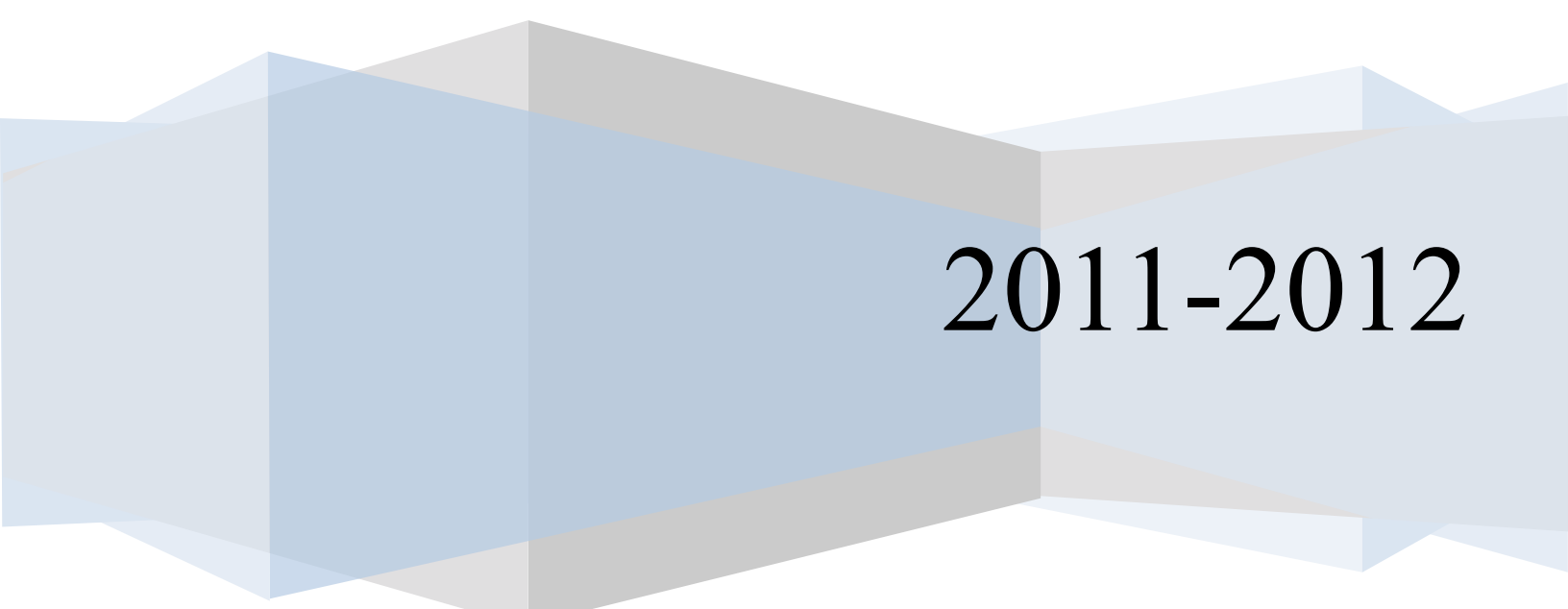


**GREEN VALLEY ELEMENTARY**

# **Teacher/Staff Handbook**



**2011-2012**

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**ABSENCE**

When it becomes necessary to be absent from school for illness (you or your family), you are able to request a substitute through the Sub Finder System. The Sub Finder will enable certified teachers, Special Ed and ECE paraprofessionals access. (This is not available for General Assignment Para's).

**The Sub Finder phone number is: 720-423-3973**

The Website is: <https://sems.dpsk12.org/logOnInitAction.do> Please copy the address and paste it in "Your Favorites" on your work and home computers.

In addition to calling the Sub Finder, either call the main number, 720-424-6710 [main] or send an e-mail to report your absence.

**PLEASE ASSIST US IN CALLING IN WITH ENOUGH TIME FOR SOMEONE TO PICK UP THE JOB.** Please call the school by 2:00 p.m. to report your intention of returning to work or continuing to be absent. The sooner you report an absence, the sooner we can secure a substitute. When absences are reported late, it can create a significant burden on your colleagues if they are required to help cover your duty and class assignments.

Only subs requested through Sub Finder will be paid. If you personally contact a sub they ***must also*** be officially requested through Sub finder in order to be paid.

If you will be attending a professional development for School Business, know that such absences require the appropriate form filled out ***and approved*** by the Principal ***prior*** to a sub being requested (one week in advance). Once you have received approval from the Principal, you can submit the leave form to **Maria and she will secure a substitute for your absence.**

Lesson plans ***will not*** be taken over the telephone. Lesson plans for the substitute can be e-mailed with attention to secretaries and administration. Emergency substitute plans will be collected and held in the main office. ***It is your responsibility*** to provide quality lesson plans so that the Guest Teacher has the most successful day with your students and is interested in returning to your classroom and our school.

**ASSESSMENT**

Throughout the school year, there are different assessments that are required for each grade level. It is your responsibility as a professional to ensure that test administration is conducted in a responsible and ethical manner. The school's Site Assessment Leader (SAL), \_\_\_\_\_ will provide notice of assessment. Please contact your SAL for additional information.

**ASSISTANCE**

Should any teacher/ staff member need assistance during the day, call the main office [4-6710]. Office staff will call administration depending on the need. Requests for assistance are just that, they do not take the place of daily classroom management and/or discipline ladder.

**ATTENDANCE****Employees**

GVE follows the DPS/DCTA guidelines regarding attendance policies for employees. Teachers are expected to report on time (to school and for supervision). Per DCTA contract, sick days are used for illness of self or family. Personal leave must be requested, with permission from administration, no less than 10 days in advance of expected leave. (Personal leave is to be used for personal hardship or family emergencies).

*See also:* Holiday/Break.

**Students**

Our attendance procedure requires every teacher to check carefully on student absences. **Attendance is to be completed within the first ten (10) minutes of the class period.** The teacher's electronic record is the official register.

**BUILDING USE**

- ☆ All scheduling of community use areas, i.e.: cafetorium, stage, gym, library, tech lab, etc., must be made through the Main Office.
- ☆ Use of any area outside of normal class times/schedule should be scheduled with the FM and office.
- ☆ A Master Calendar is kept in the main office and on the Outlook Calendar for the school year.
- ☆ Any outside group wishing to use any part of the FBH School facility must reserve through District Facility Planning.

**CARS**

A parking area for faculty, staff, and visitors is provided on the west side of the building. Cars are to be registered on the back of your emergency card.

It is recommended that you do not leave your car in the parking lot over night.

**CHAIN OF COMMAND**

During times when the principal is out of the building, the administrative chain of command shall be, in the following order:

- 1.) Amy Gile, Assistant Principal
- 2.)
- 3.)

**CLASSROOM****Care and Housekeeping**

- ☆ Each teacher is responsible for the condition of the classroom. At the end of the day, please check the following:
  - . Paper on the floor and under the desks,
  - . Chairs and tables arranged neatly, elementary chairs stacked
  - . Student desks are not to be defaced, written on, or damaged,
  - . **Windows closed**
- ☆ The teacher is responsible for the care and appearance of the classroom, which includes desks, equipment, and decoration of bulletin boards. The classroom should be locked when no one is present.
- ☆ Do not use tape to attach cover papers to bookshelves in classrooms. This tape leaves permanent marks on woodwork and painted areas.

**Denver Public School Policy 3200.1**

Surfaces: No nails or screws may be used on any surface. Staples and thumbtacks may be used on tack boards only. No adhesive materials should be used on any varnished, painted, or enameled surface. Marvelous Tape is the best to use when putting things on your walls. If you are unsure how to attach or hang materials in your classroom, please contact our Facility Manager for clarification.

**Classroom Organization - Teacher Responsibilities**

- ☆ Teachers are responsible for supervision of students at all times. At the Primary and Intermediate level, teachers transition students throughout their day to ensure adequate supervision. If it becomes necessary to leave the assignment, another teacher should be made responsible for the duty before leaving.
- ☆ Classroom control is essentially a teacher responsibility. Providing structure and expectations supports the handling of behavior problems in the classroom and serves to strengthen student-teacher relationships. Teachers needing help may confer with the Grade Level Lead Teacher. Office Referral's are to be used when students are sent to the office. Additional referrals may be obtained from the office. All teachers should be familiar with and follow the Discipline Ladder.
- ☆ Teachers are required to have a daily schedule posted in the classroom to indicate times and activities of learning (more applicable to Primary and Intermediate). If for any reason a teacher takes his/her class from the scheduled classroom (tech lab, library, etc.), a sign must be taped to the door window indicating where the class can be located. Please have the courtesy to inform the office as well. This is important when students are signed out early by parents.

**CLINIC/ NURSE'S OFFICE**

- ☆ Students will not be admitted to the Clinic during passing without a pass.
- ☆ Students may go to the Clinic during class periods if the teacher issues them a room-to-room pass.
- ☆ When the nurse is not in the building, send only emergencies to the office.

- ☆ Students who have been in the Clinic will be issued an admit slip by the nurse. Do not accept verbal excuses.
- ☆ The office personnel cannot dispense medication of any kind including Tylenol or Ibuprofen without parent permission. In the absence of the nurse, the secretary and treasurer will assist.
- ☆ **Teachers are not to allow students to call home from the classroom if they are ill. Send them to the office**

### **COMMITTEES**

There are a variety of committees that support additional programs, activities and initiatives at GVE. Every teacher should serve on at least one committee. Committees are included in the Appendix.

### **COMPUTERS**

Each teacher is supplied a district owned computer. District policies shall be honored by each user of a district computer. The district filter software will govern internet sites allowed, even on staff computers. ***It is strongly recommended*** that faculty/staff do not access personal outside/ web-based e-mail accounts on district computers.

All DPS employees will have a district assigned e-mail. With the assigned user name and a personal choice password, every district employee will have access to his/her employee benefits account information.

### **COPY MACHINES**

These are for teacher and staff use. Every staff member is issued a code to access the IKON copier. Number of copies used by teachers will be monitored. Students are not to use these machines unless they have been appropriately trained.

Each teacher is provided one case of paper per semester for classroom use. The IKON copier is for making masters and 29 or fewer copies. The RISOGRAPH copiers are high speed copiers and are for 30+ copies.

### **CUSTODIAL ASSISTANCE**

All requests for custodial services, unless emergency, are to be submitted in writing. If you need emergency service, contact the front office. Written request forms are located in the Main Office.

## DISCIPLINE

- ☆ Positive Behavior Supports (PBS) helps set a foundation of positive supports in the classroom and school setting for students. Remember to provide 6:1 positives to negatives and encourage students with specific praise for appropriate behaviors.
- ☆ Let's build relationships...make sure you get to know your students...check to see if any of your students has an IEP, and make sure you understand the modifications and accommodations. If needed, seek support from support staff.
- ☆ Discipline violations must be documented using the Disciplinary Referral Ladder form.
- ☆ To submit an **enforceable** referral, you must have documentation showing three steps of counseling on **different** days for the **same** behavior or discipline violation.
  - Step 1, a student must be counseled on the behavior issue. If behavior continues after counseling, teachers should utilize or access his/her buddies for support.
  - Step 2, contact must be made with the student's parents or guardians;
  - Step 3, if behavior for the same action occurs, parent is to be contacted for a conference.
  - Step 4, make contact with Julie Rottier or Todd Laughlin for support and direction.

### Referrals (Only after steps above have been followed)

P e r s i s t e n t      d i s r u p t i o n      a n d / o r      d e f i a n t      b e h a v i o r

### Immediate Referral

- Substance abuse, possession of cigarette lighters or matches
- Assault, Fighting or (sexual) behavior (**push/shove is not a fight**)
- Willful destruction or defacing of school property
- Weapons, knives, or any object that can be used as a weapon
- Use of profanity, verbal threats, or racial slurs directed at teachers
- Behavior detrimental to the safety of other students

### Other Behavior Categories

The following items are not part of the Disciplinary Referral Ladder. However, refusal by a student to follow school or classroom expectations can escalate into the Referral Ladder process. Please refer to your Positive Behavior Support (PBS) team and manual for suggestions on how to handle such situations.

- Tardy
- Food, drinks, candy or gum.
- Electronics, such as cell phones, I-Pods, cameras, etc.

## DRESS CODE

In accordance with district policy GBEBA-R, during the work day and any time employees attend work-related activities, employees shall appear in appropriate, professional dress.



Examples of professional attire include, but are not limited to, collared shirts, dress slacks, dress coordinates, suits, dresses, ties, and sport coats. Please refer to the policy in the Appendix and note that here at GVE, the following clothing items are not considered professional attire:

- Jeans, unless it is “jeans day” for faculty on Fridays only
- **Flip-flops**

## **EMERGENCIES**

All classrooms are equipped with an outside line telephone.

In the event of an emergency:

- ☆ In a life threatening emergency, call 911. ***Inform the office immediately*** (give specifics). The office will then contact District Safety & Security if necessary, 3-3911.
- ☆ If not life threatening, call office for instructions on how to proceed.
- ☆ Each faculty/staff member is provided with a ‘quick tips’ guide on procedures during an emergency. Your orange folder must be easily accessible and have a list of your schedule and class roster. If alarm sounds, follow established procedures for type of drill/emergency.
- ☆ If a fire occurs any place in the building, you are to pull the nearest fire alarm and evacuate immediately. Everyone will evacuate at the sound of the fire alarm.
- ☆ Fire drills will be practiced monthly throughout the school year. Lockdown and Shelter-in-Place drills will be practiced per semester, in addition to other drills.
- ☆ Retention of records should be a priority following safety of students.
- ☆ **Remember, safety of student/staff is paramount!**

## **EVENING MEETINGS**

Per DCTA contract, each teacher will be required to attend 3 evening events per school year.

As determined by the School Leadership Team (SLT), the required events include:

- Back-to-School Night, August 17, 2010.
- One Academic night (Literacy, Math, Science)
- One Arts Performance

Please note that we have many other evening events throughout the year and teacher involvement is key to supporting our community. We appreciate all teachers who attend these events!

## **EXCURSIONS**

Excursions are scheduled Monday thru Friday, but are limited by equipment and labor availability. The trips should be scheduled between the hours of 9:15 a.m. and 1:30 p.m. Departure from site could vary depending on destination.

The entry of the request, approved by the principal or appointed designee, must be received by the Transportation Department **at least ten (10) student/teacher contact days** prior to the anticipated excursion date. Request must be signed by the school principal or the principals' appointed designee. It is your responsibility to mark your class excursion on the Master Calendar and notify the Cafeteria Manager if students need a sack lunch at least **2 weeks in advance** of your excursion. **\*\*Please notify the Cafeteria Manager *at least* seventy-two (72) hours prior if students will not be attending lunch.**

The Transportation Department will provide an excursion calendar identifying "closed excursion dates" at the beginning of the school year. These calendars should be reviewed by each school's staff to allow for improved excursion planning. Contact the excursion coordinator for further information (720-423-4621). More information is at the web-site: <http://transportation.dpsk12.org/departments/routing/excursions.htm>

### **EXCUSING STUDENTS FROM CLASS**

- ☆ Students are not to be sent off the school grounds unless excused by the secretary in the main office.
- ☆ Students are not to be out of their regular classes to work on projects anywhere in the building unless teacher approval has been given and adult supervision is arranged.
- ☆ All teachers/office must be notified of students going on a field trip **seventy-two (72)** hours prior to leaving. This is a professional courtesy and expectation.
- ☆ A teacher is not to detain a student from attending his/her regular class unless that teacher has previously made such arrangements with the teacher whose class the student is to miss. **If for some reason a student or your class is being retained...you are responsible for communication with their next teacher (write them a pass).**
- ☆ Permission to leave a classroom is granted only for the specific purpose asked and should not be used for any other purpose. As a rule, students should not be excused the first or last ten minutes of a period. In most cases they should return to the room. They must write in their Planner and be signed by the teacher before leaving the room.
- ☆ Room-to-room passes are for the convenience of the teacher who issues them. They are to be written in ink by the teacher and to be used only when that teacher wishes to send a student from his room for brief period of time. In most cases, only one student at a time should be out of class. The room-to-room pass should be timed, and the teacher should collect the pass when the student returns. Teachers should not accept room-to-room passes as call slips.
- ☆ Students are not to be in the halls without a room-to-room pass or signed permission in the student's planner.

**FILM AND VIDEO USE**

Films ordered from the Denver Public Schools catalog are approved and available for use through the IMC. Films ordered from outside of the school (video tapes and special orders) must be carefully considered. Films rated G are appropriate for students. PG-13 films may be used with 8<sup>th</sup> grade students. Please refer to the school district criteria for use of curriculum related R-rated films. **Instructional time is short, so movies should not be shown in lieu of instruction.**

**FUND RAISING**

**The Principal/Assistant Principal must approve fund raising prior to contracting.**

- ☆ Fundraisers need to be scheduled and typically are scheduled through PTO.
- ☆ Approved vendors must be used. The Office Manager has a list of approved vendors.
- ☆ While a specific fundraiser may only enhance one program, the sponsor needs to be aware how all fundraising affects our students/ families/ reputation.

**GRADE/RECORD BOOKS**

- ☆ The teacher's daily grade/record book/electronic record is the **only legal** record of grades and attendance for each student.
- ☆ The attendance record can be subpoenaed into court. The grade book is the only document that verifies a student's grade.
- ☆ It is imperative that your records are kept in an orderly, readable, and concise way for every period of the day. No more than forty-eight (48) hour timeline for entering grades and returning student work.
- ☆ At any given time, a request could be made to see them. Be sure they are in good condition.
- ☆ **Parents should be notified when it is evident a student is failing or if a grade drops drastically.** Teachers are asked not to wait until scheduled progress and/or report card distributions for notification. Building positive relationships with parents is the key to a successful learning environment. **WE have high expectations for ALL students.** Therefore, if they are not meeting expectations, it is our professional responsibility to contact/work with the parent and student, so they can be successful.
- ☆ Through the 'parent portal' in IC, parents can access their child's grades and progress, 24/7. **Parents will be seeing your actual grade book.** Assignments are to be graded and recorded within **48 hours**.
- ☆ **Progress reports will be sent every six weeks throughout the 2010-2011 school year.** You can use the IC format or use a teacher made that has been agreed upon by your team/ department.

### **HALL DUTY**

In Junior Academy, each teacher is expected to be in the hallway outside his/her classroom during passing periods. One teacher should stand at the end of the hallway to monitor the bathrooms. This is not only to maintain order and safety, but a wonderful time to interact with all GVE students, **not with your colleagues**. Certain teacher/staff members may be assigned specific times/ places to supervise. Given the size of the building it requires all staff members to be observant, especially during passing periods, moving students along to their next class.

### **HOLIDAYS / BREAKS**

Refer to the DPS School Calendar for designated observed holidays and scheduled breaks. In accordance with the DCTA contract, **personal leave may not be used to extend a period of school intermission or used in conjunction with the observance of a Federal Holiday**. If you extend a holiday/break, you may be required to provide a Doctor's note. If you extend a holiday/break, you may be docked pay for the time you are absent from your professional responsibilities.

### **HOMEWORK POLICY**

It is recognized that all learning cannot be accomplished within the limited amount of time allotted for classroom instruction. Therefore homework is routinely assigned to all students in the Denver Public Schools. As the word implies, homework shall be completed outside the classroom. Parents should expect their children to have regular homework assignments and should question the lack of such assignments.

At GVE, the expectation is that primary students (K-2) have no more than a total of 2 hours of homework per week. Intermediate students (3-5) should have no more than a total of 3-4 hours of homework per week. Efforts should be made to distribute the homework load among the days of the week. **Extra-curricular activities are not homework.**

### **INFINITE CAMPUS**

Infinite Campus is the district's web-based student record software. This program records all student records (i.e. attendance, address, contact information, grades, etc.). This information will follow the student throughout his/her enrollment in the district. When documenting in the "conference" and "behavior referral" tab, be sure to write using professional language since parents have access and rights to view all student records.

## INJURIES, ACCIDENTS, AND ILLNESS

- ☆ **Injury to an employee:** An injury to an employee incurred while at work should be reported to the nurse or secretary immediately. All injuries must be reported within 24 hours for Workman's Compensation.
- ☆ **Injury to a student:** Minor injuries should be given first aid in the area where they occur if first aid supplies are available and then referred to the nurse immediately.
- ☆ **Students who are ill:** Any student who appears ill should be sent to the clinic immediately. Someone should accompany the sick student. If the nurse is not available, students should go to the Main Office. **Do not allow students to call parents from your classroom.**
- ☆ Students who have seizures or other serious illnesses or injuries should not be moved. The nurse should be sent for and other students evacuated from the area.
- ☆ **Medication:** Teachers must never give student aspirin or any other medication and must not allow anyone else to do so. District policy allows authorized personnel to dispense Tylenol or Advil with a signed consent form on file. Prescription and/or Over-The-Counter medication may only be dispensed via authorized personnel AND only with written dispensing documentation by a physician.

## INVENTORY

All furniture, equipment, and materials purchased with school funds or received through grant funding (Donor's Choose, Morgridge, etc.) is the property of Green Valley Elementary. Before moving furniture from room to room, please ask permission of the administration. At the end of each school year, all GVE property is to be securely locked for safe-keeping until the next school year. If materials/resources are taken off of school property, it is your responsibility to return it in the same condition, or replace it if damaged, lost, or stolen.

## KEYS

Teachers/staff have one set of keys to their assigned area allocated for their use. Keys are district property and must be treated as follows:

- ☆ Keys are kept in the teacher's mailbox at the end of every school day.
- ☆ **TEACHER KEYS ARE TO REMAIN IN THE BUILDING EVERY NIGHT.**
- ☆ Teachers are responsible for keys at all times.
- ☆ **Lost keys will be charged to the teacher/staff member at the cost charged by the district, currently \$10 per key for locksmith fees.**

## LAMINATING/ POSTER

Teachers who wish to have materials laminated need to have it approved by an administrator. We discourage the lamination of commercially produced materials, unless they are directly

related to school curriculum. Paraprofessionals are trained and will complete laminating for you. Therefore, plan in advance what you will want laminated. GVE also has a poster machine (only to be operated by an office staff member) which will print a duplicate of an 8½ x 11 paper on poster sized paper. Please be advised that excessive laminating requests may be denied. All machines are absolutely not to be operated by a student.

### **LESSON PLANS**

All teachers are expected to write and use lesson plans that are based on State Standards using district approved curriculum. Lesson plans should be easily accessible to view should administration visit a classroom for observation. Teachers' plan book may be requested from the office. Teachers may be requested to submit lesson plans.

### **LOUNGE**

The Faculty Lounge is a welcoming, community area for gathering. Basic kitchenware and appliances are provided for everyone's use. In order to keep this area presentable when guests are in the building, please take the time to clean dishes and the tables after use. Everyone one in the building is expected to help maintain a clean eating environment.

### **MAIL – Student/ School**

- ☆ Announcements, Flyers, Newsletters, etc. being sent home with students/ mailed are to be approved by administration prior to being run/ distributed. Please check your mail boxes daily (morning and at lunch).
- ☆ Copies of all items sent home need to be given to office personnel with date of distribution, as an FYI.
- ☆ GVE sends weekly “Thursday folders” to parents with announcements, flyers, etc. Thursday will be the day to send folders home with students, to include information from the administration as well as other flyers. It is the responsibility of the teacher to help students/families be accountable for bringing the folders back to school.
- ☆ GVE distributes a monthly newsletter from the principal.

### **MAILBOXES AND TEACHERS' INFORMATION**

- ☆ **Teachers are NOT to send students to get mail from their mailboxes.** It is the teacher's responsibility to check the mailbox before, after, and during the school day. There may be confidential information that should only be viewed by the teacher.
- ☆ Teachers' bulletin boards in the office and in the lounge will contain important current information. Personal items for sale must be posted only in the lounge.
- ☆ School mailboxes are for the professional use of the building staff. All communication for the staff must be approved by a member of the administrative staff prior to being placed in school boxes. The exception to this is Article 30-2 of the Denver Classroom Teacher Association.

**MASTER CALENDAR**

A Master Calendar shall be maintained and updated throughout the year. The calendar is in the mailroom and will list all activities, events, fundraisers, etc. A weekly bulletin will be sent out to faculty/staff indicating that week's events.

**“NO PASSING” PERIOD**

Class periods during which no student may leave the classroom except for an extreme emergency and then only with an escort from the office. **“No Passing” period will be automatic the last period of the day.**

**OBSERVATION**

GVE School administration is of the philosophy of pro-active, hands-on, on-going observation of all teacher/staff members. Such observation should not be construed as negative or punitive. It is a means to be present in the education of our students and provide instructional leadership to teachers/staff.

**OUTSIDE SPEAKERS/PRESENTERS**

Administration supports the idea of bringing visitors to the building to speak with our students. **All outside speakers must be cleared with the Principal.** If the class is discussing a controversial issue, be sure both sides of an issue are presented. Parents are a good source when doing career-type assignments.

**PARAPROFESSIONALS**

- ☆ Paraprofessionals are to follow the policies of the school district and are responsible first to providing additional support to students. Clerical needs are secondary to student needs.
- ☆ Administration is responsible for the final evaluation, however, teacher input is highly encouraged for specific feedback on performance.
- ☆ Paraprofessionals are to report to their assigned duties outside of the classroom **promptly** (example: crossing guard, lunch duty, recess duty).
- ☆ Weekly time sheets are to be turned into the Office Manager, Maria Alfaro, each Friday afternoon. Teacher verification is required weekly.

**PAYROLL**

It is the responsibility of employees to contact the Office Manager regarding preference on use of Sick leave, Personal leave, Flex time, Vacation time, etc. The Office Manager will

begin work on school payroll around the 11<sup>th</sup> of each month. Persons who do not specify preference for absences are to expect absence credited to Sick Leave account. Payroll is submitted by the 15<sup>th</sup> of every month, and paid to employees on the last working day of each month, via direct deposit into the employee's bank account. (Custodial and Lunchroom payroll is paid differently.)

### **PERSONAL VALUABLES**

Purses and any personal valuables should always be secured and locked in your car or classroom. Each individual is responsible for all personal items brought to school. Recovery of lost or stolen items is difficult and the school is not responsible. Should personal items be stolen, it is the responsibility of the owner to make a report to the Denver Police Department.

### **POSITIVE WORKING ENVIRONMENT**

At GVE, we strive to make our school a pleasant environment not only for our students to learn, but also a great place for adults to work. Even though each person has a different responsibility to serve, it takes all of us to make this school a great place. Honor the expertise of your co-workers, respect the challenges of each person's role, and support each other in your work. E-mail communication is a public record, so therefore, ensure you're your e-mail communication with colleagues is professional. Should there be conflict amongst colleagues, it is highly recommended that you address the concerns directly or that the involved parties seek administration to mediate a conversation in hopes to resolve the conflict.

### **PUBLIC RELATIONS**

- ☆ Teachers are encouraged to submit items for approval to release to the local news media and/or monthly newsletter. Submission to DPS for posting on the district and/or school website must be approved by administration prior to submission.
- ☆ All written information distributed to students and/or adults must be approved by the administration. The exception to this would be items of a personal nature to include homework assignments, classroom activities, and student progress reports.

### **SCHOOL FORMS AND SUPPLIES**

Please see the Office Manager concerning procedures for ordering supplies. At least three weeks should be given for items in the warehouse and a much longer time for articles not in the warehouse.



### SEATING CHARTS

A current seating chart for each class must be maintained and be available for substitute teachers. Please leave a copy of your seating chart in your Emergency Substitute Folder and on your desk.

### SOCIAL COMMITTEE

GVE School's Social Committee handles the school's social obligations, i.e. birth, death, departure, wedding, etc., as well as overseeing social activities here at FBH.

Dues are nominal and all staff members are encouraged to contribute yearly.

**Dues for 2011-2012 school year are \$15**

### STANDARDS-BASED PROGRESS REPORTS/ REPORT CARDS

GVE School follows district guidelines for progress/ report cards.

Specifics for the 2010–2011 school year are:

**End of trimester:** November 12, February 25, May 27

<b>Parent/Teacher conference days:</b>	First Semester	October 15	3:30-7:30pm
		October 16	9:00-1:00pm
	Second Semester	February 17	3:30-7:30pm
		February 23	3:30-7:30pm

**Progress Reports** will be sent home, school-wide six (6) weeks into every trimester. You may choose to send weekly reports.

### STUDENTS AFTER SCHOOL

Teachers are encouraged to give special help to students in their work whenever possible. Students in the building before or after school must be under the supervision of a teacher. Students must have a pass from the teacher in order to enter the building before normal starting time. Students who ride the bus should not be kept unless their parents are contacted and arrangements are made for transportation home.

If it is necessary to keep students after-school as a consequence for behavior during class, note that individual teachers can hold students up to 15 minutes after-school. Parents should be involved and contacted regarding such decisions. This is not considered a formal detention assigned by administration.

### STUDENT SERVICES, SPECIAL EDUCATION

GVE ensures that all children have access to a free and appropriate public education (FAPE), including students who are identified with disabilities. Special Education services are designed to meet students' unique needs and prepare them for employment and independent living. In compliance with the Individuals with Disabilities Education Act (IDEA), each

child identified with a disability has an Individualized Education Plan (IEP) developed to outline specific educational goals and objectives for achievement. Our special education faculty and support staff ensure that students have the most appropriate education, working in conjunction with all faculty, so that each student with an IEP can reach his/her highest potential.

GVE offers Mild/Moderate special education support for all grade levels. The Multi-Intensive (MI) classrooms are a district designated center program, which provides supports for students in grades 1-5. The Student Services support staff include our Speech Language Pathologist, Social Worker, Nurse, Physical/Occupational Therapist and School Psychologist.

GVE does not discriminate against students with special needs. Parents/guardians are encouraged to communicate with faculty and administration. Through collaboration, we strive to provide appropriate accommodations and modifications so that each student can be successful.

### **STUDENT RECORDS**

All student records are maintained and located in the office of GVE. The cumulative record is comprised of test data. Additionally, any special education information or pertinent information to the student will be found in this file. Teachers who desire access to a student's cumulative records from the office must only view the records in the office during the regular school day. If you need to take the record out of the office, you need to have the authorization of an Administrator. **CUM files are not to be removed from the office** without prior consent.

### **STUDENT WITHDRAWAL**

Withdrawal slips are issued by the Attendance/Records Secretary. Please fill these out and list any financial obligations as requested.

### **SUBSTITUTE/GUEST TEACHERS**

- ☆ In the event of illness, substitutes are to be secured through use of the Sub-Finder System. **The number for Sub Finder is: 720-423-3973.** Substitutes needed for reasons other than illness or illness in family are to be secured by the school secretary. When a teacher will be out for more than one day, she/he should call the secretary by 2:00 p.m.
- ☆ In case a substitute is needed, each teacher is to have a set of emergency plans in a folder that is kept in the main office by the secretary. Please return the folder to the main office after an absence.
- ☆ Some special education paraprofessionals are authorized to have substitutes. The same procedures as outlined above apply for ordering a substitute.

**Plans for substitutes should include:**

- Class rosters, up-to-date seating charts and complete lesson plans, as well as up-to-date program schedule and special duties must be available.
- Information regarding classroom incentives (Holler Dollars) as well as consequences.
- Basic information for both regular and special school activities forms provided for this purpose.
- The names of students having special health concerns such as seizures, possible diabetic comas and the like should be available to the substitute teacher. Instructions regarding such emergencies should accompany these names.
- Answer books should be readily accessible.
- Emergency Procedures folder (for fire drills, lockdown, etc.) should be visible.
- Monitors and class helpers should know what assistance they can give to a substitute teacher. There should be some note to the substitute teacher or a mark by the names of students who can be depended upon for reliable help.
- LESSON PLANS WILL NOT BE TAKEN OVER THE TELEPHONE BY THE SECRETARY WHEN IT IS NECESSARY TO BE ABSENT FROM SCHOOL.
- Please do not expect that copies be made by the substitute/guest teacher nor the office staff.
- You can send your plans by e-mail to secretaries and administration.

## **SUPERVISION**

### **Hall**

The teacher, not the bell, dismisses the class. **No students will be excused before the passing bell rings.** Teachers dismiss at the end of the period and the next class period begins 3 minutes later. Teachers are to be in the hallway near their classroom during passing periods to aid in the clearing (controlling) of halls during the passing period.

### **Classroom**

Teachers must not leave a class or other group unsupervised. Supervision must be continuous regardless of the circumstance. In the event the teacher must leave the classroom/group, as in an emergency, notify the office and another staff member will be sent to replace you. Leaving a class unattended is placing your job in jeopardy.

### **Stranger Danger**

If you see a questionable visitor or **do not notice** a badge/visitor pass on someone, call the office immediately.

### **Assigned Duties**

Teachers on lunchroom/recess supervision should report on time, move about their assigned areas, and remain the entire period until they are relieved by the next person on duty. Active supervision means you can engage in conversation with students, but not for a long period of time, to allow you to constantly scan and move on to another area. When students are dismissed outside, teachers need to be located in stations for complete visible coverage (not standing in a group visiting).

## TARDY POLICY

- ☆ **Definition of the term Tardy** – A student will be considered tardy when he/she is not in his/her assigned seat or work area when class begins or he/she does not have a valid pass from the detaining adult when he/she enters the classroom.
- ☆ Please, **do not** send a student out of class to get a pass from another teacher or the office. Accept the student into your class and assign lunch or after-school detention (to be supervised by teacher assigning the detention), or wait until you have an opportunity to communicate with the sending teacher.
- ☆ **The Policy** – All students are expected to get to class on time. The passing period is more than adequate amount of time for students to take care of their needs and still not be tardy. The purpose of this policy is to deal with students who are frequently and unnecessarily tardy.

## TEACHER BUDGET AND SUPPLIES

Each teacher will be given a **\$200 budget** for supplies and resources. Teams can discuss whether you want to pool your monies as a grade-level for additional resources you may want to order, combine to pay for transportation for a field trip, etc.

Teachers may request standard office supplies (paper, tape, markers for boards, etc...), from Maria Alfaro. These supplies will not be a component of your \$200 budget you will have for this year. This is based on a professional understanding that supply and demand from the office supply room will not be misused. Monitoring of copy count will also be a component of whether we can discontinue giving paper limitations to teachers (a box per semester), and just make sure we have paper in the copiers throughout the day.

Resources (an assessment book you may have seen at Teacher's Helper, Bookies, etc...) you may want to purchase, **must be approved by an administrator/office manager prior to purchasing.** Without prior approval, you may not be reimbursed for the cost.

## TEACHER WORK WEEK

- ☆ Teachers need to report to work by **7:45am** and can leave by **3:15pm**. It is your professional obligation to arrive to school on time daily. Failure to meet these expectations could result in 'administrative action'.
- ☆ Teachers are to sign-in & -out daily; also, sign-out in the Main Office when leaving the building during planning or lunch.
- ☆ Grade Level/Team Meetings will be on Mondays from 3:20-4:05, with the exception of the first Monday of every month, which will be set aside for **SLT & New Teacher's.** Teachers not involved with any of those listed above in **bold**, may **collaborate with remaining teammates and plan until 4:05.**
- ☆ Professional Development/Data Teams will be held on Wednesdays after school from 3:20-4:35. **All teachers** are expected to be present.

- ☆ Do not make appointments (doctor, dentist, etc.) on Mondays/Wednesdays. Unless games are scheduled on these days, coaches are to refrain from holding practices on these days, as well. There will be no after-school extra-curricular activities on these days.
- ☆ Classes begin promptly at 8:15 a.m. and end at 3:00 p.m. Teachers are expected to be at your door when tardy bells ring in the morning. All teachers will be responsible for supervision before and after school.

### TELEPHONE

Do not allow students to call home from your room for illness or any reason other than disciplinary action. Students should use the office telephone after school to call parents to inform them if they need to stay after school, etc.

Teachers should limit their own personal phone calls (school phone or personal cell phone) to planning, lunch or post-school hours unless it is an emergency. It is not professional to be handling personal phone calls or texting during instructional time.

### TEXTBOOKS

Individual teachers are responsible for the accounting of textbooks. All students should be assigned a book number by the teacher. Teachers are encouraged to make periodic checks on the loss and damage to textbooks and assess fines accordingly, with the support of our Office Manager. **Teachers are expected to record assigned textbook numbers to their students.** Students are not responsible for lost books if they were not assigned a number and you have a record of that number.

### TIME SHEETS

Hourly employees need to complete weekly time sheets and submit said to Maria, by Friday, 2 p.m. of that work week. The Secretary shall use time sheets to prepare hourly employees payroll.

### UNIFORMS

GVE is a uniform mandatory school. The student uniform policy is detailed in the Parent/Student handbook. **Teachers are responsible for holding students accountable to the uniform policy.**

### VOICE MAIL

It is expected that you will record a greeting for your voice mail. You are expected to check your voice mail at least once every 24 hours, and strive for the same response time to messages. If you have any questions, please see the secretary.

**VISITOR PASSES**

All visitors must check-in the main office and receive a visitor's pass. If visitors are in your classroom and do not have a visitor's pass, they should return to the main office immediately. If there is a fire or disturbance in the building, the secretary must account for all visitors in the building.

**WEEKLY BULLETIN**

Every week, administration will send out a weekly bulletin by e-mail detailing the week's events according to the master calendar. It is your responsibility to mark your field trips on the master calendar, so that the staff is aware of your excursions.

# APPENDIX

		<b>Position</b>	<b>Room #</b>	<b>Phone</b>
		Main Office		720-424-27 40
		Fax		720-424-27 65
Admin	Mills, Keith	Principal		4-2742
	Rottier, Julie	Assistant Principal		4-2744
	Gile, Amy	Assistant Principal		4-2748
	Laughlin, Todd	Student Advisor		4-2750
Office Support	Alfaro, Maria	Office Manager		4-2745
	Gomez, Xochitl	Secretary 1		4-2741
	Castillo, Laura	Secretary 1		4-2743
Primary	Smoot, Matthew	ECE	1001	4-2774
	Trujillo, Tammy	ECE	1003	4-2777
	Shaler, Laney	ECE	1005	4-2800
	Sviercovich, Carla	ECE	1007	4-2803
	Pierrie, Shayla	Kindergarten	1006	4-2776
	Wohlfarth, Isabel	Kindergarten	1008	4-2801
	Rennix, Khadija	Kindergarten	1010	4-2802
	West, Susanna	First Grade	1104	4-2781
	Moore, Laurie	First Grade	1106	4-2783
	Gonzalez, Gabriela	First Grade ELA-S	1107	4-2784
	Hedman, Alisha	Second Grade	1113	4-2786
	Nelson, Jenna	Second Grade	1115	4-2787
	Grimaldo, Mari	Second Grade ELA-S	1105	4-2782
Intermediate	McIntire, Ian	Third Grade	1303	4-2791
	Bradley, Julie	Third Grade	1305	4-2793
	Martinez, Elina	Third/Fourth Grade ELA-S/E	1301	4-2789
	Bendorf, Molly	Fourth Grade	1302	4-2790
	Laningham, Jill	Fourth Grade	1304	4-2792
	Guyer, Juli	Fifth Grade	1306	4-2794
	Austin, Susan	Fifth Grade	1307	4-2795
Junior Academy	Greenough, Sonja	6 Grade Lang Arts	2104	4-2808
	Thomas, Michelle	6 Grade Math	2102	4-2806
	Beauvineau, Yves	6 Grade Science (M, T, W)	2101	4-2805
	Scarth, Doug	6 Grade Geography (W, Th, F)	2101	4-2805
	Moeglein, Laurie	7 Grade Lang Arts	2304	4-2820
	Howarth, Mark	7 Grade Math	2306	4-2822
	Serrano, Zach	8 Grade Lang Arts	2305	4-2821
	Pachelli, Anthony	8 Grade Math	2307	4-2823
	Becker, Brent	7/8 Social Studies	2302	4-2818
	Dye, Stephen	7/8 Science	2207	4-2816
		<b>Position</b>	<b>Room #</b>	<b>Phone</b>



Arts Team	Friedhaber, Amy	Music/Vocal	1407	4-2762
	Trevizo, Alma	Music/Instrumental	1411	4-2763
	Siemens, Bonnie	Visual Art	2105	4-2809
	Wyniecki, Stephanie	Media Art	2103	4-2807
	McQuinn, Megan	Library Arts	1220	4-2757
	Black, Sean	Physical Education	1400	4-2761
	Liston, Lori	Physical Education	1400	
Student Support Services	Bailey, Jennie	Reading Interventionist 3-5	2303	4-2819
	Bourgeois, Audrey	Humanities Facilitator ECE-3	1000	4-2773
	Carr, Paul	Multi Intensive (3-5)	1101	4-2778
	Eberhard, Cynthia	Mild/Moderate (JA)	2107	4-2811
	Eckert, Sandi	Gifted & Talented (.5)	2204	4-2814
	Esquibel, Barbara	Mild/Moderate (EC-3)	1002	4-2775
	Gallegos, Marge	School Psychologist	1313	4-2798
	Griffis, Deean	Reading Interventionist EC-2	1102	4-2779
	Holdeman, Liz	ESL Resource (JA)	2301	4-2817
	Kelly, Delores	L.A. Intervention 6th-8th	2301	4-2817
	Laracuente, Christy	Social Worker	1204	4-2749
	Nelson, Cecilia	Math Intervention 4th-8th	2205	4-2815
	Rivera, Cassandra	Multi Intensive (1-3)	1103	4-2780
	Rojas, Martha	Reading Recovery & ESL	2106	4-2810
	Schmidt, Stacia	Nurse	1219	4-2746
	Spears, Jamie	Mild/Moderate (4-6)	1313	4-2797
	Stratton, Kendra	Speech Language Therapist	1308	4-2796
	Wagy, Emilie	Reading Recovery & ESL	2106	4-2810
	Walburn, Wendy	Humanities Facilitator 4-8	2200	
	Weathersby, Dione	OT/PT	1308	4-2796
Williamson, Anne	Reading Recovery (.5)	1108	4-2785	

Paraprofessional Support	Niles, Melisha	ECE paraprofessional		
	Korstad, Dorothy	ECE paraprofessional		
	Gries, Caroline	ECE paraprofessional		
	Wurst, Jessica	ECE paraprofessional		
	Nevarez, Gabriela	Kinder paraprofessional		
		Kinder paraprofessional		
	Castañon, Mayra	ELA paraprofessional		
	Rascon, Ludivina	ELA paraprofessional		
		ELA paraprofessional		
	Walker, Emelinda	General paraprofessional		
	Christopher, Kristina	General paraprofessional		
		General paraprofessional		
	Pugh, Lisa	General paraprofessional		
	Weisberg, Michael	M/M paraprofessional		
	Kirkpatrick, Brandi	MI paraprofessional -Intermediate		
	West, Megan	MI paraprofessional -Intermediate		
		MI paraprofessional -shared		
	Leonard, Ashley	MI paraprofessional -Primary		
	Wright, Tony	MI paraprofessional -Primary		
Facility Support	Jef Matlock	Facility Manager	1414	4-2756
	Sam Martinez	Assistant Facility Manager		
	Brandi Perez	AM		
		AM		
		PM		
	Madelyn Meigs	Cafeteria Manager	1419	4-2754
Other	Computer Lab		1116	4-2788
	Conference Room		1211	4-2751
	Staff Lounge		1213	4-2752
	Parent/Teacher Education Room		1221	4-2753
	Teacher Workroom 1st floor West		1315	4-2799
	PTSA-kitchen		1408	4-2755
	Cafeteria		1419.2	4-2754
	6th grade Resource/printer room		2108	4-2812
	Textbook storage		2201	4-2825
	7th/8th grade Resource/printer room - workroom		2308	4-2824