



# **Lindbergh Elementary Staff Handbook SY2023-24**




<p><b>Attendance Procedures for Student Records</b></p> 	<p>Teachers should take attendance by using PowerTeacher found on each teacher computer <b>by 8:30 a.m.</b> Any student who comes to school late after completed attendance or who leaves school early because of illness or an appointment must check in or out at the office. No student should be admitted to or released from the class without a pass or call from the office. The secretary will note the reason for the absence in the PowerSchool program.</p> <p>Make-up work is permitted and is graded for full credit for all absences including Out of School Suspension.. Students are responsible to find out what class assignments or homework assignments they missed and then complete the work. When absences are anticipated, the student is to contact his/her teacher(s) to determine what assignments are to be completed during the absence. It is the student's responsibility to check with his/her teacher(s) as to work missed during the absence and the procedure to follow. Should the student choose not to contact the teacher(s) and make up the work within five school days or make arrangement for work missed, the teacher is absolved of any responsibility for the student's negligence in this matter and may record a grade of "0/F" for each of the assignments missed during the absence.</p>
<p><b>Allied Arts</b></p>	<p>Christen Turner is our Allied Arts Representative. Money is collected in the spring and funds area art endeavors.</p>
<p><b>Arrival of Staff</b></p>	<p>All faculty are required to be at school no later than 7:45 a.m. Any deviation from this policy must have prior approval from the principal.</p>
<p><b>Arrival of Students</b></p>	<p>All staff members need to be in their morning supervision location by 7:50 a.m. All classroom teachers should stand at the classroom door to welcome students each day.</p>
<p><b>Assessment</b></p>	<p>Please refer to the <a href="#">assessment calendar</a> for important district assessment dates. Please make sure you allow yourself ample time to give the assessments before the windows close.</p>
<p><b>Attendance</b></p>	<p>Attendance reports must be accurate and prompt. <b>Reports are due in the office daily by 8:30 a.m.</b> Please notify the office if you notice a student has chronic absences.</p>

<b>Backpack Buddies</b>	Backpack Buddies is a children's weekend feeding program in partnership with Second Harvest Community Food Bank. Students must qualify for free or reduced lunch and have a signed parent permission to be a backpack buddy. Backpack buddies are chosen by staff referral. Each school has an allotted number, and we begin with students who received backpacks the previous year. Backpacks go home each Friday. Heather Emmendorfer will coordinate and organize the distribution of the items.
<b>SKY Bucks</b>	SKY Bucks are Lindbergh's Token Economy. SKY Bucks are handed out to students to reinforce Safe, Respectful, and Responsible behaviors. Classes can earn Class SKY Bucks to earn class parties, extra recess, eating lunch in the classroom, etc; or to use in the Hangar Store room 7B. Follow the Lindbergh system when recognizing Positive Behaviors. We will have an online PBIS Rewards component in addition to SKY Bucks.
<b>Bomb Threat</b>	No students or staff to be in the building. It will be announced as a BOMB THREAT. Windows and doors should be closed. Use emergency procedures.
<b>Book Orders/Collecting Money (SJSD Financial Procedures and Guidelines, Handbook available on SJSD website)</b>	Teachers are responsible for all money collected in their classroom. From time to time you will need to collect money for book orders, fundraisers, etc. Whenever possible, have the parents use checks. If you do collect cash, make sure to keep a log of the money you have collected and from whom it came. <b>Then as soon as possible lock it up in a locking file cabinet until you can give it to Jennifer Davidson.</b> Contact office staff for the documentation forms and district documentation requirements. <u>Money should not be sent down to the office by students for any reason.</u>
<b>Box tops for Education</b>	Our school collects Box tops for Education. Box tops are available through an App only. Please download the app for Lindbergh to receive funds for all Box Tops.
<b>Breakfast Procedures</b>	All students will be allowed the opportunity for a free breakfast. Car riders and walkers will enter Door 2 and bus riders will enter Door 15. At each end of the hallway, a breakfast station will be set up for students eating breakfast. After they have entered the breakfast line, selected their items, the students will take their breakfast to their classroom.

<b>Business Partnerships</b>	Lindbergh's business partners are: Kiwanis Club of St. Joseph, Price Chopper, Restoration Church, Sam's Club, Strong Tower, Cabana, Baptist Church, and Suddenlink. Throughout the year we will be reaching out to them to see how we can strengthen this partnership.
<b>Building Tech Coordinator Aka "Troubleshooter"</b>	If you need help with something computer related, please see <b>Jennifer Davidson</b> within the building. If you have a technology need beyond the scope of their expertise, you will need to call the Help Desk (671-4444) or place a "ticket" through TMC.
<b>The Flyer</b>	The weekly newsletter comes out via email. The Flyer will be updated no later than Sunday evening by 8pm. In The Flyer you will find the latest news, schedules, and various other items of importance. Please read through the entire newsletter each week. The majority of Lindbergh information will come through The Flyer.
<b>Cell Phone Usage</b>	<p>Lindbergh Elementary has a no-tolerance policy for student cell phone usage. Many students will have phones, and if they are tucked away on silent, we will not know about them. However, if the phone is out during school hours, it should be taken from the student, placed in an envelope with the student's name, and given to the office. Cell phones will be returned to the child's significant adult.</p> <p><i>Please use the school district phone when contacting parents. Only the lead teacher should be contacting parents regarding school supplies, etc. Please avoid texting parents from your personal cell phone. Use SeeSaw or Email.</i></p>
<b>Class Parties</b>	Per SJSD policy, each elementary school may have 2 parties each year. A party is defined as a social activity that takes 30 minutes or more of instructional time. At Lindbergh, the designated parties will be at Christmas and Valentine's Day.
<b>Computer Usage</b>	Teacher laptops contain confidential student and staff information. If your computer is stolen, contact TMC immediately to report the theft. Recovery software can be activated in the event a laptop is stolen. Be aware that staff and student computers are connected to the school district network and can be accessed remotely via Lan Desk or Apple Remote Desktop. In short, your computer can be monitored remotely.


<b>Copy Machines</b>	Copies should be completed before the school day begins. Students should not be sent to make copies at any time.
<b>Confidentiality (Board Policy JO)</b>	Because of collaborative efforts for the appropriate educational placement of students as well as the inclusion of teachers in conferences with counselors and administrators, Lindbergh staff members have access to confidential information. As professional educators, we recognize and respect the importance of confidentiality.
<b>Courtesy Committee</b>	Lindbergh has a courtesy committee. Money is due October 1. \$25 for certified. \$12.50 for part-time or non-certified. Money can be turned into Christen Turner.
<b>Cumulative Records</b>	Cumulative Records are now entirely digital, with the expectation of some Special Education documents. Within the first two weeks, each teacher should review student records for information. Please see Karrie for further information on how to access these files.
<b>Daily Folders</b>	Each K through 5th grade student receives a green parent communicator folder. The daily folder allows parents and teachers to communicate daily if necessary. The following guidelines should be followed in order to aid this communication process: 1.) Send the folder home one day a week on a specific day. OR 2.) Send the folder home daily. As long as parents know when to expect the folder it is appropriate to send daily or weekly.
<b>Departure</b>	If you must leave the buildings during school hours, there is a sign in/sign out form in the office for you to sign.
<b>Dismissal Procedure</b> 	Bus, car rider, and walker dismissal  Dismissal is at 3:15.  Bus dismissal starts at 3:05. Buses will be called over the intercom as they arrive. At 3:15 car riders and walkers will be dismissed.  Bus numbers: <b>All buses will exit door 15.</b>  Late buses will be announced and will wait until the bus comes.
<b>Dress Code</b>	Please dress professionally and appropriately. Your dress is a symbol of your professionalism and should be


	appropriate for elementary children. You may wear jeans on Fridays with a school or district shirt.
<b>Earthquake Procedures</b>	<p>Instructions To Be Given Include:  Remain where you are and keep calm.  Do not evacuate the building as long as the tremors are still occurring constantly. When the tremors cease, wait several minutes, then evacuate by the fire escape plan.</p> <p><b>A. IF INDOORS</b></p> <ol style="list-style-type: none"> <li>1. Take cover under desks, tables, or other heavy furniture.</li> <li>2. Take cover in interior doorways and narrow halls.</li> <li>3. Stay away from windows and beware of falling objects.</li> <li>4. Move from under light fixtures or other suspended objects.</li> </ol> <p><b>B. IF OUTDOORS</b></p> <ol style="list-style-type: none"> <li>1. Move away from buildings (if possible).</li> <li>2. Avoid utility poles and overhead wires.</li> <li>3. A large open area such as the baseball field is a good place to assemble if conditions are safe.</li> </ol> <p><b>C. AFTER EVACUATION</b></p> <ol style="list-style-type: none"> <li>1. Take roll to see students are present.</li> <li>2. Do not re-enter the building until instructed to do so.</li> </ol>
<b>Emergency Flip Charts</b>	<p>Every SJSD employee is required to familiarize themselves with the protocols listed in the red and green charts. Another use of the charts is during emergency drills. When you have taken your class to their designated spot during a drill, please hold up a green side of the chart if all of your children are with you. If you have any children missing, show the red side.</p>
<b>End of Day Dismissal</b>	<p>All bus riders will stay in the classrooms. Riders will be called when their bus arrives. All bus riders will dismiss through door #15. Bus riders should only be dismissed from the classroom when their bus is called. If a bus is not called prior to 3:15, those students will need to remain with the classroom teacher. Staff members will monitor classrooms until the last bus is called. No movies will be shown at this time. Use this time for independent silent reading or another quiet activity. Any loud activity will keep students from hearing the buses being called.</p> <p>At 3:15, car riders/walkers will be dismissed from classrooms with the teacher. Teacher will walk students to the playground to dismiss.</p>


<p><u><b>Evaluations</b></u></p>	<p>Teacher evaluations are conducted by the Principals and are scheduled according to District policy. The Performance-Based Teacher Evaluation booklet is provided by the District and contains specific information regarding this process. The Principals will also provide additional information regarding the evaluation process at the beginning of the school year. Teacher evaluations will follow the DESE model.</p>
<p><b>Field Trips (Board Policy IICA)</b></p> 	<p>Parents will sign a general field trip permission letter with the student handbook in the fall. For each field trip, you should send home a letter informing parents of the upcoming trip and any funds needed for the trip. In your letter, notify parents that if they do not wish for their child to participate in the trip, they should notify the teacher.</p> <p>The District and Lindbergh PTA has allotted funds for field trips grades K-5. Teachers are responsible for: 1. Scheduling the field trip. 2. Scheduling the bus. 3. Turning in a lunch count to the cafeteria two days prior to the trip 4. Collecting any money from students &amp; securing a check from PTA. 5. Securing adult help for the trip (parents, etc.) 6. Making a bus seating chart before leaving on the trip. 7. Notifying all special teachers of the trip, so that proper arrangements can be made for transportation, etc. 8. Getting the medicine kit from the nurse before leaving.</p>
<p><u><b>Fire Drill Procedure</b></u></p>	<p>The signal for a fire drill is a continuum of short rapid bursts of sound from inside the building. Students are to exit in a quiet, orderly manner to the area designated for their classroom (follow emergency plans/maps). A student leader should be designated to lead the children out. The teacher will make sure all students are out of the room, shut the door, and follow the class out. The student leader should lead the students out of the building using the safest route and to the far side of the playground. Teachers are to take their emergency bucket with them to take roll upon reaching their designated area. Teachers should hold up a green page, if all students are present and a red sheet up if someone is missing. Each class will stay with their group in their designated area until the all clear is given. The principal or his designee will give the all-clear signal.</p>
<p><b>Gifted Program (GATE)</b></p>	<p>The GATE program pulls students from their classrooms one day per week to attend their gifted class at another</p>

	<p>building. On these days, students should not be counted absent. Be sure they are not included in your lunch count so that they don't get charged for lunch at two schools. GATE students do not have to make up the daily work missed in the regular classroom but are responsible for tests and projects.</p>
<b>Grade Books</b>	<p>Per SJSD policy, teachers are required to use the electronic grade book system available with SJSD. If you also wish to keep a hard copy paper grade book, it is your choice to do so, but you will not be required to turn it in at the end of the year. Teachers should log in the online gradebook the following grades per week (at minimum):</p> <ul style="list-style-type: none"> <li>• ELA/Math - 3 per week</li> <li>• Writing - 1 to 2 per week (<b>Not spelling</b>)</li> <li>• Science/Social Studies - 1 to 2 per week</li> <li>• Specials - 1 per week</li> </ul>
<b>Grade Cards</b>	<p>See the school calendar for when to stop taking grades for each quarter and when to send grade cards home. First and third quarter grade cards will be issued to the parent or guardian during Parent / Teacher conferences. The school secretary will print grade cards each quarter. Please be aware of when the grading window is open, as you will be required to finish grades on time.</p>
<b>Hallway Displays</b>	<p>Hallway displays should be changed quarterly (at minimum). The purpose of a hall display is to show the process of a learning target/success criteria, and the final product. The following is a guideline for hall displays:</p> <ol style="list-style-type: none"> <li>1. Reading, writing or math displayed.</li> <li>2. Display is presented neat and organized.</li> <li>3. Explanation of assignment, objective labeled, small sampling of class, shows high expectations, labels where needed.</li> <li>4. Scoring guide or evaluation tool.</li> <li>5. Display shows connection to SJSD curriculum and progression of skills, SOS time frame.</li> <li>6. Evidence of rigor and high levels of thinking.</li> <li>7. Products have real life application.</li> <li>8. Guests entering the building should understand the display.</li> </ol>
<b>Homework (Board Policy IKB)</b>	<p>For grades K-5, homework should be informal in nature, reading, writing of letters, words, and numbers, and drill on basic number computations.</p>





	<p>Only assign homework that has a definite purpose. Make sure that any handouts or pages you send home have explicit parent-friendly directions on them. Children today have busy lives outside of the school day. Additionally, school district policy limits the number of minutes that homework can be assigned each week.</p>
<p><b>End of Quarter Assembly</b></p>	<p>There is one assembly at the end of each quarter for the school. K-2 is held first, and 3-5 assembly last. The following awards can be given at the end of year assembly:</p> <ol style="list-style-type: none"> <li>1. Attendance (perfect and 95% or higher.)</li> <li>2. High honor roll (All A's all four quarters)</li> <li>3. Honor Roll (A/B's all four quarters)</li> <li>4. Outstanding achievement/Outstanding improvement.</li> <li>5. Reading Circle Certificate</li> </ol> <p>The objective of the assembly is to recognize students. Please confer with your grade level partner so that your classrooms give similar recognition.</p>
<p><b>ID Badges</b></p>	<p>Your SJSD badge should be worn at all times when you are in the building or on school business. Your ID badge will also allow you to enter all SJSD sporting events at no cost.</p>
<p><b>IEP Meetings</b></p>	<p>Our Process Consultant is Kim Hord. Her day for Lindbergh is Monday. IEP meetings will typically be held on the days she is in the building. IEP case managers will put a notice in your mailbox when you are required to attend a meeting. <i>If you need coverage for the meeting, the IEP case manager will arrange for it.</i> You will need to let them know if you need someone to cover. Please leave work suitable for a sub while you are at the IEP meeting.</p>
<p><u><b>Instructional Time</b></u></p>	<p>Math - 90 min ELA - 175 Science/Social Studies - 30</p>
<p><b>Job-Embedded PD/Collaboration</b></p>	<p>Job-Embedded PD will occur on the first and third Tuesday of each month (Wednesday will be a make up day if necessary). Each grade level/department should have a scheduled weekly collaboration day. K-2 will be Tuesday and 3-5 will be Monday in order to allow for IC support.</p>
<p><b>Leave Requests</b></p>	<p>Leave requests should be completed through the district's website using Frontline/Aesop. Please make sure when you pre-arrange a substitute that you also list that</p>

	substitute on sub finder. List the sub only after they confirm they will cover that day of absence.
<b>Lesson Plans</b>	Lesson plans for each certified teacher should be detailed and available upon request by Gary or Amanda. Lesson plans should be detailed with all necessary components including: learning standards , targets, objectives, strategies, activities, materials needed, assessments. A substitute should be able to walk into your room and operate a normal day based on your lesson plans.
<b><u>Lunch Count</u></b>	Lunch count should be taken each morning via the Google Doc no later than 8:30 each morning. The lunch count Google Doc can be found on Lindbergh Live. Students will normally have a choice of two entrees. Teachers may order a salad, hot lunch, or sack lunch. See Food Services for the current prices. Staff may purchase meals from the cafeteria. Staff will use their identification cards to access their food service accounts. Staff should put money into their accounts and not be negative over two meals. Food service will notify staff when their accounts are running low on funds. <b>Please note that when a staff member's account has insufficient funds the nutrition services staff will inform the principal.</b>
<b>Lunch Procedures</b> 	Teachers will walk their students to the cafeteria and have the children stand at the entrance. After they have gone through the line, chosen their lunch, they will sit at their assigned table. <b>Teachers should watch the clock during their lunch so they can pick students up at their appropriate time.</b> Teachers and staff members should enforce appropriate cafeteria behavior per the Lindbergh Behavior Matrix.
<b>Notification of Inclement Weather Days</b>	<p>SJSD uses the AlertNow notification system to notify staff and students of days school is canceled for inclement weather. This information is also broadcasted through all local media sources. The Human Resources department manages personnel records, including the phone number used to notify you of AlertNow messages.</p> <p>If you have changed your phone number, it is your responsibility to notify HR to have it updated for the AlertNow system.</p>
<b>Mission Statement</b>	Through a growth mindset and positive relationships, we, as a Lindbergh family, will support and inspire successful lifelong learners.

<b>Movies</b> 	<p>On average, American children spend three to four hours per day on technology devices. (American Academy of Child and Adolescent Psychiatry). By the time kids are in high school, they have spent more time in front of electronic screens than in the classroom.</p> <p>Lindbergh students should not be watching movies for indoor recess. Do not double up classes and show a movie without prior permission from the principal. Anything over a “G” rated movie must have parent permission to show at school.</p>
<b>MSTA</b>	<p>Christen Turner/Gina Babcock are our building representatives. Please read emails from her regarding MSTa communications.</p>
<b>MTSS</b>	<p>MTSS meetings will occur on the 2nd and 4th Monday of each month. If one of those Mondays falls on a holiday, the meeting will occur the following week. Information in the MTSS folder in the Lindbergh Shared Drive has all of the information you will need. To make a referral, use this document, <a href="#">MTSS Referral</a>. Ask Amanda or Gary if you have any questions. MTSS Team: Susan Wilson, Lori Henry, Gina Babcock, Lori Cole/Ella Sharp, Jamie Harris.</p>
<b>NEA</b>	<p>??? is our building representative. Please read emails from her regarding NEA communications.</p>
<b>Parent-Teacher Conferences</b>	<p>While we will hold formal parent-teacher conferences once in the fall and once in the spring, parent-teacher conferences should occur whenever needed. If you think the involvement of other school personnel would be appropriate, please contact the principal or counselor. Be aware of any special handicapping condition a student or parent has when entering into a conference or regularly scheduled activity at school. As we become aware of these needs, the office will communicate to you any special provisions that need to be made in advance. If you would become aware of any special needs or circumstances a parent or child has, please notify the administration and we will help pass on the information. Some special needs could include: deaf parents needing an interpreter, a blind parent needing transportation, etc. It is our responsibility to make accommodations for any handicapping condition a parent or child may have in order to participate in school activities. For example, if you have a parent coming into school for a conference and you are aware he/she is hearing impaired or does not speak English, we need to</p>

	<p>provide an interpreter for the conference or activity in which he/she is participating.</p> <p>If you need an interpreter at a conference, please let the principal know 48 hours in advance.</p> <p>Format for conferences:</p> <ol style="list-style-type: none"><li>1. At first quarter progress report time, notices will come home from the office to begin scheduling.</li><li>2. Conferences will be scheduled as they come in. Send the notices to the office so they can schedule them.</li><li>3. Reminders will go home two weeks prior for those who have not returned slips, and confirmation times will go home with those who have returned slips.</li><li>4. Karrie and Jennifer will create the master schedule.</li><li>5. If a parent reschedules, please notify the office.</li></ol>																																
<b>Parking</b>	You may park in the north lot, west lot, upper west lot and the southwest lot. Key badges are located at Door 2, Door 15, Door 11, and Door 6.																																
<b>PBIS</b>	<p>This is our 3rd year of implementation of PBIS. Please familiarize yourself with our PBIS philosophy. If you have a question, it is highly encouraged you attend the PBIS cadre meeting to find answers and seek solutions. Every grade level will be represented at cadre meetings. Ida Russell is the Tier I coach, Gina Babcock is the Tier II coach.</p> <p><b>Assignments:</b></p> <table><tr><th colspan="2">Tier 1 Cadre</th><th colspan="2">Tier 2 Cadre</th></tr><tr><td>Data: Russell</td><td>Incentives: Barnett</td><td>k-2 Babcock</td><td>3-5 Bell</td></tr><tr><td>McCoy</td><td>Pennell</td><td>Cole</td><td>Turner</td></tr><tr><td>Edwards</td><td>Lehman</td><td>Gray</td><td>Lewis</td></tr><tr><td>Cobb</td><td>Beggs</td><td>Goode</td><td>Nickerson</td></tr><tr><td>Haddix</td><td>Drake</td><td>Nurski</td><td>Reeder</td></tr><tr><td>LaFollette</td><td>Parish</td><td>McClain</td><td>Haynie</td></tr><tr><td>Sanders</td><td>Willis</td><td>Mattson</td><td>Webster</td></tr></table>	Tier 1 Cadre		Tier 2 Cadre		Data: Russell	Incentives: Barnett	k-2 Babcock	3-5 Bell	McCoy	Pennell	Cole	Turner	Edwards	Lehman	Gray	Lewis	Cobb	Beggs	Goode	Nickerson	Haddix	Drake	Nurski	Reeder	LaFollette	Parish	McClain	Haynie	Sanders	Willis	Mattson	Webster
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<b>PBIS Data Based Decision Making</b>	The Lindbergh PBIS Tier 1 Team holds monthly meeting to examine building behavior data and create solutions plans to address identified concerns. Building data will be shared with staff at monthly staff meetings. This data and the solution steps will be shared with staff in a monthly newsletter. Individual grade-level data will be shared with grade-levels teams on a monthly basis. As a staff we are committed to reducing the total number of Office Discipline Referrals by 10% each year.								
<b>Lindbergh Behavior Response Flow Chart</b>	The <a href="#">Lindbergh Behavior Response Flow Chart</a> allows staff to determine what student behavior are minor, and therefor manageable in the classroom, and which behaviors should be office managed.								
<b>PBIS 8 Effective Classroom Practices</b>	MO SW-PBS has identified Eight Effective Classroom Practices that have been shown to increase the likelihood of appropriate behavior and decrease problem behavior while increasing academic learning time. Administration and members of the Lindbergh PBIS Tier 1 team will participate in ongoing classroom observations and provide feedback to staff on the implementation of these practices. <a href="#">PBIS 8 Effective Classroom Practices</a>								
<b>PBIS Social Skills Lessons</b>	The first two weeks of school are a review and introduction of all Lindbergh PBIS expectations. Starting week three will become more location specific. Lesson topics are scheduled on a weekly basis beginning in September. <a href="#">2022-2023 PBIS Lesson Schedule</a>								
<b>PBIS Matrix</b>	Lindbergh Elementary has a matrix for school-wide behavior expectations. A copy of the matrix should be displayed in all classrooms and throughout the building. <a href="#">Lindbergh Elementary School-Wide Behavior Expectations.</a>								
<b>PDC</b>	Our building has a PDC budget. Susan Wilson is our PDC representative. All funds are currently tagged to pay for building PD. If you wish to attend an event, see Gary or Amanda for access to building PDC funds.								

<p><b>Playground/Recess</b></p> 	<p>Teachers/staff are responsible for maintaining order on the playground. While on duty, do not allow rough play on the basketball court or during football games. Each grade level will have one 20-minute scheduled recess time. For safety, please exit the playground at the end of your 20 minute recess promptly. Teachers having recess duty during the day need to be outside and with the classes you are supervising. You are responsible for the children's safety. Teachers should position themselves at different locations on the playground in order to supervise all students. It is hard to watch what is happening on the playground if you are doing something else besides watching the students. Special recesses should be cleared through the principal. Take the office walkie talkie with you for recess in case of emergency. Refrain from using your personal cell phone.</p>
<p><b>Print Shop</b></p>	<p>Whenever possible, you should plan your copying needs well in advance. When you have large print jobs, those should be submitted to the <a href="#">SJSJ Print Shop</a> using the form available in the workroom. Please allow at least a week turnaround time. Print shop forms will be in the office.</p>
<p><b>Progress Reports</b></p>	<p>See the school calendar for distribution dates. All students should receive midterm progress reports. In addition, students who earned D's or F's at mid-quarter are required to return their progress reports signed by a parent. Teachers who do not receive these signed reports back should call a parent as a follow-up no later than two school days after sending the report home. Teachers should keep a copy of the signed report in a file for the entire year as documentation.</p>
<p><b>PTA</b></p>	<p>Staff members should plan to join our parent organization. The membership cost is \$5.00 each year (this may increase each year). We have received an award annually for 100% staff participation. A staff member will attend PTA executive meetings as the staff representative.</p>
<p><b>Purchasing Classroom Supplies and Materials</b></p> 	<p>Please contact the office if you are in need of classroom materials or supplies. Certain items are available from the district. Anything purchased without prior approval from the principal will not be reimbursed. All items purchased with school district money should be labeled as such and added to your classroom inventory.</p> <p>If you are using the school Visa instead of a purchase order, make sure your purchase is approved ahead of time. You may not keep the Visa over a weekend. It is</p>

	essential that you ensure your Visa purchase is tax exempt, and that you return receipts to Jennifer when you return the Visa. The district buys supplies for teachers. Please see Karrie for a list of supplies. It might be that we have the supplies you need available free of charge.
<b>Reporting Accidents</b>	An accident report must be completed for any accident that occurs on school property, whether it is a student, employee, or visitor. Accident forms are available in the nurse's office. These are filled out and given to the principal. Additionally, if you are injured at school, you will need to sit down with the nurse to complete the worker's compensation form. Failure to do so may result in worker's compensation not paying for the treatment.
<b>Reporting your absence</b>	<p>If you know ahead of time that you will be absent, please pre-arrange for a sub on AESOP.</p> <p>Please notify Gary (816.244.8039) and Amanda (816.752.2908) of your absence by text. We will text or call you back to verify that we received your message. Paras should also call Gary/Amanda as well as the lead teacher.</p> <p>Please try to pre-arrange your subs if at all possible. There is a list in the office of people who want to sub at Lindbergh.</p>
<b>Safety Patrols</b>	5 <sup>th</sup> grade students serve as safety patrols. Jillian Sommerfeld is our safety patrol sponsor.
<b>Schedules</b>	Each teacher in the building will keep an updated schedule in the Lindbergh Master Schedule Google Doc. Within the document, there are tabs at the bottom for specific staff members to input their schedules. This is a living document, therefore should be updated as changes/adjustments are made.
<b>School Hours</b>	Lindbergh begins school each morning at 8:10 and dismisses at 3:15. Staff are required to be in the building by 7:45 each morning and leave after 3:45.
<b>Scope on Sequence</b>	All classrooms should have the grade level Scope on Sequence in the clear pocket folder next to the classroom door.
<b>Social Media</b>	Lindbergh has a Facebook and Twitter account, please share any school/classroom related pictures through these outlets in place of a personal account and make sure

	<p>to verify these students have not opted out of photos. Contact Heather/Gary/Amanda for Facebook and Erin/Amanda for Twitter/ "X". Do not add/follow students on any form of social media.</p>
<p><b>Spelling Bee</b></p> <p><b>ABC</b></p>	<p>Cindee Haynie is in charge of the spelling bee. PTA purchases awards for us at the building level. Heather Emmendorfer the trophies for the spelling bee at the building level. The spelling bee is held during school hours, and grades 4-5 attend. It is usually held in December or January.</p>
<p><b>Substitute Folder</b></p>	<p>Every teacher must have a current substitute packet prepared for use by a substitute teacher. This packet/folder should be kept in a visible spot next to the teacher's planning area and clearly marked. It should include the following:</p> <ol style="list-style-type: none"> <li>1) The class seating chart and attendance chart.</li> <li>2) Special information about your students. Note any students who have 504's or special circumstances.</li> <li>3) Schedule</li> <li>4) Alternate and/or supplementary activity ideas for substitutes.</li> <li>5) Classroom matrix expectations.</li> <li>6) Special directions from you.</li> <li>7) A list of students with special health problems.</li> <li>8) Locations and directions for arrival and dismissal and where to pick up students on the playground and lunch.</li> </ol>
<p><b>Supervision of Students</b></p>	<p>Appropriate supervision of students during the school day and at school activities is an important function for a safe and orderly environment. School staff should always be highly visible especially before school, during passing time and after school.</p> <p>It is difficult to explain to parents that their child has a consequence that no adult witnessed. Please do not turn your back on students during instructional time. Scan the playground during recess.</p> <p>It is important for teachers and administrators to clearly establish and communicate behavioral expectations for student behavior and to promote self-discipline of students. Communication with parents is central in this area. Behavior management should be constructive and</p>



	proactive at all times. Follow the lessons in the PBIS manual.
<b><u>Supervision Procedures</u></b>	<p>Every teacher has duties that have to be performed outside of the classroom. These duties should be performed in a professional, consistent manner. These individuals need to be at their assigned duty position on time. Consistency in requiring rules to be obeyed will allow our school to run smoothly. Be on time to duty assignments.</p> <p>Those who have early morning duty are expected to be there by 7:50 A.M. Be prompt when reporting to your duty location. This is necessary for the safety of our students as well as for your liability reasons. Please plan ahead so that nothing interferes with your being on time. If you have supervision duties on days when you have a substitute, you will need to make sure that the substitute is aware of the duty to perform and how to perform it.</p> <p>If you are on lunch duty or end of day duty, the same consistency is required. It is not professional to arrive for your duty and not leave colleagues to work alone.</p>
<b><u>Tornado Emergency Procedure</u></b>	In the event of a tornado drill or warning, students will exit their classrooms to the designated location in the interior hallways. Students will kneel down and put their heads down with their arms crossed over their heads.
<b>United Way</b>	Every year the community has a United Way fund-drive. Lindbergh staff contributes to this. Ashley Gray is the United Way coordinator.
<b>Vision</b>	Lindbergh's Vision is: A Family Aimed Towards Greatness.
<b>Weekly Parent Communication</b>	We encourage you to use some form of weekly communication with your parents. Green Parent Communicator folders are purchased for this reason. Please send home a weekly newsletter, and give Gary and Amanda a copy so that we may stay informed of your class events. The school website will offer another way to communicate regularly with parents. Link your newsletter to your website. Please keep in mind that roughly 40% of our parents have internet access at home.

<b>Papa Johns</b>	<p>We receive a portion of Papa John's proceeds from sales when we eat there on a "Lindbergh Papa John's Night".</p> <p>Papa John's Dates: 8/25, 11/10, 2/9</p>
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