



STANWOOD ELEMENTARY STAFF HANDBOOK 2019 - 2020

Our Mission at Stanwood Elementary is to provide a positive learning environment where instruction focuses on respecting and developing all individuals, empowering them to reach their fullest potential.

We believe:

- academic excellence is achieved through a standards-based design that recognizes learning styles, delivery methods, and curriculum integration in order to meet individual student needs;
- in promoting responsible behavior by establishing high expectations and positive school-wide expectations;
- in facilitating effective communication and collaborative problem solving among students, staff and parents.

Our Vision is to:

- Inspire our children to see themselves as global citizens and lifelong learners who are responsible, contributing members of society.
- Encourage our families and community to become active participants in education.
- Structure our academic environment to consistently meet and exceed the highest educational standards.

Stanwood Elementary Mission and Vision

Together, we give our best, helping others become their best!

Stanwood/Camano School District #401

"One Community Dedicated To The Success Of Every Student"

STANWOOD ELEMENTARY STAFF

2019 - 2020

Staci Lauinger, Principal	slauinger@stanwood.wednet.edu
Ruth Turner, Office Manager	rturner@stanwood.wednet.edu
Annie Houk, Secretary	ahouk@stanwood.wednet.edu
Cynthia Beach, School Nurse	cbeach@stanwood.wednet.edu
Melissa Wolken, PreK Nurse	mwolken@stanwood.wednet.edu
Jo E Scarber, School Psychologist	jscarber@stanwood.wednet.edu
Danielle Fogarty, PreK School Psychologist	dfogarty@stanwood.wednet.edu
Katie Reding, School Counselor	kreding@stanwood.wednet.edu
Kathy Klingenberg, OT	kklingenberg@stanwood.wednet.edu
Elizabeth Youngquist, PreK Speech/Language	eyoungquist@stanwood.wednet.edu
Linda Azure, Speech/Language	lazure@stanwood.wednet.edu
Amber Bridgman, Resource	abridgman@stanwood.wednet.edu
Megan Ovenell, Title Coordinator	movenell@stanwood.wednet.edu
Kerri Cunningham, Library Specialist	kcunningham@stanwood.wednet.edu
Bill Niegemann, PE Specialist	wniegemann@stanwood.wednet.edu
Kirsten Smistad, Music Specialist	ksmistad@stanwood.wednet.edu
Katie Bell, Preschool/Visual Impairment	kbell@stanwood.wednet.edu
Elle Brown, Preschool	ebrown@stanwood.wednet.edu
Michelle Olsufka, Preschool	molsufka@stanwood.wednet.edu
Makenzie Ferguson, Kindergarten	mferguson@stanwood.wednet.edu
Kathi Getzinger, Kindergarten	kgetzinger@stanwood.wednet.edu
Shari Ludden, Kindergarten	sludden@stanwood.wednet.edu
Julie Moores, Kindergarten	jmoores@stanwood.wednet.edu
Kristen Chandler, 1st Grade	kchandler@stanwood.wednet.edu
Sara Lemke, 1st Grade	slemke@stanwood.wednet.edu
Christine Wiedmann, 1st Grade	cwiedmann@stanwood.wednet.edu
Irma Yee, 1st Grade	iurbina@stanwood.wednet.edu
Jennifer Collins, 2nd Grade	jcollins@stanwood.wednet.edu
Amy Nowotny, 2nd Grade	anowotny@stanwood.wednet.edu
Brandi Smith, 2nd Grade	bsmith@stanwood.wednet.edu
Jessica Erickson, 3rd Grade	jerickson@stanwood.wednet.edu
Michelle Freedman, 3rd Grade	mfreedman@stanwood.wednet.edu
DeAnn Larson, 3rd Grade	dlarson@stanwood.wednet.edu
Jenny Sepulveda, 3rd Grade	jsepulveda@stanwood.wednet.edu
Kimberly Burt, 4th Grade	kburt@stanwood.wednet.edu
Kadi Ferguson, 4th Grade	kferguson@stanwood.wednet.edu
Tessa Deyo, 4th/5th Grade Combination	tdeyo@stanwood.wednet.edu
Heidi Delich, 4th/5th Grade Support	hdelich@stanwood.wednet.edu
Ken Szymborski, 5th Grade	kszymborski@stanwood.wednet.edu
Nichale Van Scoy, 5th Grade	nvanscoy@stanwood.wednet.edu

Ghvette Bergstrom, PreK Assistant/Nurse Assistant	gbergstrom@stanwood.wednet.edu
Gena Bowling, Preschool Assistant	gbowling@stanwood.wednet.edu
Stacey Hentila, Preschool Assistant	shentila@stanwood.wednet.edu
Rocinda Evoy, Preschool Assistant	revoy@stanwood.wednet.edu
Lisa Franzen, Preschool Assistant	lfranz@stanwood.wednet.edu
Susie Leorna, Preschool Assistant/Title I	sleorna@stanwood.wednet.edu
Michaele Olsen, Preschool Assistant	molsen@stanwood.wednet.edu
Lynn Currey, Preschool Intake Assistant	lcurrey@stanwood.wednet.edu
Mid Wilson, OT Assistant	mwilson@stanwood.wednet.edu
Heidi Jaksha, Speech Assistant	hjaksha@stanwood.wednet.edu
Diane McAdaragh, Speech Assistant	dmcadaragh@stanwood.wednet.edu
Judi Brown, Behavior Intervention Specialist	jbrown@stanwood.wednet.edu
Caitlin Pratt, ELL Assistant	cpratt@stanwood.wednet.edu
Cris Kelly, Title 1 Assistant	ckelly@stanwood.wednet.edu
Debbie Lilja, Title 1 Assistant	dlilja@stanwood.wednet.edu
Diana Brogan, Resource Assistant	dbrogan@stanwood.wednet.edu
Patty Maynick, Resource Assistant/Playground	pmaynick@stanwood.wednet.edu
Tracey Hanson, Playground	thansen@stanwood.wednet.edu
Eileen Roberts, Playground	eroberts@stanwood.wednet.edu
Debra Beckwith, Kitchen	dbeckwith@stanwood.wednet.edu
Christine Wilson, Kitchen	cwilson@stanwood.wednet.edu
Tanner Hoffman, Custodian	thoffman@stanwood.wednet.edu
Rick Houk, Custodian	rhok@stanwood.wednet.edu

INTRODUCTION

These policies are a result of working together to establish an organization and routine that will function in the best interest of the children and personnel of the school. The teacher day extends from 8:30 a.m. until 4:00 p.m. If it is necessary for you to arrive late or leave early, it is your responsibility to notify the principal.

ATTENDANCE

IMPORTANT! Enter your attendance on Skyward's Educator Access each morning before 9:20 a.m.

Send your folder down with student pick up notes, etc. Students need to bring their lunch money to the lunchroom before school. If a child arrives after you enter the attendance, they must have a Tardy Slip from the office before being admitted to class. Please make every effort to be accurate with attendance.

ATTENDANCE OF STAFF

All district level administrative and support offices will be open during regular working hours on an abbreviated day. All office and administrative personnel in those offices are expected to report for work. When schools are closed because of emergency conditions, employees who work school year assignments (teachers, educational assistants, etc.) are not expected to report for work.

School and District office secretaries are expected to report for work when school is closed because of emergency conditions, but may be granted one of the following options by their principal or supervising administrator: (1) report to work, (2) take a day of vacation, (3) make up the day. Any other option must have the approval of the Superintendent or designee.

Custodial, maintenance and security staff will report for work when school is operating on an abbreviated schedule or is closed due to emergency conditions. Supervisors may reassign staff or make arrangements specific to the needs of the school and individual personnel involved if conditions do not allow these staff persons to work at their regularly assigned site.

When schools or district offices operate on abbreviated schedules, all employees are expected to make a reasonable effort to report for work at the normal time. However, they should exercise caution concerning their safety in hazardous driving conditions and should notify their supervisors if they expect that they will not report at the normal time.

BEHAVIOR EXPECTATIONS

We adhere to a set of schoolwide expectations for student behavior and conduct based on the PAX program. Please refer to the PAX Expectations for specific details across the building.

BOARD POLICIES

Several policies need to be reviewed at the beginning of each year. Please refer to the District website at <http://districtweb.stanwood.wednet.edu/> for full language of each policy.

BUS DISMISSAL

Walking and parent pick-up students will be released at 3:27. Students will be dismissed at 3:30 to the bus loading area. They are to line up in the designated area. Please ensure that students are ready to leave the classroom at dismissal.

BUS PASSES

No child is allowed to ride any bus other than its normal route without a bus pass issued by the office. If a child insists he/she is to go home other than their normal route, the child should be sent to the office

where the staff will attempt to verify the child's route home. If no verification can be made before dismissal time, the child will be sent home on their normal route. Any notes from parents requesting Bus Passes should be sent to the office in the morning. You will receive the Bus Pass in your box.

CLASSROOM CLEANING AND MAINTENANCE RESPONSIBILITIES AND SCHEDULE

Individual classrooms are swept, vacuumed, mopped, and garbage/recycle emptied on a scheduled basis. Cleaning supplies are kept in the storerooms throughout the building. Cleaning of sinks, counters, and general dusting are the responsibility of teachers and/or students.

COPIER USAGE

Please be sure copies are for instructional purposes. There is a copier/printer/scanner and a color printer in the workroom. There is also a printer in Room 18.

CUMULATIVE FILES

Student files are kept in the main office. You may access them at any time to review records.

CURRICULUM MATERIALS

Materials are kept in the classroom. If additional materials are needed, please contact the principal.

CUSTODIAL/MAINTENANCE NEEDS

If you are in need of repair or maintenance in your classroom or office, please email Rick Houk, Lead Custodian at rhok@stanwood.wednet.edu. If the custodian deems a work order necessary for the repairs he will issue one for you. Work orders can also be issued by the principal.

DRESS CODE

It is expected that students will wear clothing appropriate to a school setting. All children will be outside during daily recess and should have weather appropriate clothing. Students not following the dress code will be asked to change and/or call home for a change of clothing. The "4-3-2-1-0" dress code is strictly adhered to at Stanwood Elementary.

- Necklines should be no lower than 4 fingers below the clavicle notch
- Tops must have a minimum of a 3 finger strap and show no undergarment
- Skirts and shorts should be no shorter than the fingertips of the 2 arms straight down
- Midriff and underwear should not show when 1 arm is stretched straight up
- 0 tolerance for jeans, shorts, etc. that are too low and expose the back end when sitting, bending over or otherwise engaged in any activities.
- Caps may be worn outside but need to be removed when inside the building.
- Flip-flops pose a significant safety issue at recess and noise problem in the hallway. Students are not allowed to wear them at school.
- Chains and baggy, loose-waist pants are not permitted.
- Gang related insignia items are not allowed on campus.
- Clothing showing drugs, alcohol, inappropriate language or pictures will not be allowed in school.

ELECTRONICS AND STUDENTS

In an effort to sustain a positive learning environment, we strongly discourage students bringing any electronic items to school. If there is a need for students to bring any type of electronic items, please review with your child the following rules:

- They must stay in the backpack at all times with cell phone ringers turned off.
- If electronic items are taken out during school or on school grounds, they will be confiscated and locked up in the office.
- Confiscated electronics will need to be picked up and signed out by a parent/guardian. Since the

bus allows for electronics, students need to make sure they are not out of the backpack until they are physically on the bus. If an electronic item is stolen, staff will do everything they can to investigate and hold the offender accountable; however, the school is not responsible for items stolen and damaged or not recovered.

- Under no circumstances should staff be subject of picture taking or video recording by students. If this happens, report immediately to the principal. Student will be subject to discipline in line with SCSD Board Policy 2022P.

EMAIL

Email accounts will be set up through the Tech Department. You can contact them by dialing HELP (x4357) from any school phone. The Principal will be using this method to communicate with you regularly. It is expected that you check your email daily before school, during your planning time and after school. Your email address can be shared with parents and students for instructional purposes.

EMERGENCY PROCEDURES

For Emergency Procedures, see our SES Emergency Plan in the SES Staff Google Drive, as well as your classroom emergency backpack. A backpack and emergency supply bucket can be found in each room. The backpack contains student information and a copy of all emergency procedures. Backpacks need to be carried by an adult out of the building in case of emergency or evacuation. A red/green sign found in your backpack is used to indicate if students are present or missing during an emergency and/or drill. The building is equipped with an electronic access system for your added safety.

FIELD TRIPS

Field Trips should be planned well in advance. Complete field trip request and transportation forms and the field trip checklist and then return them to the principal for approval. Student Permission Slips must be sent home with the child at least one week in advance. No child will be allowed to go without a signed permission slip. It is the responsibility of each class to pay for transportation costs, admissions, and any other fees required for any trip.

- Proceeds from the PTO fundraisers will be provided to your class to cover such costs.
- Any additional requests of students for money must have prior approval from the principal.
- Parent drivers may be used in compliance with the district policy.
- Walking field trips require the use of the same Field Trip Request form and Permission Slips as any other field trip.
- If a child will not be participating in a field trip it is the teacher's responsibility to contact the parent ahead of time to inform them and then make arrangements for that child.

GUEST SPEAKERS

The district encourages the extension of instructional experiences through the use of guest speakers. Please complete the Request for a Guest Speaker form and submit it to the principal prior to scheduling guest speaker.

HEALTH ROOM

Children who are injured or ill should be sent to the Health Room immediately with a completed health room pass. It is a good idea to send another child along with the injured child. Head injuries should always be considered serious. Do not neglect reporting these even though the injury may seem slight. The school nurse or office personnel will use their best judgment in regard to diagnosis and treatment, which may include returning the child to his/her classroom or contacting parents.

HOMEWORK

Homework is up to the discretion of the teacher. If a child needs to do homework, be certain he/she knows exactly what to do and how to do it. Make sure to give specific immediate feedback to students when they turn-in homework assignments.

NONDISCRIMINATION STATEMENT

The Stanwood-Camano School District does not discriminate in employment, programs, or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding compliance and/or grievance procedures may be directed to the District's Title IX/Affirmative Action Officer and Civil Rights Compliance Coordinator, Maurene Stanton (mstanton@stanwood.wednet.edu), or the Section 504/American Disabilities Act Coordinator, Robert Hascall (rhascall@stanwood.wednet.edu) Stanwood-Camano School District, 26920 Pioneer Hwy, Stanwood, WA 98292. Telephone: (360) 629-1200.

El Distrito Escolar de Stanwood-Camano School District no discrimina en sus programas o actividades por motivos de sexo, raza, credo, religión, color, origen nacional, edad, condición de veterano de guerra o grado militar, orientación sexual, expresión de género o identidad, discapacidad o uso de perro guía entrenado o animal de servicio, y ofrece igualdad de acceso a los Boy Scouts y a otros grupos de jóvenes especificados. El empleado mencionado a continuación ha sido designado para atender consultas y quejas de supuesta discriminación: Título IX / Oficial de Acción Afirmitiva y Coordinador de Cumplimiento de Derechos Civiles, Maurene Stanton (mstanton@stanwood.wednet.edu), o la Sección 504 / Coordinador de la Ley de Discapacidades Estadounidenses, Robert Hascall (rhascall@stanwood.wednet.edu), Distrito Escolar Stanwood-Camano, 26920 Pioneer Hwy, Stanwood, WA 98292. Teléfono: (360) 629- 1200.

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online here: [Stanwood-Camano School District Discrimination Procedure](#)

NON-PARTICIPATION IN RECESS AND P.E.

If due to illness or injury a student should not go out to recess or participate in P.E. a note must be received from the parent. The note must be specific as to reason and duration of the restriction. If it is to last longer than three days, a note from a doctor will be required.

PARENT PICKUPS

Children not riding a bus home will be dismissed from the classroom at 3:27 p.m. to go to the gym. In cases where pickup is the child's normal route home, one note is filed with the office. This will take the place of daily Early Dismissal Slips.

Students who are not normally picked-up must have a note. At the end of the day, they will receive a blue PERMIT TO LEAVE BUILDING daily pass indicating that they are being picked-up. Actual sign-outs occur in the office for all other pick up situations.

PARTIES

Parties should be limited in order to preserve instructional time. Out of respect for diverse cultural and religious backgrounds of our students, be considerate in planning and holding celebrations. Please refer to the [Health & Wellness Policy 6700](#) for guidelines and suggestions.

RESTROOMS

Staff restrooms can be found in the office, in the kindergarten hall, and in the intermediate hallway. Adults should not use the student restrooms at any time.

REQUESTING A SUBSTITUTE

To request a substitute when the absence is due to *sickness, personal leave, or military leave*, use the procedures that follow. For all other reasons of absence, *committee or travel*, the Office Manager will arrange the substitute.

- Please try to secure a substitute in advance. All absences should be requested through www.substituteonline.com.
- For further training or information you can log on to www.substituteonline.com and follow the tutorial or e-mail Cindy Aristo, Substitute Coordinator at caristo@stanwood.wednet.edu.

SAFE SCHOOLS ALERT

Our District's Tip Reporting Service Safety is one of our district's top priorities, that's why we're now using SafeSchools Alert, a tip reporting system that allow students, staff, and parents to submit safety concerns to our administration five different ways:

1. App: Search for "SafeSchools Alert" in the App Store to download for free
2. Phone: 425.366.7201
3. Text: Text your tip 425.366.7201
4. Email: 1621@alert1.us
5. Web: <http://1621.alert1.us>

Easily report tips on bullying, harassment, drugs, vandalism or any safety issue you're concerned about. Tips may be submitted anonymously too. Thanks in advance for helping to make our school community a safer place to work and learn! We appreciate your support.

Nuestro Servicio de Reporte de Avisos del Distrito La seguridad es uno de nuestras prioridades más importantes, por eso es que ahora estamos usando las Alertas de SafeSchools, un sistema de reporte de avisos que permite presentar precauciones de seguridad concnientes a nuestra administración a los estudiantes, a los padres y al personal, de maneras diferentes:

1. Teléfono: 425.366.7201
2. Mensajes de Texto: Text tu consejo para 425.366.7201
3. Correo electrónico: 1621@alert1.us
4. Página web: <http://1621.alert1.us>

Reporte de una manera más fácil los avisos de amenaza, acoso, drogas, vandalismo o cualquier tema de seguridad que le pueda preocupar. Los avisos también se pueden presentar de manera anónima. De antemano gracias por ayudar a que nuestra comunidad escolar sea un lugar seguro para trabajar y aprender! Agradecemos su apoyo.

SCHEDULES

Schedules have been created to comply with the Collective Bargaining Agreement and with the intent of interrupting classes as infrequently as possible. You will receive a copy of all schedules from the principal. They can also be found in the Stanwood Elementary folder on [Google Drive](#).

SEXUAL HARASSMENT

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity.

Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or

communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or

- The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

Examples of Sexual Harassment:

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

You can report sexual harassment to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view it online here:

[Stanwood-Camano School District Sexual Harassment Procedures](#)

COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to resolve your concerns.

Complaint to the School District

Step 1. Write Out Your Complaint

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the district superintendent or civil rights compliance coordinator.

Step 2: School District Investigates Your Complaint

Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response.

Step 3: School District Responds to Your Complaint

In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

Appeal to the School District Board of Directors

If you disagree with the school district's decision, you may appeal to the school district's board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you have received the school district's response to your complaint. The school board will schedule a hearing within 20 calendar days after they received your appeal, unless you agree on a different timeline. The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school board's decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

Complaint to OSPI

If you do not agree with the school district's appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district's complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly.

You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

Email: Equity@k12.wa.us | **Fax:** 360-664-2967

Mail or hand deliver: PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

For more information, visit the OSPI [website](#), or contact OSPI's Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at equity@k12.wa.us.

Other Discrimination Complaint Options

Office for Civil Rights, U.S. Department of Education

206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | [OCR Website](#)

Washington State Human Rights Commission

1-800-233-3247 | TTY: 1-800-300-7525 | [Human Rights Commission Website](#)

SONITROL

A code will be issued to each certificated employee by the Principal. The building code is 2256 followed by each individual code. Instructions can be found next to the keypad in the office.

SPECIAL SERVICES

Our philosophy is to educate every child in their least restrictive setting. Programs for children needing special educational services are provided based on this philosophy. Children receive these services after multiple interventions have been implemented and the student is still not showing adequate academic growth. Students must be tested and qualify prior to an Individual Education Plan being implemented. Parents seeking more information regarding this program should talk to their child's teacher, the school psychologist or call the school office.

STUDENT SUCCESS TEAM

A Student Success Team (SST) is in place at Stanwood Elementary. This is a team specifically designed to address educational, behavioral, and emotional concerns of individual students. The Student Success Team is comprised of: the parents, administrator, teacher, psychologist, and any other staff deemed necessary for progress toward goals. Parents or school staff may initiate this process. Team: parents, teacher(s), core-team, student (when appropriate), and relevant support staff.

To refer a child, the classroom teacher must complete a SST Referral Form. Interventions must have been implemented and documentation kept prior to any SST referral. The child's name will then be placed on the SST Agenda at the earliest available opening. The referring teacher will present the child's case to the SST at the appointed date and time. A recommendation may eventually lead to the child being served by a program.

SUBSTITUTE FOLDERS

It is your responsibility to leave lessons and materials so that a substitute can carry out a day of instruction. Ruth will have an up-to-date Substitute Folder with basic school information in case of emergency.

SUPERVISION

Supervisory duties will be kept to a minimum but elementary children must be supervised at all times. **Do not** leave children unsupervised in your room. Their supervision is your legal responsibility. Teachers in the building are responsible for the behavior of children entering and exiting the building. It is the teacher's responsibility to walk his/her students to the exit door at recess time, and meet them there when recess is over.

SUPPLIES

Office supplies are kept in the grade level supply closets, copy room, and main office. If you need something additional please make a request with Ruth.

TEACHER BOXES

Please clear your box each morning, midday for early pick up notes, and have a student clear your box each day at 3:10 as there are often notices that need to go home. If you clear your box earlier be sure to check again at 3:10 pm.

TELEPHONE CALLS

You have been issued a long distance code by the Tech Department. Use your individual access number to place any official business long distance calls. Check your voicemail throughout the day, as the secretaries will not put through calls during class time. Please return calls to parents within 24 hours the call is received.

Students are able to make phone calls from the classrooms with teacher permission. If the call changes the students plans for going home, it must be made from the office so the office staff are aware of the change. Please send a note with the student. **DO NOT** allow students who are not feeling well to phone home from the classroom. They **MUST** come to the office.

VISITORS IN THE BUILDING

In order to keep our staff and students safe it is required that all visitors and volunteers sign in the office and wear a visitor's badge. If staff observes people in the hallways without a visitor's badge, they are asked to direct the visitor to the office to sign in and get a badge

CHARACTER AND DISCIPLINE EXPECTATIONS

PAX

PAX is the Latin word for peace and the PAX program focuses on peace, productivity, health and happiness for all students. The goal of PAX is for students to be able to self-monitor and self-regulate their behavior in different settings. Behavior management is done in positive ways that provide immediate feedback to students. All adults have the same expectations and are using the same vocabulary with students. Students celebrate good decisions and appropriate behavior frequently. These vocabulary words are unique to PAX:

- Spleem - undesired behavior or action
- Tootle - opposite of tattle; written feedback for positive actions of others
- Granny's Wacky Prize - 10-60 second activity that is a reward for meeting behavior expectations

PAX QUIET SIGNAL:

- Adult will blow the harmonica
- Students reply by raising a hand in peace symbol and covering lips with quiet symbol
- In addition, students stop what they are doing, stop talking, and look to the adult.
- Adult provides the students with information or directions.

Student expectations for each area of the building for PAX. Please review these during your PAX introduction with students.

Hallways	Voice level 0 PAX Quiet PAX Hands and Feet Spacing
Transitions w/o Adult	Voice level 0 PAX Quiet PAX Hands and Feet
Bathroom	PAX Quiet Quick Clean - self and bathroom area
Lunchroom	Enter in PAX Line Voice level 2 Raise hand to use bathroom Wait to be excused by table to recycle and throw garbage away Clean up table and floor area Remain seated until teacher lines the class up
Recess/Playground	Enter in PAX lines No toys from home (sports equipment is ok) PAX Hands and Feet Safe spacing in lines Take turns on toys, especially swings
Waiting in the Gym (Before/After School)	Seated on floor by grade level Voice Level 1 PAX Hands and Feet Backpacks and lunchboxes stay zipped up and on back

	Must raise hand and be dismissed by staff when parent picks up
Bus Loading Area	Students are waiting in lines Walking from building to bus area Voice Level 1 PAX Hands and Feet Backpacks stay zipped up

PROGRESSIVE DISCIPLINE PLAN

Discipline is not punishment. It is corrective action intended to help all involved learn important life lessons. Discipline begins with gentle reminders of expectations and can progress to more severe consequences. These progressive steps are followed step by step in nearly all discipline matters. Cases where extreme behavior are involved are dealt with on a case-by-case basis and may result in severe consequences being applied immediately.

Step 1: Teacher-Student Contact

Teacher-student contact refers to a teacher's efforts to maintain classroom discipline. It may include such things as problem solving with students, positive reinforcement, missing recess, and talking to the student privately about the misbehavior.

Step 2: Referral to Solution Room

If teacher interventions and parent contacts do not resolve the problem, or if the behavior involves defiance to adult staff members or possible injury to other students, teachers will refer the student to the Solution Room to allow them time to reset or brainstorm problem solving strategies for a maximum of 15 minutes. School counseling services may be utilized in conjunction with a classroom behavior plan. Referrals from cafeteria or recess will involve parent notification by Solution Room staff. Referrals from the classroom will involve parent notification by the teacher.

Step 3: Teacher-Parent Contact

The parent is notified that misbehavior is a concern. The notification may be a note sent home to be signed and returned the following day or by phone call. If a teacher excludes a child from the classroom/learning environment, a phone call from the teacher to the parent/guardian is necessary.

Step 4: Teacher-Parent Conference

This conference is scheduled with the parent for ongoing behavior problems. The student may also be requested to be part of the conference.

Step 5: Principal-Teacher-Parent Conference

The principal and teacher will meet with the parent to discuss ways to correct misbehavior. Options and consequences will be discussed and outlined.

Step 6: Intervention Team Notification of Problem

If the misbehavior continues to a level that is disruptive to the educational program or is threatening to the Solution Room staff, the intervention team will seek to notify the parent and make a Determination of Action which may include: alternative learning environments; temporary individualized learning plan; or referral to SST.

See new board discipline procedures and policies:

[School Board Policy 3241](#)