

The purpose of this handbook is to provide all staff members with current policies, procedures, and expectations. If questions should arise, ask for clarification. As policies change throughout the school year, this handbook will be updated and staff will be informed of such changes.

Employee Ethics and Standards

Employees must act professionally and model high standards of behavior at all times. Employees shall perform their respective duties and responsibilities in a professional manner, using appropriate judgment. Employees must maintain a standard of behavior that reflects positively on their status as District representatives in the community and is consistent with the Michigan Code of Educational Ethics, which is incorporated herein by reference. See:

https://www.michigan.gov/documents/mde/Code_of_Ethics_653130_7.pdf

If an employee is uncertain as to a potential course of conduct, the employee should seek advice from a supervisor before proceeding.

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If an employee is uncertain as to a potential course of conduct, the employee should seek advice from a supervisor before proceeding.

Accidents

Injuries of a potentially serious nature are to be reported to the principal's office. An injury report form is to be filled out and given to the principal. This report can be found in the Ashley Schools Google Drive.

Assemblies

All teachers and paraprofessionals are expected to attend assemblies. When teachers bring students to an assembly, they are responsible for those students. Therefore, teachers should sit with the group of students they brought to the assembly.

AV, Equipment, and Computers

Computers and/or audio and visual equipment are not to be taken off school property unless permission has been granted by the administration. Computers/Chromebooks need to be available for summer cleaning. Staff who have received Laptops/Chromebooks may transport these as they please.

Awards Assembly

An awards assembly will be held each spring to honor students who have done outstanding work in such areas as scholarship, leadership, citizenship, attendance, etc. A separate awards assembly will be held for the Elementary, Middle School, and the High School.

Class and Club Sponsors

Extra-curricular activities play an important role in the development of young people. Those teachers who dedicate their time, often in excess of their compensation, are certainly worthy of high praise. Sponsors should not allow an activity or project to take place unless an adult is in attendance as a chaperone. School officials could be held liable for negligence if an accident occurred at an unchaperoned event.

Staff should realize that whenever they meet with students on a planned basis, this could be considered a school function by a court of law. Thus, staff should use good judgment to eliminate any potential liability claims.

Sponsors will oversee the treasurers of their organizations to ensure books are being kept accurately. Sponsors must check periodically with the office in order to do so.

It is also imperative that sponsors inform their class that no supplies are to be purchased without a purchase order obtained in the office and initiated by the sponsor.

Class and club sponsors need to become familiar with the rules in the student handbook concerning dances, parties, and money-making projects. Staff and students may not keep **money collected from fundraisers** in their desks or lockers. Such money collected should be deposited in the appropriate account of the activity fund at the office as soon as possible. Failure to do so makes you liable for the amount of money that may come up lost or missing.

Computer Use Rules and Regulations

As an employee or volunteer at Ashley Community Schools you should understand that the use of computers and access to the internet through Ashley Community Schools is a privilege regulated by the board of education. Abuse or violation of these rules does not set a proper example for our students and could result in disciplinary action.

1. Familiarize yourself with (and enforce) the student technology rules and regulations as stated in the handbook. Set a good example by adhering to them to the best of your ability.
2. Be sure the printer is used to print appropriate and/or educational materials (by students). Students should not be sent to retrieve copies needed for teaching lessons sent to office copy machines. These copies should be printed and retrieved by staff before class. Please make arrangements with office personnel if you have students that will be sending copies to the office during the school day.
3. No software is to be loaded or deleted (or downloaded from the net) on to/off from any computer at Ashley Community Schools by anyone without the approval of the network administrator or the school administration.
4. Make sure your settings, screensavers, backgrounds (wallpaper), preferences, and menu bars (desktop) are school appropriate.
5. Remember that the computer you use belongs to the school district; you may want to keep personal materials in a different location (thumb drive, personal drive, dropbox, etc.)
6. Your machine (like all machines at school) must access the internet through a proxy server-disabling this process will result in network inaccessibility. When a student hits a proxy warning, please inform the system administrator as soon as possible as to the circumstances of that hit.
7. It is your responsibility to monitor students using the computers located in your classroom (or under your jurisdiction). Be aware that students whose names appear on the computer suspension list will be entered into the Go Guardian which will limit computer access. Inform the system administrator and school administration of any and all student violations in a timely manner, no matter how minor you may feel they are.
8. **Current school board policy states that non-educational games and the use of youtube (strictly for entertainment) shall not be played on any of the school's computers for any reason during class time.**
9. Your machine should be properly shut down on weekends and before long breaks/vacations.

Corporal Punishment

The Michigan Legislature has amended the Michigan School Code of 1976 prohibiting the use of corporal punishment on a student. It is the policy of the Ashley Community Schools to prohibit the use of corporal punishment upon any student of the district.

A. Definition

“Corporal punishment” is defined as the deliberate infliction of physical pain by hitting, paddling, spanking, slapping, or any other physical force used as a means of discipline. Corporal punishment does not include physical pain caused by reasonable physical activity associated with athletic training.

B. Prohibition

Employees will not inflict, or cause to be inflicted, corporal punishment upon any student under any circumstances. Any employee who engages in corporal punishment against a student will be subject to discipline, including discharge. An administrator or supervisor will report the employee to CPS consistent with Policy 4202.

C. Alternatives to Corporal Punishment

The Board has reviewed and approved the administration’s list of alternatives to the use of corporal punishment. District administrators will distribute the list of alternatives to employees, volunteers, and contractors. [See 4203-AG.](#)

District employees must implement alternatives to corporal punishment. An employee may request assistance from other employees or administration when addressing student conduct.

D. Limited Use of Reasonable Force

Employees may use reasonable physical force upon a student as necessary to maintain order and control in a school or school-related setting for the purpose of providing an environment conducive to safety and learning. Use of reasonable force is permitted under any of the following circumstances:

1. to remove a student whose behavior is interfering with the orderly exercise and performance of school functions within a school or at a school-related activity, if that student has refused to comply with a request to refrain from further disruptive acts;
2. for self-defense or the defense of another;
3. to prevent a student from inflicting self-harm;
4. to quell a disturbance that threatens physical injury to any person;

5. to obtain possession of a weapon or other dangerous object upon, or within the control of, a student; or

6. to protect property.

Use of reasonable force upon a student must not, in light of all known factors, be excessive, unnecessary, or take place for a longer duration than is necessary to address the circumstance justifying the use of reasonable force.

E. Training

The District may provide training to employees on the use of reasonable force and physical intervention techniques. If the District has provided that training to an employee, the employee must comply with that training.

F. Seclusion and Restraint

Employees must comply with Policy 5211 on Seclusion and Restraint of students and federal and state law. An employee's illegal use of seclusion or restraint may result in discipline, including discharge.

Any person or persons violating this policy may be appropriately disciplined by the Board of Education, up to and including dismissal.

Discipline

Our students' achievement is predicated on necessary expectations—Be consistent and fair in your handling of discipline. As much as possible, try and curb behaviors before they become serious enough for a referral. This may require a phone call to the parent/guardian, **communication is key**.

Sending the student to the office should be a last resort. Please make every realistic attempt to keep the student learning in your classroom. **If a student is unable to stay in a classroom, WE LOSE AS THE EDUCATOR.**

Disciplinary Referrals

If an instructor needs to fill out a disciplinary referral to the office, the instructor will need to enter the necessary information in Illuminate. (Student's name, date of incident, teacher's name, location, and description of incident.) A description of the incident should be entered into Illuminate. The information will be immediately communicated with the administrator and you will need to email an administrator that it has been entered. If for some reason PowerSchool is not available, please write the information on a piece of paper and turn it into the office. From

here, the Dean of Students will see the student, discuss the issues involved, assign the appropriate actions and complete the necessary paperwork.

It is expected that each teacher will maintain order and good discipline in their classroom and the school. Teachers should help enforce all general school rules, including those regarding student dress and conduct (no hats, PDA, language, etc.). Disciplinary problems can be avoided through a **good pro-active management plan**. By anticipating problems before they occur and identifying student expectations clearly, the teacher can set high standards in the areas of behavior and conduct.

Leading by example, the teacher can set a good tone for the classroom, by displaying good self-discipline. This can be accomplished with professional dress, being on time, keeping materials in good order and always being well prepared. Discipline should involve a progressive situation and incidents in the classroom and teacher follow-up should be documented. **A suggested plan for handling a habitual case might be as follows:**

1. Student warning, followed by a one-on-one conference.
2. A call to parents and a detention issued.
3. Referral to the Dean of Students.

In extreme cases, however, a pupil may be dismissed from class. Generally, a student should not be dismissed from class until after a personal conference with him or her outside of class has failed to remedy the situation. The **procedure for dismissal from class** is as follows:

1. Send the pupil to the principal's office or the Dean of Students office for the remainder of the period. A pass should be given to the student who will present it to the office or Dean of Students personnel.
2. Check as soon as possible, to be sure the student arrived at the office or to the Dean of Students and report the facts of dismissal to the principal or Dean of Students as soon as you are free to do so.
3. Follow this up with a written report (discipline report), stating the facts of the case and a call to the student's parents.
4. The Dean of Students/principal is available for a conference with the teacher and/or the student, during the teacher's conference period or appropriate action may be taken without the conference if a general school rule has been broken. Only administration has the authority to remove a student from a class for a prolonged period of time.

Dropping and Adding Classes (High School Only)

Students will have the opportunity to drop and add classes each semester. The students will have one week to complete this process. A student wishing to drop or add a course will need to see the guidance office. **Students wishing to drop and add are to follow his/her current schedule until the change has occurred officially in PowerSchool.**

Dress

Employee attire conveys an important image to students and the community. Employees must maintain professional dress and appearance, including appropriate hygiene, cleanliness, and grooming.

A. Administrators, Professionals, Paraprofessionals, and Office Employees

Administrators, professionals, paraprofessionals, and office employees must dress in business casual attire except as otherwise appropriate to their individual assignments. Closed-toe shoes are preferred, depending on assignment, sandals and open-toed shoes can be acceptable. At no time are flip flops acceptable forms of footwear. Attire must not distract other employees or students from the learning environment or pose a safety risk.

The building administrator may temporarily suspend all or a portion of the dress code when other factors support a lower dress expectation for employees (e.g., designated “casual days” or “spirit days”).

B. Food Service, Custodial, Maintenance, Mechanic, and Transportation Employees

Subject to any applicable collective bargaining agreement, food service, custodial, maintenance, mechanic, and transportation employees must dress in attire appropriate to the work the employee is performing and will not pose a safety risk to the employee or others.

Closed-toe shoes are required. Steel-toed shoes may be required for custodians, maintenance, and mechanics. The District reserves the right to require uniform clothing as may be appropriate.

C. Enforcement

The Superintendent or designee has the discretion to make determinations about appropriate staff dress and appearance. Any violation of this Policy may result in discipline, including discharge.

Employee Speech

As role models, employees must exercise sound judgment in their interactions with students, parents/guardians, and members of the community and maintain a high degree of professionalism and objectivity. Employees must act within the scope of their respective duties and responsibilities.

A. Curriculum, Instruction, and Controversial Topics

During instruction and discussion of controversial issues, employees must follow these guidelines:

1. the issues discussed must be relevant to the curriculum and be part of a planned educational program;
2. students and parents/guardians must have free access to appropriate materials and information for analysis and evaluation of the issues;
3. employees must allow discussion of a variety of viewpoints so long as that discussion does not substantially disrupt the educational environment;
4. the topic and materials used must be within the students' range, knowledge, maturity, and competence;
5. employees must obtain pre-approval from the building principal before instructing students about sensitive or controversial issues; and
6. employees must not advocate partisan causes, sectarian religious views, or self-propaganda of any kind during school or school-related functions. Employees may express a personal opinion as long as students are encouraged to reach independent decisions.

Employees who are unsure of their obligations must confer with their building principal or supervisor.

B. Speech on Matters of Public Concern

The District respects and supports its employees' right as citizens to exercise free speech in a responsible manner.

Free speech rights are not absolute and are subject to restriction when the employee is acting within the course and scope of their employment.

When speaking as a citizen on a matter of public concern, an employee must not make written, verbal, online, or nonverbal statements that cause a substantial disruption to the school environment, violate federal or state law, or otherwise violate these Policies. An employee's right as a citizen to comment upon matters of public concern must be balanced against the District's interest in promoting the efficiency of the public services it performs through its employees.

Employees do not speak on behalf of the District or a school unless specifically authorized by the Board or Superintendent.

End of the School Year

Teachers should inform the office of any supplies and textbooks needed for the following year as soon as possible. Teachers are required to collect and inventory textbooks and teaching supplies the final week of school. Keys should be turned in to the office upon leaving for the summer, unless other arrangements have been made.

Teachers must also submit a list of their students who have failed a class. This may require teachers of some Middle School students to meet with another teacher in their department to determine whether or not the student has passed or failed the class for the entire year. Other areas needing to be addressed will be given at the end of the year.

Evaluations and Observations-Teachers

Observations and evaluations will be conducted in compliance with the Master Contract and current state legislation.

Teacher Evaluation Procedure

- A. Beginning July 1, 2024, the annual performance evaluation system will assign a year-end rating of “effective”, “developing”, or “needing support”.
- B. Teachers should receive notification no later than September 30 of each year which administrator will be conducting the year end evaluation. If no notification is provided by September 30 of each year, that teacher should contact the building administrator.
- C. The GIRESD-adopted, MDE approved, Danielson rubric shall be used in the evaluation of all certified staff.
- D. The observation must include a review of pupil engagement in the lesson that is observed, the teacher’s lesson plan, and the state curriculum standard being used in the lesson. Ashley Schools uses Planbook as the official planning platform for teachers to input lesson plans and link the state standards to lessons for the day.
- E. Observations may not be less than fifteen minutes and may be scheduled or unannounced.
- F. A post-observation between the administrator conducting the observation and the teacher shall occur. This meeting shall include discussion of the observation, the lesson plan, the curriculum standard, and student engagement. Written feedback from the observation will be provided no later than thirty (30) calendar days after the observation occurred.
- G. In conjunction with the administration, the teacher will develop 2 professional learning objectives annually.
- H. The student growth and assessment data or student learning objectives will count for 20% of the year-end evaluation. The 20% will consist of a combination of

10% state data and 10% local data Starting in the 2024-25 academic year, the education evaluation law in Michigan, 20% of the year-end evaluation must be based on locally agreed-on student growth and assessment data or student learning objectives metrics.

- I. Teachers will use shared ratings for student growth and achievement using the most recent year's data from the following sources. If data point 1 demonstrates effectiveness, no additional data needs to be reviewed for evaluation.

	State Data Points	Local Data Points
K-5	MSTEP	1: NWEA math, NWEA reading and NWEA Science spring-to-spring and/or fall-to-spring conditional growth 2: Acadience benchmarks 3: Bookworms common assessments 4: Go Math common assessments
6-8	MSTEP/PSAT	1: NWEA math, NWEA reading and NWEA science spring-to-spring and/or fall-to-spring conditional growth 2. final assessment pre-to-post 3. Acadience (6th grade only)
9-12	PSAT/SAT	1. final assessment Pre test to Post test 2. NWEA math, NWEA Reading and NWEA science spring-to-spring and/or fall-to-spring conditional growth

- J. For secondary teachers using a final assessment for the student data portion of their evaluations, the assessment will be rated as a percent.

Meets the goal	At least 85% of students demonstrate a 30% improvement over the pretest score over core subject areas
Exceeds the goal	At least 85% of students demonstrating a 30% improvement over the pretest score AND at least 80% of students exceeding the goal over core subject areas.

- K. Either the teacher or the evaluating administrator may request that another evaluator conduct an additional observation.
- L. A tenured teacher who receives two (2) consecutive ratings of “needing support” may demand to use the grievance procedure as outlined in Article XVI in the AEA contract.
- M. The teacher may request a review of the evaluation and rating by the school district superintendent. The request for a review must be submitted in writing within 30 calendar days after the teacher is informed of the rating.
- N. Tenured teachers rated as highly effective or effective on the 3 most recent consecutive year-end evaluations may be evaluated biennially, but if the teacher is not rated as effective on one of the biennial year-end evaluations, the teacher must receive year-end evaluations. If a teacher on the biennial track is placed on an IDP or transfers to a new position, the Superintendent may choose to move the teacher to annual evaluations
- O. MidYear Progress
- a. The evaluator will conduct Midyear Progress reports to review progress toward specific learning goals.
 - b. Mid-year progress reports will be given to all probationary teachers and teachers on an IDP.
 - i. The mid-year progress report will be aligned to the teacher’s IDP
 - ii. The mid-year progress report includes a review and possible revision of the teacher’s IDP, including specific performance goals developed by the administrator, recommended training, coaching, professional development, and/or resources designed to improve the teachers effectiveness.
- P. Training
- a. By October 1, the District shall provide training to all teachers on the evaluation system, reporting forms and other important components of the

year-end evaluation process and how each reporting form is used during the process.

- b. The district in conjunction with the GIRESD will ensure any individual conducting evaluations will have been trained on the evaluation framework and rubrics. Each evaluator who is assigned to evaluate teachers will have demonstrated knowledge of the systems and tools used by the district every three (3) years. The district administrators shall utilize the GIRESD training which shall include a “rater reliability” and all legally required components of administrator evaluation training.

Field Trips

Field trips have played a valuable role in the education process of our students. Before scheduling a field trip, teachers must stop by the office and clear the planned trip with the principal. The teacher will then be given a packet of material to fill out and return to the principal for approval. Remember, a minimum of a two-week notice must be given to the students and staff of a pending field trip, so plan well in advance. Some trips will require an eligibility check, be sure to conduct this prior to the trip so students and staff are aware of any issues.

Out-of-state and overnight trips require pre-approval from the Board or its designee. Field trips should be primarily academic in nature and related to the curriculum.

Before leaving on the trip, permission slips must be on file for each student. A child will not be denied the privilege of going on a trip because of monetary reasons. If someone can't go on a trip and the teacher suspects that it is for monetary reasons, see the principal and arrangements will be made.

Teachers must ensure that students are adequately supervised and chaperoned by a responsible adult at all times during field trips. All chaperones must be at least age 21.

Grades

Grades should be updated in PowerSchool a **minimum of once a week**. Hence, there should be a minimum of one grade entered for each student every week. This will allow the grade in PowerSchool to accurately reflect the student's overall grade. Additionally, all make-up tests, homework, test corrections, etc. should be entered regularly. A number of parents count on this as a way to check their student's progress.

Eligibility grade checks will be conducted every Friday morning by the Athletic Office. This will begin the 3rd Friday of the beginning of each semester. Once the semester ends all teachers will need to have grades verified and submitted to the office two school days after the semester ends. (Semester ends on a Friday, grades due on Tuesday by 3:00 p.m.)

The basis of all marks should be daily recitation, short quizzes, period or chapter tests and the general ability and effort of the student. Every mark must have a sound defense or it cannot be considered fair and just. Students must know upon what criteria their grade will be based.

If a student is in **danger of failing** your class, be sure a contact is made with the parent through a phone call, email, or deficiency notice. Progress reports will go home at regular intervals. Additionally, students who have improved or who are excelling in your class, deserve recognition also. I would ask that each teacher **send accolades** of such students to parents in the form of a short note, email or phone call.

Title I Paraprofessionals update binders daily while meeting every 4 weeks with Literacy Coach to review student progress.

Hall Passes (Middle School and High School Only)

No student should be allowed to leave class without a hall pass. These passes should be kept to a minimum and in no case should a teacher give a student a pass to leave school. Remember:

Students who are out of your room are still your responsibility.

Students who misuse pass privileges will lose the privilege. If this occurs, the student's name will be sent out to teachers with the ending date of the student's suspension of passes.

Homework

Homework is intended to facilitate and support student learning of concepts or skills found in the curriculum. Building principals or designees may adopt building- or grade-specific homework guidelines, which will be communicated to students, parents/guardians, and teachers.

Teachers will comply with any building- or grade-specific homework guidelines and should consider a student's age and capabilities and use their professional judgment in determining length, difficulty, and student readiness when assigning homework.

Teachers may consider a student's homework performance in determining a student's grade.

Inclement Weather

Because of the number of teachers who live outside the community, we have not required teachers in the past to be in attendance on snow days. On days when buses are running late, generally as a result of fog, teachers are expected to be at school as soon as it becomes reasonably safe for each individual teacher to make the trip. Arrival time is expected to be prior to announced starting time.

Leaving School Each Day

Before leaving school at the end of a day, staff are to make sure that all papers are off floors, the windows are closed, and lights are turned off.

Lesson Plans

Teachers are expected to enter their lesson plans for the week in Planbook. The lessons need to connect the learning activity to course standards. Additionally, activities included in the lesson should reflect the variety of ways that our students are being engaged. The lesson plans should include the learning objectives/targets, the activities and curriculum standards documented to demonstrate the learning targets and activities align.

Lesson plans are to be kept up to date, at least one week ahead, in order that a substitute may understand your plans in case of sudden illness or unexpected absence. **Lesson plans are to be in enough detail** that a substitute will be able to follow even if not qualified in special fields. Planbook will be periodically inspected by the principal.

Library Time

Each class (grades K-4) will be scheduled library time once a week. This will be considered an Elementary Rotation class.

Teachers in the grades 5-12 are to contact the librarian for times when they might send their students to the library to check out books or do research. Students are not allowed in the library unless an adult is present or they have a pass from their teacher.

If the computers are needed, please make arrangements with the librarian to reserve computers for certain hours or days. Finally, do not send your students to the library unaccompanied. Please bring all or none of your class to the library. The librarian will not be placed in charge of students.

Mailboxes/Email

Each staff member has a mailbox and email. Staff should check both at least at the start, middle, and the end of the school day. Paraprofessional mailboxes are located in the Elementary Office.

Medication

The parent or guardian must provide a written request and permission for the school to administer medicine, as well as a telephone number where the parent or guardian may be contacted in case of an emergency. The student or parent must bring the medicine to school in the original container appropriately labeled by the pharmacy or physician. All medication shall be clearly identified on the outside of the vial or package. No medication, including aspirin, ointments, cold tablets, etc. will be administered to students without written permission of a parent or guardian. The medication form can be obtained in the school office.

Money Making Projects

There will be no money-making projects unless approved by the principal. Teachers and students may not keep money collected from fundraisers in their desks or lockers. Such money collected should be deposited in the appropriate account of the activity fund at the office as soon as possible. Failure to do so makes you liable for the amount of money that may come up lost or missing.

Movies, Visual Aids, and Audio Materials

Movies should only be shown in class if the movie has a clear educational benefit and/or link to the approved curriculum. Movies should not be shown to simply “fill time”, or to pacify students when a substitute is required. In short, the use of movies in class should be viewed as a tool of instruction used sparingly and wisely, and only if necessary. The following guidelines must be observed for all movies shown to students during class time:

1. No higher rating than “G” can be shown in Elementary without proper administrative authorization.
2. No higher rating than “PG” can be shown in the Middle School without proper administrative authorization.
3. No higher rating than “PG” can be shown in the High School without proper administrative authorization.
4. All movies shown in the class must be previewed by the instructor prior to the showing of the movie to students in class.
5. Movies with an abundance of profane language, nudity, or questionable content will not be shown to students regardless of the rating.
6. If the administration authorizes an instructor to show a movie above the rating limit as detailed in item one, then the instructor must gain written parental permission from each parent whose child will view the approved movie. This permission must be in the form of a “permission slip” that declares the title of the movie, the rating of the movie, and a brief explanation of why this movie is necessary to be shown in class. The parent must sign the permission slip to indicate their approval in allowing their child to view the movie in question. Secondly, the parent must be allowed to option their child out of viewing the movie without academic or personal penalties placed against the student.

Parent-Teacher Conferences

Parent-teacher conferences are held in the fall and in the spring of the year. This is one of the most important functions of a teaching professional, so all will be expected to participate. For the Elementary and 5th grade, the teacher is responsible for the scheduling of the conferences. Middle School and High School conferences (6th -12th grade) will be held in the classrooms. Middle/High School conferences will be on a first-come first-serve basis.

Progress Reports

Teachers **must inform the parents** of students who are in danger of failing a class that their student is facing academic difficulty. This should be done any time a student is making unsatisfactory progress, and should be done by email, or by phone. Elementary teachers are expected to make weekly contact with parents. This may be accomplished through Friday Folders, notes sent home, and/or classroom bulletins. Official progress reports for 5-12th grade students will be sent out half way through each marking period.

Personal Business Days

Requests for personal business days should be made as far in advance as possible, but at least 48 hours prior to the day you need off. This information should be entered into WillSub. Only 2 teachers will be granted a personal business day at one time.

Playground Rules (Elementary Only)

A list of current playground rules will be posted near the playground following the MTSS expectations. Please plan to go over these rules with your class the first few days of school each year. Teacher assistance in helping to enforce these rules is necessary and will be expected. Outdoor recess will occur unless it is raining or the temperature with the wind chill is 10 or below. This official temperature reading will be determined by the office. When staff is on the playground, they are to move around and monitor all areas of the playground.

Recess Detention (Elementary Only)

Students are not to be left in an unsupervised room during recess. If a teacher should choose this as a discipline option, they will need to supervise the students themselves or team up with another teacher (where the student could be sent to another room). During this time, conflict resolution should be taking place between teacher/paraprofessional and student. Students are not to be sitting at a desk alone or standing against a wall for a designated amount of time.

School-Community Communication

Absolutely, maintaining open lines of communication is key to fostering a strong school community and ensuring that everyone stays informed and engaged. Utilizing multiple platforms like **Eventlink**, **Facebook**, and **email** helps to ensure that you're reaching all audiences, as different stakeholders may prefer different modes of communication.

Here are some tips to make this more effective:

1. **Eventlink:** Use for scheduling events, reminders, and last-minute updates. Make sure all key dates are added well in advance so families and staff can plan accordingly.
2. **Facebook:** This is great for more informal updates, celebrations, and engaging content like photos and videos. You can also use Facebook to respond to questions or feedback from parents and the community.
3. **Email:** This is perfect for detailed communication, like newsletters, important announcements, or personalized messages. Encourage parents and staff to check their emails regularly for important updates.

To enhance the flow of information, consider:

- **Consistency:** Ensure a regular schedule for updates so that people know when to expect new information.
- **Clear Messaging:** Keep communication concise and easy to understand, especially when using platforms like email where messages can be longer.
- **Feedback Channels:** Provide opportunities for two-way communication, whether through comments, surveys, or direct contact options. This ensures parents, students, and staff can voice concerns or ask questions.

Having a clear communication strategy helps to build trust, minimize confusion, and enhance collaboration among all members of the school community.

Student Registration Information

Registration sheets are to be filled out on each student and updated every year. Registration packets are available in the office or can be found on the school website. These forms will be kept on file in the office. This information will be updated in the PowerSchool system.

Retention of Students (Elementary Only)

At the end of the first semester, if a student's academic performance suggests that they may be a candidate for retention, the instructor must contact the principal. A student study team will be assembled to discuss and review student data. By working together, and by starting early enough, possibly enough extra help can be arranged to prevent the need for retention. But, if by the end of the fourth quarter the student still demonstrates a need for retention as determined by the Student Study Team, the principal will write a letter to the parents informing them that their child will be retained at their current grade level for the next school year.

Rural Bible (K-6)

Once again, this year, our students will have the opportunity to participate in the Rural Bible Program. Students will need to have a permission slip on file in order to attend. A schedule will be given to you in the fall listing dates and times.

School Schedule

1. All staff are to arrive at school by no later than 7:40 a.m. MS/HS students will be allowed into the rooms during this period of time. All students will be allowed to enter the building at 7:45 a.m. When teachers are late for any reason, they must report their tardiness to the building principal. All students are expected to be in class and working at 8:00 a.m.
2. All teachers are to remain at school at least ten minutes after the high school students have been dismissed. Normally, this would be 3:10. Exceptions to this are listed in the master contract. If a need arises to leave school before the normal departure time, this must be cleared with the principal or superintendent.
3. Teachers are expected to engage in teaching activities during the times students are present in the room.
4. If an emergency makes it necessary to leave school during the school day, please inform the office prior to leaving.
5. Teachers are to be observant to student cleanliness, dress, and health condition. Occasionally, a few students wear clothing (shorts, shirts, hats, etc.) that are questionable in taste. Whenever this is observed, please talk to the student and/or parent. Should the problem continue, contact the principal for assistance.
6. In order to eliminate situations that could prove to be dangerous to students and legally damaging to teachers and the school district, it is expected that teachers are to remain in their classrooms while students are present. If it becomes necessary to leave the classroom, and you cannot find another teacher or aide to cover for you, send a student to the office to get help.
7. (Middle School and High School Only). All teachers having middle school and high school students are to assist with passing time supervision. Hopefully this will prevent problems from developing.
8. (Elementary Only). When dismissing students to go to another room or to take a bathroom break, teachers will be observant of their conduct while in the halls. When teachers will be dismissing their entire class for an activity (music, art, gym, etc.), they should have their students lined up and ready to depart at the scheduled time. The supervising teachers will return students to their classroom.
9. (Elementary Only). When dismissing students at the end of the day, please walk with them to the buses the first week and/or on occasions when there is a change in the normal schedule which might lead to confusion for the students.

Sick Days

If a staff member is too sick to work on a given day, they are expected to report such illness to WillSub, preferably before 6 a.m. Calls for a substitute **must be made no later than 6:30 a.m.** on the day of the absence. It is the teacher's responsibility to contact WillSub at **(877) 945-5782** or log onto their website at www.willsub.com and verify approval of any and all absences to include, but not exclusively, sick days, personal days, and sit-ins.

Comprehensive, **written** plans, to include seating charts, emergency procedures and all other pertinent information are to be sent in or left for the substitute. In case of extreme emergencies, a substitute file to be kept in the office is required of all teachers, containing a contingency plan.

The **contingency plan** will only be used at your request or if there are no other plans available. Each teacher who does not currently have one in the office should complete this file and have it in the office by September 1st.

Sit-Ins

In the interest of maintaining equity among the Elementary, Middle School, and High School staffs, sit-ins will be earned and charged as follows:

1. If covering another instructor's class, up to the first 25 minutes, half a sit-in shall be awarded. The next 26 minutes to 50 minutes, another half sit-in shall be awarded (thus one full sit-in for every 50 minutes). After the first 50 minutes, this pattern shall continue. Example: 51-75 minutes=1.5 sit-ins, 76-100 minutes= 2 sit-ins, 101-125 minutes=2.5 sit-ins, 126-150 minutes=3 sit-ins, etc.
2. " Emergency "sit-ins" of other bargaining unit member's classes shall be utilized only when properly authorized by the administration. The administration will attempt to secure outside substitutes when necessary. In cases when a substitute isn't procured, a teacher may be asked to sit-in another teacher's classroom. Sit ins accumulated during the year will be compensated at a rate of \$30.00 per sit in.

Staff Meetings

Staff will be required to attend staff or other meetings called by the administration of the school. Staff meetings will be tentatively scheduled at the beginning of the year and posted by the first day of school for students. Other meetings, staff, will be provided with a prior notice of 24 hours.. Exceptions may be made to the 24 hour notice in the case of emergency or a cancellation of a previous meeting caused by school closing.

Social Media

The following principles apply to professional use of social media on behalf of Ashley Community Schools, as well as personal use of social media when referencing the school:

1. Employees should be aware of the effect their actions have on their image, as well as Ashley Community Schools' image. The information posted or published can be public information for a long time.
2. All staff should be aware that Ashley Community Schools and the community may observe content posted to their personal social media accounts. Individuals must use their best judgment in posting material that is neither appropriate nor harmful to Ashley Community Schools, its employees, or parents/students.
3. Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment.
4. If you encounter a situation while using social media that threatens to become unfriendly, staff should disengage from the discussion in a polite manner and notify administration.
5. Social media use **should not** interfere with an employee's responsibilities at Ashley Community Schools.
6. Employees should not publish, post or release any information that is considered confidential.
7. Personal use of social media networks or personal blogging during school hours is discouraged and could result in disciplinary action.

Student Attendance (Middle School and High School Only)

Teachers are required to take attendance at the beginning of each class period. Absenteeism and tardiness are to be recorded in the teacher's grade book. **IT IS IMPERATIVE THAT TEACHERS GIVE AND KEEP ACCURATE RECORDS.** If a student is not in your class when you take attendance, he/she is to be marked absent. If a student reports late to class (but within the first 10 minutes), he/she is considered tardy unless he/she has a legitimate pass. If a student reports more than 10 minutes late to class, the student will be considered absent from class.

If a student arrives late to school, he/she should report immediately to the office. A student who feels they have a justifiable reason for being late should plead their case to the principal, in which they shall determine if the student should be marked tardy, absent, or if the tardiness and/or absence is excused. If the student is excused, the principal will inform the classroom teacher so that the necessary changes may be made to their records.

If a teacher or the principal detains a student so that he/she cannot arrive to class on time, the teacher or principal should write a pass which will allow the student to enter class without being considered tardy (first 10 minutes) or absent (after 10 minutes).

Student Attendance (Elementary Only)

Attendance is to be taken every day in the morning and afternoon. If questions arise on how it should be done, please ask. Students should bring notes explaining their absences. Teachers are to save these notes in case they are needed for an attendance problem. When the attendance of a student starts to become a problem, the teacher is to inform the principal. For the sake of consistency, **the number of absences a student can miss (before the teacher contacts the principal) will be ten per semester.** The first step will be for the teacher to write a letter home informing the parents of their concern. The second step will be a letter home from the principal, with the third step being a referral to the school attendance officer. Working together, we will try to determine the best course of action to take to solve problems as they arise.

Student Records

Student records are kept in the office. Teachers may use these records if there is a need for doing so. No parts of these records are to be taken out of the office area without checking them out. They are never to be taken out of the building. Parents wishing to examine the records of their children are to be referred to the principal.

Supplies

Any items that are to be purchased must be approved by the administration and have a requisition form filled out. All items to be ordered or charged by teachers or students require a purchase order form. Failure to do so will generally result in the teacher being liable for the debt incurred.

Classroom Decorations

Classroom and hallway decorations must follow the fire code guidelines. No decorations are to hang from the ceiling. If you have questions about fire code guidelines please contact the Maintenance Supervisor.

Surveys

Quite often teachers or students are interested in surveying fellow students. Because of the sensitive nature of many surveys, these must be approved by the principal.

Syllabus (Middle School and High School Only)

Each instructor is expected to have a class syllabus for each course that is taught. This syllabus should include a list of the curriculum materials that will be used (textbooks, movies, workbooks, etc) class rules, a list of class procedures, an explanation as to what will occur if class rules and/or procedures are violated, grading procedures, a list of course objectives (state benchmarks and others as needed), a tentative schedule as to when and how the objectives will be covered, and any other important information that the instructor feels the students must know to be successful in their classroom. There is a sample syllabus template in the staff resource folder in Google drive.

Telephone Use

While at work, staff is expected to exercise discretion in using personal cellular phones and smart watches. Personal calls and texting during work hours can interfere with employee productivity, safety, and may be distracting to others. Staff is encouraged to make personal calls during breaks and lunch. (Ashley Community Schools will not be liable for the loss of personal cellular phones brought into the workplace).

Walkie Talkies

All staff must have a walkie talkie when taking students outside of the school building. If you are leaving your classroom to exit the building a phone call to the office is required.

Textbooks

Teachers are to record the number and the condition of the books assigned to each student on a book list, and return it to the office within the first week of classes. It is important for teachers to record any severe damages to the book (such as bent covers or torn pages) prior to assigning it, so that when the book is returned at the end of the semester/year, new damage can be assessed. These lists will be handed back at the end of the year, so that teachers may record lost and damaged books. Students who have been assessed a fine for lost or damaged books will not be issued books the following year until assessed fines have been paid. If a student loses a book, make sure you make the office aware and request that another be issued.

Emergency Drills

In the event of an emergency staff are to follow established procedures posted in the classroom. Dates of Emergency drills will be provided to staff and posted.

Visitors

All visitors are required to check in at the office. Because of the disruption to the educational process that occurs when visitors are present in school, **non-Ashley students will not be allowed** to be in the buildings or on school grounds when school is in session. (Unless prior approval from the administration has been given.)

What Makes Teachers Great

1. **TEACHING IS A PROFESSION** – prepare for each class so that your students will be fully engaged. Remember each student is an individual. Have specific standards identified for each lesson you present. Dress and act in a professional manner.
2. **GOOD PUBLIC RELATION** – A report goes to every home each day on what happened in school. Ensure that each student is given your best effort. Be truthful, yet tactful, in all visits with parents. Be proud of your school, the students, and the community. Positive outlooks and enthusiasm are contagious.
3. **DISCIPLINE AND LESSON PLANS** – When students are fully engaged, discipline issues are greatly limited. Still, there are times when further action is necessary. Be fair. Be consistent.
4. **LIFE SKILLS ARE ALSO IMPORTANT** – Our students need to learn problem solving skills. Continue to make them think. Relate material to the student's "world" so that it truly means something to them. Expose students to subject material that encourage and enhance study skills, listening skills and critical thinking skills.
5. **COMMUNICATION IS IMPORTANT** – Be as transparent as possible. Make sure that students and parents alike realize where the student stands. Being proactive is important. Address situations before they hit "rock bottom." Please feel free at any time to discuss matters pertaining to school policies or problems with the principal or superintendent. Communication at all times is essential. One of the best signs of growth is the ability to discuss and accept suggestions for improvement in the proper light. Please do follow the proper chain of command in voicing problems or concerns.
6. **SET HIGH EXPECTATIONS** – "Set the bar high for yourself and for your students. We can all reach up for it together!" You owe it to your students, the community and yourself to give your best and expect the best.