

# Keota Elementary School



## Staff Handbook

**2020 - 2021**

## Faculty & Staff

Preschool	Kari Berg & Leah Hayes
DK	Jennifer Lathrop
Kindergarten	Colleen Hart
1st Grade	Molly Sprouse & Carly Moeller
2nd Grade	Naomi Gretter
3rd Grade	Lisa Kerby
4th Grade	Sky Hahn
5th Grade	Sarah Lyle & Kelsey King
6th Grade	Rod Hill
Reading & Math Plus	Kathy Smit
Special Education	Donna Stevens & Jossie Harland
Librarian	
Library Associate	Amanda Anderson
Art	Mary Miller
Physical Education	Dan Stout
Music	Holly Kauffman
Instrumental Music	Jane Edwards
Guidance Counselor	Marnie Schrader
Secretary/Health Associate	Crystal Wright
School Nurse	Tyler Bayliss
Para Educators	Laurie Altenhofen, Ashley Cory, Erica Cave, Lisa Woltering, Jennifer Bell, Kristen Clarke, Chrissy Miller, Debra Swantz, Colleen Henely
Custodians	Vickie Altenhofen & Brian Shifflett
Head Cook	Mary Pat Redlinger
PK-8 Principal	Paul Henely
High School Principal/ Superintendent	Jim Henrich

## **ASBESTOS REMOVAL**

The Keota Community School District is committed to maintaining a safe and healthy learning environment for all children and occupants of our schools. In October of 1987 the Environmental Protection Agency issued regulations that require all local educational entities to look for asbestos in their schools and buildings under their control and to take action reducing or eliminating potential exposure. Our school district has taken steps to remove all known asbestos materials completing the process in August, 1988, with the exception of floor tile which has been assumed to be of friable content. A management plan may be reviewed in the central office located in the Keota Elementary.

## **ATTENDANCE**

Teachers should enter attendance and lunch count on Power School at the beginning of the school day. If unable to login, this information in writing should be delivered to the office by a student or associate.

### **Student Attendance**

**FIVE DAY ABSENCE POLICY** - The Keota Elementary School limits the number of days a student can be absent from school to the equivalent of five non-verified excused school days during a semester. Verified absences do not count towards the 5 days. Failure to meet this requirement may result in a truancy charge with the county attorney.

**Excused - Verified:** (Will not count as part of 5 days)

1. Death in the family (Bereavement – Amount of excused time away from school for bereavement will need to be approved by the principal.)
2. Medical appointments (May be asked for a note.)
3. Court Appearances. (Signed and dated on office letterhead or card within 24 hours of visit.)
4. Participation in school sponsored events.
5. Religious Holidays

**Excused – Non-verified:** (Will count toward 5 days)

1. Personal Illness.
2. Family days – All family days will be pre-approved by administration and days count toward 5 absences allowed per semester. This will be up to the discretion of the principal. Without pre-approval the absences will be unexcused and time will need to be made up.

**Unexcused:**

1. Unexcused absence is that which does not fall under the above categories or procedures. All unexcused absences will be made up after school. Time will be based on how much time the student was absent. Unexcused absences exceeding 5 will be turned over to the County Attorney as truancy. It will be the building administrator's discretion to determine if it is unexcused.
- Tardiness – Students are counted tardy after 8:20 a.m. Students who are frequently tardy will be referred to the counselor's and principal's office for review.
  - Negative patterns in student attendance should be brought to the attention of the principal.

### **Staff**

- Staff members should refer and adhere to their work agreement/master contract/contract regarding contract hours, days, leave, etc.
- Teachers are expected to be in their classrooms and ready to greet students upon their arrival.
- If a teacher is unable to be in school, every effort should be made to contact Crystal by 6:00 a.m. so a substitute may be contacted
- Every effort should be made for planned leave requests to be submitted 24 hours in advance.
- Sub folders and plans should be ready for substitute.
- A Leave Request Form should be signed in advance for planned absences and upon return for all other absences.

## CLASS LISTS

Class lists for multiple section classes will be developed as follows:

1. Classroom teacher will complete demographic cards on each student in his/her class
  2. Building administrator will develop a rough draft of class lists using the card information, consulting other relevant teachers (ie:resource, Title I, etc.) and any pertinent parent information/requests
  3. Classroom teachers will review drafts and provide feedback
  4. Building administrator will continue steps 2 & 3 until a final list is developed
- It is not appropriate for teachers to recommend to parents a specific teacher for their child
  - All parent requests should be re-directed to the building administrator

## COMMUNICATION

### Mail

- Mailboxes should be checked daily for mail and messages, including those for students.
- Student messages received after noon will be delivered to the classrooms before dismissal.
- Items too large for the mailbox may be picked up in the office or eventually delivered.
- Mail for central and high school offices and general postal delivery may be deposited in the elementary office.

### Internet

- E-mail and internet are available for professional use to every staff member.
- Common sense, courtesy and professionalism are expected in the use of internet and e-mail.

### Telephone

#### Adult Use

- Personal cell phone use should be limited to non-student contact time and cell phones are to be turned **off** while teaching or instruction is taking place.
- Personal long distance calls should be made on personal cell phones.

#### Student Use

- Students are permitted to use the school phone for non-long distance calls on a limited basis; ie: emergency or school related business.
- Phone calls may not be made to arrange after school social arrangements.
- Students must obtain permission from the teacher before using the school telephone.

## PARENTS AND STUDENTS ARE EXPECTED TO MAKE ARRANGEMENTS FOR AFTER SCHOOL ACTIVITIES *BEFORE THE START OF THE SCHOOL DAY.*

### Parent/Teacher

- The most effective way to maintain positive, collaborative relationships with parents is through frequent and open communication by informal as well as formal means.

Formal=	Online Gradebook	Informal=	Phone Calls
	Newsletters		Handwritten Notes
	Progress reports		E-mail
	Conferences		
	Web Page (Updated <i>at least</i> monthly)		

- Parents should **always** be notified of teacher concerns in a timely manner

### Newsletters

- The office will send home a weekly newsletter every Friday. Copies will be placed in the classroom teachers' mailboxes and are to be delivered to the students.

- Teachers are encouraged to contribute information for elementary newsletters throughout the year.

### **Staff Memos**

- Memos will consist of announcements and reminders and will be sent out weekly (The day before the 1st day of school for the upcoming week) in electronic form.
- Each staff member is responsible for checking their e-mail and for the contents of the memo. Anyone is welcome to contribute information for these memos.

## **CONFIDENTIALITY**

Of the many challenges educators have in any system, especially one as small and close knit as Keota, exercising discretion is one of the greatest. As employees of Keota Community School District we have a responsibility to remain completely confidential when faced with questions regarding the students, staff and parents of our school community with regards to behavior, academic achievement or professional performance that are associated with the school.

## **COPYING**

- The school does not employ an associate whose responsibility is to run the copy machine.
- If available, a volunteer will be assigned to perform these duties; a schedule will be developed.
- Teachers are welcome to assign copying duties to their classroom volunteers.
- Anyone using the copy machine should be appropriately trained in advance.

## **CRISIS PLAN & PROCEDURES**

- A school wide crisis plan is in place and is bound in a red binder in each room of the school.
- Teachers are responsible for reviewing procedures for emergency drills with their students at the beginning of and throughout the school year.
- Teachers should have a current class roster and red CRISIS PLAN in their possession for each drill and are to take roll as required.
- All staff is expected to participate in emergency drills.
- The preschool will run monthly drills in accordance with IQPPS guidelines. The bell system will not be engaged for these.

## **FIRE & TORNADO DRILLS**

- A fire drill is signaled by a continuous **BUZZER**. A tornado drill is signaled by a continuous **BELL**.
- Teachers are to go over exit routines and procedures with students the first day of school and review them periodically. A fire drill and a tornado drill will take place within the first two weeks of school.
- **STUDENTS ARE TO REMAIN QUIET AND ORDERLY AT ALL TIMES!**
- There are several factors to be remembered in a fire or tornado drill.
  1. Every drill is serious and the importance of students and staff understanding emergency procedure is critical for their safety.
  2. **BE CALM – MORE QUICKLY BUT IN AN ORDERLY MANNER.**
  3. Each group of students has a specific way to get out of the building depending on his/her location at the time of the drill. Each teacher must be sure that the students in his/her room know exactly what way they are to go. The posting of signs is required.
  4. In a fire drill, close all windows and your room door when you leave the room. This will prevent updrafts.

5. If an actual fire should occur, an assigned route may be blocked. Teachers should discuss alternative routes with students in advance.

- Older students should be reminded of their responsibility to set a good example for the younger children as well as watch out for younger students' safety during a fire drill or emergency
- Teachers are to take their red Crisis Plan and a current class list with them during a fire drill or emergency. Once outside, teachers are to count their students and report if all are accounted for.

## **FIRE DRILL EVACUATION ROUTES**

**101 Hayes**– use emergency exit, move away from the building and move to the back side of the building.

**100 Berg** – use emergency exit, move away from the building

**102 Hart** – use emergency exit, move away from the building

**103 Lathrop** - use emergency exit, move to the back side away from the building

**105 Sprouse** – turn right down right side of the hall and out right recess door

**107 Gretter** – turn right, follow Sprouse down right side of the hall and out right recess door

**104 Moeller** – turn left, down left side of hallway, out left recess doors.

**106 Smit**– turn left, follow Art down left side of hallway, out left recess doors.

**Nurses Office/Work Room**– go straight out the right side front doors and move to back of building

**Office/Conf. Room** - use emergency exit and move away from building.

**108 & 110 Harland**- turn right, follow Schrader use right side of hallway, out south recess doors.

**111 Music- Kaufman** – turn left, follow Lyle down left side of hallway, go out south doors.

**112 Schrader** – turn right, follow Gretter use right side of hallway, out south recess doors.

**113** – straight out south doors, use left door.

**114 Kerby** – turn right, use right side of hallway, out south doors, use right door.

**116 Lyle**– turn right, down right side of hallway, out east doors, use right door.

**115 Hahn** – turn left, down left side follow Lyle out east doors, use left door.

**117 Stevens** – turn left, down left side of hallway, follow Hill out east doors, use left door.

**118 Maker Space** – turn right and go out recess doors

**119 Hill** – turn left, go out east doors, use left door.

**120 King** – use emergency exit, move away from building.

**PE- Stout** – use emergency exit, move away from building

**121 Library/Computer Lab** – use emergency exit, move away from building.

## **TORNADO DRILL SHELTER ROUTE**

The tunnel is the meeting place in case of a tornado. We will maintain lines through the gym to the stairs and down the stairs. The first elementary students will stop at the halfway point in the tunnel.

**100 Berg**– turn right, follow Hart always using right side of hall.

**101 Hayes** – turn left, follow Lathrop down left side of hall, continue to cafeteria and down stairs.

**102 Hart** – turn right, follow Moeller always using right side of hall.

**103 Moeller** – turn left, follow Sprouse using left side of hall, continue to cafeteria and down stairs.

- 105 Sprouse** – turn left, follow Gretter, using left side of hall, continue to cafeteria and down stairs.
- 107 Gretter** – turn left, using left side of hall continue to cafeteria and down stairs.
- 104 Moeller** – turn right, follow Smit, always using right side of hall.
- 106 Smit**– turn right, always using right side of hall.
- Office/Workroom/Nurse** – follow Miller on left side of hall, continue to cafeteria and down stairs.
- 108 & 110 Harland** – turn right, follow Music down left side of hall, continue to cafeteria and down stairs on left
- 111 Music- Kaufman** – follow Kerby down left side of hall to cafeteria, continue to left side and down stairs
- 112 Schrader** – turn right, follow Music down left side of hall, continue to cafeteria and down stairs on left
- 113** – turn left, go down left side of hall to cafeteria, continue to left side and down stairs.
- 114 Kerby**- follow 113 down left side of hall to cafeteria, continue to left side and down stairs
- 115 Hahn** – turn right, use right side of hall, turn right to cafeteria, continue to right and down stairs.
- 116 Lyle**– turn left follow Hahn on right side of hall, cafeteria, continue to right and down stairs.
- 117 Stevens** – turn right, follow Lyle to cafeteria on right side, continue to right and down stairs.
- Maker Space**- turn left, follow Stevens down right side of hall to cafeteria, continue on right and down stairs
- 119 Hill** –straight out doors, follow Maker Space or Stevens on right side of hall to cafeteria, continue to right and down stairs
- 120 King** –turn left, follow Hill down right side of hall to cafeteria, continue on right and down stairs.
- 121 Library** – follow King down hall, continue to cafeteria down right side, continue down stairs.
- PE Stout** – form line, go directly to tunnel

## **FACILITIES & GROUNDS**

### **Care of Classrooms**

- The expectation is that classrooms and work areas be kept neat, orderly and clean.
- Classroom storage is limited and teachers have LOTS of stuff! If it is necessary to store items on the “window” shelves, every effort should be made to maintain a neat appearance.
- Unassigned rooms will be repurposed and not used primarily as storage
- When leaving for the day, staff members are expected to close and lock windows, turn off lights and fans, unplug other appliances and lock doors.
- Any damage or need for repairs is to be reported to the custodial staff.
- Items should not be suspended from the ceiling.
- Students and adults are to pick up after themselves and be involved in the general appearance of the school and their areas. Mopping, sweeping, vacuuming, major dusting, emptying trash, etc. will be taken care of by the custodian.

### **Restrooms**

- Students are to be monitored in restroom use AT ALL TIMES.
- In the event of an entire class going to the restroom, the adult in charge is to be visible and aware of what is going on.

### **Playground**

- Playground supervisors should report any malfunctioning equipment or general playground hazards to the maintenance team and the school office.

### **Staff Lounge**

- It is everyone's job to make the elementary staff lounge a welcoming, positive and tidy place.

### **Security**

- All staff members are responsible for the security of the building throughout the day.

## **FIELD TRIPS**

### **Keota Elementary School Field Trip Guidelines**

A field trip is an excellent opportunity for people OUTSIDE of Keota to witness just how special the Keota Community School District is! The Keota students, parents and teachers represent the Keota community every time they are out and about on a field trip. We want our hosts to say..."I hope those Keota students come back! They really know how to act in public! What a great district Keota must be!"

Field trips are an extension of the curriculum; providing a broadened learning experience outside the four walls of the classroom. In order to be simultaneously fun and meaningful, it is important that all those involved be aware in advance of their roles and responsibilities with regard to the planning and participating in the field trip experience. These are outlined as follows:

#### **Elementary office:**

- Collect information at the beginning of the year and update as needed:
  - ✓ Field trip permission
  - ✓ Emergency contact info
  - ✓ Process teacher paperwork for approval and transportation

#### **Classroom teacher:**

- Plan field trip location and schedule well in advance
  - Complete paperwork
  - Seek approval for field trip
  - Transportation request
  - Determine # of necessary chaperones and objectively select (first come/first serve, draw from a hat; etc.) A general ratio rule will dictate the amount of chaperones attending field trips. A chaperone ratio of 1 adult for 5 students (1:5) will attempted to be maintained for students in Preschool-2nd Grade. A chaperone ratio of 1 adult for 10 students (1:10) will be attempted to be maintained for students in 3rd-6th Grade.
  - Communicate field trip information to students and parents
  - Provide chaperones with necessary information
  - Schedule
  - Expectations
  - Student supervision assignments
  - Take along chaperones' cell numbers, emergency contact info, first aid kit
- (Out of state field trips must have School Board approval prior to going on trip.)**

#### **Chaperone:**

- Review field trip information in advance
- Be aware of and follow teacher expectations
- Student supervision assignments (Teachers will determine these groups)



- Behavior expectations
- Schedule
- Supervise assigned students by sight and sound
- Periodically do a head count of assigned group
- Serve as a role model for student behavior on the trip
- Provide guidance as needed
- Check in with the office the day of the field trip, providing cell phone number
- Ride the school transportation

**Younger siblings of students may not attend the field trip.  
Parents serving as chaperones should make prior care arrangements  
for their other children.**

**Students:**

Deliver field trip communication to and from school and home

Bring necessary items (ie: sunscreen, etc.)

Dress appropriately for field trip

Be aware of behavior expectations and conduct self in respectful manner

Know assigned parent chaperone and stay in group

**Parents:**

- Provide lunch for your child (if needed)
- Provide child spending money (if needed)
- Read all field trip information in advance
- Make certain your child is dressed appropriately for the trip.
- Remind your child how to behave in public
- If the students are scheduled to arrive back at school later than the school day ends, have someone at the school to pick them up

**GPAEA**

- Media and classroom resources are available for use through the Great Prairie Area Education Agency.
- Teachers may reserve and order these on-line. Delivery and pick-up days are Tuesdays. Materials are to be returned to the AEA shelf in the mailroom by 8 a.m. on Tuesday.
- Keota Community School District staff is eligible and encouraged to participate in any GPAEA staff development opportunities.
- Keota CSD receives academic support services from GPAEA:
  - ✓ student referral
  - ✓ psychological services
  - ✓ speech & hearing services
  - ✓ vision & hearing testing
  - ✓ early childhood services
  - ✓ occupational therapy services
  - ✓ evaluation & testing

**HARASSMENT**

As stated in school board policy, harassment of students will not be tolerated in the school district.

If a student feels they have been harassed in any way, s/he is first to tell the offender to stop the harassing behavior or language. If the harassment does not stop or happens again, the student should



- There will be times when a student may need to spend longer on a project/assignment. Teachers are expected to use good judgment in the amount and frequency of these.
- Individual student needs should be considered when assigning homework. Accommodations for students with learning concerns, formally identified or not, are expected.
- Parents should regularly be informed regarding missing, late or consistently inaccurate assignments.

## **MEDICATION**

All medication should be brought by the student to the office. Please send the note as well. This includes cough syrup, and aspirin. Because of liability, teachers are not to dispense even these common medications. If you are unsure, send it to the office.

## **NOTICE OF NON-DISCRIMINATION AND SECTION 504**

It is the policy of the Keota Community School district not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age or marital status in its educational programs or employment practices. If you have questions or grievances related to this policy please contact Alex Klopfenstein, Equality Coordinator, Keota, (641)636-2323

## **PLANNING**

Lesson plans are an ongoing expectation of all teachers however, the format is left to the discretion of the individual teacher. These should be provided to the building leader no later than the first day of the school week.

## **PLAYGROUND**

Consistency is the key to enforcing rules on the playground. Guidelines that are set by staff should be consistently followed by all adult supervisors.

Teachers and staff serve in a supervisory role. Interactions with students and staff should allow for thorough attention of the playground setting.

Proper attire is necessary for inclement weather. This includes boots for snow and wet weather. This may mean sending students inside if a jacket is needed.

The teacher/adult on duty makes the decision to come in early if the weather is not agreeable as well as the decision as to whether there is indoor or outdoor recess.

## **PROFESSIONAL DEVELOPMENT**

- Staff members are expected to actively participate in district and building wide professional development opportunities throughout the year and summer.
- Requests should be submitted to the Professional Leadership Committee. Paperwork may be obtained through the curriculum and professional development director.
- Requests are submitted in writing (request form) and approved prior to the scheduled event.

## **PUBLIC RELATIONS**

A successful school is one which maintains positive public relations. Keeping this in mind is essential in presenting a professional, positive and proactive image of the school community. Staff members have an obligation to students, co-workers, parents and, above all, themselves, in representing their school in the highest of regard. When faced with uncomfortable conversations or situations, staff is cautioned to remain as neutral as possible. The school administration is willing to assist staff in this effort.

Collaborative decision making will be the general practice. Leadership will work throughout teaching and support staff to make decisions that are deemed in the best interest of kids. Once the decision is reached, employees are expected to support it in public.

The News Review is always looking for articles and pictures related to school. Additionally, the Washington Evening Journal has expressed interest in Keota news. Below is the pertinent information you will need to contact the newspapers.

<p>The News Review 641-622-3110 Email: <a href="mailto:keokukconews@midamericapub.com">keokukconews@midamericapub.com</a></p>	<p>Washington Evening Journal 319-653-2191 E-mail: <a href="mailto:news@washjrnl.com">news@washjrnl.com</a></p>
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**PURCHASES**

Purchases throughout the year will be handled in the following manner:

- Fill out a purchase order and submit to the building leader for prior approval. Once approval has been given the secretary will continue the ordering process or the staff member will be authorized to make a purchase
- By law the district cannot reimburse an expense incurred due to sales tax.

**REPORTING STUDENT PROGRESS**

**Teachers are expected to keep grades regularly updated in PowerSchool**

1st and 3rd quarter report cards for all students will be provided at the parent-teacher conferences scheduled after the end of the 1st and 3rd quarters. 2nd and 4th quarter report cards will be sent home with the student. The parents should review the report card carefully, sign, and return the card promptly to the teacher. Parents may monitor their child's progress with the Student Information System online <http://www.keota.k12.ia.us>. A username and password may be obtained by contacting the elementary office.

**MIDTERMS**

Midterm reports are to be sent home to parents of students earning a D or F, and are required to have a parent signature with the slip returned. At times a midterm should be sent for students with a C-.

**SCHEDULE**

- 2 copies of staff members', certified and non-certified, daily work/classroom schedule needs to be submitted to the office by the Friday after Labor Day.
- Teachers should send home a copy of their students' daily classroom schedule to parents by the Friday after Labor Day as well as post it on their web page.

**Begin & End of Day**

7:55-8:15	Breakfast
8:00-8:10	Students enter elementary building All teachers present in classrooms All associates present in hallways/ entrance doors
8:15	Warning Bell
8:20	Announcements/Pledge Instruction begins-----Any students not in classroom are tardy
3:20	Bus Dismissal followed by town dismissal

## SCHOOL BOARD

- Board elections take place in September of every year.
- Board meetings, unless otherwise announced, are the 2<sup>nd</sup> Thursday of the month at 6:30 p.m.
- Staff members are encouraged to attend board meetings.
- Staff members will be asked periodically to present information at a board meeting.

## SCHOOL LUNCH PROGRAM

### Breakfast

- The breakfast program is 7:55-8:15 a.m. daily

### Lunch

- Lunch count is to be taken first thing in the morning by **Power School**. If unable to login to **Power School**, teachers may e-mail it to Crystal.

### Snack

- Preschool through 1<sup>st</sup> grade have milk snack in the afternoon.

### Lunchroom Supervision

Supervision of the lunchroom for breakfast and lunch will be assigned to staff members. Routines will be established at the beginning of the year and reviewed periodically. It will be the responsibility of the lunchroom supervision personnel to supervise and direct/assist students eating lunch.

## SPECIALS

- Time components for specials indicate the time that the students will actually be in the specials classroom.
- Classroom teachers or associates should deliver their students on time to and from specials.
- **Specials missed because of late starts, early dismissals, special events, assemblies, etc. will not be rescheduled or made up as a rule. In the event of excessively missed specials, adjustments in scheduling may be made by the building leader, the classroom teacher and the specials teacher.**
- Any and all permanent changes to the specials schedule should be a collaborative decision by the specials teacher, classroom teacher and the elementary principal.

## SPECIAL DAYS

### Birthdays & Holidays

- Classroom parties are held for Halloween, Christmas, & Valentine's Day.
- Teachers are encouraged to actively involve parents in the classroom party planning.

### Special Events

- Assemblies should be attended by ALL teachers, associates and students.
- **If an assembly/special event conflicts with a recess or special, the latter will be skipped.**

## STAFF EVALUATION

- Evaluation will be an ongoing, collaborative process between the teacher/staff member and the building leader.
- Formal Evaluations will be per Master Contract
- Teachers will be evaluated on a 3-year rotation at a minimum.
- It is the responsibility of the individual staff member to be aware of evaluation procedures.
- It is the responsibility of each teacher to be aware of his/her tier.

- Every staff member has the right to respond in writing to his/her evaluation. This document becomes part of the staff person's evaluation and professional file.

## STUDENT ASSESSMENT

### Standardized Tests

- FAST testing (Reading/Math) Kdg. - 6th grades Fall/Winter/Spring
- ISASP (Iowa Statewide Assessments of Student Progress) 3rd-6th grades Quarter 4

### Teacher Responsibilities

- ✓ notify parents that the tests will be administered
- ✓ prepare students for the testing situation
- ✓ provide a controlled testing environment
- ✓ distribute and collect materials
- ✓ notify the office of special testing situations
- ✓ develop a testing schedule & submit to office
- ✓ fill out classroom identification forms
- ✓ return alphabetized materials to office
- ✓ review of testing results
- ✓ communicate with parents concerns or notable results
- ✓ record all testing results in students' permanent folders

### Office Responsibilities

- ✓ order materials
- ✓ schedule testing dates
- ✓ notify public that the tests will be administered
- ✓ assist in preparing classes for testing
- ✓ arrange testing assistance
- ✓ arrange alternate testing locations
- ✓ compile testing materials
- ✓ return materials
- ✓ distribute testing results
- ✓ report testing results to public
- ✓ file individual scores in student files

## STUDENT DISCIPLINE

Keota Elementary School is committed to being a PBIS (Positive Behavior Intervention Supports) school; one which looks at choices in behavior as skills to be taught, rather than actions to be punished. Students are expected to conduct themselves with **Safety, Organization, Achievement, Respect and Responsibility, S.O.A.R.R.** Students with exemplary behavior will be recognized for their efforts. Students struggling with the S.O.A.R.R. Expectations will be taught and re-taught certain skills and/or receive consequences (including parent notification) for their actions. **Elementary teachers and staff are expected to follow the philosophies, procedures and guidelines outlined in the P.B.I.S. Staff Manual.**

### Important Reminders in Dealing with Behavior Issues

- Corporal punishment is illegal.
- Staff members are cautioned about physical contact with students with regard to disciplinary issues. Students should not be grabbed, pulled or otherwise "handled" with the exception of prevention of harm or danger to him/her or another student.

## **STUDENT SUPPORT SERVICES**

The majority of instruction takes place in the general classroom delivered by the classroom teacher. The expectation is that all teachers plan instruction in order to accommodate all ranges of learning styles. Therefore, all student support services begin at the general classroom level. A comprehensive system of referral (K.I.T. Keota Intervention Team) is in place and will be implemented in determining the appropriate programming for every student.

Students may be eligible for special services throughout the year through the following programming:

- Title I
- Resource
- Extended learning program

A student's eligibility will be determined through a referral process which includes:

- anecdotal data
- standardized test scores
- progress monitoring
- teacher recommendation
- child study team meetings

Students being served under a 504 plan or an IEP are guaranteed the accommodations provided in their plans. It is the responsibility of the classroom and support teachers to be aware of these and to meet the requirements as outlined.

## **STUDENT SUPERVISION**

- Student supervision is everyone's responsibility and students should be supervised by an adult at **ALL** times.
- All staff members will be asked to supervise students at some time or other. Each person is responsible for a replacement for an assigned duty and informing the office in advance.
- Staff members are asked to exercise flexibility and reciprocity in helping each other out with supervision in an emergency situation.

## **SUBSTITUTE TEACHERS**

- In the event of teacher/associate absence, earliest notice is best in securing a substitute.
- The more we make substitute teachers feel welcome and help make their experience be positive, the more likely they will return. Each teacher needs to have a sub folder ready by September 1<sup>st</sup> with the following contents:

- |                         |                 |                          |
|-------------------------|-----------------|--------------------------|
| ✓ class list            | ✓ seating chart | ✓ routines               |
| ✓ schedule              | ✓ key students  | ✓ emergency procedures   |
| ✓ detailed instructions | ✓ key adults    | ✓ alternative activities |

- Every effort is made to secure substitute teachers. In the event a substitute is unable to be obtained, teachers may be asked to cover for one another.

## **VOLUNTEERS**

- Teachers and staff are encouraged to promote the volunteer program and to actively engage volunteers in their classroom community.
- Teachers are advised to familiarize themselves with and follow the Volunteer program guidelines when working with volunteers.
- Every volunteer is expected to "sign in" upon arrival at the school office and "out" at the time of departure.