more than one teacher is permitted. You may use an on-line form to request a school vehicle.

**SICK LEAVE (Reference – Master Agreement** [**Article XIII Absences and Leaves**](http://brookings.k12.sd.us/district/Master_Agreement/08-09%20MA/Article%20XIII%20Absence%20Leaves%20.pdf) **)**

If a teacher is unable to perform duties due to personal illness or disability, the teacher may take sick leave with full compensation. A teacher shall be allowed ten (10) days sick leave per contract year in addition to prior accumulated sick leave days. Such leave shall be available beginning with the first contract day except as provided in Section A, 10. Any unused leave may be accumulated from one year to the next without a limit on the total number of days. Absence shall be credited to such leave upon the teacher notifying the building principal or other administrator when returning following an absence for personal illness or disability.

A teacher shall be permitted to use sick leave for serious illness in the immediate family. Such leave will be allowed upon a notice to the principal or other administrator.

The Superintendent may require a physician's statement verifying the necessity and reason for contiguous days of absence beyond three (3) successive days.

**Teacher Evaluation:**

Teachers are evaluated according to the guidelines set forth in the district policies. Please look to this document for more information. Article IV [Staff evaluation](http://brookings.k12.sd.us/district/Master_Agreement/08-09%20MA/Article%20IV%20Teacher%20Evaluation.pdf)

Non-tenured staff members will be formally evaluated at least once each semester and tenured staff will be formally evaluated at least once every other school year. Staff persons will receive a copy of their evaluation prior to the post-evaluation conference.

Evaluations may be announced or unannounced.

Informal evaluation is an on-going process covering punctuality, responsibility, human relation skills, supervisory skills, conduct, and other items that relate to a person's effectiveness as a teacher. No evaluation, formal or informal, is placed in a teacher's file without teacher knowledge of such action.

**Teacher Assistance Teams:**

Each school is required to have a teacher assistance team or a comparable assistance model for Grades 2 and 3. Kindergarten and First Grade use the RtI information and no TAT is needed.

This team shall develop strategies to assist staff in meeting the needs of students who have and exhibit academic or behavioral difficulties. This team will be comprised of teachers, the school counselor, and the special area staff. The principal / school guidance counselor is the contact person to arrange TAT’s.

**Lost and Found:**

Articles of clothing (and other items!!!) that have been found should be placed in the lost and found box. Valuables such as purses, jewelry, etc. should be brought to the office. Snow boots and coats/jackets, particularly, should be marked. Please remind your students (and parents) to mark all personal outer clothing.

**Parent-Teacher Conferences:**

Parent-teacher conferences will be held for all students kindergarten through third grade after the end of the first and third quarters.

**Pay Day:**

Payday is the 21st of each month. If the 21st falls on a weekend or holiday, payday will be the last working day before the 21st day of the month.

**Arrival and Dismissal Procedures:**

**Arrival Procedures --**

Students are not allowed in the building before the 8:15 a.m. bell unless there is inclement weather or students wish to eat breakfast. Students are to report to the playground upon arrival at school. Breakfast services begin at 7:45 a.m.

In case of inclement weather, the children should go inside the building using the appropriate doors. Supervision will be provided in these areas.

Students on the playground will be supervised from 7:30 to 8:15 a.m. No school doors, other than the breakfast door and the front door, will be unlocked unless there is inclement weather. When the 8:15 bell rings, the students are to go in their respective grade level's door.

Morning playground supervisors will help the students enter the building and supervise hallways or lunchroom.

**Dismissal Procedures --**

When all students are dismissed at the same time, many children are scared and some feel intimidated by all the students in the hallways. To help lower this fear, the following plan will be followed:

3:18 p.m. -- Students may get ready to go home.

3:20 p.m. -- All students who are picked up by car may be dismissed.

3:22 p.m. -- All students who are riding the bus or walking may be dismissed. They are to go directly outside or to the gym for busing. If they are to meet a friend or sibling after school, they are to go in the front of the building. If they are to meet a kindergarten student, they are to go out of their grade level door and meet their sibling/friend outside the kindergarten doors. All students should exit the building promptly.

When there is cause for an emergency dismissal (weather, etc.) to be called, classroom teachers are responsible for their students. Teachers may leave after all their children have been picked up or have been dismissed according to their emergency dismissal instructions.

**If a student is allowed to go home with someone other than their parent/guardian or listed emergency contacts, written permission or a phone call must be given to the teacher BEFORE letting the student leave!**

**Weather-Related School Closings:**

**Early Dismissal --**

The Superintendent of Schools and the bus director access the weather and road conditions and then make the decision to send busses home before the regular closing time. All Brookings schools will be notified and act accordingly to the same dismissal information. Classroom teachers will in turn be notified of the time of dismissal. This same announcement is also issued to the local radio stations and a message put on the office phone system

**"No School" --**

The Superintendent of Schools and the bus director access the weather and road conditions and then make the decision whether to have school at all the Brookings schools. This same announcement is also issued to the local radio stations and a message put on the weather-related phone connection.

It is up to each child, parent, and teacher to find out whether school is being held.

**PLEASE TELL THE CHILDREN AND PARENTS THEY ARE NOT TO CALL THE SCHOOL FOR THIS INFORMATION !!!**  Make it a practice to listen to the radio when bad weather is anticipated.

**Student Retention:**

Parents, teachers, and the principal mutually agreeing that a child needs to spend a second year in the same grade level will be allowed to do so. However, it is extremely important that all parties involved shall discuss this at one of the parent-teacher conferences. When students are recommended for retention by teachers or parents, a form needs to be completed by the teacher and signed by parent(s). The principal must be notified BEFORE the teacher recommends a child for retention.

**Grade Books and Report Cards:**

Teachers should use the grade book component of the DDN campus. It is recommended that there be at least one to two grades per week for each subject recorded for grading purposes.

If a "hard" copy of a grade book is kept, teachers must turn it into the office at the end of the school year.  These records are maintained for one year.

**Grades must be entered into each child’s file on DDN Campus and printed out each quarter.** Report cards are sent home four times a year. Parents pick up the first and third quarter reports at their fall/spring conferences. Report cards are sent home following the end of the second quarter. Students bring back a signed report card envelope to the classroom teacher. The final report card goes home with the child on the last day of the school year.

If you have a student on an IEP, please consult with the special education teacher.

**Room Parties/Treats for Children:**

You may have room parties for special holidays or events. Students may bring treats for their birthdays. We strongly recommend treats be pre-packaged. Please keep these low-key so students don't feel that they are expected to bring treats.

**Beware of any allergies in your classroom/school.**

**School Pictures:**

Pictures of elementary children are taken each year. Every student has their picture taken for school records, whether or not they purchase a picture packet. Parents may also take advantage of having pictures of pre-school children taken.

Spring pictures are taken as a fund-raiser for school with no obligation to purchase.

**Staff Meetings**

We will have one scheduled staff meeting per month. This meeting is usually scheduled on the PTA calendar. This is usually the Tuesday or Thursday following the school board meeting.   Other meetings will be called as needed.

**Teacher’s Lounge**

Please make sure that you sign up for a week of lounge duty. This sheet is usually posted.  Remember, this arrangement works only when everyone cooperates. Please do your share to keep the lounge clean!