

Staff Handbook 2026-2027



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DISTRICT VISION AND MISSION STATEMENT

Vision: Murphy Elementary School District #21 is committed to the development of a community of learners who are empowered and prepared for a successful future.

Mission: Murphy Elementary School District #21 strives to cultivate an environment in which all students grow to their unique academic potential, develop confidence and resilience, and prepare for an ever-changing world.

GENERAL INFORMATION AND PROCEDURES

Non-Discrimination

The Murphy Elementary School District is committed to a policy of non-discrimination in relation to race, color, religion, sex, age, national origin, and disability. This policy will prevail in all matters concerning staff members, students, the public, educational programs and services, and individuals with whom the Murphy Elementary Board does business.

Individuals who believe they have been subject to violations of this policy are to direct their concerns to the school principal.

- Plan curriculum and activities to meet the needs of all students.
- Provide the materials, personnel, and facilities necessary to carry out an effective educational program.
- Establish regulations and rules of attendance and behavior that will create an atmosphere conducive to learning.
- Make future plans, based on the needs of the students.

Professional Day

The professional day for teachers is from 7:00 a.m.- 3:00 p.m. Classified staff professional day is from 7:00am -3:30pm. Professional staff members are expected to be in their respective rooms or work areas as the schedule prescribes, so that they may see students and parents and/or attend to other assigned duties. Certain departments will work alternative schedules based on the needs of the district. Supervisors have the discretion to adjust work schedules as needed to meet operational and organizational needs.

If school business is conducted away from the school or instructional materials need to be purchased at or returned to some destination outside the district, you will sign out in the “**Staff Sign-Out Log**” located in the school office. Please do not have another staff member sign you out or in.

Please schedule all personal appointments, activities, and meetings after the school day or when school is not in session if possible.

Those staff members who need to leave early MUST first have it cleared with the administration and then sign the “Staff Sign-Out Log”.

Conflict of Interest

To ensure ethical practices and maintain public trust, all employees are expected to avoid conflicts of interest in the workplace. A close relative, including a parent, child, sibling, or spouse, may not directly supervise employees. This policy applies to full-time, part-time, and summer employment. Additionally, the District may not employ a Board member’s spouse, and hiring a dependent of a Board member requires the Board’s consent.

Employees must disclose any substantial personal or family interest in District decisions and must not participate in any part of the decision-making process. This includes not making recommendations, offering advice, or communicating in any way that could influence the outcome.

Staff members may not accept gifts or benefits from individuals, vendors, or organizations that do business—or are seeking to do business—with the District. When purchasing goods or services from employees, the District must comply with public competitive bidding requirements, regardless of the purchase amount or funding source. Informal oral or written quotes do not meet this standard. Employees may be required to complete annual training on conflict of interest policies. All staff must complete and sign the Conflict of Interest Disclosure to acknowledge understanding of the policy. The District will investigate any reports of undisclosed interests or inappropriate involvement in District decisions.

Supervision

As a teacher, it is your responsibility to supervise your students during all instructional activities and any other assigned duty times. If you have before- or after-school responsibilities, it is important to report to your duty station promptly to ensure the safety and proper supervision of students. Please adhere to the assigned duty schedule and remain on duty until all students are accounted for. In the event you are unavailable to fulfill your duty responsibility, please ensure your duty is appropriately covered by a staff member to maintain consistent student supervision and campus safety.

Reporting Suspected Child Abuse or Neglect

The law requires any school district employee who receives information or has reason to believe a child has suffered a non-accidental injury, abuse, or has been neglected to report the situation to the Arizona Department of Child Safety (DCS) and/or a peace officer. Parents should be aware that school district employees must report all non-accidental injuries to a child. A.R.S. § 13-3620 and A.R.S. § 15-514

Social Media

Employees should be aware that they represent the Murphy School District even when they are not on campus. Staff should show good judgment with the content they post. Below is a list of responsible use where it pertains to social media.

1. Teachers/employees should treat social media as an extension of the classroom and should weigh every posting for how it affects other people's perception of them as employees.
2. Remember that all online communications are stored and can be monitored.
3. Teachers/employees have the obligation to keep all student information private; this is in accordance with the Family Educational Rights and Privacy Act (FERPA).
4. Teachers/employees are reminded that images viewed on social networking sites may trigger their mandatory child abuse reporting duties.
5. District employees shall only use District controlled and approved technologies when communicating with students or parents.
6. Only district-approved social media sites such as Google Classroom or Class Dojo shall be used to communicate with students or families. Unacceptable social media for communicating with students and families include but are not limited to: Facebook, Instagram, and Snapchat.
7. Pictures of students cannot be posted without a signed media release form and verbal permission from the parent or guardian (FERPA).
8. Employees shall refrain from sending inappropriate or harassing messages to other employees, parents, or students. Any written form of communication is considered public record.
9. Parents or guardians will be notified via permission slip when social networking is being used to communicate with students outside of classroom hours.

Violations of Governing Board Policy – Staff Use of Digital Communications and Electronic Devices may result in disciplinary action up to and including termination, and may constitute a violation of federal or state law in which case appropriate law enforcement shall be notified. The Superintendent shall report violations of this policy to the Board and shall make reports to the appropriate law enforcement agency when determined necessary

Staff Leave

To ensure quick absence approval and prompt dispatch of a substitute, it is important to inform your supervisor right away and submit your absence request through the employee access portal for compensation.

The District Shall Provide Annual leave to an employee:

- Annual leave is subject to administrative approval and may be used for personal illness or injury, family illness or injury, parental obligations, personal business, and family bereavement. It is not the intent of annual leave to be used as vacation time.
- Annual leave may not be used on Black out days. This includes the day before or the day after a holiday or during the first two (2) or last two (2) weeks of school. Exceptions to this policy must be addressed in writing to the Superintendent prior to the leave. Emergency cases require a phone call to the Superintendent or the administrator in charge. If annual leave is used on the day before or the day after a holiday, the Superintendent or the administrator in charge may require a physician's excuse when appropriate.

- Annual Leave rolls over from year to year with a cap of 200 days

The District shall provide sick leave to an employee:

- Sick Leave may be used for an employee's mental or physical illness, injury or health condition; an employee's need for medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; an employee's need for preventive medical care;
- Sick Leave may be used for care of a family member with a mental or physical illness, injury or health condition; care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; care of a family member who needs preventive medical care;
- Sick Leave may be used for reasons related to child care, domestic violence, sexual violence, abuse or stalking, and legal services as described in A.R.S. 23-373.

When sick time is entered in the system, the comments section must reflect one of the above approved reasons for leave. Staff are discouraged from taking sick leave two days prior or two days after a school holiday or break.

All employees who are absent (3) or more consecutive days of sick leave are required to provide documentation of their absence to Human Resources such as a doctor's note or other verification.

Sick leave does not roll over to a new year. Any unused sick time will be forfeited at the end of each fiscal year.

The district shall provide Vacation time to 12 month employees:

- Vacation time is accrued based on job classification
- Vacation time is subject to administrative approval
- A staff member can roll over 80 hours of vacation or 10 days from one fiscal year to another. Any additional vacation time will be forfeited at the end of the fiscal year.

BLACK OUT DAYS

Absences are highly discouraged on blackout dates except in cases of illness, emergency, or prior approval by supervisor.

Blackout Days:

- July 20 - 24: New Teacher Orientation week for newly hired teachers
- July 27: Returning Teacher
- August 4 - 8: First week of school
- September 4 & 8: Labor Day
- October 2 & 12: Fall Break
- November 10 & 12: Veteran's Day
- November 24 & 30: Thanksgiving Break
- December 18 & January 4: Winter Break
- January 15 & 19: Martin Luther King Day
- February 12 & 16: Presidents' Day
- March 5 & 15: Spring Break
- March 25 & 30: District Holiday
- May 17 - 21: Last Week of School

See Policy GCCA for additional information on leave

Time Sheets

Employees are required to accurately record all regular hours worked, overtime hours, vacation time, sick, and annual leave taken during each pay period on their timesheets.

Upon receipt and review of timesheets, if any vacation, sick leave, or annual leave is missing or not entered in the employee access portal, corrections must be entered and approved by the supervisor into the employee access portal no later than **Thursday at 8:00 am** of the same week.

If the required leave time is not entered and approved by the stated deadline, Payroll will move forward with processing district payroll which may result in a reduction of the employee's pay for that period.

Professional Dress

Dress and maintain a general appearance that reflects their position and does not detract from the educational program of the school. As professionals in our schools, we realize and value our roles as mentors and role models for our students. Therefore, the following professional dress guidelines will apply to all Murphy School District Staff that may interact with the families of the Murphy School District. The following guidelines are for staff members while on campus or at any school-sponsored activity on or off campus.

Acceptable attire:

- Clothes that maintain a professional and appropriate appearance.
- Clothes that are neat, clean, and in good repair.
- Clothing must be sized and fit properly.
- Shoes should be comfortable, clean, and appropriate.

Unacceptable attire:

- No halter or backless tops or dresses
- No spaghetti straps
- No low-cut tops or transparent clothing
- No short skirts or dresses (mid-thigh)
- No low-rise pants
- No sweats, athletic-wear, spandex/lycra (exceptions per job description e.g. PE teachers)
- No leggings unless part of professional attire
- No graphic t-shirts (Exception for school or education related)
- No hats (exception per job description or for sun protection during duty)
- Undergarments must not be visible, and midriffs remain covered

On Fridays or designated days, teachers are allowed to wear blue jeans and t-shirts that are either school-specific or college t-shirts.

At the site leadership team's discretion, casual work attire can be determined (e.g., spirit days, and other appropriate events)

Industrial Injury Procedures

During the school year, for the protection of our employees, all employees must report industrial injuries to their immediate supervisor and school secretary on the day of the injury. If you are injured and it is a non-life threatening injury, you are required to Call the Alliance Nurse Triage at 1-888-252-4689

Staff Lounge

The lounge is designated for **staff use only** - no students are allowed without supervision at any time.

Please help us keep the lounge clean. If you eat in the lounge, please dispose of all wrappers, containers, etc. Please remember to write your name on your belongings. Anything left will be discarded. This includes any dishes left on tables or sinks.

Teacher Workroom and Equipment

This is an area of constant use; therefore, please make every effort to keep it in proper condition for the next person. Please keep all materials stored in the correct place when finished.

Large Cut Paper Cutter - Please close the arm when finished and please **do not remove it** from the workroom.

Copy Machine -It is vital that you learn how to use the copy machine since office staff will not be able to correct your printing problems. If you are using the copy machine and see a warning light go on or the paper is jammed, please let someone in the office know ASAP. Please notify the office if you notice any other problems.

Telephone--The workroom telephone is for business calls only unless it is an emergency and should not exceed five minutes per telephone call. **Long-distance telephone calls cannot be made. PLEASE DO NOT USE THE PHONES IN THE OFFICE FOR ANY CALLS**

Office Procedures

Please place any requisitions and other requests in the school secretary's designated inbox and/or mailbox. When school-related forms are needed you may get them from the **Forms Organizer** located in the workroom and/or school office.

Our business is education and children belong in the classroom. If materials/errands are needed, make a list and take care of them during your prep periods, and before or after class time. **Do not send students to the office or workroom to make copies or get materials.**

Instructional Supplies

There will be some variance among schools in this area. Your office staff has information regarding ordering supplies and materials at your school.

Staff Ethics & Conduct

At all times a professional relationship must exist between all staff members. How we speak, act, and work with each other is a direct reflection of ourselves and the environment we have chosen to establish. Please keep in mind that we may not always agree with a co-worker but we must always be professional about the relationship. (Policy GBEA)

All employees of the District are expected to conduct themselves in a manner consistent with effective and orderly education and to protect students and District property. No employee shall, by action or inaction, interfere with or disrupt any District activity or encourage any such disruption.

All staff are to comply promptly with all orders of the Superintendent and the administrator who is their immediate supervisor.

Staff will complete all required training and comply with all district policy.

Chain of Command

Each employee will refer questions or concerns to their immediate supervisor. Employees that have a question or concern with their immediate supervisor and are unable to resolve it, should contact the next level of administration.

Rainy Day Schedule / Heat Advisory Schedule

Occasionally, we are required to implement the rainy day/heat advisory schedule. While this may cause some disruption to our regular schedules and routines, it is important that all staff follow the established procedures to ensure student safety and effective supervision. Site leadership will develop and implement a plan when necessary.

Supervision of Students

All staff have a responsibility for the care and supervision of all students.

Each teacher must be aware of the presence or absence of each student in his/her charge at all times.

In the event that a child leaves the school grounds or leaves his/her class without proper permission, his/her teacher must make every effort to locate the student and notify the school office.

Special Area Classes

All students are to be taken to and picked up at all special area classes on time. They are to be properly supervised during this exchange. When special activities are scheduled, **special area teachers are responsible for supervising the class they have at that time at the location of the activities.**

Health Service

ALL MEDICATION SHOULD BE SENT TO THE HEALTH OFFICE.

All medical notes regarding medication or illness should be sent to the Health Office. Students should not be excused from P.E. unless he/she has a medical pass from the health office. **No medication is to be kept in the classroom or dispensed by the teacher.**

Any staff member who becomes aware of a student illness, injury, or medical concern during the school day must promptly notify the Health Office or designated school nurse. Staff must also ensure that the student's parent/guardian is informed as soon as practicable, either directly or through the Health Office in accordance with school procedures.

All injuries requiring first aid, medical evaluation, or resulting in a change to the student's normal activities must be documented and reported to the Health Office. Staff shall cooperate with all follow-up reporting and documentation requirements.

Failure to report student illnesses or injuries may jeopardize student safety and is considered a violation of school procedures.

Students requiring medicine at school, including aspirin, must have a parent's written request on file.

Students are not able to carry any medications, including cough drops, or other over-the-counter medications, with them at any time. All prescription medication must be brought to school in the original prescription bottle. All medications and inhalers must be kept and administered in the Health Office. The Health Office may not dispense any prescription medication that has been prescribed for anyone but the student.

Special Excuse Slips

Any student leaving or being sent to the school office or health office must have a written pass and will not be seen unless he/she has one (Exceptions will be allowed in emergencies only). An important factor is to note the time the student left the classroom. Any student sent to the office or nurse without a pass will be returned to the classroom.

School Records

All school records in the permanent file will remain in the office and can be reviewed at the teacher's convenience. A teacher may check out the permanent records with the school secretary and review them in the conference room or workroom but must return the records by the end of their contracted workday. Current test results may be analyzed in the classroom when received.

Verification Letters

Please do not complete any forms or letters of verification for the parents or families of your students. These are legal documents that must be sent out by the administration only.

Videos in the Classroom

All videos longer than 10 minutes must have administrative approval (**3-5 days**). A "Video Request" via e-mail to the Principal must be submitted at least 3 days in advance of the showing.

Videos must relate to the current instruction taking place in your classroom.

It is the view of the administration that video instruction can be used as a proven instructional technique.

Video requests for classroom use must have the prior principal's approval and require an approved video form. (Policy IJND and INJD-R)

Visitors

All visitors are to report to the school office. This includes guests of staff members as well as relatives of staff members. They must have an **Office Visitor's Pass** label to be on campus. Review the district procedures for visitors and volunteers. You must report all unauthorized visitors to the office immediately.

Keys

If any staff member loses their classroom and/or cabinet keys, PLEASE NOTIFY THE OFFICE IMMEDIATELY. **There will be a \$70 fee charged to replace lost keys.** Do not have your keys on or with anything that identifies your place of work.

Emergency Operation Plan

Staff will become familiar with the Emergency Operation Plan(EOP). The Emergency Operation Plan document will be prominently placed in every classroom and office area of the campus. Fire drill, lock down drills and all other emergency protocols will follow the procedures outlined in the EOP.

INSTRUCTION

Instruction

Instruction in the Murphy School District is based on the Arizona College and Career Ready Standards for all content areas. The administration will visit classrooms and look for direct interaction between teachers and students using Charlotte Danielson's Evaluation rubric.

Murphy Elementary School District has adopted the pull-out Structured English Immersion (SEI) program to assist with language development efforts. A system of determining placement on a language continuum will be utilized and monitored.

Teachers are expected to implement the district-adopted curriculum with fidelity, following the intended scope, sequence, instructional routines, and pacing to ensure all students receive high-quality, standards-aligned instruction. Supplemental resources and materials may be used to enhance learning, provide differentiation, and address individual student needs; however, they should support and reinforce the adopted curriculum rather than replace it. Any supplemental materials should align with Arizona state standards and be used strategically to strengthen instruction while maintaining the integrity of the core program. Before implementing any supplemental resources or materials, teachers should consult with their principal to ensure the proposed supports align with school and district expectations, complement the adopted curriculum, and effectively address instructional goals and state standards. This collaborative process helps maintain consistency across classrooms while ensuring that supplemental materials are purposeful, research-based, and beneficial for student learning.

All staff members share responsibility for supporting students with Individualized Education Programs (IEPs) and ensuring that accommodations, modifications, supplementary aids, and services are implemented as documented. Staff are expected to maintain confidentiality regarding student disability-related information and to familiarize themselves with the IEP requirements for students under their supervision.

General education teachers are required members of the IEP and Multidisciplinary Evaluation Team (MET) process. Teachers are expected to actively participate in meetings, collaborate with team members, and provide accurate and timely information regarding a student's academic performance, classroom progress, behavior, attendance, and implementation of accommodations. Teacher input forms, progress data, work samples, and other requested documentation must be completed and submitted by established deadlines to ensure compliance with federal and state special education requirements.

Questions regarding a student's IEP, accommodations, services, or evaluation process should be directed to the special education case manager or school administrator. Failure to implement required IEP provisions or provide requested information in a timely manner may result in noncompliance with federal and state special education laws and district procedures.

Written Individual Compensatory Plan (WICP)

This plan is for those FEP students that are not meeting standards in their core subject areas. This is to be developed and implemented for those students that continuously struggle after receiving the FEP label or on the RTI or MTSS process.

State and District Standardized Testing

The District Assessment Plan comprises both school-required and state-required assessments. School-based Illuminate DNA Assessments encompass the Biweekly Check for Understanding, as well as Beginning, Middle, and End-of-Year Summative Assessments. State-based assessments include the Azella Placement Test, administered to all newly identified students as per state guidelines, and the Azella Reassessment, which monitors the progress of English Learner (EL) students. Additionally, AASA testing will be conducted for 3rd through 8th grade students in English Language Arts (ELA) and Math, with 5th and 8th grade students also undergoing AZSci assessments aligned with Arizona's Science Standards.

Homework

Teachers have the discretion to assign homework throughout the academic year. Homework assignments require verification, documentation, and subsequent return to students for review, either to be taken home or stored in designated parent folders.

Detailed homework policies will be communicated by individual teachers during the initial parent meeting of the school year. The school office must receive a copy of the established policy specific to each grade level.

Make-up Work

Upon returning to school after an absence, the teacher will provide the work missed. Two calendar (2) days for each day missed will be allowed to complete make-up work.

GRADING/ASSESSMENT SYSTEM

The grade received for yearly work is the only one recorded on the permanent record and represents a cumulative score of the student's work over two semesters. A progress report will be sent home with each student every four and a half (4½) weeks. More progress reports will be issued if necessary. Student report cards are distributed every nine weeks. Student grades are reported in the Performance Based Form that represents the student's progress in meeting the Arizona Academic Standards (AAS). The grades equate to the following categories:

- A 90 % -100%
- B 80% - 89%
- C 70% - 79%
- D 60% - 69%
- F 0% - 59%

The following guidelines should be adhered to when implementing a grading system:

- A. Consistency in grading practices should be maintained throughout the entire academic year within each class.
- B. Students must have a comprehensive understanding of the grading system, including the content upon which course grades are based, the weighting assigned to different components of the curriculum, the methodology used to determine grades, and the significance of the final grade communicated to parents.
- C. Grading should solely reflect academic performance and align with the demonstrated mastery of taught standards.
- D. Work habits and conduct will be addressed separately and provided as comments on report cards. Grades for core subjects should not be influenced or determined by disciplinary issues, work habits, or conduct.
- E. Modified grading will be utilized quarterly for students with IEPs in collaboration between the special education teacher and general education teachers

Report Cards

Teachers are required to maintain an average of two numerical grades per week per subject in the Synergy grading system. Additionally, average numerical values for each nine-week period will be recorded.

Progress reports will be issued to students every four and a half weeks for parental review. Any inquiries regarding the progress report should be directed to the respective teacher.

Student report cards are distributed every nine weeks. Grades are presented in a Performance Based Form that reflects students' progress towards meeting the Arizona State Standards. Report cards are distributed in accordance with the annual school calendar.

Grade Books

Student grades should be entered into the gradebook in a consistent and timely manner to ensure accurate communication of student progress with families and staff. Teachers are expected to record **at least two grades per subject each week** throughout the grading period.

Grades should be updated regularly and should **not be delayed until the end of the grading period**. Maintaining an up-to-date gradebook allows students, parents, and school staff to monitor academic performance, identify areas of concern early, and provide timely interventions and support when needed.

Student Retention

Any student identified as being at risk for retention must be discussed with the principal no later than the end of grading period one to initiate the retention review process and ensure appropriate interventions and parent communication are implemented in a timely manner.

Field Trips

As part of our school mission, providing learning experiences that are diverse and enriching to our school curriculum can enrich the education of our students. There may be an array of opportunities to enhance the educational aspects of student learning.

These field trips must be approved by the site principal. Please read the field trip policy prior to scheduling your trip.

- Check the school calendar with the school secretary for availability of dates.
- Make arrangements at least ten working days **(10)** before the date of the trip.
- Complete and turn into the office a Field Trip Transportation Request Form.
- Complete and turn in the Cafeteria form to Cafeteria Manager.
- It is recommended that you keep a copy of these forms as you turn them in.
- Send home permission slips at least three (3) days before the trip.
- Absolutely no student is allowed to participate without written permission.
- On the day of the Field Trip- notify the cafeteria of those students present.
- There are **no** trip deviations to the Field Trip Transportation Form.
- Field trips will not be taken during the AASA, District, and AZELLA testing window.
- Please clear it with the administration to have any instructional assistants go along on any trip.
- We strongly urge you to take parents along as chaperones when it is appropriate.

Field trips take an extra amount of time and energy to provide within the school day. Our bus schedule is extremely tight and to continue with the schedule we need your help. If your field trip is scheduled from 8:30 am to 1:00 pm you need to have your class ready so the bus can leave at 9:00 am. That means standing at the bus stop waiting to leave 5 minutes early. This also applies to departure times. If you cannot get your class ready to leave on time, do not schedule your trip to leave before 1:00 pm.

Your lunch count is no different than a normal day. It is your responsibility to send the notice to the cafeteria exactly as a normal day. Needed are the names of absent students and the exact number of students going along with you. Lunch will not be provided unless this is taken care of and please ensure that this is done before your trip. Do not try to do this at the same time that you are leaving, it will not work.

Parents are in charge of paying for their own lunch. They need to pay beforehand, so they, too, are ready. **No siblings are allowed to go on field trips**. If Childcare cannot be found, then the parent will not be able to chaperone. Chaperones must be eighteen years old and listed in the office on the parent permission to release form. In addition, parents need to have a volunteer packet on file before they are approved as chaperones. Also, all non-parent chaperones will need to be approved by the principal.

Please remember that delays in your trip will create a scheduling problem elsewhere for another teacher's field trip. Often we schedule the bus for more than one field trip in a day. We can only do this if you stick to the schedule you have written for us on the field trip request form.

Preparing for a Substitute Teacher

You are responsible for maintaining clear and complete lesson plans that include a full explanation of routine tasks in preparation for an unforeseen absence or emergency. In addition to the items listed in the Emergency Lesson Plans such as

seating charts, discipline plans, learning objectives, and related activities, the substitute teacher folder should also include essential information including copies of assignments to be completed and any other essential materials.

This information should include attendance procedures, breakfast count procedures for elementary classrooms, daily schedules for all subjects and special areas, procedures for recess, lunch, dismissal, and bus transitions, procedures for sending students to the nurse, and any special requests or information needed by a guest teacher, including your duty schedule. The folder should also include information regarding students with medical concerns, as well as students with behavioral, academic, or physical needs; names of reliable student helpers; resource student schedules and lists; a campus map with fire drill and emergency evacuation routes; and the name of your adjoining teacher or Team/Grade Level Leader, along with procedures for contacting the office.

Substitute teachers and students will appreciate your thorough planning. Your preparation will help ensure that instruction continues to meet your goals and will allow you to be absent without undue concern for your class. If changes to your lesson plans occur during the year, please remember to update your substitute teacher folder to support continuous student progress. Please keep the Emergency Lesson Plan binder in your classroom in an accessible location.

Classroom Conditions

All students will clean the area around their desks before leaving the class at the end of the day. If this is made a routine, it will become effortless and take about 30 seconds of time.

- Classrooms should be kept as neat as possible
- Do not store anything on top of the cabinets. This is for safety reasons.
- The last three minutes of each teaching day should be utilized for putting materials in their proper places, removing paper from the floor, cleaning desks, etc. Please try not to use more than five minutes for this.

Bookshelves and teachers' desks should be cleaned daily if at all possible. There's a need for each teacher to do his/her part toward keeping the school environment clean. This is conducive to good work habits and sets a good example for our students.

Each classroom should reflect a warm educational climate. This will include the displaying of student-generated projects and written assignments that reflect the school-wide goal of raising the achievement levels of our students.

Respond to Intervention (RtI)/Multi-Tiered Systems of Support (MTSS)

Any student in your class who is not exhibiting success at your grade level (45 days screener form will be used to refer to the MTSS process) with academics/behavior should be considered for MTSS.

MTSS will provide assistance to you as you work through the year with a student who is not improving academically or behaviorally in your classroom.

MTSS is designed to provide behavioral modification suggestions and help the classroom teacher implement strategies aimed at increasing academic success and positive behavior management. MTSS will be a resource for ideas and applications when your normal remedies have not proven effective. Follow these simple directions when signing up for the MTSS.

MTSS Team

1. When your normal course of teaching and accommodation does not seem to be improving the academic flow or negative behaviors of a student, you need to sign the student up for MTSS.
2. You will need to sign the name, grade, last year's teacher/school, and area of a problem (academic or behavioral)
3. As the meeting is arranged, you will need to bring evidence of past modifications to the meeting, samples of the students' work, a completed MTSS packet, parent contact information, and any other relevant information.
4. The MTSS meeting and subsequent implemented modifications will be the precursor step before the following student actions will occur:
 - Recommendations to refer a student for Special Education testing.
 - Suspension for chronic behavior problems, excluding severe infractions.
 - Retention for academic failure.
 - 504 plan created and implemented
 - Behavior plan
 - Outside agency assistance

504 Accommodation Plan resulting from MTSS or retentions

This intervention could be the result of MTSS outcomes or based on findings from the evaluation system used for Special Education placement. This plan could also be enforced for retained students.

All retained students must be signed up for MTSS to allow appropriate follow-through with all relevant staff in the upcoming school year. All 504 plans should be copied and filed in the following areas: student's cumulative folder, teacher's files, and in the Principal's office.