

Mountain View Elementary School



Faculty/Staff Handbook 2024-2025

District Mission

The mission of the Mountain View School District is to provide our students with a safe, welcoming environment for developing skills to become committed contributors to their community.

District Goals

- ***Provide diverse learning opportunities to challenge and support all members of the school community.***
- ***Create collaborative, safe school environments where all voices are heard, respected, and valued.***
- ***Empower ALL to explore and develop individual potential for future career opportunities and to discover a sense of purpose.***
- ***Build a strong community spirit through local and global partnerships.***

I. Daily Teacher Responsibilities

MORNING PREPARATIONS FOR SCHOOL DAY

Teachers day begins at 8:00 AM.

or

Teachers day begins at 8:15 AM.

Teachers should sign in on the attendance sheet on the desk outside the office door, check mailboxes, pick up supplies, send announcements to the office, and take care of other routine matters in the morning after their arrival and before opening exercises. The sign-in sheet will be pulled at 8:15 AM. Any staff member arriving after 8:15 will need to see an administrator to sign in. This will eliminate having to leave class at various times during the school day. Leaving a class is not a desirable practice and is not to occur.

In an emergency, another teacher may "cover" a class when a teacher must leave the room. However, these occasions should be rare. CHILDREN ARE NEVER TO BE LEFT UNATTENDED.

THE FLAG CEREMONY

The flag salute and code of conduct will be conducted each day; however, please take into consideration religious convictions concerning the ceremony.

The flag salute will be followed by the *Promise to Soar*.

DAILY TEACHER RESPONSIBILITIES

1. In homeroom, the teacher will check attendance, collect absentee notes, take bus change requests, collect materials, etc. Please initial and put the room number on notes.
 - (a) Attendance **and lunch count** will be taken by the teacher via computer.
 - Send all excuse notes to the office with a student.
 - Teachers are responsible for reporting any pupil who fails to return excuse cards within 3 days.
 - (b) Periodically, surveys and handouts will be distributed in homerooms to be handed out at the end of the day.
2. As soon as the activities of homeroom are completed, the teacher may begin his or her first period.
3. All faculty members will take attendance fire drills.
4. Please report students who are late to class.
5. Grades 4, 5, and 6 teachers will stand by their doors while classes are changing, to monitor the hallways.
6. All teachers, when passing by the lavatories will be expected to check the lavatories for loiterers, noise, smokers, and general student misbehavior.
7. No student will be referred to the office for discipline during the day without an accompanying referral form via Sapphire. Teachers must make a parent contact when a student is being referred to the office for discipline and/or the teacher requests the student is removed from class.
8. Any student arriving after 8:30 A.M. must be sent to the office to check into school. DO NOT accept any student into the homeroom without a pass from the secretary if he or she is late except in the case of an entire bus being late.
9. Unless extreme circumstances arise, do not detain students from any class.
10. Every teacher is a teacher of neatness, reading, penmanship, vocabulary, spelling, English punctuation and grammar.
11. Writing is expected across the curriculum.

WEEKLY SCHEDULE

The Mountain View Elementary School operates on a four (4) cycle day rotating schedule. Parents will be notified as to which special (art, music, physical education, and computer) the student has on each day. Days are not skipped if there is no school (holidays, snow days, etc.), but continue consecutively on each day that school is in session. When Virtual Learning is in place, the students will follow their schedule as though they were in the building. For example, if on Day 2 a student has Art and it is a Virtual Learning Day, the student will have instruction from the Art Teacher.

BUILDING SECURITY

All exterior doors should be closed at all times. You may gain entrance to the building by using your **fingerprints or FOB** or by buzzing to the elementary office.

Any visitors that enter the building with you should be escorted to the elementary office to sign in and obtain a visitors button.

EXTERIOR DOORS SHOULD NOT BE PROPPED OPEN FOR ANY REASON. STAFF WILL ENTER THROUGH THE FRONT DOORS ONLY.

*Any staff person needing fingerprint access to the H.S. building should make arrangements with Mr. Taylor.

SUPERVISION

Please be certain that students are supervised at all times. This includes dismissal at the end of the school day.

Teachers should maintain control of their class until students have left the building.

Students in K - 2 who have classrooms in the long corridor will exit through the lower doors at the end of the day.

Students in 3-6 will exit through the front lobby doors along with Pre-K students. Students being picked up will be taken to the gymnasium and then will be escorted to the parents' cars.

BEGINNING OF THE YEAR

Following are some of the special responsibilities for teachers at the beginning of the school year:

1. Check supplies.
2. Hand in first and third day attendance forms.
3. **Hand in at the end of the fifth student day alphabetical pupil enrollment lists with all of the information and updated emergency cards for each student.**
4. Inform each student and his/her parents of their responsibilities in class.
5. Record the textbook number of each book issued to the students.
6. Hand out insurance forms in the homeroom.
7. Hand out the student handbook and read and discuss it thoroughly.
8. Collect handbook receipts each day and hand them into the office with attendance when all students have returned the materials.
9. Ask each student if he or she has questions with bus pick up.
10. Review the bus loading and fire drill procedures with the homeroom students.
11. Review proper lunchroom procedures with all students.
12. Have attractive room and hall bulletin boards.
13. Hand out all supplies necessary for the efficient functioning of the class.
14. **Establish and post clearly defined grading procedures, routines, classroom rules and consequences.**

WHERE TO GO FOR WHAT?

This section states where the faculty can find various materials and services.

Testing and Pupil Service Forms--Guidance Office
Bulbs for projectors – Ms. Button/Mr. Georgetti - Technology
Retirement information - Business Office
Extra-curricular applications, requisition forms, budget request forms, course reimbursement and credit approval forms, mileage reimbursement forms, conference request forms, medical insurance forms, deficiency reports, discipline forms on website - Office
Report card/envelopes, daily report forms, bus transfer forms, - Office.
Request for I.U. films and other services - library
Cleaning and basic maintenance supplies - School Custodian via School Dude
Field trips – Grade level leader / Elementary office
Building use by outside groups - Office.
Science Kits/notebooks- Curriculum Office

ART

We will be asking all students to bring a "smock" for art. Please provide a place in your classroom for storage of smocks.

STORAGE ROOMS

All items must be placed on your shelves or moved into your classroom by the end of the first week of school. No items are to be left on the floor.

Storage rooms are to be maintained in a neat and orderly fashion.

LAMINATING

Laminating should only be used for items, which need to last for a long time. Student projects do not generally need to be laminated. When making copies, use the front and back whenever possible. Students are NOT permitted to use the copier or laminator.

PROFESSIONAL ATTIRE

Purpose:

Professional employees set an example for their students to follow in dress and grooming and should present an image of dignity and encourage respect for authority. These factors act in a positive manner towards the maintenance of school and classroom discipline. Faculty's school attire should be professional, appropriate to your area and business-like. The faculty is expected to model appropriate professional attire during the school day and at all school sponsored functions. It is the responsibility of each faculty member to model a style of dress that is reflective of the nature of our learning environment. Our school/classroom environment must support modesty, respect, and dignity for self and others.

The following guidelines have been implemented by the Board of Education in accordance with Policy # 425: 3. Guidelines:

“When assigned to district duties, the professional staff members shall be physically clean, neat, well-groomed, and dress in a manner reflecting professional assignment.” This would include dress while attending off-campus professional development opportunities and meetings.

Specifically:

- Males: Collared shirts only, no tie necessary
- Females: No yoga pants; no visible spaghetti straps; no leggings except worn under skirt, dress, top or sweater that comes to mid-thigh. Skirts and dresses should be no shorter than fingertip length.
- All Faculty/Staff: No jeans, no shorts, no t-shirts, no hooded sweaters or sweatshirts, no sweat pants, no pajama pants, no athletic wear, no flip-flops

Fridays or any other designated Spirit Day:

- Jeans and MV attire, including t-shirts and hooded sweatshirts, are allowed.

Physical education teachers may wear shorts and athletic attire.

EMERGENCY CLOSINGS

The School Messenger system will notify all staff and parents, in the event of any weather emergencies that cause school closings, delays, or early dismissals. If any staff members do not receive these calls, notify the main office immediately. Television stations FOX-TV, WYOU-TV, WNEP-TV, and WBRE-TV will be notified; the bulletin will be broadcast as soon as possible. The Mountain View School District has been approved for five (5) Flexible Instructional Days per school year. These may be used for weather emergency days, such as snow days. On FID days, we will follow the Virtual Learning schedule.

(If you do not receive school message, please contact office)

SICK DAYS

In accordance with the relevant sections of the Pennsylvania School Code, each teacher is entitled to ten sick days per school year. In order for this to be effective without greatly interrupting the functioning of the school, all faculty members are asked to call April Ball before 9:00 P.M. the evening prior to the absence, if possible.

Please remember to let her know what kind of absence you're taking.

If an early morning emergency arises, please call between **6:00-6:15 A.M.** If the teacher is aware that he or she will be absent for succeeding days, he or she is asked to **call the office in the afternoon prior to 2:30 P.M.** on the first day of absence. **phone # 570-687-1248.**

SUBSTITUTES FOR MEETINGS/CONFERENCES

Substitutes should be arranged with the elementary office as soon as approval for the absence is given.

LESSON PLANNING

RESPONSIBILITY FOR MAINTAINING AND INSPECTING LESSON PLANS

- Lesson plans, cross referenced with state standards, will be maintained by all teachers and be available for review at any time.
- Lesson plans can be completed on Sapphire weekly or in Plan Book
- Teachers will meet once a month with their grade level to ascertain that all areas of the curriculum are being addressed. An administrator may attend these meetings.
- Team meeting notes may be submitted to the elementary principal after the meeting.

CONTENT OF LESSON PLANS

All daily lesson plans will include, but will not be limited to the following:

- Topic/Standards
- Learning Objectives
- Materials to Be Used Instructional Activities
- Assessment/Close

DISCRETION OF PRINCIPAL

At the discretion of the principal and with the approval of the Superintendent, additional requirements for the lesson plans may be added.

Additional Requirements:

1. A Unit Plan by grade level/department will be submitted monthly or quarterly as per the above meeting outcomes.
2. Temporary professional employees are to prepare a more detailed lesson plan utilizing the PDE planned course format, if requested by an administrator.

ARRIVAL/DUTIES

All faculty/staff are to enter the building using the front entrance and sign in. Morning duties begin at 8:00/8:15 A.M., unless other arrangements have been made with administration.

Staff members are to be at their post at 8:00/8:15 A.M. Students are to be picked up at Specials and lunch on time. Staff needs to be on time for the afternoon duties, as well.

MAILBOXES

Mailboxes should be checked in the morning, at lunchtime, and/or planning periods. Mailboxes are to be accessed from the hallway, and *not* through the office mailroom. **Students should not be sent to the office to retrieve mail.** Only secretaries and administration will have access to mailboxes. All material to be placed in mailboxes must be approved by the principal and will be distributed by secretaries.

KEYS

1. Keys should be with you at all times when you are in the building. File cabinet keys may be kept in your desk until the end of the year, at which time they should be left in your mailbox.

2. It is reaffirmed that the Public School Code of 1949, as amended, prohibits conversion of any equipment or supplies purchased by public funds to private use unless a specific procedure is followed. This locally has included the borrowing or the loaning of school equipment or supplies for non-school related functions or purposes. In the past, outside use has included the use by non-profit organizations and staff of equipment/supplies for out-of-school activities related to classroom instruction. No private or non-school related use of equipment or supplies shall be authorized.

PARKING

While parking spots are not assigned, faculty and staff should choose a parking spot that is convenient and use the same spot regularly.

BUILDING USAGE

SCHOOL DUDE must be used to schedule the use of any rooms in the building.

CUSTODIAL AND SECRETARIAL REQUESTS

When requesting any work to be done by custodians, (with the exception of emergencies), the request must be put on SCHOOL DUDE. This computer request will be sent to the appropriate people. **There are to be no exceptions.**

OFFICE

Teachers are only to be in the office and/or nurse's suite to conduct business (phone calls, pick up forms, etc.) The office copier is for use by office personnel only.

SMOKING

Smoking is not permitted on school property.

SCHEDULES

Teacher: All teachers are required to be at their duty assignments at 8:00/8:15 AM. Teachers may leave the building at 3:15/ 3:30 PM, with the exception of scheduled extended days.

Student: All teachers should send a schedule home to parents for Art, Computer, Physical Education, and Music.

ASSIGNED DUTIES: All assigned duties are mandatory, and teachers must be at their assigned locations at their assigned times. Failure to adhere to the duty schedule and times will result in possible administrative actions.

RECESS: Recess supervision is a very serious responsibility.

- All staff on duty are responsible for positioning themselves to visibly supervise the following areas: equipment, field, blacktop, swings, and tables.
- Staff should not congregate together and converse while on duty. If students are not properly supervised, we will need to increase coverage.
- Remind students of proper equipment use, and enforce all playground rules.
- When coming inside after recess, be certain that all papers, wrappers, etc. have been picked up from the playground.
- **Teachers must have a walkie-talkie with them on the playground.** If a child is seriously injured, the supervisor should contact the Office to send the nurse to the playground.

STUDENTS LEAVING EARLY

Any students leaving early will be picked up in the office. If you receive a note in the morning, please initial and send it to the office with your attendance and lunch count. Please ensure all notes have the student's first name, last name and teacher clearly written on the note. Students should not be released until the office calls for them.

ROOM CARE

The classroom should be treated like home by your pupils and you. It should be kept clean and attractive.

- **Clutter is a fire hazard and will not be permitted. Shelves, bins, boxes, etc. should not be stacked extremely high. Do not block windows.**
- **Tall shelves must be properly secured to the walls.**
- **Teachers should request maintenance to do this via school dude. There are to be no appliances in the classrooms unless you have requested and received permission from the principal in writing.**
- Attention should be given to neatness in seating arrangements, bulletin boards and the display of pupils' work.
- Homeroom teachers shall check to see that floors are free of litter, blackboards cleaned and desks cleared of books before afternoon dismissal.
- Desk chairs are to be piled in two or three piles. Check to see that the floor is free of litter and that desks are orderly prior to any group leaving the room.

- All windows should be closed at the end of the day.
- At the end of the day, lock door, and place wastebasket outside of your door.

MVSD Safety and Security Codes

Fire Drill

Efficient fire drills at regular intervals are not only required by law monthly, but are highly important to the preservation of life in the case of fire. Therefore, every student and teacher, as well as all other school personnel, should regard fire drills as a necessary and serious exercise. All exit the building to a pre-designated area.

Intruder

During this scenario, all are expected to review their current situation. If possible, people should be evacuating the building. If not possible, people should be sheltering in place until they are able to evacuate the building. Throughout this scenario, all people should be intentional to improve their position consistently.

Restricted Movement

During this scenario, all are expected to remain in their classroom with doors closed and locked. Students should not be leaving their classrooms for any reason. Students can be welcomed into a classroom if they are out when the code was called. This would be used in the case of an incident within the building or outside of the building such as a medical emergency, an unknown person on campus, or nearby police activity.

Evacuation

During this scenario, all people are expected to orderly and calmly evacuate the building. Please follow the evacuation routes and report to the assigned area. When the alarm is sounded, please have students line up, assess your surrounding situation, and then evacuate.

Weather Preparedness Drill

(National Weather Service severe storm notification)

During this scenario, all people are expected to move away from exterior windows and doors. All people should move to interior hallways. Students should be seated on the floor outside their classroom. Classroom doors should be closed. In cooperation with the National Weather Service, each school year, a weather preparedness drill is conducted to help students know what to do if severe storms should strike the school.

TEXTBOOKS/MATERIALS

Number and record all textbooks. Books should be covered. If you have extra textbooks or workbooks, they should be sent to the office for storage in the bookroom by the end of the first week of school.

MATERIALS (SCIENCE)

Science equipment is available in Room 350. Carts are for teacher use only. Please notify the Director of Curriculum and Instruction if science materials begin to run low.

SOFTWARE AND AV EQUIPMENT

Software ordered by individual teachers must be approved by the Principal or Director of Curriculum

HOMEWORK

- Classroom homework is not mandatory
- Teachers should post homework in Google Classroom, or Remind, or Sapphire.
- Assignments must also be posted in the classroom
- Homework will not be given during PSSA
- Homework should not exceed more than 10 minutes x grade level
 - (i.e. 10 x Grade 3 = 30 minutes)
- **Kindergarten** It is suggested that kindergarten students have a story read to them each evening.
- The purpose of homework is to reinforce previously learned concepts and skills.

STUDENT PLANNER/HANDBOOK

Be certain that each student returns a signed acknowledgment form for the Student Handbook. Forms should be placed inside the front cover of the handbook before they are distributed. Review the contents of the handbook with all students. When signed acknowledgment forms are returned from **all** students, alphabetize and return them to the office. All students are required to fully utilize their student planner/handbook to facilitate homework completion and parental communication.

SNACKS

Students in Grades K-6 have snack time before and/or after lunch. Parents are encouraged to provide healthy snacks and/or drinks for their child. **Soda should not be provided.** Snacks may NOT be shared between or among students, as according to the Wellness Policy. Students may have water bottles in the classroom throughout the day. Adults are encouraged to model good eating habits for the students. Teachers may provide snacks to students. Food may not be used as a reward, nor shall food be used as a punishment by denying a student food.

BREAKFAST/LUNCH

1. Breakfast and Lunch will be Free for all students this year.
2. Please be aware that the lunch prices for the 2024 - 2025 school year are as follows:
 - \$4.75 - adult lunch
 - \$.65 - milk
 - \$2.85 - adult breakfast

Salads, wraps, and sandwiches can be ordered by emailing lunchorders@mvsd.net as an alternative. Please order by 9 A.M.

3. Point of Sale – The cafeteria operates using a Point of Sale program. Parents deposit money into each student's individual lunch account. Students type in their ID number each day for purchases. Payments to the students account may be mailed to the elementary school or will be collected in the student's homeroom each day. Milk and extras are not included in the free and reduced lunch program.

CLASSROOM PARTIES

On the day of the child's birthday, we will celebrate and acknowledge the student's birthday, but our District Wellness Policy requires the birthday treat be a healthy treat or non-food item. For a food alternative, non-food items, such as school supplies or craft projects, may be sent in for the class.

Healthy alternatives: granola, crackers, fruit roll ups, fruit, whole grain Pop Tarts, juicebox. Parents should make arrangements with their child's teacher prior to the date.

Elementary celebrations are held during the school year for Halloween, Christmas and Valentine's Day. Your child's teacher will notify parents/guardians before each of these holidays.

GRADING

A pupil failing ("F" in grades 1 - 6, "U" in kindergarten) two or more major subjects, or who fails one major subject plus two of the following (art, music, physical education, library, computer, keyboarding, health or recorder) may be retained.

- Teachers of students being considered for retention must complete a MTSS retention form.

GRADES

Students earn grades. Teachers do not give grades. Teachers record, average, and report grades after doing the best possible job of teaching to meet the goals and objectives of a unit. Since parents judge how well their child is progressing by the grades on the student's papers and report cards, the grades must be accurate, fair, reasonable evaluations of student progress.

- **Teachers should update grades in Sapphire weekly. Waiting weeks to enter grades is not acceptable.**
- Grade level procedures for how teachers arrive at grades are subject to Building Principal's review.
- Teachers are to be prepared to define how they arrive at a student's grade and be able to justify their method..
- No grade below a 55 for the first marking period

PROGRESS REPORTS

Progress reports are one of many ways of communicating to parents how well their child is performing in school. They can be sent at any time during the year to report either positive or negative performance.

At the midpoint of each marking period, all teachers will fill out a progress report for each student within his or her class(es) that demonstrates the students' strengths and/or areas needing improvement.

REPORT CARDS

Report cards are issued to all students after the end of each marking period. The report card must be signed by a parent and returned to the homeroom teacher who is responsible for checking the signature, if a note is enclosed, or if a conference has been requested. **If the report card hasn't been properly returned, after one week, please report the name of the student to the office.** The cost of all replacements is \$.75; second replacement will cost \$1.00.

- **There are 4 nine-week marking periods.**
- **All student grades must be submitted by the 3rd workday after the end of the marking period.**
- **Report cards will then be distributed on the 3rd workday after the end of the making period except for the last marking period.**
- **The final report card is sent home on the last day of school.**

ACADEMIC EXCELLENCE

Honor Roll

- In order to qualify for the nine-week Honor Roll, a 4th, 5th, or 6th grade student must have a minimum overall average of 88.0% in all courses.
- There shall be no grade of unsatisfactory or incomplete in any course(s), nor shall any numerically graded course be below 82.0%.

High Honor Roll

- In order to qualify for the nine-week Honor Roll, a 4th, 5th, or 6th grade student must have a minimum overall average of 93.0% in all courses.
- There shall be no grade of unsatisfactory or incomplete in any course(s), nor shall any numerically graded course be below 88.0%.

MTSS

The revised special education regulations and standards stipulate that each elementary aged student who experiences academic difficulty will have access to instructional support in regular education.

- The instructional support process is composed of assessment and intervention procedures that are used to assure that students receive an effective instructional program, as well as other school services that will meet their learning needs prior to referral for multidisciplinary evaluation.
- The instructional support process serves as a mechanism for screening students who may be eligible for special education by identifying those students who do not make sufficient progress even after intensive interventions are attempted in the regular education program.
- This process is not looking at how many strategies it took for the child to fail, but how many strategies it took for the child to succeed.
- The hub of instructional support is the MTSS process, which assists classroom teachers in planning and implementing strategies that are designed to produce success for the identified students.
- Students who are experiencing difficulty in the classroom are referred to our MTSS team. The team will consist of , but is not limited to, teachers, parents, guidance and administration.
- The purpose of the team is to work with the support teachers to enable the student to meet with success in the regular classroom.
- **Grade levels will meet once a week (at a minimum) to discuss students needing intervention. The team should use data and classroom performance in deciding the implementation of intervention strategies. You should not wait for MTSS meetings to begin open dialogue regarding struggling students or delay the implementation of interventions in Tier 1 and 2.**

TITLE 1

Students leaving class for Title 1 services should not be required to make up work they miss while in Title 1 class. We will attempt to schedule more in-class Title 1.

Specials

Students must be picked up and brought to specials at the correct time.

- No students are to enter the room until the special teacher gives permission.
- Homeroom teachers are not to leave the class in the hall or the classroom until the specialist is in control of the class.
- Students are not to be taken out of their specials for testing, counseling, make-up work, etc. unless prior approval by an administrator has been granted.

Co-Teaching/ Push-In Services

During the instructional day there will be time for Push-In Services. This is a time of collaborative instruction. Each teacher participates in planning, delivering, and assessing student progress.

I.E.P.'S & 504 ACCOMMODATION PLANS

All classroom teachers should receive a copy of their students' IEP's from the learning support teachers. These are confidential and legally binding documents and should be stored as such in your classroom. Any questions about the implementation of these plans should be addressed with your Learning Support tracking teacher immediately.

- ***504 plans are available through Sapphire for review.***
- ***However, if you cannot access the document and/or have questions regarding the plan at any time please contact the school counselor or building principal.***

RETENTIONS

Kindergartners are not retained by the district, parent request only. In order for non-classified students to be retained in first through sixth grade:

- He or she must have failed either two (2) major subjects or one (1) major subject plus two (2) of the following five: art, music, physical education, library, computer, health or recorder. A major course is defined as reading, math, science, social studies, and English (spelling, punctuation, capitalization, composition).
- A passing grade in each course graded by number grade has been established as A (93-100), B (84-92), C (77-83), D (70-76), and F (0-69) (Kindergarten – G, S, N, and U).
- Teachers will identify those students experiencing academic difficulty through the MTSS process.

STUDENT RECORDS

One of the most sensitive topics in education today is the question of confidentiality of records.

- Records and/or student reports are open to teacher scrutiny for educational purposes. They are not open for non-educational or personal curiosity not having to do with an immediate educational purpose.
- The Student's Permanent Record File and the Student's Cumulative Record File are entrusted to the homeroom teacher. These files are kept in the office.
- Any faculty member may view these files. However, the records may not be removed from the school building. If leaving the office area with the permanent record they must be signed out in the folder located in the front of the file drawer.

Discipline Records are in the building office.

- These records are likewise open to scrutiny by members of the professional staff; however, they may not be removed from the office. Attendance records fall into the same category.

The Exceptional Student Records, located in the elementary school Special Education office.

- Records are open to any professional staff member. Faculty may only view records for their current year students. Any further questions concerning this may be directed either to the school psychologist or the director of special education.

All reports are to be listed with the student's last name first.

CONFIDENTIAL MEMOS

Memos are sent to all teachers concerning certain students, etc. Do not publicly display these memos. Keep them locked in a secure location. Be safe - consider all memos to be confidential. When you are absent, please leave a note in your substitute folder asking that your substitute not take mail from your mailbox.

STAFF MEETINGS

All faculty and staff are expected to attend staff meetings called by the elementary principal, superintendent, or any administrator.

- In case of inability to attend any such meeting, the respective administrator should be notified. Everyone is urged to be prompt. Whenever possible, advance notice of such meetings will be given.
- This is a vital function and demands the utmost cooperation of all the staff.
- Grade level meetings are held on a regular basis throughout the school year.
Attendance is required.

PROFESSIONAL CONFERENCES

Please note that if you plan to attend a conference and purchase materials while there, you **MUST** have a purchase order completed ahead of time to take with you. Payment will not be made after you return.

- Requests for conferences **MUST** be submitted to the principal by the Wednesday preceding the next Board meeting.
- When submitting payment reimbursement, a copy of the approved conference request form must be included, along with all receipts.
- Conference reports will be routed via grade level leaders. Please **TYPE** the conference report on the form provided. If conference reports are not submitted in a timely manner, future conference requests may be denied by administration.

PARENT-TEACHER CONFERENCES

Parent conferences will be held as requested by the parent and as scheduled by the school district/teacher.

Parent-teacher conferences are encouraged because, in most instances, they will lead to better understanding and improved relationships. Arrangements for such conferences may be made by the teacher or through the elementary office. A record of each conference should be made and kept in the student's file.

All grades below F (1-6) or U (K) on report cards require direct parent contact. Grades below U or N in individual assignments (tests, quizzes, homework, etc.) may require parent contact.

Multiple grades below F or U on individual assignments will require direct parent contact.

COMMUNICATION

TELEPHONES

Teachers are encouraged to make parent contacts via the school telephone. Students may receive messages via the school phone only in cases of extreme emergencies. Students must learn to be responsible individuals and bring books, reports, lunches, instruments, sneakers, etc. to school..

VOICE MAIL

To facilitate communication, the voice mail system allows for parents to leave you direct messages in your personal voice mailbox. It is the teacher's responsibility to check his/her voicemail frequently and to respond to messages promptly. **Please make sure your voicemail is set up and clear to accept calls.**

E- MAIL

To continue to communicate with each other, students, and parents, each faculty and staff member have been assigned an email account. It is your responsibility to check your email regularly.

ANNOUNCEMENTS

Announcements will not be made to the entire school unless absolutely necessary, and with the approval of the principal. Messages, etc., will be related through teacher mailboxes and the intercom phone, or through email.

PUBLIC RELATIONS

Take advantage of any interesting projects, activities, etc. going on in your classroom to provide public relations for the school.

NEWS RELEASES

Please follow the prescribed procedures for submitting all news releases to the principal. If these procedures are not followed, there will be a delay in getting the material to the newspaper for printing. Submit the article via email to the elementary principal.

1. Use the form available from the website.
2. Type (double space) the body of the article in the space available.
3. At the bottom of the form, type the date in the space available.
4. All news releases must be sent to the elementary principal for approval.

NOTICES

Please give the elementary principal a copy of all notices, etc., that you send home to parents.

ELEMENTARY SCHOOL CALENDAR

Teachers are encouraged to add to the school calendar any special events and field trips to the calendar. These notices will be linked to the Upcoming Events on the school's website.

ASSEMBLIES

During assemblies or special programs, coverage for each class is the responsibility of the teacher who would normally have that class during that time period. **All teachers are to report to assemblies unless scheduled for a prep.**

SUBSTITUTE FOLDERS

In order to continue instruction with minimal interruptions when a teacher is absent, sub folders are kept in the classroom. To help the substitute, all teachers are to update their folders periodically.

Included in the substitute folder should be the following:

1. Teacher's schedule.
2. Seating charts (including homerooms).
3. Information on what textbook is used for each class and where to find it.
4. Location of lesson plans.
5. Location of supplies.
6. Lesson plan - Include helpful hints /background information on skill
7. Building plan.
8. Extra forms usually used in the routine of the day.
9. General accommodation/modification information for those students with IEPs or 504s.

EMERGENCY SUB FOLDER

All teachers must provide an Emergency Sub Folder for the main office. Please bring this folder to the office by September 6, 2024. The office will provide a folder for each teacher.

Included in the emergency folder should be the following

1. Teacher's schedule - Room #, Grade Level,
2. Contact name of neighboring teacher, and room number.
3. Seating Chart
4. A lesson plan or activity
5. Information on what textbook is used for each class and where to find it.
6. Building plan
7. General accommodation/modification information for those students with IEPs or 504s

SUPPLEMENTAL SALARY POSITIONS

These positions are special activity positions held by professional employees. These positions are to be completed outside contracted hours.

OBSERVATIONS AND RATINGS

Teacher observation and rating by the Administration have traditionally been a technique used in education for the purpose of instructional evaluation and improvement.

- Each non-tenured teacher will be observed on a formal basis by the Elementary Principal at least two times during a school year.
- Each tenured teacher will be observed a minimum of one time a year. Informal and walk through observations may also take place. The Superintendent or his/her designees may conduct additional observations.
- All observations, walkthroughs, and Student Performance Measure (SPM) will be completed using the PA-EETEP system.
- All faculty members are required to use that system to complete these yearly state requirements.
- During the observation process, a pre-observation conference may be required, as well as, the required post observation conference.
- The resulting information gathered from the observations, walkthroughs, SPM, and the School Performance Profile (SPP) score will be used to complete the required PDE 82-1 evaluation form. Those forms will be made available for teachers to review and sign after SPP scores become available from the state the following school year when the new SPP score is released by the state.

The general characteristics which are considered in the rating of a teacher are listed in the **PDE Act 13 forms**. In addition or as clarification, the following are viewed as important by the Principal as the instructional leader. Additional factors will also be included.

- 1 .Attendance must be taken in class.
- 2 .The teacher must be ready to proceed with the lesson soon after the class period begins.
- 3 .The teacher must display a high degree of proficiency in his or her subject area.
- 4 .The teacher must maintain in the class an atmosphere of control. The circumstances of the class will determine the degree of quietude.
- 5 .The teacher is expected to proceed with the class as if the observer is not present. (Discipline a student when necessary).
- 6 .The lesson must proceed smoothly with the teacher maintaining composure.
- 7 .The lesson should be conducted over the greater part of the period. Extensive study halls at the end of periods are not acceptable.
- 8 .The lesson should end with informal or formal assessment. Did the students meet the expectation, objective, or set at the beginning of the lesson?

If a teacher is assigned to teach a lesson in a specific class, the teacher does not have the right to substitute some other activity for the lesson. Therefore, no instruction other than that prescribed in the Curriculum Guide of the Mountain View Elementary School should be offered.

In addition to presenting a specific lesson plan for the observation lesson to the observer, the teacher is required to show evidence of weekly planning for all assigned courses in the Teacher Planning Book, in the Sapphire Gradebook, or in the “Plans” folder on the server.

LIBRARY

All staff members are invited and encouraged to use the library facilities and services. The purpose of this section is to inform faculty and staff of the materials and services provided by the library, as well as checkout procedures and locations of these items.

For the 2024 - 2025 academic year, all faculty will have access to the Library Calendar. Teachers may reserve a daily, weekly, or monthly, time slot for academic purposes. During the reserved time, the classroom teacher will be responsible for library protocol. A para-professional will be assigned to the library morning hours of operation. Para will maintain library procedures: Check Out, Return, Damages, and provide information regarding materials available.

LIBRARY CHECK OUT PROCEDURES

Every item available for check out has been assigned a barcode, including all audiovisual equipment and software. Any item taken from the library must be scanned out at the circulation desk in the library. In the event the library is not open, faculty and staff should leave a note indicating their name, the item taken, and the entire barcode number (nine digits).

CHECK OUT PERIOD AND RETURN OF ITEMS

All faculty and staff may keep items for as long as necessary, without a predetermined due date. However, the librarian reserves the right to recall an item after an appropriate length of time if needed by another faculty or staff member. Please return all items in a timely manner to ensure equal access by all. Items must be returned to the circulation desk in the library so that they may be properly discharged and cleared from your name.

DAMAGES

If an item or piece of equipment is damaged or not working properly, please be sure to advise the library staff when returning it. It is preferable to attach a note to the equipment, stating the exact nature of the problem. Please be as specific as possible. Equipment is sent out periodically to the Intermediate Unit for repair, and each problem must be specifically addressed.

FIELD TRIP POLICY

Field trips are recognized as desirable educational experiences. They should be carefully planned cooperatively by students and teachers.

- Prior approval for such trips should be made with the elementary principal on a form provided for this purpose. Before doing so check with your grade level leader for the proper procedure.
- Requests should be made far enough in advance so that school board approval may be received when school district funds are expected to finance such trips.
- Every pupil going on a field trip must have turned in to the teacher in charge of a slip signed by his parents granting permission to make such a trip.
- Adequate chaperoning should be a part of the planning. Teachers need to check with the elementary office regarding clearances that are required of chaperones.
- Dress must be acceptable and in good taste. This should be decided during the planning of the field trip.

1. Recommended Ratio of student to Chaperones:

K - 3	Day Trip	1 - 6
4 - 6	Day Trip	4 - 8

2. A field trip is an extension of the school day. As such, all rules of conduct in school will carry over to any field trip, regardless of length. (i.e. disrespect to a staff member could draw a suspension; therefore, disrespect to a guide could do the same thing.)

3. A dress code appropriate to the location should be enforced, with the stipulation that all students are clean and well groomed at all times.
4. Use of tobacco: **NONE**
5. Physical contact, boy/girl, will be handled, as it would be in school. No mixed groups in any sleeping areas at any time will be allowed.
6. Curfews will be established as necessary and strictly enforced.
7. Any violation of a law should be dealt with directly with the local or state authorities, in addition to the school penalty.
8. Drinking or possession of alcoholic beverages will not be allowed at any time regardless of age or circumstances.
9. Possession of any controlled substance will immediately mean an arrest, being sent home, if possible, and an expulsion hearing with the Board of Education, in addition to the penalties listed in THE DRUG AND ALCOHOL POLICY.
10. Chaperones shall be held accountable for the enforcement of all rules.
11. Any student who violates major field trip regulations could jeopardize all future attendance at field trips for the remainder of the student career at Mountain View. This is an administrative decision.
12. Attendance laws shall be in effect for any students who do not go on a particular field trip. Those students, who do not attend a field trip, will be required to attend all regularly scheduled classes.

Field Trip Guidelines

1. Be sure to send home permission slips and all necessary information to parents. Money should be collected with the permission slip. Check on transportation arrangements.
2. Notify the school nurse of the date, trip time, and destination.
3. Remind children to place lunches in a bag that can be thrown away after lunch (plastic, if possible). Drinks should be in throwaway containers.
4. Review rules of behavior.
5. Pre-trip lessons should be completed.
6. Secure trip box with the first-aid kit and bring bottled water.
7. Check with the nurse for any students with health concerns.
 - Please opt to select as a chaperone, whenever possible, a parent/guardian of any student with chronic health problems (where they visit the health office on a consistent basis for treatment and/or medication).
 - Please see the school nurse for any questions or concerns on the health status of any student in your classroom.
8. Check the ratio of students to Chaperones on pg. 7 for your grade level and assure that you have enough supervision. (Chaperones may not bring their children.)
9. Leave a list of pupils on the trip in the office.
10. Students should have name tags with the school's name listed (if going where there will be a large number of children).
11. Provide each chaperone with a list of their group. (Teacher will have the entire list.)
12. Remind chaperones of their responsibilities.
13. Have a good time!!!

Also, if one of your students gets sick in the morning or something comes up that he/she cannot go on the trip, please instruct the students to call the Mountain View Elementary School at 434-2181, extension 433, and leave a message for you that he/she will not be going on the field trip. (This way you will know that one of your students will not be going.) Please include this information on the permission slip.

Field trips may be scheduled periodically throughout the school year. Clearances for Child Abuse and State Police are required. Please remember it may take a week to receive clearances.

AFTER SCHOOL ACTIVITIES

No student will be allowed to stay after school without the presence of an advisor, coach, teacher, leader and prior written permission of the parent/guardian.

STUDENT ATTENDANCE

A daily attendance list will be given out each day. Be certain to read pertinent announcements to students each morning when you receive the daily attendance.

Lateness:

Students, who report to their homerooms after 8:30 A.M. will be marked tardy, either excused or unexcused. Any questions regarding excused or unexcused tardies should be referred to the secretary. If a student arrives at school after 8:30 A.M., he must report directly to the office to be issued a class admission slip. He will then report directly to class. There is generally no reason why students should be late for class.

The following criteria will be used for lateness to school:

Arrive before 11:00 A.M.-Tardy

Arrive after 11:00 A.M.-1/2 day absent A.M.

Arrive after 12:30 P.M.-absent full day

Leave before 11:00 A.M.-absent full day

Leave after 11:00 A.M.-absent 1/2 day

Leave before 2:00 P.M.-absent 1/2 day

Leave after 2:00 P.M.-No absence

For Traffic Safety, students will not be dismissed between the times from 2:30 -3:00.

EXTENDED STUDENT ABSENCES:

The form called EXTENDED ABSENCE FOR EDUCATIONAL FIELD TRIP must be signed and/or initiated by a student's teachers before a long-term absence can be considered as excused. Please note that this form must not be signed unless the parent's signature is on the form. The form will then be forwarded to the office for final approval by administration.

The Mountain View School District does recognize the uniqueness of our school community and realizes that many trips by parents are forced to be at times other than school holidays and are of educational nature. With this in mind, exceptions may be made in some situations, and absence of up to five days may be allowed. Parents and/or students can obtain an extended absence form from the office prior to the absence and request permission. Schoolwork for the time of absence must be acquired prior to the time of the trip and be completed by the time of return. The pupil's grades and absence record will be taken into consideration along with the nature of the trip. Students belong in school, and family vacations should not be scheduled during school time.

When a child returns to school from being absent, the teacher will fill out an excuse card for the child to take home, have signed, and return. TEACHERS MUST FOLLOW UP ON THIS and be certain that all excuse cards, or duplicates if necessary, are returned. Excuse cards are to be sent to the office with attendance.

EARLY DISMISSAL

If a student must leave school early, he/she should PRESENT A NOTE FROM THE PARENT/GUARDIAN to that effect first thing in the morning on the day he/she is to leave early.

The note must state who is picking the child up. After the teacher has noted the time and person, the note should be sent to the office.

It will be filed and the secretary will call for the student at the appropriate time; the person picking the student up must come in and sign the student out.

Students are NOT RELEASED to anyone other than a parent/guardian BETWEEN 8:20 A.M. AND 3:00 P.M. without written parent/guardian consent. Each student being released early MUST BE SIGNED OUT BY AN AUTHORIZED ADULT.

If a student becomes ill, or is injured, near the end of the school day to the extent that they are unable to ride home on the bus, they will remain in the health office until the school nurse is able to contact a parent, relative or other responsible adult to pick them up.

WITHDRAWALS

The Withdrawal Checklist Form used in the Mountain View School District is used by students meeting the following criteria for withdrawing from school.

1. Transferring to a non-public school
- 2 .Moving from the school district (most common)
- 3 Transferring to a public school in another district

When a professional employee of the Mountain View School District signs the Withdrawal Form, he/she is NOT simply saying that there is knowledge of the student's withdrawal. He or she is saying that the student has handed in all of his or her books, paid all fines, and fulfilled all obligations to that teacher. If this is not the case, the teacher must NOT sign the form; instead, the problem must be referred to the office.

DISCIPLINE

Discipline is a vital element in the teaching climate. It is the collaborative responsibility of the entire staff. It must be maintained not only in the classroom where it becomes the primary concern of the classroom teacher, but also must be maintained in the halls, during extracurricular activities, at recess, during the lunch hour, etc. If you see a problem, take appropriate action. All teachers will use the school discipline system. The teacher/staff member in whose room/presence the incident happened needs to report the infraction using Sapphire or a discipline referral form.. Discipline referral forms are for those who do not have access to Sapphire.

Please refer to the Student Handbook for information concerning:

SCHOOL RULES

DISCIPLINE

STUDENT DRUG AND ALCOHOL POLICY

WEAPONS/DESTRUCTIVE DEVICES

STUDENT MEDICATION POLICY

BULLYING/CYBERBULLYING

HAZING, UNLAWFUL HARASSMENT, BULLYING

SEARCH AND SEIZURE

One of the major judicial questions in recent years has been that of the limitation of searches and seizures. The most recent ruling as applied to public schools is that lockers/desks can be searched by the administration and a witness (professional staff member). The reasoning is that lockers/desks do not belong to the students; in fact, the students simply use them with the permission of the school authorities. Therefore, the administration can search a locker/desk even with the student not present.

The question of searching the student and his or her personal belongings has also been before the various courts of the land. The courts have held that the school administration, with a witness, can search a student and all personal belongings under the authority of LOCO PARENTIS. As a parent has the right to search his or her children, so the school, responsible for the welfare of the entire student body, has the right to search students for illegal substances or materials. To be safe, let the administration handle these cases.

CORPORAL PUNISHMENT

Chapter 14 regulations, adopted June 2004, expressly prohibit the use of corporal punishment within public educational facilities in the Commonwealth of Pennsylvania. The Mountain View School District abides by this regulation and prohibits corporal punishment in any form.

SCHOOL BUS REGULATIONS

BUS EVACUATION DRILLS

School bus evacuation drills shall be conducted twice a year. Notice of such drills shall be forthcoming from the office of the Business Manager.

BUS REGULATIONS

The bus regulations at Mountain View apply to students riding the regular school buses to and from school, the shuttle buses, and the activity bus. Sponsors of all activities should be familiar with these regulations. Please refer to the student handbook.

When a student is suspended from riding the bus, teachers may not transport the student

ACCIDENTS

Students: In case a student should be accidentally injured and requires medical attention, the teacher or personnel in charge shall:

- (1) administer necessary first aid;
- (2) contact the school nurse or the administrative office.
- The office shall then contact the parent or guardian, informing him of the nature of the injury and concurring on subsequent procedure and medical attention.
- A written report shall be filed with the school secretary giving details of the incident. In cases in which a student has school insurance, a case report must be filled out, signed, and submitted immediately.
- The school nurse must be contacted immediately.
- Remember to complete an accident form when a child has an accident. The person in charge at the time of the accident must complete and sign the form.

Teachers/staff: Injuries/accidents of teachers must be reported on the day the accident/injury occurs. Faculty and staff must report to the business manager if they have had an accident, on the day of the accident.

STUDENT INSURANCE ENROLLMENT PROCEDURE

All accident insurance forms for students will be distributed to all homeroom students at the beginning of the school year, during homeroom period. Forms should also be distributed to new students.

RELIGIOUS RELEASE TIME INSTRUCTION

Students will be excused for the purpose of religious instruction.

On a delayed opening, Religious Release Time will be canceled.

Please be certain that all students who are to be released are sent to the lobby when the announcement is made.

STUDENT OBLIGATIONS

If a student owes a fine or fails to pay for a lost book, report him or her to the secretary two days prior to the end of the marking period.

CHILD ABUSE

Please note that all suspected cases of child abuse must be reported immediately to the Child Line at 1-800-932-0313. This may be done with the support of the principal. However, it is your responsibility to report.

HOMELESS

A homeless person is an individual without permanent housing who may live on the streets; stay in a shelter, mission, single room occupancy facilities, abandoned building or vehicle; or in any other unstable or non-permanent situation. [Section 330 of the Public Health Service Act (42 U.S.C., 254b)] An individual may be considered to be homeless if that person is “doubled up,” a term that refers to a situation where individuals are unable to maintain their housing situation and are forced to stay with a series of friends and/or extended family members. To report Homelessness, contact the Director of Special Services at 570-434-8437.

TITLE IX REGULATIONS

The Mountain View School District is an equal opportunity educational institution and will not discriminate on the basis of race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin, or handicap/disability in its activities, programs, or employment practices as required by Title VI, Title IX, Section 504, and Age Discrimination Act. The Director of Special Services oversees this regulation and can be reached at (570) 434-2181 Ext. 437.

I.U. SERVICES

No professional staff member will contract for I.U. services such as laminating, A-V repair, etc., without written permission of the principal.

ACTIVITIES FUND POLICY

The following procedures will be used by all teachers in charge of an extracurricular activity account at the school.

Deposits:

1. There shall be one central accounting system established in the Mountain View School District to hold and oversee the expenditures and auditing of all funds raised in the name of any school-related activity or organization.
2. All monies raised by or for any school-related activity or organization must be taken to the school administrative office. Principal secretary will record cash and check deposits. All deposited monies will be delivered to the Business Manager office at the end of day. No money shall be taken home with the advisor/teacher/administrator. Separate accounts shall be kept for all different activities or organizations.
3. All expenditures will be made by check and signed by the responsible secretary and principal. Before a check can be written, a voucher must be submitted to the principal by the organization's treasurer for approval of the expenditure. When deposits are made to the secretary, a deposit slip shall be made out by the depositor starting date, account, advisor, and amount of deposit.
4. If a savings account is required, one of the co-signers must be the responsible secretary, and that savings account must be processed through the central accounting system.

PROCEDURES FOR PURCHASES THROUGH THE GENERAL FUND

All teachers must:

1. Secure the form "Requisition for Purchase" from the school office or the “faculty only” server under the folder “Elementary Forms”.
2. Fill out the form completely, including the name of the vendor and the price; if a textbook is being ordered, please include the edition number.
3. Attach an order form to the requisition form if order forms have been provided by the company.
4. Submit the requisition to the school office. A 5-part Purchase Order will then be filled out, signed, and initiated by the principal and business manager if funds are available.

5. When you receive the materials, check it against the purchase order. If you do not like the material for any reason, say so immediately, so the item is not paid for by the business office.

MILEAGE

All mileage reimbursement should be submitted at the end of each month to the principal.

POLICY ON JURY DUTY

Any employee of the school district who is called for jury duty will receive the payment of their normal daily prorated salary received from the school district minus the rate of pay given to them during the period of jury duty. The employee will not be charged with a day of absence. This policy became effective on the day of passage, that being May 9, 1983.

POLICY ON ELECTION BOARD RESPONSIBILITIES

Employees of the Mountain View School District who work at election polls will be charged with either a personal day or will be required to take a day of leave without pay. This policy became effective on the day of passage, that being

BOARD POLICY HANDBOOK

Updated board policies may be found on the district website.

HEALTH

Periodically, students receive physical examinations in accordance with the Pennsylvania School Code. The faculty will be informed of these at least 48 hours in advance and the principal one-month in advance.

When a student becomes ill and it is necessary to send the student to the nurse's/secretary's office, another student should be sent with the ill child. A note from the teacher will verify that the teacher is aware the students are missing class. The attending child will be sent immediately back to class. The teacher sending an ill child to the nurse/office has the responsibility to inform the next teacher of the whereabouts of the student. If a teacher is ever in doubt as to the location of a student, the office is to be contacted immediately.

When a student becomes ill to the extent that he or she is sent home, the nurse/secretary will notify the homeroom teacher either by requesting the belongings of the ill student or sending the student for his books, coat, etc.

Teachers are NOT to call home for illness/health related concerns. You should communicate any health/illness concerns or questions to the school nurse and/or administrator who will then contact the parent.

The nurse/teacher will assess whether a lice infestation is active (Active if she finds crawling forms, or nits within 1/2 inch from scalp.) When an active head louse infestation is detected, the child's parent or guardian should be asked to come to school and take the child home. The nurse/teacher will show the parent evidence of infestation and recommend methods of disinfection. The infested student should be treated twice --the interval between treatments should be 7 - 10 days. Students may be required to have a note from the doctor or a receipt of purchase for the medicated shampoo for readmission to school and be nit free.

END OF THE YEAR

The following are some of the special activities for teachers at the end of the year;

1. Follow the End of the Year Checklist.
2. Complete and return the Subject Failure form for each student who fails a subject and retention lists.
3. Collect all books and materials and store them in the proper location.
4. Hand in a description of all maintenance and repair work needed in your assigned location. Include room diagram
5. Copy of student's last report card.
6. Hand in your keys (place them in the mailbox).

Appendix

Fire Drill Procedures

Fire drills are conducted regularly throughout the school year. These are required timed exercises. The fire alarm signal is the continuous ringing of the fire alarm bells. Fire drill routes are posted in each classroom.

- Teachers must instruct students that there is no talking when evacuating the building in case that emergency instructions must be given. Students are fully expected to proceed quickly, quietly, and in an orderly fashion.

- At the direction of the teacher, students will leave the classrooms/areas when the alarm is sounded. Lead teacher or student will observe the hallway before leaving the classroom. "Is the hallway safe passage?" Occupants will exit the building via the route designated.

- Each teacher must **leave lights on**, close his/her classroom/area doors and lift up the classroom shades. **Do not lock the classroom door.**

- Teachers must inspect the area they are evacuating to, in order to ensure student safety.

- Each teacher must take his/her class roster and Go Kit.

- Everyone must report to your assigned area either in the front, back, or side of the school. **The list is enclosed, please review where you should go.**

- Student attendance must be taken immediately upon arriving at the assigned location.

- **Teachers, paraprofessionals, and any visitor who are not with students must exit building using the closest fire exit and report to the person with a two-way radio. This person will report adults present to the secretary.**

- In the event that any class can not make it to the assigned area, report to the closest area. Teacher will need to take attendance of the class and report this fact to the secretary taking attendance.

- **Teachers must report any student and/or adult with them who is not on the class roster.**

- Teachers will direct students to return to class once the all-clear signal is sounded.

INTRUDER LOCK DOWN PROCEDURE

(REVISED 7/20/23)

[An incident has been identified]

Announcement made from the main office for a “**INTRUDER LOCKDOWN**” with specific location of incident

<u>Teachers and Staff</u>	<u>Administration</u>
<ul style="list-style-type: none">● All teachers check the hallway; assist any people in the hallway and lav into your room.● Lock and barricade doors, if able, close windows, turn off lights, move students away from doors and windows.● Take roll. Teachers should keep a list of extra and missing students.● Prepare to counter. <p>During this scenario, all are expected to review their current situation. If possible, people should be evacuating the building. If not possible, people should be sheltering in place until they are able to evacuate the building. Throughout this scenario, all people should be intentional to improve their position consistently.</p>	<ul style="list-style-type: none">● Alert school of incident.● Activate EMS.● Inform school of events.● Verify location of extra or missing students.● Limit use of outside phone for emergency purposes only.● Facilitate EMS search and building security. <p>During this scenario, all are expected to review their current situation. If possible, people should be evacuating the building. If not possible, people should be sheltering in place until they are able to evacuate the building. Throughout this scenario, all people should be intentional to improve their position consistently.</p>

Physical education class: Indoor – Move students to the locker rooms.

Outdoor – Move students to the wooded area.

Cafeteria: Students and teachers should move to the kitchen or locker room or evacuate the building.

Faculty and staff in large open areas (Cafeteria, Library, Gym) must assess the situation and give evacuation notice to students with imminent danger. Evacuate to a safe place.

Students are not permitted to use cell phones during the lockdown unless a true emergency is evident.

Restricted Movement

Notification: An announcement will be made over the intercom that we will be going into a **RESTRICTED MOVEMENT** situation. We will remain at this status until direction is given by the Main Office.

This would be used in the case of an incident within the building or outside of the building such as a medical emergency, an unknown person on campus, or nearby police activity.

Purpose of the RESTRICTED MOVEMENT procedure:

- To allow emergency personnel access to all rooms without students or staff in the hallway.
- To restrict all student movement within the building.
- To eliminate the amount of traffic circulating throughout the building during incidents.
- To reduce student awareness or curiosity during an investigation or incident in the main office or other areas in or outside of the building for the safety of everyone.
- To assist us in identifying the whereabouts of other student violators or witnesses.

Teacher Responsibilities: When the drill is announced...

- All students and staff must clear the halls.
- Doors should be locked.
- Remain in classrooms until the main office announces the end of the lockdown.
- Classroom instruction should continue. Education must continue as normal.
- Students are not permitted to use classroom phones or cell phones. Confiscate cell phone, if in use.
- If a student is scheduled to leave the building, please call the main office for directions.
- If a student is requesting a visit to the nurse, or is due for medication, call the office.
- Please limit calls to the offices. Office personnel all have assignments during lockdowns.

Class change will only occur via direction from the intercom.

Students may not leave your classroom for any reason.

Lavs, lockers and water fountains may NOT be used.

Route 106 Evacuation Procedures

In the event of an emergency that requires the Elementary School to evacuate to the High School, the following evacuation procedures will be used.

An announcement will be made via the intercom to execute the Route 106 Evacuation Plan.

LEAVE YOUR CLASSROOM LIGHTS ON AND DOORS UNLOCKED. Teacher will take classroom Go Kit and class roster.

Grades pre-K-2 will exit out the lower front exit, cross the parking lot to the Elementary School entrance and cross RT. 106 to the High School exit driveway, make their way to the High School Auditorium.

Grades 3-6 will exit out the front entrance to the Elementary School, cross RT. 106, make their way to the sidewalk and to the High School Auditorium.

Use extreme caution when using the driveways to the school, as Emergency vehicles may be approaching at a high rate of speed. You may evacuate across the grass in a real Emergency situation.

Classes will sit together so that TEACHERS may take attendance. Students are to remain quiet and orderly. Grades pre-K through 1 will sit on the left side of the auditorium as one enters the auditorium, Grades 2 and 3 will sit on the right side. Grades 4 through 6 will sit in the middle section. Lead secretary will stand in the front of the auditorium near the stage.

Reverse Evacuations Drill

The office will announce for all persons outside the building to come into the building. All windows and exterior doors must be closed. Students return and stay in their classrooms.

Weather Evacuation Procedures Drill

Under normal circumstances the faculty will be advised ahead of time when this drill will be conducted.

All faculty should review the drill with their students:

Proceed to the hallway nearest your room. Both sides of the hallways may be used. All students and staff must be in the main hallways, up against the wall, as far **away from windows, glass and doors as possible**.

Location may depend on what classes are in session at the time of the drill.

Teachers and staff without assigned duties should help to monitor the hallways.

- The announcement will be made from the Main Office to proceed with the Weather Evacuation Drill.
- All faculty and students must proceed quickly and in silence to the designated locations.
- Students should line up facing the walls with their **arms shielding their faces and above their heads**. Students must stand as close to one another as possible. There will be areas in the hallway where students may have to double up.
- Announcements will be made from the Main Office to return to classes.