



# **MARY STARK ELEMENTARY**

## **STAFF HANDBOOK**

**2013-2014**

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**MARY STARK ELEMENTARY SCHOOL**

**BOARD OF EDUCATION**

Tim Rector  
Jay Volk  
Sheldon Wolf

Lori Foraus  
Tim Tausend  
Lorraine Davis

Donna Fishbeck  
Leland Fleischer  
Jill LaMont-Goetz

**ADMINISTRATION**

Dr. Mike Bitz  
Mr. Jeffery Lind  
Mrs. Christi Schaeffbauer  
Mrs. Becky Heinert  
Mr. Ryan Lagasse  
Mr. Tracy Klein  
Mr. Dave Steckler

Superintendent of Schools  
Assistant Superintendent  
Business Manager  
Food Service Director  
Transportation Director  
Special Education Director  
Principal

Dear Parent/Guardian:

Hiring high quality teachers is a priority at our school. Through federal law, you have the right to information about the professional qualifications of teachers and paraprofessionals at our school. We wish to share that with you.

To be highly qualified teachers must:

1. have a state teaching certificate or license
2. have a bachelor's degree, AND
3. for new
  - elementary teachers, pass a rigorous test
  - middle/senior high teachers, pass a rigorous test or have a major/coursework
  - for not new teachers, pass a rigorous test: major/coursework, or state evaluation

If, at any time during the school year your child is taught by a teacher for four or more consecutive weeks (such as a long-term substitute teacher) who is not "highly qualified", you will receive timely notice from our school.

There are also new state qualifications for paraprofessionals serving Schoolwide Title 1 Schools. Paraprofessionals, or instructional teacher aides, assist classroom teachers, schoolwide staff, and special education teachers. Paraprofessionals or instructional teacher aides must now meet one of the following three requirements to be employed in a schoolwide program:

1. obtained an associate (or higher) degree; or
2. have completed at least two years of study at an institute of higher education; or
3. meet a rigorous standard of quality, which includes an assessment of skills in math, reading, and writing.

Please contact me anytime during the school year if you would like more information about teachers who are working with your children. We know school staff members shape the educational environment at school. We are devoted to finding the best quality educators to work with your children to ensure that school is a place where they can succeed.

Sincerely,

Dave Steckler, Principal

Following is a table that lists our staff and their qualifications:

**MARY STARK CERTIFIED STAFF**

<b>Name</b>	<b>Grade level or Subject</b>	<b>Education Degree</b>	<b>Years of Experience</b>	<b>Meets State Qualifications</b>
Barb Luetzen	Early Childhood	BS - ED/Elementary Ed MS - Special Ed Credential:MR, Elem Ed/Special Ed	19	Yes
Farrah Gietzen	Kindergarten	B.A. Elementary/Early Childhood Education	8	Yes
Mary Kautzman	Kindergarten	B.S. Elementary Ed/Special Ed and Kindergarten Endorsement	25	Yes
Jennifer Albrecht	2	B.S. Elementary Education/ Early Childhood Education	14	Yes
Toni Frank	2	B.S. Elementary Ed; Masters of Arts Ed Curriculum & Instruction	10	Yes
Tammy Bopp	1	B.S. Elementary Ed B.S. Early Childhood Education	31	Yes
Tawni Steffan	1	B.S. Elementary Ed	7	Yes
Kim Franz	3	B.S. Elementary Ed; Masters-Elementary Ed	29	Yes
Tiffany Moos	3	Master Technology	18	Yes
Jinnie Stai	4	BS Elementary Ed Masters - Elem Ed & Reading	7	Yes
Allison Stoltz	4	BS Elementary Ed with Math Endorsement	3	Yes
Crystal Erickson	5	B.A. Elementary Ed Masters Curriculum Development	10	Yes
Nick Towner	5	B.S. Elementary Ed	7	Yes
Rebecca Maloney	Music	BS K-12 Music Education BA Vocal Performance	2	Yes
Michele Lind	Librarian	BS - Home EC Ed / Mass Communications Minors - Child Development and Library Science	11	Yes
Kathy Miller	Speech/Language	BS Special Ed & Speech MS Special Ed	34	Yes
Lisa Watson	Speech/Language	B.S. and MS in Speech Language Pathology	16 1/2	Yes
Meghan Kleven	Specific Learning Disabilities	B.A. History Education Masters - Special Ed Strategy	7	Yes
Jake Kincaid	Physical Education	B.S. K - 12 Health	1	Yes
Dallas Heid	Special Ed-Emotional Disturbance	BS Elementary Education MS LD/Special Ed	7	Yes
Dustin Moser	Counselor	BS - PE Masters- School Counseling	1	Yes
Dave Steckler	Principal	B.S. Elementary Ed Minor Physical Education Masters in Education Administration	23	Yes
Laura Anderson	Reading Specialist	Bachelor of Arts; Major-Elementary Ed; Minor-Early Childhood; Credentials-K-6 Reading & K-6 Math	10½	Yes
Shelley Knowlen	Reading Specialist	B.S. Elementary Ed; Reading Credential	12	Yes
Amy Kvien	Reading Specialist	B.S. Elementary Ed Reading/Early Childhood	18	Yes
Jody Jarding	Reading Specialist	BS Elementary Education and Human Services	3	Yes
Kama Hoovestol	PBIS/Behavior Strategist	BS Elementary Education Masters - Special Ed Strategist	9	Yes

**MARY STARK PARAPROFESSIONAL STAFF**

<b>NAME</b>	<b>QUALIFICATIONS</b>	<b>Meets State Qualifications</b>
Patricia Bahm	HS Graduate & Para Pro Assessment	Yes
Mary Ann Van Loon	HS Graduate & Para Pro Assessment	Yes
Lori Garman	HS Graduate & Para Pro Assessment	Yes
Kari Warner	Associate of Arts Degree and Para Pro Assessment	Yes
Tammy Houle	HS Graduate & Para Pro Assessment	Yes
Jane Leingang	HS Graduate & Para Pro Assessment	Yes
Erica Scherr	Bachelor of Arts - History	Yes
Patti Wolski	HS Graduate & Para Pro Assessment	Yes
Kristi Holzer	Bachelor of Arts - Animal Science	Yes
Joseph Paulus	Bachelor of Science - Criminal Justice	Yes
Shannon Pfliger	HS Graduate & Para Pro Assessment	Yes
Megan Entzi	Associate of Arts Degree	Yes
Rhonda Kock - McCoy	Bachelor of Science - Social Work	Yes
Jennifer Lucas	Bachelor of Science-Elementary Education	Yes

**ADDITIONAL CLASSIFIED MARY STARK STAFF**

Marion Higgins	Administrative Secretary
Kathleen Kelly	Families in Transition
Laura Just	Social Worker
John Ell	Head Custodian
	Custodian
Rochelle Goyne	Satellite Cook
Marge Goethe	Assistant Cook
Gayle Schlosser	Child Nutrition Server
Patricia Kautzman	Child Nutrition Server

## ***Individual Student Services:***

### ➤ **Elementary School Counselor**

Helps students understand his/her abilities and limitations, adjust to a new school, find answers to his/her concerns, learn to make decisions, develop social and career skills amid parent collaborations. Serves as District Title IX Coordinator.

*Contact: Dustin Moser 751.6506*

### ➤ **ELL Teacher:**

English Language Learners are students whose second language is English. (ie. Adopted or moved to the America) A specialist is available.

*Contact: Teresa Lindeman – 751.6505*

### ➤ **Emotional Disturbance:**

Services available if an emotional disturbance is diagnosed.

*Contact: Dallas Heid 751.6506*

### ➤ **ECSE:**

Provides services for children from 3 years of age through kindergarten age who have been identified with disability criteria.

*Contact: Barb Luetzen – 751.6506*

### ➤ **Intellectual Disabilities :**

Serves students in grades K-12 who have been identified with a disability that require specially designed instruction.

*Contact: Katie Mathern & Melanie Beckman – 751-6507*

➤ **Occupational Therapy:**

Uses his/her expertise to develop and maintain the motor skills of students with a disability or for functional independence in the least restrictive educational setting.

*Contact: Mary Hellman – 751.6500*

➤ **Physical Therapy:**

Helps to develop and maintain the motor potential of a student or functional independence in the least restrictive educational setting.

*Contact: Lisa LaFleur – 751.6500*

➤ **Resource Room:**

Additional assistance for test reading, homework, practice and social skills.

*Contact: Kama Hoovestel 751.6506*

➤ **School Nurse:**

Consultant to staff, parents and students. The nurse provides education to classrooms upon request.

*Contact: Darcy Jangula, RN – 667-3370*

➤ **Specific Learning Disabilities:**

Helps average students who are struggling significantly with reading, writing or math skills.

*Contact: Meghan Kleven, 751.6506*

➤ **Speech/Language:**

Service that is provided to students who have difficulty with sound production, vocabulary, grammar, problem-solving, concepts and auditory processing, fluency and voice.

*Contact: Lisa Watson, 751.6506  
Kathy Miller, 751.6506*

➤ **Schoolwide Title I Services:**

Title I serves students who are having difficulty with reading.

*Contact: Dave Steckler, 751.6506*

## **ADMINISTRATION**

The Mandan School Board is composed of nine members elected by the people of the Mandan Public School District #1. The board is required by the State of North Dakota to appoint a Superintendent of Schools who is the Executive Officer of the Board and the Chief Administrative Officer of the Mandan School District. Directly in charge of Mary Stark is the Principal who is responsible to the Board through the Superintendent for the operation of the school. Classroom teachers are hired to instruct the students and are responsible to the Board through the Principal and the Superintendent.

## **ATTENDANCE & GRADING IN POWERSCHOOL**

Attendance must be entered on PowerSchool by 9:10 and 1:15 daily. Changes done after this time will be done by the office. All grades must be updated by 8:30 AM each Friday. Grades for midterms and trimester end must be entered according to the Principal's directive.

## **AUDIO VISUALS**

Projectors, recorders, and videotapes are available for your use. Videos may be secured from the State Library and from the Mary Stark School Library. The library para will assist you in your requests. A video camera, digital camera and projector are available for checkout from the office.

## **BICYCLES**

Bicycles may be ridden to and from school, but must be parked upon arrival at school. Bike racks are provided for parking and securing of all bicycles.

## **CANCELLATION OF SCHOOL BECAUSE OF STORMS/Instant Alert System**

The Mandan School District has implemented an automated alert system to communicate with staff and parents. With this system, all parents and staff will be instantly notified by phone, cell phone, or e-mail; of changes or cancellations. For example, if school is going to be cancelled due to bad weather, we will send out a message to every parent and staff member letting them know shortly after the decision has been made. **Please visit the MPS District website [www.k12.mandan.nd.us](http://www.k12.mandan.nd.us) to personalize your contact information.**

Cancellation of school will also be listed on the school's website and will be reported over the following TV and radio stations: KFYP, KBMR, KOOL, KBMY/KXMB, KLXX.

## **CHILD ABUSE AND NEGLECT**

School employees (principal, teachers, bus drivers, custodians, school nurse, cooks, secretary and anyone else in the school system), are in an ideal position to identify abused or neglected children and refer them early enough that these children can be treated for present injuries and protected from further abuse or neglect. Therefore, in order to comply with the Child Abuse/Neglect Reporting law (Section 50-25, 1 NDCC) it is the policy of the Mandan Public School District that any school employee who knows or reasonably suspects that a child's health or welfare has been or appears to have been harmed as a result of abuse, neglect, and/or sexual molestation, shall report or cause reports to be made in accordance with the district's procedures herein adopted. If a school employee has subsequent reason to suspect further abuse or neglect, additional reports should be made. Failure on the part of any legally mandated school employee to report is a Class B misdemeanor. School district disciplinary action may be brought against any school employee who fails to report suspected child abuse and/or neglect.



## **CHURCH NIGHT**

Wednesday night has been set aside as church night and no school activities are to be scheduled on that night after 6:00pm.

## **CLASSROOM RECORDS**

The following is standard procedure in regards to individual student files maintained in the classroom. Reading test results, student progress charts, tests in Math and other important work will be kept in each respective classroom throughout the year. This information may be shared with the next years teacher or shredded due to confidentiality. Assessment Tracking Sheet results and benchmark text reading levels will be turned in to the office.

## **COMPUTER LAB**

Lab use scheduling will be done through the Schoolwide Team.

## **DAILY CLASS SCHEDULES**

Daily class schedules should be established as soon as possible and turned into the office no later than the second week of school. A copy will be given to the principal. Please post a schedule near or on your desk.

## **DAILY SCHEDULE**

8:15 – 1<sup>st</sup> bell – students may enter the building for breakfast

8:30 – 2nd bell – back playground opens for grades K & 1

8:50 – 3rd bell – all students enter building

8:55 – classes begin

9:00 – tardy bell

11:45 – 12:00 – recess for grades 4 & 5

12:00 – 12:15 – recess for grades K & 1

12:15 – 12:30 – recess for grades 2 & 3

12:00 – 12:30 – lunch for grades 4 & 5

12:15 – 12:45 – lunch for grades K & 1

12:30 – 1:00 – lunch for grades 2 & 3

2:00 – 2:15 – recess for grades K & 1

2:30 – 2:45 – recess for grades 2 & 3

3:30 – dismissal

Teachers meet their students outside for morning and afternoon recesses to bring them into the building. After lunch, teachers will pick up their students from the cafeteria.

## **DISCIPLINE POLICY/PROCEDURE**

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlines the whole educational structure. It is the key to good conduct and proper consideration for other people. Mary Stark has adopted the PBIS model.

PBIS (Positive Behavioral Interventions & Supports) is not a curriculum or a program; it is a proactive systems approach for creating and maintaining a safe and effective learning environment.

Positive Behavioral Interventions & Supports (PBIS) is a school-wide system intended to assist in fostering a positive school climate. It also provides a structure that allows student to academically achieve in an environment where they know the expectations and feel safe.

\*PBIS is teachers working together to develop common expectations for students.

\*PBIS emphasizes using common language by all staff members.

\*PBIS is DIRECT TEACHING and re-teaching of the expectations. This provides students with an understanding of what is expected in all areas of our school.

\*PBIS is recognizing students for positive behavior. Building relationships is key, and teachers taking an interest in each student and building trust are critical components.

Our plan will focus on three areas:

1. Be Respectful
2. Be Responsible
3. Be Safe

Discipline in the classroom is the responsibility of each teacher. The teacher will set clear limits of behavior. Classroom teachers have the options of giving students consequences; however, they must be reasonable and should fit the offense. Talking privately with the student, staying in from recess, time-out, staying after school, can be used as consequences for minor offenses by the classroom teachers. Students that ride the bus should not be kept after school unless prior arrangements have been made with the parents.

When infractions occur while students are at school, it is the responsibility of the staff member who witnessed the infraction to complete either a "For the Record", "Minor" or "Major" form. Staff will refer to the Flow Chart to complete the process.

"For the Record" incidents are low severity infractions that cause a small disruption to the school climate. "Minor" incidents cause a moderate disruption to the school climate. "Major" incidents are those that are a high severity infractions that cause a major disruption to the school climate. All "Major" incidents require administrative involvement.

Students who have detention based on "Major" infractions will serve detention after school. The principal will communicate with the parents to notify them that their child will be serving detention after school the next day so that they can make arrangements. Communication will be done by phone call and letter.

Students who have alternative settings based on "Major" infractions will serve this in an area designated by the principal. The principal will communicate with parents to notify them that their child will be placed in an alternative setting. Communication will be done by phone call and letter.

Parents who have children that have been suspended from school based on "Major" infractions will be notified immediately so they can pick their child up from school. Communication will be done by phone call and letter.

For student success and continuity among staff, all staff members are expected to:

- ✓ Set high standards for student behavior.
- ✓ Exhibit a respect for students that positively helps them develop good character traits.
- ✓ Plan a flexible program to meet the individual needs of students.
- ✓ Communicate with parents when a child's behavior needs improvement.

### **CERTIFIED STAFF MEETINGS**

Certified staff meetings are scheduled twice a month. All teachers are required to attend these meetings unless previously excused by the principal.

### **EMERGENCY PROCEDURES FOR AED**

In the case that there is an emergency on the playground or in our school it is important that we have a routine to follow.

#### **CPR CERTIFIED STAFF SHOULD:**

- If on the playground, send someone to get the other teacher on duty.
- Send the other adult in for the AED machine and have them notify the office to call 911 while you begin CPR.

#### **IF NOT CPR CERTIFIED STAFF SHOULD:**

- Send someone to get other adult on the playground.
- Send other teacher in to get a CPR certified person, the duty teacher should replace the CPR person and call the office to have 911 called and send support to the scene.

If there is a person with a radio, they will radio the office, tell them what is happening, and have them call 911.

### **EEO**

The Mandan Public School District is committed to a policy of equal opportunity for all employees and students. Discrimination on the basis of gender, sexual orientation, race, religion, marital status, age, disability, national origin, or color is prohibited. Refer to the MPS district website Policy GAAA for more information.

### **ERRANDS**

If sending a student to do an errand, send only as many as needed for the job. Students are not allowed to do an errand off the school grounds without the administration's approval. Students will not be allowed to leave the school grounds unless accompanied by parent or guardian.

### **FIELD TRIPS AND SCHOOL BUSES**

Field trips are valuable if planned carefully by teacher and students. Field trips should relate to a unit of instruction and be used as a culminating activity if possible. If you wish to have a field trip, begin with the following steps:

1. Get approval from the principal, provide a written plan for each excursion and distribute to the students. They need not be returned.
2. Get approval of the manager of the site to be visited.
3. Requisition the bus for the designated time, at least ten days prior to the event.

## **FIRE EMERGENCY PLAN**

### **I. Fire Drill Officers**

- a. Searchers - Marion, Dustin, Kristi, Dave
- b. Traffic Guards
  - East Wing - Speech Staff
  - North Wing - Grade 5
  - South Wing - Kindergarten
- c. Safety Coordinator - Counselor/Administrative Assistant

### **II. Fire Drill Procedures**

- a. Call Fire Department
- b. Sound the alarm
- c. Teachers will give the command, "line up for the fire drill"
- d. Students form line
- e. Teachers will lead students to the designated exit.
- f. Students will walk briskly
- g. Students not in the classroom will join the line of the first group met.
- h. Teachers will check roll when assigned area is reached.  
Teachers will not leave the students gathered at designated area unless someone is placed in charge.
- i. Searchers make a building search
- j. Teachers will display the appropriate card. (Yellow – Missing a student; green – all students present)
- k. The principal will initiate a search for missing student

### **III. After the Fire Drill**

- a. The principal will give the all clear signal – Bell will ring for 5 seconds
- b. Teachers will lead students back into the classroom
- c. Teachers will check roll
- d. Teachers will notify the principal if any student is missing.

In the event of a fire: shut the windows and doors to the classroom, turn off the lights, secure your emergency clipboard, and proceed with II. C above. All support staff working with students, will exit the building and take the student(s) to their designated classroom area. After taking students to designated area, support staff will assist wherever needed. After accounting for all students and staff, we will proceed to West River Head Start to seek shelter. Parents will be notified of the emergency via the local radio stations and will report to West River Head Start to pick up their children.

- **All children are to stay with their class. Children will not be allowed to walk home.**
- **In the event the fire alarm system would activate at noon or during a recess break the following procedure would be implemented.**

**Goal:** Students and staff would all escape unharmed from any fire or smoke in the building.

**Lunchroom:** Students and staff would all escape unharmed from any fire or smoke in the building.

**Playground:** Students would move to west or northwest fence. Students would then be escorted to their classroom's designated area by the supervisor(s). Classroom teachers will report to their designated classroom area and check attendance.

## **FORMAL TESTING PROGRAM**

Mary Stark Elementary School will administer the North Dakota State Assessment in the fall of the year. Grades 3 – 5 students will take the tests in reading/language arts, science and mathematics.

The results of these tests will arrive in the winter or spring for distribution to parents, students, teachers and community.

### **CANDY and SUNFLOWER SEEDS**

Candy and sunflower seeds will not be allowed in any class or classroom.

### **HOMEWORK**

Students are expected to do some school related work at home. The amount of work will increase, as the students grow older.

### **INJURIES AND ACCIDENTS IN SCHOOL**

There is NO medical insurance for students carried by the school district. Staff members are asked to fill out an accident report whenever a potentially serious or serious accident takes place.

### **JANITORIAL REQUESTS**

Complete your request on a form provided. Put the request in the custodian's mailbox. He will in turn complete the task, and then he will give the form to the principal. The principal will sign off on the form when the job is completed to satisfaction.

### **LESSON PLANS**

Teachers will complete their lessons plans on their computer. Lesson plans should be filled out a week in advance and submitted to the office each Friday by 4:00 PM. Detailed plans should be made for the entire week. Prime Time mini lesson information needs to be included in the plans. Include extra duties for the week.

### **LIBRARY**

Our library is available to all students and staff. Generally the main objective of the library is to support the curriculum by integration of classroom and library materials. Also, it provides an opportunity for extension of regular classroom activities.

Library skill classes will be conducted for students in grades kindergarten through five. Teachers and librarian develop a schedule for these classes cooperatively. This schedule is dispensed when finalized with the beginning date for classes to be announced by the librarian.

Materials purchased for the library are recommended by certified teaching personnel and the librarian. Please check with the principal if you have questions relative to materials requisitioned.

The following is a select summary of the purpose and goals of the library:

1. To provide opportunities for children to pursue individual interests and projects, either as a result and extension of classroom activities or on the student's initiative.
2. To provide for new techniques and materials, which may be either not economical or ill-suited for classroom use.
3. To provide opportunities for children to increase their skills.
4. To provide a variety of enrichment experiences.
5. To provide an opportunity for children to acquire appropriate library and study skills.

## **LOCKED DOOR POLICY**

All doors at Mary Stark will be locked except the main door on 8<sup>th</sup> Ave. S. W. or the east side. Classroom teachers are expected to use keys on locked doors and supervise and enforce the locked door policy. Make sure doors are locked when coming in from recess, lunch, etc.

## **LOST AND FOUND**

The lost and found table is located in the hall by the Title room. Money that is found should be turned in to the office.

## **MUSIC AND PHYSICAL EDUCATION CLASSES**

All children will attend these special classes according to the schedule. No students will be held from participating in these classes for disciplinary reasons. Teachers will walk with their class as they travel to and from physical education and music classes. Teachers must be prompt when picking up their class from music and PE and the music and PE instructors will be prompt in dismissing the classes.

## **NOON HOUR SUPERVISORS**

Noon hour supervisors will maintain order in the lunchroom and on the playground. They will take care of any minor discipline and injury incidence. Noon Supervisors will contact the office in the event of any serious discipline problems or accidents. If there is an accident/injury, a accident/injury report must be completed by the staff witnessing the accident/injury. The staff member completing the report will contact the student's parents/guardian and appropriate staff.

## **PARENT-TEACHER CONFERENCES**

A minimum of two formal conferences will be held during the school year. Conference dates will be decided upon by administration. The conference should be handled tactfully and sympathetically. A staff meeting will be held in advance to schedule times for each family. Before conference time the teacher should prepare by collecting papers, gathering grades, etc. Teachers are required to stay in the building during conference hours unless prior approval has been received from the principal.

## **PERMANENT RECORDS**

Student's permanent records are kept on file in the office. Teachers may take them to their rooms when they wish, but records may not be taken from the building. A sign out book to remove a record from the file cabinet is located in the office and **must** be completed before removing any files from the office. All files must be returned to the office in a timely matter.

## **PROFESSIONALISM**

If teachers have any grievances or complaints, please bring them to the attention of the principal. Discussing such matters with other teachers and non-educators may only aggravate the situation.

## **REGISTRATION AND FIRST DAY INFORMATION**

All families must register their children for school at the Brave Center. Tables will be placed in the hallway by the office to expedite the sale of milk and lunch tickets.

1. School lunch program. Hot lunch ticket prices are \$1.75 for students and \$2.75 for adults. Breakfast is \$1.10 per student. Reduced prices are \$.40 for lunch and \$.30 for breakfast. Students may put money in their meal account between 8:30am to 8:55 am daily. Teachers are asked to refrain from sending students to put money in their account after that time. 13

The Brave Center mails out Free and reduced lunch applications to all families during the summer. Students are not allowed to charge lunches.

2. The milk program provides each student the opportunity to obtain ½ pint of milk for snack time. Milk tickets will be sold for \$7.00 for 20 servings. No daily tickets will be sold.

## **REPORT CARDS**

Report cards will be printed by the office. A schedule of deadlines and the date the report cards will be sent home will be established at the district level.

## **REPORTING/GRADING STUDENT PERFORMANCE**

- A. Teacher comments: Apply the positive as well as the negative.
- B. Plus and Minus may be used at the discretion of the teacher. (applies to grades 4 & 5 only)
- C. Every grade or mark that is put on a report card must have a sound basis. Be able to explain it to the student, parent, or principal. The grading system has a mathematical foundation and should be calculated accordingly.
- D. Trimester tests in grades 4 & 5 are not required. The opinion of the administration is that tests given at the end of a unit of study have a sounder basis for evaluation than do tests that are given because a certain period of time has passed. Common Assessments are given in grades K – 3 each trimester.
- E. Report cards will be given out the week following the end of the trimester. The office will provide the timeline for this.
- F. Grades should not be used as a disciplinary tool. Grades are to be an indication of progress and not a form or punishment.
- G. Students who are not working up to capacity should be informed from time to time that they are lagging and what can be done to remedy the situation.
- H. Document all communication with parents.
- I. Parent conferences should be scheduled as the need arises. Two parent-teacher conferences are scheduled during the school year. Refer to the school calendar for those dates. It is important to keep an open welcome communication between the teacher and parent/guardian. Positive accomplishments should be reviewed as well as negative. Parent-Teacher Conferences should not be used as special services staffing. Special staffing would be scheduled separately.
- J. Letter grades should be used in all major subject areas for grades 4 & 5.
- K. Grades K – 3 use reporting codes

## **REQUISITIONS**

Staff members who desire to purchase supplies or materials for their classroom must complete a purchase order requisition which, will be processed following approval of the building principal. Certified staff must use their annual allocations by **January 1** of that school year.

## **RETENTION**

If retention is going to take place it should, in most cases, take place during the first 3 years of school. It is more beneficial in relearning basics and is less traumatic then. Parents should be informed frequently if a child is in serious scholastic trouble. In those cases where retention is considered, a parent-teacher-principal conference should be arranged near the end of the 3<sup>rd</sup> nine-week period for the purpose of discussing retention. A written intent needs to be signed and placed in the permanent file.

Students eligible for retention are those students who are performing significantly below grade level expectations in any of the core content areas: reading, language arts, math, science and social studies. Proficiency on grade level will be determined by the student's demonstrated achievement on a variety of performance measures including regular classroom learning activities, classroom assessments, district performance assessments and standardized test in those grades at which such standardized assessments are administered.

Teachers are to contact the student's parent(s) as soon as a student's academic progress clearly indicates that the student is not making adequate progress toward proficiency on the grade level expectations, and that a continuation of this achievement pattern may lead to a decision to retain. Immediate steps shall be taken to develop a plan of intervention to improve student performance on grade level expectations. The teacher and other appropriate personnel shall meet immediately to develop an intervention plan designed to improve student learning and achievement for the content area or areas in which the student is not meeting proficiency on grade level expectations. It is recommended that this plan of intervention be shared with the parent(s).

Continuous communication on the student's progress toward proficiency shall be maintained between the teacher and appropriate personnel. If retention is a serious consideration after the implementation of the intervention plan, the student's parent(s) shall be continuously involved in discussions regarding the retention decision. With regular conferences and careful monitoring, the parent(s) and the student should have a clear understanding of the reality of the situation. It is recommended that this communication be documented by the classroom teacher.

The decision to retain should be made at the end of the third quarter or shortly thereafter. Whenever the decision is made to retain the student, an initial letter of notification must be given to the parent(s) by the building principal explaining the decision. A copy of this letter must be filed in the student's cumulative folder.

## **ROOM CLEANLINESS AND APPEARANCE**

If rooms are not properly cleaned daily, call this to the attention of the principal. It is requested that at dismissal time, the children pick up shoes, paper and other materials from the floor. Teachers are not to drive nails or thumb tacks into walls, woodwork, or school furniture. Scotch tape should not be used to fasten materials to painted or varnished surface. Each teacher is responsible for the classroom and furnishings as to the care that they receive. Any coverings used on the windows on classroom doors must allow for visibility in and out of the classroom.

## **SEATING CHARTS**

Each teacher will establish a seating chart for each class and/or group as it applies, allowing names to be learned quickly. Please give careful consideration to those students with physical disabilities such as hearing, vision, etc.



## **SECURITY CODE POLICY EVACUATION (CODE 60)**

In the event that an emergency such as a hostage situation or an endangerment to the safety of students and staff were to take place in the building, and evacuation of the building **was not** an option, the following procedures shall be used.

In an emergency situation, an all call will be announced to inform staff that an emergency lock down situation is occurring in the school and that it is imperative to immediately secure the classroom, office, or working area for which staff members are responsible until further official notice is given to resume normal activity.

### **SECURITY LOCKDOWN ANNOUNCEMENT**

*"Your attention please: Mary Stark School is in a lockdown mode. Teachers and staff immediately follow the lockdown procedures you have developed for your classroom!"*

#### **Specific Procedure to be used:**

1. If you are in your classroom, and if possible, lock the door. Allow into your room only people you know and/or can positively identify. Example: one of our classroom students returning from the bathroom, police officer, firefighter, etc. Turn off lights and move to a safe place in the room away from windows and doors. Close window blinds and windows. Direct the students to get down low, behind cover (if possible) and remain quiet. **DO NOT ALLOW ANYONE TO LEAVE YOUR CLASSROOM UNDER ANY CIRCUMSTANCE.**
2. If you are in the **Library/Computer Lab** with your class, **DO NOT ATTEMPT TO RETURN TO YOUR CLASSROOM.** The Mary Stark School shall be secured as indicated in procedure #1.
3. **Physical Education** classes shall enter the ED Room. Follow all procedures in #1 to secure the resource room or gymnasium area.
4. Students eating lunch would remain in the gym and supervisor will secure the gym doors. The food service staff shall (if possible) secure the kitchen doors. All specialty staff will assist and monitor the area.
5. Staff **shall not** call the main office. Use coded cards to express condition of your classroom or work area. **DO NOT** use telephones/cell phones to place any calls outside of the building, as phone lines will need to remain open during the emergency situation.
6. Stay in place until you are officially notified to resume normal operations or to evacuate. Follow evacuation procedures when notified and or at the direction of proper officials (school, police, fire).
7. Reassure the students that we have a plan and the officials are working to end the situation. Calm them as much as possible and assure the students you will remain with them and give them directions. Tell students you need their cooperation.
8. Please make sure you use the clipboard containing emergency and student information. The clipboard is located near the classroom door.

**Notes:**

1. In the event that the intercom is not in operation, information will be passed by messenger to each classroom or work area. Another mode of communication would be the e-mail system. If a lockdown situation is in progress information may be sent to teachers via the e-mail system. This could be used to pass on information during a prolonged lockdown event.
2. Remaining calm and making decisions based on good information to best secure or protect yourself and your students will be the key to successfully implementing any plan. All situations are fluid in that they can change from second to second. Sometimes, it is necessary to make decisions on the spot in regard to what you should do next. Every effort to communicate and provide direction will be made in any situation that may occur.

**SCHOOL DAY SCHEDULE**

Teachers are expected to be “on the job” and in their area of responsibility by 8:30AM or by 8:20AM if there is a scheduled staff or student meeting. Teachers shall remain in the building until 3:50 PM. Teachers who must leave the school for valid reasons prior to 3:50, need to sign out in a staff binder located in the office.

Classes will meet from 8:55am to 3:30pm each school day. Students are not counted tardy until 9:00am. Doors will open for admittance at 8:30am for students who need to purchase lunch/milk tickets, need help from a teacher or has an acceptable and approved request from a parent or guardian. The school will remain unlocked until 5:00pm, at that time the custodian will lock up for the day.

**SCHOOLWIDE TITLE I**

Title I Specialists will work with classroom teachers to provide support in reading, writing and math. They will provide interventions for students on a one-to-one basis or in small groups.

**SMOKING**

Mary Stark is a smoke/tobacco free building.

**SPECIAL SERVICES**

The Physical Education and Music Programs will be ready to receive students the first day of school. If by mutual agreement teachers would prefer to not send their student to the specialist the first day, please make these arrangements in advance. Speech and Specific Learning Disability will begin service as soon as their schedules become established during the first week of school.

**STAFF MAILBOXES, E-MAIL and VOICEMAIL**

Check your mailbox, voicemail and e-mail periodically throughout the day for messages, mail, and memos.

**STAFF MEETINGS**

Certified staff meetings will began at 8:20 AM. Classified Staff meetings will began at 1:30 PM. The office will send out notice before the scheduled meeting. Please be prompt to these, and all, meetings.

## **STUDENT PLACEMENT AND LATE ENROLLMENTS**

The grade placement of a student will not be changed without first consulting the principal. Enrollments in each school will be kept, as near as possible, to the same size.

## **STUDENT SUPERVISION**

Teachers will supervise their students when they are entering or leaving the building by meeting them, or escorting them to, their designated areas outside. Running, loud talking and playing will not be allowed. Before entering the building, children will be lined up by the supervisor at their designated area. This will help “set the tone” for the next portion of the day. Students will not be allowed to loiter in the halls and restrooms. Teachers or other supervisors will be present when students are using a room or any part of the school building. This includes keeping children in from recess, after school, etc. At no time will any group of children be left without supervision.

## **STUDENTS EXCUSED FROM CLASSES**

Whenever possible, children should be encouraged to bring excuses to school the day before an absence.

Parent/Guardians or another responsible person must be contacted when children are to be sent home for any reason. Students leaving the building need to be signed out by a parent/guardian. The sign-out book is located in the office.

Children are not to be released from school at the request of any person other than the parent or guardian with whom they are living as shown on the enrollment form. Requests from scoutmasters, private music, dance teachers, coaches, etc., for the excusing of students will not be honored.

## **SUBSTITUTE TEACHERS**

If you are unable to attend work because of illness, for yourself or family member, please contact AESOP on-line. This service will find someone to replace you. A “Request To Be Away From Assignment” form should be completed and approved by the principal at least 3 days in advance, whenever possible. Examples-bereavement, personal, childbirth, illness, medical appointment. In the event of illness, the form must be completed upon your return to work. This form is available on the school website.

### **HELPS FOR SUBSTITUTE TEACHERS:**

Taking over another person’s responsibilities and accomplishing the daily objectives can be a difficult task. Each teacher will compile a substitute folder or an envelope, which should be left with the lesson plans.

The folder should contain:

1. Daily schedule
2. Class list with instruction for absence and tardiness records.
3. Names of reliable students who can help the substitute.
4. A seating chart of desk arrangement plan.
5. Directions for milk tickets, etc.
6. Description of classroom routines-days beginning, distribution of books and supplies rules on restroom and getting drinks, etc.
7. Names of students on medications; with serious allergies or chronic illness.
8. Location of supplies.
9. Fire/tornado evacuation procedure.
10. Individual behavior plans, if there are any in your classroom.

Power School log-in information and instructions for attendance and meal count will be provided by the office.

### **TARDYS**

Tardiness will be recorded by staff when students are not seated in class by the time the morning or afternoon session starts. If a student has been recorded as absent and comes in tardy, the changes in PowerSchool will be made by the office.

### **TARDY VS. ABSENT**

We will count students as present all day if they are in attendance from:

9:30am – 3:00pm

We will count students as present for a half-day of school if they are present from:

9:30am – noon recess

or

less than 30 minutes after returning to class from lunch until 3:00PM

### **TELEPHONE/ CELL PHONES AND THE INTERNET**

Telephone calls are to be made at recess, noon or after school hours. Office personnel will refer calls to staff's voicemail if staff are called during class hours. Emergencies are an exception. Employees are reminded that the use of cell phones during instructional times or while supervising students is prohibited. Surfing the internet for non-educational purposes during instructional time or while supervising students is also prohibited.

When the classroom phone is used to call a parent/guardian because a child is sick, please notify the office of the call. Calls will only be transferred to your classroom phones before or after school hours, or if the secretary is notified that there is an emergency in your room.

Students may use the office telephone after school, only for important matters. The students must have a telephone pass. Students being sent to the office for phone usage during the school day should be limited to illness or matters the teacher deems very important.

### **TRANSFER/DROPPING OF STUDENTS**

Teachers are to report immediately, to the office, any student who plans to transfer out of the school. Students transferring to a school within the Mandan Public School System will have his/her records sent by the office through inner school mail. Records for those transferring out of district, will be sent by the office, upon receipt of a request from the enrolling school. Students who do not attend school for 10 consecutive days will be dropped from the schools' enrollment. Attempts will be made by the office to contact them prior to dropping.

### **TORNADO DISASTER PLAN**

In the event of a tornado, we will be notified of the disaster by a warbling sound over our intercom system. At that time crack a window and exit the room leaving the doors wide open. Proceed to your designate area.

Room 100 (Title)	Carpeted Hallway
Room 101 (Kautzman)	Bathrooms between 101 & 103
Room 102 (Frank)	Bathrooms between 102 & 104
Room 103 (Gietzen)	Carpeted Hallway
Room 104 (Albrecht)	Conference Room
	20
Room 105 (Bopp)	Bathrooms between 105 & 107
Room 106 (Staff Rm)	Stays in room
Room 107 (Steffan)	Staff Room
Room 108 (Franz)	Bathroom & Hallway between 106 & 108
Room 109 (Stai)	Staff Room
Room 110 (Stoltz)	Staff Room
Room 111 (Erickson)	Girls Bathroom
Room 112 (Towner)	Boys Bathroom
Room 127 (Moos)	Hallway between 108 & 127
Music	Inside wall in kitchen
Gym	ED Room
Kitchen	Storage Room in Kitchen
Speech	Conference Room
LD	Conference Room
Counselor	Wall across from Counselor's Office
Portable	Social Workers Office
Computer Lab	Staff Room
Library	Staff Room

Upon reporting to these places in the building assume the positions as practiced. Each child will hold a hard cover book over their head. Remain in this position until the warning has been lifted. If an actual tornado were to hit the school, stay in these positions until fireman direct us out of the building.

**NOTE:** Should the emergency alarm system sound at a time when students are not in a class situation the following procedure will be followed:

1. Students walk to the nearest outside or hall wall of the building and assume their emergency position
2. Classroom teachers and students in other areas of the school, walk to their emergency areas and students assume the emergency position.
3. Support staff report to the lunchroom and begin the process of bringing students by classroom to their assigned areas.

**PLAYGROUND:**

1. Students line up as they would when the bell rings sounding the end of recess.
2. Classroom teachers and students in other areas of the school walk to their emergency areas and students assume their emergency position.
3. Students coming off the playground enter the building and report directly to their classroom assigned emergency area. All support staff must report to the hallways to assist the process of getting students to their emergency areas in an orderly manner

## **Mandan Public Schools Administrative Guidelines Animals in the Classroom**

The Mandan Public School Board recognizes that under the proper conditions, animals can be an effective teaching aid. In order to protect both children and animals, the following guidelines are adopted for use in all schools in the district.

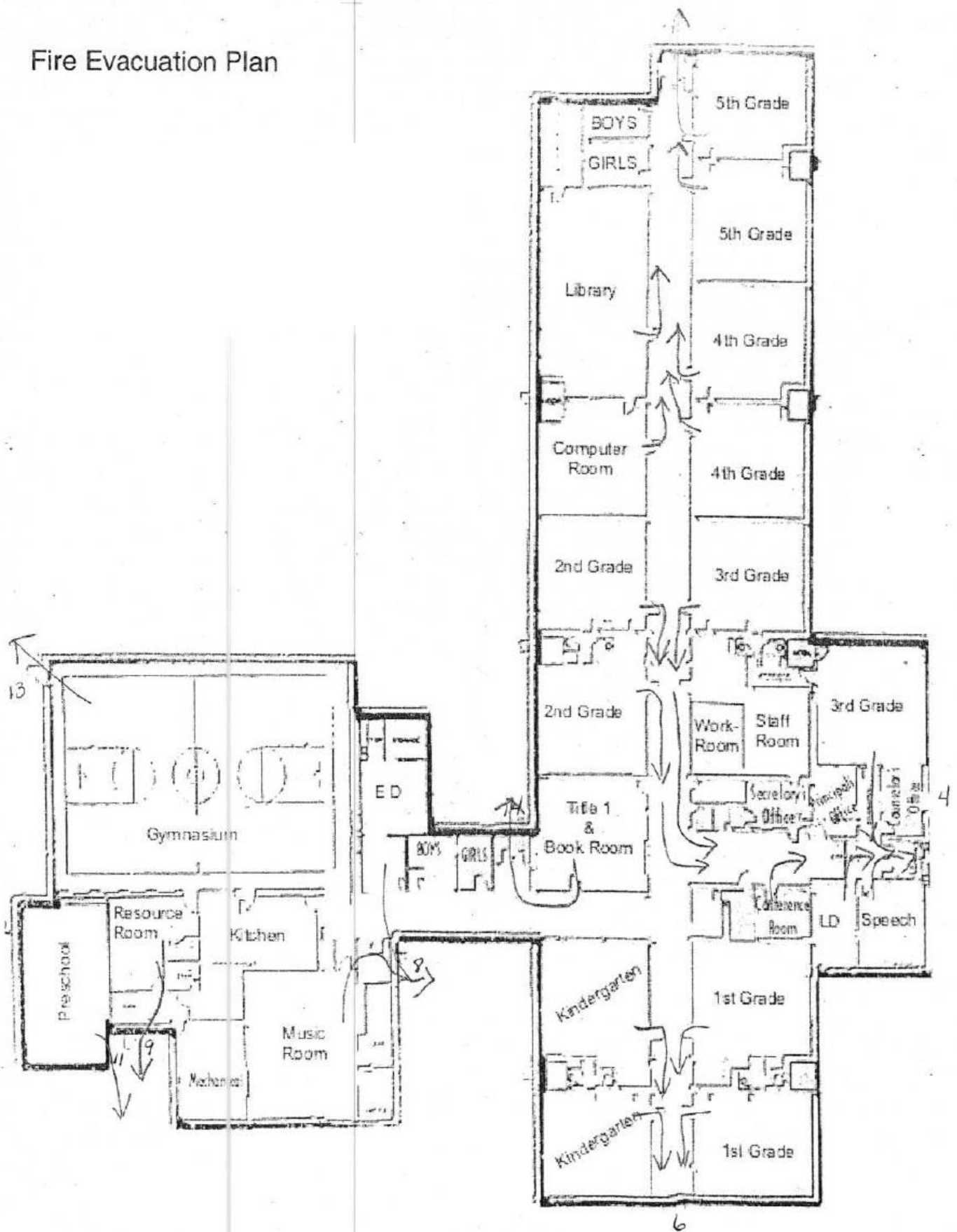
1. All animals brought into the building must have the approval of the principal.
2. The only animals allowed in a classroom must be for a specific and appropriate educational purpose and shall be allowed for the amount of time necessary to achieve the educational goal.
3. All animals must be in good physical condition and vaccinated against transmittable diseases.
4. Special consideration should be given to the effect of furred or feathered animals on allergic children before bringing the animals into the classroom.
5. The teacher bringing an animal to school for instructional purposes will be responsible for the proper control of that animal including the effective protection of children. This will include keeping the animal in an appropriate cage or container and handling fecal material in a sanitary manner.
6. No animals are to be allowed to run freely in the classrooms, food areas, or activity areas.
7. All fecal materials must be cleaned from the cage of any mammal or rodent on an as needed basis, (at a minimum of one time per week), and an appropriate sanitizer used. Reptiles, fish, and insects must be cared for in a manner to minimize odor and maintain health. Persons cleaning cages must wear gloves, masks, and glasses or goggles.
8. The bringing of animals into the classroom must not violate city/state/federal ordinances.

It will be the responsibility of the teacher to provide for a plan of care for classroom housed animals in the event of an emergency school closing which might cause disruption of the routine care of the animals. In each school where these animals are housed, there should be a plan whereby the staff member who visits the school daily during the emergency closing will be aware of the animals' presence and see to their care. If no staff member visits the school daily in such circumstances, the teacher is responsible for the daily care of the animal(s).

Teachers must be contacted prior to having animals in their classroom. No animal shall be at school unless the teacher involved is familiar with the appropriate care, feeding, and handling of that animal and of any potential dangers caused by that animal. Many different diseases and afflictions may be transmitted by animal hair, dander, bites, and fecal material. It shall be the responsibility of the teacher to become familiar with each animal as it relates to the well being of the individual students in that particular classroom.

The principal shall be advised of any animals to be housed in the classroom. At the principal's discretion, permission to keep the animal may be denied based on these considerations: (1) the purpose for the animal's presence, (2) the ability of the teacher to control the animal, and (3) the past practice in the classroom.

# Fire Evacuation Plan



# Tornado Plan

