



Cedar Lake Elementary  
Glennie Elementary  
Richardson Elementary Middle School

Staff Handbook  
2008-2009



*Students First*

The mission of the Oscoda Area School District, in partnership with the home and community, is to provide a comprehensive and challenging program, preparing all students to become productive, responsible members of society.

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**Be Responsible, Be Respectful, Be Safe**

## **Introduction**

This handbook is designed as a guide to aid in the performance of the many duties involved with working at Oscoda Area Schools.

It is not intended to be restrictive, but rather to provide a ready reference to some of the many questions asked by staff throughout the school year. Neither does it claim to answer all situations. No manual can be all inclusive and common sense and discretion must often be used in the absence of established policy or precedent.

During its use, please note in it any additions that should be made, items that need clarification and any evaluative comments that would be useful to a revision. Your contributions will be appreciated.

<b>Teacher Work Day:</b> Cedar Lake Elementary	7:20-2:35
REMS	7:35-2:50
Glennie Elementary	8:20-3:35

## **District Policies**

It is expected that all personnel will be familiar with District Policies and have knowledge of those portions that relate to their area of responsibility. Copies of board policy are available in all school offices.

## **Professional Dress Code**

The staff at Oscoda Area Schools is expected to maintain a high level of professionalism. We are appreciative of your efforts to maintain this level. This is simply a reminder to all staff that we are role models for the students and must dress as professionals. Extremely casual clothing is discouraged district wide. The expectation is that all staff will dress as professionals. On Fridays we encourage all staff to show school spirit by wearing Oscoda Area Schools shirts, buttons, etc. Inappropriate attire includes blue jeans, sweat suits, warm-up suits, shorts, tank tops, low cut shirts, short skirts. If you question its appropriateness—it probably is inappropriate!

## **ID Badges**

As part of Homeland Security all staff members will be required to where ID badges while they are in school. These ID badges will also allow you to attend home athletic events, with the exception of District Playoff competition as those are run by MHSAA. See you at the game!

## **Accident--Student Report to Principal**

The teacher should report immediately to the principal, any accident in which a student has been injured in the building or on school grounds. It is essential that all the information called for be given in full. Failure to give complete details may result in serious difficulty at some future date. Do not move the injured. Accident Reports are in the office and must be completed for all accidents.

## **Accident--Staff Report to Principal**

The staff member should report immediately to the principal, any accident in which a staff member has been injured in the building or on school grounds. It is essential that all the information called for be given in full. Failure to give complete details may result in serious difficulty at some future date. Do not move the injured. Accident Reports are in the office and must be completed for all accidents.

## **Assemblies**

Students attending assemblies are expected to conduct themselves in a manner appropriate for the occasion. This calls for teacher guidance both in advance and during the assembly.

The teacher accompanying a class to an assembly in any location will remain with the class and supervise that class. In any case, an adult near a situation requiring supervisory attention will be expected to intervene in the least disruptive manner.

## **Assignment of Textbooks**

Teachers are expected to use adopted textbook materials. We do realize that the textbook is NOT the curriculum but the tool to deliver the curriculum and you may need to supplement, however, the adopted materials should be the core of instruction. Teachers will assign textbooks to the students when appropriate. Students should be reminded that they are responsible for the condition of their books.

## **Attendance**

An accurate account must be kept on the computer of every individual absence from your class. All Preschool-8 staff will continue with computerized attendance procedures. **It will be necessary to enter into the computer all student absences at the beginning of the a.m. and p.m. for grades K-5 each day and at the beginning of each period including homeroom for grades 6, 7, & 8.**

Students are required to bring a written excuse after (or before, if anticipated) each absence. If the parent calls the office with the excuse, it will be recorded on a form. Any notes received by the teacher may be placed on the clip outside your room or sent to the office with a student. Teachers will receive a daily report of all absences, excused and unexcused.

## **Audio Visual Aids**

Teachers are urged to make maximum use of visual aids, tape recorders, radio, VCR, DVD, TV, CD players and other tools of learning. Just one rule: Use visual aids only when they relate to the lesson you are teaching. Using these materials with planning, preparing students to look for specifics and reviewing afterward is a valuable tool.

**Due to safety reasons, students are NOT to move A-V equipment such as TV/VCR/DVD units.**

## **Bells**

**Cedar Lake begins its day at 7:40**

**Glennie begins its day at 8:40**

**REMS begins its day at 8:00**

The bell system will not be used any time during the school day.

## **Buses**

For safety reasons, dismissal will occur when all buses are in place. Bus schedules and parking maps are provided for all staff. We are asking all staff to assist with bus loading the first few days of school. Children who live near school and wish to walk must have a letter of permission on file in the office.

\*Dismissal at REMS will be by announcement

## Classroom Care

Each teacher should take the responsibility of seeing that his/her room is neat, clean and attractive. Our custodian will do the major part of the housekeeping job, but it takes very little time (30 seconds) at the end of the day to have your students pick up paper and put it in the basket along with setting chairs on tables/desks where applicable. The more we all pitch in, the nicer our buildings will look. **For those buildings that are cleaned during the school day—it would be appreciated if each room emptied their own garbage and placed it in the dumpster located around the exterior of the school building.**

## CA-39 Records

CA-39 records are kept in a locked fireproof file in the office. CA-39 records may be viewed by the teacher in the office area. Files will not be removed from the office. **Please sign the log on top of the file cabinet AND in the front of the each CA-39 each time you review the file.** CA's are filed alphabetically in the file cabinet—NOT by class.

## Child Study/Student Assistance Team

Students considered at-risk of being successful or retention must be referred to the Child Study/Student Assistance Team by the last week in January. The team will work with teachers to consider the needs of the student, including retention and the possibility of psychological evaluation for Special Education Services.

## Communication Logs

In order to facilitate better communication between school and home, teachers are required that a communication log be used to record any and all communication between the teacher and the parent/guardian of your students. This is also a safety net for you!

## Computer Lab

**Cedar Lake:** Our lab is available some days for classroom use. Teachers should sign up for specific times so there is no overlapping of class times.

**Glennie:** Our lab is available throughout the day on most days. Teachers should sign up for specific times, so there is no overlapping of class times.

**REMS:** The REMS building has four computer labs available throughout the day for classroom use. It is imperative that teachers sign up for specific times to use the labs. The NEW computer labs will be used as classrooms for the Technology class, but are available for classroom at various times.

**The use of Technology as a tool required in all core content areas.** To meet the State of Michigan requirements technology is integrated into ALL subjects. You are encouraged to use the lab as often as possible. Please plan in advance.

## Conferences/Workshops/Professional Development

As a continuation of training and broadening experience, teachers are encouraged to attend conferences and to visit other classrooms, schools and districts. Conference information will be on the bulletin boards and announced in the bulletins from time to time. Membership in professional organizations brings announcements to individual members. **Effective with the 2007-2008 school year, all conference requests must be approved by the principal prior to registration. A meeting between the teacher(s) and the principal will be held to discuss the conference and its connection to our School Improvement Goals.** Remember this year, we are sending limited staff to out of district conferences. Most Professional Development will take place in the district.

Conference/Visitation forms are available in the office. To apply fill out the proper form, attach a completed registration form, if available, and turn it into the office.

Do NOT try to pre-arrange a substitute. If you have a request, please write in on the form and the office will try to accommodate if possible.

### **Custodial Services**

Custodial Services are requested through a Work Order available in the office. In case of immediate need, such as broken glass, spilled liquids, sickness, etc. please contact the office. (REMS—the custodian on duty can be contacted directly, however, contacting the office still may be the fastest). Routine items such as burned out bulbs, loose fixtures, and extra trash, may be called to the custodian by leaving a note on the chalkboard or a Work Order.

### **Discipline**

Members of the staff at Cedar Lake Elementary, Glennie Elementary, and REMS should at all times, and in all places, be treated with respect and courtesy by students and other staff. Students and staff should be treated with the same kind of fairness, respect and courtesy you expect from them.

In your folder from the first work day are Misconduct and Snap Suspension Forms. In either case you need to contact the parent of the infraction and the possibility they will be hearing from the office, depending on the infraction. Suspension is a last resort and should not be over used. Please make sure you follow the process--YOU need to contact the parent. YOU will need to conduct the re-admit conference before the student returns to school. Do not send a student to the office without some form of communication with the office. All Snap Suspension paperwork needs to be turned into the office on the day of the Snap Suspension. Any and all Misconduct referrals need to be turned into the office on the day of the infraction.

### **Duplicated Materials**

Teachers will run their own copies. If you run into difficulties with the copy machine, PLEASE notify the office. Do not open machines to attempt to fix, “un-jam” them. Please refrain from sending students to the office for last minute copies. All employees are expected to run double sided copies as much as possible to reduce paper/copy costs to our building budget. **Do NOT copy materials that are copyrighted.** Please refrain from copying complete books—only copy those pages you need. We should be encouraging more open ended activities with manipulatives instead of worksheets. You will be asked to NOT use “Cut and Paste” and color in the pictures. If you want coloring sheets for fill in, we can get coloring books much cheaper than using the copiers.

Cedar Lake: If you are running 29 or more copies or construction paper—USE THE AB DICK MACHINE.

### **E-Mail**

It is expected that staff will check their Oscoda Area Schools email on a daily basis (Monday-Friday) as all communication is done this way from the office and Central Office. Failure to access an email that includes directives does not excuse you from following that directive.

## **Emergency Procedures:**

**Classroom doors need to be locked all day—please use your magnets or keys. All staff is expected to wear ID badges daily!**

Staff is required to bring their class list with them on any and all drills. Attendance must be taken during each drill. Children should be taught what to do if a drill is held while they are away from their classroom, at the rest room, in other classes or the lunchroom. It is recommended that a permanent location be established outside for assembling during a drill. Please take a few minutes to review and practice drill procedures with your students prior to actual drills being conducted.

### **Tornado Drill:**

Drills simulate a condition when occupants must remain in the building and seek shelter away from windows. Tornado drills will be scheduled throughout the year. A minimum of 2 drills will be conducted each year. See Building Tornado Procedures

### **Fire Drill:**

Continual ringing of the alarm will signal a fire drill, or warning of an actual fire. Fire drills will be scheduled throughout the year. A minimum of six (6) will be conducted each year. See Building Fire Drill Procedures

### **Lockdown Drills:**

There will be two lockdown drills conducted during the year. You will receive a message via your phone. See Building Lockdown Procedures

## **Entering the Building Evenings and Weekends**

It is recommended that personnel not enter the building alone at times when it is not normally open. However, when it becomes necessary to come in, doors should be checked upon entering and leaving to be certain they are locked. All doors, classrooms, lounge, office, workroom, should be locked after school and on weekends. We do have a variety of community members using the building after school hours—make sure doors are locked and the office will make sure the community has access only to the rooms they need. **ALL DOORS AND WINDOWS NEED TO BE CHECKED BEFORE YOU LEAVE THE BUILDING!**

## **Facility Use Forms**

If you or a group/organization wish to use any room in the building; a *Facility Use* form must be completed and approved. These forms are available in the office. Please do not plan on using the gym or any part of the building without completing a facility use form.

## **Field Trips**

With proper preparation and planning, field trips are recognized and encouraged as an important instructional medium. When a field trip is desired, it must be approved by the Principal prior to planning. A meeting between the Principal and teacher(s) will be held to discuss the trip and its connection to School Improvement Goals. At that time you will also discuss schedules, costs, tentative dates and any unique circumstances. A Field Trip request will then be completed by the teacher and returned to the administrator. Bus requests then will be completed by the office. We must pay for our own field trips, please keep this in mind when planning trips. You will be expected to collect money from your students to pay for the field trip. Money needs to be accounted for using the field trip form and turned into the office daily. The office will give you a receipt—keep the receipt for the remainder of the year for your own protection. **DO NOT KEEP MONEY IN YOUR ROOM.**

**Fund Raisers:**

All fundraisers need prior approval of the administration. No fund raising activities may take place until approval has been given. We submit a list of fund raising activities to the Board of Education in the fall.

**Grade Books**

Teacher grade books should be located in a secure place at all times. We prefer that grade books not be left for substitute teachers. If necessary to do so, leave with office personnel. Grade books will be collected at the end of the school year as part of the permanent records.

**Hallway Supervision:**

It is crucial to our overall school climate that all staff provide firm supervision and to help individual students while unloading buses, transition periods, lunches, recesses and dismissal, as well as after school. This is supervision time for everyone. You will be receiving a schedule outlining your scheduled dates, times and locations for supervision.

**Hall Passes:**

**REMS:** Students are not to be in the hall while classes are in session without a hall pass. **Teachers will be provided laminated passes, one each for the bathroom, office, locker/hallway. Teachers will be required to maintain a classroom log sheet listing the sign out/sign in information for your students. This log sheet will be provided for you.**

**Instructional Materials and Supplies**

Instructional materials and supplies may be requisitioned through the office. Supplies in stock will be delivered promptly; however, it is recommended that a reasonable amount of time be allowed to fill orders.

Staff is expected to use the district adopted materials.

Staff will NOT be reimbursed for the purchase of supplies and/or materials WITHOUT PRIOR APPROVAL of the building administrator. We are required to use Purchase Orders on all purchases—including our internal account.

**Laminating**

It is expected that only staff use the laminator. Again, laminating film comes from our building budget. PLEASE use good judgment when laminating—EVERYTHING DOES NOT NEED TO BE LAMINATED.

**Lesson Plans**

A substitute folder will be provided to each teacher or paraprofessional at the opening of the school year. This should be completed and returned to the office. It will be given to the substitute upon their signing into the building. Lesson plans should be available at any time for administrator review.

**Lockers for Students**

Lockers may be assigned to students in the elementary school. Locks and lockers will be issued to middle school students on the first day during homeroom period. Teachers will be responsible for issuing and recording the information for the administration.

## **Lost and Found**

Found money and other valuables are to be turned into the office. Clothing may be placed in the "Lost and Found". Money not claimed for a reasonable time will be returned to the finder. All other items are retained for one year and then given to a charitable organization.

## **Lunch Procedure**

Lunch procedure is established at the beginning of the school year and is revised as necessary. Teachers will accompany students to the lunch room at the assigned time.

## **Mailboxes**

Mailboxes are used for messages as well as for mail distribution and bulletins. **They should be checked regularly each day in the morning and toward the end of the day.** Please clear mailbox daily. In addition, you are asked to check your voice messages daily and then clear the mailbox by deleting the messages.

## **Medication**

All medications are to be kept and administered at the office. At times students will be allowed to have their inhalers in their possession during the day. Some students have allergies that require their epipens be kept in the classroom. Procedures for this will be discussed with Mrs. Rosenbaum. Questions should be directed to the office. Refer to Student/Parent Handbook under Medication.

## **Money:**

Money should not be kept in classrooms. Collected funds may be turned into the office and you will receive a receipt. These funds will then be deposited into the appropriate account.

## **Nurse**

The school nurse will be available in the building during established times. She is on call at all others.

## **Parent Conferences and Reports**

Close communication with parents can be an important factor in a child's school progress. Teachers are encouraged to become acquainted with parents as soon as possible and to communicate with them often.

Parent Conferences will be scheduled twice each year, and reports provided to parents each marking period.

## **Parent Involvement**

Parents have much to contribute to the school program when appropriately utilized. It is recommended that any parent involvement results from advanced planning. Please notify the office of prearranged visitors/parent volunteers. All visitors/volunteers must sign in at the office and wear a visitor/volunteer badge. All volunteers, including field trip chaperones, dance chaperones; classroom helpers, etc. need to be registered through Central Office.

Please put a copy of any and all Classroom Newsletters in your principal's box. It is recommended that he/she have a copy BEFORE you send it home. All Classroom Newsletters should look professional and done on the computer.

### **Personal Inventory**

Please create an inventory of your personal items that you leave in your classroom. Please list items and serial numbers so we have a record of items that are in our building. Turn your completed list into the office. Be sure to update this throughout the year if you bring in additional items. (i.e. VCR/DVD, refrigerator)

YOU MAY NOT LOCK CUPBOARDS OR CABINETS with anything other than a school lock so we have a key. If you choose to use a personal lock it may be cut off.

### **Plants and Animals**

Plants or animals are not to be left in the building unattended during weekends or vacations unless arrangements have been made for their care. It is not the responsibility of the custodial staff to care for plants and animals in the building.

### **Promotional Policy**

A list of the students being considered for possible retention must be submitted to the Student Assistance Team by the end of January. Each teacher will complete a form on each students being considered for retention.

### **Recess**

All students are expected to go outside for recess unless a medical issue prevents them from doing so. Students are not to be sent to the office or kept in the lunchroom to complete schoolwork unless prior arrangements have been made.

If it is an “Inside Day”, you will be notified by phone or the phone intercom.

### **Science Room**

Should you use something out of this room, it must be signed out. If you are planning on using the Science Room, you should sign up for specific times, so there is not overlapping of class times. Please plan in advance. If we are out of Science supplies, please requisition those supplies that are needed. If you use the last of the supplies—that is the time to notify the office.

### **Student Insurance**

The district will be offering accident insurance to parents again this year. Response forms stating acceptance or rejection will be sent home with the students along with a payment envelope. Encourage students to return their response form, as records must be kept whether insurance is requested or rejected. The office staff will keep track of this information. Send the response and payment envelopes to the office as they are received.

### **Teacher/Staff Absence**

Staff must contact AESOP by calling 1-800-942-3767 or logging on to: <http://www.frontlineplacement.com/education>. This link is on the front page of the district website [www.oscodaschools.org](http://www.oscodaschools.org). If you are feeling ill after the school day starts, contact your building administrators to make the substitute arrangements.

## **Teacher Attendance**

- Arrival at school is expected at the beginning of the designated time. Your classroom door should be open and you should be in or around your classroom.
- Do not leave the building during the day without notifying the office.  
Do not leave the building before the end of the teacher day without permission from your building administrator. (This includes sitting in your car waiting for buses to be dismissed)  
2:35 pm (Cedar Lake)  
3:35 pm (Glennie)  
2:55 pm (REMS)

## **Teacher Evaluation/Tenure/Observation**

Teachers will have an opportunity to review their evaluation before they are submitted to the Board of Education. Teachers will always have the right to review their evaluations at any time upon request. The administration will make the required number of classroom visitations during the school year: two evaluations for probationary teachers and one for tenure teachers every three years. The guidelines developed by the O.E.A. and administration will be used in the evaluation reports.

## **Telephone**

Teachers desiring to use the telephone should use the telephone in their classroom for all telephone calls. The new system will allow for voice mailboxes for teacher access. Incoming calls will be directed to your mailbox. Please do not use the phone in the office. If you need a student to call home, please use the phone in your classroom.

IF PERSONAL LONG DISTANCE CALLS ARE UNAVOIDABLE, PLEASE CHARGE TO YOUR HOME PHONE.

## **Tobacco Free School**

All Oscoda Area Schools are tobacco free zones. The use of tobacco in any form is strictly prohibited at all times on all district premises, in all buildings, in all school owned vehicles, and at all athletic events and school-related functions.

## **Unlisted Telephone Numbers**

Telephone numbers are needed for all pupils in case of sickness or emergency. In some cases, unlisted numbers are given to us on emergency cards and are so designated. Be sure these numbers are NOT given to anyone without permission.

## **Vandalism**

Vandalism should be reported to the office immediately upon discovery.

## **Visitors in the Building**

- Visitors are to report first to the office. This includes students, parent helpers, volunteers, and staff from other buildings. They will be given a Visitor Sticker so you will know they have been to the office. On the sticker you should be able to see the date, their destination and staff initials of who gave them the sticker.
- Students are NOT to be released to anyone other than school personnel without a pass from the office. Parents wanting to pick up students at school must report to the office.
  - Cedar Lake: The office will notify staff to send the student. Parents will be asked to wait in the lunchroom until students are dismissed. Please have students who have "pick up" passes for the end of the day go to the lunch room as you walk the class to

the buses. Parents may wait for students in the hallway outside the office during the school day.

- Glennie: The office will notify staff to send the student. Parents will be asked to wait in the office area until students are dismissed. Please have students who have "pick-up" passes for the end of the day go to the office as you walk to the buses. Parents may wait for students in the hallway outside the office during the school day.
- REMS: During the school day parents may wait for students in the hallway outside of the mail office. Parents wanting to pick up students at school at the end of the day must report to the office and a pass will be issued. Parents will be asked to wait in the Richardson Elementary School Commons until students are dismissed. Students with pick up passes for the end of the day should go the RES commons area at dismissal time.
- Anyone appearing not to have legitimate business in the school building or on the grounds should be reported to the principal.