



Morrice Area Schools

Instructional Staff Handbook

2023-2024

## **About the Handbook**

This Instructional Staff Handbook will acquaint you with Morrice Area Schools and some policies affecting your employment. Since it is impossible to anticipate every situation that could arise, this handbook will highlight general district policies, practices, and benefits. Other existing policies and practices may not appear in this handbook. Unanswered questions about policies may be directed to Superintendent Robert Pouch at 625-3142.

This handbook applies to instructional staff of Morrice Area Schools and supersedes all previous district policies and practices both written and unwritten.

You have been provided with your own personal copy of the employee handbook. Please take time to review this handbook. Policies are effective immediately and you are expected to know and comply with them accordingly.

If any provision of this handbook is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions shall continue in full force and effect without being impaired or invalidated in any way. If any policy in this handbook conflicts with state or federal law, the law controls, and the policy or portion that conflicts with the law, the policy will be considered inapplicable to employees, to the extent it conflicts with the law.

## **Statement of Commitment to Employees**

Morrice Area Schools is committed to informing each and every employee about his or her job responsibilities and any changes which will impact those responsibilities. Morrice Area Schools also recognize that employees are much happier and more productive when they respect the management of their organization and believe their supervisors are competent, fair, and alert to employees' contributions. Likewise, employees are expected to also extend these attributes towards their supervisors and colleagues. Accordingly, Morrice Area Schools is committed to:

- The recruitment and selection of highly capable and innovative employees.
- Providing a work environment and leadership which unites employees and generates enthusiasm for the organization.
- Maintaining the highest standards of professional ethics.
- An understanding of the importance of the employees' role in the organization's success

- Providing an open-door work environment in which the superintendent and administrators commit to being available to colleagues at any convenient time to discuss any problems the employee may have

### **Statement of Ethics**

The ethical employee is a person who accepts the requirements of membership in their profession and acts at all times in an ethical way. In doing so the ethical employee considers the needs of the students, the district, and the profession. In many cases the views of our employment as educators at Morrice Area Schools goes well beyond the walls of our schools. It is very important that we remember that we serve as examples, role models, and representatives of our school district. This statement of ethics should always be remembered when communicating to parents and community members. This becomes extremely important regarding the use of social media as many parents and community members monitor our postings.

The ethical employee, in fulfilling obligations to the student, families, colleagues, and the district will:

- Keep the confidence entrusted in the profession as it relates to confidential information concerning a student and family.
- Refrain from exploiting professional relationships with any student (or employee) for personal gain, or in support of persons or issues.
- Apply for, accept, offer, or assign a position of responsibility on the basis of professional qualifications, and will adhere to the conditions of a contract or the terms of the appointment.
- Conduct professional business, including grievances, through established lawful and reasonable procedures.
- Strive for continued improvement and professional development.
- Accept no gratuities or gifts of significance that could influence judgment in the exercise of professional duties.
- Not use the district's or school's name, property, or resources for non-educational benefit without written approval of the employee's supervisor or the appointing authority.
- Maintain the dignity of the profession by respecting and obeying the law, exemplifying integrity and honesty.
- Extend equal treatment to all members of the profession in the exercise of their professional rights and responsibilities.
- Respond to requests for clarification/verification of an incident for the purpose of investigation and will keep such information confidential as appropriate.
- Follow the proper chain of command in dealing with any student or staff issues.

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### **ACCIDENT REPORTS:**

Whenever a student is injured while under your supervision, an accident report form ***MUST*** be filled out/submitted to the building principal within 24 hours of the time of the accident. Forms are available from the Share Drive or from the main office. In addition to completing the report, please do the following:

1. Notify the building administrator immediately.
2. Get the names of any student witnesses and request a written statement from each.
3. Contact a parent or legal guardian. Use the call to express concern for the child's well-being. DO NOT make any statement describing fault or blame and DO NOT attempt to diagnose the condition. State the facts.
4. Follow up with parents and child regarding the district's handling of the situation.
5. Refer all questions of insurance or liability to a building administrator immediately.
6. Staff injuries must be reported to the building administrator and an injury report should be completed stating the incident in detail.

### **ANNOUNCEMENTS:**

Announcements will be made over the PA system and/or published daily.

### **ASSEMBLIES:**

All teachers/staff must attend and monitor their classes at all assemblies for which they have been released. This will help to enforce positive student behavior.

### **ATHLETIC ELIGIBILITY**

In the Jr/Sr High, athlete's grades will be reported to the Athletic Director between 8:00 am and 3:00 pm on Wednesday. The Athletic Director will forward the ineligible students names to coaches. Any missing work, which could affect eligibility, must be submitted in plenty of time to give the teacher an opportunity to enter grades by 3:00 pm on Friday of the same week. If ineligibility continues as of Friday at 3:00 pm, the student athlete will be considered ineligible immediately, and will be ineligible until the following Friday (7 days).

### **ATTENDANCE AND TARDY PROCEDURES:**

**ELEMENTARY:**

Attendance will be documented in PowerSchool. It is the responsibility of all teachers to accurately record attendance both in the morning and afternoon on PowerSchool, and to inform the office of any attendance issues. Students are considered tardy if they are 5 minutes or more late for class. If a student arrives past 8:15, they are marked absent in the AM and leave before 2:10 in the PM.

**JR/SR HIGH:**

**Students are expected to be in class and ready to receive instruction when the bell rings.** Students are to be recorded as tardy if they are not in the classroom ready to receive instruction when the bell rings. Once a student is 15 minutes late, they should be recorded as absent from class. If students are late because they were detained by school personnel, they must have a pass. Parents will be notified by the School Reach Instant Alert system when a student is tardy to class.

**AUDIO VISUAL EQUIPMENT:**

All staff will follow protocols to properly check out/check in technology. This includes chrome books and library/computer lab desktop computers. Please return unused equipment to the proper storage area after use. Do not leave equipment in hallways.

**BUDDY ROOMS (Elementary):**

It is understood that the utilization of a “buddy room” system is an important factor towards student achievement. This “buddy room” may be a system of behavior management to redirect off-task student behavior or simply a shared learning environment, such as a reading buddy situation. Buddy rooms need to be pre-arranged with fellow teachers.

**BULLYING:**

All staff have the duty to supervise students, provide adequate and appropriate instruction prior to commencing an activity that may pose risk of harm, and provide a safe environment. This duty extends to students when they are in the custody of the school. Schools also have a duty to supervise students off school grounds when still in custody of the school (i.e. field trips).

Bullying will not be tolerated at Morrice Area Schools. It is the responsibility of all staff to monitor students and implement anti-bullying procedures within classrooms. In addition, all staff members are expected to not engage in bullying tactics among peers/fellow colleagues. This includes harassment, deception, gossip, and all other forms of behavior that are unprofessional in nature or serve to intimidate or repress another individual(s).

Bullying is a form of emotional or physical abuse that has three defining characteristics:

1. Deliberate: A bully's intention is to hurt someone.
2. Repeated: A bully often targets the same victim over and over.
3. Power Imbalanced: A bully chooses victims he or she perceives as vulnerable.

Bullying occurs in many forms, but may include physical, verbal, or indirect forms. It is your legal duty to monitor and have in place anti-bullying procedures.

#### **CA-60's:**

Staff is responsible for documenting yearly progress in CA-60's which will be identified by the building principal. These updates may vary year by year and building to building.

#### **CALENDAR:**

All staff are expected to honor the district calendar located on the district website set forth. In addition, staff is required to keep building offices informed of any items that need to be included on internal building calendars (Outlook) in both the elementary and Jr./Sr. high school (i.e. field trips, staffings, assemblies, special programs, etc.)

#### **CANCELLATION OF SCHOOL:**

In the event that school is cancelled due to weather/etc., staff will be notified as soon as possible. There will be a calling system to notify staff.

#### **CHEMICAL USE STATEMENT:**

Morrice Area Schools acknowledges that the use of alcohol and tobacco on school grounds and at school sponsored activities and other illicit drugs are wrong, harmful, and illegal. Disciplinary action will be taken for any offenses up to and including discharge of services. Under no circumstance is it appropriate for any employee to attend any school sponsored activity under the influence of alcohol or illicit drugs.

#### **CHILD ABUSE/NEGLECT:**

Act 238 of Public Acts of 1975, known as the Child Protection Law, requires that any school administrator, teacher, counselor, nurse, school social worker, or child care provider, report all cases of suspected physical or sexual abuse or neglect of children less than 18 years of age. The law also provides legal immunity for all such professional personnel when they, in good faith, report suspected neglect or abuse to the Department of Social Services, Protective Services Division, and Shiawassee County.

### **Definitions:**

1. "Child" means a person less than 18 years of age.
2. "Child abuse" means harm or threatened harm to a child's health or welfare by a person responsible for the child's health or welfare, which occurs through negligent treatment, including the failure to provide adequate food, clothing, shelter, or medical care.

### **Procedures:**

Any school administrator, teacher, counselor, nurse, school social worker, or childcare provider who has reasonable cause to believe that a child has been the victim of abuse or neglect must proceed as follows:

1. Make an immediate report to the Protective Services Division of the Department of Social Services.
2. Notify the building administrator of the suspected abuse.

### **CLASSROOM CARE:**

Developing school pride and a sense of responsibility begins with participation in room maintenance. Please use caution and courtesy to restore the classroom to a tidy fashion before dismissing students. The use of strong adhesive to hold decorations shall not be used on finished wood surfaces or windows. Do not staple into wood surfaces. Do not tape or poke tacks into the ceiling tile or hang items from light fixtures. The use of streamers, of any kind, is prohibited by the State Fire Marshal.

**Any classroom alterations beyond normal furniture arrangement need to have prior administrator approval.**

Teachers are not to have students use chemicals to disinfect tables, chairs while under COVID guidance, etc. (such as Clorox wipes, disinfectant spray, etc.) Teachers may use these items at their discretion to keep their rooms clean and orderly.

**All mounting materials on walls and glass will be removed by the classroom teacher prior to check-out at the end of the school year.**

### **CLASSROOM MANAGEMENT AND SUPERVISION:**

The success of teaching and the general atmosphere of the school are greatly determined by the proper management of the classroom. A critical factor for student success is the teacher's ability to control and manage his/her classroom. To have the best opportunity for this to occur, some or all of the characteristics (*although not limited to*) should be evident in each classroom:



1. Students are taught what constitutes appropriate behavior, what the school and classroom rules are, and how to follow them.
2. It is clear to students that there will be consequences for misbehavior.
3. Classroom rules are promptly, consistently, and equitably enforced from the very first day of school.
4. Classroom activities are monitored, and students are given feedback and reinforcement regarding their behavior.
5. Policies established in the Board approved Parent/Student Handbook are enforced as well as established building behavioral support initiatives.
6. During FLEX, students must have a classroom pass to go to the library and they must have a task to complete. If a student does not have a pass, they will be redirected back to their assigned classroom. One pass per student. If students become loud in the library, they will be sent back to their assigned FLEX classroom and they may lose the privilege of using the library during FLEX time. (Teacher discretion).

#### **CLASSROOM MANAGEMENT AND SUPERVISION CONTINUED:**

A number of details, if followed uniformly by all teachers/staff, will aid in maintaining effective classroom management throughout the building. The following tend toward uniformity:

- Keep a complete and accurate seating chart. Seating charts may be modified based on class activities.
- Keep classrooms locked when unattended.
- Create and maintain a friendly and orderly atmosphere in your class. Students have respect for teachers who are friendly, fair, and demand a high standard of work
- Do not leave classes or rooms with students unsupervised.

#### **CLASSROOM PARTIES/REWARD/FOOD DAYS**

All classroom parties and food celebrations must be approved by building administrators before the planning process begins. A healthy food option and sensitivity towards allergies should always be included with all celebrations.

#### **CONFERENCE AND PROFESSIONAL DAYS:**

Each teacher shall be allowed leave with pay during the school year for a conference or professional business relating to job responsibilities as per the negotiated MSEA collective bargaining agreement. Conference days are to be used for workshop attendance, seminars, or approved activities towards professional development. Conferences shall be related to the teacher's curricular or extracurricular assignments for that year or the ensuing year. A conference request form needs to be completed and returned to the building administrator and a copy will be returned to the teacher.

### **CONTROVERSIAL ISSUES:**

Teachers have a right to hold views on controversial/political issues and express them in an appropriate forum; they do not have a right to express these views in an unbalanced manner in the classroom. Parents have a right to expect that controversial/political issues will be treated in a balanced and unbiased manner and that their children will not be subjected to any form of indoctrination in relation to these. Students have the right to hold and express views in relation to controversial/political issues; they also have the right to have controversial/political issues presented to them in a balanced and unbiased manner.

### **COPY MACHINE PROCEDURES:**

Copy machines for teacher use are currently located in the teacher lounge. Teachers should not make copies on the office copier unless approved by the building administrator or building secretary. Materials copied should be used for instructional purposes with students and not for personal use. Excessive copying is discouraged. It is also understood that staff will use judgment with wasting of paper, toner, etc. and will be judicious in the use thereof to conserve paper/supplies and avoid/limit waste.

***Students are not allowed access to the copy machines or to the staff lounge to obtain copies/work for the teacher.***

### **CORPORAL PUNISHMENT:**

An employee or volunteer shall not threaten to inflict, or cause to be inflicted corporal punishment upon any student. Corporal punishment is defined as the “deliberate infliction of physical pain or an action by any means upon the whole or any part of a pupil’s body as a penalty or punishment for a pupil’s offense.” A person may use reasonable physical force to protect himself/herself or others from immediate physical injury, obtain possession of a weapon or dangerous object to protect property from physical damage. In some cases, verbal abuse has been considered corporal punishment. Some examples of corporal punishment may include asking students to perform labor or activity when not part of the curriculum or outside the curriculum (i.e. push-ups, standing in place, physical labor not connected to discipline, etc.)

### **DISCIPLINE STATEMENT:**

**Every discipline situation is an opportunity to redirect and teach expected behavior.**

Not all students come to school with the same values and expectations as their teachers. We must be willing to teach school expectations by talking, counseling, and redirecting with students. Every discipline situation is an opportunity to teach expected behaviors.

Discipline protocol is outlined in our Parent/Student Handbook

**DISTRICT WEB PAGE:**

It is suggested the responsibility of the teacher to maintain and update classroom web pages upon request of the administrator for the benefit of the school and the community.

**DRESS:**

Dress attire of the faculty should reflect the honorable profession of education and fit the day's activity. As role models for students, we lead by example. Clothing worn by staff should reflect personal and professional pride, be clean, and orderly. Teacher dress is professional Monday through Thursday with business casual on Fridays, meaning jeans may be worn. Exceptions to dress policy can be made with building principal approval.

**DRESS CODE:**

It is the responsibility of teachers/staff to enforce the student dress code. Every effort should be made to be as sensitive as possible with student dress code issues. At times it may be more appropriate to have a teacher of the same sex handle dress code issues.

**EMAIL AND SCHOOL MAIL:**

Memos, staff meeting agendas, etc. will be emailed to you. Best practice would be to make sure you check your email and school mailboxes before and after school. Do not send a student to get your mail or read your school email. Some information may be confidential and must be handled according to FERPA laws.

The school district reserves and will exercise the right to review, audit, interrupt, access, and disclose all matters on the school's district email system at any time, with or without notice, and that such access may occur during or after the regular school day. School email is for school related business only, personal emails using your school account do fall under the Freedom of Information Act.

It is also understood that teacher's will limit personal emails/ computer usage to non-instructional times, such as planning times, in order to maximize student instructional hours.

**EMERGENCY PROCEDURES:**

It is the responsibility of all teachers to clearly post emergency procedures near their classroom door and to reinforce procedures with their students. All staff should exit the building during emergency procedures (unless otherwise noted), even if the procedure

is a practice drill. Further information about fire drills, lockdowns, and tornado procedures can be found under those headings.

***DO NOT BLOCK EMERGENCY WINDOWS!*** There should be NO items blocking escape exits from the room. DO NOT stack items on top of the registers in classrooms or arrange room to impede the emergency exits. This means having a clear exit to the door and windows free of tables, filing cabinets, bookshelves, etc. Do not block or place anything under windows with fire screens.

Elementary teachers are required to bring with them their classroom emergency binders on field trips or when traveling outside of the building.

### **EMERGENCY SUBSTITUTE PLANS:**

All teachers must prepare a purposeful lesson plan that may be used in emergency situations. Plans ***MUST*** be included in the Morrice Area School Emergency Guide found in each classroom by the end of the first week of school. Plans should include class schedule, lesson plan, location of materials, class list, and any other pertinent information a substitute would need to follow.

### **EVALUATIONS:**

Please refer to contractual language on evaluations. In addition, all teachers will be evaluated according to state law.

### **FACULTY MEETINGS:**

All staff are expected to remain at the faculty meetings for the duration (no longer than 1 hour) of the meeting or until the conclusion of the meeting unless pre-arranged with administration. Concerns/announcements should be put into writing and turned in to the Principal for placement on the agenda by noon of the day before the meeting. Staff will not be excused from a faculty meeting without prior approval from the building administrator and should make every effort to re-arrange personal and coaching schedules to accommodate faculty meetings.

### **FAMILY RIGHTS and PRIVACY ACT:**

The Family Rights and Privacy Act limits the disclosure of personally identifiable information from a student's work. Classroom assignments and tests can be covered under these guidelines. The following guidelines should be followed:

1. Student grades should NOT be read aloud in class in the presence of others.
2. Classroom charts to show student progress, points, etc. may be considered as an educational record and are not allowed. Charts that reflect exemplary accomplishments (i.e. general awards, honors) are

allowed. Charts are allowed if coded in a way that only individual students know.

3. Students should not be used to hand back graded papers unless the grades cannot be seen.
4. Students can grade other students' papers as long as the final grade is not attached. Scores should not be read aloud in class. "Editing" another student's paper is considered a teaching aid and is acceptable.

### **FIELD TRIPS:**

Field trips are recognized as an important part of the educational experience. Teachers desiring to participate in a field trip should fill out and submit to their building administrator the Field Trip Planning Information form located in the Google drive folder no less than two weeks prior to the field trip. It is the teacher's responsibility to check with the bus garage for available dates before filling out the form and submitting to their building administrator.

Field Trip forms are routed through the following offices before approval is granted. Obtaining the building administrator's signature of approval does not guarantee approval of field trips and it is the requesting teacher's responsibility to obtain signatures/approval from the following: Principal, central office, bus garage, kitchen, building secretary, participating teacher.

It is advised the teacher check with the director of transportation first to see if there is already an event scheduled. Once the field trip has been confirmed and documented in the central office, all parties will receive a copy and it will be recorded on the district shared calendars.

The Field Trip Planning Information form should list (*attach information to form*):

1. Destination, departure and arrival times
2. Specific information on all stops.
3. Specific information on route to be followed.
4. List of all students that will be going including school hours they will miss and the grade they are in.
5. Source of funding.

Permission slips are required of all students participating in field trips. Permission slips must include a parent signature and be on file prior to the date of the field trip. In addition, it is the teacher's responsibility to find school placement for students not approved to attend the field trip. Students not going on field trips should have classroom time arranged with another teacher and will be provided with work to complete for the duration of the field trip. Do not send students to the office if they do not have permission forms. Chaperones must have completed a Criminal Background Check, located on the Morrice website.

## **FIRE DRILL PROCEDURE:**

All staff will have fire drill information **clearly** posted near the classroom door and it is the responsibility of all staff to practice with students the procedures for a fire. During a fire emergency, the emergency fire lights will continually flash, a continual warning siren will sound, and fire doors will automatically close. Staff are to escort students from the building to a designated safety zone. Drills will be both announced and unannounced.

### **General Procedures**

1. Immediately stop class activity, turn off lights. Vacate room in an orderly fashion. The last person to leave is to close the door.
2. Each teacher is directly responsible for the conduct of his/her students and should review the drill procedure in class periodically throughout the year. The teacher will remain with his/her group until the "all clear" signal has been given. Teachers should take their emergency binders that include student class lists and account for each student in their class. If a student is missing or you have an extra student, this should be reported to administration. Each teacher is also responsible for keeping a diagram posted close to the classroom door showing the fire exit.
3. Teachers who are on planning periods should assist in the halls to aid in traffic control and general fire drill discipline.
4. Vacate rapidly and silently but do not run.
5. Students will stay together and return in an orderly fashion.
6. Stress the fact that this is not a game!
7. Students should move a minimum of 100 feet from the building during any drill.

All persons must leave the building. All teachers must accompany their class out and back into the building. It is the responsibility of the administration and teaching staff to make sure the building is evacuated. All teachers are responsible for keeping track of students in their class and their whereabouts at all times.

### **Exit Doors (Elementary):**

- Refer to the Emergency Binder for exit procedures.

### **Exit Doors (Jr/Sr High):**

- Refer to the Emergency Binder for Fire Exit procedures.

## **FUND RAISING:**

Teachers/staff must comply with board policy on fundraising and obtain approval for fund raising activities through both building administrator and Superintendent. A

detailed proposal of activity must accompany approval requests. \*See Money section for further clarification.

### **GRADING PROCEDURES:**

Grading is a teacher, not an administrative responsibility. Teachers should take special care to document test results, point systems, attendance, and tardies in PowerSchool. If a student or parent challenges or questions a final grade, the grade book will be used as the source documentation. It is important that any grade given must be substantiated.

### **GUEST SPEAKERS:**

Any speaker brought into the schools, whether motivational, etc., should have prior approval by the building principal. Speakers need to be connected to the curriculum.

### **HALLWAYS:**

Hallways should be kept clear of clutter that impedes usage space. A small desk/chair outside a classroom is acceptable. A large table that blocks a portion of the hallway is not. In addition, it is staff's responsibility to keep hallways clear and presentable during the school day. This means having student work clearly displayed, keeping boots, etc. lined up and organized. A clean and clear hallway denotes pride in our building.

### **INCOMPLETES:**

Teachers have the option of the issuance of the letter grade (I), which indicates incomplete. Incompletes are issued by the teacher but careful review and consideration should be given before issuing an "I." Teachers should formally notify students (and parents) that they are receiving an incomplete and all incomplete work must be completed within 10 school days of the end of the marking period. If a student does not complete work within 10 days, the teacher will issue a letter grade earned at the end of the term. Please note: If a student earns a 78%, or higher, on an end of semester, or yearly assessment then the student earns credit for the class, regardless of the missing assignments or failing grade entering the assessment.

### **INSIDE RECESS (Elementary):**

In the event of poor weather, indoor recess will be held. Notification of indoor recess will be indicated by the red t-shirt outside the library entrance. On days of indoor recess, students will need to stay in their rooms (if during class time) or they will be in the library or other appropriate area during lunch recess.

### **KEYS & KEY FOBS:**

The building administrator shall issue all keys. All keys are for temporary use and should be returned when no longer needed. ***It is unlawful to duplicate keys for public buildings.*** Teachers/staff shall not loan out or allow students to use school keys. Keys are to be inventoried and collected at the close of each school year. Teachers requiring keys for summer use should make arrangements with their Principal. Please report lost keys to the main office immediately. All keys and key fobs are the sole property of Morrice Area Schools.

### **LEAVING EARLY:**

No teacher/staff member may leave a job assignment early in the day without first having prior approval from the Principal. This includes leaving early for illness, doctor appointments, personal appointments, etc.

### **LESSON PLANS:**

Effective day-to-day planning is essential for quality teaching. It is the responsibility of the teacher and it is assumed of the teacher that every teacher will be prepared for his/her classes each school day and is expected that teachers will have completed lesson plans at all times. It is the administration's responsibility to insure sound teaching methods and techniques are being used to deliver instruction. In addition, proper sequencing of class goals, learning experiences, and the built-in reinforcement of certain academic areas is considered a sound educational strategy.

Morrice Area Schools believes that teachers know best what should happen in their classrooms on a daily basis. Thus, daily lesson plans/unit plans should be turned in only when asked for by the Principal. When the principal does a classroom visit, he/she may ask what goal area you are working in and what the ultimate desired outcome is according to the district's framework.

### **LOCKDOWN/SECURE MODE DRILL PROCEDURES:**

**Refer to the Lockdown/Secure Mode drill procedures in the Emergency Binder**

### **MEDICINE:**

Students receiving medication(s), which must be taken during school hours, should have a written order form from their physician stating the name of each medication including directions for administering. Students taking medication in school should do so in the health monitor room under the supervision of the health monitor.



Staff medication should only be brought into the school when absolutely necessary and shall be stored in a lockable space. Please refer to the Student Handbook for additional information.

### **MENTORING:**

Public Act 335 as amended by PA 289 Section 1526 requires all new classroom teachers in the first three years of classroom teaching experience to be mentored by one or more master teachers and 15 days of intensive professional development. Refer to contract language for additional mentoring questions.

### **MERIT PAY:**

Requests to receive merit pay are to be submitted to the central office no later than the final day of instruction for the school year.

### **MONEY:**

Teachers are responsible for any money that is collected for school or extracurricular activities. Money should be kept in a secured location. All money collected by teachers for field trips or other activities must be counted, recorded, and submitted weekly to the business office.

### **MOVIES:**

In order to have a consistent policy regarding the showing of movies, any movie shown must be indicated in the teacher's lesson plan. Be sure you are not violating copyright laws when showing movies.

### **Elementary:**

- "G" rated movies may be shown without parent notice.
- "PG" rated movies may be shown if they have been previewed by the teacher and if a letter has been sent home to parents indicating the benchmark the movie will address and allowing their student an alternative assignment should they so elect.
- No PG-13 or R rated movies may be shown under any circumstance at the elementary.

### **Jr. /Sr. High:**

- "G" and "PG" movies may be shown.
- PG-13 movies may be shown with administrator and parent approval.
- R Rated movies may be shown with administration and parent approval.

### **NEWSLETTERS:**

Newsletters are a great communication tool for home/school connection. A copy of class newsletters needs to be provided for the building principal.

### **OFFICE REFERRALS:**

Students being sent to the office for disciplinary reasons ***MUST*** have a discipline referral form which indicates a description of the violation, identifies the group level (1, 2, or 3) and the result of initial parent communication made by the teacher. Students should only be sent down and miss instructional time if they continue to disrupt the teaching and learning of the class. The building secretary does not handle discipline issues, nor should teachers be referring students to the building secretary or asking the secretary to come get disruptive students. All discipline issues are to be referred directly to the building principal (or designee in charge if principal is gone). Once a completed office referral is received by the office, then discipline will be decided by the principal. Staff discussion of the assessed discipline is prohibited.

### **PARENTAL CONTACT:**

Effective communication with parents is key to the success of Morrice Area Schools. It is the teacher's responsibility to contact parents if students are underperforming academically in a timely and consistent manner. It is recommended to keep a log of parent communication.

### **PARENT/TEACHER CONFERENCES:**

All staff are required to conduct and attend parent teacher conferences. This is an opportunity to share with parents and discuss academic achievement and concerns. Teachers will not be allowed to miss conferences without prior approval from the building administrator and proof of rescheduling parent conference times.

### **PHONE USAGE:**

Personal calls should be made during scheduled break times unless there is an emergency. Personal long-distance calls are discouraged by staff on school phones. The only use for student cell phones in the classroom is if another form of technology is not available for use. Teachers will post the "cell phone" usage sign when allowing students cell phone access.

### **PROFESSIONAL DEVELOPMENT DAYS:**

Professional development days are contractual days. Teachers are required to attend and dress in business casual attire.

### **PROFESSIONAL HOURS/ HALL RESPONSIBILITIES:**

Teachers are contractually obligated to be on duty five minutes before and five minutes after contracted start and end times. During this time, teachers should assist in monitoring halls.

### **PTO:**

The PTO is an essential part to the functioning of the school as they provide support for teachers and students. As a result, the PTO raises large amounts of funds that directly impact the quality of education and these funds help to supply classroom supplies, fund field trips, provide conference attendance for teachers and such. It is expected that teachers will provide assistance with PTO functions, such as carnival, auction dinner, PTO meetings, and such. Please consider supporting the PTO by volunteering your time to assist in their activities.

### **RECESS DISCIPLINE and SCHEDULE (Elementary):**

It is the responsibility of teachers to monitor and administer recess discipline during class recess times. It is the responsibility of the lunch recess aides to ONLY administer recess discipline during lunch recess.

All students will be afforded the opportunity to participate in classroom recess unless instructed otherwise by the building administrator. Lunch recess may be altered in an effort to reinforce classroom expectations and student achievement.

If teachers take additional recess during the school day, notify the office you are leaving the building.

### **RECORDS AND DOCUMENTATION:**

Be thorough and complete in your record keeping. These are legal documents of student progress and grades. All teachers should maintain PowerSchool. All teachers are responsible to keep the emergency response binder visible.

### **REPORT CARDS:**

All grades in PowerSchool shall be updated weekly for both buildings. Parents keeping up to date with PowerSchool and contacting teachers will help prevent probable failures, a decline in performance, students not working up to his/her ability, and excessive absences or tardies.

### **Elementary:**

Report cards will be sent home at the end of each marking period. If there is not a report card sent home (e.g. Kindergarten), then a progress report must be provided. Report cards should include academic performance, updated DRA reading levels if applicable, and comments for parents. Additional information about student performance may also be attached.

### **Jr/Sr High:**

Students should receive report cards approximately every nine weeks. The only grades that will appear on the permanent transcripts are the ones earned at the end of each semester. Semester grades will be mailed home. Every effort will be made by the teaching staff to contact parents when students are failing. This may be done by phone, email or mail. PowerSchool Parent Portal is available for parents and students to check grades online at any time.

### **RESPECT:**

Respect is a professional privilege that all staff should honor, both with colleagues, as well as students, parents, and community. As professionals, it is the responsibility of all staff to maintain a positive, open, and professional environment at all times. It should be the intent to build one another up with dignity to foster collegial growth.

### **RETENTION:**

Research has shown that retention is the last viable option for student success and actually has negative consequences as the child progresses through school. Retention should be considered with caution in the best interest of the child, taking into account social development, intervention opportunities that differentiated instruction throughout the year, academic achievement, and parental input as well.

The following steps should take place when considering possible retentions:

1. In January of each year (end of semester), parents should be notified in writing if their child is performing below level and strategies that have been implemented to address deficits.
2. Teachers develop and document interventions.
3. Review of student progress with parents at February conferences.
4. At conferences in February, have parents sign the letter of support making them aware of interventions taking place, academic deficiencies, and stating that retention may be a possibility.
5. March/ end of 3<sup>rd</sup> marking period. Letter sent home with report card to explain progress/declines.
6. April. Review of action plan with Principal for possible retention students.

7. May-Discussion with Principal and teacher about retention issues. Teacher meets with parents to discuss the possibility of retention.
8. End of May-Decision made for retention or promotion. Parents must sign a letter of support that goes into CA-60. Teachers will notify the Principal of retention students.
9. Principal will write a letter to parents in regard to retention and contact parents directly.

All final retention decisions rest with the building principal. Teachers are not to contact parents directly to inform parents of retention.

#### **SCHOOL DAY:**

Teachers are to be at workstations no later than 5 minutes before the tardy bell and 5 minutes after dismissal. It is understood per contractual language that there may be times when special meetings may be scheduled outside of this schedule. These may include IEP meetings, 504 plans, parent meetings, staffing, etc. Instructional times are from 7:55am-2:53pm (Elementary) and 7:50-2:45pm (Jr/Sr High).

#### **SCHOOL IMPROVEMENT:**

School Improvement is vital to the success of the school and all teachers are expected to be continually working towards improvement both professionally and as a building. School Improvement meetings will take place after school and may occasionally be scheduled during the school day as needed. If they are scheduled during the school day, substitute teachers may be enlisted to facilitate involved teachers. School Improvement meetings are open meetings for the general public and require parental participation in addition to staff participation. School Improvement meetings may occasionally take place before school as needed. Faculty will be informed of school improvement meetings through the School Improvement Team chairperson.

#### **SCHOOL IMPROVEMENT TEAM:**

The School Improvement Team consists of representatives within the school (e.g. teachers, para-professionals, parents/community members) and the building principal. Representation on the School Improvement Team comes from those wishing to volunteer or by principal recommendation. The team will attempt to have representatives from across grade levels and subject areas.

#### **SEXUAL HARASSMENT and INTIMIDATION:**

It is the policy of Morrice Area Schools to maintain a learning and working environment that is free from sexual harassment and intimidation. No person shall be subjected to any form of sexual harassment or intimidation.

It shall be a violation of this policy for any board member, employee, or student to harass any member of the board, employee, or student body through conduct or communication of a sexual nature or intimidation as defined in this policy. This also extends to false accusations as being a form of intimidation.

Each administrator shall be responsible for promoting an understanding and acceptance of, and assuring compliance with state and federal laws, and board policy and procedures governing sexual harassment and/or intimidation within his/her building or office.

Definition:

Sexual harassment/intimidation means unwelcome sexual advances, requests for sexual favors, and other forms of verbal or physical conduct of sexual nature or intimidation when:

- a) Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or advancement or a student's participation in school programs or activities; or
- b) Submissions to or rejection of such conduct by a board member, employee, or student is used as the basis for decisions affecting the employee or student; or
- c) Such conduct has the purpose or effect of unreasonably interfering with a board member's, employee's, or student's performance or creating an intimidating, hostile, or offensive work or learning environment.

Sexual harassment or intimidation may include, but is not limited to, the following:

- Verbal harassment or abuse
- Pressure for sexual activity
- Repeated remarks with sexual or demeaning applications
- Unwelcome touching
- Sexual jokes, posters, cartoons, etc.
- Suggesting or demanding involvement, accompanied by job
- Performance of public duties, or
- Intimidation to gain influence, self-gain, or humiliation of the victim.

A person who alleges sexual harassment by a board member, employee, or student in this school district, may file a complaint directly with his/her immediate supervisor, building principal, district Title IX coordinator, grievance officer, or superintendent. Filing a grievance or otherwise reporting sexual harassment or intimidation will not reflect upon the individual's status, nor will it affect future employment, or work assignments (unless they purposely and falsely accuse as a form of intimidation).

The right to confidentiality, for both the accuser and accused, will be respected consistently with the school district's legal obligations and with the necessity to

investigate allegations of misconduct and to take corrective action when this conduct has occurred.

All documentation regarding the complaint and the investigation will be in a separate confidential file in the event that litigation is commenced or a charge is filed with the Equal Employment Opportunity Commission or the Michigan Department of Civil Rights. All complaints, interviews, and investigations will be treated with the strictest confidentiality and utmost discretion. Only those board members, employees, or students whose participation in the investigation of a complaint was essential to its resolution will be informed of it.

**Sanctions:**

- a) A substantiated charge against a staff member in the school district shall subject that staff member to disciplinary action, up to and including discharge.
- b) A substantiated charge against a student in the school district shall subject that student to disciplinary action, which may include suspension or expulsion, consistent with the student discipline code.
- c) A substantiated charge against a board member in the school district shall subject that board member to any legal and disciplinary action allowed under current law.

*For further information, see Title IX of the Civil Rights Act of 1964*

**SOAR AWARDS:**

SOAR Awards should be used as an incentive towards positive behavior management and should be on an individual basis.

**STAFF LOUNGE:**

The staff lounge is set aside for faculty. As such, it takes a team effort to keep the place clean. Please cover food items in the microwave and do your part to keep the refrigerator, microwave, and general area clean and presentable. In addition, No students are allowed in the staff lounge at any time. This includes having students pick up copied work from the copy machine. If a few extra copies are needed, staff may contact the office to inquire about getting additional copies.

**STAFFINGS:**

If concerns arise about a student that is not making progress or suspected of needing more assistance (academically or behaviorally), the classroom teacher will request a staffing.

### **STUDENT ACCOUNTABILITY:**

Teachers are legally responsible for their students while under their instructional guidance and are responsible when students are out of their class during the time students are assigned to them. Students outside of class should have a hall pass. Students wishing to see the counselor may not miss class without classroom teacher permission. In addition, teachers are legally responsible to take attendance, keep accurate attendance records, and enforce the student handbook. Depending on age range and maturity level it may not be appropriate for students to be placed in the hallway unsupervised.

### **STUDENT/PARENT CODE OF CONDUCT:**

Students and parents are provided a handbook of code of conduct and it is expected that involved parties (including school employees) abide by this code of conduct. Teachers are expected to enforce the policies in the handbook.

### **STUDENTS IN OFFICE:**

Students should only be sent to the office if they are ill or for disciplinary action. **Students should not be sent to the office as an office volunteer or as a rewards system unless previously arranged with the building principal.** If a student needs to utilize the office as a break area for a specific behavior plan, it must be approved by the principal and expectations shared with the secretary. If a student needs to call home, they should only do so during non-instructional time unless they are ill, at which point they will be sent to the health monitor. Office contact (phone/email) must be completed before sending any student to the office. Unapproved students will be immediately sent back to classrooms.

### **SUBSTITUTE TEACHERS:**

Teachers are expected to have teaching plans and materials ready for substitute teachers. Directions for locating lesson plans, textbooks, grade book, and work supplies should be in a prominent place. Lesson plans for substitute teachers need to be meaningful and relevant work for your students. While you may be absent from your classroom the children still need to learn and the substitute teacher still needs to teach.

### **SUICIDE RISKS:**

If a student talks or writes about current suicidal feelings, has a preoccupation with death, or if a teacher notices other signs and symptoms, notify a counselor or administrator. Avoid “promises” not to tell anyone. It could be very dangerous for the student. It is better to risk over-reaction than under-reaction.

Recognizing The Danger Signals (Compiled by the National Committee for Youth Suicide Prevention):



- Avoidance of friends and normal play or social activities
- Increased daydreaming
- Temper outburst
- Greater touchiness under questioning
- Crying or general aura of sadness
- Quiet youngster may become hyperactive, the outgoing youngster, withdrawn
- Sleep patterns may be interrupted
- Eating habits may change
- Tendency to become uncommunicative and a pervasive sense of hopelessness and helplessness.
- Making final arrangements, such as giving away prized possessions
- Statements about their intention to end their lives or less direct comments about how friends and family might be better off without them
- Persistent boredom
- Complaints of constant stomach ache, headache, or fatigue
- Neglect of personal appearance

NOTE: One of these signs alone may not be an indication of a problem. Look for patterns.

#### **SUPPLIES:**

Teacher supply requests are to be submitted to the office no later than the final day of instruction for the school year to receive reimbursement for classroom allowances. Additional supplies need to be approved by the building administrator if purchased with district funds. As a cost saving measure, every effort should be used to utilize REMC or other district/county approved vendors.

#### **TEACHER ABSENCE:**

Please make every effort to notify your building office as soon as possible when you are going to be absent:

Elementary School	625-3141
Jr. /Sr. High School	625-3143

Refer to the MSEA contract regarding teacher absences.

#### **TECHNOLOGY POLICY:**

Morrice Area Schools encourages and supports the use of electronic information technologies and the internet in educational endeavors. The district provides access to information resources available in a variety of electronic formats, and for development of informational management skills. Together these allow learners to access current and

relevant resources and provides the opportunity to communicate in a technologically rich environment and assist them in becoming responsible, self-directed, lifelong learners.

The district's information technologies are the district's property and are intended primarily for educational purposes. The district retains the right to access and review all electronic and voice mail communications, computer files, databases, and any other electronic transmissions contained in, or accessed by district information technologies without the user's permission.

Users have no reasonable expectation that any information contained on any district information technologies is confidential or private. The district's system is not a public forum and access to technology is a privilege and not a right.

The district makes no warranty of any kind, whether expressed or implied, for any reason regarding the availability of its information technologies, including but not limited to the loss of data. All district information technologies are provided on an "as is, as available" basis.

Technology equipment includes, but is not limited to, security cameras and equipment, computers, drivers, electronic storage devices, printers, scanners, network servers, video and audio recorders, cameras, photocopiers, phones, and other related electronic resources.

Software includes, but is not limited to, computer and network software, web based programs and software, freeware, print and non-print resources. Illegal software is defined as any software installed or downloaded on district equipment servers without written permission from the building administrator and Superintendent.

Networks include, but are not limited to, all district voice, video, and data systems, including off site and third party service providers.

In accordance with the Children's Internet Protection Act (CIPA), a federal law enacted by Congress in December 2000 to address concerns about access to offensive content over the internet on school computers, Morrice Area Schools has implemented a filtering system through the Shiawassee Regional Education Service district intended to block minors' access to visual and content depictions that are obscene, child pornography, harmful to minors, or that the district determines to be inappropriate for minors.

It is also expected that employees of Morrice Area Schools will not attempt or engage in offensive content over the internet or through district technologies. This includes, but is not limited to, pornography or material of a sexual nature, violent depictions, illegal actions, or other inappropriate and offensive content.

The district does not take responsibility for resources or actions taken by users that do not support the purposes of Morrice Area Schools and retains the right to temporarily or permanently remove a user account on the network to prevent further unauthorized activity. This right shall apply to ANY person or employee of Morrice Area Schools granted access to the district's technology network.

Users of Morrice Area School technology are prohibited from:

- Using district technology for private use, commercial business (*other than for the district*), for product advertisement, or political lobbying.
- The malicious use of technology to disrupt the use of technology to others, to harass or discriminate against others, and to infiltrate unauthorized computer systems. These actions may result in criminal prosecution under statute 752.795 of the Michigan Criminal Code.
- Using district technology to draft, send, or receive inappropriate communications and materials, including but not limited to, items which are pornographic, obscene, vulgar, harassing, threatening, defamatory, or otherwise prohibited by law.
- Using the district's email system to create, send, or forward content that may take up unnecessary storage space on the district's network (such as chain letters and large attachments).
- Participating in hate mail, harassment, discriminatory remarks, and other antisocial behaviors on the network.
- Vandalizing district or any other information technologies. Vandalism is described as any attempt to harm, destroy, deface, disrupt, or alter operation of the district's information technologies or voice/video equipment. Vandalism includes, but is not limited to, the creation or intentional receipt or transmission of computer viruses, spy ware, or spam.
- Using software to generate password combinations or user logins which may be used to access user accounts and information on and off the districts network.
- Using non-authorized equipment, digital media, and storage devices with district equipment or on the district's network without permission from the Superintendent.
- Intentionally access or cause access to be made to a computer to devise or execute a scheme or artifice with the intent to defraud or to obtain money, property, or service by a false or fraudulent pretense, representation, or promise. These actions may result in criminal prosecution under statute 752.794 of the Michigan Criminal Code.

The school district's system is not a public forum and access to technology is a privilege and not a right. Any user who does not comply with the technology policy shall lose network privileges. Repeated or severe infractions of the policy may result in permanent termination of privileges, expulsion, or termination of employment.

In addition, users violating any of the rights and responsibilities may face additional disciplinary action deemed appropriate in keeping with disciplinary guidelines and policies of the district.

#### **TELEPHONE NUMBERS/STUDENTS:**

If you wish to look up a student's telephone number, you will find the information on the student emergency card or demographic area of PowerSchool. It should be kept in mind that student telephone numbers are regarded as confidential information and, as a result, are not to be given out.

#### **TORNADO DRILL PROCEDURE:**

Notification of a tornado drill or actual tornado will come across the PA system. Upon notification, teachers are to quickly and quietly exit students from the classroom to their assigned safe-zone, have students sit cross legged facing the wall with their heads bowed to their stomachs and the hands covering their head/neck. Students are to be instructed to stay quiet. Teachers will post tornado drill maps at classroom doors and instruct students of procedure periodically throughout the year. ***Keep students away from glass windows!***

**Refer to the Tornado Drill Procedures in the Emergency Binder.**

#### **VISION EXPECTATIONS:**

It is expected that staff develops a meaningful relationship with each of their students based on love, dignity, and respect. Treat all colleagues with dignity and respect and act professionally in all that you do. The learning environment should be a positive, safe, and caring environment for all its members where employees work together with all staff members as a collaborative team. The learning environment is supportive of at-risk learners through the use of effective, efficient teaching strategies and interventions.

#### **VISITORS:**

All visitors NOT employed by Morrice Area Schools require notification and approval by the building principal to enter the building. All visitors will be required to sign in and out at the main office as well as wear an identification badge.

#### **WORK REQUESTS (Custodial/ Technology/ Maintenance):**

Requests for custodial needs should be made through the building secretary or directly with custodians. Maintenance requests forms are located in the office and Google Drive folder and should be given to the Principal to forward on to the Maintenance Director. Technology requests should be directly sent to the RESD technology help desk (helpdesk@Morrice).

**YEAR END CLOSING OF SCHOOL:**

Before the close of the school year, teachers will be provided a Teacher Check-Out Sheet with a list of responsibilities to complete before leaving on summer break. It is understood that teachers may be called back from break if requirements are not met or met incorrectly and in need of correction. All keys and fobs will be given to the principal before leaving unless instructional duties are required in the building during the summer months.

**ACKNOWLEDGING RECEIPT OF TECHNOLOGY POLICY**

I have read the Morrice Area Schools Technology Policy and understand that my usage of technology on district computers, servers, email, voice mail, databases, or other technology sources is district property and intended for educational purposes. I understand that the district retains the right to access and review all electronic communications without user's permission at any time. Furthermore, I understand that violation of said policy may result in disciplinary action, including and up to discharge of services with Morrice Area Schools. I accept responsibility to use district technology for work related purposes and in accordance with district policy and release Morrice Area Schools from any legal actions that may arise from my misuse of technologies of the district.

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Employee Signature

Date

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**ACKNOWLEDGING RECEIPT of KEYS and KEY FOBS**

I understand that possession of keys or key fobs for access to Morrice Area School facilities is a privilege and not a right. I also understand that possession of keys assigned to me are my responsibility, that I shall not make duplicates, loan out, or allow students to possess or access my assigned keys at any time. It is also understood that all keys/fobs will be returned to the building administrator before leaving on summer break. Exceptions to this must be in writing with administrator approval.

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Employee Signature

Date

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**ACKNOWLEDGING RECEIPT OF EMPLOYEE HANDBOOK**

I have received my copy of the Instructional Staff Handbook, which outlines the policies, practices, and benefits guidelines of the district, and I have read and I understand the information contained in the handbook provided to me.

Since the information in this handbook is necessarily subject to change as situations warrant, it is understood that changes in the handbook may supersede, revise, or eliminate one or more of the policies in this handbook. These changes will be communicated to me by my building principal or supervisor or through official notices. I accept responsibility for keeping informed of these changes.

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Employee's Signature

Date

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\*Employees have the right to make a copy to keep for their personal records prior to submitting forms to the business office.