

Staff Handbook

Dieringer Heights Elementary Cougars

2022-2023

*“Increasing the Achievement of All Students---
Academically, Socially, and Emotionally”*



**Dieringer Heights Elementary School
promotes collaborative learning,
creativity, and a sense of
pride that inspires and challenges
all to be their best.
Students, community and staff
are supported,
cared for and appreciated.
Working together, we continuously
strive for new heights of
academic, social and emotional success.**

I. TABLE OF CONTENTS

Absences.....	4
Accidents	4
Assemblies.....	4
Bulletins/Newsletters.....	4
Bus Conduct	5
Child Abuse and Neglect.....	5
Classroom Observation	6
Classroom Teachers.....	6
Committees.....	6
Conferencing	6
Contract Day.....	6-7
Correspondence	7
Cumulative Records	7
Curriculum Materials.....	8-10
Custodial/Maintenance Service	7
Duplicating & Copy Machine.....	10
E-Mail.....	10
Emergency Procedures	11
End of Year Checkout Procedures (See School Closing)	11
Expectations and Evaluation	11-12
Extra Curricular Stipends	12
Expenditures/Purchases	13
Facilities	13-14
Faculty Mail Boxes.....	14
Faculty Meetings	14
Fees.....	14
Field Trips	14-15
Flag Salute.....	15
Gun Free Zone.....	15
Gradebook/Lesson Plans	15-16
Films and Videos.....	16
Harassment, Intimidation, and Bullying.....	16-17
Homework	17
Work Hours	17
Library.....	18
Lunchroom Procedures.....	18
Para Professional Code.....	18
Report to Parents	19-20
Phone Calls.....	20
Placement of Students in Classrooms	20
Procedures to follow when Principal is out of the building.....	20
PTA	21
Purchasing (See Expenditures).....	21
Retention and Early Promotion	21
School Rules/Expectations.....	21-26
Sexual Harassment Policy	26
School Closing – End of Year	27
Special Services for Students	27
Supplies and Materials	28
Volunteers	28
Weather	28
Web Site	28
Appendix.....	29

ABSENCES

- A. Sick Leave, Family Illness, Personal Leave and Association Leave may be taken in one (1) day or (1/2) day increments for certificated employees. Classified may take leave in smaller increments.
- B. Every effort will be made to obtain a substitute to replace a teacher who is absent.
- C. All identified staff please use the Frontlines sub-finder system. Call 1-800 942-3767 or Use Web to make requests.
- D. Staff not identified to use Frontlines during school hours contact the Office Manager, to obtain a substitute.
- E. Staff not identified to use Frontlines after school hours contact Kevin Anderson to arrange for a sub (253) 229-3171. Frontlines users should contact Kevin Anderson if minimum time requirements have been exceeded.
- F. In emergency and sick leave cases, the earlier the notification the better.
- G. If a substitute is needed for a 2nd day, utilize the sub-finder system as indicated above, or contact the school prior to 2:30 pm.
- I. Immediately upon returning to school following an absence, staff not utilizing the sub-finder system, needs to check with the office manager to sign any needed paperwork.

ACCIDENTS

Every accident in the school building, on the school grounds, or at any event sponsored by the school, must be reported immediately to the person in charge and to the school office. The appropriate accident report form must be completed electronically and communicated to the health tech or the district nurse.

ASSEMBLIES

- A. Teachers are required to attend assemblies with their classes. **Please sit with your class for improved supervision.**
- B. Teachers should assist with discipline. Remind students of the expectations for assembly behavior each time before taking them to the activity.
- C. If a teacher is a director or participant in an assembly, he or she should make arrangements with the principal or fellow staff member for the supervision of their class.
- D. Student Expectations for Assemblies:
 - a. Go to and from the activity quietly so you don't disturb others.
 - b. Sit quietly where your teacher directs you until the program begins (quiet talking is permitted).
 - c. When a speaker approaches the microphone stop talking and give all attention to the speaker.
 - d. Students should rise quietly and respectfully when reciting the flag salute.
 - e. During the program give full attention to the performers. No talking is permitted.
 - f. Never boo, whistle, yell or put down others.
 - g. Remain seated until directions are given to you at the end of the assembly.
- E. Consequences for Infractions:
 - h. Non-verbal warning.
 - i. A quiet proximate verbal warning.
 - j. Quietly remove student from the assembly.

BULLETIN/NEWSLETTERS

- A. The staff Bulletin (Friday Flier) will be put out via email weekly. Teachers are responsible for getting their activities on the bulletin clipboard, located in the office by noon Friday. If an activity is not listed on the clipboard it will not be listed on the bulletin for the next week.
- B. A school newsletter is published weekly for parents. From time to time staff will be asked to submit articles to promote or describe activities in which their students are involved. Articles will be due each Tuesday by the end of the day. Newsletters will be sent electronically and or/home with students on Friday each week.
- C. **Please send or leave a copy of all newsletters and notices sent or emailed home with the Office Manager.**

BUS CONDUCT

A. Rules for Riding the Bus

- a. Always obey all instructions from the driver immediately.
- b. Sit, facing forward, with your feet on the floor and out of the aisle.
- c. Talk quietly without shouting.
- d. Offensive language and/or gestures are not permitted.
- e. Hurtful or dangerous actions are not permitted.
- f. Unsafe items are not allowed on the bus; the driver's decision will be final in the case of questionable items.
- g. Eating, drinking and chewing gum will be permitted only under special circumstances.
- h. The use or possession of tobacco products is not permitted.
- i. Littering, soiling and marring of the bus is not permitted.
- j. Safety and consideration of others is required while boarding and departing the bus.

B. Consequences for Students Who Ride Buses Improperly:

Previous to the building administrator's receipt of a misconduct report, the student has received corrective instructions from the bus driver regarding the district's bus conduct rules.

- a. **Step I** - This step has been reached because efforts on behalf of the bus driver were not effective in correcting inappropriate bus conduct. The building administrator will talk with the student regarding appropriate behavior. Parents/guardian will be notified of action taken by the building administrator.
- b. **Step II** - During this step students will discuss their conduct with a building administrator who may apply corrective action including, but not limited to, disciplinary counseling, a behavioral contract, loss of recess, detention, in-school suspension, and/or loss of extracurricular activity participation. Parents/guardian will be notified of action taken by the building administrator.
- c. **Step III** - When all previous efforts prove ineffective in improving bus conduct, or if the current incident is felt to warrant it (for example: endangering the safety and/or welfare of others) step III corrective action may be applied. Such actions may include, but are not limited to, suspension from bus transportation privileges, and/or suspension from school. Parents/guardian will be provided timely notification of such action by the building administrator.

CHILD ABUSE AND NEGLECT

When there is reasonable cause to believe that a student has suffered abuse or neglect, use the following procedure:

- A. Staff shall report instances of suspected abuse or neglect to a building administrator. In their absence the report shall be made to the counselor, nurse or superintendent.
- B. If feasible, designated staff shall interview the child to find out if there seems to be a reasonable explanation of the conditions or circumstances.
- C. A call to CPS to report the matter will be made in the event that there is reasonable likelihood of abuse or neglect. (1-800-422-7517)

***REPORTS TO LEGAL AUTHORITIES MUST BE MADE WITHIN 48 HOURS OF SUSPECTED INCIDENTENCE.**

CLASSROOM OBSERVATIONS

All visitors to the school and/or classroom shall obtain the approval of the principal. If the visit is to a classroom, the time will be arranged only after the principal and teacher have conferred regarding the observation. The determination of any observation shall be at the discretion of the principal after conferring with the certificated employee involved.

CLASSROOM TEACHERS

- A. Planning, preparation or conference time (or period) shall be duty time and staff members are expected to utilize this time for lesson preparation, student, staff, or parent conferences.
- B. **Each teacher will be responsible to tally the lunch, and attendance for his/her own class. It is the responsibility of the teacher to see that the lunch count is added correctly and that attendance is correctly completed by 9:00am.**
- C. New curriculum materials are defined as new materials that are a substantial change in methods, contents, and procedures from the materials presently in use. All new curriculum materials are to be reviewed and approved by the appointed district curriculum committee.
- D. Certified employees shall attend and be on time to all scheduled staff meetings. Staff should notify the principal in advance if they are unable to attend. Meetings are generally at 8:00 am on Fridays. (also see pages 12 & 14)
- E. Teachers should not use class time for personal business or leave class unattended and should be at their work station from the start to finish of each class period. The building principal should be contacted when emergency class coverage is needed.
- F. Each teacher is provided with office storage and workspace. This is the only place on the school campus for personal storage. **Do not store materials in spaces outside of your classroom without permission from the principal.**

COMMITTEES

We will have several operating committees. These committees are vital to increase academic achievement of all our students. Each staff member is expected to join and actively participate in at least one committee.

CONFERENCING (see also Bulletins/Newsletters)

- A. Personal contacts are the best approach for sharing pupil progress and building a home/school partnership. While scheduled conference days are planned each year it is the teacher's responsibility to schedule additional conferences with parents when student progress or behavior becomes a concern.
- B. If you feel your concerns about a student are shared by other staff members, you should request a shared conference or an open forum meeting. Requests for open forum meetings can be made through the Counselor and will result in a meeting time and date being scheduled as soon as possible.

CONTRACT DAY

- A. Teachers shall begin their work day thirty (30) minutes before the student's school day begins and shall continue until thirty (30) minutes after the student's day ends. The total length of the work day shall not exceed seven and one-half (7 ½) hours. All teachers should be at school by 8:00 a.m. and stay until 3:30 p.m.
- B. Teachers who are required in the course of their employment to travel between buildings shall be scheduled to provide sufficient time for such travel.
- C. All teachers shall have a duty-free lunch period of not less than thirty (30) continuous minutes.
- D. In the case of an emergency when a teacher cannot stay until 3:30 p.m. the principal's office is to be notified.

CORRESPONDENCE

Each teacher should develop systems to communicate with parents on three levels: grade level news, classroom news, and individual student progress.

- A. **Bulletins:** Please check your e-mail for our staff weekly bulletin on Friday afternoons.

- B. Parent Newsletter: We publish a weekly newsletter to go home Thursday of each week. Please be sure to pass it out on that day to those students who do not have electronic access.
- C. Classroom Newsletters: You are encouraged to send home a newsletter to families. Please be sure to send a copy to the office. It is so important that items from school be proofread. The community will judge us based on our written word, let's let them know we are the best!
- D. Messages: It is the teacher's responsibility to check their e-mail and office box frequently for messages. You will be contacted directly for emergencies and last minute notes for students.
- E. Progress Reports: Teachers are encouraged to send progress reports home regularly.

CUMMULATIVE RECORDS

Student records are on file in the office and may be reviewed but never taken from the office. Parent helpers are not to have access to these records. Each teacher is responsible for keeping accurate cumulative records. Teachers need to update the cumulative folder when a pupil transfers or at the end of the school year. Confidential psychological studies will be kept in the office of the Special Services Coordinator or psychologist.

CURRICULUM MATERIALS

- A. Teachers who use any new curriculum materials shall be given the opportunity to review those materials and to make a recommendation to the principal prior to their purchase. New material is defined as materials that are a substantial change in methods, contents, and procedures from the materials presently in use. Supplementary materials used in quantities of 5 or more must be reviewed by the curriculum committee and then adopted by the school board if for school wide use. We are to follow the school district's adopted curriculum programs.
- B. New curriculum materials are defined as new materials that are a substantial change in methods, contents, and procedures from the materials presently in use. All new curriculum materials are to be reviewed and approved by the appointed district curriculum committee.
- C. See Adopted Curriculum Matrix on page 8.

CUSTODIAL/MAINTENANCE SERVICE

- A. Elizabeth Baca will serve as building head custodian. Gary Allen will serve as our night custodian. **Please put garbage cans in the hallway at the end of each day.**
- B. Scott Leifester will serve as District Maintenance director for the district.
- C. **Maintenance concerns should be handled by using the IncidentIQ ticketing system.** The message will then be sent to the appropriate staff member. Please do not contact district Maintenance Staff directly regarding concerns. This will allow him to schedule his time more efficiently. You always can share a concern or need with building office staff for assistance and support.
- D. Custodial concerns should be brought to the attention of the head custodian through personal contact, e-mail, or a note in her mailbox.
- E. Notify the building principal if your concerns are not dealt with in a timely fashion.

Adopted Curriculum DHES

Subject	Grade	Title	Publisher	Copy-right
Reading	K	Reading Street	Scott Foresman	2009
	4	Reading Street (CCSS)	Scott Foresman	2013
	5	Reading Street (CCSS)	Scott Foresman	2013
Writing/ Language	4	Reading Street (CCSS)	Scott Foresman	2013
	5	Reading Street (CCSS)	Scott Foresman	2013
	4 th	Daily Oral Language	McDougal, Little	1989
	4 th	Harcourt Language	Harcourt/Brace	2002
Math	K	Math Expressions	Houghton-Mifflin	2009
	K	Math Notebooks	District Creation	2013
	4	Math Expressions—Common Core	Houghton-Mifflin	2018
	5	Math Expressions—Common Core	Houghton-Mifflin	2018
Science Science Pi- lots cur- rently on hold-TBD	K-5	Mystery Science	SRA-McGraw Hill SRA-McGraw Hill FOSS	2008
	K	Kits (embryology, Living Thing/New		
	K	Plants)		
	4	Seasons and Senses		
	5	Snapshots Snapshots Scientific Method (Variables Kit)		
Social Studies	K	Washington, Our Home (Electronic) The United States	Gibbs Smith	2007
	4		McMillian-McGraw Hill	2009
	5			
Health	All	Health Promotion Wave	Committee for Children Family Planning/ Seattle OSPI	2011 2012 2014
	All	Fit Stat/Fitness Gram		
	All	Second Step		
	5	FLASH		
	5	KNOW		
Spelling	K	Reading Street (CCSS) Reading Street (CCSS)	Scott Foresman	2013
	4		Scott Foresman	2013
	5			
Hand- writing	K		Zaner-Blouser	
Music	K 4 and 5	Quaver	Pilot	

Supplemental Materials List DHES

Subject	Grade	Title	Publisher	Copyright
Reading	K	Accelerated Reader		1992
	K	Land of the Letter People		
	4	Novels		
	5	Accelerated Reader Novels Accelerated Reader		
Writing/ Language	K	Kent Writing Curriculum	McDougal, Little Harcourt/Brace Heineman	1989 2002 2013
	4	Writers Northwest		
	5	Step Up to Writing		
		Writers Northwest		
		Step Up to Writing		
		Daily Oral Language Harcourt Language Common Core Writing		
Math	4	The Problem Solver	Creative Publications	1987
	5	Accelerated Math The Problem Solver	Creative Publications	1987
Science	4	Accent on Science	Charles E. Merrill	1983
Social Studies	4	Washington State History	Junior Achievement	2014
	5	JA Biz Town		
Health	All K	Second Step Kelso's Choices	Committee for Children	2011

The following books have been previewed by committee members from the 4th and 5th grade staff, and would like your consideration for adoption: **2008-2009 the below novels became supplemental**

Autobiography

Spinelli, Jerry Knots in My Yo-yo String

Biographies

Clark, Eugene Adventures of the Shark Lady

Mead, Ktherine Gail Dever's a Runner's Dream

Simon, Charmon Bill Gates Helping People Use Computers

Stewart, Mark Florence Griffity-Joyner

Stewart, Mark Tiger Woods Driving Force

Thornley, Stew Alex Rodriguez

Other Genre:

Colville, Brucd Space Brat

McSwigan, Marie Snow Treasure

Namioka, Lensey Yang the Third and Her Impossible Family

Spinelli, Jerry Crash

Whelan, Gloria The Indian School

Committee Members:

Leslie Beck

Kim Galley

Julie Madden

Vonnie Milden

Terry Steiner

Pam Thomlinson

Consultant: Barry Hoonan, Presenter

2013-14 ***Added, The One and Only Ivan by Katherine Applegate Copyright 2012***

COPY MACHINES

Teachers/staff members are responsible to train their volunteers on equipment usage. Please remove your copied papers from the work room.

EMAIL

- A. The purpose of the electronic mail systems is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of the objectives of the Dieringer School District. Use of other network or computing resources must comply with the rules appropriate for the network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities or personal benefit is generally not acceptable. Use for product advertisement or political lobbying is also prohibited.
- B. Each staff member must have a Dieringer School District Electronic Systems Use Agreement signed and on file.
- C. Email should be checked on a regular basis, certainly each morning and afternoon. Essential building communications will be conducted via email. If you need training with email or if email is not functioning properly contact the Technology Support Staff, Technology Integration Specialist or have someone else submit a tech ticket for you.

EMERGENCY PROCEDURES

Each room should have an Emergency Procedure Handbook (multicolored pamphlet) near the telephone, in easy view. If you do not have one in your room please contact the Office Manager or and we will get you one.

Health and First Aid:

The mobile first aid kit (orange and black duffle bag) is located on the file cabinet in the health room for emergencies on school grounds.

- A. **Minor cuts and scrapes:** can be cared for by the student in the classroom whenever possible. Use soap/water/antiseptic wipes and band-aids. Do not send these students to the health room. The health room will keep rooms/supervisors supplied, just ask!
- B. **Accidents:** If a child is injured in the room or on the playground, the teacher or playground supervisor is to fill out the incident report. Get this report from the office. Turn the completed form into the health room.
- C. **Body fluids:** When dealing with any body fluids (blood, vomit, etc.) use personal protective gear such as latex gloves.
- D. **Medicine in school:** Medicine is administered ONLY to students who have an Authorization for Administration of Medication in School form signed by both the doctor and the parent/guardian. This form must be on file in the health room. Please note that medication is administered only when the failure to receive the medication may result in the student being unable to attend school and/or to be well enough to participate in learning activities. This includes cough drops or any over the counter medication. The policy for administering medication is as follows:
 - a. Medication shall be administered, as per instructions, by a trained individual (secretary, health tech, principal, or school nurse).
 - b. Medication is to be stored in its original container in a secure place in the health room.
 - c. A record of date and time of administration shall be kept.
 - d. Parents have the responsibility for notifying the school of medication changes. Written changes must come from the doctor.
 - e. Inhalers, epi-pens, and insulin can only be carried by the student if ordered by the physician.

EMERGENCY SCHOOL CLOSURE PROCEDURE [Student manual](#)

END OF YEAR – CHECK OUT PROCEDURES (see School Closing)

EVALUATION:

A. Evaluation

- a. As provided by the collective bargaining agreement, each teacher will be evaluated during the course of the school year. Specific criteria for evaluations can be found in the collective bargaining agreement. The purpose of the evaluation process is:
 - i. To improve teaching skills
 - ii. To promote individual growth and self evaluation
 - iii. To meet accountability and legal requirements
 - iv. To provide commitments for future personal plans

Teacher evaluations will be as per contract stipulation. Please see DEA agreement for further information.

B. Expectations:

- a. Present a list of student expectations to them on the first day of school. The list should be posted in a place students can clearly see. A copy should be sent home to the parents and discussed at Curriculum Night.
- b. Keep current on best educational practices, and intentional about applying them to the classroom.
- c. Be punctual to assigned tasks.
- d. Be consistent in relation to student behavior and in the administration of correcting behaviors.
- e. Supervise and be responsible for assigned students.
 - i. Follow district policies.
- j. Identify 2 growth goals that relate to the job and share them with the building admin at the beginning of the year.
- k. Be a supportive committee member.
- l. Teachers should have written daily lesson plans. Plans should be out on teacher's desk or in a place that is easily located in case of teacher absence.
- m. Planning, preparation or conference time (or period) shall be duty time and staff members are expected to utilize this time for lesson preparation, student, staff, or parent conferences.

- n. Each Teacher will be responsible to tally the lunch, and attendance for his/her own class. It is the responsibility of the teacher to see that the lunch count is added correctly and that attendance is correctly completed.
- o. Certified employees shall attend and be on time to all scheduled staff meetings. Staff should notify the principal in advance if they are unable to attend. Meetings are generally at 8:00 on Fridays.
- p. Staff should not use class time for personal business or leave class unattended and should be at their work station from start to finish of each class period. The building principal should be contacted when emergency class coverage is needed.

B. Lesson Plans:

- q. Teacher lesson plans need to be completed weekly and include: special assignments (bus duty, recess duty, daily schedule, etc), subjects and times they are taught.
- r. Teacher's editions of all text and materials used for instructional purposes are to be located on the desk or on a note attached to the plans indicating where these materials can be found. Plans for the week should be complete before leaving for the weekend.
- s. Lesson plans, substitute teacher information, classroom orientation guide, up-to-date seating chart, work sheets, etc. are to be placed on your desk each afternoon before you leave in the event it is necessary to have a substitute teacher. Watching of videos will never be appropriate if you are ill, unless it is already in your plans for the week.
- t. Copies of your daily schedule must be filed in the office at the beginning of the school year (no later than Friday of the first week of school). **Guides for substitutes must also be in place by that same date.** Include your student expectations. If you have questions, see the principal.

C. Suggestions/Requests from Substitute teachers:

- u. Please leave complete lesson plans for substitute teachers.
- v. Make sure your substitute folder includes: accurate seating chart, bell schedule, class schedule, students who need to leave/time (LRC, LAP), duty times, behaviors to be aware of, names of responsible helpers in the room, bathroom procedures, electronic tools/equipment guide.
- w. One person to contact and how to contact.
- x. Regular "teacher buddy", or person to go to with questions.
- y. Location and time to pick up after lunch, recess, etc.
- z. Location of emergency clipboard.
- aa. In the beginning of the year when you set up rules for classroom behavior, include expectations for the treatment of any adult who enters the room. Emergency situations can occur and then the students are prepared with a prerequisite for their attitude toward guest teachers, speakers, volunteers, etc.
- bb. Please provide a list of additional tasks that could be completed if time permits.

EXTRA CURRICULAR STIPENDS

A. Extra Stipends:

- a. All personnel receiving an extra stipend for clubs or instructional duties are expected to begin on time and carry out assignments to designated time agreed upon in their contract.
- b. In the event a session needs to be rescheduled the principal should be notified first. Any cancellations must be made up.

B. Over-time/Extra Duty:

- a. All overtime must be authorized by the superintendent prior to performing the overtime. A form requesting overtime can be found in the office.
- b. Extra duty, unless assigned by the building principal, must be pre-approved by the superintendent. The same process outlined above should be followed.

EXPENDITURES/ PURCHASES

- A. **Building supply budget** - Each grade level has a budget allotment included in the building budget. If the entire building budget is not spent in a fiscal year the balance may be carried over to the following year. This allows grade levels to save and plan for larger expenditures.
- B. **Craft Fees** - In addition, fees are collected to cover craft and special project expenses. Fees collected are expected to be spent in the year they are collected.
- C. **Purchasing Process:**
 - a. All purchases must go through a requisition process, unless authorization is given to use the P-card (Master Card).

Approval for the purchase must be made by the principal prior to any purchase. All purchases are directed to the principal, not the district office.

- b. **If a vendor accepts a Purchase Order (P.O.) we MUST use the electronic requisition process, unless using the P-card method.**
- c. Requisition forms are electronic at this time.
- d. Submit an electronic requisition (see forms section) to the principal or Office Manager for each purchase from a specific vendor. The **requisition needs to have a budget code on it**. Check with the Leadership team member for your grade level or with the principal to find the proper code.
- e. Include accurate tax and shipping costs on each requisition. Track your purchases to remain within your budget. Current budget status will be placed in staff grade level leader's (Leadership Team member) mailboxes monthly.
- f. Unused budgets will be carried over to the next year for each grade level or department.
- g. Fines/fees will be deposited to the individual or department account from which they were assessed and collected.

D. Student Money:

- h. Revenue Collection: Money collected from students for any reason must be turned into the office daily. This money will be recorded to the appropriate revenue account. The district office transfers this money to the Treasurer's office. Checks must be made out to the Dieringer School District, never the teacher.
- i. Any supplies that were to be purchased with collected revenue will be ordered in one of the following pre-approved methods: Item purchased and receipts turned in for reimbursement (forms in the office) or ordered by requisition and purchase order (PO) or P-Card (Preferred).
- j. At the end of the collection period for special events, field trips, etc. a check will be issued for the correct amount from a requisition form or P-card transaction. **Note: monies must be turned in as they come to school.**

FACILITIES

In order to keep our facility in premium shape, it is everyone's responsibility to work together .

A. Administrative Area:

- a. This area includes faculty room, staff workroom, conference rooms, offices and secretarial space. The faculty room and staff workroom are off limits to students (except for summer, or vacation period and weekends). Other areas are open to student aides and students who have been requested by staff.
- b. Please do not linger in the secretarial area as this creates a distraction for those who work there.
- c. In order to keep the common areas clean and tidy, it is important that each person clean up after him/herself when using the faculty room, staff workroom, or staff offices. In addition, A kitchen duty schedule will be shared and posted. All staff members are expected to take turns keeping the staff room cleaned.
- d. Adult volunteers have access to the staff workroom and administrative office area. All visitors to the building including volunteers must check in to the office to receive an identification badge. It is the responsibility of the sponsoring staff member to train volunteers on equipment usage.

B. Classroom Maintenance and Appearance:

- a. If your classroom or work area is not receiving proper care, please let the custodian know. Teachers should direct students to straighten up the room at the end of each day. All loose paper, pencils, garbage, etc should be picked up prior to students leaving each day. Chairs need to be turned over and placed on top of the desks for easy vacuuming. **Windows and shades need to be closed and locked, lights turned off in the classrooms and workrooms, and doors locked for security before leaving for the day.**
- b. If you need something repaired, please direct the request to the principal. The request will be forwarded to the custodian or our maintenance department.
- c. The classroom is the only place on the school campus for personal storage. Do not store materials in other spaces without principal permission.

C. Staff Room:

- a. Please make a conscience effort to clean up after yourself. This includes the refrigerator too. We will use a weekly

clean up list to keep our room free of crawling critters. Our staff room is designed for eating lunch and socializing. **It is never a place to talk negatively about students.**

D. Storage:

- c. Remove personal materials that are not used on a regular basis at school.
- d. Do not store materials in spaces outside of your class without permission of the principal.
- e. One characteristic of a professional setting is one that is neat, free of clutter and facilities being used as intended. A clean, neat environment is an excellent model for our students as they develop organizational strategies.
- f. Common office supplies such as pencils, markers, paper clips, etc., will be kept in the office storage area. Please contact the Office Manager or Office Assistant if you notice these supplies getting low.
- g. Grade level specific supplies will be stored in classrooms. Each grade level should plan on how to inventory, order and organize common supplies.

A. Facilities Calendar:

- a. Our facility is utilized frequently after school hours by community members. To prevent double scheduling and communication problems a facilities calendar is maintained.
- b. Staff interested in signing up for some portion of the facility should contact Rebecca who will share the process and requirements for how to reserve space.

FACULTY MAIL BOXES

Please check your mail box in the morning, and in the afternoon before the students go home. It is important that each teacher pick up bus slips prior to dismissal time each day.

FACULTY MEETINGS

Faculty meetings will be held Friday mornings from 8:00-8:30. Every staff member, who is contracted to work during the meeting time is expected to attend faculty meetings. Staff members who are absent from a faculty meeting should notify Kevin Anderson prior to the meeting and make arrangements to receive any needed information. The non-faculty meeting Friday mornings will be dedicated to grade level team planning.

FEES (see also Expenditures/Purchases)

Fees are collected at each grade level. These fees are to cover expenses of special projects, crafts, etc. for the year they are collected. This money should be spent for the students from whom it is collected. When filling out a supply requisition please indicate the budget code for classroom fees. Leadership team members have budget codes.

FIELD TRIPS

- A. Teachers wishing to take a field trip must get prior permission from the principal. **All field trips need to be associated with class subjects and must be a meaningful learning experience for students.** All field trips should have pre and post activities and relate to the curriculum. The district will not support end of the year celebration/picnic type field trips.
- B. Teachers should plan a field trip at least two weeks in advance (more notice is needed for spring trips). A field trip form must be completed and given to the principal for approval.
- C. All students must have a permission form signed by his/her parent or guardian. Please take your emergency contact forms with you when you leave our campus.
- D. Students not participating are to be assigned to another classroom with work for the day.
- E. **Notify the Transportation Department to arrange for appropriate busing. Communicate with Food Services as well. Give as much advanced notice as possible. Transportation Request forms are available in the staff work room.**
- F. Teachers are urged to contact parents to help with supervision on field trips. A ratio of one parent to ten students is recommended. Pre-school aged children may not accompany parents on field trips because our district insurance only covers district enrolled students on our school buses. Parents monitoring pre-school aged children cannot adequately supervise other students.
- G. All field trips are subject to availability of funds and buses.
- H. PTA will provide buses for field trips, provided that the activity is curriculum based.

- I. Any money collected for field trips should not be left in the classroom. These funds need to be turned into the office daily.
- J. Make contact with the **lunchroom supervisor at least 2 weeks prior** to the field trip for any special arrangements.
- K. **Make contact with the school nurse/health tech as soon as the field trip is scheduled.** Arrangements must be made to accommodate students who have medication in the health room.

FLAG SALUTE

(RCW 28A.230.140 United States flag...They shall cause appropriate flag exercises to be held in each classroom at the beginning of the school day, and in every school at the opening of all school assemblies at which exercises those pupils so desiring shall recite the salute to the flag...) We are required to start each school day with the flag salute or a similar patriotic activity. The student council president will start each morning with announcements. A part of these announcements will be the flag salute which each class should participate in. Students who choose not to participate in the pledge should be non-disruptive and respectful in their conduct.

GUN FREE ZONE

- A. **Guns or weapons of any kind are not permitted on or near our school grounds.** Students found to be in possession of weapons or explosives are subject to suspension or expulsion. Students in possession of firearms will be immediately expelled from the Dieringer School District for a minimum of one year and referred to the police. Students in possession of toy guns or look-alike weapons will be subject to discipline including suspension.
- B. **Possession of Weapons** The Board of Directors of Dieringer School District No. 343 declares its intent not to tolerate possession of weapons by students on district property or at district-sponsored events. Student possession of a weapon on district property or a district-sponsored event creates a danger to students and staff and is disruptive to the operation of schools.
- C. **Students who possess a weapon** or carry, exhibit, display or draw any weapon or any item apparently capable of producing bodily harm in a manner which, under the circumstances, manifests an intent to intimidate another or warrants alarm for safety of others shall be subject to discipline up to and including expulsion.

Possession includes, but/and is not limited to: having a weapon on district property or at a district sponsored event located (a) in a space assigned to a student, such as a locker or desk; (b) on the student's person or property (such as on the student's body, in his/her clothing, purse, backpack, gym bag or vehicle); or (c) under the student's control or accessible or available to the student, including a hidden weapon.

- D. **A weapon includes**, but is not limited to: (a) a firearm which is a weapon or device from which a projectile may be fired by an explosive; or (b) an air gun, which included any air pistol or air rifle, designed to propel a BB, pellet, or other projectile by discharge or compressed air, carbon dioxide or piece of metal, or a stone fastened to a short strap, chain or thong, used as a weapon; or (c) a sling shot, which is a forked piece of wood, plastic or metal having an elastic band fastened to the prongs for shooting small stones, metal balls, pebbles, or any other projectile; or (d) a club, chains or metal knuckles; or (e) a device commonly known as "throwing stars," multi-pointed metal objects designed to embed upon impact from any aspect; or (f) any knife which is a cutting or stabbing instrument with a sharp blade set in a handle; or (g) a dirk, which is a type of dagger; or (h) any device commonly known as "nun-chu-ka sticks," consisting of two lengths of wood, metal, plastic or similar substance connected with wire, rope or other means.
- E. **Except in extenuating or exceptional circumstances the following discipline shall apply for offenses:**
 - a. The principal/designee shall place the student on emergency expulsion, in accordance with the Washington Administrative Code, Chapter 180-40.
 - b. The principal/designee shall notify the parents/guardians and request an immediate conference.
 - c. The principal/designee shall notify appropriate law enforcement personnel.

GRADEBOOK/LESSON PLANS

- A. Grade books are an official record of student progress through school. They should be kept neat, legible, and secure. A hard copy of your grade book should be saved for at least one year for future reference; or maintained electronically.
- B. Lesson plans should be current and readily available. Plans should be kept in a visible place that is easy for a substitute to find.
 - a. Teacher lesson plans need to be completed weekly and include: special assignments (bus duty, daily schedule, etc) subjects and times they are taught.
 - b. Teacher's editions of all text and materials used for instructional purposes are to be located on the desk or on a note

attached to the plans indicating where these materials can be found. Plans for the week should be complete before leaving for the weekend.

- c. Lesson plans, substitute teacher information/classroom orientation guide, up-to-date seating chart, work sheets, etc. are to be placed on your desk each afternoon before you leave, in the event it is necessary to have a substitute teacher. Watching of videos will never be appropriate if you are ill, unless it is already in your plans for the week.
 - d. Copies of your daily schedule must be filed in the office at the beginning of the school year (no later than Friday of the first week of school). **Guides for substitutes must also be in place by the same date.** Include your student expectations. If you have questions, see the principal.
- C. Suggestions/Request from substitute teachers:
- a. Please leave complete lesson plans for substitute teachers.
 - b. Make sure your substitute folder includes: accurate seating chart, bell schedule, class schedule, students who need to leave/time (Resource, OT, PT, Speech, etc.) duty time, behaviors to be aware of, specific IEP and 504 accommodations, names of responsible helpers in the room and bathroom procedures.
 - c. One person to contact and how to contact.
 - d. Regular “teacher buddy”, or person to go to with questions.
 - e. Location and time to pick up after lunch, recess, etc.
 - f. Location of emergency clipboard.
 - g. In the beginning of the year when you set up rules for classroom behavior, include expectations for when your own absence may occur and then the students are prepared with an understanding for their attitude toward guest teachers, speakers, volunteers, etc.

FILMS AND VIDEOS:

- A. **Only G rated movies are to be shown, unless authorized by the administration. All films must correlate with the curriculum.**
- B. Television programs videotaped off air may be shown in the classroom provided the information is directly curriculum related and used within the following 10 school days. A tape may be held for a maximum of 45 days, and then erased.
- C. DVD/Video rentals and public library videotapes are designated for home use only. They may be used in the classroom only if the concepts or information in the tape is an integral part of the lesson and is stated so in the lesson plan book.
- D. Video store rental and public library videotapes as a student reward for behavior performance, Friday activities, lunchtime viewing or entertainment is strictly prohibited. If you wish to use a film or video as a reward, etc. you may rent that film or video from the holder of the performance rights license, but you will be required to pay a performance fee and obtain written permission.

HARASSMENT, INTIMIDATION, AND BULLYING

DHES POLICY:

Dieringer Heights Elementary School is committed to providing a safe and civil environment free from harassment, intimidation and bullying (HIB). HIB includes any intentional written, verbal or physical act including those motivated by characteristics such as race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability when the act:

- Physically harms a student or damages the student’s property; or
- Has the effect of substantially interfering with a student’s education; or
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Many behaviors that do not rise to the level of HIB may still be prohibited by other building or classroom policies. This policy is a component of the building’s responsibility to maintain a safe, civil, respectful and inclusive learning community and is accompanied by comprehensive training of staff.

Depending on the frequency and severity of the conduct, intervention, counseling, correction, discipline and/or referral to law enforcement will be used to remediate the situation. False reports or retaliation for HIB also constitute violations of this policy.

Procedures:

Informal Complaint Process:

Anyone may use informal procedures to report to any building staff member complaints of HIB. Complaints will be investigated and resolved informally if possible using any of the following steps;

- An opportunity for the complainant to explain to the alleged perpetrator that the conduct is unwelcome, disruptive or inappropriate either in writing or face to face;
- A statement from a staff member to the alleged perpetrator indicating the conduct is not appropriate and could lead to

- discipline if proven or repeated or;
- A general statement from an administrator without identifying the complainant.

Informal complaints may become formal complaints at the request of the complainant, parent, or guardian or because the district believes the complaint needs to be more thoroughly investigated.

Formal Complaint Process:

Anyone may initiate a formal complaint of HIB even if the informal complaint process is being used. Complainants will not be promised confidentiality since it cannot be predicted what will be discovered or what kind of hearings may result. Additional provisions include;

- a. All formal complaints shall be in writing
- b. A district appointed compliance officer shall investigate all formal, written complaints of HIB and
- c. Will provide a written report with results of the investigation
- d. The superintendent or designee shall respond in writing within thirty days stating;
 1. That the district intends to take corrective action; or
 2. That the investigation is incomplete to date and will be continuing; or
 3. That the district does not have adequate evidence to conclude that HIB occurred.

Students will be provided with age-appropriate information on the recognition and prevention of HIB and their rights and responsibilities under this and other district policies and rules at student orientation sessions.

Complaint forms are available on the district website.

HOMEWORK

Homework can enhance the full, efficient use of the school day and can promote increased student achievement at all grade levels when geared to the needs and abilities of students. Meaningful homework assignments are valuable in supplementing classroom activity, strengthening student command of subject matter, communicating instructional objectives to the home, and instilling independent study habits. Both the length and type of homework assignments will be dependent on program goals, grade level, and student capabilities.

Homework may be assigned on a regular basis to all elementary students enrolled in regular education programs. Special education teachers and other instructional specialists (e.g., reading teachers, speech therapist, etc.) may assign homework in accordance with district and building guidelines based on their professional judgment of program goals and student capabilities.

As an extension of the classroom, homework must be planned and organized and must be evaluated and returned to the students in a timely manner. Homework may be assigned for one of the following purposes:

1. Practice – to help students master specific skills which have been presented to the class.
2. Preparation – to help students gain the maximum benefits from future lessons
3. Extension – to provide students with opportunities to transfer specific skills or concepts to new situations;
4. Creativity – to require students to integrate many skills and concepts in order to produce original responses.

Teachers are responsible for:

Communicating homework expectations to students

1. Assigning homework at the correct level of difficulty and monitoring for student's understanding of the assignment.
2. Monitoring, correcting, acknowledging, and returning student's homework in a timely and instructionally sound manner.
3. Conferencing with parents regarding homework concerns.
4. Assigning homework in advance, when possible to allow students to schedule their time.

WORK HOURS

A. The regular workday shall consist of a 7 ½ hour day with a thirty (30) minute duty free lunch. Dieringer Heights Elementary teachers day commences at 8:00 and ends at 3:30. If you are unable to arrive on time, please call the office to advise us of the reason for being late and what time you will be arriving.

B. Any time you leave the building during the school day, please contact Joyce Draper and sign out. This helps us know how to reach you in case of emergency or when people need to contact you.

LIBRARY

A. Teachers should check with the librarian to schedule class visits to the library. Each full-time class will attend library classes for 30-35 minutes.

- B. Teachers will have planning time during scheduled library time and do not need to stay with their classes.
- C. Teachers should escort their class to the library, arrive on time and see that students are seated and attentive before leaving the room.
- D. The Library Tech. will develop a schedule so that students may use the library during some free time (before school, at break or lunch). During regular school time, students may come to the library if they have a definite purpose as approved by the teacher. Please call or send a note with any students who intend to use the library during class time.
- E. Teachers as well as students are expected to check out materials from the library. Please return materials as soon as possible since many items are in great demand.

LUNCHROOM PROCEDURES

- A. Students eating breakfast and hot lunch may pay ahead. Breakfast and lunch count will be kept in the computer in the lunchroom. Electronic finger scanning is also being utilized. This is an effort to make the line move quicker.
- B. Students should take their coats, hats, etc. to the lunchroom. After lunch, students will be dismissed directly to the playground and will not be allowed back in their classrooms.
- C. Teachers will take their students to the lunchroom each day and may leave as soon as the students are settled into the line.
- D. After recess, the bell or whistle will sound and the teacher is to meet his/her class to walk them to the classroom. Please be prompt!

NUTRITION AND FOOD SERVICES

The District shall take a proactive effort to encourage students to make nutritious food choices so that:

- A. A variety of healthy food choices are available whenever food is sold during school hours or at district-sponsored events.
- B. Teachers shall encourage healthy treats/snacks when offered during class time (birthday/classroom celebrations, etc).
- C. Schools shall regulate the sale or serving of foods or snacks high in fat, sodium or added sugars.
- D. Nutritious meals served by the school nutrition and food services operation complies with state and federal law.

PARA PROFESSIONAL CODE

- A. Assume the responsibility of promoting a professional atmosphere of the school. Professionalism is evident by attitude, conversation, behavior and appearance. Support the decisions and education program of the classroom teacher. Questions regarding program or materials should first be directed to the teacher or coordinator of the program. Positive ideas or comments are always welcome.
- B. Keep confidential all classroom activities, test results, pupil incidents and teacher observations. Assist in the teaching procedures.
- C. All Para-educators are eligible to participate in our district's competency program. See the principal for details.
- D. Attendance at staff meetings, workshops and reading appropriate articles or books are always welcome. Seeking information relating to your profession is a positive step and the administration will always be available to assist.
- E. On the playground, the supervisor's responsibility is to maintain the safety and welfare of all our students. Strict enforcement of all school rules will help to create an environment in which all children feel safe and secure. All discipline done by the para-educator should be discussed with the student's classroom teacher.

REPORT TO PARENTS

Academics:

If a child is not working to capacity, a parent conference should be called immediately. Do not wait until the report card is to be sent home. All efforts must be made to keep students at or above grade level.

Let both students and parents know early the academic standards of your room. Discuss homework policy, grading, progress reports, etc. with students and parents.

Mid-term progress reports: A written progress report is required for all students. This report should be sent home with the child or e-mailed to the parents or guardian via Skyward.

Conferencing:

Personal contacts are the best approach for sharing pupil progress and building a home/school partnership. It is the teacher's responsibility to schedule conferences with the parents. To facilitate the best possible home/school relationships, this process of initial contact for parent conference is essential.

The office can assist you by supplying family lists upon request. You can then coordinate your schedule with other teachers.

Parent conferencing will be October and March. Conferences are to be scheduled into 30 minute blocks. However, you need not use the entire amount of time. Teachers may schedule longer conferences if necessary. **Start and end on time!**

Be sure to share the following with families at the conference:

Explanation of your program.

Additional information that may help parents understand the student's school performance.

Interpretation of the educational program and test scores in terms of the student's abilities.

Insight into ways in which parents can help students be successful.

Cooperative planning for problems that concern parents and teachers.

Staff and Parent Relationships:

- A. Successful teachers usually have excellent rapport with parents.
- B. Be honest with parents when discussing their student.
- C. Do not discuss the progress of other children with other parents in the community.
- D. If a parent has concerns about our school, please be positive and refer them to the principal.
- E. Do not discuss other teachers with parents. Avoid referring next year's teacher to parents.
- F. Be positive when discussing our school, curriculum etc. with parents.
- G. If a student is having difficulty, don't be reluctant to contact the parent if you feel it will be beneficial to the child's education.
- H. Ways in which to make contact with parents to improve student success:
 - 1. Consistently use the classroom planners
 - 2. Consistent use of classroom newsletters
 - 3. Phone calls home (parents never forget the positive ones!)
 - 4. Post cards sent home
 - 5. E-mail
 - 6. Notes home to parents
 - 7. Send home progress reports
- I. Parents are welcome and encouraged to visit and volunteer at our school. All visitors to our school shall first report to the office and check with the building principal. The principal will arrange for any classroom visits.

Report Cards:

The purpose of the report card is to provide effective communication between home and school by reporting student progress. Every effort must be made to ensure the portrayal of the complete academic and social behavior summary accurately.

Make sure your records support the marks given. Have your records readily available.

Make a copy of the report card for the cumulative folder at the end of the year.

Only certificated staff will handle report cards and cumulative folders. These items are confidential. Parents who are volunteering do not have the authority to view content of either document.

Public Relations:

Each person in the school can have a great influence on the positive public relations of the school. Our image can be enhanced by the conduct of each staff member. Be positive and proactive in our community at all times.

PHONE CALLS

During business hours all incoming calls to teachers in the classroom will first go through the office. Calls to teachers will not be rung through during class time. If you would like your before/after hours room phone number, contact the Office Manager. Teachers who wish to make personal long distance calls should follow these procedures:

- A. Personal Calls: All long distance personal calls are to be charged collect or by calling card to your home phone. They are not to be charged to the school phone.
- B. **All cellular phones should be used only in cases of emergency or during non-student hours. Staff should not make or receive calls/texts during the school day unless they are necessary and work related. Ringers should be off to avoid interruption of the school day.**

PLACEMENT OF STUDENTS INTO CLASSROOMS

With the Dieringer Heights Elementary philosophy of “increasing the achievement of all students...” as well as providing the best learning environment for each student, classroom placement is a vital process. In placing students we keep in mind the following: Boy/girl ratio, class size, balance of academic abilities, variety of learning styles, special services needed, behavior challenges and parent request. Room assignments are made in the spring with a team of professionals taking into account the above factors. The building principal will make all placements after spring assignments are made. The process is as follows:

- A. Current classroom teachers will consult together in making the next year’s assignment in the spring of each year.
- B. If changes are requested prior to the start of school, the principal will make the decision based upon class size as well as the reason for the change.
- C. During the school year all placements will be made by the building principal. An attempt will be made to balance class size.

PROCEDURES TO FOLLOW WHEN THE ADMINISTRATORS ARE OUT OF THE BUILDING

- A. Teachers are to handle as many of their disciplinary problems as possible. This would include classroom referrals and campus referrals. For serious offenses that require immediate action, the student should be placed in the time-out area in the office and the teacher should notify the child's parents that day. Remember to follow our building policy and your classroom procedures.
- B. Emergencies
 - 1. Accidents – Minor; refer to office. Office will notify parents if necessary. Serious; notify office and the office will call 911 for aid if needed. If necessary, the office will notify the superintendent or other school principals if Kevin Anderson is not available.
 - 2. Maintenance – refer request to office. Emergencies; Rebecca will contact the necessary staff, the superintendent or other school principals if needed.

* All behavior referrals will be evaluated and dealt with upon a building administrator's return.

* All assistance the staff can lend the office during the principal’s absence are appreciated.

PTA

- A. Dieringer Heights Elementary has an active PTA, whom work as one with Lake Tapps Elementary. The PTA sponsors many special programs and student activities for our building.
- B. The PTA meeting times and locations will be announced at the start of the school year. In addition special family meeting nights will also be held at both schools.

- C. All staff are welcome to attend PTA meetings and can support the PTA through their attendance at meetings and by taking part in many of their programs and activities.
- D. PTA is generous in their support of educational programs at Dieringer Heights. Teachers who have a special project or supplies that they would like to request funding from the PTA for, are asked to check with the building principal first. The principal will present the idea to the PTA presidents at the next scheduled monthly meeting.

PURCHASING – (See Expenditures/Purchases)

RETENTION AND EARLY PROMOTION

Policy:

Requests from parent or teacher to change the grade level a student is placed in, either for the purpose of retention or early promotion, need to be made in writing prior to the end of the 3rd trimester of school. Upon receipt of such a request the SST (student support team) will be formed. This team shall minimally consist of the parent, current teacher, past grade level teacher, and building principal. The purpose of the team shall be to examine all relevant evidence and make a decision on appropriate grade level placement. Relevant evidence shall consist of report card grades, formal assessment results (SBA/WCAS, MAP, DIBEL 's), portfolio collections, student behavior reports, attendance records, and other performance reports.

SCHOOL RULES (responsibility and policy for behavior expectations in common areas)

Dieringer Heights Elementary...Responsibility and Discipline Policy for Common Areas

Our staff is the center of our school responsibility and discipline policy. The Dieringer Heights staff will focus on teaching and encouraging responsible behavior, rather than trying to “control” irresponsible behavior.

A school’s common areas include such places as the playground, hallways, restrooms, and the cafeteria. With different staff supervision in these areas, it is important to share consistent expectations for responsible behavior. Without consistency from staff, there will be continued testing of limits by students. With clarification of expectations, the staff at Dieringer Heights Elementary can focus on encouraging student responsibility and reduce the need to correct misbehavior.

Because each common area is unique, a separate list of expectations has been developed for each so that staff and students may have a clear understanding of appropriate behavior in each area. Important expectations that students must understand from the first day of school are marked with “**”.

Each classroom teacher will use the information on the following pages to teach students what constitutes responsible behavior on the playground, in the hallways, restrooms, and cafeteria. Expectations will be taught and re-taught. If problems occur in any area, staff will resume lessons on responsible behavior in that setting. All students will receive positive instruction and information on how to behave in different settings. A copy of the rules and expectations for common areas should be placed in an information folder for substitute teachers.

General School Rules

- **Be respectful of others at all times.
- **Follow directions of all staff members.
- Follow school game and equipment rules.
- Observe the no gum chewing policy at school.
- Do not enter any classroom unless there is a teacher or an adult present.
- Leave personal items, toys, stereos, electronic games, music players and cell phones at home or in their back pack unless they are to be used in the classroom for an activity.
- Electronic music/game devices may not be used on the bus without prior approval.

Arrival/Dismissal

- **Enter/Exit the building quietly.
- **Go directly to their classroom when entering school after the 8:25 bell rings.
- **Doors open at 8:15 AM . Students should not enter the building before that time. If they are dropped off, they should wait quietly in the hall next to the office until the 8:25 AM bell.
- Kindergarten students dropped off by private transportation will walk in the building with an adult and stay with that adult until the teacher greets the students.

- Follow directions of adults on duty.
- Walk directly to the bus loading or parent pick up lines after being dismissed.
- Line up and wait respectfully in designated areas for pick up.

Parent Procedures for Arrival and Dismissal

- Parents may drop off students in front of the school in the drive through drop off zone in the morning.
- At pick up time we ask that parents of ECE students park and come to the building to greet their child.
- Early childhood students will be picked up in the main lobby; Intermediate students will be picked up out front at the corner of the gym (see specific pickup procedures).

Hallway Procedures

- **Walk safely through the hallways.
- **Use quiet speaking voices when needing to talk.
- Get a pass to be in hallways when not with a staff member.
- Travel up and down the stairs on the right side with a hand on the railing.
- Students walk with teachers to and from specialists (music, p.e., library, and computer).
- Each teacher from their grade level will pick up students from recess and walk them to their classroom.

Bus Procedures

- **Obey all instructions from the driver immediately.
- **Sit, facing forward, with your feet on the floor and out of the aisle.
- **Talk quietly, using a 12 inch voice (voice that can't be heard further than 12").
- Offensive language and or gestures are not permitted.
- Hurtful or dangerous actions are not permitted.
- Unsafe items are not allowed on the bus; the driver's decision will be final in the case of questionable items.
- Eating drinking and chewing gum will be permitted only under special circumstances
- Littering, soiling, or marring of the bus is not permitted.
- Safety and consideration of others is required when boarding and departing the bus.

Lunch Procedures

- **Enter the lunchroom quietly.
- **Eat in a neat and respectful manner.
- **Keep hands, feet and objects to yourself.
- **Once seated, remain in that seat throughout lunch (raise hand to use the restroom or water fountain.)
- Maintain quiet voices while in line and eating.
- Clean up his/her own eating area.
- Deposit playground equipment in appropriate bin when entering lunchroom
- Wait for release signal to go to recess.

Playground Procedures

- **Play safely in all games and on all equipment.
 - Use balls and jump ropes properly.
 - Tag is allowed in the field only.
 - Jumping off the swings while swinging is not allowed.
- **Keep hands and feet to self.
- **Play in designated areas (stay out of flowerbeds, rock walls, railings).
- Be responsible for sharing and taking care of recess equipment brought from home or school.
- Only recess appropriate items will be allowed at school. (e.g. rubber balls, jump ropes, yo-yo's, jacks, etc...)
- Students should not trade cards or other related items.
- Students must have a hall pass from the recess supervisor, office, or teacher before entering the building.
- Leave rocks, sticks, bark, bugs and other objects on the ground
- Any game in which a ball is thrown or kicked at another person is not allowed.
- When the bell or whistle sounds, students immediately stop put equipment away and line up quietly in designated area.
- Students wait in line quietly until they are directed by their teacher to re-enter the building.

Restroom Procedures

Students will:

- **Get pass from your teacher before leaving for the restroom.
- **If restrooms must be used during class or recess, students should bring a restroom pass.
- **Use restrooms appropriately and leave them clean.
- Put toilet paper in the toilet. Put all other paper in the garbage.
- Flush the toilet.
- Leave the stalls unlocked after use.
- Wash hands.
- Leave the restrooms as soon as you finish—GO, FLUSH, WASH, LEAVE

Assemblies and Large Group Gatherings

- Respond to school-wide signal . (raised hand) and verbal statement, “May I have your attention please.” by
 - Looking at the speaker
 - Being silent
 - Listening to the speaker
 - Keeping hands and feet to themselves
 - Thinking
- Follow entrance and exit procedures
- Sit in assigned areas without disturbing others
- Be respectful listening and only use applause to show appreciation
- Remain seated until the teacher gives a signal to stand

Possible Consequences for Infractions

1. Verbal reprimand
2. Positive practice (have the student do it the right way)
3. Stay with duty/teacher for short time
4. Time out in the office or on the playground
5. Student writes a behavior improvement form and signs it
6. Office referral

Possible Positive Reinforcement Strategies

- Specific positive comment regarding appropriate behavior
- Positive note to the principal
- Sign principal book
- Extra recess

Supervision Responsibilities

1. Students should be supervised at all times
2. When a student violates a rule, give a gentle verbal reprimand first, using a firm but respectful voice. For subsequent infractions, implement as mild a consequence as reasonably fits the infraction
3. Use an office referral only for illegal, physically dangerous, insubordinate, or chronic behavior
4. Teachers will be responsible for escorting their classes to and from recess, to and from specialist classes, and to the dismissal area after school

DIERINGER HEIGHTS ELEMENTARY BIG TOY RULES

SLIDE	Students <u>sit</u> at the top before they go <u>down</u> and are not allowed to throw their bodies down the slides. Slide down, in a sitting position with feet inside the rails. Students are not allowed to climb up the slide.
CLIMBING ROPE	Students climb the rope <u>up</u> using both hands.
CORKSCREW	Students sit at the top and use both hands to come <u>down</u> the cork screw.
BARS	Students must start at the bar closest to them and go <u>one way</u> only. Students may not be on top of the bars They should hang from their hands or knees only, not their feet.
TEETER TOTTER	3 students on each end only. Hold on with both hands in a sitting position. No pushing or standing next to the teeter-totter while it is in motion. Students waiting for a turn should line up by the wall away from the teeter-totter
PINK CLIMBING TOY	Hold on with both hands.

Add section on new big toy, new swing and gaga ball pit

Severe Misbehavior and Office Referral

1. Most misbehavior will be dealt with discussion or mild consequences. However, three categories of severe misbehavior will result in the student being sent immediately to the office.

- a. **Physically dangerous behavior: fighting, assault, physical intimidation**

Staff should firmly inform students to stop a physical altercation. If students do not respond, staff should use professional judgment to determine whether or not to intervene physically. Staff are not required to take action that could be physically dangerous. Another student should be sent immediately for assistance.

- b. **Illegal acts**

If a staff member is aware that a student has done or is doing something illegal, the staff member is obligated to refer the situation to the office. The principal must make all decisions regarding whether or not to contact any relevant authorities.

- c. **Insubordinate behavior**

Insubordinate behavior is defined as the direct and immediate refusal to comply with a reasonable staff instruction within a specified period of time. A student forgetting homework or being disruptive in class are not examples of insubordinate behavior.

Staff: "Fredrick you need to slow down and walk in the hallways"

Fredrick: "These are my feet and they can do what they want."

Staff: "Fredrick that was disrespectful. You need to stand by the wall and think about this. Our school rule is to respect everyone. I think you owe me an apology.

Fredrick: "I don't have to do what you say! (walks away)"

Staff: "Fredrick you have a choice. You can stand by the wall within ten seconds or you can walk away. If you choose to stay, we can work out a consequence for your disrespect. If you walk away, I will need to report this to the principal. It's called being insubordinate, and it is a very serious problem. This is your choice."

If the student walks away, he/she is insubordinate and should be referred immediately to the office. If the student refuses to go to the office, make no effort to coerce him/her. Simply inform the office of the chain of events.

If the student chooses to listen to the staff member's instructions, no office referral will result. The student will apologize and the staff member may choose to implement a reasonable consequence for the disrespectful behavior, such as having the student work during recess, call his/her parents, write an action plan...

Insubordination is a breakdown of communication. When a student has been referred for insubordination, the principal will arrange a conference between the student and staff member involved. The parents may be included in the conference. The purpose of the conference will be to set up a plan that will help the student communicate more responsibly in the future.

2. Office referrals are to be reserved for severe and chronic misbehavior. Students soon learn that being referred to the office is "no big deal". To maintain effectiveness, office referrals must be used only for severe or recurring problems.
3. When making an office referral, the referring staff member will complete a Behavior Referral Form.
4. Records will be kept by the principal and the office staff on all office referrals. These records will be compiled and shared with the staff several times a year. Using these records, the staff will determine whether there is a need to revise policies, or whether there is a need for further staff development to ensure more consistent implementation of the current policies.
5. When the principal is in the building, office referrals will be handled by the principal. When the principal is not in the building, the counselor or other designated staff person will handle the incident. The school secretary will always know who the acting disciplinarian is, in the event of a crisis situation. If the principal or other designated staff member is not available, office staff will contact another district administrator when appropriate.

Once students are sent to the office discipline procedures are the responsibility of the principal or acting principal.

- Principal student conference – records will be kept
- Conference with student and write an action plan (parent contact)
- Conference with student and teacher

Suspension:

Suspension occurs when intervention as prescribed by building procedures have failed to correct the behavior. The following activities will be **subject to** immediate suspension:

- Fighting

- Hitting an adult
- Physical, sexual, or verbal abuse
- Harassment of students or adults
- Any action which threatens the safety of students or staff, including verbal and physical intimidation. Threats with toy weapons may be included
- Malicious mischief or property damage

The following will result in immediate suspension or expulsion in accordance with state law:

- Possession and/or use of a weapon: firearms, knives, pepper spray, throwing stars, etc.
- Possession and/or use of illegal drugs or alcohol or tobacco products
- The student's presence poses an immediate and continued danger to the student, other students, or school personnel., or an immediate and continuing threat of substantial disruption of the educational process

SEXUAL HARASSMENT POLICY (District)

The district is committed to maintaining a learning and working environment that is free from all forms of discrimination, including sexual harassment. The district prohibits sexual harassment in any form by employees, students, volunteers, and others involved in school district activities.

Sexual harassment occurs when:

1. Submitting to the harasser's sexual demands is a stated or implied condition of obtaining an education or work opportunity or other benefit;
2. Submission to or rejection of sexual demands is a factor in an academic, work or other school-related decision affecting an individual; or
3. Unwelcome sexual or gender-directed conduct or communication interferes with an individual's performance or creates an intimidating, hostile or offensive environment.

Sexual harassment can occur adult to student, student to adult, student to student, adult to adult, male to female, female to male, male to male and female to female.

The district will take prompt and effective reasonable corrective measures to eliminate sexual harassment and prevent its reoccurrence. Allegations of criminal misconduct will be reported to law enforcement or Child Protective Services. When deemed appropriate by the district, the district shall provide reasonable support and/or assistance for individuals who have been subjected to sexual harassment in the district's educational or work environment.

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff and contractors. Such disciplinary action will be consistent with any applicable collective bargaining agreement, district policy, and state and federal law.

No person shall be retaliated against for making a report of sexual harassment or for providing testimony or assisting in the investigation of such a report. Retaliation will lead to disciplinary action against the offender.

It is also a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report false allegations will also be subject to disciplinary action.

The superintendent shall develop and implement procedures for receiving, investigating and resolving complaints or reports of sexual harassment. The procedures will include reasonable and prompt timelines and delineate staff responsibilities under this policy. All staff are also responsible for directing complaints to the formal complaint process.

A copy of this policy shall be provided to each district employee and volunteer, posted in each school building and facility, and included in school or district publications that set forth rules, regulations, procedures, and standards of conduct for the school or district. The superintendent shall develop procedures to ensure that each school develops a process for discussing the district's sexual harassment policy with employees and students.

The TitleIX/Affirmative Action Officer shall conduct an annual review of the utilization and efficacy of the district's sexual harassment policy and administrative procedures. Recommendations for changes to the policy and or procedures will be made to the superintendent.

Cross References: Board Policy 3210 Nondiscrimination
 Board Policy 3240 Student Conduct
 Board Policy 3421 Child Abuse and Neglect
 Board Policy 5010 Nondiscrimination

SCHOOL CLOSING – END OF YEAR

- A. A check out form must be completed and signed by the building principal before staff leave for the summer months.
- B. Requisition for books and supplies for the next year should be completed before checking out.
- A. Teachers must keep an accurate inventory list of books checked out to students.
- B. Your room must be neat, clean and everything put away before you check out.
- C. Desks, chairs, tables, counters and floor space under your desk must be cleared and clean.
- D. Keep an accurate inventory of books checked out to students and get reimbursement for them if they are not returned.

SPECIAL SERVICES FOR STUDENTS

During the school year, teachers may become concerned about the growth and development of a student's academic, social, speech, or motor skills. When a child's performance becomes a concern, there are three avenues teachers can address.

- A. **Student Assistance Team** - Use this team of teachers when you have a general concern about a student and need a "sounding board" or ideas to help the student be more successful. This team is available to provide information and help refer to special education services. One morning each week staff are invited to discuss the student concerns in an open problem-solving atmosphere. The school counselor will schedule and facilitate these meetings.
- B. **Evaluation Team**: A student referral for special services is one of the most critical decisions that can be made for a student. To refer a student, you must contact the principal, or the Student Assistance Team. The Evaluation Team will meet at a consistent day and time (TBD) as best possible throughout the year. Please think through and document at least three things you have tried to help the student be successful. The process is as follows:
 - a. Identify the student.
 - b. What you've tried with the student.
 - c. See the building principal/Student Support Team.
- C. **Behavior Contracts** - Students with extreme behavior concerns may be required to sign a behavior contract along with the student's parents and the administration. Teachers may make an appointment with the school counselor/behavior specialist to write behavior contracts. Violations of this contract may result in long-term suspension or expulsion from school.

SUPPLIES AND MATERIALS

The office will supply staff with some of the materials staff will use during the year. See office staff for supplies.

Please report your needs to the office as materials are consumed so that re-ordering or replacement can occur in a timely fashion.

VOLUNTEERS

Volunteers are a vital part of our school program. We must continue to reach out to parents and community members for their expertise and support. Please remind your volunteers to sign in at the office before reporting to your room. They will sign in and receive a badge to wear while in the building. **REMINDER: All volunteers must complete the Washington State Patrol form in order to volunteer in any capacity.**

Any staff member who sees an adult in the building without a badge should ask that adult to sign in at the office. If the adult refuses, the staff member should phone the office immediately.

WEATHER

In case of bad weather, the decision on school closures is up to the superintendent. Any school closure days will be made up during the school year. If school is closed for inclement weather or other emergencies, teachers are to be notified either by phone, School Messenger, or radio by approximately 6:30 a.m. If a teacher is not notified by the aforementioned time and arrives at school, they will be paid for 3 hours of extra-duty pay not to exceed \$75.00.

School closure or delays are announced over; KNBQ-97; KTNT-1400; KTAC-850; KMO-1360; KNBQ-105; KJR-950; KBRD-104; KASY-1220; KING-1090; KOMO-1000; KRPM-1450; KVI-570.

WEB SITE

The district maintains a home page on the internet. Alesha Padron manages our school site. Staff with information for posting on the site should contact Alesha with their ideas and information. Each Certificated staff member has the responsibility to maintain their own school webpage consistently throughout the year. Please check your information on the web frequently and keep it updated. The website's address is: www.dieringer.wednet.edu

1. APPENDIX OF SCHEDULE AND FORMS (Available upon request)

Schedules

Calendar
Bell Schedule/Early Dismissal Schedule
School Map

Forms

General Requisition
Extra Hours
Extra Duty Time Card
Claim For Expenses
Personal Leave Supplemental Pay and Reimbursement Claim (Certificated)
Intent for Personal Leave Buy Back (Certificated)
Personal Leave Supplemental Pay and Reimbursement (Classified)
Intent for Personal Leave Buy Back (Classified)
Supplemental Pay and Reimbursement Claim
Application for Approval of Credits and Clock Hours for Salary Increments
Transportation Request (Field Trip)
Student Discipline Form
Performance Appraisal for Teachers
Teacher Evaluation: Short Form
Teaching for Learning--rubric