

RSU #78

Dallas Plantation - Rangeley Plantation –
Rangeley -Sandy River Plantation



EMPLOYEE HANDBOOK 2023-2024

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Mr. Seth Laliberte, 6-12 Principal/Curriculum Coordinator
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Approved by the RSU 378 School Board on 7.11.2023

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About this Handbook

This Handbook has been written to serve as a guide. Please remember that it contains only general information and guidelines. It is not intended to be a comprehensive document or to address all possible policies and procedures. Furthermore, nothing stated in this handbook is to supersede district policy and/or collective bargaining agreements.

Any questions regarding the contents of this handbook should be directed to your immediate supervisor.

RSU 78 Mission Statement

To inspire all learners to strive for success in a world yet to be fully imagined.

RSU 78 Vision Statement

RSU 78 envisions a broad range of choices for learning that inspires student and staff involvement in all aspects of academic life in a safe, fair, authentic, and personalized learning environment supported by our community.

DAILY ROUTINES

Accidents

Please report all accidents to the principal as soon as possible. You will need to fill out an accident report on the date of the occurrence. These forms are located on the school's website or can be obtained from the front office.

Arrival and Dismissal

Arrival

Students arrive at school no earlier than 7:45AM. Teachers **must** be in their homerooms by 7:45 AM to greet students. If you have a morning meeting such as an IEP meeting, please be sure your homeroom is covered.

Daily opening exercises will consist of announcements and the Pledge of Allegiance, at 8:00 AM. Students should remain in their homerooms until attendance and the Pledge of Allegiance have been completed. Students and employees are not required to recite the Pledge of Allegiance, but they are expected to remain quiet and non-disruptive so that others may do so.

Any student arriving after 8:00AM must check in at the main office and get a pass.

Dismissal

Afternoon announcements start at 2:25 PM. Students are dismissed via the PA system. (Reminder that Tuesday is an early dismissal day.)

Attendance (Policy JEA)

Attendance is to be completed by 8:30 AM through PowerSchool (PS). Each homeroom teacher will be issued a PS username and password. If you have a substitute teacher, please have them send any absences to the office in the morning. If you have any questions about PS, please see the technology coordinator or school secretary. **HS classes are required to take period attendance at the start of every class period.**

Bus Notes

Any students grade K-8 not getting off at their regularly scheduled bus stop must have a bus note. Please place any student bus notes in the bin on the wall outside of your door for the school secretary to collect. If any changes to a student's transportation plan come in to the teacher via email or text, the teacher must communicate that change to the school secretary before the end of the day. Bus notes will be delivered back to the classroom by 2 pm. When the student boards the bus, they need to give the driver their note.

Classroom Housekeeping

At the end of each day teachers should make sure that students leave the room as neat as possible. If any vandalism or damage to your classroom occurs, please let the principal know immediately. Damage such as graffiti must be dealt with by the teacher and principal.

Please do not overload your shelves with heavy items and please use designated bulletin boards for the majority of materials hung on the walls. For questions or exceptions, please see the Director of Maintenance or the principal.

Plan on having your floors done every vacation (Christmas, February, April, and summer).

Please plan accordingly. See the Director of Maintenance if you have any questions.

Discipline Procedures

It is the responsibility of the teacher and/or staff member to maintain discipline at all times. This includes in the classroom, on the playground, at lunch, in the halls, and during any after school activity. Please see the Progressive Discipline outline at the end of this document. If a student is unruly or uncooperative, the student may be sent to the behavioral specialist or to the office; or if during an after-school activity, required to leave by parent notification and pickup. Please keep documentation of behavior problems, and students who neglect daily work. Classroom rules should be posted and consequences for not following the rules should be made clear to all students at the beginning of the school year. Many issues can be handled by staff in the environment where they occur. If the behavior continues please contact the behavior specialist or administration.

Fire Drills & Lockdowns

There are at least 10 (ten) total drills per year, 3 (three) of which are lockdown drills. All procedures will be reviewed with the staff prior to the first drill. Drill procedures will be reviewed by the teacher with the students at the beginning of the school year. *All emergency procedures should also be available in your substitute plans.*

Lunch Count

Lunch count is to be done by the teacher in the morning during homeroom. Please remind the students they are not to change their mind after the lunch count has been submitted to the office. If you plan on eating hot lunch indicate that as well on the lunch slip. (Please see the office for adult meal prices.) Lunch count paper work is to be delivered to the front office immediately after homeroom/announcements

Parent/Guardian Communication

Good communication with parents/guardians enhances student success. Best practice is to contact parents/guardians early when a problem arises. Meeting parents/guardians with respect creates a positive atmosphere for dialogue. Follow-up contact, reporting improvement or resolution of issues is rewarding for teacher, student, and parents/legal guardians.

Faculty members are encouraged to send home “Good News” frequently. Communication to parents/legal guardians is encouraged in some formal manner at least bi-weekly at the 6-12 level. 6-12 teachers are required to update PowerSchool bi-weekly at a minimum.

It is essential that parents/legal guardians have been made aware of any concerns prior to any grade reports/progress reports being issued.

Parent/legal guardian conferences are held throughout the academic year. Each teacher will make an effort to meet with the parents/legal guardians of each child during these conferences. Additional conferences should be scheduled as appropriate.

Recess - Inclement Weather

No student or class will go outside until the recess duty staff leaves the building to go out on duty. At least one staff member having recess duty must have a radio to allow them to communicate with the office.

The principal will decide whether or not children are to go outside if weather is inclement or cold. Students will be kept inside on days when the temperature is below zero degrees Fahrenheit and/or when the wind chill factor makes it unsafe. Assume your students are going outside unless you hear otherwise. Duty teachers should use sound judgment if the weather conditions get worse while the children are outside. The students are to be returned to homerooms during inclement weather.

Recess - Supervision of Students

When students are in the building at your request, you must see to it that they are supervised at all times. Leaving students unsupervised is unsafe and not condoned. If you find that you need to leave the classroom and you cannot find coverage, let the office know. You are expected to be in your classroom before the bell rings. If students are coming in at 7:45 AM, then you should be there to greet them at that time.

Please be punctual for assigned duties and in returning from lunch to ensure continuity of supervision.

If you allow students to stay with you after school, they should be with you until their parents come to pick them up. They are not allowed to wander or hang out around the school or gym.

GENERAL EMPLOYEE INFORMATION

Animals on School Grounds

No pets are allowed on school grounds at any time without prior approval from the principal.

Budget

Each teacher is responsible to include all materials that will be needed for their classrooms with their budget requests. The budget process is usually during the winter and spring. More information will follow prior to the budget due date. If you have questions, please see the principal. Any expense items will need to be discussed with the principal prior to ordering.

Bullying/Cyberbullying (Policy JICK)

The Board believes that bullying, including cyber-bullying, is detrimental to student well-being and to student learning and achievement.

It interferes with the mission of the schools to educate students and disrupts the operations of the schools.

Bullying affects not only students who are targets but also those who participate and witness such behavior. Staff that suspect bullying behavior should report such behavior to the principal.

Certification

Certification is managed by the individual via the Maine Department of Education's certification website. Sonja Johnson (sjohnson@rangeleyschool.org) is the local coordinator.

Checks

If you need a school check to purchase any items please see Wendy Steward or Roxanne Tanner in the Superintendent's Office with as much notice as possible. Checks cannot be made out to you personally and they must be accompanied with a receipt for the purchase.

Committees

Throughout the year, committees are formed on an as needed basis. If you are interested in joining any committee, please speak to the principal.

Computer Use Policy for Employees (Policy GCSA, GCSA-R)

Rangeley Lakes Regional School's computers, networks, and internet access are provided to support the educational mission of the school and to enhance the curriculum and learning opportunities for students and school staff.

Policy GCSA sets out rules for computers issued by the school to staff members, whether these devices are in use at school or off school premises.

RSU 78 computers remain under the control, custody, and supervision of the school unit at all times. The school unit reserves the right to monitor all computer and internet activity by employees and other system users whether on or off school premises. Employees have no expectation of privacy in their use of school computers, including email, stored files, and internet access logs.

Confidentiality

Please be mindful of student/parent confidentiality. The staff room and hallways not appropriate for certain conversations. Please be mindful of this when discussing student issues.

Emails sent concerning students must use student initials/grades and contain CONFIDENTIAL in the subject line.

When using a school issued walkie-talkie, please use initials when using students' names, keep it brief and professional.

Counseling Services

RSU 78 has a full-time Behavior Specialist, a full-time School Therapist, a full-time Social Worker and two Guidance Counselors and have a referral process in place. Please check in with the Student Services Coordinator for details.

Deposits

Any group who collects money will need to fill out the required deposit slip. See Wendy Steward in the Superintendent's Office for slips. All monies must be rolled/banded and checks must be stamped in the office and given to the secretary within 1 school day of the event happening. Money should never be taken home or kept in a classroom. If you need to leave money overnight, please use the school safe. If you have any questions, please see the secretary.

Dress Code

It is the district's expectation that every employee's appearance is consistent with the high standards we set for ourselves as a district. Employees are expected to present a well-groomed, professional appearance and to practice good personal hygiene. Jeans/denim may only be worn on Fridays. Remember, to our students, parents, and the public, employees represent the district.

End-of-Year

End of the year procedures will be e-mailed to all staff in the spring. If you have any questions as to what needs to be done when, please see the principal.

Evaluations (Policies GDAA, GCOA, GCOC)

Teachers will be evaluated as outlined in the Educator Effectiveness procedures as adopted by the School Board. Others will be evaluated by their supervisor. The principal, your support team, or your association (if applicable) can assist you if you have any questions.

FERPA/HIPAA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

The Health Insurance Portability and Accountability Act (HIPAA) is designed to provide privacy standards to protect patients' medical records and other health related information. Staff will receive FERPA and HIPAA training on an annual basis.

Field Trips (Policies EEAA, EEAA-A, EEAA-R, , IICA, IICA-E, IIC)

Field trips may be arranged at any time, based on your budget. You will need to fill out a ***Field Trip Request Form*** and send it to the principal for approval. You may need directions to the event, money for tolls/parking, if needed. If students on the trip will not be at the school for lunch, the food service staff must be informed well in advance.

If you have any further questions, please see the principal. If you are filling out an overnight or out of state trip, please have it to the Board no later than a week prior to the next Board meeting.

A written request for approval must be provided to the Superintendent at a minimum of four weeks prior to the proposed date. (The four-week period will be waived for athletic teams qualifying for post-season tournament play. In this case, the Superintendent shall inform the Board at the first Board meeting following the event.) The Superintendent shall ensure that the proposal is on the agenda for Board action at the next Board meeting

Fundraising

All fund-raising activities must be approved in advance. Please provide detailed information about who will be raising money, from whom, for what purpose, the duration of the fund-raiser, and how the fund-raiser will work.

Harassment & Sexual Harassment of School Employees (Policy ACAB)

Harassment of school employees because of race, color, sex, sexual orientation, religion, ancestry or national origin, age, or disability is prohibited.

Such conduct is a violation of Board policy and may constitute illegal discrimination under state and federal laws. Annual training and a copy of **Policy ACAB** will be provided to employees at the start of school.

Hazing (Policy ACAD)

Injurious hazing is defined by Maine law as “any action or situation, including harassing behavior, that recklessly or intentionally endangers the mental or physical health of any school personnel or a student enrolled in a public school.” It is prohibited by state law and by RSU 78 policy ACAD.

Nondiscrimination/Equal Opportunity & Affirmative Action (Policy AC)

In accordance with applicable Federal and/or State laws and regulations, Rangeley Lakes Regional School prohibits discrimination against and harassment of employees, candidates for employment, students and others with rights to admission or access to school programs, activities or premises on the basis of race, color, sex, sexual orientation, religion, ancestry or national origin, age, or disability. For the purpose of this policy, “sexual orientation” means a person’s actual or perceived heterosexuality, bisexuality, homosexuality, or gender identity or expressions.

Nurse

RSU 78 has a full-time nurse. For a field trip, please be sure to contact the nurse in advance if you need a first aid kit and medications for students while you are gone.

Main Office

The main office is opened from 7:15AM- 3:15PM each day. Kimberley Dolbier, School Secretary can be reached at 864-3311 x102 or at kdolbier@rangeleyschool.org

Outside Guest Speakers

Teachers are encouraged to schedule speakers to visit the classroom with the approval of the principal. The principal is ultimately responsible; therefore, it is critical that you keep the principal informed of all program changes, guest speakers, special events etc.

Personal Leave/Professional Leave (Policies GBN, GBN-R1, GBN-R2, GBO)

Requests forms for a leave can be found on the RSU 78 website under Forms and Teacher Resources. You will need to submit the form online. You will receive the approval notification from the principal, and then a sub will be scheduled for you. If you do not receive notification within 48 hours, please contact the office. You may want to double-check with the office to see who your sub will be while you are out.

Note that different employees have different types and amounts of leave. If you have any question about the types and amounts of leave you have, please contact the superintendent's office or your association (if applicable).

Personal Property

The school is not responsible for staff personal property or equipment. Leaving items of obvious value at school during the week, over weekends, or vacation periods should be avoided. The school will not reimburse for the loss of personal property or equipment left at school. Personal cellphone use is restricted to lunch and breaks only.

Purchasing and Contracting: Procurement Staff Code of Conduct Conflict of Interest

RSU 78 employees shall perform assigned duties in a manner free from conflict of interest to ensure that the school unit's business transactions are made in compliance with applicable laws and regulations and in a manner that maintains public confidence in the schools.

No employee of RSU 78 shall participate in the selection, award or administration of a contract supported by federal funds or in any other transaction in which the school unit is a party if he/she has a real or apparent conflict of interest in the transaction.

A conflict of interest would arise when the employee or any member of his/her immediate family, his/her (business) partner, or an organization that employs or is about to employ any of these parties has a financial or other interest in the firm selected for the award. For the purpose of this policy, "immediate family" is defined as spouse, brother, sister, parent, son or daughter.

Purchasing and Contracting: Conflict of Interest Disclosure

All employees with real or apparent conflicts of interest as defined above must disclose the conflict of interest to the Superintendent or designee who will investigate the circumstances of the proposed transaction. The Superintendent will exercise due diligence in investigating the circumstances of the transaction and, if necessary, will make reasonable efforts to find alternatives to the proposed transaction or arrangement that would not give rise to a conflict of interest.

If the Superintendent determines that the proposed transaction is in the best interest of RSU 78 and is fair and reasonable, he/she may proceed with the transaction. In the event that the Superintendent may have a conflict of interest, an ad hoc subcommittee of the Board will investigate and make a determination regarding the transaction.

Request for Reimbursement

If you are taking a class that you would like to have paid for by RSU 78, you must fill out a Course Reimbursement form (available on the RSU 78 website) and submit it to the Superintendent. These should be filled out PRIOR to taking the class/course. If you do not receive pre-approval, you will not be reimbursed for the class. If you have any questions, please contact the school office. For other types of reimbursement, e.g. mileage, there is a separate form on the RSU 78 website.

Security System/Building Keys

Employees that have any reason to access the building afterhours must see the Director of Maintenance for keys and a security code. These keys and codes are not to be lent to anyone. When you leave the building, please be sure that no one else is in the building before you “arm” the system. Please be sure that all doors and windows are locked before you leave and that the lights are turned off. If you have a problem arming the system, please contact the Principal, Superintendent or Director of Maintenance.

Staff Absence

Staff should contact their supervisors by phone before 9:00 PM the night before, or between 5:30 and 6:30AM if it is necessary to be absent or delayed. **ALL staff will notify Georgia Campbell 207-670-0061 (cell).** If you cannot reach her leave a message. In addition to calling, follow up with an email. Please make sure that all plans, materials, class lists, and seating chart assignments are available for the substitute. **Please email your sub plans to Kim Dolbier by 7:30 am to distribute to the substitute.** A substitute packet should be prepared at the beginning of the year and be there to support the daily plan. If you are out sick and plan on being out the next day please call the school by 2:00 PM so we can attempt to get the same substitute.

***** If you submit an FLR to be out with less than 24 hour’s notice of the day of absence please email both Kim Dolbier and Wendy Steward in addition to filling out the FLR.**

If your absence is due to a personal or professional day, please have all materials ready for your substitute. For all absences, planned and unplanned, please fill out the Faculty Leave Form posted on the school website www.rangeleyschool.org

Staff Duties

All staff will receive duties necessary to maintain a good school program. Changes will be made when the need arises. Teachers should plan to be in the building no later than 7:30 AM. Many IEPs require faculty to be in school by 7:00 AM or to stay after school. Teachers are expected to stay 10 (ten) minutes beyond the instructional day per teacher contract, or 3:00 PM on professional development days. Exceptions can be made with permission of the principal. When a staff member is assigned to cover detention duty, he/she should plan to be at school until at least 3:00 PM on days when students are assigned.

Staff Room

There is one refrigerator located in the staff room where you may keep items that need refrigeration. **Please throw out items when they are no longer edible.** There is also a microwave located in the staff room. Everyone is expected to clean up after themselves.

Staff Bathroom

The staff bathroom is located in the hallway next to the nurse's office.

Staff Gifts and Solicitations

RSU 78 employees are prohibited from accepting money or things of material value from persons or entities doing business with, or desiring to do business with, the school unit. Employees may accept unsolicited items of nominal value such as those that are generally distributed by a company or organization through a public relations program.

Staff Conduct with Students (Policy GF)

The RSU 78 Board expects all staff members, including teachers, coaches, counselors, administrators and others, to maintain the highest professional, moral and ethical standards in their conduct with students. For the purpose of this policy, staff members also include school volunteers. The interactions and relationships between staff members and students should be based upon mutual respect and trust; an understanding of the appropriate boundaries between adults and students in an educational setting; and consistent with the educational mission of the schools.

Staff Mailboxes

Mailboxes are located in the work room next to the main office. Please check your mail daily for important notifications. In addition, please use sealed envelopes if leaving confidential information for another staff member.

Stipend Positions

See the teacher contract for information about stipend positions.

Sub Folders

A sub folder should be in plain view on your desk or have clear directions on where to find it.

Your sub folder will include:

- location of lesson plans
- your daily/weekly schedule
- class list w/seating arrangements
- duty schedules
- fire drill and emergency exit procedures
- students who leave the room for Title I, Speech, Special Ed. schedules
- special schedules
- packet of activities the sub can do if he/she runs out of things to do or can't do your plans
- your classroom discipline policy and school policy
- any other helpful hints to help their day go more smoothly
- make sure all work is photocopied (enough for each student/class).
- specific daily plans should be given or emailed to Kim Dolbier in the front office. She will then give them to the sub when they check in with her in the morning.

Supplies

If supplies are needed throughout the year that you would like the school to purchase, you will need pre-approval from the principal. A purchase order will be needed. All ordering information will need to be submitted to the secretary. Please allow sufficient time for ordering. The supplies located in the office are for office use and teacher use only. If you need supplies for students (index cards, post-it notes, pencils, etc.), you need to order through your budget.

Superintendent's Office

Superintendent's office is open from 7:30AM-3:30PM each day. Roxanne Tanner, Financial Manager, can be reached at rtanner@rangeleyschool.org (864-3311 x134) and Wendy Steward, Administrative Assistant to the Superintendent, can be reached at wsteward@rangeleyschool.org (864-3311 x135).

Telephone

Each classroom has a telephone for school-related calls. Please limit the number of personal calls to emergencies only. The school's phone number is 864-3311. The school's fax number is 560-9410.

Tobacco, Drug, and Alcohol Possession and Use (Policy GBEC)

The buildings, grounds, and all activities of Rangeley Lakes Regional School are tobacco free, alcohol free, and drug- free. This includes vaping and e--cigarettes. Clothes and materials promoting tobacco, alcohol, and/or the illegal use of drugs are also prohibited.

Adults, including employees, who are of appropriate age may have alcohol, tobacco products, or appropriately- prescribed prescription drugs in their vehicles, but they are to be kept out of site and may not be brought into the building. Exceptions include over-the-counter drugs and medications that must be taken during the day or kept nearby in case of urgent need.

Non--employees who violate this procedure are to be advised of the procedure and asked to conform. If the individual chooses not to conform, the staff member should contact the person on site who is in charge at the time. This could be a principal, athletic director, coach, superintendent, custodian, or other staff member, who will require compliance and will have any non-compliant person escorted from the property, with support from law enforcement, if necessary.

Any staff member who violates this requirement will be subject to discipline, which could include dismissal. Any staff member found to have an illegal substance on site or at a school event will be referred to law enforcement.

Further information about the school's tobacco rules can be found on the school's web site in Board policy ADC and associated regulations. Rules specifically pertaining to drug and alcohol use by students can be found on the school's web site in board policy JICH and its associated procedures.

Violations

Employees of RSU 78 who violate this code of conduct may be subject to discipline, up to and including termination of employment and, if appropriate, referral to law enforcement.

Violations: Dispute Resolutions

A bidder or respondent to a request for a proposal (RFP) may protest a procurement or contract award if he/she believes that it was made in a manner inconsistent with Board policy, specifications, or law or regulations. A protest must be submitted to the Superintendent in writing within five business days after receipt of notification of the award being made, with all documents supporting the protest.

The Superintendent or designee shall review the protest and supporting documents and render a decision in writing within 20 (twenty) business days of receipt of the protest.

The Superintendent may also convene a meeting with the bidder or respondent to attempt to resolve the problem.

If the bidder or respondent is not satisfied with the Superintendent's decision, he/she may appeal to the Board. The Superintendent will provide reasonable notice to the bidder or respondent of the time for the Board's consideration of the protest. The Board's decision shall be final.

STUDENT INFORMATION

Assessments

We participate in the state's assessment system. All students in grades 3-11 take the NWEA in the spring. Students in Title I, RTI and in grade 3 will test in the late fall. Some students may also be administered the NWEA mid-year. We administer DRAs in grades K-5 in the spring. The District Assessment Coordinator will inform you throughout the year of specific dates and assignments. See the Assessment Calendar for 2023/2024 for more information.

Book Assignments

It will be the responsibility of the teacher to see that all textbooks are stamped, assigned, and numbered. Books damaged or not returned should be reported to the office. Hardcover textbooks are to be kept covered at all times. Periodic checks should be made. A record of assigned texts should be kept. Books missing at any time during the year will be reported to the office and bills may be sent to the parents.

Computer Integration

Teachers are highly encouraged to coordinate units of study with the Technology Director or Technology Integrator so that they may integrate any necessary technology into the curriculum. The Tech Director or Tech Integrator will work with teachers to develop activities for the class and provide instruction. Teachers need to remain in the room during technology integration lessons to support the learning. Teachers need to email both the Tech Director and Tech Integrator to schedule integration.

Detentions

Student may be assigned after-school detentions by teachers or the principal. Detentions go from dismissal until 3:30 PM. Students who are assigned detention should report to the appropriate teacher at dismissal. During the detention, students should stay in the detention classroom and work on school assignments. Technology should only be used when necessary for school assignments. At 3:30 PM, the detention teacher should escort the detention students to the main lobby for parent pick-up.

Staff members assigning detentions must contact parents/guardians to confirm the detention and inform parents of the pick-up time (3:30 PM). Teachers please fill out a disciplinary form and turn it into the office. **Parents must be given 24-hour notice for a detention to be served but may opt to have the student serve the same day.

Homework

Please see the Student Handbook for suggested homework guidelines.

Honor Roll (Policy IKD)

Students in grades 9–12 who achieve grades no lower than in the “B” range during a marking period are placed on the Honor Roll. Students who achieve grades no lower than in the “A” range in a marking period are placed on the High Honor Roll. This includes all graded classes.

IEP Referrals

We have an RTI (Response To Intervention) process and will have regularly scheduled meetings by teams to discuss RTI and individual student plans. If you have concerns about a student, please contact the RTI Coordinator.

Retention (Policy IKE)

The following procedures are followed when a student is being considered for retention.

- a. By the last week of the 3rd quarter, the teacher will notify the principal (in writing) if they are considering recommending a student for retention and will provide reasons for this consideration.
- b. By the end of the first week of the 4th quarter a conference will be scheduled and held by the teacher and one or both parents.
- c. The final decision to promote or retain shall be made by the principal before the end of the school year.

School Bus Incident Report (Major Bus Infraction)

School Bus Conduct Reports will be issued for major incidents of misbehavior on a school bus, or for repeated minor incidents of misbehavior. These reports go to the office for assignment of consequence, and parents are called. The School Bus Conduct Report should be signed by parents and returned to the Transportation Director the following school day.

Report #1	Written Warning
Report #2	3--Day Suspension from School Transportation
Report #3	5--Day Suspension from School Transportation
Report #4	Suspension from School Transportation until a meeting is held with parents, principal, and transportation personnel.

Student Code of Conduct

Employees with student supervision responsibilities are required to be well versed in the school's Student Code of Conduct and to actively support conformity to it according to the procedures established by the principal. Employees without student supervisory roles are to be generally aware of the contents of the Student Code of Conduct and to support its implementation as directed.

The Student Code of Conduct is in the Student Parent Handbook posted on the RSU 78 website.

Student Files

Student files are maintained in the main office. The file cabinet is to be locked at all times and the key is kept in the office with the school secretary. At the end of the school year each teacher must enter the grades for the year and record the attendance.

Student files are never to leave the main office. A desk and chair in the main office will be provided for staff who need to review any files.

RLRS EMPLOYEE HANDBOOK AGREEMENT

2023-2024

I have read, understand, and agree to abide by the information contained within this Handbook and have read, understand, and agree to abide by the referenced policies.

Employee Name (**printed**)

Employee Signature

Date

Main Office Only
Date received _____