

BARK RIVER-HARRIS SCHOOL DISTRICT

Teacher Handbook

A guide for teacher success

BRH

9/2/2019

Bark River-Harris Mission Statement: To attract, educate, and graduate students with the abilities to improve their communities.

Bark River-Harris

Faculty Handbook

2019-2020

The Bark River-Harris Faculty Handbook has been created to provide teachers with the most relevant information pertaining to policy and practices of the district. Board Policies can be found on the district's webpage at www.brhschools.org. Links to school sites ([Powerschool](#) and [Smart Find](#)) may also be found at <http://www.brhschools.org> under district info tab, and then locate teacher resources. If after you have reviewed the handbook, you still have questions regarding the operations of the district; please talk with a mentor teacher or administrator.

A. PowerSchool, Attendance, Grades, and Technology Procedures

Our main student database system is Powerschool. The website for our login is <http://brhpowerschool.dsisd.k12.mi.us/teachers/pw.html>. There is also a link on our school website (under District Info, then Teacher Resources). High school and Elementary secretaries will set up Power Teacher username and passwords along with issuing keys for your classroom. Mr. Lockwood will issue your building entry card. The Principal will issue teacher iPad. See Mr. Lockwood for iPad Use Form, which needs to be signed before the iPad is given. (iPad Use Form can also be found online) The tech department will provide log in information and set up password for teacher systems. Teacher email will also be set up by tech department.

Attendance: Teachers are responsible for taking attendance every day. Every morning, lunch count must be submitted and the daily announcements read. The announcements can be found on the PowerSchool home screen, under Daily Bulletin. The secretaries are well trained and able to assist you with questions regarding attendance.

Elementary: Attendance must be taken every morning (by 8:30) and afternoon (by 1:00).

Junior High/High School: Attendance must be taken during the first 5 minutes of every hour.

Count Day Procedures: The Principals will inform you when Count Day will be. On Count Day, mark every student P (Present for Count Day) that is in class. If a student is absent, mark P (Present for Count Day) on the day he or she returns to school. There is also a form that needs to be filled out and returned to the office as soon as the absent student(s) return to school. Joan or Caz will put a print-out of the attendance for each section. Verify the information is accurate, sign each page, and return to the office.

Grades: Final grades are due approximately one week after the end of the marking period. Watch the announcements for grade deadlines. Once grades are completed, print off the “Final Grade and Comment Verification” report, signed and dated, to the office.

It is the district’s expectation that teachers keep up to date electronic grades throughout the school year. Parents access these grade books and we want to make sure we have the most up to date information as possible.

Reports cards for 1st and 2nd marking periods will be handed out during parent teacher conferences. If report cards are not picked up, they will be mailed to parents. 3rd and 4th marking period report cards will also be mailed home.

B. Student Supervision-

Paraprofessionals handle the supervision of elementary students from 7:10-8:05. Teachers are to pick up their students from morning recess at 8:05 a.m. and return to their rooms for breakfast. Breakfast is held in the classrooms and will be delivered each morning by a para-professional.

Students cannot be left unattended in the classroom. If you must leave the classroom for a few minutes, you need to have another teacher help cover for you, or notify the office for assistance.

Please post your classroom rules and procedural routines in a location where the students can easily see them. These rules and procedural routines should be reviewed with your class. This information should also be in your lesson plans. Class lists with contact information and class attendance logs should be with you for fire drill and emergency evacuations.

Classroom doors must be locked at all times. This includes when students are present in the classroom and also during times that the teacher and students are absent from the room.

C. Communication-

Communicating our story: Bark River-Harris strives to maintain open communication amongst all stakeholders. The most common form of communication will be via email. Faculty and staff are required to check email daily. The district also utilizes a feature of PowerSchool known as SwiftK12 for text, email, and phone calls regarding school cancellations, student bulletins, and emergency situations. Employees are expected to provide the elementary/high school office with up-to-date contact information in order to maximize this form of communication. Facebook is another means of communication with our stakeholders. Positive and Relevant information will be shared via Facebook. Laura DeMars maintains the district Facebook Page.

It is the district's expectation that we strive towards 'same day' communication. The district recognized that there are circumstances that may prevent 'same day' communication from occurring; however, these situations are rare and are the exception. If an incident involving a student occurs within the school day, it is the expectation that the parent is notified as soon as possible. Furthermore, if a parent contacts you via email or voice-message, it is the expectation that you return the correspondence that day.

The administration believes in the open door philosophy. It is fully understood that there will be differences in opinions from time to time, but it is believed that open two-way communication is essential to continue moving forward. The chain of command is as follows: report academic concerns to your immediate supervisor, which is either Mrs. Erdody or Mr. Bray; behavioral concerns are to be dealt with in according to the behavior handbook.

Emergency Plans: Emergency Operating Procedures (EOP) is a separate document that will be made available to all staff. This information is not to be distributed outside the employees of this district or to emergency personnel.

Faculty Meetings: Monthly faculty meeting attendance is also required. This is a forum for communication that will allow for face to face conversation and dialogue. In addition to mandatory monthly faculty meetings, professional learning community meetings, administrative meetings, and various ad hoc committee meetings are available to faculty and staff to assist in sharing the vision of the district.

Student Communication: Faculty members are strongly encouraged not to use personal communication devices to text, email, or contact students. Faculty should also be well aware of the many pitfalls associated with communicating with students via social media.

D. Absence for Staff-

The Business Manager, Laura DeMars, will create a username and password for Smart Find, which keeps track of absences and substitute requests. To submit absences, go to www.smartfindexpress.com. At the top of the screen, enter your login name (phone number including area code) and PIN. Once you are logged in, click on Absences (Create Absence). Personal day requests must be sent to your supervisor 24 hours in advanced for approval.

Balances of personal/sick days can be found online where your paycheck/direct deposit slip is found. Your username and password can be obtained from the business manager. Click on Look & Browse, then Message Center. A copy of each paycheck can be opened as an attachment. <http://sds.dsisd.net/BarkRiver-Harris/SDSWebOffice/Default.aspx>

Sub Folders: Each teacher should have a sub folder in his or her classroom in case of unexpected absences. The folder should contain a roster for each class and a daily schedule, along with emergency procedures for fire drills, lockdowns, and evacuations.

E. Supply, Maintenance, and Technology Requests-

Yearly Allowance for Supplies- Presently the district entitles each teacher to \$100 per year to spend on classroom supplies. Supplies must be approved by the principals before ordering. Elementary and High School Secretaries are in charge of handling any ordering of materials. Teachers typically make supply orders from the School Specialty Catalog during the month of May. Supplies are normally delivered to our classrooms during the month of August. You are welcome to purchase supplies from other companies or businesses and be reimbursed from by the district after showing proof of purchase.

Bash Funds- Bash Funds are an endowment created for BR-H teachers by the Doctor Bash Memorial. Mrs. Bash wants money to be used to enhance instruction with a strong emphasis on technology. All receipts must be submitted at one time by May 31st of each school year. The funds are designated for each school year and purchases must be approved by the principals.

Purchase Order Procedures- If you want to purchase something for your classroom above and beyond the Yearly Supplies and Bash Funds, a Purchase Requisition needs to be filled out and given to your principal. The principal will then decide to approve the requisition or not. If so, the requisition will be forwarded to the secretary from the principal for ordering. Purchase requisitions forms are found in the appendix.

Technology Request- All technology requests will be done through your respective principals. They will then forward your request to Tech Support.

Maintenance Request: All maintenance requests must be in writing and submitted to the director of buildings/grounds, which is Mr. Kleiman.

See forms in Appendix (Maintenance Request Form)

F. Mandatory Reporting –

Michigan Child Protection Law requires certain professionals to report their suspicions of child abuse or neglect to Children's Protective Services (CPS) at the Department of Human Services (DHS). All employees of Bark River-Harris School District must comply with this legal requirement.

1) Making a Report of Suspected Child Abuse/Neglect

Mandated reporters are required to make an immediate verbal report to CPS and a written report within 72 hours when they suspect child abuse or neglect. Mandated reporters must also notify the head of their organization of the report. Reporting the suspected allegations of child

abuse and/or neglect to the head of the organization does not fulfill the requirement to report directly to DHS.

The verbal report can be completed by calling **855-444-3911**.

The individual who had contact with the child must complete the call and provide as much detail as possible about the following information:

- The child's primary caretaker, including name and address.
- Names and birth dates for all members of the household.
- Name and birth date of the alleged perpetrator(s).
- Whether the alleged perpetrator lives with the child.
- Address where the alleged abuse or neglect occurred.
- What makes the mandated reporter suspect the child is being abused or neglected.

The Child Protection Law requires that the written report include the following information:

- Name of child.
- Description of abuse or neglect.
- Names and addresses of child's parents/guardians.
- The persons with whom the child resides.
- Child's age.
- Other information available to the reporting person that might establish the cause of the abuse or neglect, and the manner in which the abuse or neglect occurred.

DHS encourages the use of the Report of Actual or Suspected Child Abuse or Neglect (DHS-3200) form when filing the written report, which includes all the information required under the law. If more than one mandated reporter suspects child abuse or neglect based upon the same incident, they may submit just one DHS-3200 form.

2) Confidentiality of a Mandated Reporter's Identity

The identity of a reporting person is confidential under the Child Protection Law. The identity of a reporting person is subject to disclosure only with the consent of that person, by judicial process or to those listed under Section 5 of the Child Protection Law (MCL 722.625).

3) Civil and Criminal Liability

Mandated reporters, who fail to file a report of suspected child abuse or neglect, will be subject to both civil and criminal liability. In a civil action, the mandated reporter may be held liable for all damages that any person suffers due to the mandated reporter's failure to file a report. In a criminal action, the mandated reporter may be found guilty of a misdemeanor punishable by imprisonment for up to 93 days and a fine of \$500. A person making a good faith report is protected from civil and criminal prosecution and cannot be penalized for making the report or cooperating with a CPS investigation.

4) Mandated Reporter Hotline

If a mandated reporter is dissatisfied with the response by DHS, the mandated reporter may contact the Mandated Reporter Hotline at 877-277-2585. Prior to calling the hotline, the mandated reporter must first attempt to talk with the local DHS office director about his or her concerns.

G. SIT Procedure-

The purpose of a S.I.T. (Student Intervention Team) meeting is to assist students in achieving school success in the areas of academics and behavior. The focus is on identifying the student's strengths and challenges in an effort to determine effective, intensive, research-based and data-driven strategies that will address those challenges. Please see the S.I.T. Process Guidelines for steps to take to address academic and behavioral needs of students. Forms for this process can be obtained in both the principal's offices.

H. Emergency Procedures –

Each teacher is provided a red emergency bag for their classroom. An updated class roster must be included in the red emergency bag and the bag brought with the teacher when evacuating their room.

Teachers must evacuate the building during their preparation time if the building is being evacuated. If a teacher's students have recess during the evacuation, the teacher must report to their students to take proper roll call during the evacuation process.

All teachers must place a "Room Evacuated" sign outside their classroom door as they leave their room in the evacuation process.

Radios provided in the red emergency bags must be periodically charged by teachers in order to be properly prepared in case of a crisis.

I. Teacher Evaluation – The district will be utilizing the 5d Teacher Evaluation Model for this school year. Information related to the this system can be found on the teacher resource link of the webpage.

J. Professional Development-

Out of District - Bark River-Harris believes in the value of Professional Development to further enhance student learning and improve teaching methodologies. When requesting permission to attend PD opportunities, a written request stating how the training will address

school improvement goals, teacher evaluation goals, or building level goals must be submitted one week prior to the training. The administration will approve/deny requests. In addition to merely attending the workshop, the expectation will be that you report back to the staff during faculty meetings or professional learning opportunities so that others may benefit from your experience.

In District - It is the expectation that attendance at all in-district PD is mandatory. Extenuating circumstance will be allowed, but only after prior approval by an administrator is given. The district will maintain all agendas and sign in sheets for local PD and faculty meetings. It will be the responsibility of the teacher to maintain all necessary documentation for PD credits for continuing ed. certification.

K. Parent Teacher Conferences-

Parent Teacher Conferences are held twice per school year: one after the 1st marking period and one after the 2nd marking period. Teachers should make every effort to be available during these important conferences. If extenuating circumstances make the teacher unable to attend, he or she should be sure that parents are made aware of this and given an alternative time to meet with the teacher to discuss his or her child.

Times: The usual times are 1:00-6:00 p.m. for the first marking period and 1:00-5:00 p.m. for the second. Parents are not assigned a time slot. They show up when they are able to attend.

Report Cards: Teachers in 3-12 are expected to have report card grades submitted to the office in the time specified by the elementary and high school secretaries. This is usually communicated via email and announcements. K-2 grade report cards are objective based and filled out by the teacher. Grades 7-12 report cards are picked up by parents in the office area during conferences. Teachers of grades K-6 give the report cards to parents that come for a conference for the 1st marking period. At the 2nd marking period conference, grades 3-6 report cards are picked up by parents in the office; K-2 will keep report cards and hand them out to the parents for both marking periods. Report cards not picked up at conferences will be sent home with the student or by mail.

L. Corporal Punishment-

While recognizing that students may require disciplinary action in various forms, the Board of Education cannot condone the use of unreasonable force and fear as an appropriate procedure in student discipline. Professional staff should not find it necessary to resort to physical force or violence to compel obedience. If all other means fail, staff members may always resort to removal of the student from the classroom or school through suspension or expulsion procedures. Professional staff as well as support staff, within the scope of their employment, may use and apply reasonable force and restraint to quell a disturbance threatening physical

injury to others, to obtain possession of weapons or other dangerous objects upon or within the control of the student, in self-defense, or for the protection of persons or property.

In accordance with State law, corporal punishment shall not be permitted. If any full-time, part-time, or substitute staff member deliberately inflicts, or causes to be inflicted, physical pain by hitting, paddling, spanking, slapping, or makes use of any other kind of physical force as a means of disciplining a student, s/he may be subject to discipline by this Board and possibly criminal assault charges as well. This prohibition applies as well to volunteers and those with whom the District contracts for services. Employees can find policy 5630A - ALTERNATIVES TO CORPORAL PUNISHMENT on the district website.

M. Emergency Closing-

The superintendent is responsible for determining the closing of school due to emergencies; such as inclement weather, school safety issues, etc. In the event of school cancellations, faculty will be notified via mass text, email, and/or phone call. It is the requirement for the employee to provide the elementary/high school office with up-to-date contact information for the district's PowerSchool SwiftK12 mass messaging system.

N. Field Trips-

The school district believes much can be learned outside the school building walls. Field trips are one way to provide learning opportunities students would not otherwise receive. The following forms are required prior to any field trips:

1. Field trip proposal form in appendix
2. Transportation request form in appendix
3. Parent permission form in appendix

O. Student Enrollment Forms and Procedures-

At the beginning of each year, you will receive a packet of forms that each student must complete. Teachers are required to ensure all forms are completed and turned into the office.

Elementary teachers: The following forms will be given to you prior to school starting.

1. These forms are priority and need to be returned to Caz in the elementary office as soon as they are returned:

- Free/Reduced lunch forms
- Emergency cards
- Fluoride forms with money
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2. These forms should be handed in to Caz when your entire class has returned them to you:
Field Trip Permission/Web Page permission/Insurance Waiver (these are on the same form)
 - Please note: You need to keep track of any students whose name and/or pictures should not be published on our webpage or in the building. After you receive these forms, please make a list of those students and give it to Caz so she can let the central office and technology people know.
3. These forms can be turned in to Caz at any time:
 - Homeless Questionnaire
 - Medical authorization form

The following are packets of information you will also need to disseminate to students for them to keep:

- Peanut Allergy information
- Elementary Handbook
- Conduct Policy

P. Insurance/Payroll Procedures(Website access)-

Health Insurance

When hired by the Bark River-Harris School District, you may be eligible to receive health insurance through the school's health provider, MESSA Blue Cross Blue Shield. To enroll in the health insurance plan, a MESSA application form needs to be filled out. The business office will provide this form. Enrollment into the health insurance plan is only allowed at the time of hire or during the open enrollment period. Opting out of the health insurance plan is allowed at any time. However, it's not possible to opt back in until the open enrollment period. Therefore, it's always a good idea to discuss various options with the business office before making a decision on opting out of the health insurance plan.

Paychecks

The Business Manager, Laura DeMars, is located in the Administrative office. She is the contact person for all paycheck and insurance information. It is asked that all employees participate in direct deposit for their bi-weekly paychecks. Employees are still able to view their paychecks online. Follow the steps below to access paychecks:

- Visit the Bark River-Harris website – www.brhschools.org
- Click on 'District Info'
- Click on 'Employee Self Service'
- A new website will come up to log into.
- Username – your employee number (you can ask the business office for this)
- Password – the last 4 digits of your social security number

Pay information and leave days are viewable once logged into this website.

Staff Development

At the beginning of the school year, a professional development form will be distributed. This form should be used to track various professional development attended throughout the year. Return this form to the business office at the end of the year.

Q. Lesson Plan Procedures-

It is expected that lesson plans are completed for each day by 8:15 a.m. Lesson plans will be reviewed periodically and will be used as a part of the teacher evaluation system. Lesson plans are to be completed using the district provided system known as planbook. Teachers will submit a lesson plan for formal evaluations.