

Mountain View Elementary School Staff Handbook

2019 - 2020

Our Mission: "Learning For ALL"

This handbook is designed for your use and convenience as you go about your daily school activities. It provides you with many Elko County School District and Mountain View Elementary policies, procedures and sample forms. It is essential that you familiarize yourself with this handbook as you may face many of these issues or concerns in the upcoming school year. The administration is always happy to consult with you on any issues not addressed in this handbook.

GENERAL REGULATIONS & EXPECTATIONS TO PLEASE FOLLOW

1. Teachers should be acquainted with the rules, regulations and policies of the Elko County School District, and observe and enforce these in the course of their duties. See ECSD Website
2. Teachers should be to school by **7:50 AM each day and remain on school premises until 3:30 PM**. Teachers should notify the Administration and front office secretarial staff, and sign out if they need to leave school premises prior to the end of the school day.
3. Teachers should begin and end their classes promptly at the times appointed (**8:30 AM and 3:10 PM respectively**). No child should be detained after school so as to miss the bus unless arrangements have been made with parents.
4. **No teacher in charge of students is to leave a classroom, duty station, or any area unattended.** In cases of emergency call the office or ask your neighboring teacher for immediate help.
5. Teachers should attend **all meetings during contractual time**, called by the administration **unless excused prior** to the meeting.
6. Any teacher who must miss school should notify Mrs. Willis and one of the secretaries as soon as possible at or around 7:30 am. Please email or leave messages on the school's voicemail or with either Traci or Nicole. This way we can check to see if a substitute teacher has picked up the job on Sub Finder. Remember, we can always cancel the substitute, but we would like to be respectful and give that sub at least 1-hour notice of the cancellation.

7. Teachers may use the school phone for local use but will need prior approval for long distance calls. **Cell phones are not to be used during instructional or supervisory time. If a cell phone is needed to make a call, please do so during planning time.**
8. Good grooming and dress habits are considered to be a part of the teacher's professional obligations while at school. Jeans may be worn on the last student contact day of the week or designated days by the principal. You may wear jeans on Fridays for "Spirit Day." **Jeans must be without holes.**
9. Teachers must follow the school schedule throughout the day. This includes the lunch and recess schedule. For the safety of all students, only the classes scheduled should be on the playground during recess time. **If your students go out on a non-scheduled time YOU must supervise them. Finally, for the safety and convenience of our learning community please make sure you have your walkie-talkie at all times to better assist the secretaries and administration.**
10. Teachers are asked to keep a back-up copy of student grades in the case of a computer crash where we might lose data that has been input by you the teacher.

Duty "B" Schedule (Cold Temperatures /Extreme Weather Conditions):

On days where we implement a **B Schedule** an announcement will be made over the intercom. On mornings before schools starts if the temperature is 12 degrees or less, the office will make an announcement at 8:15 am for all students to come inside and wait in the main gym until the 8:30 am bell rings. Some outside duty teachers will come inside the gym to monitor students while the other outside duty teachers (rope and grass duty teachers) will stay out and direct students to go into the gym. Once inside the gym, students will need to sit where their classroom teacher's name is located on the wall.

Restricted Areas Restricted to Staff and Students:

All staff and students are prohibited from entering rooms or areas which have signs posted; **Do Not Enter and/or Authorized Personnel Only**. Only the Vice-Principal, Principal, Building Superintendent, and trained staff have clearance to enter these areas. Students and staff who have not been trained and signed off the training sheet to use the chemicals and cleaners by Jose are prohibited from using them or being in possession of them.

Student Files:

Student cumulative files are to be kept locked up in the office. Teachers need to notify the attendance secretary (Nicole) when they need access to a file. The attendance secretary will pull the requested individual student files for the teacher. When the teacher is ready to return the student files back to the office they will hand the file directly to the attendance secretary. The attendance secretary is responsible for filing student files. Do not enter the file room on you own.

Confidentiality:

Student records and information must be kept confidential (See Board Policies). Information received in confidence from a fellow teacher, staff member, administrator, and/or student must be treated in the same confidential manner.

Absences – Teachers

- Next, you are required to access AESOP in order to request your substitute. You are then required to contact the school through email or phone message to inform us of your absence before 7:30 am of the day absent.
- All teachers must access the Employee School Portal (ALIO). Then you will enter your absence.
- **Teachers still must fill out the “Golden Rod”** paper if the time off requested is the first week of school, the last week of school, or the day before or after a holiday.
- **Teachers you are required to have a sub-binder prepared for your substitute teachers while you are out during the school year.**

Please include the following information:

1. **Teacher’s lesson plans**
2. **Emergency policies, exits, and procedures.**
3. **Information on any students who might have medical or allergy issues in red folder.**
4. **Seating charts**
5. **Classroom rules**
6. **Office contact information in case of emergency.**
7. **Please leave duty assignment if you are assigned a duty on this day.**

ECSD Policy

- Teachers are not allowed to take leave the first and last week of school without prior written approval from the principal and superintendent.
- Leave the day before or the day after a holiday vacation must be approved by both the principal and the superintendent.
- Teachers must turn in their request for Personal Business or Free Days at least 5 working days prior to requested leave to the Pay Roll Secretary.
- Sick Leave for routine doctor appointments must be submitted at least 5 working days prior to requested leave to the Pay Roll Secretary.
- Teachers using comp time to leave early need to have comp time approved first by Mrs. Willis, then sign out on the comp time sheet in the office and let the payroll secretary (Traci) know as well.

School Work Day

The teacher work day starts at **7:50 AM and ends at 3:30 PM**. If you need to leave before 3:30 p.m.:

1. Get permission from your building administrator.
2. Sign out in the office.

Comp Time

Parent requested or teacher requested meetings with a parent do not qualify for comp time. Meetings held to discuss student concerns are part of your professional duties. When the regular teacher workday is extended by administrator mandated school site curriculum meetings or in-service training which teachers are required to attend, the principal will make adjustments in a following regular teacher work day, which is mutually acceptable to both parties, to compensate for the extra time spent. If compensatory release time cannot be scheduled by mutual agreement of the teacher and the administrator by the end of the school year in which earned, the teacher will then be paid for the extra time spent beyond the contract day at the rate of 1/184th divided by 7 of the BA-O step. The principal will document all such time accumulated in each calendar month which will be paid in June of each contracted year. Any staff member required to perform a non-paid duty immediately prior to or immediately after the regular teacher work day shall have a modified schedule so the length of their work day is consistent with the normal work day.

Comp time needs to be turned into the administrator for approval that same week, or if accumulated on a Friday please submit that following Monday.

New Student Enrollment (after school starts):

- ❖ Students who enroll during the school year will receive a tour of the building and an introduction to their new teacher by one of the office staff or counselor. New students will be ENCOURAGED to start school the day after enrolling at MVE to allow the teacher time to prepare for the new student.
- ❖ Whenever a student registers, you will receive a "Mountain View New Student" email that will have the student's current information on it.

Student Absences

- ❖ Student attendance will be recorded once daily in Infinite Campus. Attendance needs to be entered before 9:00 am and the teacher will need to enter tardies **until 8:40 am**. After that, the office will issue the student with a tardy slip.
- ❖ All absences should be followed by a written excuse from their parent/legal guardian. Students who return without a written excuse need to be reminded to bring one the next day. **Please send absence notes to the office to be verified and changed in Infinite Campus.** Notes are kept in the office file.

Classroom set-up:

- Storage on shelves may be no closer than 18" (rooms with fire sprinklers) or 24" (rooms without sprinklers) to the ceiling.
- Absolutely no mobiles or hanging objects from the ceiling.
- Never use an extension cord as a permanent power source; instead use a power strip. When using an extension cord for temporary access to power (plug in overhead, mobile TV, etc.) immediately disconnect after use, unplug, wrap-up, and store away.
- Orange power outlets are designated for computers only. Do not plug anything other than computer equipment into the orange plugs.
- Nothing should be posted or stored within 36" from the electrical boxes in the trailers.
- All staff must use a ladder when necessary. Substituting a chair or desk in lieu of a ladder violates the safety protocol and is grounds for a write-up. Contact the office or Jose when you need a ladder.

Faculty Meetings:

Upon notifying the faculty through email, faculty meetings will be held on Mondays before school during the school year. Faculty meeting attendance is mandatory for all teachers and aides unless noted.

**There may be times when there are District requests that I may have to speak with you that day. Please try to be understanding.

PLC meetings:

PLC meetings will be held on **Wednesdays at 2:15 pm**. This is unless The District adds a PD during a Wednesday, and you will be informed of this ahead of time.

Meetings: IEP/SIT/ICT

All IEP, SIT, and/or ICT meetings shall be held within the teacher contract day. Classroom coverage will be provided during the schedule meeting time so that the regular education teacher may attend the meeting as required

Lunch Procedures- Hand Washing and Supervision of Student in Lunch Line:

According to the Center for Disease Control (CDC), the first line of defense in preventing the spread of germs and diseases is to wash hands with soap and water. The CDC specifically states that **Hand sanitizer IS NOT to replace hand washing**. It is to be used in addition to washing hands. Teachers must have their students wash their hands and go to the restroom BEFORE lining up for lunch. **Hand washing is not optional, it is mandatory**. Students need to return back to classroom or supervise students in the hallway during handwashing procedures.

Grade levels need to determine a schedule for teachers supervising hot lunch and cold lunch lines.

Teacher Lunch

Per Master Contract, teachers are given a **thirty-minute duty-free lunch** unless you are assigned a specific duty, then you will be assigned a specific time for you to receive your lunch time.

Prep Time

Per Master Contract, Teachers are allotted 150 minutes of prep time a week. Teachers may not leave campus during their prep time without prior administrative approval.

Cellular Phones

Staff may bring cellular phones to their classroom but they are to be on vibrate or silent mode while students are present unless authorized by administration based on special circumstances. **Staff may use cell phones only when they are not in charge of supervising students. Cell phones should not be used unless it is an emergency during staff/PLC meetings.**

Student CELL PHONE POLICY

Cell phones and other electronic devices may not be used during the regular instructional day without the permission of the Principal. Cell phones and other electronic devices may be used before and after school, at lunch, at school activities, and on school sponsored trips, as long as they meet the requirements of the Elko County School District Acceptable Use Policy for Telecommunications/Internet.

CONSEQUENCES FOR VIOLATION OF THE DISTRICT POLICY

First Offense

- *The electronic device shall be confiscated.
- *The parent/legal guardian shall be notified.
- *The electronic device shall be turned over to the parent/legal guardian.
- *A warning shall be given regarding the consequence(s) for any future violation of the policy.

Second Offense

- *The electronic device shall be confiscated.
- *The parent/legal guardian shall be notified.
- *The electronic device shall be turned over to the parent/legal guardian.
- *School-determined consequences for "administrative insubordination" or "disregard for school rules".
- *The policy shall be again reviewed with this student and his/her parent/legal guardian.
- *A further warning shall be given regarding the consequence(s) for any future violation of this policy.

Third Offense

- *The electronic device shall be confiscated.
- *The parent/legal guardian shall be notified.
- *The electronic device shall be turned over to the parent/legal guardian.
- *School-determined consequence for second offense for "administrative insubordination" or "disregard for school rules".

- *Electronic device privileges shall be revoked for a period of 90 school days.
- *The policy shall be again reviewed with this student and his/her parent/legal guardian.
- *A further warning shall be given regarding the consequence(s) for any future violation of the policy.

Fourth and Subsequent Offenses

- *The electronic device shall be confiscated.
- *The parent/legal guardian shall be notified.
- *The electronic device shall be turned over to the parent/legal guardian.
- *School-determined consequence for third offense for "administrative insubordination" or "disregard for school rules".
- *Electronic device privileges shall be revoked for 180 school days.

In-District Transfers

Teachers requesting an in-district transfer need to do so in writing to the Superintendent. Requests for transfer are to be submitted by date given by Central Office. Official forms can be found on the district's website.

Teachers Certification

It is the responsibility of each teacher to make sure their certification is up to date. Please contact the State Department of Education at 1-800-992-0900.

Retirement

Teachers of Elko County School District fall under Nevada Public Employee Retirement System. For further information, refer to the policy manual.

Faculty Lounge:

Please clean up after yourself before leaving the room. This includes dishes, paper, silverware, etc.

Copy Room & Work Room (Ellison Machine):

Equipment in this area is not to be used by students. If equipment is not working properly, notify the office immediately. Please clean up the area when you are done.

Supplies used in the classroom are stored in the copy room. Teachers may get supplies as needed. Please respect your colleagues and share supplies. If the items needed are not available, let the secretary know and supplies will be ordered and available at the first opportunity.

Smoking

Smoking is NOT permitted in any of the school building or on school grounds.

Emergency Procedures Packet

All teachers are required to have an emergency procedures packet (plastic baggie) hanging up in their room by the door. The packet should contain the emergency procedures packet, **classroom student roll**, pencil/pen, and red/green card. This packet should be taken out during any emergency or drill.

Mandatory Practice Drills:

A. Fire Drills

Please lead your class through a practice fire drill during the first week of school. You should have a fire evacuation map posted in your room. *Please get a map from the office if you do not have one.* Fire drills are conducted once a month by the Elko City Fire Department. They are unannounced and graded by the firemen.

B. Shelter- In -Place

Shelter- In- Place drills are held twice per year. There should be a Shelter-In-Place plastic box in your room near the exit door. Refer to proper section in handbook for specific instructions.

Field Trips

Please limit the number of field trips to two per grade level. Please inform the Nurse Laila, special teachers, SPED teachers, and the cook if they will not see your students due to the field trip.

Elko County School District Policy for field trips states:

1. Planning - Be certain all aspects of field trip are planned carefully and are educationally justified. Make sure that the administration is aware of all aspects of the upcoming event. No overnight field trip may be taken without first approval of the administration and the school board. All parents of students who are attending any field trip must be advised beforehand.
2. Transportation - Transportation slips are available in the office and should be complete and given to the office **3 weeks in advance** of the field trip.
3. Permission - Written permission must be received from parents or guardian before a student is allowed to go on a field trip. Permission slips are available in the office. Keep all permission slips on file for each student in your room. You must have a signed permission slip for each field trip.
4. Chaperones - Chaperones must be willing to act as chaperones. The number of chaperones needed will vary depending on trip request and student ages. Chaperones should be given a roster of students they are in charge of as well as a list of their duties beforehand. Some duties include:
 - a. Take a head count of assigned students every time students get on bus.
 - b. Insure students maintain good safe behavior throughout the trip.
5. Please turn in a list of all students and adults who are going on the field trip to the office before you leave and hand a copy of the same list to the bus driver. Count students before leaving school and again on the return trip.
6. Teachers, upon organizing a field trip **you are required to inform Nurse Laila**, so she can make all the proper arrangements for students with medical issues. You are

required to inform her at least **3 weeks before your scheduled field trip.** Please remember, students with medical concerns must have someone trained to assist on the field trip.

Playground Rules and Expectations

You need to communicate the MVE expectations for playground use on the first day of school by walking your class outside and explaining the following. *Remind students that toys from home are not permitted at school.* The school will not be responsible for lost or stolen toys brought from home (Teachers need to review these rules each quarter throughout the year).

RECESS POLICY

All students will be sent outside for recess. Students who are ill will not be allowed to stay indoors without a doctor's excuse. In the event that a student is allowed to stay indoors, only that student will be allowed to stay inside.

Note: When the bell rings to enter the building, all students will make their way to their designated classroom lines. All students will stop their activities, and line up quietly waiting for a teacher to bring them back into their classroom.

PLAYGROUND EXPECTATIONS

Duty teachers will be visible wearing their neon vests. When issues develop students will need to communicate with the duty teacher.

If a student wants to use the restroom or visit the nurse, they must be issued a pass by a duty teacher.

Slide Rules: Only go down the slide feet first one at a time. Students are not allowed to climb up the slide.

Monkey Bars: Students are not allowed to crawl on top of the bars.

Wood Chip/Tree Area: Students are not allowed to play in this area. This is a quiet area.

Walkways: Students cannot leave campus during the school day. Gates to walkways will be locked during the school day from 8:30-2:45.

Tag: Two finger touch

Football: Touch only, no tackle, again two finger touch.

Soccer, baseball, football, kickball, and tag all need to be on the grass

Tetherball OFFICIAL Rules:

Players:

Two to Four but generally two

Description:

The first server is picked by a lot (Rock, paper, scissors). One player stands on each side of the pole. The server puts the ball in play by tossing it into the air and hitting it in the direction he/she chooses. The opponent tries to hit the ball back in the opposite direction. As the ball is hit back and forth, each player tries to hit the ball so the rope winds around the pole in the direction in which he/she has been hitting the ball. The player who succeeds in doing this or whose opponent forfeits the game by making a foul wins the game. A foul is any of the following:

1. Hitting the ball with any part of the body other than the hands or forearms.
2. Catching or holding the ball during play.
3. Touching the pole.

4. Throwing the ball.
5. Winding the ball around the pole below the 5-foot mark.

After the opening game the winner of the game continues to stay in position. The new opponent will become the new server.

TOY POLICY

Students need to leave personal toys at home. Exceptions to this rule are basketballs, footballs, and jump ropes which need **student's name printed on it with a black permanent marker.** Teachers and administration have the right to confiscate any toys that are brought too school, but will be returned at the end of the school day, once parent is informed.

Skateboards, Scooters, Bikes, Rollerblades/Skates and Wheelie Shoes Policy

Skateboards, Scooters, Bikes, Rollerblades/skates **are not** allowed to be ridden on campus at any time. This includes before or after school, during school hours, and the weekends. Once on campus, all students need to walk and park bikes in the designated area. Shoes with wheelies are not allowed to be worn on campus.

If a student uses the restroom or visits the nurse, they MUST be issued a pass by the teacher on duty by the doors.

Publicity

All publicity regarding Mountain View Elementary School should be cleared with the building administrator.

Student Leaving Campus

At Mountain View Elementary we have a "closed campus: policy. No student may leave the school ground without first being checked out by an approved adult during the school day for any purpose except for home lunch. Home lunch students need to turn in a note to their teacher with parent permission. **All students leaving school early MUST be checked out by an approved adult at the office before leaving campus.**

Campus Security Procedures

All playground gates and building doors will be locked during school hours with the exception of the Main Office Entrance Doors. Outside doors should not be left open during the day or after recess. The last class in from recess needs to make sure outside doors are completely closed and locked.

For the safety of our students and staff all visitors and parents must present an ID, sign in at the office and wear a Visitors Badge to indicate that they have checked in. If your classroom is in a trailer, you will be notified by the office before anyone is sent to your room. If you see anyone that may not have checked in at the office, please contact the office immediately.

Please use extreme caution when working in the building after hours.

Lesson Plans

Teachers are required to create lesson plans which include the objective, standard, and a brief description of the activity to take place. Lesson plans must contain all relevant information that a substitute would need to successfully teach your students (recess duties, special schedule, classroom procedures for recess, lunchroom, assemblies, etc.)

Teachers it is your responsibility to make sure when you're absent that you leave the substitute detailed lesson plans. If you are sick, and can't make your way into school please have a set of emergency plans available or email your plans to Administrators and Secretarial staff.

Child Abuse or Neglect (Reporting Actual or Suspected).

Child abuse is defined as: (NRS 432B.020)

- (a) Physical or mental injury of a non-accidental nature;
- (b) Sexual abuse or sexual exploitation; or
- (c) Negligent treatment or maltreatment of a child caused or allowed by a person responsible for the welfare of the child under circumstances which indicate that the child's health or welfare is harmed or threatened with harm.

Nevada law defines all school employees as mandated reporters of child abuse and neglect. A report must be made to Child Protective Services. This report reflects a "reason to believe" a child may have been harmed and may be in need of protection. Your role as a reporter does not include investigation or determination of the accuracy of any information. The law requires you must report child abuse or neglect within 24 hours. You may report your concerns to the school counselor or administrator, but it is your responsibility to confirm that it has been reported to CPS.

Failure to report may result in criminal and/or civil litigation against the mandated reporter. Your liability does not end until CPS has been contacted. If you were to be convicted of this criminal violation, your teaching certification could be revoked. NRS 432B.160 gives immunity from civil or criminal liability to every person who in good faith makes a report pursuant to NRS 432B.220.

Corporal Punishment

Corporal punishment will not be used for any reason by anyone. Striking a child anywhere is against Nevada State Law. Any teacher who feels they have crossed these boundaries, please notify the principal IMMEDIATELY!

Parent-Teacher Concerns

The following is the school's procedure for parents to follow regarding concerns about their student.

If you have questions or concerns about your child's education, please follow this process:

- 1.) *Meet with your child's teacher and work through the problem-solving process:*
 - A.) *What is the problem?*
 - B.) *What are the causes of the problem?*
 - C.) *How can the problem be solved? (Identify all the options.)*
- 2.) *If you were unable to solve the problem after meeting with your child's teacher, please schedule an appointment to meet with the school administrators and the teacher.*

Reporting Student Progress

1. If a student is struggling, every possible alternative will be tried to help the student succeed.
2. Parents will be kept aware of each student's progress by:
 - Infinite Campus Parent Portal
 - Note Home
 - Progress Reports
 - Telephone contact
 - E-mail

If a student's progress begins to fall, immediately contact the parents either by phone, a note home, or a Student Progress Report. If student's progress continues to drop after initial contact, hold a parent conference. Document all parental contact. Keep all contact with parents professional and positive.

It is professional responsibility to keep all parents informed at regular intervals on the progress of their children. It helps build relationships and parents will appreciate being routinely informed of their child's progress.

District Status Reports are REQUIRED when any student's grade drops two letter grades in any grading period. Status reports may be sent at any time during any grading period in the school year. Make sure all status reports are signed by parents and returned. Please keep a dated hard copy of all status reports sent home.

Student Makeup Work

Students should be given two days for each day missed to make up work accumulated during their absence.

Parent Teacher Conferences

Parent conferences are scheduled once in the fall and once in the spring. All parents should be encouraged to attend. Teachers need to keep track of parents who attended and turn in attendance percentages to the office. All other parent conferences are left to the discretion of the Teacher/Administrator.

Volunteers

It is the policy of this school to encourage parent and community volunteers. If you have too many volunteers for your room, please share names with the PTA and other teachers so that everyone who volunteers may be utilized. Please have volunteers fill out the Parent Volunteer slip from the office. The teacher needs to discuss confidentiality issues with volunteers before having them in their classroom and keep that contract on file. Do not allow volunteers to be alone with students.

Discipline Procedures and Detention Room

Teachers, it is imperative that any time you refer a student to the office for discipline issues that you complete **“a detailed description of the incident.” This can be completed on the Mountain View “Student Behavioral Referral” or through a detailed email to Administration.**

Eagle Feathers

Eagle Feathers represent behaviors that we value at Mountain View Elementary. When these practices are observed in students, teachers and staff members may award points to the student's house*. House points are then accumulated at the end of the quarter, and the house with the most points will earn a celebration party. Just as an eagle uses its feathers to fly, our school community will practice these positive behaviors to learn, grow, and soar!

*Further clarification of Mountain View's House System will be given in other documentation.

Eagle Feathers

- **Make eye contact and respond appropriately.**
 - **Respect others' comments, opinions, and ideas.**
 - **Use your manners.**
 - **Keep yourself and our campus clean and germ-free.**
 - **Help those in need.**
 - **Keep transitions in and between classes swift, quiet, and orderly. Move with a purpose.**
 - **Use kind words. Apologize and mean it.**
 - **Let an adult know if anyone is being bullied.**
 - **Make good choices even when no one is looking.**
 - **Always be honest, no matter the circumstances.**
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DAILY DISCIPLINE POLICY

At Mountain View Elementary, we believe in *discipline with love*. That is, students will be corrected for any behavioral issues that infringe on the classroom learning environment. However, this discipline does not mean that we do not value your child. We

believe students deserve chances to improve their behavior, but they will have natural consequences if they do not improve.

The following is the daily classroom discipline policy:

First infraction: Student will write his/her name on the board.

Second infraction: Student will get a check next to his/her name.

Third infraction: Student will get a second check next to his/her name and will lose one recess.

These infractions will not carry over to the next day. Students will walk into their classrooms with a fresh start every day. However, if a student loses three recesses, he/she will be given a **“silent lunch detention.”**

Administration will follow the School District's Progressive Discipline Plan.

Custodians and Maintenance

If maintenance is needed in a classroom, email Mrs. Willis or Mrs. Etchemendy with the concerns that need attention. Jose or a custodian will attend to it as soon as they are available. If you have an emergency and need a custodian call the office.

Student/Parent Handbook

Student/Parent Handbooks is posted on Mountain View's website. Please discuss the contents with students, making sure all students understand school rules. Students will then be asked to review the handbook with their parents and sign electronically upon completion. If a student does not have access to the internet at home, please request a paper copy from the office.

Classroom Emergency

In the event of an emergency the teacher is not to leave or move the child. The teacher will need to call the office for help by phone or radio. If needed, send a reliable student to the office for help.

Assemblies

All assemblies are mandatory for students to attend unless a parent or student informs you of a conflict due to religious beliefs or a consequence assigned by administration or the teacher. If you are assigned students during assembly time you need to attend the assembly with them.

Teachers

A.If we have a guest speaker or an assembly produced by an outside source, then teachers who are assigned students during that time frame must attend the assembly to monitor their assigned students. If you have prep time during that time frame and are not assigned students, you do not need to attend.

B. If it is a MVE produced assembly (Christmas and End-of-Year) then all staff members are required to attend to help monitor students as teachers/staff put on the assembly. There is no compensation for lost prep or rescheduling of missed prep time due to the assembly.

Audio Visual Material/Media Retrieval

It is the philosophy of Elko County School District that Audio Visual materials be used to intensify and supplement learning modes. Materials must be at grade level and must enhance teaching. Materials should be used:

1. To supplement and/or follow up of curriculum topic.
2. as a pre-activity to create interest in an upcoming topic.
3. Post-activity to review learning.
4. Stimulate class participation and discussion.

Audio Visual should not be used for entertainment purposes only.

The following guidelines are to be utilized for Elementary School (K-6): Please have administrator approve any movie being shown in the classroom. Please make sure that if you choose to show a movie that it is directly tied to the curriculum you are teaching at that time.

G - Please have Administrator's approval.

PG - Must have an Administrator's approval after preview.

Written parent approval/notification required.

PG-13 and R rated movies may not be shown for any reason.

Curriculum

It is the policy of the Elko County School Board of Trustees that no course of study shall be eliminated or new courses added without the approval of the Superintendent and/or the Board of Trustees, nor shall any basic alteration or reduction of a course of study be made without such approval.

This policy tends to stabilize the content of courses or study; reduce the possibility of numerous or extreme changes with requirements of new textbooks, materials, or instructional procedures; and lessen the opportunity for an educational climate to creep into the school system unknown to or without the approval of the Superintendent and/or the Board of Trustees. (Section I.C.C. of the Policy Manual)

Class Parties

Parties are not a requirement of our curriculum. They are optional. Individual grade levels need to determine at the first of the year if their grade level is going to hold the following parties: Halloween, Christmas, and Valentine's Day. You will need to make alternative arrangements for students who are not to participate in the party due to religious beliefs. Notes need to be sent home prior to class parties informing parents of grade level party times and expectations for treats.

- ◆ All parties will be held at the teacher's discretion and times given to office
- ◆ Due to safety issues, teachers and students are not allowed to wear masks at school even during the Halloween parade or classroom party.
- ◆ All treats that are purchased must have the ingredient list on them. If you have a student allergy all treats must be cleared by nurse Leila before entering the classroom.

Teacher Classroom Money/Student Activity Account

Teacher money is to be used for teaching supplies or items that benefit students. A Purchase Order (PO) must be obtained (ask Traci), filled out, and pre-approved by the principal before a teacher purchases the intended item(s). Failure to obtain pre-approval before making a purchase may result in denial for requested reimbursement. There are several reasons for utilizing a Purchase Order (PO) process for the Student

Activity Funds:

1. Allows activity advisors to purchase items with the Student Activity Funds without having to spend money out of their own pockets and wait for reimbursement.
2. Provides an avenue for ensuring that these type of purchases are not charged sales tax.
3. Provides documentation to substantiate purchases made with Student Activity Funds.

Students Left Unattended

Students are never to be left alone in a classroom, during recess, specials, or for any other reason. If a student is kept in to finish work, the teacher must stay with him/her. If you need to leave your class for an emergency, notify a neighboring teacher to supervise your room during your absence. Teachers are not permitted to send students to the office to finish work without permission from Administration.

Principal Advisory Committee

A principal's advisory committee (PAC) shall be established at each building site. The committee shall meet as often as necessary, but there will be scheduled meetings once every 9 weeks. It shall consist of the principal and at least three teachers representing various grade levels or curricular areas, who are elected by the faculty. The purpose of the PAC is to assist the principal in solving problems at the building level and provide input to the administration regarding staff concerns. There will be no discussion of personnel during these meetings. This committee is advisory only. Discussion shall focus on areas that deal directly with the educational process and students. Any plan of action reached by the PAC will be conveyed by the principal to the staff.

Nurse

1. Students must have a permission slip to visit her office. The nurse will return student to class if they show up without a note signed by the teacher. Remember that minor scrapes can be handled in the room with band aids given to you from the office.
2. Teachers, please refrain from sending students to the office before 9:30 unless it is a

health emergency.

Medication

Under no circumstance is a teacher to give medication or hold medication in the classroom. All medication is to be brought to the office and will be distributed by the school nurse. A medication form must be filled out and signed by the student's parent/guardian. Forms can be obtained from the nurse. Cough drops, aspirin, cough medicine, etc. may not be kept in the classroom at any time.

Mountain View Elementary Peanut Awareness Classroom Policy (Updated 8/12/15)

All teachers who have a student with a food allergy, such as a peanut allergy, need to comply with the following procedures:

1. Send home the attached **Food Allergy** letter to parents at the first of the year.
2. Keep allergy student's home lunch in separate basket and area away from other students' home lunches.
3. All students must wash their hands before sitting down for lunch, and after coming in from lunch recess to avoid spreading nut protein contaminants. (Hand sanitizer will not kill the protein!)
4. Teacher must leave note in sub lesson plans about student with medical conditions.
5. Teacher needs to let grade level teachers know of students with medical concerns so they can also follow policy.
6. Limit food that is brought into the classroom for treats or classroom learning activities.

Any food item that does not have the ingredient list may not be brought into the classroom.

7. The exclusion to this would be the "Emergency Food and Water" stored separately in a closed container that should be in a closed cabinet.

If an unacceptable food item is discovered in the classroom call the office right away. The food item must be removed from the classroom immediately. If the food item was opened in the classroom a custodian will be sent in to clean/disinfect the contaminated area. Remember to have students wash hands to remove the food protein.

If you have a "Peanut Aware Room" you need to send out the following information to all parents in your class at the first of the year and before each holiday celebration:

Any food label that has the following terminology is NOT allowed in these classrooms.

- ✓ Peanuts
- ✓ Peanut oil or peanut butter
- ✓ Nuts of any kind
- ✓ Hydrolyzed vegetable protein
- ✓ Groundnuts

- ✓ As of 2006 food labels are required to clearly state the allergens contained in the product. Any product with peanut listed in this area.
- ✓ Any product that states *may have come in contact with peanut products*.
- ✓ Product that was *made in a factory where peanut containing products are made*.

Foods to avoid include:

- ✓ **Peanut butter**
- ✓ **Mixed nuts**
- ✓ **Crushed nuts in sauces**
- ✓ **African, Chinese, Indonesian, Japanese, Mexican, and Vietnamese dishes (which may contain peanuts or are contaminated with peanuts during meal preparation)**
- ✓ **Pesto (Italian sauce frequently made with nuts)**
- ✓ **Marzipan (pasta made from ground almonds and sugar)**
- ✓ **Mandelonas (peanuts soaked in almond flavoring)**
- ✓ **Health food bars**
- ✓ **Artificial nuts (may contain peanuts that have been flavored with a nut, such as pecan or walnut)**
- ✓ **All cakes and pastries with unknown ingredients**
- ✓ **Bouillon and Worcestershire sauce**
- ✓ **Praline and nougat**
- ✓ **Muesli and fruited breakfast cereals**
- ✓ **Any homemade items are not allowed**

PTA

The PTA is a parent-teacher organization developed to help improve our school. Each year the PTA helps with programs for students, volunteering in classrooms, and fundraising for numerous school improvements. Members are always welcome. For meeting dates or membership information contact the school or go to:
<https://www.facebook.com/mtnviewelementaryPTA/>

**Mountain View Elementary School
2019-2020**

This form indicates that you have received training and a copy of the 2019-2020 Teacher Handbook.

Teacher Signature

Date