

**Rossville Elementary School
Staff Handbook
2024-2025**

VISION STATEMENT:

Rossville Schools: Achieve, Learn, Lead, and Inspire

MISSION STATEMENT:

Students at Rossville Schools experience a trusting environment offering rich academic opportunities to develop self-reliance and a positive mindset.

CORE VALUES

Rossville Schools will not waiver in our commitment to:

Environment - We value a safe, secure and trusting environment.

Diversity - We value differences among our students and staff.

Academic Excellence - We value rigorous educational experiences.

Website: www.rcsd.k12.in.us

Rossville Elementary School Improvement Goals:

Student Academic Performance Goals

Goal English Language Arts:

60% of 3rd-5th grade students will score at or above proficiency on the English Language Arts ILEARN test by May 2025.

Measurable Benchmark for Spring 2023 and 2024:

2023:

- 54.5% of 3rd-5th grade students will score at or above proficiency on the English Language Art ILEARN test by May 2023.
- 75% of K-5th grade students will score at or above reading proficiency during the winter STAR testing.
- 80% of K-5th grade students will score at or above reading proficiency during the spring STAR testing.

2024:

- 57% of 3rd-5th grade students will score at or above proficiency on the English Language Art ILEARN test by May 2024.
- 75% of K-5th grade students will score at or above reading proficiency during the winter STAR testing.
- 80% of K-5th grade students will score at or above reading proficiency during the spring STAR testing.

Goal Mathematics:

73% of 3rd-5th grade students will score at or above proficiency on the Math ILEARN test by May 2025.

Measurable Benchmark for Spring 2023 and 2024:

2023:

- 67.5% of 3rd-5th grade students will score at or above proficiency on the Math ILEARN test by May 2023.
- 75% of K-5th grade students will score at or above reading proficiency during the winter STAR testing.

- 80% of K-5th grade students will score at or above reading proficiency during the spring STAR testing.

2024:

- 70% of 3rd-5th grade students will score at or above proficiency on the Math ILEARN test by May 2023.
- 75% of K-5th grade students will score at or above reading proficiency during the winter STAR testing.
- 80% of K-5th grade students will score at or above reading proficiency during the spring STAR testing.

General Information

The Elementary Office handles all affairs of this school. Activities of the elementary school take precedence over all other activities. All items herein are subject to the provisions of the Board of Education Policy Manual and the Master Contract between the Rossville Consolidated school District and the Rossville Classroom Teachers Association.

- Master Contract Link: <https://resources.finalsite.net/images/v1665533251/rcsdk12inus/oow8ivyx17y43qww5kb1/2022-23MasterContract.pdf>
- Policy Manual Link: <https://go.boarddocs.com/in/rossville/Board.nsf/Public>

Absences

Prearranged absences should be noted to AESOP as soon as they are known. Absences occurring on the same day should be uploaded to AESOP by 6:45a.m. In case of an emergency, please contact the secretary or building administration.

Agendas

Student Agendas are provided to all students as part of their book rental fees. They are intended to be a communication between school and home.

Announcement--Beginning of the Day Routine and Ending of the Day Routine

Morning announcements will be held at 8:05 and afternoon announcements will be held at 2:55 to give end of the day announcements, get messages to students, and to dismiss students to parent pickup. It is imperative that a special effort be made to have this as a listening time. In teaching respect to our flag, no one should be walking or talking in the halls during the Pledge of Allegiance. It is my expectation that students walk into the classroom with a task to complete during the minutes leading up to the first bell. The more time we have to engage our students academically, the greater the results.

Attendance/Lunch Count

Attendance and lunch count will be taken each day electronically. All lunch counts should be electronically entered by 8:15 each morning. Substitute teachers will be asked to send lunch counts and attendance to the office in a handwritten list or by calling the secretary at ext. 311. Students are given an opportunity to eat breakfast. If a child is released at or after 8:05, a pass shall be provided, and the student shall not be counted tardy to school.

Communication

The elementary will be publishing, “The Buzz”. The purpose of “The Buzz” is to keep parents and the community informed of activities and happenings at Rossville Elementary School. Rossville Schools will also utilize Parent Square for all digital information.

Care of Building

- 1) Rugs should not be fixed to the floor.
- 2) Arrange desks for cleaning purposes at the end of the day.
- 3) No tape on the intercom and clock.
- 4) Keep furniture well back of air units.
- 5) Use paper clips on metal ceiling rooms for hanging projects
- 6) When using paste or paint, use paper to protect the floor.
- 7) Staff members should not change (modify from the original condition) any permanently installed fixture, furniture, or equipment without prior approval of the building principal.
- 8) Staff shall keep their classroom doors locked when occupied by students, when leaving their rooms, and after school.
- 9) All window treatments need to be fire retardant and have the appropriate documentation on the item.

Child Abuse/Neglect Reporting

It is important for you to know what obligations the law imposes. The statute outlining the reporting procedures requires that anyone having **reason to believe** that a child is a victim of child abuse or neglect must make a report to Child Protective -Services and/or the appropriate law enforcement agency (IC 31-6-11-3).

By law, that individual is required to make a report to Child Protective Service **and** his/her principal or school district designee. Both parties are responsible for seeing that a report is made. The law specifically states that notification of the principal or school district designee does not relieve the first individual of the responsibility of seeing that the matter is reported. Board Policy Link: <https://go.boarddocs.com/in/rossville/Board.nsf/Public#>

Reason To Believe

“Reason to Believe” has been defined by statute as ‘evidence that, if presented to individuals of similar backgrounds and training, would cause those individuals to believe that a child was abused or neglected (IC 31-6-11-2.1(4)) (NOTE: This standard should be given a liberal interpretation. When you doubt whether you have a ‘reason to believe’, make a report.

Reporting: CPS Hotline 1-800-800-5556

Failure to Report

Failure to report suspected abuse or neglect is a Class B misdemeanor punishable by up to six months imprisonment and \$1000 fine (IC 31-6-11-20; IC 35-50-3-3). Indiana law (IC 31-6-11-3(b)) states that nothing relieves an individual from his/her responsibility to report, unless a report has already been made to the best of the individual's belief.

School districts and their employees individually also risk a civil action for damages by the victim of abuse or neglect if they fail to report suspected child abuse or neglect.

You need to know that a person who, in good faith, makes a report of suspected abuse and neglect is immune from any civil or criminal liability.

Furthermore, the law presumes that the person who makes the report acts in good faith.

Immunity does not extend to anyone who has acted maliciously or in bad faith (IC 31-6-11-7)

Confidentiality

All reports made to Child Protective Service are confidential and are made available only to authorized personnel (IC-31-6-11-8)

Privileged Communication

The statute requiring that child abuse be reported supersedes any right of privileged communication. You must report all suspected abuse even if told in confidence (IC 31-6-1-8)

PBIS (Positive Behavior Interventions and Supports)

- 1) It is an expectation that each staff member uses the common protocols. (Refresher of new protocols training will occur during the first staff meeting)
- 2) Conduct your classroom with enthusiasm. Enthusiasm is contagious.
- 3) Your like and dislike of children and others are apparent without overt expression. Care for young people is best expressed by the teacher's sincere interest in the student's well-being. Build a relationship with each child.
- 4) Children are considered under the supervision of the school from the time they leave home until they return. The school will handle behavior, which is not suitable during such times.
- 5) Voice control is essential. You lose whenever you raise your voice or lose your temper.
- 6) Be positive with your remarks and attitude. Use great care in what you say to a child. Use the same care in what you write or say to a parent. Raising children is no easy task. Be considerate in your remarks and comments.
- 7) What we expect of children in our classroom, we should also expect of ourselves.

Committees

To truly be an outstanding school, the administration needs input from the entire staff. Committees have been formed to gain input from the staff on various subjects and issues. All staff is expected to serve on one school committee. The committee sign-up form will be posted in the lounge. Staff members are asked to sign up for at least one committee. Committee assignments will be finalized during the first week of school.

Copy Machines

Copy machines are located in the elementary office and the teacher workroom and both only offer black and white. Copy costs are figured into our 611 operating budget. Please try to be creative with scrap paper, technology, and dry-erase boards. Reusing paper from year to year assists with copy numbers and costs.

Weekly/Daily Bulletin(s)

A bulletin will be dispersed weekly and again through the Daily Important Information email. These bulletins will provide timely information about the day's agenda and upcoming events.

Instructional assistants

1. Instructional assistants are to work directly with students.
2. Instructional assistants are directly responsible to the principal and assigned teacher.
3. Instructional assistants will be evaluated yearly by their assigned teacher and principal.

Educationally Related Activity (Field Trip)

THE PURPOSE OF FIELD TRIPS IS TO ENRICH THE CURRICULUM and give experiences that we cannot reproduce in the classroom. Many of our students will never visit the museums we attend or a zoo if we didn't take them. That should be the first consideration when planning a trip. The second detail to address is the need for a teacher to have seen the presentation/site/etc. before attending or to have a recommendation from several teachers or principals and/or to know the track record of the performers on the site. The third consideration is the relation of travel time to learning time and the cost to students. Trips must be reasonably priced and should not exceed 1.5 hours of travel time.

Trips:

- 1) Should reflect the Board Goals and the State Standards.
- 2) The principal shall approve all field trips off school property, but within the school district boundaries. Information concerning the trip will be shared with the superintendent.
- 3) The student's parent must approve all trips and is done during the registration process.
- 4) To facilitate your planning, be sure to submit an **Educationally Related Activity Application** to the principal. Four weeks in advance should be considered a minimum.
- 5) At least one parent per class shall accompany all field trips.
- 6) All entrance fees shall be provided for bus drivers.
- 7) Please make sure that you figure in the cost of travel.
- 8) We have funding available for students who do not have the means to attend due to hardship reasons.
- 9) Please leave a schedule or itinerary of your trip with the principal or secretary in case we need to contact you for emergencies.
- 10) Please provide a roster of all souls on board the bus to the bus driver and to the school office before departing.
- 11) **Educationally Related Activity Applications** will be submitted electronically to the principal. The data that is input by the teacher/sponsor automatically fills in the Educationally Related Activity forms. The building principal approves or denies the

request and forwards the information to the AD for transportation and Dr. Hanna for approval if the trip is out of state or overnight.

Emergency Procedures

1. A list of those students who may need special health care such as epilepsy, diabetes, asthma, etc. will be compiled by the nurse and given in confidence to staff members in the fall. Bus drivers will be informed by the nurse of children on their bus with special needs.
2. A first aid and emergency procedure file is in each nurse's station to be used in the event that the nurse is not available.
3. Responsible authority – school nurse, elementary and secondary principals and secretaries.
4. Extra-curricular Activities – There shall be no student activities without direct supervision. In the event of an accident or injury, the adult in charge should provide appropriate first aid, contact 911, and notify parents and administration immediately. An accident report should be completed as soon as possible.

Accident or Illness

1. An adult should stay at the scene and give help until a responsible authority arrives to handle the emergency.
 - Clear the classroom or accident area of other students. Send a responsible student for designated authority. This person will then take charge of the emergency and render further first aid.
2. Do not move a severely injured or ill person unless absolutely necessary for his/her immediate safety.
3. If injury is minor, send for responsible authority that will assist student to nurse's station.
4. Responsible authority or designated employee notifies parent of emergency and agrees on course of action with the parent.
5. If a parent cannot be reached, the responsible authority will notify the parent substitute and call the physician designated on Emergency Information Card. If hospital care is indicated, transportation of the injured person will be arranged by ambulance, as designated on Emergency Information Card. Do not give aspirin or other medication.
6. The responsible authority should stay with the student until parents take charge.
7. The adult in charge fills out report for all accidents requiring above procedures, head injuries, etc. The report will be given to the school nurse for comments, then forward to the building principal. Completed reports will be filed in the nurse's office.

Equal Opportunity Policy 1800--

<http://go.boarddocs.com/in/rossville/Board.nsf/goto?open&id=BVFKN9523B61>

Expectations of Rossville Elementary Staff Members

- **Positive Attitude** – You may have read this quote from Charles Swindoll: “I am convinced that life is 10% what happens to me and 90% how I react to it. And so it is with you. We are in charge of our attitudes.” Regardless of the many

frustrations we face daily, it is imperative that we maintain a positive attitude when dealing with our public.

- **Professionalism** – While we may have used the phrase, “never judge a book by its cover,” we are all guilty of doing just that. It is perfectly natural. A recent study revealed that people begin making judgments about an organization within six seconds. “Who are the first people seen when entering our schools?” We reflect, through our appearance and communication, the culture and climate of our schools.
- **Perfection** – IBM’s philosophy is excellence in execution in all they do. Addressing this philosophy, Tom Peters said, “You can’t allow typos in internal memos and then turn around and demand perfection in client reports. There is no such thing as being perfectly conscientious part time.” We need to constantly strive to present the best possible image in everything we do!
- **Organized** – The ability to thrive in the midst of ambiguity and chaos is to come to grips with it, to succeed in spite of it. Webster defines *organize* as: “to manage or arrange systematically for united or harmonious action.” Each of us plays a unique role in this school. However, that role is constantly changing, responding to the short term as well as the long-term needs. Shuffling multiple assignments is not unusual, in fact, today it is the norm.
- **Visible** – Part of working for Rossville Consolidated Schools is being visible. Attending school and community activities is important. A willingness to participate shows students and the community that we are interested and that we want all students to succeed.
- **Strong Values** – Looking for what is valued is a characteristic of effective schools. When I interview candidates for a job, I look for outgoing people who are likely to be genuinely friendly toward students, parents, and colleagues.
- **Initiative** – One of the keys to our school’s success has been the recruitment of people who are highly self-directed. Traditional top-down management is not the norm. There is simply too much work to do to wait for someone to give the order. We must always be receptive to new ideas and new ways of doing things.
- **Enthusiasm** – The Marines used the advertising approach, “We are looking for a few good men.” Rossville Elementary School is looking for a few enthusiastic people too. Zig Ziglar tells people that he expects everyone to answer the telephone with enthusiasm every minute of every day. He argues that if you do not feel it, pretend. If you pretend long enough and hard enough, you will feel it. Enthusiasm is contagious.
- **Forgiving** – As a member of a ‘team’, you will be asked to contribute much more than in the past. Quite simply, there is more work to be done by all of us. It does not follow that we need to be bionic people. It does, however, mean that our ability to work as a cohesive unit is extremely critical. Sometimes that means being a little more understanding and forgiving of others.
- **Character** – Character is an attribute often overlooked when evaluating and/or hiring employees. Steven Covey reminds us that the strength of this country is symbolic of the strong character our founding fathers represented. Certain characteristics such as personal habits, integrity, love, service, self-discipline, and fortitude must be recognized. Character makes a statement about you. Protect it.

- **Kids First** – Our emphasis should be on the kids. Anyone visiting our schools should clearly see upon entering that “Kids are Special People”. All decisions shall be made with that one powerful theme in mind.
- **... and, Love Your Job** – No matter how much money you make, if you do not love getting up and going to work everyday, it is not worth it. Although life’s struggles may sometimes get us down, we chose a noble and good profession. We should enjoy the many challenges, and rewards of serving students, parents, and this fine community. We must always ask, “As good as we are, what will it take to become even better?”

Funds

Staff members shall be responsible for any money collected/kept in the classroom. The school treasurer will deposit any such funds if they are received in the office by 9:00 a.m. If purchasing items for school, the school credit card **MUST** be used or a purchase order. Mr. Dennison and Mrs. Irma Goris have a school credit card. Please see them for use.

Grading Policy – Please have a copy of your current year’s grading policy turned in to the principal within the Back-to-School-folder. Sharing your grading policy with students and parents is highly recommended and will alleviate misunderstandings later in the school year.

Grading Scale

The following grading scale should be used in conjunction with your grading policy. This grading scale coincides with the report card:

Grades 1-5

100%	A+
99%-94%	A
93%-90%	A-

Mastery Level

89%-88%	B+
87%-84%	B
83%-80%	B-

Approaching Mastery

79%-78%	C+
77%-74%	C
73%-70%	C-

Partial Mastery

69%-68%	D+
67%-64%	D
63%-60%	D-
59%-0%	

Non-Mastery

High School Visits

When visiting the high school, elementary staff members upon their arrival shall inform the high school office of their presence. This gesture of courtesy will be greatly appreciated. Please also

encourage your students to speak quietly while navigating the hallways in the high school out of respect for the students in the classrooms.

Homework Board Policy 5380--

<http://go.boarddocs.com/in/rossville/Board.nsf/goto?open&id=C7TSSK73D989>

Hornet Award

1. Hornet Awards...Yes, we will still do these starting next week. Instead of the kiddos coming to the office, I will plan on coming to your areas on your grade levels' day after announcements.
 1. Monday—PK and K
 2. Tuesday—1 and 2
 3. Wed--3
 4. Thur—4 and 5

Hours

1. Teachers are expected to report for duty at 7:35-3:15 each day.
2. The doors will open at 7:45 each day for students being brought by their parents. Early arriving students should be directed to the **MPR** until buses unload in the morning. Students to be picked up by car on the east side will be dismissed at 3:00. Bus, walkers, and students being picked up by an older sibling or student babysitter student dismissal will be at 3:05 p.m.

Inventories

The classroom teacher shall maintain and update the text inventory of his/her homeroom.

Mailboxes

Each teacher has a mailbox located in the Teacher's lounge. Mail and announcements will be placed in your box throughout the day.

Maintenance Work

If maintenance work is needed in your classroom, please complete a Maintenance Work Order. This form can be obtained at <https://www.rcsd.k12.in.us/staff/submit-a-request>.

Multi-purpose Room, Auxiliary or Main Gym

Scheduling these locations:

- i. The administrative assistant/athletic director shall supervise the multi-purpose room scheduling.
- ii. The administrative assistant shall also assign priorities and shall determine hours of usage.
- iii. Staff members shall complete scheduling as far in advance as is prudent.
- iv. Any conflicts or questions shall be directed to the administrative assistant.
- v. Revisions shall either reflect situational changes or resolve conflicts and shall be made at the principal's discretion.
- vi. The elementary principal shall schedule the facility during the school day.

Non-Discrimination Grievance Procedure Board Policy 1900--

<http://go.boarddocs.com/in/rossville/Board.nsf/goto?open&id=BU5JTV4DA804>

Parent/Teacher Conferences

Non-custodial parents have a right to find out how their child/ren is/are doing in school throughout the year. We must cooperate and conference with them when requested.

Parties

Halloween – Students in grades K-5 may dress in costumes and all classes may plan parties. We will have the annual parade with the K-2 students parading through Auxiliary gym. (We will reevaluate this practice closer to Halloween)

Christmas – all respective class groups may plan room parties. Room decorations should be removed prior to dismissal for the Christmas vacation to give the custodians a chance to clean the building thoroughly during the vacation. Please remember the fire laws when decorating your room.

Valentine's Day – All classes may have respective room parties and exchange Valentines.

Playground

- 1) A teacher or designee is to be on duty anytime students are sent to the playground. The duty teacher is responsible for checking the weather and deciding whether or not students will go outside. Classrooms with televisions connected to cable may turn to the weather channel to acquire weather information. **Normally, we do not go out when the temperature or wind chill factor falls below 15 degrees. If the heat index is at or above 95 degrees, the same will apply. We will use our RES Weather Bug for the most accurate information.**
- 2) The teacher or designee shall wear a safety vest, have access to the playground emergency bag, and a school radio.
- 3) At the end of recess, students will line up outside the front door and proceed inside in an orderly manner upon the direction of the duty teacher.
- 4) Teachers who keep students inside for make-up work are responsible for their children.
- 5) Avoid using substitute teachers on playground supervision as much as possible and never have more than one on duty at a time.

Professional Development

Staff members interested in professional improvement are encouraged to attend clinics and seminars. Staff members are requested to complete the **Conference, Clinic, or Seminar Attendance Application Form** (<https://www.rcsd.k12.in.us/staff/submit-a-request>) at least four weeks prior to the date of the activity. The principal approves or denies the request. Thereafter, the Superintendent will approve or deny the request and forward to the Board, if approved.

Professionalism

We are professional people. It is only in keeping with the ethics and confidence of our profession to discuss students and school problems only with people within our school who are bound by the same ethics and are concerned with mutual problems. All school personnel are expected to maintain a high degree of professionalism and confidentiality regarding student achievement and/or behavior. When student achievement and/or behavior falls below an acceptable level, staff members should discuss concerns with only those persons who can help resolve the problem. Every staff member has a duty and an obligation to protect the rights and privacy of others.

Before/After care will be provided by the district. Mrs. Ford is in charge of the program again this school year.

Reading to Principal(s)

We enjoy listening to all the students read throughout the school year. The students are proud of themselves when they have the opportunity to read to their Principal. Please send us readers! Students may read books, portions of books, or a piece they have authored (highly encouraged).

Referrals

1. Special Education Cooperative
 - vii. The classroom teacher shall consult the General Education Intervention team about any student whose performance might indicate a need for psychological testing.
 - viii. If deemed necessary, the General Education Intervention team shall arrange further investigative procedures or shall initiate the written request for services.
 - ix. Staff members shall maintain the confidentiality of all information.
2. Other Agencies
 - A) Staff members shall cooperate with counseling services and/or testing services provided by university or other non-public school sources provided written parental permission for information release is on file in the elementary office.
 - B) Staff members shall maintain the confidentiality of all information.

Religious Instruction

Religious instruction is provided as an option for students in grades 3 and 4 on Fridays during the school year at the Methodist Church in Rossville. Students attending religious instruction on Fridays will do this in lieu of afternoon recess that day. Volunteers serve as teachers for this program and work very hard to provide consistent instruction during the school year. The Religious Education Board has adopted the following policies:

- Religious Education will not meet due to any inclement weather (rain, blowing snow, threat of severe weather).
- Religious Education will not meet if the temperature or wind chill is below 15 degrees.
- Teachers will be notified around 11:00 a.m. if the class will be canceled.
- The religious education teacher will make the final decision.

With these policies in mind, it is my expectation that those students who are not attending religious instruction receive supervision. This can be accomplished on a rotating basis among grade level teachers, but should include a recess period. It is also my expectation that students not be left unattended during this time frame. I also would recommend as teachers that you utilize this time for remediation and practice purposes with those students not attending. Also, I expect that you have lesson plans formulated in the event that religious instruction is canceled.

Report Cards

Report Cards will be sent home on the Friday – one week after the last day of each nine weeks. Administration will determine when grades should be finalized.

Ordering/Purchasing

Staff members must make purchase requests known to the building principal.

Rossville Elementary School Retention Policy and Board Policy

5520--<http://go.boarddocs.com/in/rossville/Board.nsf/goto?open&id=C7TSRR73D972>

Every year teachers and administrators face the situation when a student is showing a lack of academic progress and/or immaturity. A major question then many times becomes “Would it be beneficial for the child to repeat the grade?”

Today, all phases of education are increasingly subject to public scrutiny and educators must face the task of justifying the programs and practices in the public schools. This is also true of retention. Generally, most parents resist retention as a method of helping their children experience success in school.

The Light’s Retention Scale (LRS) provides an objective standard that aids school professionals in determining whether the student would benefit from retention. It is intended to be used for guidance in making a retention decision and should not be used as the sole criterion for retention.

The following guidelines will be followed in regard to retention/promotion/placement of all students in attendance at Rossville Elementary School.

- 1) Teachers will constantly monitor students’ progress or lack of progress and make every attempt to keep parents informed on the matter.
- 2) If a teacher is considering retention or placement of a student for the next school year, the following steps must be followed:
 - A) No later than spring break, the teacher will submit in writing to the principal the names of the children being considered for retention or placement. Prior to this time, the teacher will complete the “Light’s Retention Scale” guide to grade retention. Students with scores of 0-9 are excellent candidates for retention. Students with scores slightly higher than 9 must have documentation which reveals why they are recommended for retention.

- B) No later than April 1st, the teacher will have a conference with the parent/guardian of the child being considered for retention or placement. This should be a personal conference at the school site if possible.
- C) No later than the last week of school, all parents of students under consideration will be notified of the school's decision via the Promotion/Placement/Retention form by the school office.

School Board Policy: Available on our school website at <https://www.rcsd.k12.in.us/about/legal-policies>

Specials Classes

Don't ever consider Specials a break. They may have talents in those areas and may live each day for a chance to exhibit those during this class time.

1. Physical education, art, music, library, and counseling are considered as regular subjects. Children should not be kept from special classes for work in the room, etc. However, teachers should be informed of any special problems that occur in these special classes.
2. Each classroom teacher should be aware of the programs of our special classes. This does not mean staying with your class during each special class. It does mean, however, visiting periodically (as time allows) to become aware of curriculum content and to assure some basis for conversing intelligently concerning our specials classes.
3. When you have a conflict with your specials schedule due to field trips, special programs, etc, the following guidelines apply:
 - The specials teacher is not expected to make up a missed class because you are gone. If an in-school program conflicts with your special, the music/art/etc. teacher will take your class to the event so you receive your prep time.
 - We will not double up classes for specials. This infringes on working conditions and it affects the quality of instruction.
 - If you have a real 'crisis' and your students will miss an opportunity for a special learning experience, then you must switch with a teacher at your grade level and it must be a complete switch: i.e. Mrs. X goes to music during Y's time and Y during X's.
 - You must get principal approval before contacting specials teachers about a change.
 - Any changes must be by mutual consent of all three parties involved: special teacher and both classroom teachers.
 - This applies to specials teachers requesting changes of classroom teachers as well as the reverse.
 - *Please do not deviate from the rotation schedule in blue on your schedule

Staff Lunch

All staff members will have a 30-minute duty-free lunch each day. Staff who purchase meals from RCSD should not have a negative balance.

Student Attendance Board Policy 4320--

<http://go.boarddocs.com/in/rossville/Board.nsf/goto?open&id=C7TSRR73D972>

Students Receiving “F’s”

If a student fails a class and will receive an ‘F’ on his/her report card, please alert the principal or Assistant before the report cards go home. Of course, the parent should know well in advance that the child is having difficulty. There should be no surprises when parents get report cards because we keep them informed. Even if parents are well-informed, the principal often gets calls about these grades and it is to everyone’s advantage if we know the circumstances in advance.

Student Supervision

- 1) Teachers are expected to be with children unless an emergency arises. This precludes the charges of negligence. Such a procedure will prevent running in the hallways, children fighting with another, etc
- 2) Teachers are asked to greet students in the hallways in the mornings as students enter the building and to walk students to buses in the evenings. A high-five or hug in the morning and/or afternoon sets a positive tone for students as they begin and end their day.
- 3) While classes are passing through the halls, the teacher’s place is with these students. Teachers must also assist with discipline in halls, restrooms, and assemblies.
- 4) If a teacher must leave the classroom for an emergency, it is expected that a neighboring teacher is aware of the brief absence and is supervising between classrooms.

Student Teachers

Student teachers add new ideas and energy to classroom situations. As supervising teachers, it is imperative that you ensure that students are receiving the best instruction possible during the time the student teachers are with you. If you have questions or concerns, the university supervisors and the building principal should be notified immediately. Supervising teachers and student teachers may be asked to cover classrooms for case conferences, meetings, and other emergencies. Student teachers will be held to the same expectation level and standards of excellence as all Rossville Elementary School staff members.

Part of the student teaching experience involves the teacher leaving the classroom for extended periods of time during the day to allow the student teacher to take the classroom over. During the time the student teacher has taken over the classroom, please make frequent informal visits and observations of the classroom to check that the content and classroom management expectations you set are being met.

While the classroom teacher is away from the classroom, I expect the teacher to focus on students and curriculum, and does not consider this time a break from teaching. Rossville Elementary School teachers have done an exceptional job in the past of taking this time away from the classroom to work one-on-one with struggling students to offer them individual attention. The other area that can be a focus for supervising teachers is curriculum development. Teachers can build units, collaborate with peers, observe in other classrooms, interpret and develop assessments, and align instructions with standards.

Teachers’ Lounge

The teachers’ lounge may be used anytime you are not directly responsible for students. Please do not leave personal items in the lounge. Please wash your own dishes when finished.

Technology Troubleshooting

Please consult the Technology Coordinator for technology concerns at 308 for Dustin.
Technology Work Order at <https://www.rcsd.k12.in.us/staff/submit-a-request>

Teacher Lesson Plans

- 1) The Indiana State Standards should be your guidepost for curriculum development and lesson planning. You are expected to familiarize yourself with these standards and monitor your progress toward student attainment of these standards.
- 2) You are all professionals. It is my expectation that you will have lesson plans in place for each day's lessons. These plans should be thorough enough to be read by a substitute teacher if necessary.

Please have detailed lesson plans available in the event that you have a substitute teacher. It is an expectation that a high level of instruction will continue in your class while you are gone. Most substitute teachers are only as good as the plans you have left for them. Each teacher should have a substitute folder.

Telephone

Remember the phone in your classroom is a business phone and you should use it for personal calls only when absolutely necessary. Calling to another classroom during either teacher's instructional time, for example, should be done in emergencies only. Please use discretion. A staff member talking on the phone for a long period of time while students are in the room working independently does not project a good professional image.

Time-on-Task

Do you realize that 5 minutes of wasted time each day translates into more than 2 days of instruction time lost during the course of a school year? You must reflect on your school day and work to eliminate wasted time. Students are expected to be engaged when they walk in the door each morning with a Reading, Daily Language, or Math activity. The end of the day is also an important time to reflect, re-teach, and practice. If you have your class lined up for lunch five minutes before the cooks are ready to serve, and you do that each school day, you are eliminating two days of instruction time for your students. As you plan assignments, watch movies, and establish your schedule, ask yourself, "Is this the best use of my time with these students?" Time is the only resource we cannot replenish.

Two Hour Delays

Occasionally inclement weather or other factors cause two-hour delays of school. Whenever we have a two-hour delay, I would like you to prioritize your time with students including the use of the 2hour delay specials schedule. Obviously, mathematics and language arts take precedence. With this in mind, there will be no afternoon recesses on 2-hour delay days. Recesses allow children to get a break and some downtime from instruction. If your children need a break from

their instruction, I encourage you to handle this within your room with a five minute stretch or short exercise break, and then move on.

Visitors

Must come through the office, cleared at the kiosk, and be given a tag.