

**BOOK CRESCENT FACULTY
2015-2016
HANDS ON WAY
to the FUN**

WELCOME TO CRESCENT PUBLIC SCHOOLS

I am excited to welcome each family, old and new, to the 2015-16 school year. We are pleased to have your participation, encouragement and support. Our joint mission is to combine the energy and enthusiasm of home, school, and community into a productive and positive learning environment for students. We are dedicated to the cognitive, social and physical development of each student. Thank you for taking the time to read this handbook.

Dr. Clayton Mork, Superintendent



MISSION STATEMENT

In partnership with the community, we will create the stage for all students to acquire the skills, knowledge, attitudes and vision necessary to become *life-long learners* and contributing citizens prepared to meet the challenges of a diverse and changing society through our commitment to innovative and quality education.

HANDBOOK IMPLEMENTATION

The rules, procedures and information in this handbook are general guidelines to establish a quality standard of performance with the least amount of restrictions.

It is the duty of each staff member at Crescent School to maintain a safe and orderly educational environment for students. While it is expected that they will implement the handbook rules and procedures, the handbook, in no way, is intended to be all inclusive and Crescent staff may, from time-to-time, implement more restrictive rules and procedures in order to fulfill their duties and responsibilities.

Faculty Handbook

SECONDARY SCHEDULES

DAILY SCHEDULE

The school day starts at 8:00 a.m. and ends at 2:26 p.m.

Period	Time
TEACHERS ARRIVE	7:30
1	8:00- 8:56
2	9:00- 9:56
3	10:00-10:56
M S LUNCH	11:00-11:26
4 H S	11:00-11:56
4 M S	11:30-12:26
H S LUNCH	12:00-12:26
5	12:30- 1:26
6	1:30 - 2:26
BUSES DEPART	2:30
TEACHERS LEAVE	2:56

HALF DAY WEDNESDAY

The school day starts at 8:00 a.m. and ends at 12:36 p.m.

Period	Time
TEACHERS ARRIVE	7:30
1	8:00-8:36
2	8:40-9:16
3	9:20-9:56
4	10:00-10:36
5 H S	10:40-11:16
M S LUNCH	10:40-11:16
6	11:20-11:56
5 MS	12:00-12:36
H S LUNCH	12:00-12:36
BUSES DEPART	12:40
STAFF COLLABORATION	12:40-2:26
TEACHERS LEAVE	2:56

This school year all Wednesdays will be full regular days, except one Wednesday per month as follows; September 16th, October 7th, November 4th, December 2nd, January 6th, February 3rd, March 2nd, April 13th, May 4th, June 1st.

ELEMENTARY SCHEDULES

CRESCENT ELEMENTARY SCHOOL

WEEKLY		½ WEDNESDAY
7:30	TEACHER ARRIVAL	7:30
7:50-8:00	BREAKFAST	7:50-8:00
7:50	DOORS OPEN	7:50
8:00	TARDY BELL	8:00
9:40-10:00	ELEMENTARY RECESS GRADES K-3	9:40-10:00
10:00-10:20	ELEMENTARY RECESS GRADES 4-6	10:00-10:20
11:00-11:30	ELEMENTARY 6 LUNCH AND RECESS	10:45-11:15
11:30-12:00	ELEMENTARY K-5 LUNCH AND RECESS	11:30-12:00
12:00-12:30	ELEMENTARY K-6 READING TIME	12:00-12:36
12:30	ELEMENTARY RETURN TO CLASS	
2:26	DISMISSAL	
2:30	BUSES DEPART	
2:56	TEACHERS DEPART	

WHAT ARE SCHOOLS FOR?

THE PROCESS OF EDUCATION SHOULD:

- Respect the rights of each learner
- Provide appropriate opportunities for individual self-direction and decision-making
- Provide learning experiences matched to each student's interest, readiness and learning styles
- Help all learners perform at their highest potential and gain satisfaction from their performance
- Emphasize that cultural, ethnic and racial diversity contributes positively to our nation's welfare
- Provide universal access to the district's learning opportunities
- Extend learning opportunities beyond the school building, school day and school year
- Work in partnership with the entire community to amplify educational experiences
- Re-examine goals continually with a view toward future as well as present needs
- Provide staff development and training to improve the breadth and depth of the teaching, support staff and administrative resources

AS A RESULT OF THE PROCESS OF EDUCATION, STUDENTS SHOULD:

- Possess and apply the basic skills of language arts
- Possess and apply the basic skills of mathematics
- Possess self-understanding and self-awareness
- Possess and apply knowledge and skills necessary to maintain physical and mental health and well-being
- Understand and apply thinking and problem-solving skills
- Possess/apply the knowledge, understanding and skills needed for full and effective participation in a democratic society
- Possess and apply the knowledge, understanding and skills needed for effective participation in a pluralistic, interdependent, global society
- Understand and apply concepts and skills in the natural and physical sciences
- Possess and apply knowledge, skills and appreciation of the arts and humanities
- Possess the ability to enter the job market successfully
- Understand, value and apply technological principles and processes
- Understand and apply skills needed to initiate and adapt to change in self, society and environment

WHAT GIVES THE GOALS MEANING AND DIRECTION? A PARTNERSHIP

The schools and their communities must work together to fulfill a shared responsibility for the education of every student.

Parents in the community are responsible for:

- Fulfilling their civic duties to the schools
- Making sure their children are prepared for and attend school
- Fostering a home atmosphere conducive to learning
- Holding high expectations for their children's achievement
- Maintaining active contact with the schools

School Board members are responsible for:

- Encouraging active participation by all of the community
- Building a school district climate that attracts and maintains a quality staff
- Setting goals and policies
- Setting priorities for use of resources

Administrators are responsible for:

- Working with the school board, staff, students and community in developing, implementing and evaluating educational goals and programs
- Helping the staff realize their potential and do their best
- Providing instructional leadership and support
- Keeping the school and community informed

Teachers are responsible for:

- Maintaining an orderly and well disciplined learning environment
- Understanding, respecting and maintaining high expectations for all students
- Setting objectives that students clearly understand
- Knowing their teaching areas and using appropriate methods
- Evaluating student progress
- Working closely with parents
- Advising, counseling and encouraging students to participate in all programs/courses including school to work, career and vocational programs regardless of traditional gender bias.

Educational support staff are responsible for:

- Applying their special talents and skills to the accomplishment of the school's goals
- Maintaining competence and observing high standards in their occupational specialties
- Focusing their job role on the enhancement of the instructional program.

Students are responsible for:

- Preparing for and participating in class and school activities
- Taking full advantage of the learning resources provided
- Helping design their own educational goals and programs
- Conducting themselves respectfully and appropriately
- Preparing themselves for occupational readiness

SCHOOL-WIDE DISCIPLINARY ACTION

Teachers who, **after using their steps for classroom corrective action**, find it necessary to refer a student for school wide discipline should complete a student referral for corrective action as outlined in the student handbook. A copy of your referral should also be e-mailed to the parent.

Student behaviors that should be referred for school wide discipline each time they occur are outlined in the student handbooks. All faculty members are responsible to make themselves and their students aware of the information in the handbook.

***It cannot be emphasized too strongly that success in achieving the type of student behaviors desired will be dependent on the consistent way that corrective action is implemented in all classrooms. When students understand that they will receive the same type of corrective action in every classroom, they will change their behavior to conform to staff expectations, and they will not be able to work one staff member against another. In this one thing there must be total unity.

***Our campus covers a large area which makes it difficult to supervise. ALL STAFF MEMBERS ARE REQUIRED TO POSITION THEMSELVES AT THEIR CLASSROOM DOOR DURING PASSING TIME TO ASSIST IN MONITORING STUDENT BEHAVIOR. Any inappropriate student behavior should be dealt with immediately.

CLASSROOM AND STUDENT MANAGEMENT

Classroom requirements that will help teachers accomplish their responsibilities are:

- Plan well for each lesson incorporating effective learning aids
- Teach an interesting and varied lesson incorporating all learning modalities
- Use accurate data to determine the achievement level of students
- Let students know you like them
- Cultivate an image which is friendly but demands respect
- Know the background and problems of each child
- Use a written classroom plan for discipline and enforce it
- Communicate often with all parents
- Make your disciplinary actions quick, consistent, just, logical, and non-disruptive to the instructional process
- Avoid group punishment
- Avoid using grades or extra homework as a consequence for inappropriate behavior
- Avoid humiliating students and use of sarcasm
- Involve parents of students with chronic behavior problems
- Keep a simple record of incidents of chronic behavior problems
- Know and develop your own strengths

CLASSROOM CORRECTIVE ACTION

Classroom disciplinary action, often referred to as student discipline, will take the following form:

- Each teacher will establish procedures for classroom corrective action, often referred to as student discipline.
- Teachers should post classroom rules in a visible place in the room. Preferably the number of rules should be limited to 4 or 5.
- Teachers should post a simple, concise explanation of the step process for action to be used in the classroom.

The keys to an effective step-type system for corrective action in the classroom are:

- Simple, posted rules
- Clear, posted steps of corrective action
- Consistent implementation of steps
- Implementation of steps without disruption of the instruction
- Students are always allowed to maintain some form of dignity

(NOTE: In almost every case, focusing on or drawing attention to the infraction or the offender will hinder the effectiveness of any process of corrective action. If the movement through the steps can be done without interrupting class instruction, the message is quickly established that the teacher is not reactionary and the focus of the class is on learning.)

(NOTE: The number of times a teacher needs to use corrective action in the classroom decreases as the creativity, intensity, and pertinence of, and student involvement in the lesson increases. There are no substitutes for quality bell to bell instruction.)

RIGHTS AND RESPONSIBILITIES OF SCHOOL STAFF

All certificated staff shall share responsibility for supervising the behavior of students and for maintaining the standards of conduct which have been established.

Certificated Staff shall have the right to:

1. Expect students to comply with school rules.
2. Develop and/or review with the principal the building discipline standards and uniform enforcement of those standards at least once each year. Building rules shall be consistent with district rules relating to student conduct and control.
3. Exclude a student from a class for all or any portion of the school day or until the teacher has conferred with the principal, whichever occurs first. Prior to excluding a student, the teacher shall have attempted one or more corrective actions except in emergency circumstances. In no case shall an excluded student be returned for the balance of a period without the consent of the teacher.

Prior to or at the time any such student is returned to the class or subject, the principal shall notify the teacher or administrator who removed the student therefrom of the action which has been taken or initiated.

4. Receive notice of any complaint or grievance regarding corrective action or punishment of students. They shall be given the opportunity to present their version of the incident and to meet with the complaining party in the event that a conference is arranged.
5. Recommend suspension and/or expulsion of students.

Certificated staff shall have the responsibility to:

1. Read the publication distributed by the principal defining the rights, responsibilities and corrective action or punishment relating to student behavior.
2. Remove a student from a class session for sufficient cause.
3. Ensure that students removed for a class period are in the custody of a school district employee for the balance of the period.
4. Detain a student from a class session for sufficient cause.

NONDISCRIMINATION- SEE DISTRICT POLICY 3210

The district provides equal educational opportunity and treatment for all students in all aspects of the academic and activities program without regard to race, creed, color, national origin, gender, marital status, previous arrest or incarceration or non-program-related physical, sensory or mental handicaps.

The Crescent School District #313 complies with all federal rules and regulations and does not discriminate on the basis of race, color, national origin, gender or handicap. Inquiries regarding compliance procedures may be directed to the School District's Title IX / RCW 28A.85 officer and Section 504 Coordinator, Dr. Clayton Mork, P.O. Box 20, Joyce, WA 98343 (360) 928-3311, ext. 1004.

Crescent School District has established complaint procedures. Students or parents who wish to file a grievance regarding discrimination, may receive a copy of the procedures for this purpose and a copy of the appeal procedures from the district office. These procedures comply with WAC 392-190-065 and 392-190-070.

*Crescent School District does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender expression or identity, creed, religion, age, veteran or military status, disability, or the use of a trained dog guide or service animal by a person with a disability, and provides equal access to the Boy Scouts and other designated youth groups. For more information or to file a complaint, please contact:
Section 504 & Civil Rights Compliance Coordinator - Dr. Clayton Mork
Title IX Officer- Mr. Dave Bingham
Crescent School District #313, P.O. Box 20, Joyce, WA 98343 - 360.928.3311*

Crescent School District Discrimination Complaint Procedure

WHAT IS DISCRIMINATION?

Discrimination is the unfair or unequal treatment of a person or a group because they are part of a defined group, known as a protected class. Discrimination can occur when a person is treated differently, or denied access to programs, services or activities because they are part of a protected class. Discrimination can also occur when a school or school district fails to accommodate a student or employee's disability. Harassment (based on protected class) and sexual harassment can be forms of discrimination when it creates a hostile environment.

What is a Protected Class?

A protected class is a group of people who share common characteristics and are protected from discrimination and harassment by federal and state laws. Protected classes defined by Washington State Law include:

- Sex
- Race/Color
- Creed/Religion
- National origin
- Disability or the use of a trained dog guide or service animal
- Sexual orientation
- Gender expression or identity
- Honorably discharged veteran or military status

What should I do if I believe my child is being discriminated against?

You should report your concerns to your child's teacher or principal immediately! This will allow the school to respond to the situation as soon as possible.

If you cannot meet with the teacher or principal, you can always contact your school district's main office. Each school district will have someone who is responsible for responding to complaints about discrimination. Sometimes this person is called the Title IX Coordinator or for issues related to disability, the Section 504 Coordinator.

What if I can't resolve the problem with the school?

If you cannot resolve your concern, you may wish to file a complaint with the school district. Anyone can file a complaint with the school district. You can file a formal complaint by writing a letter to your Superintendent that describes what happened and why you think it is discrimination. It is helpful to include what you want the district to do. Your letter must be signed.

The employee designated by the district to receive complaints will investigate your allegations and provide the superintendent with a written report of the complaint, and the results of the investigation. You and the district may also agree to resolve your complaint in lieu of an investigation.

The superintendent will send you a written letter within 30 calendar days which will either deny your allegations or describe the reasonable actions the district will take. The letter will include how to file an appeal with your school board if you do not agree with the Superintendent's decision.

Corrective measures must occur no later than 30 calendar days of the superintendent's letter.

What if I don't agree with the superintendent's decision or no one responds to my letter?

Your next step is to appeal to the school board. You can file an appeal by writing a letter to your school board. The letter must include the part of the superintendent's written decision that you would like to appeal and what you want the district to do. Your letter must be filed with the Secretary of your School Board by the 10th calendar day after you received the superintendent's response letter.

The school board will schedule a hearing within 20 calendar days after they receive your appeal letter. You may also all agree on a different date.

What will happen at the hearing?

You will explain why you disagree with the superintendent's decision. You may bring witnesses or other information that is related to your appeal.

The board will send you a copy of their decision within 10 calendar days after the hearing. The decision will include how to appeal to the Office of Superintendent of Public Instruction if you disagree.

What if I don't agree with the School Board's decision?

You may appeal the school Board's decision to the Office of Superintendent of Public Instruction (OSPI).

You can file an appeal by writing a letter to the Superintendent of Public Instruction. The letter must include the part of the school board's decision that you would like to appeal and what you want the district to do.

Your signed letter must be received by OSPI by the 20th calendar day of receiving the school board's decision. It can be hand-delivered or mailed to:

OSPI**Administrative Resource Services****P.O. Box 47200****Olympia, WA 98504-7200****Phone (360) 725-6133_**

OSPI will schedule a hearing with an Administrative Law Judge through the Office of Administrative Hearings (OAH). During this process you will be provided information about the hearing.

At the hearing you will explain why you disagree with the school board's decision. You may bring witnesses or other information that is related to your appeal. After the hearing, you will receive a copy of the judge's decision.

HUMAN DIGNITY

Recognizing and valuing that we are a diverse community, it is part of our mission to provide a positive, harmonious environment in which diversity is respected and encouraged.

A major aim of education in the Crescent School District is the development of a commitment to the core values of a democratic society. In accordance with this aim, the district strongly emphasizes a core value of mutual human respect for each person regardless of race, gender, age, disability, physical condition, ethnic group or religion. We expect this value to be manifested in the daily behaviors of students, staff and volunteers. Appropriate consequences for violating this policy will be specified in the student code of conduct. Staff members violating this policy will be subject to discipline as appropriate.

Crescent School District does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender expression or identity, creed, religion, age, veteran or military status, disability, or the use of a trained dog guide or service animal by a person with a disability, and provides equal access to the Boy Scouts and other designated youth groups. For more information or to file a complaint, please contact:

Section 504 & Civil Rights Compliance Coordinator - Dr. Clayton Mork

Title IX Officer- Mr. Dave Bingham

Crescent School District #313, P.O. Box 20, Joyce, WA 98343 - 360.928.3311

SEXUAL HARASSMENT

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus, such as a school-sponsored field trip.

Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

- ◆ A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- ◆ The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

Examples of Sexual Harassment:

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

How do I report sexual harassment?

You can report sexual harassment to Superintendent **Dr. Clayton Mork** any school staff member or to the district's Title IX Officer: **Mr. Dave Bingham**

For a copy of your district's Sexual Harassment policy and procedure, contact Crescent SD district office.

GENERAL INFORMATION

ACCIDENT REPORT

If a student is injured in class or in any activity, the sponsoring or supervising staff person must fill out an accident report and submit it to the office as soon after the accident as possible. Careful attention must be given to this responsibility regarding details, causes, and witness.

If a student is injured at school or in a school sponsored activity, the following procedures should be followed:

- a) depending upon the nature of the injury, the supervisor should determine the extent of the injury and provide first aid and call for medical assistance if necessary
- b) do not move students with serious injuries until a qualified medical person gives instruction to do so unless the student is in danger of additional serious injuries

Staff should review their curriculum to ensure adequate instruction for safety in their subject areas. This will be verified by inclusion of such lessons in lesson plans.

ASB PURCHASES

All ASB purchases must be approved by the ASB officers, advisor and principal. **One week** lead-time is required for purchase orders and impress-check requests.

AWARENESS

All staff members are responsible for the safety and well being of students. Each member of the staff should adopt an attitude of awareness, being watchful for conditions that would jeopardize safety or well being of students and staff. All unsafe conditions should be corrected immediately and reported to the office. If the correction is not within the staff members ability, the staff member should immediately report the unsafe condition to the office. Failure to inform the office of an unsafe condition is a violation of district procedures.

ATTENDANCE PROCEDURES

RCW requires teachers to maintain and report accurate attendance for each class period. Teachers are responsible to insure that they know and understand how to mark their attendance on the computer. Attendance will be reported to the office each class period as follows:

- **Roll will be taken during the first 5 minutes of each class period and names of absent and tardy students will be marked on the computer attendance report.**
- **If your attendance is down please e-mail all first period absences to school secretary by 8:10.**
- **If your computer is not working or the power goes out please send a student to the office with all first period absences by 8:10.**
- **If a student is present at the start of class time and you give them permission to be somewhere else, DO NOT MARK THEM ABSENT.**
- **If a student is testing in another room, gone on a field trip or on a sport trip and did not start the period in your classroom, mark them absent. The attendance person will mark their absence appropriately.**

ABSENCES: PRE EXCUSED

TEACHERS AND COACHES WHO HAVE STUDENTS EXCUSED FROM CLASSES FOR ANY REASON ARE REQUIRED TO PUBLISH THEIR NAMES IN AN E-MAIL BULLETIN ONE DAY PRIOR TO THE ABSENCE. Students listed in the email are to marked absent and the office will code their absence when attendance is done in the morning.

ON-TIME ATTENDANCE

Students who are not present and ready for class when the starting bell rings will be recorded on the attendance report as tardy without excuse unless they provide a valid note from the office in which case they will be recorded as excused tardy by the office staff.

BOOKS

When books are checked out to students, careful records of any damage should be made so that students will be held responsible only for the damage they may cause. Please keep a chart with students' names and the book number they are assigned to.

BUILDING SECURITY

Each employee will need to do his/her part to ensure the security of school buildings. Note the following directives:

- Safeguard all keys, DO NOT leave keys in desk drawers, on desks or in coat pockets hanging in areas to which students have access. Do not allow students to use your keys.
- Be sure that all doors and windows are locked at the conclusion of the school day when leaving the building.
- Safeguard all money. If it is yours, it should be locked up. If it is school money, it should be receipted into the office DAILY.
- Report all losses immediately to the principal.

CHANNEL OF COMMUNICATION

Teachers should consult the superintendent/principal in an appropriate professional manner about building level problems.

CLASS AND CLUB ADVISORS

The routine work of the class/club is the responsibility of the class/club officers and committees. The president of the class/club should consult with the advisor regarding all class activities including the calling of class/club meetings. Class/club meetings during class time must be scheduled through the principal. The advisor must supervise both committee and general meetings as well as the class/club budget. The budget balance must equal or exceed proposed expenditures before class/club money is spent. It is illegal to engage in deficit spending.

CLASSROOM CARE/MAINTENANCE

Teachers are responsible to ensure the classroom is tidy and neat at the end of the day.

It is the custodian's job to clean and maintain the facilities. However, students should be taught to leave the area in better condition than they found it. Teachers, coaches or supervisors, are responsible to see that students pick up and organize the teaching area before they leave. This is particularly true of multiple use areas, locker rooms, and shops, which must be swept, picked up, and equipment secured at the end of each class period.

PRE-APPROVAL OF COLLEGE CREDITS FOR SALARY INCREMENTS

The district is required to track the approval process in claiming the credits on salary schedule by category. Please plan ahead to have courses pre-approved by directing your request to the superintendent.

- a) Credits earned by certificated instructional staff after September 1,1995, shall be counted only if the content of the course:
 - I. is consistent with a school-based plan for mastery of student learning goals as referenced in RCW 28A.655.110, the annual school performance report, for the school in which the individual is assigned;
 - II. pertains to the individual's current assignment or expected assignment for the following school year;
 - III. is necessary for obtaining endorsement as prescribed by the State Board of Education;
 - IV. is specifically required for obtaining advanced levels of certification;
 - V. is included in a college or university degree program that pertains to the individual's current assignment, or potential future assignment, as a certificated instructional staff of the school district where the potential of the future assignment is agreed upon by the school district and the individual;
 - VI. addresses research-based assessment and instructional strategies for students with dyslexia, disgraphia, and language disabilities when addressing learning goal one under RCW 28A.150.210, as applicable and appropriate for individual certificated instructional staff.

- b) Once credits earned by certificated instructional staff have determined to meet one or more of the criteria in (a) of this subsection, the credits shall be counted even if the individual transfers to other school districts.

This legislative requirement is also contained in WAC 392-121-262.

Sample of form "Eligible Academic, In-service, or Nondegree Credits to Be Recognized for Placement on LEAP Salary Allocation Documents" located in back of handbook.

CONFLICT RESOLUTION

The biggest road block to conflict resolution is avoidance. It is therefore most advantageous to address all conflicts quickly at the lowest level. If the situation is such that direct conflict resolution is impossible, the principal may serve as a facilitator and be sought out to assist in the resolution process.

CONTROLLED SUBSTANCE ALERT

Teachers are required to report all drug and alcohol use on campus, including student possession of tobacco or alcohol. Staff should refer to the district policy on reporting drugs and proceed accordingly. Staff should make regular and frequent checks of restrooms and other protected areas.

Crescent School is a drug and tobacco free work place. Staff members may not smoke tobacco or consume illicit drugs or alcohol on school property at any time.

CURRICULUM CHANGES

Requests for changes in curriculum may be made by teachers, administrators, the Board or the public by referral to the administrative council. The administrative council will appoint a study group to review learning objective, course goals, or develop revisions to submit to the superintendent for approval. Subsequent to his/her approval, the superintendent will submit these changes to the Board for their approval and adoption.

EMERGENCIES

In an emergency, contact the office for medical care or transportation to a doctor. A person with a back, neck or other serious injury should not be moved without examination by a first-aid trained and qualified person. All 911 emergencies should be reported to the office for immediate activation of the 911 system. The prime staff responsibility in emergencies is the care and supervision of students and other injured persons until help arrives. First aid protocol will be followed. Students who are ill should be taken to the office.

EQUIPMENT

Employees should take care of school equipment. If equipment is needed, it should be requested through the office. When the office knows of your needs, they can shop for good surplus equipment as well as make arrangements for new purchases.

FIELD TRIPS

Teachers should follow established district procedures in setting up a field trip. All field trips must be approved and transportation arrangements made in advance of the trip date to insure timely scheduling and equitable distribution of field trips among all grades. Consider scheduling field trips for Saturdays. Most sites are able to provide more attention to students at that time, parents are more readily available to chaperone, and there is less disruption of the educational process for the teacher and students. Please refer to the field trip checklist at the back of this handbook to make sure that all field trip procedures have been completed. **You must have all chaperones pre-approved with the Superintendent before confirming with the chaperone.** Check out student medication as needed with the office.

FIRE EXTINGUISHERS

Find out where the fire extinguishers are in your area of the building. Know how to use them. Some are for electrical fires and some are not. An extinguisher with an A.B.C. rating is for multiple types of fires. Be sure the gauge indicates the extinguisher is charged. If it is not, report it to the office.

FIRE DRILLS / EMERGENCY PROCEDURES (refer to “Emergency Procedures” in your emergency binder)

State law requires periodic fire drills. In order that our fire drills may be orderly, safe and that the buildings might be emptied of all occupants in the shortest time possible, a few simple rules are advisable. Please read these rules carefully to your first period class.

- The signal for a fire drill or actual fire will be one continuous blast on the fire horn.
- All occupants will leave each room immediately upon hearing the signal. Leave all books, notebooks, and coats in the classroom. Students are not to go to their lockers.
- Teachers will see that windows and doors are closed. All teachers should take their grade book, emergency backpack, and emergency binder and take roll once the students are assembled outside.
- Leave by the designated route. (see Evacuation Map) Move rapidly, but do not run, crowd, push. Teachers must assume responsibility for this order and may be required to practice these procedures with their students if students cannot conform to this requirement.
- Re-entry into the buildings will be signaled by three long bell signals.
- For fire drills which occur during the lunch period, students will assemble in the location designated for their class prior to their lunch time. Teachers will take roll using that period class roster.

FLAG SALUTE

The state law (28A.230.140) now mandates the recitation of the flag salute in **every** classroom K-12 at the beginning of each school day and the opening of all school assemblies.

GRADE BOOK

A grade book is for the purpose of keeping an accurate understandable record of each pupil's progress in each class. It is primarily intended for the individual teacher's benefit in making an evaluation of a pupil's progress in each class. However, as grade books are occasionally used by the principal, use markings which are understandable to the office staff. Pupil's names should not be written in until the teacher is certain they will be enrolled in that class, as changes are frequent during the first two weeks of school. Names, when entered, should be in alphabetical order by period. Temporary grade sheets should be used until enrollment has been stabilized. The grade book should correlate with the plan book and EALR's and reflect the grade given for the class.

HOURS OF DUTY

Teachers are to be at school at 7:30 a.m. (1/2 hour prior to start of school). **FIFTEEN MINUTES BEFORE SCHOOL STARTS TEACHERS NEED TO BE IN THEIR CLASSROOMS.** Each teacher will have a thirty minute duty free lunch period. At the close of the school day, teachers are expected to remain available at school for 1/2 hour. The principal must be contacted for permission to leave early if a need arises.

INJURY ON DUTY

If a teacher is injured on the job, he/she should notify the building principal and should fill out and submit an accident report to the office.

INTERNET ACCESS

Crescent School Board Policy 2022 provides for access to the Internet by students providing the student and parent/guardian agree to abide by the District's Policy and Procedures for Electronic Information Systems. A Computer Network Individual User Access Consent Form is to be filled out and signed by the student and parent/guardian before access will be granted. The consent form, as well as Policy and Procedure 2022, are available in the school office.

Electronic Information System (Networks)

The Board of Directors recognized that the district is implementing an electronic communications system (network) that will allow unprecedented opportunities for students, staff and patrons to communicate, learn, access and publish information. The Board believes that the resources available through this network and the skills that students will develop in using it are of significant value in the learning process and student success in the future. These new opportunities also pose many new challenges including, but not limited to, access for all students, age-level appropriateness of material, security, and cost of maintaining ever more elaborate systems. The district will endeavor to ensure that these concerns are appropriately addressed, but cannot insure that problems will not arise.

By creating this network, the Board intends only to provide a means for educational activities and does not intend to create a first amendment forum for free expression purposes. The district dedicates the property comprising the network, and grants access to it by users, only for the educational activities authorized under this policy and procedures and under the specific limitations contained therein.

The Board directs the Superintendent to provide training and procedures that encourage the widest possible access to electronic information systems and networks by students, staff and patrons while establishing reasonable controls for the lawful, efficient and appropriate use and management of the system.

INVENTORY

Update your inventory with each new acquisition and each spring before check-out.

LEAVE TIME

There are several types of leave available. Refer to the negotiated agreement for further information or following policies.

FAMILY AND MEDICAL LEAVE ACT POLICY

5320

The conditions on the use of Family and Medical Leave as authorized by this Policy are to be construed in a manner consistent with any applicable collective bargaining agreements and relevant state and federal law.

1. GENERAL

Eligible employees shall be entitled to a total of twelve (12) workweeks of uncompensated leave during any twelve (12) month period measured backward from the date leave is first used for one or more of the following:

- (a) CHILDBIRTH LEAVE -- Because of the birth of a son or daughter of the employee and in order to care for such newborn son or daughter;
- (b) ADOPTION/FOSTER CARE LEAVE -- Because of the placement of a son or daughter with the employee for adoption, or state-placed foster care;

- (c) FAMILY CARE LEAVE -- In order to care for a spouse, son, daughter, or parent of the employee, if such spouse, son, daughter, or parent has a serious health condition;
- (d) PERSONAL DISABILITY LEAVE -- Because of a serious health condition which makes the employee unable to perform the functions of the employee's position.

The twelve (12) week entitlement shall include weeks within which a holiday occurs but shall not include periods of time for which the district's activities have temporarily ceased and employees are not expected to report for work for one or more weeks (i.e. spring break or summer vacation for school-year employees).

2. EXHAUSTION OF OTHER LEAVES

An employee must first exhaust accrued sick leave, vacation leave, adoption leave, and other available family leaves provided under collective bargaining agreements (or Board Policy for employees not covered by collective bargaining agreements) if such leave may be used for the situation requiring childbirth, adoption/foster care, family care, or personal disability leave. The twelve-week leave entitlement shall include and count such time used for other leaves except it may not count the days used as sick leave for pregnancy or childbirth disability.

3. EXPIRATION OF ENTITLEMENT

Childbirth and adoption/foster care leave must be completed before the end of the twelve (12) month period beginning on the date of the birth or placement of the son or daughter.

4. INTERMITTENT OR REDUCED HOURS LEAVE ONLY AVAILABLE IF REQUIRED BY MEDICAL NECESSITY

Leave requested must normally be taken on a consecutive basis. However, intermittent or reduced hours leave may be available under certain limited conditions as follows:

- a) CHILDBIRTH AND ADOPTION/FOSTER CARE LEAVE -- Childbirth and adoption/foster care leave may not be taken intermittently or on a reduced hours schedule unless the Board specifically agrees on a case-by-case basis.
- b) FAMILY CARE AND PERSONAL DISABILITY LEAVE -- Family care and personal disability leave may not be taken intermittently or on a reduced hours schedule unless intermittent leave or a reduced hours schedule is medically necessary. The specific description of treatment, the regimen provided, and the expected duration and schedule of leave shall be certified by the medical provider to determine medical necessity.
- c) TEMPORARY TRANSFER -- In the case of a request for intermittent leave or a reduced hours schedule which is foreseeable based on planned medical treatment, the Board may require the employee to transfer temporarily to an available alternative position offered by the District for which the employee is qualified and which has equivalent pay and benefits and better accommodates recurring periods of leave.

- d) **INSTRUCTIONAL EMPLOYEES** -- For an employee employed principally in an instructional capacity who requests family care or personal disability leave that is foreseeable based on planned medical treatment, and which leave would be for greater than twenty (20) percent of the total number of working days for the period during which the leave would extend, the District may require that such employee elect either to:
 - (i) take leave for periods of a particular duration, not to exceed the duration of the planned medical treatment; or
 - (ii) transfer temporarily to an available alternative position offered by the District for which the employee is qualified and which has equivalent pay and benefits and better accommodates recurring periods of leave.

If the employee elects to take leave for periods of a particular duration (option 1) rather than accept the transfer (option 2), the entire period of leave taken will count as FMLA leave.

5. FORESEEABLE LEAVE NOTICE

- a) **CHILDBIRTH/ADOPTION/FOSTER CARE LEAVE NOTICE** -- An employee wishing to take any childbirth or adoption/foster care leave provided for in this policy shall provide the District written notice at least thirty (30) days before the anticipated birth or placement of the son or daughter, or as far in advance as is practicable, specifying the dates during which the employee intends to take the leave.
- b) **FAMILY CARE/PERSONAL DISABILITY LEAVE NOTICE** -- Subject to subparagraphs (c) and (d) below, an employee wishing to take any family care or personal disability leave based on planned medical treatment shall provide the District written notice at least thirty (30) days before the leave is to begin, or as far in advance as is practicable, specifying the dates during which the employee intends to take the leave.
- c) **FORESEEABLE TREATMENT** -- When planning medical treatment, the employee should consult with the District and make reasonable efforts to schedule the leave so as not to unduly disrupt the operations of the District, consistent with the approval of the health care provider.
- d) **CHILD WITH TERMINAL HEALTH CONDITION** -- An employee wishing to take family care leave to care for a child under eighteen years old who has a condition caused by injury, disease, or illness, that, within reasonable medical judgment, is incurable and will produce death within the period of leave to which the employee is entitled shall provide written notice at least fourteen (14) days in advance of the expected leave, if the need for such leave is foreseeable.

6. CONFIRMATION REQUIREMENT

Upon a request for any childbirth, family care, or personal disability leave provided by this Policy, the District will require confirmation from the employee's health care provider in accordance with state and federal law. (See attached certification forms). The District may obtain the opinion of a second health care provider, at District expense, regarding any of this information. If the opinions of the health care providers differ on any matter determinative of the employee's eligibility for leave, a third provider, selected or approved jointly by the District and the employee, and paid for by the District, shall be consulted and that provider's opinion shall be conclusive.

7. CONTINUATION OF HEALTH BENEFITS

- a) **GENERAL** -- During the term of any leave provided by this Policy, the District shall continue coverage of the employee's group health plan as though the employee were not on leave. During any uncompensated leave, the employee shall remain responsible for any amount usually contributed by the employee to the health plan premium.
- b) **FAILURE TO RETURN** -- The employee shall be required to reimburse the District all premiums paid by the District to maintain coverage for the employee during the period of the leave if the employee fails to return from leave upon the previously agreed date for a reason other than the continuation, recurrence, or onset of a serious health condition entitling the employee to family care or personal care, or other circumstances beyond the employee's control.

8. RESTORATION TO POSITION

- a) **GENERAL** -- Except as provided in subparagraph (c), an employee who takes leave provided by this Policy shall be restored upon return from leave to the same position held by the employee when the leave commenced or to an equivalent position with equivalent pay, benefits, and other terms and conditions of employment. (N.B.: This standard of "equivalent" is more stringent than "similar" or "comparable").
- b) **LIMITATION** -- An employee who takes leave provided by this Policy has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the period of leave. Reinstatement need not occur, for example, if the employee's position has been eliminated pursuant to a bona fide restructuring, reduction-in-force, or completion of a specific term of employment or project for which the employee was hired.
- c) **HIGHLY COMPENSATED EMPLOYEES** -- With respect to an employee of the District who is salaried and among the highest paid ten (10) percent of the District's employees, there will be no right of restoration under subparagraph (a) if denial of restoration is necessary to prevent substantial and grievous economic injury to District operations, if the District notifies the employee of its intent to deny restoration at the time it determines such injury would occur and, in any case in which the leave has commenced, the employee elects not to return to employment after receiving such notice.
- d) Employees returning from personal disability leave may be required to obtain a job-related "fitness for duty" certificate from a medical provider before being reinstated.

9. SPECIAL RULES APPLICABLE TO INSTRUCTIONAL EMPLOYEES NEAR THE CONCLUSION OF AN ACADEMIC TERM

The following special rules apply to leave requested under this policy by an employee employed principally in an instructional capacity.

- a) **MORE THAN FIVE WEEKS BEFORE THE END OF THE TERM** -- If the employee begins any leave under this policy more than five (5) weeks before the end of an academic term, the District may require the employee to continue the leave to the end of the term if the leave is at least three (3) weeks duration and the return to employment would occur during the three (3) week period before the term's end.
- b) **LESS THAN FIVE WEEKS BEFORE THE END OF THE TERM** -- If the employee begins childbirth, adoption/foster care, or family care leave less than five (5) weeks before the end of an academic term, the District may require the employee to continue the leave until the end of the term if the leave is of greater than two (2) weeks duration and the return to employment would occur during the two (2) week period before the term's end.
- c) **LESS THAN THREE WEEKS BEFORE THE END OF TERM** -- If the employee begins childbirth, adoption/foster care, or family care leave less than three (3) weeks before the end of an academic term, the District may require the employee to continue the leave until the end of the term if the duration of the leave is greater than five (5) working days.

If an instructional employee is required to continue the leave until the end of the term, only the portion of the leave before the employee is ready and able to return to work will be charged against the employee's MLA leave entitlement. For the purposes of this section, the District shall not be considered as having more than two academic terms per school year.

10. SPECIAL RULE WHERE BOTH PARENTS ARE EMPLOYED BY DISTRICT

In any case where a husband and wife are employed by the District, the aggregate number of workweeks provided to both employees for childbirth leave, adoption/foster care leave, and family care leave taken to care for a sick parent shall be limited to twelve (12) workweeks during any twelve (12) month period.

11. DEFINITIONS AND EXAMPLES

As used in this Policy governing family and medical leave, the following terms shall have the following meanings:

- a) **SON OR DAUGHTER** -- "Son or daughter" means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in the place of a parent, who is under eighteen (18) years of age or is eighteen (18) years of age or older and incapable of self-care because of a mental or physical disability.
- b) **ELIGIBLE EMPLOYEE** -- "Eligible employee" means an employee who has been employed for at least one (1) year and who has completed at least 1,250 hours of service during the twelve (12) months immediately before the leave is requested. If there is no legal requirement to keep a record of the hours worked by an employee (i.e., Fair Labor Standards Act exempt employees), an employee is presumed to have worked 1,250 hours if the employee has been employed for at least twelve (12) months by the District (e.g., full-time teachers).

- c) **SERIOUS HEALTH CONDITION** -- "Serious health condition" means an illness, injury, impairment or physical or mental condition that involves:
- I. Inpatient care in a hospital, hospice or residential medical care facility, including any period of incapacity or subsequent treatment in connection with such inpatient care; or
 - II. Continuing treatment by a health care provider. Such continuing treatment necessarily includes one or more of the following:
 - a) A period of incapacity of more than three (3) consecutive calendar days that also involves treatment two (2) or more times by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider.
 - b) Any period of incapacity due to pregnancy, or for prenatal care (i.e., severe morning sickness).
 - c) Any period of incapacity, or treatment for such incapacity, due to a chronic health condition that requires periodic visits for treatment by a health care provider, continues over an extended period of time, and may cause episodic rather than a continuous period of incapacity (e.g. asthma, diabetes, epilepsy).
 - d) A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective, and for which the employee is under the supervision of, but may not be receiving active treatment from, a health care provider (e.g., Alzheimer's, a severe stroke, or terminal stages of a disease).
 - e) Any period of absence to receive multiple treatments by a health care provider either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment (e.g., chemotherapy, radiation, dialysis, physical therapy for severe arthritis).

Ordinarily, unless complications arise, the following conditions would not be considered a "serious health condition": common cold, flu, ear aches, upset stomach, minor ulcers, headaches other than migraine, routine dental or orthodontia problems, periodontal disease, treatments for acne and plastic surgery. Mental illness resulting from stress or allergies may be a serious health condition, but only if all the conditions of this section are met.

- d) **INSTRUCTIONAL EMPLOYEES** -- "Instructional Employees" are those whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This term includes not only teachers, but also athletic coaches, driving instructors, and special education assistants such as signers for the hearing impaired. It does not include, and the special rules do not apply to, teacher assistants or aides who do not have as their principal job actual teaching or instructing, nor does it include auxiliary personnel such as counselors, psychologists, or curriculum specialists. It also does not include cafeteria workers, maintenance workers, or bus drivers.

12. NOTICE

The Administration shall post the attached Notice provided by the Wage and Hour Division, of the U. S. Department of Labor. The Administration shall give a copy of this policy or other written guidance as may be developed, to any employee who requests leaves covered by this Policy.

Policy updated: June 22, 1995

ALTERNATIVE USE OF PERSONAL SICK LEAVE

POLICY 5321

Employees may use accrued, paid sick leave to care for a child of the employee under the age of eighteen (18) who has a health condition that requires treatment or supervision.

Definition:

A "health condition that requires treatment or supervision" means any medical condition requiring medication that the child cannot self-medicate, any medical or mental health condition which would endanger the child's safety or recovery without the presence of a parent or guardian, or any condition warranting preventative health care such as physical, dental, optical or immunization services, when a parent must be present to authorize the specific treatment and when sick leave may otherwise be used for the employee's preventative health care.

LESSON PLAN BOOK

The teacher's plan book should be kept in sufficient detail to ensure a substitute teacher or supervisor will be able to understand what work has been covered and what has been planned for the immediate future. ALSO A CLASS LIST AND SEATING CHART SHALL BE LOCATED IN THE FRONT OF THE LESSON PLAN BOOK.

Lessons should be planned for at least one week in advance. The plan should be accessible in case of an unexpected teacher absence.

Include in your plan:

- **A statement of work to be covered**
- **Desired student outcomes – what the student can do or what the student knows at lesson completion.**
- **Homework assignment**
- **Text or references for the day**
- **All movies/videos/outside resources**

The lesson plan book should exhibit sequential and hierarchic learning activities that result in achieving approved district student learning objectives. **Lesson plan books shall be turned in to the superentendant prior to your yearend checkout.**

MASTER CALENDAR

Teachers should submit calendar requests to the office secretary. **Please check both the online and e-mail calendars before choosing a date for your event.** Upon approval by the principal, the event will be scheduled.

NON-SCHOOL USE OF SCHOOL BUILDINGS

To use any school building for non-school purposes, employees must have on file in the central office an approved master calendar date, a signed use permit, and a waiver of liability. Unauthorized use of school facilities or materials is prohibited.

Any physical alteration of buildings and grounds must be approved by the superintendent in writing before any serious planning or alteration is done.

PAYROLL

All district personal will be paid on the last banking day of the month.

PERSONAL ERRANDS

There is grave legal danger for teachers to send pupils on personal errands or on errands for the school. The nature of sending a pupil on an errand creates a situation in which the pupil becomes the agent of the teacher and in turn the teacher becomes liable for the acts of his agent. Teachers will not send students on errands off campus.

Teachers are to discourage students from leaving class. **IF A STUDENT MUST LEAVE THE CLASS, THE STUDENT MUST HAVE A COMPLETED PASS SIGNED BY THE TEACHER WITH STUDENT NAME, DATE, TIME AND PLACING GOING OR BE ACCOMPANIED BY THE TEACHER.**

POWER OUTAGES

If the power goes out, please turn on your emergency radio. Please do not come to the office to find out information about the outage. We will contact you by radio as information is needed.

PROCEDURAL AND PERSONAL MATTERS

Certificated employees who fail to follow written district rules, written or verbal directions or requests of their supervisors are subject to progressive disciplinary action. Progressive disciplinary action, which may begin at, or subsequently proceed to, any level depending upon the type, seriousness, or frequency of offense usually consists of, but is not limited to the following:

- Oral advice
- Oral warning documented in writing
- Written reprimand
- Suspension with pay
- Suspension without pay with warning of termination of employment
- Termination of employment

PURCHASE ORDERS

All orders must be approved through the normal district procedures. Faculty should:

- a) complete in detail and sign the vendors order form. **ALL UNCOMPLETED AND UNSIGNED ORDER FORMS WILL BE RETURNED TO THE STAFF MEMBER.**
- b) complete and sign the district requisitions form.
- c) submit both forms to the Business Manager at least one week prior to the ordering date. Purchase orders are processed each Friday by the office.

All purchases must be received and checked by the central office and matched with purchase order documents. Any orders not accompanied by a purchase order **WILL BE BILLED TO THE INDIVIDUAL ORDERING THE MATERIAL.**

PROFESSIONAL CONDUCT

Professional conduct is required of everyone who works at Crescent. One good measure of the integrity of a staff is the comparison between the amount of praise given staff members by their colleagues and the amount of gossip/criticism of staff spoken by colleagues when they are out in the community.

SCREENING

Movies/video tapes are an excellent resource for supporting instruction and staff are encouraged to make effective use of this resource. **ALL MOVIES OR VIDEO TAPES MUST BE SCREENED BY THE INSTRUCTOR PRIOR TO THEIR BEING SHOWN TO STUDENTS.** Use careful judgment in selecting movies:

- A. It is educational.
- B. It supports the current subject of instruction in a major way.
- C. Using it does not violate copyright law.
- D. It is appropriate for school viewing and is age appropriate.

DEFER TO ALL COPYRIGHT LAWS REGARDING THE USE OF AUDIO-VISUAL MATERIALS IN THE CLASSROOM. NOTE: It is a violation of Federal law to show VCR movies at school unless appropriate copyright fees have been paid to the producer. The courts are currently fining school districts who violate copyright laws.

STAFF COLLABORATION

Staff meetings are scheduled each Wednesday at 12:45 p.m. All staff members are expected to be in attendance.

STUDENT EVALUATION

Crescent school operates on an eighteen week semester basis. Formal report cards are issued at the end of each semester. Quarter grade reports are sent home every nine weeks. Mid-term progress reports are sent home halfway through each quarter.

What the grades mean:

A = 4.0 = 93-100% **A- = 3.7 = 90-92%**

Certification of superior performance extra-ordinary class preparation and application of subject matter. It indicates a very high degree of initiative and originality. Four grade points.

B+ = 3.3 = 87-89% **B = 3.0 = 83-86%** **B- = 2.7 = 80-82%**

Certification of high performance with better than average preparation. It indicates that the student can work successfully and independently of others. Three grade points.

C+ = 2.3 = 77-79% **C = 2.0 = 73-76%** **C- = 1.7 = 70-72%**

Certification of average performance with average class preparation. It indicates the student has a concept of material covered and with some suggestion can apply basic principles of the course. Two grade points.

D+ = 1.3 = 67-69% **D = 1.0 = 60-66%**

Certification of less than minimum performance. It indicates the student cannot apply general principles of the course without constant assistance. One grade point.

F - 0.0 = 0-59%

Certification that the student has not advanced sufficiently in this field to intelligently follow succeeding courses involving similar subject matter. Zero grade points.

Incomplete - the grade may be made up or completed within 10 school days. Zero grade points until completed.

P - In certain courses, only a pass/fail grade is given.

STUDENT ILLNESS

If you have a student in your class that you suspect may be sick and needs to go home, send them to the office. If you have the student call home from your classroom, have them report to the office following the phone call. **Do not have the student wait in your classroom.**

SUBSTITUTE TEACHER BOOK

Teachers are responsible to keep their substitute book up to date with current class rosters for attendance and emergency teaching plans. Please include any other instructions a substitute teacher may require to aid in a smooth transition for your students. **After each absence your book will be returned to your mail box. Please review your book to see if any items need to be replaced and then return the book to the secretary.**

SUPERVISION - STUDENT

Teachers must accompany and control their students during the school day when they are released from their classes to attend an alternate function, exercise or assembly. All teachers K-12 will:

- a. escort their class to the event/activity
- b. seat class together
- c. be seated with their class for supervisory purposes throughout the event

There is an ever present need for hall supervision, between classes, and before and after school. The presence of teachers in the hall is the best deterrent to most forms of misconduct. The manner in which students conduct themselves in the halls, and on the way to class, may very well affect classroom behavior. **TEACHERS ARE REQUIRED TO STEP INTO THE DOORWAY DURING CLASS CHANGES, SO THAT THERE IS VISUAL CONTROL OF BOTH THE CLASSROOM AND THE HALL.**

A teacher's responsibility for student supervision does not end in his/her classroom. Every student belongs to every teacher and any teacher may control any student at any time or place while the student is at school, on school property, or at a school sponsored activity. **IT IS THE RESPONSIBILITY OF ALL TEACHERS TO CORRECT ANY STUDENT WHO VIOLATES A SCHOOL RULE ON THE SCHOOL PREMISES OR AT A SCHOOL SPONSORED ACTIVITY.** Severe cases should be reported to the principal. Applicable school rules are in force anytime a student is on school property or at a school function regardless of the day of the week or the time of day.

UNSUPERVISED CLASSROOMS

Teachers must never leave their classrooms unsupervised. The risk involved with regard to liability and the harm done to class control, as well as school control, never warrant such action. P.E. classes, and other lab type classes must never be left unattended. If a staff member feels sick or must leave, notify the teacher next door and/or the office so a supervisor may be sent to assume responsibility. Coaches should understand for injury, liability and vandalism concerns that leaving students alone in unsupervised practice area is not acceptable.

STUDENT FUNDS

Any public funds associated with the school must be deposited promptly in the Associated Student Body Fund. ASB Funds and any funds received through the use of the school name or by association with the school are considered public funds except for exceptional provisions of law regarding scholarship funds.

STUDENT MEDICATION

All student medication must be logged in and dispensed through the school office with appropriate parent and health professional paperwork on file. This includes all prescription and over the counter medication such as pain relievers, antacids, etc. **Students may have cough drops in the classroom.**

STUDENT VOCABULARY

Students, like any adult, will use the type of vocabulary they are allowed to use. If the staff desire students to use appropriate language then staff members need to model it and expect it of their students. The same holds true for tone of voice and body language.

TEACHER ABSENCES

In the event of absence, teachers are to logon to www.substituteonline.com and submit their absence and substitute request. If the need for a substitute arises after 6:00 a.m., contact the personnel office of the Port Angeles School District at **457-1958** to request a substitute. Teachers must also contact the Crescent School office by 7:30 a.m. to notify the superintendent/principal of the absence. Teachers are responsible for having:

- updated information in their substitute hand book, including attendance sheets and emergency plans
- lesson plans ready for a planned absence
- emergency plans ready in their sub binder in case of a unplanned absence
- seating charts
- attendance roster
- duty assignment description
- instruction sheet located in the front inside cover of the lesson plan book

The lesson plan book should be available on the teacher's desk when the substitute arrives. The teacher is to complete a "Report of Absence" in the office on the day of their return. Teachers who will be absent from a class, or classes, because of a coaching assignment or field trip are responsible for making prior arrangements with the principal.

TEACHER EVALUATION

Teacher evaluation is a summary report of staff performance. The principal should be viewed as a resource person and will be available to assist teachers in improving technique, upgrading facilities, and securing and maintaining current materials.

The teacher evaluation process at Crescent is explained in the Collective Bargaining Agreement. It is the responsibility of each member to become familiar with the process and to know which cycle (comprehensive /focussed) they are on.

Contact the principal with any questions on the evaluation process.

TELEPHONES

Teachers are issued a long distance account code for school business long distance use. All long distance calls made with your account code must be verified and signed for on the district's monthly telephone bill. No personal long distance calls are to be charged to school phones.

TEXT BOOK ADOPTION CYCLE

Crescent uses a 7-year textbook adoption cycle and curriculum review.

TRANSCRIPTS

Teachers must keep current transcripts on file in the business office. In order to be included for salary purposes in the current year, the credits must have been earned by August 31 and all pertinent transcripts must be received in the district office by October 1. District records of teacher qualifications are now subject to state audit.

TRAVEL

A travel request including request for lodging and meals reimbursement must be approved by the principal AND the superintendent one week prior to any trip. Reimbursement for meals and lodging during school trips will be made only for those previously approved and only after the teacher has submitted the actual receipts with the "Claim for Expenses" form to the office.

TREASURER

The treasurer of each class/club or activity must keep accurate records of the financial status of the club and reconcile with the school business manager at the end of each month and before making any major purchases. The sponsor, coach, or supervisor is responsible to ensure that this happens.

UNSAFE PRACTICES

Students engaged in unsafe practices will be subject to discipline. If parents or students notify you of an unsafe practice please notify the school person in charge.

WEBSITE REQUESTS

If you wish to request that access to an outside website be blocked or to request that access to a blocked website be lifted, please ask for administrative approval prior to making such a request with our OESD technology specialist. The OESD technology specialist will not honor your request without administrative approval.

WORK ORDERS

If something doesn't work or is broken, fill out a maintenance work request form. Place in Randy Rooney's mail box.

CRESCENT SCHOOL DISTRICT #313

Eligible Academic, In-service, or Nondegree Credits to Be Recognized for Placement on LEAP Salary Allocation Documents

Employee's Name		Date	
School/Location			
Current Assignment			

Instructions

- Enter in the table below the requested information about each course. Use the list of criteria below to determine which numbers to put in the last column. Additional sheets listing more courses may be attached to this certification.
- Deliver this form to the district personnel office and request that these credits be recognized for placement on LEAP salary allocation documents.
- Provide additional documentation as required by WAC 392-121-280 to the district personnel office.
- Contact the district personnel office or collective bargaining unit representative to obtain copies of district policies and/or contract language relating to eligibility of credits for salary classification, pre-approval of credits, required documentation, timelines for submission of forms, and procedures for resolving disputes.

Date or Term Earned	Institution or Provider	Course Designation and Title	Number of Quarter Credits or Equivalent	Recognition of Credit is Based on the Following Criteria #'s *1*

1 = Explain connection of course content to recognition criteria. Attach additional page(s) as needed.

Recognition Criteria

Credits earned after September 1, 1995, **must** meet criteria established by the Legislature (RCW 28A.415.023) before they can be used for placement on LEAP salary allocation documents. At the time credits are recognized by the school district, the content of the course **must** meet at least one of the following:

1. It is consistent with a school-based plan for mastery of student learning goals as referenced in RCW 28A.644.110, the annual school performance report, for the school in which the individual is assigned.
2. It pertains to the individual's current assignment or expected assignment for the following school year.
3. It is necessary for obtaining endorsement as prescribed by the State Board of Education.
4. It is specifically required for obtaining advanced levels of certification.
5. It is included in a college or university degree program that pertains to the individual's current assignment or potential future assignment as a certificated instructional staff of the school district where the potential of the future assignment is agreed upon by the school district and the individual.
6. It addresses research-based assessment and instructional strategies for students with dyslexia, disgraphia, and language disabilities when addressing learning goal one under RCW 28A.150.210, as applicable and appropriate for individual certificated instructional staff.

Employee's Signature

Date

Original to Personnel Office
Copy to Employee

For District Use
Approved By
Title
Date

STAFF USE OF FORCE

All staff members and adult volunteers working in the Crescent School District have the right to defend themselves from assault or personal harm.

All Crescent staff and adult volunteers working in the district may use necessary but reasonable force in their own defense or the defense of another to affect the lawful purpose(s) intended.

ANNUAL NOTICE TO PARENTS, TEACHERS AND STAFF ORGANIZATIONS THAT ASBESTOS-CONTAINING BUILDING MATERIALS (ACBM) ARE PRESENT IN THE BUILDINGS

The District maintains a cycle of EPA accredited inspections. The results of the reinspections are included in the facility management plan located in the administrative office. The plan is available to all interested parties.

It is the policy of the District to provide a safe environment for all students, staff and visitors. This goal is accomplished by providing safe working conditions, programs of training and education and review and improvement of facilities practices.

If you have further questions, please contact the district superintendent.

PESTICIDE NOTIFICATION

The district has policy and procedure to inform of posting and record keeping requirements.

At least 48 hours before the application of a pesticide to school facilities or school grounds, the District shall notify parents and staff of the planned application. This notice shall be posted in a prominent place in the building office in addition to being provided to parents and staff. This pre-notification is not required if the school grounds or facilities will not be occupied by students for two days following the application of the pesticide. This pre-notification is not required in the case of any emergency application of pesticides to a school facility, such as an application to control stinging pests, but full notification shall be made as soon as possible after the application.

Following the application of a pesticide to school facilities (structures and vehicles) a sign shall be posted at the location of the application. The notice shall state the product name; date, time and specific location of the application; the pest for which the application was made; and a contact name and telephone number. The notice shall remain posted for 24 hours, or longer if required by the label of the pesticide.

Following the application of a pesticide to school grounds notice shall be posted at the location of the application and at each primary point of entry to the grounds. The notice shall remain posted for 24 hours, or longer if required by the label of the pesticide.

These notices are not required for the application of antimicrobial pesticides (substances used to sanitize or disinfect for microbial pests: viruses, bacteria, algae and protozoa). These notices are not required for the placement of insect or rodent bait that are not accessible to children.

EMERGENCY RESPONSE SHEET

	<u>FIRE / EVACUATION</u>	<u>LOCK DOWN</u>	<u>EARTHQUAKE</u>	<u>CLEAR THE ROOM</u>
Alarm	Fire horn	Passing bell	Voice	Voice
Signal	Continuous blast	Continuous ring	“Drop, Cover, Hold”	“Clear the Room”
Procedure sequence	<ol style="list-style-type: none"> 1. Shut doors & windows. 2. Grab grade book for roll taking. 3. Move to fire drill assembly area. 4. Take roll. 	<ol style="list-style-type: none"> 1. Move all students and adults in the room to the wall of the door opening onto the hallway and seat them on the floor with their backs against the wall. <u>Complete silence will be observed for the remainder of the alert.</u> 2. Remove any student from the hall or bathroom to be seated with the other students and adults. 3. Lock the classroom doors. 4. Cover door windows. 5. Close curtains. 	<ol style="list-style-type: none"> 1. Issue Drop, cover, hold command. 2. When ground movement ends, check for injuries and prepare for possible evacuation notice by emergency response team. 3. Move to assembly area when directed by emergency response team. 4. Take roll. 	<ol style="list-style-type: none"> 1. Direct student to designated area. The designated safe area for my class is: _____ 2. Notify office. <ul style="list-style-type: none"> • Dial “0” • Request help/support • Describe situation 3. Safely handle the emergency.
All Clear	Upon hearing “all clear” (3 long blasts on the passing bell system) move back to your classroom.	Remain in alert status until instructed to do so by the school administration.	Upon hearing “all clear” (3 long blasts on the passing bell system) move back to your classroom.	

Field Trip Checklist

Plan in advance. Decide on an appropriate field trip and determine when, where, how and what the cost will be.

- ___ Pick up excursion/sack lunch form and van/bus request form from workroom form rack.
- ___ Return completed forms to office to be reviewed for approval by the Administration 2 weeks in advance, return sack lunch form to head cook no later than 2 days prior to field trip.
- ___ Transportation Manager will confirm transportation availability for your date.
- ___ If payments, like admission fees, are to be paid, complete a requisition form obtained from the business office. Determine if they will accept a purchase order or if they require a check.
- ___ Pick up field trip/medical emergency forms from workroom form rack for students to have signed by a parent (a new form is required for each event). This signed form must accompany you on the trip. **A phone call or note from the parent is not acceptable as permission to attend the event.**
- ___ Advisor or lead teacher is responsible for contacting head cook to make notification of grade level and number of students attending field trip. Please notify **with student names** if any sack lunches are requested.
- ___ Advisor or lead Teacher is responsible for notifying staff members of entire grade level or individual students that will be absent from school well in advance of the field trip to aid them in any planning changes that they may need to make for their classes.
- ___ Advisor or lead Teacher is responsible for providing the office with a list of the students attending the event, the day of the field trip just prior to leaving.
- ___ Advisor or lead Teacher must check with office to see if any of the students attending the field trip will need to take their medication with them on the trip. Follow medication checkout procedures.
- ___ The van driver must check out van key folder with school secretary prior to departure. Check for ferry and gas card if needed. If taking more than one van, please make sure you use a separate ferry card per van, and that you are charged the correct passenger fees. Ferry and gas cards can only be used for school vehicles, not private vehicles.
- ___ Upon return, it is the coach, teacher, and driver responsibility to make sure the van is free of papers, garbage and any personal items left by the students.
- ___ Please make sure the van checkout sheet is completely filled out. Mark any problems you may have had with the van clearly so it may be checked by the maintenance department.
- ___ The driver must return van key folder to the school secretary with all receipts included as soon as possible. Please do not leave the folder in the van.
- ___ Return any checked out medications to the office immediately upon return.