

Bluffdale Elementary
Faculty Handbook
2008 – 2009

Contract Day

Certified staff members are expected to be at school 30 minutes prior to the late bell and remain here for 30 minutes after students are dismissed. Accordingly, you should be here by 8:25 in the morning and are welcome to leave at 4:20 in the afternoon. The building will be open from 7:00 a.m. to 8:00 p.m.

Exchange Days

Teachers in year-round schools may exchange working days with off-track teachers from the same school when:

1. The exchange is necessitated by a compelling personal need or emergency.
2. The exchange has received prior written approval from the principal.

Exchange days will be monitored by the principal. Teachers may exchange up to 15 working days in any three-year period. Teachers should complete an “Exchange Day” form when requesting exchange days.

School/Teacher Professional Development Days

School/Teacher Professional Development Days should be worked on the days scheduled by the school & the district calendaring committee. Every Teacher Professional Development Day will begin with a faculty meeting starting at 8:00 a.m.

Page 2

Teacher Professional Development Days

Track A	Wednesday, October 15, 2008 Tuesday, January 27, 2009 Friday, April 17, 2009
Track B	Friday, September 26, 2008 Tuesday, December 23, 2009 Friday, March 27, 2009
Track C	Friday, September 5, 2008 Friday, December 5, 2009 Friday, March 6, 2009
Track D	Friday, November 7, 2008 Friday, February 20, 2009 Friday, May 1, 2008

Contract Days Year Round Schedule

170 days of instruction

2 days SEP Conferences

3 days preparation

1-day checkout

Total Contract Days - 176 days

10 Professional Development Days

School Prof. Dev. = 3 days Individual Prof. Dev.= 4days

Teacher Prof. Dev.= 3 days

Leave Days

Leave policies adopted by the Board of Education will be followed religiously. Please refer to the Certificated Personnel Policy Manual for clarification of any questions. (Sick Leave DP324 NEG, Bereavement Leave DP330 NEG, Personal Leave DP335 NEG, Leave of Absence DP337 NEG)

Page 3

Personal Leave days are earned at a rate of two days per year and accrue. Certified staff may use up to five accrued personal leave days in a year. Teachers are responsible to know how many leave days they have available when requesting leave.

Guidelines for First and Last Week of School When Students are in Attendance

Teachers may not take days without pay or use personal leave days during the first or last weeks of school unless the absence is due to an emergency. Emergency requests must be submitted to the Area Executive Director via the building-level principal as per DP 335.

Professional Leave Days / District allotted (8 days)

Schools are allotted “Professional Leave Days” in proportion to the number of certificated employees on staff. School Advisory Committees are responsible to develop guidelines for the use of these days and to approve “Professional Leave Day” requests.

Requesting Substitute Teachers

Substitutes are requested through the Aesop Online system. Teachers have been provided with access information and training on the use of this system. Aesop allows teachers to request specific subs and provides a complete list of menu options. Teachers may attach lesson plans and other information to online sub requests that are accessible by prospective subs. Classroom aides and emergency subs should not be used to provide coverage except as a last resort. Only licensed educators can provide long-term sub services. The district Sub Office will arrange long-term sub services as needed. Teachers who want to substitute while off-track should register with the Aesop system and indicate which days they’ll be available. Teachers who sub while off-track are paid at the rate of \$100 per day.

Page 4

Personal Leave Taken Before or After a Holiday

District Policy DP335 NEG, II.C.1. allows a limited number of employees to take personal leave before or after school holidays without paying the cost of a long-term substitute provided the request is filed with Human Resources during the appropriate 10-day window.

Lunch Period

Teachers are responsible for taking their homeroom students to the cafeteria in an orderly and quiet manner. Teachers are to remain with their students until they are all seated in their assigned areas. If students have not been served and seated within 10 minutes, teachers may leave the lunchroom and the lunchroom assistants will finish seating their students.

On “In-Days”, we follow the modified schedule for afternoon recesses and students are returned to their class areas after 30 minutes. Activities are provided in the gym by the principal and/or playground aides. Occasionally, it may be necessary to send students back to their class areas after 20 minutes. Teams should have a plan in place to deal with these rare instances. The principal and/or secretary will make the determination on keeping students in during inclement weather.

Cleanliness of the Building

Building cleanliness is a shared responsibility of teachers, students, and custodial staff. Students are responsible to pick up scraps and other materials off the floor every afternoon and to leave desks and chairs orderly. Teachers are responsible to supervise students in these daily tasks, cover floors and desks with appropriate protective materials when engaging students in certain types of art/craft activities, and to notify custodial staff of spills and other issues of concern. Custodial staff are responsible to handle basic cleaning and

Page 5

maintenance every afternoon and to address specific safety and cleanliness issues brought to their attention by classroom teachers.

Cleaning Supplies

Cleaning chemicals not approved by district Risk Management should not be used or stored in classrooms. Approved cleaning chemicals are available upon request from the building custodian.

Building Safety

Room entries and exits are to remain free and clear of obstructions at all times. Boxes and/or other flammables should not be stored on top of wall cabinets in classrooms or storage areas. Health and safety concerns should be reported immediately to the principal and/or custodial staff. A committee decided upon by the staff will meet quarterly to discuss school safety issues.

Building Access for Students

Students are encouraged to arrive no earlier than 8:45 a.m. School begins promptly at 8:55 a.m. Students should line up in their designated spots when the 8:50 a.m. welcome bell rings and wait for a teacher to invite them in. When the weather is poor or very cold, students are to enter the building at their assigned entry points and sit down in the hall or report to their classrooms as determined by the grade team.

Field Trips

1. The PTA funds one field trip per class per year.
2. Each teacher/team should plan at least one field trip or in-school enrichment activity per year.
3. A Special Activities request must be submitted at least two weeks prior to a scheduled activity.
4. Prior to participation, a permission slip signed by a parent/guardian must be on file for each student.

Page 6

5. School sack lunches are available for field trips. Sack lunch orders should be placed well in advance. Students will report to the cafeteria to record their lunch numbers and pick up their lunches prior to leaving for field trips unless other arrangements have been made with the lunch ladies.

6. Attendance must be reported to the main office before the field trip begins.

7. A ratio of one adult to every ten students is needed to provide adequate supervision. Teachers are ultimately responsible for the supervision of each child and should never delegate sole responsibility for supervision to parents. Parent volunteers may not bring preschool-age children on district buses and are discouraged from bringing other children with them when providing fieldtrip supervision.

Reimbursement for Supplies Purchased from Companies other than Jordan District Warehouse or Purchasing

When possible, purchases of supplies and other school materials should be made through the district warehouse or by district purchase order (see Stefanie). Employee reimbursements for other purchases will be made if: prior team approval was granted, the team's supply budget has adequate funds to cover the purchase, and a receipt is submitted. Teacher legislative money may be spent at the teacher's discretion, but will be reimbursed in no more than two checks.

Emergency Preparedness

An emergency preparedness packet and an evacuation plan should be located near the door of every classroom. A continuous bell is the signal to evacuate the building. Students at recess when an evacuation bell rings should report immediately to their designated area. Fire, earthquake, and/or other drills will be held monthly.

Page 7

Evacuation

When evacuating the building, teachers should:

- 1- Turn out classroom lights and shut the door.
- 2- Take the classroom emergency kit outside.
- 3- Supervise an orderly evacuation to designated areas.
- 4- Take attendance and report to a Group Leader.

Student Attendance Accounting:

- 1- Attendance should be taken first thing each day. Attendance cards for absent students should be sent to the office at 9:05 a.m.
- 2- Students who arrive tardy, but before attendance cards have been sent to the office, are marked tardy by the teacher. The correct date is marked with a red dot on the back of the card with a note to record what time the student arrived. These cards are sent to the office with those belonging to absent students. Students who arrive after 9:05 a.m. must report to the main office to check in. Students who check out of school early should bring their attendance cards with them to check out at the main office.
- 3- Office staff will make every effort to contact the home of each absent student on a daily basis to determine the reason for the absence.
- 4- Bluffdale Elementary is a “closed campus.” Students may not leave the campus during the school day for any reason without checking out properly at the main office. Teachers are to report missing students to the office immediately.
- 5- Teachers will identify students who have missed three or more consecutive days or who have excessive absences (“excessive” is an average of one absence per week for five or more weeks). Teachers will initiate communication with parents regarding student attendance concerns. Attendance issues that cannot be resolved through parent-teacher communication should be referred to the

Page 8

principal. The principal will follow through with due process attendance procedures as outlined in district policy and state law.

Student Vacation Leave

Students are allowed a maximum of ten days vacation leave per year if prior arrangements have been made with teachers to make up homework. A completed Vacation Leave form should be submitted by the student. Student progress reports will show students absent while they are on vacation leave. These absences disqualify a student from 100 percent attendance awards.

Student Use of School Phone

Students may not use the school phone without permission from a teacher or secretary. Students sent to the office to use the school phone should have a phone pass. Students may have personal cell phones at school if they are turned off and put away during class time.

Sick or Injured Students

If a student complains of being sick or injured and the complaint appears to be justified, the student should be sent to the office with a sick room pass. If a call home is warranted, the office staff will make the call. Students should not use classroom phones to call home sick.

If a sick or injured student reports to the office without the teacher's knowledge, the office secretaries will assess the student's condition and touch bases with the teacher. If it becomes necessary for a sick/injured student to go home, the student's attendance card should be sent to the office.

Injured students should never be moved unless they can be moved without causing further injury. Emergency personnel and/or parents should be called before moving any seriously injured student.

Page 9

School Climate & Appearance

It is our goal to provide a climate that is conducive to learning. Our teachers are dedicated to providing a learning environment that is well-organized, intellectually stimulating, nurturing, and physically and emotionally safe.

Recess

At least one teacher will be outside to supervise recess. Each team is responsible to develop a recess duty schedule that rotates this responsibility equally among team members. When the weather is poor or very cold, students will be allowed to remain indoors. The principal or secretary will make the decision to keep students in. Students may not be left without supervision in their rooms or outside. If students are required to stay in during recess, the teacher requesting that they stay in must provide supervision. Scheduled recess times are to be strictly followed. Classes planning outdoor activities during other grades' recess times should ask permission ahead of time and organize those activities well away from the main play areas.

Students may stay in the front office during recess if they have a note from home excusing them due to a recent illness or health condition. Teachers should make arrangements with the main office if this need arises. Students must bring their own books or activities to occupy that time.

Detaining Students after School

If children are detained after regular school hours, teachers must make arrangements with their parents/guardians ahead of time as per district policy AS 92. Teacher supervision of detained students must be provided at all times. A ledger will be maintained in the main office indicating when the parent/guardian was contacted and what arrangements were made to transport the student home.

Abuse / Neglect Reporting by School Personnel

School employees are legally obligated to report suspected abuse/neglect and are held legally harmless by Utah Code in doing so. A teacher who suspects abuse/neglect should report that suspicion to the principal immediately. Both the teacher and principal should then contact DCFS at (801)538-4377 to report the concern.

School-wide Behavior Program

The staff at Bluffdale Elementary strives to promote and encourage positive student behavior. Every staff member is responsible to encourage all students to obey school rules and maintain appropriate behavior. Individual teachers are expected to develop and implement classroom behavior/management plans that encourage and reward positive behaviors and provide consequences for poor behavior. The Jordan District model of Character Education outlines a set of values that are the foundation of responsible behavior and good decision making in the family, school and community. These values are integrated into each class's management program.

Student Code of Conduct

The school's first-day student packet includes a school Code of Conduct. Teachers should review the school Code of Conduct and the district materials found in the Elementary School Registration Booklet with their classes. All students are required to return a Compulsory Education Letter signed by a parent/guardian (JSD Elem. School Registration booklet page 7). Signed Compulsory Ed. letters are kept on file in the main office.

Internet Acceptable Use Guidelines

Each student and teacher must sign and agree to the conditions outlined in the JSD Information Network Acceptable Use Policy on a yearly basis (pp. 23-25 of JSD Elem. School Registration booklet). Signed student forms are maintained on file by teachers. Signed teacher forms are kept on file with Mrs. Bliss in the computer lab.

Copy Machine & Risograph

Teachers may use the copy and risograph machines without cost per copy. Teachers supply their own paper from team supplies.

Laminating

Laminating supplies used by individual teachers are charged to appropriate team budgets. Teachers should check with their team leaders prior to expending team funds for laminating. Lamination costs \$.18 per foot. The laminating machine will be operated and maintained by the media center personnel.

Appearance and Attire for School Staff

Staff members shall maintain standards of personal cleanliness that are conducive to good health and contribute to a pleasant working environment. Employees shall be neatly groomed and dressed in clothing that befits adults who serve as role models for students. Teachers are encouraged not to “dress down” in blue jeans or shorts except on activity days.

Cell Phone Guidelines

Students may have cell phones at school if they are turned off and out of sight during class time. Teacher’s personal cell phone use should be prudent and professional.

Work-Related Accidents

Work-related accidents must be reported immediately to the principal and Pinnacle Risk Management Services at 1-888-263-5001. Employees should obtain initial treatment for work-related injuries from a contracted provider (Pinnacle's Provider List).

Home and Hospital Instruction

Students who will be absent for 10 or more consecutive school days due to illness or school discipline are eligible for "Home and Hospital Instruction." The homebase teacher will work with the principal to arrange for a teacher to be assigned to the eligible student. (AS82)

Homework

Homework is a valuable part of learning. It reinforces concepts taught in the classroom and provides students the opportunity to practice and master these concepts. Teachers should consider the following guidelines when assigning homework:

- 1- Students should have some homework each night, even if it's just 20 minutes of reading.
- 2- Research suggests that 10-20 minutes of homework is appropriate for grades K-1 and 15-45 minutes is optimal for grades 2-6.
- 3- Lengthy practice pages and "busy work" can be counter-productive.
- 4- Homework (except make-up) over holidays and off-track periods is discouraged.
- 5- Major projects should have a timeline and due dates that parents and students know well in advance.

School Curriculum Goals (appendix 30)

- 1- Consistently apply Balanced Literacy strategies in all classrooms (word walls, literacy centers, leveled reading groups, running records, SSR, student assessments).
- 2- Use Houghton Mifflin as the school-wide basal reading program. Use Scott Foresman-Addison Wesley & Investigations as the school-wide math program.
- 3- Encourage independent reading through the Accelerated Reader program.
- 4- Align grade curriculum with state core goals and objectives.
- 5- Make allowances for individual needs, learning styles, and developmental levels of students.
- 6- Follow the recommended elementary daily schedule of curriculum instruction.
- 7- Provide Level 3 G/T and enrichment activities for all students.
- 8- Support and work with STAR Reading and the school's literacy specialist to help all students read at or above grade-level.
- 9- Model lifelong-learning through staff participation in professional development and collaboration.

Expected Outcomes: Every student will read at or above grade-level and be able to demonstrate mastery on end-of-level assessments.

Identification Badges for District Employees

District employees are required to wear their authorized picture ID's during working hours. Subs and volunteers are also required to wear ID badges.

Viewing & Use of Videos

Videos (instructional or otherwise) that do not belong to the school or district may not be shown to classes. The use of non-instructional videos should be limited to class reward activities, not to exceed 45 minutes in length, and be approved in advance by the principal. Instructional videos not readily available in the school's media center can be ordered electronically through District Media Services.

Team Collaboration

Time for teachers to collaborate as teams has been built into Bluffdale Elementary's CSIP. This time is to be spent as a team in planning, reflection, teaching, modeling, and sharing.

Parent Programs

Teachers are encouraged to prepare and present class programs and to invite parents to participate. Programs should be scheduled well in advance and a Special Activities Form completed to ensure that everything is in place to host a successful event. When possible, activities involving parents should be scheduled in the late afternoon.