



# FACULTY/STAFF HANDBOOK

## 2024-2025

This handbook is for Cimarron Municipal School Employees. Some items will apply to one or to all schools. Please use this handbook according to your school needs. If you have questions, please do not hesitate to ask. You WILL save time and effort in the long run by doing so.

**Remember that school board policy prevails over these guidelines.**

### CLASSROOM TEACHER

#### ESSENTIAL FUNCTIONS

1. Support the philosophy, mission and goals of the Cimarron Municipal School District.
2. Support the value of an education.
3. Utilize daily, short-cycle, and annual assessment data to drive instruction.
4. Facilitate the personal, social and intellectual development of students.
5. Establish a positive learning environment and respond to the individual needs of students, with appropriate instruction.
6. Communicate effectively with other Cimarron Municipal School District staff, parents and students. **(Document communications with parents on communication log. Expectation is communication with at least 2 parents per week to give positive feedback and as soon as a concern arises for constructive feedback regarding academics, behavior, etc.)**
7. Communicate effectively with community organizations.
8. React to change productively.
9. Rise Up, always working to better self and students.

#### GENERAL RESPONSIBILITIES

1. Motivate students through effective communication and consistent, appropriate feedback. **(Grades entered/updated weekly, with a minimum of 2 grades per week, or, if an elective teacher who only sees students twice per week, a minimum of 1 grade per week.)**
2. Demonstrate awareness for the needs of students and provide for individual differences.
3. Set high and consistent expectations for student achievement and behavior. Follow-up with

consistency.

4. Be able to appropriately and effectively evaluate students.
5. Establish and maintain a positive climate conducive for learning through appropriate instruction.
6. Coordinate and supervise field trips, as appropriate.
7. Plan and implement effective lessons, using time, materials, and resources.
8. Teach state and local essential student competencies/standards (Common Core State Standards). Document the scope and sequence for ALL standards for your content area for the scope of the school year.
9. Display a thorough, comprehensive knowledge of content area(s).
10. Demonstrate effective interpersonal relationships with others.
11. See that the District policies and building rules/regulations are observed during all activities.
12. Obtain advance approval from the Principal for new or unusual activities.
13. Follow the SAT process (referral, meetings, intervention plan, progress monitoring, etc.) and the IEP (accommodations/modifications, goals, progress monitoring, etc.) and attend meetings as appropriate.
14. Facilitate the learning and progress of all students, including those using online curriculum programs.
13. Adhere to all district health and safety policies, including all precautions of the Blood-borne Pathogens Exposure Control Plan.
14. Attend and assist, as appropriate, school events such as musical programs, athletics, and student recognition ceremonies.
15. Adhere to school/district timelines and procedures, such as, but not limited to grades, lesson plans, progress notes/failing notice, report card grades, requisitions/POs, newsletters and other communications, etc.
16. Maintain consistent expectations and processes for classroom and school management, maintaining consistency and cohesiveness with colleagues and school procedures/expectations.
17. Other duties as assigned by the Superintendent and/or Principal.

### **DAILY ACTIVITIES**

#### **Work Schedule**

The TEACHER/AIDE workday will begin at 7:45 a.m. and continue until 4:15 in the afternoon. If you are assigned morning duty, you are responsible for being **in** your assigned area by 7:40 a.m. If you call in sick or take leave when you have morning duty, you are responsible for finding a replacement in a timely manner. Other employees will be given schedules according to job duties.

## **Professional Dress**

**As members of the education profession, you are expected to dress accordingly.** Professional attire sends the message that the business of education is a serious business. **If you feel unsure or concerned about a particular choice, don't wear it.** Shorts, warm ups, tank tops, sweats, leggings, and wind suits are not acceptable professional dress. The length and fit of your garments should be reflective of the role modeling you exhibit as a professional. As staff, we are role models for students. Follow the student dress code so that you can be a positive model in appropriate attire for work. This expectation applies to certified and non-certified staff. The principal will address issues of dress code with individual staff members, if the need arises. A committee of staff and faculty will develop a formally defined staff dress code if dress code becomes an issue.

## **Faculty Meetings**

Team meetings will take place weekly. Whole staff meetings will take place when necessary. Notice will be posted electronically on the school google calendar and in the weekly communication email from the principal. **No one is exempt from attending staff meetings. Non-instructional staff will be notified if they need to attend.** If you are on sick, personal, or professional leave the day of a staff meeting, you are responsible for scheduling a meeting with a colleague or the principal to review items missed. Please try to schedule professional duties such as coaching, tutoring, etc. around staff meetings, but, if you must miss due to professional duties, you are responsible for scheduling a meeting with a colleague or the principal to review items missed. In addition to whole staff meetings, there will be collaborative team meetings weekly and PLC meetings as scheduled. The same expectations listed above regarding staff meetings also apply to team/PLC meetings.

## **Mail Boxes**

Please clear your mailbox **at least once per week.** Daily would be best, if possible.

## **Attendance Accounting**

The TEACHER is responsible for taking accurate attendance in PowerSchool during each period (middle school and high school) or AM/PM (elementary). If a correction is necessary after inputting your class record, you must call the secretary with the correction or make it yourself THE SAME DAY/PERIOD. You are expected to take roll every day, at the beginning of every class period, keep an accurate written record, and report it in a timely manner. Mark either Excused, Unexcused, Tardy, or SA (School Activity Absence). If a parent calls and/or sends a note, it needs to go to the office secretary and the secretary will go into PowerSchool to mark the student's absence Excused (for excused absence reasons only) for the day. If a student is absent for ISS or OSS, the principal and/or secretary will mark that. Attendance concerns should be reported to the principal (upon 4th absence or 3rd tardy of semester).

Information in PowerSchool **MUST** be accurate. Your ability to maintain accurate attendance and tardy

records is a direct reflection of your competence as a teacher. It is part of the Professional Competencies for the NMPED for certified staff and will be a part of your summative evaluation. It is also a state statute that accurate attendance be tracked for reporting purposes both to the state and for CYFD in cases of educational neglect.

### **Hall Passes**

Students will be issued a hall pass ANY TIME they are to be out of your classroom FOR ANY REASON. Students out of class without a hall pass will be returned to the classroom immediately and the teacher notified that the student was out of their class without a hall pass. Teachers are responsible for giving consequences to students who left their class without permission/pass.

### **Electronic Communication**

The district-wide email system gives us the capability to improve our communication on a daily basis. Your email will be the primary means of daily/written communication. It is part of your job duties to check your email periodically throughout the day, perhaps with an established time each day (early morning/late afternoon and Prep Period) to ensure the routine is set. Information such as field trip information, schedule changes, calendar information, and a variety of other reports will be sent electronically. A weekly email will be sent out by the principal with important information (each Tuesday). Email accounts remain active in the summer time and will be utilized then as well. If you do not have internet access at home, periodic phone calls to the school or to your principal will help you keep apprised of summer activity and back to school information. We also use the Google Suite, including the Calendar, Drive (CEMS, CHS, ENEMS drives), docs, sheets, etc. Please make sure all events are posted on the google calendar so everyone can see them and plan accordingly. If you do not have access to the calendar, please inform the principal. Each month, on the last Friday, a school newsletter will be sent out to the community and parents electronically. All information, events, celebrations, photos (check with the secretary that students have a photo release) etc. must be sent to the principal the Friday before the newsletter goes out. For all events, meetings, etc., parents must be given 2 week notice. Last minute notice is not appropriate.

**BLOOMZ is the official method of communication with parents/students. Communication via other social media outlets is prohibited. This is a School Board Policy and anyone not adhering to policy will be considered insubordinate and will be subject to termination.**

### **Telephone/Social Media Use**

Teachers should avoid the use of the classroom phone during instructional time. Incoming calls will go to voicemail unless there is an emergency. Please answer all calls from the office. Teacher/staff cell phones, while not prohibited, should not be displayed and/or used during instructional time unless there is an emergency. Phones should be placed on “vibrate” or “silent” so as not to disturb instructional time. Teachers/staff should not access or post via social media during school time. Never allow students to use your personal phone. If a student must use the school phone system, you may allow them to use the school

phone in your classroom or the office, though using the office phone during passing periods will be encouraged so that instructional time is not interrupted. Cell phone use in the classroom for education ONLY must be pre-approved by the site administrator. Cell phones will be returned to cell phone boxes in the office immediately following the educational activity. If it is for something that can be done on a school computer, use that first.

### **Computers/Technology**

Cimarron Schools is able to provide one-to-one technology for students and staff. There is a routine plan for technology needs. If you have a technology issue, email [help@cimarronschools.org](mailto:help@cimarronschools.org). For student Chromebooks, please submit a "Tech Ticket" and, if broken, get the Chromebook to Elaina or Albert for replacement/repair. For technology purchases, the requisition/purchasing process must be followed (see Requisition/Purchasing section). Student technology usage MUST be monitored by teachers. Students should only use school issued devices, through the school network. Devices should be used for educational purposes only (no violent games, video games (unless education based), social media networking, etc). Please follow district policy for Chromebooks and Internet usage. For high school students, check in and check out of student Chromebooks should go through Elaina.

### **Lunch Duty**

All employees will have a thirty (30) minute "duty free" lunch period. Please remember that not being "on duty" does not relieve you of your responsibility for student discipline and order. For example, teachers should not hesitate to correct misbehavior and make office referrals if necessary. You are responsible for student supervision during the entire time you are on school grounds, school time, or school sponsored activity.

### **Food and Refreshments**

Food and drink must not distract from the educational process. Teachers/staff may eat lunch in the school buildings. If you leave the building for lunch, or during a prep, please notify the office secretary. Students must eat in the cafeteria during lunch, unless directed elsewhere by staff. **No Food/Drink in classrooms other than water bottles.** Energy drinks are NOT allowed for students.

### **Morning Meeting**

The Morning Meeting will be done each day prior to the first period to allow for announcements, etc. Each teacher will be allowed to make announcements regarding the events of the day and the near future and to share information. Students and sponsors depend on this source of information to pass along important reminders and deadlines. All teachers should be present at morning meetings to get and give information. At the high school level, please give announcements, in writing, to either the lead teacher or counselor, so that morning meeting can run smoothly and so that announcements can be posted for reference.

## **School/Community Calendar and Newsletter**

A monthly calendar of events will be published in the school newsletter. If you wish to place an item or event on the monthly calendar, please turn in your request to the principal via email. A two week notice should be in place for all events/meetings for parents and/or community. Teachers should use the Google calendar as a source of reference in planning and organizing classroom instruction, activity planning, etc. Please put all events on Google calendar (Cimarron Events Calendar). If you do not have access, please notify the principal. If you have issues with the monthly calendar, please direct these issues immediately to the principal to get clarification. Errors and omissions in the calendar can be corrected or attended to with positive communication.

## **Transportation Requests/Travel Forms**

At any time a district vehicle is needed for staff or student transportation, a district vehicle use form must be completed and sent to the district office. The transportation department should also be called to reserve a vehicle/bus. Staff requesting travel for authorized conferences, etc. should complete ALL of the travel packet forms, including travel reimbursement and district vehicle use, at least 2 weeks prior to the dates of travel. Any forms not needed should be marked N/A at the top and crossed out, but they must still be submitted with your packet. These forms, with instructions, can be found on the district website and in our school Google drives. **Last minute requests will be denied.**

## **Textbooks/Materials**

Check out each textbook/supplemental learning tools/materials to a student before it leaves your room. Keep a record of the number/condition (if poor) of the item and the name of the student. Students and parents will be charged a fee for lost or damaged books. **You are responsible for unaccounted books/materials.**

## **School Trips**

Field trips will be educational and are limited by budget. Spring is always a popular field trip time, so plan accordingly. In planning a field trip, please make, using appropriate forms, travel arrangements, cost plans and coverage (requisitions, POs, etc.), permission slips, etc. Please give parents two weeks' notice of a field trip. Fundraising may be used, and is encouraged, to help support field trips. All students/parents are given a permission slip for walking field trips at the beginning of the year that covers the entire year, so walking trips will not require a permission slip. However, parents should always be informed when students are going to be leaving campus, even when walking.

## **Fund Raising Projects**

All projects must receive **prior approval from the principal**. The procedure/requirements are:

1. Complete a Fundraiser Request Form and submit to the principal. State the purpose for

which money is needed, the amount of money expected to be raised, and the means by which it will be raised.

2. The principal will evaluate the proposal and either approve, modify, or deny the request.
3. The project should have educational value and not create an unsafe or unhealthy condition/example for students.
4. Fundraising sales cannot be completed during class time or during passing periods. It should not interrupt instructional time or interfere with educational purposes.
5. NO fundraising purchases can be made without a completed requisition **and** purchase order!
6. Any money collected for fundraisers must be collected upon the completion of the fundraiser by the sponsor and follow collection/deposit processes lined out below.

### Collecting Money from Students

Please keep a record of any money collected. **A receipt must be issued** to each student that money is collected from and the **money and receipt copies given to the business office secretary daily**. You shall receive a receipt for all money turned in. Never leave money in your room when you are not present. Never turn in money without receipts for its collection. Please make sure that you identify which activity organization should be credited with the deposit. **The class/activity sponsor is solely accountable for any funds collected (or not collected). The sponsor MUST make sure they collect from each student participating in the fundraiser upon completion of the fundraiser. Disciplinary action will be taken for holding money in classrooms outside of the guidelines, which creates an audit finding.**

### Donations of Class/School Funds

Periodically there are emergencies, tragedies, or general crises that occur in a school community. When this occurs, the school staff or students may want to collect donations or utilize collected funds to provide flowers or other forms of condolence or encouragement. Sometimes, monetary donations are contemplated. All sponsors are expected to teach fiscal responsibility when it comes to use of class funds. This includes teaching students that charitable acts impact the amount of funds available. Giving “from the heart” is encouraged, but remind students that these decisions must be made with consideration to plans that the class may have had for funds being given away.

### Requisitions/Purchases

To purchase supplies and equipment, **you must submit a Requisition form to the principal for initial approval**. The superintendent will give final approval. The business office will process the requisition for Purchase Orders. **NO PURCHASE may be made without a PURCHASE ORDER!** Upon receipt of your purchased items, you must collect the invoice. Invoices must be signed and dated upon receipt of supplies. Give all signed invoices to the secretary who will send them to the district office. **The district will not pay for your purchases unless this procedure is followed.** Planning ahead is imperative and, as professionals, 99% of the purchase orders requested can be completed well ahead of time so that there are no “last minute

emergencies”.

### **Shop Safety**

Students will wear safety goggles at all times when they are using grinders, electric saws, and other similar equipment. No gasoline or paint will be stored in the shop area at any time. Gasoline or any other volatile materials will not be used for cleaning purposes in the shop area. Materials will be stored in a safe manner. The shop area (inside and outside) will be kept free from unnecessary and unsafe accumulation of materials, supplies, unused or leftover items, trash, (i.e., empty oil containers, used filters, etc.). These guidelines apply to all areas of the shop, including the classroom spaces.

### **Custodial and Maintenance Services**

We have a routine plan for meeting the standard needs for our buildings. We have our own district staff for cleaning the community areas of the buildings and for cleaning classrooms. For general maintenance needs, please complete a Maintenance Work Order (forms on Google drive) and submit electronically or to the school secretary. Unless it is an emergency or a need that interferes with instruction at the moment, please do not ask for an immediate response from our maintenance or custodial staff. You can be self-sufficient on routine/non-emergency needs such as small spills during class.

### **Care of Classrooms**

Please decorate your classroom to promote pleasant learning conditions. Attractive, clever bulletin boards, prints, flowers, etc. are desirable additions to any room. Do not damage your room by marking or painting the walls, or by using staples or thumbtacks in the woodwork. If you need bulletin boards or strips, please complete and submit a Maintenance Work Order with your request. Please store unused books, supplies, and equipment in cabinets or closets. **You are responsible for the condition of desks, books, and all other items inventoried to you. Encourage students to keep trash off the floor and out of the desks. It is recommended that you ask students to pick up their trash at the end of each period/day.** School desktops are not to be used as chairs. All students should be seated appropriately in school furniture/alternative seating. If you wish, you may allow students to sit on the floor, etc. for particular activities. At the end of the school year, you are responsible for cleaning your room to prepare it for summer “deep-cleaning.” This preparation involves stacking desks and chairs, boxing up or storing any loose items, and putting away personal items. In the summer, furniture is moved out of the room to clean floors, etc., so things need to be boxed/stored/put away so they don’t get misplaced, etc.

### **Supervision of Students**

**Every employee is responsible for supervising all students on campus during the school day and at school activities.** In particular, the hallway near your room during passing time **is to be monitored each period.** Please make it a practice to stand in your classroom door during the changing of classes. Please stand in a position that will enable you to see the students in your room and in the hallway. Please be alert to



students who should be entering your class and direct them to do so. Most tardies can be eliminated if EACH OF YOU practice this supervisory skill. The Student Handbook states many behavioral expectations. An important teacher duty is consistently enforcing guidelines (all of the guidelines, not just the ones with which you agree) stated in the Student Handbook. **Students must be supervised at all times.**

Classroom management begins the moment a student enters your room and all time and behavior must be accounted for. **The standard is that instruction is to take place “from bell to bell.”** Passes must be issued in a judicious manner and only in the event of a true emergency. Given the value of instructional time and the high stakes of educational accountability, no student should be out of your room during instructional time unless it is unavoidable. Interruptions in the school day for various non-instructional activities will occur, therefore, all available instructional time, outside the various school activity interruptions, must be valued.

Time-on-task is one of the most consistently valid teacher-controlled variables affecting student achievement. Guard it as a precious commodity. **Start class immediately after the bell sounds and continue until the dismissal bell sounds.** Do not spend extra time calling roll. One idea is to have a seating chart and check it while students are busy with their work.

### **Visitors on Campus**

**All visitors must gain permission and sign-in, through the office, to be on campus.** Students who are working at home must also sign-in at the office when coming in for school-related business. These sign-ins are for safety purposes and tracking during emergency drills. All visitors, including off-duty staff, “at home students”, parents, community members, presenters, etc, should have an educational purpose to their visit. Non-students on school property, who do not have permission from the office, are trespassing. The administration may call the police and file charges. Teachers and staff are expected to be welcoming of visitors, but also ask questions of visitors they don’t know or are unsure of the purpose of their visit.

### **Use of School Facility**

Staff may use the school facility after school hours and on weekends, when available, for meetings, gym time, etc. Staff needs to put in a facility use request for meetings, events, etc. so that planning and preparation can be set. A Save Harmless waiver needs to be signed for all staff/students using the facilities. If staff want to use the gym for themselves and/or their immediate family, they may do so, with the following conditions: If children are present, the staff member needs to have passed the Concussion course and presented the certificate to administration. **At no time can children, students, or other adults be left in the gym without the staff member present.** You may not bring in a large group of children, unless you are the coach/sponsor of the group or have received permission from administration, and the above conditions still apply.

### **Planning and Organization**

A serious problem that prevents many students from achieving academic success is a lack of

organizational skills. Teach these skills and insist that our students become better organized. The following guidelines will help you help them become better organized.

1. Model and teach organization, self-motivation, time organization, planning, etc..
2. Notify parents as soon as there is a concern, whether it is academic or behavioral. (Ex: assignments are not turned in, not in a timely manner or turned in incomplete, student behavior is inappropriate and repetitive, even with teacher action steps, student behavior is abnormal, etc.)
3. **Communicate regularly with parents.** Talk to parents often AND BEFORE a problem arises. Call to tell them good news as well as bad news. Encourage parents and students to take advantage of your voice mail and email for effective communication, in addition to regular phone calls and conferences. A great rule-of-thumb is to have personal contact with each parent at a minimum of once per quarter. **There should be at least two positive parent contacts per week and calls with concerns should happen as soon as they arise. Please document all communication with parents, whether through email, calls, or text, on the Communication Log (found in Forms of the school Google Drive).**

### **Safety Procedures:**

You are accountable for knowing the safety procedures and making sure they are followed in your classroom. The general expectation is vigilance to student activity at all times and interact with students when misbehavior occurs.

### **SAFETY DRILLS**

**The following are safety drills that will be conducted. This list may not be all inclusive of the district's safety plan.**

#### **Fire Drill**

We will hold fire drills as required by regulations. **Be sure to close windows and doors and turn out all lights.** Accompany your class through the outside door nearest your room, and if that is not possible, go through the next nearest door to a point at least 50 feet from the building. **Check your class roll** to be sure that all students are out of the building. Keep students quiet during the fire drill.

#### **Evacuation Drill**

The principal will activate the evacuation drill. Once outside, teachers will be instructed to escort students to the pre-designated appropriate location. Students and staff members will remain at the alternate location until notified to return to the building or that school has been officially dismissed. Teachers will be communicated with via cell phone. No other cell phones should be used. Teachers are responsible for the students who are on their class roll when the alarm initially sounds, regardless of the length of time the threat is in existence. Students are not to be dismissed for any reason, without specific approval from the administration. Students should

remain quiet during the evacuation.

### **Lock-Down/Shelter-in-Place**

Upon activation of a lock-down, teachers are to keep all students in their classrooms, whether on their roster or not, and not dismiss them or allow them to leave for any reason. Teachers should write down the names of all students with them and keep the list on them. Doors must be locked and all windows covered. Students and teacher should have a safe “hiding place” within the room and must remain silent during the entirety of the drill. Teachers will be communicated with via cell phone. No other cell phones should be used.

All safety and fire regulations shall be observed and enforced at all times in all classrooms, playgrounds, gymnasiums, cafeteria and school vehicles. All teachers K - 12, will cover safety instruction and emergency procedures. However, early childhood teachers, physical education teachers, vocational/technical education teachers, laboratory science teachers, coaches, playground supervisors and organization sponsors must ensure that safety standards specific to their situations are taught and mastered by the students before the students are permitted to engage in activities or to use equipment with known risks.

### **Accident Reporting**

Adequate and prompt accident reporting is essential if similar accidents are to be prevented. If there are injuries or property damage, prompt reports are also vital in assuring the District of insurance coverage.

Reports will be filed on accidents that take place on school property or that involve school vehicles, students, or staff members on school-sponsored trips, including staff members on authorized school business trips. Such reports are required whether or not there are any immediately evident injuries or damage to property.

All accidents (staff and students) must be reported within 24 hours. Forms can be obtained from the school or district office and should be turned in to your Supervisor for signature. Staff members may be sent for drug/alcohol testing following an accident. Please check with your Supervisor/Administration.

### **Student Absences and Make-up Work**

The respective criteria for accepting make-up work are:

- (1) Work should be gathered before a school sponsored trip/school activity absence begins and work should be turned in immediately upon return. Extra time should only be granted in extreme cases and the parent has been notified that the child is given extra time. The parental contact provides opportunity to verify any excused instances which may warrant extra time.
- (2) You may grant up to the number of days absent to turn in missed work.

(3) Absences for extra-curricular or co-curricular school activities **do not** excuse students from make-up work, **nor do they allow for class instruction to stop** because of the number of students absent due to a school activity. **Instruction should be occurring Bell To Bell EVERY DAY.** Students involved in extracurricular activities know and understand that their activities will result in absences and make-up work and part of their responsibility is to make up for their missed work.

## **EMPLOYEE ABSENCES (All absences must be reported regardless of coverage)**

### **Personal, Sick and Professional Leave**

Refer to the board of education policy manual. **REMEMBER: SICK LEAVE DAYS ARE INTENDED FOR MORE THAN CASUAL DISCOMFORT OR THE COMMON COLD!** It is not expected that you will use all of the sick/personal leave days allotted each year, which is why there is an accumulation opportunity to meet serious needs. If you need a day for another reason (not illness), please talk with the principal, being honest about your need rather than falsifying the reason you are out. You are allowed 10 sick/personal days per year. Professional leave days are not counted against you. Remember that personal days should not be taken right before/after a holiday break or at the beginning/ending of the school year. Granting a staff absence will be dependent on availability of substitute teachers and coverage. Multiple staff requesting to be out on the same day will be granted depending on coverage ability and on a first come, first serve basis.

### **Procedure for Planning Absence**

Notify the secretary and principal of a planned absence as early as possible. Phone notification (call or text) **must** be given to the secretary and principal before **6:30 a.m.** on the day of absence, preferably the evening before. Do NOT email notification of your absence the night before or morning of...you must call or text the secretary. The secretary will get a substitute/coverage for your class. An employee absence card must be filled out completely, signed, and submitted to the secretary for each of your absences (prior to a planned absence or within a day of your return of an unplanned absence), even if no sub is used.

**YOUR SCHOOL CALENDAR MUST BE YOUR GUIDE WHEN SCHEDULING DOCTOR APPOINTMENTS AND OTHER PLANNED APPOINTMENTS.** The administration may disapprove avoidable leave requests or requests that result in a number of staff out at the same time without enough coverage.

### **Responsibilities to Your Substitute**

**Be sure that all materials/lesson plans/absentee slips, etc. are easily located.** Assist your substitute to do an effective job by providing a Substitute Teacher Folder/Plan that includes:

1. a period by period class schedule for each day

2. clearly stated daily lesson plans for each day
3. seating chart(s)
4. all needed supplies and equipment
5. **Meaningful, relevant, and engaging assignments that will keep all students on-task for the entire period**
6. any needed keys (or name of person to go to for keys)
7. any necessary instructions for dealing with students who have special needs.
8. procedures for emergencies and other drills.

All information, instructions, and supplies may be left with the school secretary or on your desk. **Movies are not a substitute for teaching (unless genuinely tied into the educational objective, with an engaging activity). Provide meaningful and relevant assignments that require the student to work and be accountable. Do not leave a test for a substitute to administer, if possible.**

### **RESPONSIBILITIES OF THE SUBSTITUTE**

A. During the workday, the substitute should:

1. Report to the school secretary by 7:45 or as soon as possible and pick-up the reporting form.
2. Notify the office immediately if a student should become ill or an accident should occur.
3. Notify the office (or lead/team teacher) immediately if disciplinary assistance is needed.
4. Ask the school secretary for needed supplies.
5. Notify the office of any damage to equipment or supplies.
6. **If immediate assistance is required, please dial 201 (CEMS) or 301 (CHS) or 401 (EN) to contact the office.**
7. Report class attendance to the secretary at the beginning of each period.

B. At the end of the day, the substitute should:

1. Leave the classroom and teacher's desk in order. Leave a summary report for the teacher about the day, any issues, etc.
2. Return equipment to the proper places.
3. Turn off lights, close windows, and lock doors.
4. Sign timesheet and turn in, along with any keys, to the office.
6. Check with the secretary for the next days you are substituting/Ask if your services are needed the next day.

C. Substitute teachers are expected to abide by the following code of professional ethics:

1. Consider all student records confidential.
2. Avoid comments about the progress of students or the work of the teacher.
3. Make observations, suggestions, criticisms, and other personal reactions only to the principal.
4. Dress appropriately (**Professionally**)

## Handling Minor Discipline

There are many things a teacher can and must do for minor infractions. These include, but are not limited to: Student conferences, assign a detention period/time, call the parent, have a parent/student/teacher conference, change the seating assignment, and ask for a counselor referral. In the case of a severe infraction, fighting/cursing/drugs, etc., the student is to be immediately referred to the administrative office. NEVER SHOULD “I WILL SEND YOU TO THE OFFICE” BE USED AS A THREAT AS A TEACHER CONSEQUENCE”. The principal is the last resort when you have exhausted your repertoire of management techniques and consequences. Once you make an office referral, the action decision is in the hands of the administration. Students must be supervised at all times. Take care of business, including class preparation, during your prep period, before school, or after school. The teacher can handle offenses, such as “dress code” quickly and efficiently. If the student refuses to cooperate with a reasonable request of the teacher for any minor offenses, the principal may become involved.

## General Disciplinary Comments and Procedures (Referrals)

**It is easier to prevent discipline problems than it is to deal with them.** The suggestions on organizations listed above should help prevent many problems. **Only severe or frequently repeated offenses warrant a trip to the principal’s office.** Keep documentation in your files if a problem is recurrent. The documentation should include dates of phone calls or communication with parents regarding the problem. If a student commits an offense serious enough to be sent to the office, the student must bring a **completed Incident Behavior Referral form (on CEMS/CHS Google Drive) with him/her or it can be sent electronically via email.** Be sure to sign the bottom portion, and be prepared to conference with the student and/or. If the offense is serious enough to warrant a discipline referral, it is serious enough to warrant your time and input at the conference concerning the problem during your prep period. Minor incidents of behavior and resulting action should be documented on the Behavior tracking sheets for each school (located in forms of each school’s Google Drive).

You should send students to the office only for acts that threaten the safety of others or for overt defiance of your authority. If you must send a student to the office, always follow-up to see if he or she actually made it there. **No administrative action will be taken unless you provide an Incident Behavior Referral.** The referral must have all required information, or the student will be sent back for you to complete the information. You may use the office as a detention room to temporarily remove a student from class. This action must be coordinated with the office, under agreement from the secretary and/or principal, and should follow other efforts to convince the student to behave properly. Never send a student out of your room without explicit instructions about where to go and making sure that he or she goes there. Notify the person you are sending the student to (such as secretary) so they will be expecting the student and so that you are sure the person is there to supervise the student.

On the next two pages is a chart reflecting the various levels of incidents, who handles the various levels, and what can happen at the various levels. Use this as a guide in handling behavior incidents.

# Major/Minor Behavior Grid

	<b>Expected Behavior</b> Acting in a cooperative manner respectful of school and classroom expectations; responding appropriately when addressed	<b>Warning/Reteach</b> Teacher handled, no documentation required, teacher discretion for consequences and personal documentation	<b>Minor</b> Teacher handled, teacher assigns own consequence (detention, playground walking, or other appropriate school consequence), document on school behavior tracker on Google drive and/or email principal; For repeated minor offenses, notify parent of concern.	<b>Major</b> Referral form completed and given to administrator Administrator conferences with student (and teacher if needed) Administrator assigns consequence Administrator communicates to teacher and parent about situation.
<b><i>Inappropriate Language</i></b>	Language that is socially appropriate and respectful	Offensive remarks or gestures in a casual manner, inappropriate sexual connotations, putdowns to a particular subgroup. (Warning first time only; any repeats or moves to minor)	Repeated pattern of any inappropriate language.	Swearing used to harass, intimidate, show defiance, create an unsafe climate.
<b><i>Fighting/ Physical Aggression</i></b>	Walking away from and reporting possible conflicts, Respect for others' personal space	Rough play	Pre Fight aggressive posturing, wrestling, purposely bumping into others	Hitting or kicking; retaliating
<b><i>Defiance/Disrespect/ Noncompliance</i></b>	Acting in a cooperative manner respectful of school and classroom expectations, Responding appropriately when addressed	Passive refusal to participate, extremely slow in response to request, testing the limit	Ignoring reasonable request to stop low level disruption; overt refusal to participate	Repeated refusal, ignoring reasonable request that leads to escalation and/or to an unsafe situation
<b><i>Disruption</i></b>	Cooperative behaviors, Turn taking, Contributing appropriately to class discussions and activities, Cell phones off & away during instructional time	Outside talk, Attention getting behaviors (silly answers, class clowning, etc.), bugging others	Repeated pattern of any disruptive behaviors; misuse of cell phones/electronic devices in class (Phones and electronic devices to be turned off, confiscated, and taken to office)	Behavior that stops the learning in class; defiant repetition of behavior following correction

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<b><i>Harassment/Teasing/Taunting</i></b>	Language that honors and validates others and their values and beliefs	Annoying on purpose; altering names	“Put downs”; threatening and/or disrespectful body language/posturing; targeted insults toward race, socioeconomic status, sexual, religious, disability, ethnicity, sexual orientation, culture; cyberbullying in the above targeted insults	Physical Threats; Repeated or Severe Remarks/Actions that create an unsafe environment, extortion; continued pattern of Minor offenses;
<b><i>Property Damage</i></b>	Respect personal and school property. Using equipment in an appropriate manner Return items to appropriate places.	Not returning items to appropriate places	Thoughtlessly or “accidentally” damaging property.	Purposefully damaging or defacing property
<b><i>Lying/Cheating/Theft</i></b>	Produce authentic work Be honest in words and actions	Borrowing without asking	Taking another’s property (minor value), refusing to return a borrowed item, substituting someone else’s work for your own	Taking another’s property (significant sentimental or monetary value), not telling the truth when it involves someone’s personal safety or property damage
<b><i>Possession of a Controlled/Illegal Item</i></b>	Show an informed point of view in regards to drugs and alcohol	Inappropriate drug/alcohol/weapons references	repeated inappropriate drug/alcohol/weapons references, clothing reflecting drugs/alcohol/weapons	under the influence, possession, distribution, of drugs or alcohol or associated paraphernalia, possession of actual or lookalike gun, knife, or other weapons



**Compliance Officer for Grievance's** The Superintendent shall be the compliance officer. Any person who feels unlawfully discriminated against or to have been the victim of unlawful discrimination by an agent or employee of the District or who knows of such discrimination against another person should file a complaint with the Superintendent. If the Superintendent is the one alleged to have unlawfully discriminated, the complaint shall be filed with the President of the Board. Please refer to Policy A-0261 for more detailed information.

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I acknowledge receipt of the Cimarron Municipal Schools Faculty Handbook.

I have read and agree to abide by this faculty handbook.

\_\_\_\_\_  
**Employee Name** (please print)

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**