# Raymond Elementary School RSU 14 Windham/Raymond Schools Staff Handbook 2024-2025



This handbook will provide consistent communication with faculty and staff at the Raymond Elementary School. It is not intended to be fully inclusive, but rather to provide an outline of the most important aspects of our work.

Contact Information: Superintendent of Schools: Chris Howell- 892-1800 Principal Beth Peavey: 655-8672

# "Teach, Reach, Believe"

#### **OPEN HOUSE & Popsicles w/the Principal**

**September 11th** 5:30-6:30

#### **PT CONFERENCES**

Fall Conferences: November 6th, 3:45-7:00 November 10th, 1:00-7:00

Please do not schedule any conferences after school before the start times listed.

Spring Conferences: March 15th 1:00 to 7:00 March 16th 3:45 to 7:00

Please do not schedule any conferences after school before the start times listed.

All Professional/SESEA contract staff are expected to be in the building during PT conferences. Seven hours are required to be after the regular school day (3:30). This includes conferences before 8:20 and after 3:30. Two comp days are embedded in the school calendar in November and at the end of the school year to compensate for the beyond-the-school day hours.

If staff work in more than one building, please inform the administration in all buildings your schedule for PT conferences.

#### SPECIALISTS' /AE SCHEDULE - SCHOOL START

AEs begin on the first day of school for grades 1-4. Pre-K and Kindergarten will start their AEs on the first day they attend.

Mr. DeSarno: PE (Wed. and Thursday)
Ms. Reed: PE (Mon. and Tuesday)

Ms. Jacques: Music (Mon/Tues/Wed/Fri) Chorus will begin on Sept 11th. Chorus students will be dismissed from the music room to return to their classroom or the lobby

for car pick up.

Mrs. McGuinness: Art (T/W/TH/F) Ms. Tucker (library) (M/W/TH/F)

#### **ATTENDANCE and LUNCH COUNT**

Attendance inputted by 9:00

<u>Lunch Count</u> inputted in Google Spreadsheet by 9:00

#### **MORNING ANNOUNCEMENTS**

Morning announcements begin at 8:50. If you have information for an announcement, please submit it to the office by 8:45 AM.

#### **MORNING MESSAGE**

Bookmark and check each morning the Morning Message document. <u>Morning Message</u> <u>Document</u>

#### DATES AND TIMES OF ASSEMBLIES

All of our assemblies will be held at 8:50 on the last Wednesday of the month except for November and December. The assemblies will be a time for recognition and celebrations, birthdays, etc. The assembly dates are listed below:

# \*Assembly dates

- 9/11
- 10/2
- 11/6 in addition to conferences (4th grade Veterans)
- 12/4 4th grade chorus (pick 2 songs?)
- 1/8
- 2/5
- 3/5
- 4/2
- 5/7 (possibly Poems & Songs)
- 6/4 (4th grade chorus

#### **Assembly Seating chart:**

https://docs.google.com/document/d/1nNVL5J9ZPu56B4HCIBfLdbP5MiQXLvmt/e

<u>dit</u>

#### WEDNESDAY AFTERNOON SCHEDULE & STAFF MEETINGS

### Staff Meetings are the first Wed. of the month

Staff Meeting will begin at 1:00 unless otherwise indicated Staff Meetings end time **3:30.**Non-Staff Meeting Wednesdays end time is **3:15** 

If you are unable to attend, please let your administrator know in advance, as you will be responsible checking in with PLC for updates on the meeting.

Please schedule appointments for after 3:25.

Staff meeting days end at 3:30.

September 4th

October 2nd

November 6th

December 4th

January 8th

February 5th

March 5th

April 2nd

May 7th

June 4th

#### **TESTING**

<u>District Assessment Website</u> RSU14 2024-25 Assessment Calendar

NWEA/State Assessment Calendar:

- 24/25 Window for Maine Through Year (NWEA)
  - Fall (required) Sept. 16 October 25th 2024
  - Winter (Optional) Jan. 6th Feb. 14 2025
  - Spring (Required) April 14 May 30th
    - \*Window paused for April 21-25 for spring break

# **ARRIVALS AND DISMISSALS**

Arrival for students is between 8:20-8:40. School officially starts for students at 8:40 AM. Teachers/staff should be in their rooms **before** 8:20 AM or at their designated duty area. Students will be marked tardy if they do not enter school by 8:40.

## Car dismissal spreadsheet:

 $\underline{https://docs.google.com/spreadsheets/d/13xdQ0zp-EKfm9BbTqsMcV\_c8s1Fw5rXVO---skW3YDQ/edit\#gid=2146592645}$ 

PreK Bus students will be dismissed between 3:05-3:10

3:10 Dismissal for car riders

3:30 Bus dismissal

Wednesday

PreK Bus students will be dismissed between 12:05-12:10

12:10 Car dismissal

12:30 Bus Dismissal

All Professional contract staff are expected to arrive before 8:20 in order to be prepared and ready to welcome students.

All Professional contract staff are expected to stay until ALL students and buses have been dismissed.

All Support Staff are expected to arrive on time and be prepared for their scheduled assignments.

#### **TEAM LEADER MEETINGS**

Team Leaders will meet once a month on Wednesday at 7:15 AM. Minutes of these meetings will be sent to all staff via email.

Team Leaders		
Prek/K Erin Simoneau	1st Gr Olivia Hamilton	2nd Gr MaryEllen Pennington
3rd Kevin Millett	4th Susan Brackett	AEs/Special: Patti Gordan  Ed/Interventionists: Beth Peavey
PBIS		
Jessica Bartholomew, Sara Childs, Leanne Inman, Bonnie Wiley, Beth Peavey		

Team Leader	PBIS
September 11th	September 18th
October 2nd	October 16th
November No Team Leader	November 20th
December 4th	December 18th
January 8th	January 15th
February 5th	February 12th
March 5th	March 19th
April 2nd	April 16th
May 7th	May 21st
June 7th ??	June After school gets out
June (after school gets out 8-12)	

#### **CELL PHONE**

Please review the entire RSU 14 Policy for ALL staff regarding the use of personal cell phones

#### **CONFIDENTIALITY/FERPA**

All staff members, both professional and support, have a responsibility to respect both student and adult confidentiality. We do not share information about students or parents in public spaces and including our hallways, staff room, office, etc., nor do we violate FERPA regulations. The Family Educational Rights to Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. Information shared and discussed at IEP or 504 meetings cannot be divulged except for educational planning purposes unless you have written permission from the parent(s)/guardian. This also applies to outside providers; i.e. Guardian Ad Litem (GALS), grandparents, non-custodial stepparents, DHHS, or anyone who may contact you regarding information on a child.

As we work together to support our students and each other, it's important to be mindful of where and how we discuss sensitive information. To protect the privacy of our students, families, and colleagues, please remember the following:

• **Avoid Hallway Discussions**: Save conversations about student performance, behavior, or personal matters for private, secured settings.

- **Staff Lounge Confidentiality**: Be cautious about what is discussed in the lounge or break room, ensuring that sensitive topics remain confidential even if it is just your team. Conversations can lead to staff avoiding the staff lounge which should be a safe and welcoming environment.
- **Classroom Discretion**: Ensure that discussions about individual students are not held in the presence of other students or public spaces.
- Office Privacy: Keep conversations at the front office professional and general, avoiding any disclosure of sensitive information.
- **Secure Meeting Locations**: Choose private, enclosed spaces for meetings that involve confidential information to prevent accidental exposure.

Let's work together to maintain the highest standards of confidentiality for our students, families, and colleagues in every aspect of our school environment.

#### **CRISIS PLAN**

Please be sure to review the information in the RED Emergency Operations binder yearly. Teachers with support staff, plan time to review with the team.

RED Emergency Operations Binder MUST be visible and located near the door.

#### \*\*\*Crisis Folder contents: class list and green/red card.

- \*Keep the class list updated in the crisis folder or bag
- \*Red/Green cards are only to be used during an Evacuation Drill.
- \*Update AEs of any absences when dropping off students.

The first evacuation drill will be on September 27th.

• Sept. 4th at 1:00 Essential Security Expectations training with SROs.

#### Required:

10 Evacuation Drills

2-3 Lockdown Drills (at least one in the Fall and one in the Spring)

# **BUILDING SECURITY**

All teachers will receive a key to their classroom or workspace and a badge to gain entrance through the second set of doors. Keys may not be duplicated or used by any other person. Please let your administrator know immediately if you have lost or misplaced your keys.

# \*\*\*ALL STAFF WILL ENTER AND EXIT THE BUILDING THROUGH:

- \* Front Lobby Door
- \* Kindergarten Wing Door with Keypad
- \* Recess Door with Keypad
- \* Only during dismissal: doors near the kindergarten wing/counselor offices
  - \* Prek only can dismiss to the PreK bus at the Kwing door/end of the

# hallway

All exterior doors that do not have a keypad are off-limits for entering and exiting except for emergency purposes!

ALL staff must sign out of the office when leaving early or going off campus/leaving the building for a short period of time.

All interior doors must be locked and closed when no one will be in the room even if for a few minutes. The only door that can be unlocked but closed is the staff lounge door leading to the printers. The other staff lounge door must be locked and closed at all times.

Leaving the building with students

- Take a radio
- Inform the office
  - \*Class/Students
  - \*Location
  - \* Return time

#### STAFF LEAVING

If a staff member changes position to another school in the district, please hand in the key to the office. If staff leaves RSU14, the badge, key, and laptop must be turned in to the office. All RSU14 purchased educational materials, equipment, and furniture must stay at RES.

#### **STAFF EMERGENCY INFORMATION**

All staff members are expected to have staff emergency information updated yearly or as information changes. Please share with the nurse any health-related issues that could impact your wellness at work (ex, high blood pressure, allergies, asthma). All information remains confidential and is only accessed for emergency reasons.

#### **CLASSROOM and SCHOOL-WIDE DISCIPLINE**

Within the first week of school, each teacher should develop with their students the rules and expected behavior of the classroom.

- 5 rules, 5 reinforcements, 5 results (hierarchy of results)
- Posted in every classroom

Modeling and practicing the first few weeks are essential in developing a positive classroom community. Responsive Classroom strategies and the I Care Rules are to be used for teaching positive behaviors. PBIS (Positive Behavioral Interventions and Supports) is our school-wide intervention system. This will include implementing consistent expectations for public areas of the school (recess, cafeteria, hallways, buses- see **Behavior Matrix** and **Videos of Rules/Expectations** 

Office Behavior Referrals are to be completed and paper copies submitted to the principal.

- Minors are teacher/staff managed and contact is made by the classroom teacher or AE teacher. Support staff do not contact families.
- Major OBRs are managed by the principal.

See RES Links. (Updated form in the works)

**OBR** Online Form

**OBR Form** 

**OBR Definitions** 

**OBR Flowchart** 

All staff and students will use the following school-wide voice levels. 0 – Silent 1 - Quiet Whisper 2 – Inside Voice 3 – Outside voice

#### **BREAKFAST PROGRAM**

Breakfast will be available each morning. Breakfast carts will be in the hallway. Breakfast is free for all students.

#### AE, LUNCH, DUTY, INTERVENTION SCHEDULES

<u>Please remember to inform the office if you are absent and need coverage for lunch or recess duty.</u>

#### PLAYGROUND EXPECTATIONS

https://docs.google.com/document/d/16d8jTvOalywMJQscnFvYWfFM92TO\_YA3HZ9z6z7H9 mc/edit?usp=sharing

#### 2 staff on duty

One person ON the field One person monitor playground equipment and blacktop 2nd staff on the Playground

#### 3 staff on duty

One person on the field
One person on the playground equipment area
One person on the blacktop

Staff assigned to students need to be in proximity of student(s) and moving around.

At least one person should have the radio and the red bag.

Turn on the radio. Set to RES Support and put the volume at MAX level.

- and the state of t
  - Monitor students under the rock playground structure, corner of the kitchen area, and shed. Areas where students can hide.

Staff is expected to be in designated areas, spread out, and monitor students!

- Staff ONLY takes out the equipment from the shed as well as places it back in the shed.
- Each recess ensure all equipment is returned.

#### PEANUT-FREE CLASSROOMS

- There will be a peanut-free table in the lunchroom.
- Students in classrooms with a student with an allergy may <u>not</u> bring peanut products into the classroom.
- Peanut products are allowed at lunch but <u>all</u> students who have peanut products must wash their hands after eating.
- Only students with a HOT lunch are permitted to eat at the peanut/nut-free table.

#### PERSONAL/PROFESSIONAL/SICK DAYS

Professional/ESEA Contract
Support Staff Contract

#### Personal Leave:

- o "Five (5) days of absence for medical, legal, religious, or any other reason which requires the teacher's absence during school hours."
  - Examples of when an appointment would fall under "personal time" as compared to "sick time":
    - Dentist/eye/etc. type appointments, annual physical exams, physical therapy, follow-up treatment, maternity appointments (non-emergent), and any appointment that is recurring and can be scheduled outside of the work day.
- 10 day prior approval is required ("unless the leave is for the teacher's illness, emergency, or sudden necessity and such notice is not feasible, and except that at least four weeks' notice must be provided for a leave spanning multiple days").

### Sick Leave:

- "Sick leave is not to be used for appointments, visits, or elective procedures that can be scheduled at a time that does not interfere with a teacher's professional responsibilities (see Article V)."
  - Examples of when an appointment would fall under "sick time" as compared to "personal time":
    - Staff member is sick or has an injury and needs to see the doctor due to an urgent need.

# Frontline/Absence Management:

- Staff must enter sick leave absences in Frontline/Absence Management.
- Practice logging in at home as calls for the office to input the absence should be on a rare occasion.

### **WORK-RELATED INJURIES**

If you are injured on the job, you must fill out an "Employee Incident Report" (see Nurse Lyndsay or Beth) within 24 hours. The RSU has 7 days to report an injury when someone misses a day of work. If medical treatment is required, you can visit the nearest Urgent Care facility or your Primary Care Provider. When you arrive for your appointment let them know that it is a work-related incident and they should provide you with a form to fill out. If you have any questions please contact Mike Duffy at 892-1800 ext. 2032.

#### **POLICIES**

All new <u>RSU14 policies</u> will be posted on the district website.

#### **RESPONSE TO INTERVENTION (RTI)**

Response to Intervention (RTI) typically involves three tiers:

- 1. **Tier 1:** Universal Interventions
  - o **Purpose:** Provides high-quality instruction and support to all students.
  - **Features:** Implemented schoolwide, focuses on evidence-based practices, and monitors student progress regularly.
  - **Example:** Differentiated instruction, ongoing formative assessments, and classroom interventions.
- 2. Tier 2: Targeted Interventions
  - **Purpose:** Provides additional support to students who are not making adequate progress in Tier 1.
  - **Features:** Small-group interventions, more frequent progress monitoring, and specific interventions tailored to student needs.
  - **Example:** Supplemental instruction in small groups, targeted skill development, and additional time for practice.
- 3. **Tier 3:** Intensive Interventions
  - Purpose: Provides intensive support for students who continue to struggle after Tier 2 interventions.
  - **Features:** Individualized plans, highly focused interventions, and frequent progress monitoring.
  - Example: One-on-one instruction, specialized assessments, and personalized learning plans.

#### SPECIAL EDUCATION PROGRAMMING/ IEP's and 504

If you have an identified child in your classroom the case manager is responsible for communicating all-important data to you within the first week of school. For students, with a 504 plan, the 504 Coordinator will be in contact with you. Protocols for IEP meetings will be sent to staff from the RES/JSMS Site Coordinator.

#### TEACHING/STUDENT SCHEDULES

RES Professional Contract staff should have updated schedules in the Google Spreadsheet by the end of the first week of school. Your schedules are used to plan evaluations, schedule events, and locate classes and students.

#### **PROFESSIONAL RESPONSIBILITIES**

Staff is responsible for creating substitute plans during a planned absence. Staff should have emergency sub plans for at least three days and materials ready.

Please ensure that your Emergency Sub binder/tote is fully prepared and ready by the third Friday of September. Input the location of your binder/tote in the Emergency Sub Plans Location Doc.

This generic plan should include but is not limited to:

# \*\*Updated Dismissal List Posted Near the Door

Crisis Plan Information and Procedures

Evacuation/Emergency Plan

Class schedules/AE schedules/Duties

A Copy of Your Classroom Rules, Expectations, and Behavior System

Important student health information

Contact Information for Team Leader, Office, Nurse, Kitchen

Contact numbers administration

Extra work projects, reading materials for students

Students who are on behavior and or medical plan

#### **SUPERVISION WHEN OUTSIDE ON CAMPUS**

When planning an outside activity or extra recess, plan on having a minimum of 2 adult supervisors if there are 2 or more classes are participating in an activity (ie: frog pond trail, playground). Student teachers and interns can assist but MAY NOT substitute for a staff member on the duty schedule. Please be sure that the assigned duty teacher is on the playground before dismissing your students to recess. Also, be sure that your team is covered during any inside recess. Students should not be left unattended in the classrooms and must be supervised if they are in during scheduled recess times.

All outside duty teachers: **Please communicate with the office at all times when taking students outside at non-scheduled times**. There is a radio in the cafeteria and two in the office. Team leaders or grade level teachers should have one radio available.

Be sure that you are actively supervising students, and keeping yourself visible.

#### **TEACHER EVALUATIONS**

https://sites.google.com/grsu14.org/supervisionandevaluation/home

#### **TECHNOLOGY**

Bob Hickey is the technology director for the RSU14 District. He can be reached at <a href="mailto:rhickey@rsu14.org">rhickey@rsu14.org</a>. Troy Nason at <a href="mailto:tnason@rsu14.org">tnason@rsu14.org</a>.

#### **TELEPHONES**

Teachers have access to outside local and long-distance lines from their classrooms by dialing 9 for an outside line. Please limit phone calls to the office from 2:45 - 3:30 as these are busy times in the office and many parents are trying to contact the school at dismissal.

#### **TRANSPORTATION**

Sharon Leeman and Aaron Gant are the transportation co-directors for RSU14. Check with the special education teachers for any accommodations or vans required on the field trip.

FIELD TRIP TIMES: 8:45am - 1:15pm, Wednesdays 12:00pm return.

**10 DAY NOTICE REQUIRED** 

FY 25 RATES:\$33.91/hr.,\$1.88/mile plus tolls.

**Trip Chaperones** 

(Grades K-1)5:1 (Grades 2-3)6:1

(Grades 4-8)12:1

(Grades 9-12)15:1

#### **CAPACITY ESTIMATES**

BUSES HAVE 26 SEATS OR 52 PER BUS. SOME ELEMENTARY STUDENTS CAN SIT THREE TO A SEAT BUT THIS WILL BE BASED ON THE LENGTH OF THE TRIP AND THE DISCRETION OF THE TRANSPORTATION DIRECTOR. STAFF/CHAPERONES MUST BE DISPERSED THROUGHOUT THE BUS TO MANAGE STUDENTS.

#### FIELD TRIP CHECKLIST

- 1. Fill out the field trip request form for approval. (See Jane for the form)
- 2. Field trip permission forms must be sent to families
- 3. Students who do not have a signed permission form cannot attend the field trip

- 4. Consider students who may need special education transportation.
- 5. Once the request is approved, the office will submit the bus/van request to Versa Tran.
- 6. You will get a confirmation email when the trip is approved, along with the cost
- 7. Team leaders will provide information regarding trips to the nurse, kitchen, Donna, and specialists
- 8. Volunteers must have an approved Volunteer form on file
- 9. Volunteers must drive to the field trip. Not permitted on vans and/or buses

## RSU 14 School Board Policies:

https://www.rsu14.org/apps/pages/index.jsp?uREC\_ID=1124611&type=d&pREC\_ID=1396487

# New Field trip policy IJOA 9/19):

https://docs.google.com/document/d/1sizyyY0cCdtIYdQnTT\_F0UB3Fqq4QFTArq9M4\_VH7OeO/edit

#### **Truancy**

https://docs.google.com/document/d/1rLtwZ25c-CisX NzzUWBIC6f5pY5KGvTKMHC 8c0Upf4/edit

# RULES FOR STUDENT USE OF CELLULAR TELEPHONES AND OTHER ELECTRONIC DEVICES: FILE CODE: JFCK-R

 $\frac{https://docs.google.com/document/d/1OrJ5CJHaHkg6Yz9n9GkXkusjurT33zLd04gxUbL1VhM/edit}{}$