

## 2021-22 Faculty/Staff Handbook

This handbook is designed to be a guide to policies and procedures in the Coulee Hartline School District. Topics are listed alphabetically. If you have a question about "standard operating procedure" which isn't covered here, just ask!! Thank you.

**ABSENCE FROM WORK/LEAVES:** If you need to be absent from work because of a medical appointment, sickness, or personnel days, please arrange for a substitute as early as possible by completing the request online. You will receive notification that we do or do not have a sub available. If we are using a substitute teacher, please make the request to Lynette Syth and you will be notified if we have a sub available.

In submitting online, please be specific and mark the type of absence and dates you will be gone. If the absence is sick leave, please type medical or dental appointment or home sick in the description box. Certificated and classified employees can use sick leave and personal time by the hour. Again, a substitute will be arranged through Lynette Syth. If you are going to be absent from your classroom or work station because of bereavement, jury duty, or workshop, please see administration first and then if applicable, request a sub using the paper form and submit to Lynette Syth. If you are going to be gone because of your coaching assignment, please work with your athletic director to make sure the dates are turned into Lynette.

If an emergency arises or you are ill and need a substitute, please call Lynette (h- 632-5085 or c- 509-421-2554) **after 6 A.M.** For morning absences due to sickness, employees need to go online and complete the request for the absence as soon as possible.

An employee requesting leave without pay must meet with the district superintendent for approval and if approved, fill out the form, include the date (s) and reason for the absence. See the Collective Bargaining Agreement between the Coulee-Hartline School District and the Coulee-Hartline Education Association for more detailed information about leaves of absence.

**ACCIDENT REPORTING:** We strive for a safe working and learning environment for all staff and students. Report accidents and injuries promptly to the office immediately. If you have a concern, please communicate with your human resource person, Carol Visker or Superintendent, Jim Evans. No attempt should be made to move a student who appears to be seriously injured – call for help immediately. Parents should be notified when appropriate (anything other than a minor cut or bruise, etc) and an "Accident Report" completed by the teacher in charge at the time the injury occurred.

**ASSEMBLIES:** School wide assemblies are held periodically for cultural enrichment, special holidays, or recognizing student achievement, etc. Teachers are expected to supervise their classes to and from. Please continue to supervise during such events and emphasize appropriate audience behavior.

**ATTENDANCE:** Reporting attendance and tardy information is the duty of each classroom teacher. Absences must be excused in order for students to make up work. Unexcused absences must be reported to the state. Parents must notify the district of reasons for a child's absence. All absences are recorded and a cumulative record is kept through the skyward student records system.

**BOOK CHECK OUT:** Students are responsible for textbooks, electronic devices, and library books checked out to them. Teachers are advised to carefully monitor the condition of books and devices, to encourage book covers, and to report damaged or lost books to the office. All new books must be stamped with the Coulee Hartline Stamp and inventoried.

**BULLETINS:** To promote communication within buildings and between buildings, daily bulletins are published at the High School and weekly at the CC Elementary School. Bulletins are posted on the school web site each morning.

**CALENDAR:** The school calendar is set in the spring for the upcoming school year and copies are sent to each household the first day of school. A copy of the 2021-22 calendars is available on the district website.

**CLASSES/WORKSHOPS:** The district supports professional development by providing some funding for teachers to attend classes and workshops. In order for teachers to receive reimbursement or for the district to pay for classes, teachers must submit a request to the Superintendent **BEFORE ATTENDING**. Please complete the appropriate form and submit it as much in advance as possible. Forms are available in each building.

**CLASSROOM MANAGEMENT:** "*Classroom Management, Corrective Action or Punishment*" (Policy 3241 and Procedure 3241P) is available in the office or online on the district website.

**CLOCK HOURS AND COLLEGE CREDITS:** Please complete the required form prior to enrolling for clock hours or credits. Detailed instructions are on the form. Forms are available in each building.

**CONFIDENTIALITY:** Remember at all times that information about a student should be shared only with the intention of helping that student. Things said in the staff room about students, parents, community members or staff members should be treated with confidentiality and not be shared in public. It is our responsibility to be professional and respectful of people's privacy. Also, we need to be mindful that staff room conversations often can be heard in the hallways where students or parents may be listening. Please do not post any negative information or involve yourself in negative conversations about students, staff, or school issues on social media, such as Facebook/Twitter/Instagram, that could be construed as anything but positive. All medical information about students and staff should be kept confidential within the District.

**GUIDANCE TEACHER:** A guidance teacher is available part time each day at CC Elementary /ACH High School.

**DRESS CODE:** Please dress professionally and familiarize yourself with the school dress code as written in the student handbook. If a student does not follow the guidelines, please talk to the student, ask them if they have alternative clothing to wear and, if not, please direct them to the administration.

**DRUG-FREE SCHOOLS, COMMUNITY AND WORKPLACE:** Policy 5201 "Drug-Free School, Community and Workplace" is found in the appendix (available in the office, or online on the district website).

**E-MAIL:** We want to use our email systems to exchange information between staff. Please do not use email if issues arise between staff members. Have a meeting so you can discuss what the problems are. **Please check your e-mail daily.**

**EMERGENCIES:** Emergency procedures for each school are explained on a page in the individual school sections of this handbook.

**EMERGENCY CLOSURES:** Classified employees are hourly employees who are paid for the hours they work. Certificated employees work under annual contracts and are paid an annual salary. The two are very different, especially when school is closed for emergency reasons.

Normally, if school is closed for the day, only twelve-month employees report to work, if possible. Other classified employees will make up the day when it is rescheduled for students.

If the school opening is delayed because of the weather, classified employees have the option to work, make-up the time at a later date because it is unsafe to travel to school, or take approved leave time.

An automated calling list will be activated in case of bad weather, late starts, or canceled school. Students and community members can also check the Spokane TV stations for current information.

**EVALUATIONS/OBSERVATIONS:** Refer to your current contract for information concerning the evaluation process.

**FIELD TRIPS/TRANSPORTATION:** Field trips can be wonderful learning experiences when coordinated with the curriculum and planned well in advance. Permission slips are required any time a student will be away from the building. A request for transportation should be completed any time a bus will be necessary and should be submitted as much in advance as possible, preferably two weeks before the requested date. If field trips are granted during COVID-19, all reopening guidelines must be followed by staff and students.

**FIRE/SAFETY DRILLS:** Fire and safety drills will be conducted throughout the school year. An emergency route map and class roster must be posted near the door in every room. Please make certain your room has them. Be sure you have a class roster with you if we must evacuate the building. Keep your class together, move quickly to the designated area and take roll. Do not return to the building until the all-clear signal is given. During COVID-19, all classes will be assigned to different parts of the building/grounds to keep social distancing.

**HARASSMENT, INTIMIDATION AND BULLYING:** The District Policy prohibiting harassment, intimidation and bullying applies to students, employees, volunteers and patrons. The policy and procedures can be found in the District Policy Manual (Policy #3207 and Procedure #3207P), in the student handbooks, and the appendices of this handbook (available in the office or online on the district website).

**INTERNET USE:** The Technology Committee of the Coulee-Hartline School Districts has developed Acceptable Use Procedures and a Code of Conduct for student use of the Internet and technology devices. Students must agree to abide by the district policy before they will be allowed to use the Internet at school or check out devices. The Internet Code of Conduct is included in the student handbooks and all teachers should be aware of the code which is found in the appendices of this handbook (available in the office or online on the district website).

**KEYS/BUILDING SECURITY:** BUILDING SECURITY IS VERY IMPORTANT AND IS THE RESPONSIBILITY OF EACH OF US! *Employees should not loan their keys/cards to anyone.* Building procedures are in place to allow individuals to use our facilities, but it is important that guidelines are followed. These include completing and signing forms which are available through the office in each building. *Please make certain classroom windows and doors are closed and locked* before leaving the building. Please double check, especially if you are the last to leave. Your help is greatly appreciated!! If you lose your keys or security card, notify the District Office immediately.

**MAIL:** Staff members need to check mailboxes on a daily basis to pick up notes and bulletins. Leave notes for the counselor, nurse and staff in the appropriate boxes.

**NONDISCRIMINATION AND AFFIRMATIVE ACTION:** Please refer to Policy 5010 and Procedures 5010P in the District Policy Manual for information about the Coulee-Hartline nondiscrimination policy and the affirmative action plan. Grievance procedures and informal review procedures to consider complaints or alleged violations of Policy 5010 can be found in 5010P. Policies can also be found in the appendices of this handbook (available in the office, or online on the district website).

**OPEN HOUSE:** If an Open House is scheduled in each building in the fall of the year. This is a time for explaining our expectations for the year and answering questions appropriate to the group. (This is NOT a time for individual conferences!) Open House provides a great opportunity to solicit volunteer help for classroom assistance, parties, etc. Traditional Open House will be canceled this fall.

**PLEDGE OF ALLEGIANCE:** By state law, all classes are to say the Pledge of Allegiance each day.

**PURCHASE OF SCHOOL SUPPLIES AND MATERIALS:** The auditor requires that we have requisitions completed and signed by the appropriate administrator before purchases are made. Once an order is received, it must be verified by sending the packing slip to business office. Please write the vendor's name or purchase order number on the packing slip. Requisitions made in August must be submitted by the 10<sup>th</sup>.

**REQUESTS FOR REIMBURSEMENT:** Requests for reimbursement must be submitted to your building administrator. Please use the claim reimbursement form. The principal will be responsible to forward your reimbursement form to the business office for payment. Items submitted for reimbursement should be discussed and approved by your principal before purchase by filling out a requisition. The requisition form procedure must be followed for all items purchased. Reimbursements must be submitted to the business office by the 15<sup>th</sup>.

**SUBSTITUTE TEACHERS/PLANNING:** Make certain that a daily schedule, discipline procedures, classroom rules, seating chart, and teacher's guides are in an easily accessible location for a substitute teacher. If you are able to preplan, please be as specific as possible to best assist the substitute in carrying out your plans. Please also provide information in your sub plans in regards to emergency procedures specific to your classroom.

**SUPERVISION:** STUDENTS ARE NEVER TO BE LEFT UNATTENDED. Classroom teachers are responsible for monitoring students in the classrooms and the hallways. Please be conscientious about your responsibility for student supervision at all times. If a child is ill or injured, please send another student as an escort to make certain he/she arrives safely to the office, sick room, etc., or send a student to the office to request assistance.

**TIMESHEETS FOR ADDITIONAL HOURS WORKED:** An employee requesting extra hours must fill out the form, include the date (s) and reason for the extra time, and submit to the district superintendent for approval prior to completing the work. Documentation for these hours is as follows:

1. Time recorded on timesheet
2. Narrative of work done
3. Turned in to principal the next month following the event
4. End of year sign off on the total of extra pay earned beyond contracted amount

**TIMESHEETS – Classified Staff:** All hourly classified employees submit a monthly timesheet of hours worked. It must be submitted to the business office by the 5<sup>th</sup> day of the month. Bus drivers and custodians submit to their supervisor. Please include your full name and month worked. Be sure to sign and date the bottom portion of the form. The timesheet will be verified, then approved by your supervisor and turned back into the business office. Reminder: any additional hours worked beyond your normal shift must have prior approval from the district superintendent. Hourly employees cannot be paid for time not at work. This includes early releases and late starts.

**TOBACCO-FREE SCHOOL POLICY:** The use of tobacco is prohibited on school grounds at all times. The district policy (#4215) concerning the use of tobacco products is available in the office or online on the district website.

**TRANSPORTING STUDENTS:** District policy requires that any employee who transports students in a district or private vehicle must complete a verification of driver qualifications form, a copy of their driver's license and current proof of insurance and submit it to the district superintendent. Only bus drivers may operate vehicles with seating capacity for more than ten people. We will prepare a list of all employees who have complied with the requirement, and only those whose names appear on the list will be authorized to transport students.

**WEBSITE:** The district website ([achwarriors.com](http://achwarriors.com)) provides valuable information for faculty, staff, students and community. Coaches, administrators and supervisors need to help keep all information on the web site current and relevant. Kelley Boyd and Stuart Gloyn will get all information posted on the site when it is provided to them.

## COULEE CITY ELEMENTARY SCHOOL- 2021-22

**BUS PASS:** If any students will be riding a bus to a location other than their home or other established drop-off location, they will need a bus pass issued by the office. The parent must notify the office that a change is being requested. Because of the COVID restrictions, all bus passes must be approved by the transportation supervisor.

**COMMON EXPECTATIONS OF STUDENTS:** The building wide expectations for the common areas of our elementary school are:

1. Respect ourselves
2. Respect others
3. Respect our environment

***ALL*** adults are asked to assist in teaching and reinforcing these expectations. Teachers develop their own discipline expectations and procedures for their classrooms. Please let the principal know your discipline plan. The Elementary School Handbook provides more details concerning expected student behavior and consequences for violations of rules. Copies are available in the office. There are also guidelines available for bus and playground conduct.

**COPY MACHINE:** The copy machine is available for all school staff for school purposes. If you are short a couple of copies, you may send a student to the office to ask someone to run them, but please try to plan ahead and not make this common practice.

**CITIZENSHIP TICKET:** Anytime a teacher notices a student being extra helpful or being an exemplary citizen in any way, the teacher may give that student a “citizenship ticket”. The tickets can be used to buy prizes off the prize cart or order from the prize case.

**DAILY PROGRAM:** When your daily schedule is set, please submit a copy to the office. Any major changes should be reported throughout the year as these are used to document reports we make to the state as well as to keep the office informed of your daily routine.

**DISCIPLINE REFERRALS:** The responsibility for keeping order and discipline lies with the adult immediately in charge of the students. If a situation is severe or a serious discipline problem requires a referral to the principal, please fill out the referral form as completely as possible. If it is necessary to immediately remove a student from your classroom, you may call the office to request assistance, request an escort for the child, or ask an available adult to monitor your classroom while you deal with the problem. Please refer to the Student Handbook for a more detailed discussion of discipline and behavior expectations. Do NOT send students to the office without providing some sort of communication to the office. If no one is available in the elementary office, please contact Mr. Walsh or Mrs. Goetz at the high school office.

**GRADING/PROGRESS REPORTS/CONFERENCES:** Some elementary teachers use "Weekly Folders" to report the week's activities and communicate important information to parents. Parent -teacher conferences are held in the fall and spring. Report cards are sent home at the end of each grading period. Specialist's grades and attendance data will be given to individual teachers to add to elementary report cards. All teachers are encouraged to look for progress, note improvement and include positive, personal comments on each report card.

**LESSON PLANS:** Lesson plans are to be completed and available in your classroom or office at all times. Please provide a basic weekly schedule of lesson plans with expected lesson #'s and/or topics. This assists in

keeping us informed of subjects being taught and activities taking place in your classroom. It also provides a back-up in the event we must call an emergency substitute. At the end of each year, grades and lesson plans are collected and stored in accordance with state requirements.

**LUNCHROOM:** A lunch count will be taken first thing in the morning. During the COVID-19 pandemic, elementary classes will eat in their classrooms. When applicable, classes follow a scheduled time for coming to lunch. Please come at your appointed time in order to keep things going smoothly. Also, teachers are encouraged to remind students to use good manners when filing through the line as well as when eating and to clean up after themselves. Please escort students to the lunchroom when your 30-minute lunch break ends. Teachers in the lunchroom will check off student lunches and supervise students back to their classroom to eat during COVID restrictions or in the cafeteria during student lunch.

**MOVIES/VIDEOS:** Only movies and videos with a "G" rating for elementary are to be shown at school. These should have an educational purpose except in special circumstances such as a rainy day recess activity.

**PARENTS:** A copy to the school office of any communications you send home to parents is appreciated.

**PARENT VOLUNTEERS:** During the COVID-19 pandemic, volunteers will not be used inside the school unless approved by administration. When applicable, volunteering is encouraged in our classrooms and our Reading Workshop. We must complete a reference check on all volunteers who supervise students without school personnel present. We request that each adult in charge keep a list of volunteers and their responsibilities. Forms for this are available in the office.

**PLAYGROUND/RECESS:** During COVID restrictions, staff will supervise elementary students during recesses and before lunch, keeping each classroom separate from each other. If weather is inclement, plans will be made for students to stay indoors.

**SAFETY PATROL:** Student volunteers serve as safety patrols for the elementary building and are on duty before and after school. Students are selected by the classified staff member supervising the cross walk.

**SCHEDULE:** A copy of the schedule for the year is available in the high school and elementary offices. The schedule will be the same all year. It is designed to coordinate with the high school schedule.

**SCHOOL HOURS:** During the COVID-19 restrictions, students can enter the building at 7:45 am and go directly to their classroom or to the cafeteria to be served breakfast and lunch. After being served, students will return to their classroom.

**SCHOOL IMPROVEMENT PLAN (SIP):** The Elementary School Improvement Plan (SIP) is updated yearly. We need to think of the SIP as a fluid document that will change as necessary. Faculty input will always be welcome and appreciated.

**SPECIAL SERVICES:** Many support services are provided for students in need of specialized intervention. Personnel who assist teachers and students include a counselor, nurse, psychologist, speech/language therapist and special needs teacher. Resource room assistance is available for qualifying students and reading and math assistance are available through Title I and LAP programs. Paraprofessionals also assist in the special needs program with individualized help to students or in-class assistance.

**STAFF MEETINGS:** Staff meetings are held twice monthly after school. If you have an item for the agenda, please notify the principal.

**STUDENT OF THE MONTH:** Students will be selected monthly by their classroom teachers for awards regarding the various traits of positive behavior and performance.

**STUDENTS LEAVING SCHOOL DURING THE DAY:** Parents who need to check their child out during the school day need to first notify the office. The office will page the student, or send someone after him/her.

**TEACHER HOURS:** Teachers are to be in the building from 7:30 a.m. to 3:10 p.m. (one half hour before school and one half hour after school). Please see the principal if you have an emergency, appointment, or meeting, which requires you to arrive late, leave early, or be out of the building during the school day.

**VISITORS:** During the COVID-19 restrictions, visitors must be approved by administration. The elementary entrance will be locked after students enter the building at 8am. It will be unlocked during recess times to allow students entry, but the ONLY entrance visitors may enter is the 4<sup>th</sup> street entrance by the high school office. All visitors must sign in and wear a visitor's badge if they need to go anywhere in the school past the commons area.

## **ACH HIGH SCHOOL - 2021-22**

**ATTENDANCE:** Attendance will be taken every period online. If you have any questions concerning a student, please contact the office. If attendance cannot be taken online, call the office or send your attendance on paper.



**BUS PASS:** If any students will be riding a bus to a location other than their home or other established drop-off location, they will need a bus pass issued by the office. Because of the COVID restrictions, all bus passes must be approved by the transportation supervisor.

**COMMON EXPECTATIONS OF STUDENTS:** The building wide expectations for the common areas of our high school are:

1. Treat each other with courtesy, safety and respect.
2. Show respect for school property and the belongings of others.
3. Obey the adults in our school.
4. Walk in the halls.
5. Go directly to class when the bell rings.

High School Expectations are:

1. Be Responsible.
2. Be Respectful.
3. Always Do Your Best.

*ALL* adults are asked to assist in teaching and reinforcing these expectations. Teachers develop their own procedures for their classrooms. The student handbook provides more details concerning expected student behavior and consequences for violations of rules. Copies are available in the office and online.

**COPY MACHINE:** The copy machine is available for all school staff for school purposes. Students are not to use the copier without permission. TA's duties should include a very limited amount of copying so other staff members can use the machines when needed. TA's must get permission from the high school office to use the copy machine.

**DISCIPLINE REFERRALS:** The responsibility for keeping order and discipline lies with the adult immediately in charge of the students. If a situation is severe or a serious discipline problem requires a referral to the principal, please fill out the referral form as completely as possible and send it to the office with the student. If it is necessary to immediately remove a student from your classroom, request an escort for the student, or ask an available adult to monitor your classroom while you deal with the problem. Please refer to the student handbook for a more detailed discussion of discipline and behavior expectations.

**GRADING/PROGRESS REPORTS/CONFERENCES:** Eligibility and grades are done every Monday morning by 9:00 a.m. Letters are sent home to the parents of any student who has an F or a GPA below 2.0.

**LESSON PLANS:** Lesson plans are to be completed and available in your classroom or office at all times. Please provide a basic weekly schedule of lesson plans with expected learning standards/common core/or frameworks aligned to student outcomes. This assists in keeping us informed of what is being taught and activities taking place in your classroom. It also provides a back-up in the event we must call an emergency substitute. At the end of each year, grades and lesson plans are collected and stored in accordance with state requirements.

**LUNCHROOM:** Students sign up for lunch before school in the office. Classes are released at 11:33 AM for lunch. Students are served in the cafeteria and may eat lunch in the commons, the HS gym, or outside with permission from administration. Keep all students on task and in your room until the lunch bell.

**MOVIES/VIDEOS:** Only movies and videos with a "G" or "PG" rating are to be shown at school. These should have an educational purpose. If a teacher wants to show a movie/video, other than the "G" or "PG"

rating, approval from the administration must be granted. Videos, movies, or entertainment should not be pulled off the Internet and shown in the classroom without approval from the administration.

**PARENTS:** Send the building Principal a copy of any communications you send home to parents. Teachers are required to communicate with the parent (s) in advance when failing a student.

**PARENT VOLUNTEERS:** During the COVID-19 restrictions, visitors must be approved by administration. All visitors must sign in and wear a visitor's badge if they need to go anywhere in the school past the commons area. We must complete a reference check on all volunteers who supervise students without school personnel present. We request that each adult in charge keep a list of volunteers and their responsibilities. Forms for this are available in the office.

**SCHEDULE:** Copies of the schedule for each semester are included at the end of this handbook.

**SCHOOL IMPROVEMENT PLAN (SIP):** Our School Improvement Plan (SIP) is updated yearly. Faculty input will always be welcome and appreciated.

**SPECIAL SERVICES:** Many support services are provided for students in need of specialized intervention. Personnel who assist teachers and students include a counselor, nurse, psychologist, speech/language therapist and special needs teacher. Resource room assistance is available for qualifying students. Paraprofessionals also assist in the special needs program with individualized help to students or in-class assistance.

**STAFF MEETINGS:** Staff meetings are held twice monthly after school. If you have an item for the agenda, please notify the principal.

**STUDENTS LEAVING SCHOOL DURING THE DAY:** Parents who need to check their student out during the school day need to first notify the office. The office will page the student or send someone after him/her.

**TA'S:** If high school students want to serve as a TA, they will be directed to enroll in one of our Childhood Development classes.

**TEACHER HOURS:** Teachers are to be in the building from 7:30 a.m. to 3:10 p.m. (one half hour before school and one half hour after school). Please see the principal if you have an emergency, appointment, or meeting, which requires you to arrive late, leave early, or be out of the building during the school day.

## **Emergency Procedures – Coulee Hartline SD**

**FIRE:** In the event of a fire in the building, activate the nearest fire alarm. Alarms are located throughout the building, and every teacher and adult employee should know where they are. Our fire alarm system automatically notifies the fire department when an alarm is activated.

Anytime the alarm sounds, evacuate the building using the plan and procedures we have practiced.

LOCKDOWN: If the lockdown signal is given, teachers should lock themselves and their students in their classrooms. Be sure every student is accounted for. Move out of sight of the window in your classroom door.

EVACUATION: If emergency situation, the fire alarm will activate and we will use the plan and procedures we have practiced.

INTRUDER: Should you see someone in the building who does not appear to belong here, notify the office immediately. If you have any safety concerns, lock yourself and your students in your classroom.

STUDENT OR INTRUDER WITH A WEAPON: If you see anyone in the building with a weapon, notify the office immediately. Lock yourself and your student in your classroom. Wait for instructions from the office. We may order a lockdown or an evacuation, depending on the situation.

BOMB THREAT: If we should receive a bomb threat, an evacuation of the building is likely. Students will be instructed to take their coats and other personal belongings and to leave their lockers open.

In all emergency situations, teachers are responsible for knowing where their students are. Be sure to take your class rosters with you if you must leave the building. Students are to stay with teacher until the situation is resolved.

SHELTER-IN-PLACE: The law now requires that we conduct at least one shelter-in-place drill every school year. When the shelter-in-place directive is given, everyone in the school is to go to the main gym. Teachers and staff are to close all windows and doors and lead their students to the shelter location as quickly as possible.