



# Starkweather Public School

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## 2024-2025 Faculty Handbook

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## 2023-2024 Contact Information

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[www.facebook.com/StarkweatherSchool](https://www.facebook.com/StarkweatherSchool) - [www.starkweather.k12.nd.us](http://www.starkweather.k12.nd.us)

### Board of Education

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### Office

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Amie DeMontigny	3 <sup>rd</sup> /4 <sup>th</sup> Grade	<a href="mailto:amie.demontigny@k12.nd.us">amie.demontigny@k12.nd.us</a>
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### Support Staff

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Randy Griedl	Custodian/Bus Driver	(920) 573-3129
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Welcome to Starkweather Public School! The purpose of this handbook is to inform you of the general procedures for Starkweather Public School.

The policies, guidelines, and procedures in this handbook are written to correspond with School Board Policy, the Student and Family Handbook, and your negotiated agreement. This handbook is intended to be used only as a guide and is updated annually to accommodate both changes and additions which arise.

**Non-discrimination Policy**

The Starkweather School District supports the provisions of Title IX of the Educational Amendments of 1972, Title VI of the Civil Rights Acts of 1963 and Section 504 of the Rehabilitation Act of 1973 which commits all schools to the elimination of discrimination on the basis of race, color, age, national origin, sex and handicap in employment and in those programs and activities offered to its students. It is the expressed intent of the Starkweather School District to provide equal opportunity for all students, free from limitations of race, color, age, national origin, sex or handicap.

**Vision, Mission, and Belief Statements**

At Starkweather School, our vision is to empower students to reach their full potential. Our mission is to motivate students to become successful citizens and lifelong learners in an ever-changing world. We believe our students will achieve their full potential when we:

- maintain an environment with clear and high expectations using challenging curriculum;
- integrate technology into our learning environment;
- foster a collaborative relationship among all stakeholders;
- ensure all students and staff feel safe and respected.

**Accidents/Incidents and Illness**

All student accidents, injuries, and physical altercations must be reported to the office in an Incident Report Form. Electronic copies of our school’s Incident Report Form will be emailed to you at the beginning of the school year and should be completed and emailed to your building principal as soon as possible after the accident/incident has occurred. Use common sense but err on the side of caution. Students who are injured or not feeling well should be sent to the main office.

Faculty and staff accidents shall be reported immediately to your administrator. If you are feeling unwell and need to leave school, please make arrangements with your administrator and office personnel.

**Assemblies**

Students will be released from their classrooms at pre-arranged times for assemblies. Students will be assigned a seating area at the discretion of their classroom teacher. Teachers and staff are to remain seated with their students. You are responsible for your students and their behavior. If you do not sit directly by your students, you are still expected to keep behavior issues at a minimum. If you have a concern with student(s), please address those concerns accordingly. Attending assemblies is a privilege and your students should be aware of this fact. Repeat offenders will be denied the opportunity of attending future assemblies.

**Attendance Policy**

Teaching staff are required to be at school at 8:00am and may leave at 4:00pm. Elementary teaching staff are required to be in their classroom no later than 8:10am. If a teacher must leave earlier than the stated time, they shall request leave. Teaching staff may leave on Fridays as soon as students have cleared the building. For information regarding student

attendance, please consult the Student Handbook. All faculty and staff who leave the building during the scheduled school day must notify both office personnel and administration at the time of your departure and estimated return time.

### **Attendance Policy (Recording Student Attendance)**

Student attendance is required to be entered into PowerSchool at the beginning of every school day. High school staff are required to take attendance at the beginning of each class period.

If you are scheduled to have a substitute, you must enter attendance for your classes when you return to school. In PowerSchool, you will simply need to change the date you are recording attendance for. We strive for 100% accuracy regarding our student records!

### **Bell Schedule**

The following bell schedule is applicable to middle and high school schedules. Students are not allowed to leave the classroom before the bell rings.

Period	Time
Period 1	8:30 – 9:17
Period 2	9:20 – 10:07
Period 3	10:10 – 10:57
Period 4	11:00 – 11:47
Lunch	11:47 – 12:12
Period 5	12:15 – 1:00
Period 6	1:03 – 1:50
Period 7	1:53 – 2:40
Period 8	2:43 – 3:30

### **Bus Duty**

Teaching staff will be required to monitor all students who participate in our bus program. Please consult the bus duty schedule on a weekly basis. You will be responsible for monitoring student behavior and maintaining a safe environment until the buses have left school grounds. If you have a scheduling conflict and are unavailable on a day you are scheduled, it is your responsibility to consult with other staff members to ensure a replacement is found.

### **Cafeteria Expectations**

Teaching staff shall be responsible for their students during their designated lunch period. Dismissal times for lunch are as follows:

<u>Grade</u>	<u>Time</u>		
Kindergarten	11:15am	1 <sup>st</sup> and 2 <sup>nd</sup> Grade	11:20am
3 <sup>rd</sup> and 4 <sup>th</sup> Grade	11:25am	5 <sup>th</sup> and 6 <sup>th</sup> Grade	11:30am
Middle School	11:47am	High School	11:47am

\*Middle School and High school dismissal times will be staggered at the discretion of the regular classroom teachers.

It is suggested teaching staff go over the proper procedure for getting all necessary breakfast and lunch supplies as well as disposing of waste and the proper way to leave their utensils and tray. Teaching staff will be responsible for making sure students are in their respective classrooms when the first bell rings if they are participating in the breakfast program. No students will be allowed in the cafeteria past 8:30am (time is subject to change based on the bus schedule). Elementary staff may dismiss their students for recess at their own discretion. Students in grades 7-12 may be dismissed from the cafeteria at the discretion of secondary staff members.

### **Certification of Teachers**

It is the responsibility of each certified staff member to keep his/her teaching certificate up to date. It is advised you keep a copy of your certifications on file for reference purposes. If you have any questions about your licensure, please contact the North Dakota Education Standards and Practices Board (ND ESPB).

### **Child Abuse and Neglect**

As an educator, you are required by law to report any instances of child abuse or neglect with which you have knowledge or suspicions of. Notify your administrator when calls need to be made and they will assist you with this process.

### **Classroom Expectations**

Faculty and staff are required to post the Starkweather School Mission statement in their classroom(s), as well as learning objectives for each course or subject on a daily basis. Learning objectives may incorporate specific daily goals or the goal of the unit.

### **Classroom Computer Usage**

Each classroom has a minimum of one computer for staff use. Student use of these computers is at the discretion of staff members. It is advised you ensure students use their own log-in information when using staff computers. Starkweather School also requires each staff member and student to fill out a Web Agreement and Acceptable Use Policy. High school students will also complete a One-to-One Device Policy. This agreement outlines our school's policy regarding posting pictures and videos on the internet, as well as what is expected of students and staff when they use computers, iPads, the Internet, and our server.

### **Computer Lab Usage**

The elementary and high school computer labs are available for class use throughout the school day. In each computer lab, there is a sign in sheet which needs to be completed each time you use the lab for class purposes. The computer labs shall be restricted to school-related use only. High school teachers are responsible for students using the computer lab(s) during their designated study hall times. During testing, the use of both computer labs will be restricted to testing purposes only. Please plan accordingly.

### **Copier and Laminator**

There are two copier machines available for staff use. One machine is located in the office and another in the teacher's lounge. Please try to copy front and back when possible. The laminator is located in the teacher's lounge. There is no limit on usage but remember to unplug the machine when not in use. If you have any questions regarding the use of these office supplies, please consult office staff.

### **Correspondence with Parents/Guardians**

Proactive communication with parents/guardians is strongly encouraged and recommended. Early correspondence with students' families can greatly improve our students' success throughout the school year. It is best to make positive contact with all parents/guardians before it may be necessary to contact them regarding an issue with their child. All faculty members are required to keep parents/guardians informed of disciplinary problems occurring on a continual basis as well as missing work or a failing grade. It will be at the discretion of faculty members to determine when and how often to contact parents/guardians regarding schoolwork.

### **Course Expectations**

Teachers are required to distribute up-to-date syllabi or handbooks to students and parents. Syllabi or handbooks must clearly define work expectations as well as means by which student grades will be determined. All students will receive a copy of the Student and Family Handbook, but you must provide additional information to your students specific to your classroom.

### **Dress Code**

All faculty and staff shall be expected to wear appropriate clothing and footwear. Dress and appearance are at the discretion of faculty members. Clothing that disrupts or substantially distracts from the educational process will not be allowed. Any clothing endorsing alcohol, drugs, tobacco, or displaying inappropriate words or pictures is prohibited. Workout attire is acceptable only if you teach Physical Education. Jeans may be worn on Fridays. When the work week ends on a day other than Friday, you are permitted to wear jeans that day as well.

### **Email**

All faculty, staff, and administration are issued an email address serving as the primary communication mode for the school. During the school year, you are required to check your email a minimum of once per day. During the summer break, please make an effort to check your email a minimum of once per week.

### **Emergency Procedures**

An electronic copy of our school's "Crisis Management Guide" will be emailed to you at the beginning of each year. Please familiarize yourself with the specific details of various emergency situations outlined within the guide.

### **Evaluations**

Starkweather Public School policy requires teachers receive formal evaluations. Evaluations are intended to assist teachers in becoming better in their field of instruction and to improve the instructional process for our students. Currently, the district uses the Marshall Evaluation process which is based on six domains covering all aspects of a teacher's job performance and is assessed on a four-level rating scale. Teachers who have been contracted for three years or less will receive two evaluations per school year. The first will take place on or before December 15 while the second evaluation will take place on or before March 15. Teachers who have been contracted for four years or more will receive one evaluation per school year. This evaluation will take place on or before March 15. Your administrator will be in contact with you to designate a time for your formal evaluation.

### **Faculty Absence Procedure**

Absences may be granted for personal, professional, emergency, and sick leave as well as bereavement, field trips, and other needs as they arise. Teachers are required to complete a leave request when an absence is necessary. Prior approval for preplanned absences is required. In case of an illness or emergency, teachers must notify their direct administrator via telephone on or before 7:00 am on the day of the absence so a substitute may be secured. Elementary teachers must notify the elementary principal while high school teachers must notify the high school principal a substitute is being requested. If your direct administrator is not available, please contact the Superintendent. Email is not permitted as a source of communication to request an absence. All absences, including illness and emergencies, must be documented and on file in the office via use of a completed leave request form. Forms may be found in the office and on the Starkweather Public Schools Microsoft Office Team, and will be emailed to you at the beginning of the school year.

All teachers must prepare appropriate advanced lessons for instruction and learning opportunities. It is advised all teaching staff have a minimum of two days of advanced planning available at all times for emergency purposes. All teachers who have planned absences will provide adequate lesson plans for all days of the absence. In the event of an absence, all pertinent information regarding essential student health and safety needs shall be communicated to the substitute teacher by the regular classroom teacher. In addition, each teacher must provide an updated class roster for attendance purposes.

### **Faculty Meetings**

Faculty meetings will be held for elementary staff and high school staff as needed. Staff meetings will be scheduled by the elementary principal and high school principal. Faculty and staff will receive notification regarding the time and date. All staff members are required to attend these meetings. K-12 faculty meetings will be held at the discretion of the superintendent.

### **Field Trips**

All activities taking students beyond the school campus must be approved by administration. Approval for your field trip must be received before the activity is scheduled. Once approved, you will be responsible for securing permission slips signed by parents/guardians for each participating student. In addition, you must also contact either Nick Iverson or Randy Griedl regarding transportation needs and availability.

### **Food And Beverages**

No food is allowed in the library, computer labs, and gymnasium. No food is allowed out of the cafeteria after breakfast and lunch. Students are required to finish their meal in the cafeteria. Concerning students, food is only allowed in the classroom during designated snack times and as part of classroom activities at the discretion of the teacher. Students may have drinking water in the classroom. For additional information on school policy regarding food and beverages, please consult the Starkweather Public School Wellness Policy.

### **Grading System**

The scale to be used for courses at Starkweather Public School is as follows:

<u>Percentage</u>	<u>Letter Grade</u>	<u>4.00 Scale</u>
96-100	A	4.00
94-95	A-	3.70
92-93	B+	3.33
89-91	B	3.00
87-88	B-	2.70
85-86	C+	2.33
82-84	C	2.00
80-81	C-	1.70
78-79	D+	1.33
76-77	D	1.00
75	D-	0.70
Below 75	F	0.00
Incomplete	I	

### **Grade Timelines**

End of quarter dates are listed on the official school calendar as well as dates when quarter grades are due. If any additional time is required for grades to be entered into PowerSchool, please notify your direct administrator. Progress report timelines will be issued throughout the year by administration.

### **Graduation Requirements**

See Student and Family Handbook for information regarding graduation requirements.

### **Guest Speakers**

You are encouraged to invite speakers into the classroom. When you do invite a speaker to the school, please notify the office in advance. You will be required to notify your guest speaker they must check-in at the office and from there they will be directed to your classroom.

### **IEP/504 Meetings**

All faculty are expected to attend IEP/504 meetings when they have enrolled students who participate in these services. You are expected to bring up-to-date grade reports and any other pertinent information as requested by the Special Education Department. If you have any questions regarding these meetings, please contact the Special Education teacher or your administrator.



### **Inventory**

A comprehensive inventory of your classroom and storage areas must be completed before you leave for summer break. Inventory lists will be available from the main office in May.

### **Lesson Plans**

All teaching staff are required to submit weekly lesson plans on Mondays before the student school day begins. The lesson plan submission box is located in the office. Lesson plans may also be emailed to the superintendent.

### **Library**

The library is open throughout the day for students and staff to check out materials and free reading. If you wish to check out materials when the librarian is not present, please record your items on the clipboard found on the circulation desk. The library's catalog is available online. The link is found on the school website. If you wish to schedule a time to use the library for a specific class activity or assignment, please talk to Becky Kingsley.

### **Lost and Found**

Unidentified items found on the premises should be taken to the lost and found area located in the office. Lost and found items will be disposed of at the end of the school year if not claimed.

### **Mailboxes**

All staff members have been provided with a mailbox located in the teacher's lounge. During the school year, please make sure you check your mailbox once a day.

### **Maintenance Requests**

Requests for maintenance shall be directly communicated to Randy Griedl via a form found in the office.

### **Medication Dispersal**

The administration of Tylenol, aspirin and/or ibuprofen at school is not allowed without consent of a parent or guardian. Only upon the written order of a physician, and the consent of a parent/guardian may any other medication be administered by authorized school personnel. Please refer students to the office if they are in need of medication and all dispersal will be handled by Julie Wass. Under no circumstances are you to dispense medication in your classrooms. Personal use of medication should be kept out of reach of students.

### **Parent/Teacher Conference Guidelines**

Parent/teacher conferences are held twice during the school year and are typically held from 2:00pm to 8:00pm. Please consult the yearly calendar for specific dates regarding conferences. Elementary conference times are scheduled prior to the parent/teacher conference date. Conference times are scheduled during an elementary staff meeting several weeks prior to the parent/teacher conference date. It is your responsibility to be available during your scheduled appointment times. You are required to be available for the entire scheduled conference time regardless of whether you have scheduled appointments. High school conference times are not scheduled and are left up to the discretion of the parents/guardians. You are required to be available during the entire scheduled conference time.

Elementary Parent/Teacher Conference Expectations:

- Teachers are expected to have a copy of student report cards. You can print them from PowerSchool or obtain a copy from administration.
- Teachers are also expected to have student work portfolios showcasing examples of student work and show progression in growth and achievement.

High School Parent/Teacher Conference Expectations:

- Teachers are expected to have student grades and provide a summary of how the student is performing in their classroom.
- It is suggested you obtain a copy of student report cards from PowerSchool detailing student achievement.

Important points to keep in mind:

- Parent/Teacher conferences are a great opportunity to discuss how the student is succeeding and what can be done to achieve even higher levels of success.
- Conduct yourself in a professional manner at all times.
- Show understanding for problems and try to understand the parent's point of view.
- Speak tactfully concerning any problems occurring in the classroom and offer suggestions to help correct the issue. Asking for parental input is an essential part of addressing negative behavior.
- End the conference on a positive note.
- If you feel you are being verbally threatened or harassed, end the conference by suggesting a new time to meet with all parties involved, including administration, and walk the parent(s) to the door. Notify your administrator and try to schedule a meeting time at the parent's earliest convenience.

### **Phone Usage**

Faculty and staff are granted access to the phone in the office, superintendent's office, and the office hallway. In addition, there are cordless phones located in the 1<sup>st</sup>/2<sup>nd</sup> grade classroom and the elementary computer lab. It is advised cell phones not be used while students are in your classroom. Cell phone usage should be reserved for your prep or lunch time. This includes texting and/or checking messages. For information regarding student cell phone usage, please consult the Student and Family Handbook.

### **PowerSchool**

Starkweather School uses the web-based program called "PowerSchool" for grading and attendance purposes. Not only does this platform enable us to provide more consistent and streamlined reports, it also enables parents and students to be more informed and aware of what's going on in class(es). Each parent and student will be issued a free account, which can be used to monitor attendance, grades, missing work, upcoming projects, and to read comments teachers may have written on individual assignments.

PowerTeacher Access: <https://starkweather.ps.state.nd.us/teachers/pw.html>

If you have any questions on how to access and/or use PowerSchool, please consult with your administrator.

### **Professional Development**

Faculty and staff are required to attend all mandatory professional development seminars. Please refer to the annual calendar for specific dates. Additional content-area-specific professional development seminars may become available throughout the year. Please consult your building principal if you are interested in attending.

Faculty and staff are required to log all professional development seminars attended. There is a binder kept in the teachers' lounge which must be updated on a yearly basis. It is recommended you update your records immediately after attending a seminar. If you have any questions regarding recording your information, please contact Rebecca Kingsley or Jodi Erickstad.

In order to help facilitate the professional development requirements for continued licensure, the Starkweather School Board has approved a reimbursable stipend of up to \$600 per certified teacher per five (5) years, up to six (6) credits. In order for your credits to qualify for this program, they must be within your content area. A continuing education credit reimbursement form must be completed and a record of your transcript indicating the course has been completed can be submitted to your administrator who will seek school board approval for final consideration of credit reimbursement.

### **Public Relations**

Our best source of positive public relations is through our relationships with students and their families. If you have articles or pictures you would like to add to the district website, please contact Alysson Groves. Starkweather Public School also

has a Facebook page to assist in communication with the public. School related news can also be posted on the school's Facebook page by any staff member after being approved by administration.

District Website: [www.starkweather.k12.nd.us](http://www.starkweather.k12.nd.us)

District Facebook Group: [www.facebook.com/StarkweatherSchool](https://www.facebook.com/StarkweatherSchool)

### **Purchase Orders/Requisitions**

If you have a need for your classroom, complete a purchase order form and submit your request to administration. All purchase orders are based on the approval of the superintendent. It is advised you keep a running list of supplies needed for the following school year, as most purchase orders are completed in May.

### **Recess Duty**

All elementary staff have been designated a specific day for recess duty. During this time, you are responsible for the safety and welfare of all students on the playground or in the gymnasium. The use of the playground is contingent on the weather, and cancellations will be addressed at the discretion of the elementary principal. If you know you are going to be absent on a day in which you have recess duty, please try to find a replacement. This serves as a courtesy to your substitute and is very much appreciated.

### **Starkweather Education Association**

Teaching staff are able to join the Starkweather Education Association (SEA) and attend meetings throughout the school year. Please contact Rebecca Kingsley for more information.

### **Student Success Teams**

In order to achieve a more personal connection with our 7-12 grade students, we have developed teacher/student success teams. Students in grades 7-12 will be assigned a teacher mentor at the discretion of the Student Success Teams leader. Currently, students are assigned to teams led by Jodi Erickstad and Rebecca Kingsley. Students will be required to meet with their mentor once a week to discuss a variety of topics in order to achieve the goal of maximizing student potential for success in their educational career.

### **Students with Disabilities**

All students with disabilities and special needs are provided services through Starkweather Public School. These services may include a 504 Accommodation Plan and/or Special Education Services.

### **Supplies**

Classroom supplies can be found in the cabinets/drawers in the office as well as in the safe located in the superintendent's office. Any additional supply requests are to be given to Julie. Please consult the section on purchase orders if you need specific supplies ordered for your classroom.

### **Tardy Policy**

Teaching staff will have the discretion to decide if a student tardy is excused or unexcused. Tardies accumulate all day and start over at the new nine weeks. Tardies shall be recorded in PowerSchool and disciplinary action will be followed in accordance with the format outlined below.

- Tardies 1-4                      Teacher records and issues a verbal warning
- Tardies 5-6                     Referral to administrator and detention will be assigned
- Tardy 7                         Referral to administrator and ISS assigned
- Tardy 8+                        Referral to administrator and ISS or OSS assigned

If for any reason you have a student(s) who must remain after the bell rings, you will need to issue them a pass for their next class. Please be sure to indicate the time at which the student(s) left your classroom.

### **Technology Services and Maintenance**

Requests for technology services shall be directly communicated to Alysson Groves. If possible, please submit requests through email.

### **Curriculum, Instructional Materials, and Technology**

Starkweather School's K-12 grade level/course outcomes and instructional materials, including technology, are continually being informally reviewed and/or revised as needed. Faculty use best practice, analysis of student data, and knowledge gained from professional development to guide these decisions.

In addition, curriculum and instructional materials in specific content areas will be formally reviewed according to the following schedule:

2023-2024: K-12 Math, K-6 Music, K-6 Social Studies

2024-2025: K-6 Language Arts, K-12 Science, 7-12 Music

2025-2026: 7-12 Social Studies, 7-12 Business, K-12 Health/Physical Education

2026-2027: 7-12 Language Arts

New curriculum and instructional materials are implemented with ongoing professional development.

Teachers are responsible for evaluating their curriculum materials according to the schedule above, using a checklist provided to them by their building principal. These checklists must be submitted to the office no later than May 1<sup>st</sup>. In addition, teachers are also responsible for evaluating their classroom technology needs on a yearly basis. Requests must be submitted in writing to Alysson Groves no later than May 1<sup>st</sup>.

Starkweather Public School shall provide appropriate textbooks, supplies and equipment necessary to allow students to take full advantage of educational opportunities at no direct cost to the students. Faculty will issue textbooks and supplies to students, with each staff member devising a method of identification for classroom materials. Students will be responsible for lost, stolen, or damaged property at the discretion of the classroom teacher and business manager. Students will not be responsible for normal wear and tear of textbooks or supplies.

### **Staff Acknowledgement Form**

I have received a copy of the Starkweather Public Schools Employee Handbook. I've had an opportunity to ask questions about and discuss the material contained in this handbook with the administration. I fully understand the policies governing my employment with the Starkweather Public Schools.

By accepting employment and/or continuing employment with the Starkweather Public Schools, I agree to be bound by all provisions of the Starkweather Public Schools employment policies contained in this handbook, including any amendments or modifications which may be made in the future by the Starkweather Public Schools.

I understand this Employee Handbook replaces and takes precedence over any previous employment policies or guidelines issued by the Starkweather Public Schools to teachers/staff. I also understand and agree the Starkweather Public School reserves the right to change or alter the policies contained in the handbook at any time.

**You must sign this form and return to administration no later than August 30, 2024.**

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Employee Name (Printed or typed)

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Employee Signature

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Date