

Princeton Family Center Staff Handbook

The following guidelines are policies and procedures for a typical school year. Changes or adjustments may occur due to legislation, district policy, building procedure, and/or circumstances that necessitate adjustments.

Accident Reports

For your protection and school records, any time a student is injured under your supervision, complete an accident report form and have the student go to the Health Office or main office. If you are injured at work, please complete the following steps:

1. [Fill out the building level report form here.](#)
2. Notify your supervisor and see the school nurse.
3. Call the Alaris Nurse Line immediately at 1-844-847-8708.
4. If you seek medical treatment, submit a note from the Doctor to the Department of Human Resources.

AESOP (Frontline Education) Procedure for Illness and Absences

If you are planning an absence (ex: workshop or appointment) or if you are ill, you will need a substitute in your role. Input your absence into Frontline either by phone at (800) 942-3767, or log on to the Frontline employee website at [Frontline \(AESOP\)](#) using your ID & PIN numbers. Once you are logged in to the system, you will be given prompts for the various menu choices.

All absences, whether a substitute is needed or not, must be input into the Frontline system in order to obtain approval from the building principal and the district office. If you are absent for multiple days or an extended period, please communicate to your supervising principal. *Note: Substitutes are in high demand, please input your leave information as soon as possible.*

Children in the workplace

The general rule of thumb is that your children should not be with you at work during your duty time/day. Expectations to this rule must be approved by the building's administrator and the child(ren) must not impede your ability to perform your duties.

Classrooms

All staff are responsible both collectively and individually for the condition of the building. Make a special effort to keep both walls and desks new and clean in appearance. Teachers/students are responsible for clean-up when any food is consumed in the classroom. If a wet stain occurs, please notify custodial staff immediately. Custodians can be notified by email or phone. If you need custodial assistance right away, please use the walkie talkie or contact the office staff and they will assist you.

Additionally –

- Please put your trash container by the door at the end of the day.
- Please use tape or other materials on the exterior wall to avoid damage to the vapor barrier.
- Food or drink is not allowed in the carpeted areas without permission from administration.
- To avoid damage to walls, desks/tables should not be lined up against the walls.

Collecting Money

All staff members must have the approval of administration if they are going to collect money from students/families for any reason. All student payments for field trips are to be paid online through RevTrak or turned into the office staff for recording. If collecting supply fees, submit the money to the main office for safe-keeping until you are able to count it and turn in a deposit form. All checks and/or money should be turned in to the office daily- do not leave checks or money in the classroom overnight or keep in your personal belongings.

Additionally, you will need to complete and turn into the office a log of who paid, the amount, form of payment (cash and/or check and check number) and the reason for the collection. This form along with the deposit forms are available from the principal's secretary. Staff should always count money with another person.

Controversial/Polarizing Topics

While in the presence of students at school, in a school vehicle, or at a school sponsored event or activity, School District employees are cautioned to preserve objectivity regarding personal views, opinions, or beliefs on religion or political issues. Controversial topics may be part of the standards of the course or may come up incidentally through natural discussion in the classroom.

ISD477 does not expect teachers and other staff members to avoid discussion of controversial issues in the classroom. However, it is important to recognize that educators have a platform and influence by nature of our position and should approach such topics as a facilitator. Topics may become controversial when values, interests, and beliefs vary or come in question or opposition with others or when issues cause emotional responses. Resource: [District Workplace Rules](#)

Guidelines for facilitation of controversial/polarizing topics:

- Establish clear ground rules for discussion.
- Model civil communication and behavior.
- Maintain the discussion connected to learning targets, District Mission and Vision, and Habits of a Tiger.
- Moderate negative thinking and strong emotions in your students and in yourself.
- Re-direct, correct, and/or intervene when communication or behavior is disrespectful during a discussion.
- Report racially motivated, discriminatory or threatening statements to administration as soon as possible.

Copy Machine/Printers

Staff members are encouraged to do their best to reduce the number of copies they make and recycle copies, if possible.

- Office/Mailroom Copier - Maximum number of copies is 30 copies.
- Scan documents – Scan documents whenever possible to save the cost of paper, ink, etc.
- Central Duplicating – ALL copies over 30 are to be given to Central Duplicating

District Policies

District policies must be followed by all staff. The policies guide us at building level to develop processes and procedures. District policies are an excellent resource as a first step to seek legal updates, when there is a question on what is or isn't allowed, and especially when challenging situations that occur. During these times, remember it is important to go "slow to go fast." For a comprehensive list of policies, click [here](#).

Dress

Teaching is a profession and maintaining professionalism begins with professional dress. Please make every effort to maintain standards of professionalism in regard to dress.

Emergency/Crisis Plan & Procedures

Read the building and district [Family Center Emergency Responses](#) . It is crucial for staff to review these policies at the beginning of the school year and periodically during the school year with students in case of an actual emergency.

Fire (5 drills), lockdown (5 drills), and tornado (1 statewide drill), will be completed throughout the year. This is required by state law and district policy. The above link includes directions and steps to follow. Please post and review these with your students.

Flexible Learning Days

Flexible learning day means that school can be in session without students and staff being physically present at the school. Days may be planned in advance and take place in the event of an unscheduled school closure.

A. Preparation:

1. Teachers will be prepared in all classes for a flexible learning day.
2. Minimum one general replacement assignment (can be used at any time) will be prepared and ready for each class.
3. Assignment(s) should take no more than 15-20 minutes for a student to complete.
4. Flexible learning assignments have an extended due date (1 week).
5. Accommodations need to be provided for students with IEPs or 504 plans as appropriate.

* SPED case managers- Individualized courses follow above, case managers with a unique plan communicate with administration.

B. Communication:

1. Teachers will communicate the flexible learning assignments via Schoology.
2. Information regarding accessing and completing the flexible learning day assignment(s) will be included on each course syllabus. Also included will be

how to communicate with the teacher on a flexible learning day. Email is the minimum required.

3. Teachers explain flexible learning procedures to students by the third day of each trimester in each class.
4. Course syllabi are provided to students and available to parents.
5. The assignment(s) for flexible learning days will be posted by 10:00 a.m.
6. Student attendance is not taken on flexible learning days.

Gifts

All gifts (ex-donations) need to be approved through building administration, superintendent, and the school board. Use the [Acceptance of Gifts](#) form for this process.

Individual Education Plan (IEP)

IEP's are legally binding documents that require yearly updating. Special education staff will invite all necessary participants to IEP meetings, providing adequate advanced notice. One gen. ed staff members are required to attend IEP meetings, share important education information, and provide all modifications and accommodations prescribed in each child's IEP. Teachers are required to provide student data needed for a student's IEP goals.

Keys

Keys/key fobs are issued to faculty only for their needs and are not to be given to students or other individuals. Keys/key fobs should be kept in a secure place and should not be left unattended at any time. Any lost or misplaced keys/fobs should be reported to the principal immediately. Staff need to return all keys and fobs (along with any other school issue devices) on their final day of employment.

Lesson Plans

Although formal lesson plans are not collected by the principal. It is expected that staff have a plan for each lesson with a learning goal or target. Teachers are expected to follow district curriculum guides and state standards to ensure students are mastering the standards. It is the responsibility of the teacher to assess and monitor student progress, both formally and informally, on a regular basis to determine

students are learning and or meeting course outcomes. Detailed lesson plans are expected when substitute teachers are in the classroom to ensure student learning continues.

Mailboxes/VoiceMail/Email

All teachers are assigned email, voice mail, and mailboxes. It is your responsibility to check your voicemail and email on a daily basis to get important messages related to school. Please check your mailbox daily for important notices as well. If you need assistance with your voice mail or email, contact the office. Please check your email and voicemail when you get to school and before you leave school. All email should be conducted in a professional manner and limited to school business. Do your best to respond within 24 hours to parents' questions.

Email/Written Expectations:

- *Professionalism*: By using proper email language you will convey a professional image. Avoid sending emails that contain personal information, emotions, or frustrations.
- *Confidentiality*: When following protocol guidelines, teachers are able to refrain from divulging personal student data. Avoid using the "Reply All" when you are giving messages unless they are informational in nature.
- *Efficiency*: Emails that are to the point are much more effective than poorly worded emails.
- Preferred communication is over the phone or in person if the message has the potential to be miscommunicated or misinterpreted.

Phone Use

Staff members are not allowed to use their cell phones during instructional or student contact time and should use their workrooms to make calls from personal phones.

Purchasing Materials

Staff members are responsible to follow District #477 policy for purchasing items for school use. Staff will not be reimbursed for purchases that are not pre-approved by administration. All purchases need to be pre-approved using Laserfiche.

School Equipment

Equipment that belongs to the school should not be taken off district property without permission from the administration. School equipment shall be used solely for school related purposes and is not to be used for personal use.

Section 504

Section 504 is a federal law, which prohibits discrimination against persons with a disability by any program receiving federal funding. The act defines a person with a disability as anyone who has a physical or mental impairment which substantially limits one or more major life activities such as caring for one's self, performing manual tasks, seeing, hearing, speaking, breathing, learning, or writing. Teachers must follow the accommodations within a 504 just as they would with an IEP. A 504 plan is considered a legal document.

Social Media Guidelines

These are the districtwide guidelines to support all staff who use social media professionally and personally. Staff members should also avoid making social media posts during the workday.

Staff Evaluations, Observations, and Classroom Visits

The administrative staff shall continually evaluate all professional personnel in accordance with school board policy. Non-tenured staff will be evaluated no less than three (3) times per school year. Tenured teachers will be evaluated a minimum of once every three years. Administrative staff may also use informal or walk through observations of all staff as a form of evaluation. Evaluation procedures are created to identify strengths as well as identifying areas for staff to improve and strengthen their professional skills.

Staff attendance and illness

In alignment with district health and safety guidelines, staff members are expected to remain at home when experiencing symptoms of illness that may place others at risk of exposure. While regular attendance is essential to program operations, staff must prioritize health and the prevention of communicable disease transmission.

The following criteria will be used to determine when staff are asked to remain home or may be sent home if symptoms develop during the workday:

- Fever: Staff should remain home if a fever of 100°F or higher is present.
- Vomiting/Diarrhea: Staff should remain home for at least 24 hours following the last episode of vomiting or diarrhea.

Student Attendance

- Teachers must take attendance and input attendance
- If your computer is not working correctly, staff are expected to call in attendance hourly to the attendance secretary at ext. 7235.
- Report any possible errors or questions to the office right away.

Substitute Folder

Each teacher will have on file in the office, a folder of information helpful to any substitute teacher employed in the regular teacher's absence. The purpose of this folder is to provide immediate orientation to the general school procedures, your classroom expectations, and teaching materials. It underlies the premise that a substitute teacher can actually teach class and not just monitor, because the regular teacher is well organized and has ample work planned in advance.

The substitute folder will contain:

1. Current seating charts for all classes.
2. Copy of lesson plans for the current week or keep lesson plan book available on desk.
3. Daily class time schedule.
4. Daily program schedule of all teachers.
5. Attendance procedure.
6. Detailed procedures to follow for a Fire Drill, Tornado Drill, and Lockdown.
7. School personnel list.

Our guest teachers (substitutes) are important people. They allow learning to continue in your absence while serving as positive ambassadors for our school in the community. Providing clear, current, and thorough materials in the folder will positively reflect upon each of you as concerned professionals. Teach your students clear academic and behavioral expectations in your classroom when substitutes are needed. We expect our substitutes to be treated as guests respectfully and graciously.

Wellness Policy

To help prevent a wide variety of allergic reactions, when giving food to students use the district approved snack list.

Highlights from the policy:

- 1) Rewards and incentives. Schools will not use foods or beverages as rewards in the classroom for academic performance or good behavior (unless this practice is allowed by a student's individual education plan or behavior intervention plan) and will not withhold food or beverages as punishment.
- 2) Rewards and incentives schoolwide will be at the discretion of Administration.

Workday

The teacher's workday is 7:20 am to 3:20 pm. Hourly staff must clock in for their hours and follow their schedule. Additional time must be approved and use the extra hours form in Laserfishe. Any adjustments to the workday, must be approved by administration prior to the event. If leaving during the day, please sign out with the secretary.