

LONE ROCK SCHOOL SUBSTITUTE HANDBOOK 2017 – 2018



**1112 Three Mile Creek Road
Stevensville, MT 59870
Phone: 777-3314**

Scott Stiegler
Superintendent/Principal

Lone Rock Elementary District #13

1112 Three Mile Creek Road
Stevensville, MT 59870

406-777-3314, Office
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WELCOME TO LONE ROCK SCHOOL

Thank you for joining us as a substitute teacher at Lone Rock School. We are eager for you to participate in the education of our community of learning.

The following information is made available so that you and especially our students, will have a positive experience during the teacher's or staff member's temporary absence. Your challenge is to maintain continuity in the student's routine and provide the same excellent learning opportunities provided by the regular classroom teachers and staff.

If you have any questions, please do not hesitate to call on me for assistance. You are vital to the success of our students.

Sincerely,

Scott Stiegler
Superintendent/Principal
(406) 777-3314 ext. 201 and 202
(406) 273-1517 (cell)
SStiegler@LoneRockSchool.org

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Administration & Staff Support Information

School Phone: 777-3314

<p>Superintendent Scott Stiegler Office Extension: x 202 Cell: (406)273-1517</p>	<p>K-8 Principal Scott Stiegler Office Extension: x 201 Cell: (406)273-1517</p>
<ul style="list-style-type: none">● District business● School budget● Campus facilities and technology	<ul style="list-style-type: none">● Student discipline ~ Grades K-8● Supervision of substitutes K-8● Aesop substitute management

<p>Clerk/Business Manager Jeannie Morgan Office Extension: x 220 Location: Middle School</p>	<p>Secretary Marcia Bloom Office Extension: x 200 Location: Elementary School</p>
<ul style="list-style-type: none">● Substitute applications● Records & payroll	<ul style="list-style-type: none">● Substitute sign-in & sign-out binder● Attendance clerk● Lunch accounts and services● Basic first aid supplies

ANSWERING YOUR QUESTIONS AND RESOLVING PROBLEMS

If you have a question or a problem, please talk directly to the school staff member involved. If you are not able to reach a resolution, please contact **Mr. Scott Stiegler**. For more information on resolving problems, please review the Uniform Grievance Procedure in Lone Rock School Board Policy.

Compensation

The substitute pay for a teacher is \$65 per day, half days are paid at \$32.50. Substitute pay for positions other than classroom teachers is paid at an hourly rate at the entry level on the classified employee wage scale. You will find timesheets in the **BLUE Notebook on Marcia Bloom's desk**. Please sign in each day noting the name of the teacher you are covering for. Timesheets are collected at the end of the day on the 10th of each month. Paychecks are given out on the 20th of the month. If you have not already done so, please see our Business Manager, Jeannie Morgan to fill out a W4 and other employment forms.

Background Checks

All employees, even temporary employees, of Lone Rock School District will be required to submit fingerprints for a background check along with any payment required in order to process these fingerprints. The rate is \$27.25 to process background checks through the Montana Department of Justice. This fee is non-refundable.

TEACHER'S RETIREMENT SYSTEM

You may choose to participate in the Montana Teachers Retirement System and have monies deducted from your paycheck. Please see our Business Manager, Jeannie Morgan, for more information and enrollment forms.

GENERAL INSTRUCTIONS

AESOP Substitute Management System

Lone Rock uses the Aesop substitute management system. Once you are officially hired by Lone Rock School, you will be provided with your login/account information for the Aesop system.

A basic overview of this program will be provided at Substitute Orientation. If you are having any difficulty with the Aesop system, please review their training guides under the help tab. If you continue to have difficulty, please contact Scott Stiegler to resolve your issue.

Aesop will be the primary method used to contact and arrange for substitutes at Lone Rock School. Subs will need to be familiar with the online or the phone based system in order to be selected for open substitute positions at Lone Rock.

All Substitutes

If you become ill on a day you are scheduled to substitute, **you need to contact Scott Stiegler, (406) 273-1517 no later than 6:45 A.M.**

Classified Staff Substitutes

- Substitutes for classified positions should report to the department they are substituting in (i.e. Special Ed, Title, Kitchen, Library, Maintenance) and pick up their daily schedule from the supervisor.
- **General Schedule:** Report to the elementary school office by 8:15 A.M. and remain in the building until 3:35 P.M., or when staff schedule dictates, unless given permission to leave by an administrator. The Aesop system will notify you if the scheduled day of the person you are replacing is different than this. Please read and/or listen carefully regarding the times and dates of any open positions.

Classroom Teacher Substitutes

Report to the elementary school office by 8:15 A.M. and remain in the building until 4:00 P.M. unless given permission to leave by an administrator. Students arrive at 8:15 A.M. and school is dismissed at 3:30 P.M. except on Wednesday's early release at 2:30 P.M.

- Check the teacher's mailbox for notices, plans, etc.
- Tell the class your name and write it on the board.
- Learn the students' names as quickly as possible.
- Follow established routines. Check attendance and lunch count, enter on computer. **(See page titled "Substitute Attendance and Lunch Count Instructions")**
- After review of the regular teacher's daily plans, if you have any questions, check with another teacher at that grade level or an administrator.
- Follow the teacher's plan book as closely as possible. It should include a seating chart and daily class schedule. Please leave a notation in the plan book showing what has and has not been covered. Student papers should be checked according to the instructions left by the regular teacher.
- Complete regular classroom routines such as lunch count and attendance reports. this is a repeat of item #4
- During a teacher's prep time, the administration may assign you to other duties.
- Escort pupils to and from special classes, i.e. P.E., Music, Library, recess, lunch, and to the bus at the end of the day.
- Wrap up the day in a summary of things you have accomplished. Include any information of a special nature that the regular teacher should know about including lessons covered, lessons scheduled but not presented, and discipline problems that may have occurred.
- Check with the office to find out if the regular teacher is returning the next day.

LUNCH

Substitutes are welcome to enjoy breakfast or lunch at Lone Rock. For lunch, please make sure you count yourself into the daily adult meal count on Infinite Campus. Please prepay for lunch with Marcia Bloom, our meal accounts specialist. If you sub on a regular basis, you can prepay on an account and Marcia will assign you a lunch number.

Lone Rock School- Meal Pricing 2016-17

Adult Breakfast	\$2.60
Adult Lunch	\$4.00
Ala Carte Milk	\$0.40

Other Ala Carte items available according to daily menu options. See Marcia for pricing.

CLASSROOM MANAGEMENT

Having classroom management is very important in order for everyone to have a successful productive day. Lone Rock School has school wide expectations that fall under an umbrella of Be Safe, Be Respectful, Be Responsible and Be a Learner. (please see document at the end of the handbook). We also have a system of "Teach To's" and absolutes. Please familiarize yourself with this policy. If you have questions, please ask the classroom teacher or an administrator.

OUT OF CONTROL CHILD

In the event a child becomes out of control, exercise the following:

- Above all, remain calm and in control.
- Send another student to the office for an administrator.
- If you need immediate assistance and an administrator is not available, have a student go to the adjacent classroom to get a teacher.
- If needed, the crisis team will be notified and the student will be removed.

STAFF SUPERVISION DUTIES

It is important that students be supervised at all times, whether in the classroom, hallways or playground. Staff members **must** be on time for their supervision duties. When you are late, you take a chance of students not being supervised or expecting your co-worker to be on duty longer than his/her assigned time. If you are not present with your class or in your assigned duty area on time, you are increasing your personal liability in the event of an accident or problem.

INJURIES

If a child is injured, assess the degree of injury and if you suspect it is serious, immediately inform the office. An accident report must be filled out for any serious injury.

ACCIDENT REPORTS

Accident Reports must be completed by the adult who was supervising the child at the time of the accident. All head or back injuries and any other serious accident must be reported. Accident report forms can be found in the elementary mail room in the file cabinet labeled forms and should be turned into the Principal.

CHILD ABUSE- NEGLECT- INADEQUATE FOOD OR CLOTHING

As school employees we are mandatory reporters. Report any student problems to the principal or the school counselor regarding the above problem areas. The principal and counselor have a copy of *Montana School Guidelines for the Identification and Reporting of Child Abuse and Neglect*.

DRUG-FREE ENVIRONMENT

The Drug-Free Workplace Act of 1998 requires all agencies receiving federal funds to develop a policy certifying that they will provide a drug-free workplace. A provision of the policy requires the employer to notify each employee of the provision of the policy. The following constitutes the required notice.

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is illegal and prohibited on school property. As a condition of employment, employees must abide by the terms of this policy and notify the employer, within five (5) days of a confirmed violation of this policy. The school district will take appropriate personnel action that may include termination.

TOBACCO FREE SCHOOL

Lone Rock Elementary is a tobacco and alcohol free campus at all times.

HARASSMENT STATEMENT

We, the Board of Trustees and Superintendent for Lone Rock Elementary District No. 13, are committed to ensuring a harassment-free environment. The district prohibits discrimination on the basis of sex, race, color, creed, religion, national origin, age, physical or mental handicap, political belief, marital or parental status. We are proud of our staff and students. It is this pride that makes us feel confident that we can all work together to eliminate harassment from the school and workplace.

Please refer to the Lone Rock School District's Policy Manual for the complete description of the Harassment Policy.

STUDENT BEHAVIORAL GUIDELINES

Students are expected to behave in a manner that contributes to a positive, safe school environment. We encourage student self-discipline and hold students responsible for their actions. Being a positive addition to Lone Rock School is encouraged.

The staff, board and parents of Lone Rock School have spent many hours developing and improving our School Discipline Plan to set clear and firm limits for student behavior. Our expectations are directed toward insuring a safe, orderly school environment. These expectations are reviewed with students regularly. Discipline problems are dealt with in a systematic fashion as defined in our discipline plan.

Student expectations are summarized in the following campus expectations:

At Lone Rock, we are an MBI school following the Montana Behavior Initiatives and using resources such as Time To Teach, Olweus, and Kelso's Choices that help set clear guidelines for student behavior and insure a school that is positive and safe for all students and staff. These expectations are reviewed with students regularly. Discipline problems are dealt with in a systematic fashion as defined in our discipline plan.

Discipline Plan

I. Essentials of an Effective Discipline Plan

- a. Appropriate behavior needs to be taught BEFORE students engage in inappropriate behavior.
- b. Consequences of problem behavior must be TIMELY.

II. Implementation

- a. Teachers teach the expected behaviors (The Teach-Tos).
- b. Teachers look for appropriate behaviors to encourage.
- c. Teachers coach or prompt students’ positive behaviors.
- d. Refocus-This means time for students to think about inappropriate behaviors and consider the appropriate behavior.
- e. Teacher/Adult will reconnect with the student.

III. Record Keeping & Consequences

- a. Teachers keep track of Refocus slips. If expected behavior is not achieved, the student will receive a minor. Minor infractions will result in loss of privileges and when more than three minors have occurred in a quarter, parents will be notified as additional consequences may be imposed for students in Grades 2nd-8th.

IV. Summary

Expectations governing appropriate behavior are established for each classroom, the building, and the playground. The students are made aware of these expectations at the beginning of each year and are reviewed on a regular basis.

Lone Rock School Student Expectations for the LR Community									
	BUS	Bathroom	Cafeteria	Playground	Hallway/Stairs	Library	Classroom	Assembly	Office
		*Flush toilets after use *Turn off faucets when you are done washing hands *Let an adult know immediately if there are any problems in the bathroom	*Use utensils properly *Eat your food only *walking feet only Tell an adult if someone is choking Let an adult know you need to leave	*Take turns on equipment *Run only in designated areas *watch out for each other * Keep hands and to yourself *Use equipment appropriately	.Enter the building when given permission by a person in charge *walking feet only *Keep hands, feet and objects to yourself *Try to void ice, puddles, and mud	*Use Library materials and equipment appropriately *Remain in the library unless you have permission or a pass to leave *Keep hands, feet and objects to yourself when in the library	*Keep chairs and desks safely on the floor *Keep hands, feet and objects to yourself *Use technology appropriately *Stay in the classroom unless otherwise directed	Keeps hands, feet, objects to yourself Walk safely on bleachers *Walk safely on bleacher walkways and stairs *Bleacher seats are for sitting only	Calmly wait for assistance from an adult *Keep hands, feet, and objects to yourself
Be Respectful		*keep bathroom sinks and floor clean *Give others as much privacy as possible	*Show good manners by saying “please and thank you”, using utensils properly, and chewing with mouth closed *Use quiet voices *Be Quiet when lights go out	*Wait patiently and ask politely for your turn on equipment or in group games *Listen to adults in charge *Follow the rules of the game *Line up immediately when the whistle blows	*Maintain a reasonable distance between you and the person in front of you *Assist others Hold all equipment while standing quietly and courteously in line *Be mindful of other classes in session *Be kind	*Listen attentively to librarian *Be considerate of others while using the library *Talk quietly with permission	*Listen and follow directions *Raise your hand *Quietly wait for your turn *Be on task *Follow classroom procedures *Be kind and helpful	*Face the performance area *Give performers/speakers your full attention *Respond appropriately *Use restrooms and during transitions	.Use the office and phone only with permission *Wait quietly if adults are with others *Wait quietly if phone is being used

			*Wait patiently in line						
Responsible		<ul style="list-style-type: none"> *Always wash hands *Only take the necessary amount of toilet paper and paper towels needed *Use bathroom in a timely and appropriate manner *Use quiet voices *Throw used paper towels in the garbage *Use bathroom pass 	<ul style="list-style-type: none"> *Remain seated until dismissed *Leave your area clean *Follow proper line behavior while in lunchroom 	<ul style="list-style-type: none"> *Let an adult in charge know if equipment is broken *Try to work out differences with each other before involving an adult *Be prepared for changing weather *Pack it out, pack in in *Wipe feet before entering the building 	<ul style="list-style-type: none"> *Walk quietly on the right hand side *Move to the side if you need to stop *Go directly to the destination to which you've been given permission *Put trash in appropriate place 	<ul style="list-style-type: none"> Wait patiently for directions Place books in appropriate area *Handle materials and books with care *Return books on time 	<ul style="list-style-type: none"> *Stay seated during instruction Be on time Work quietly Ask for help appropriately Manage time well Keep area clean Report bullying behavior *Stay seated during instruction 	<ul style="list-style-type: none"> *Stay in rows and line up beginning with top row *Upon entering gym, stay in line until you reach your designated class section *Stay in designated area-when assembly is over, remain quietly seated until teacher signals to stand 	<ul style="list-style-type: none"> *Make sure you have an office pass and permission *Know your purpose
		<ul style="list-style-type: none"> *Get back to where learning takes place 	<ul style="list-style-type: none"> *Make healthy food choices 	<ul style="list-style-type: none"> *Include others *Take time to learn the rules of the game 	<ul style="list-style-type: none"> *Get back to where learning takes place 	<ul style="list-style-type: none"> *Listen and follow directions *Make use of the resources wisely 	<ul style="list-style-type: none"> *Be prepared for class *Challenge yourself *Develop effective study habits *Take pride in your work 	<ul style="list-style-type: none"> *Listen and follow directions 	<ul style="list-style-type: none"> *Get back to where learning takes place

TOYS BROUGHT TO SCHOOL

Students are discouraged from bringing toys or games to school unless they are for Show and Tell. Students are encouraged to bring sports equipment that is suitable for outdoor use and that can be shared with everyone. If students bring toys or other equipment, the school is not responsible for any loss or damage that results from students having brought personal items to school.

K-5 PROBLEM SOLVING PROGRAM

During the school year 2003-04, we introduced a new problem solving program called Kelso's Choice. The program trains children in a method of solving small problems between themselves without needing adult intervention. All faculty and staff are trained in using the program throughout the K-5 building, and they use it in helping children learn these important skills. Parents should be familiar with the basics of the program so we have included some basic information here. You are welcome to contact your child's teacher or the school counselor if you have further questions or would like further training yourself as this method of problem solving can work outside school as well. Your child(ren) can also provide you with further information on how Kelso's choices work. The "Reminder" below provides adults with the basics of how to implement the Kelso's Choice model. On the back of this page is the Kelso's Wheel of Choices that you and your child will see posted throughout the school. You may want to post it on your refrigerator at home. We hope you and your children will find this a powerful way of building confidence as well as communication and problem solving skills.

A Kelso Reminder

Remember, when kids come to you with a small problem:

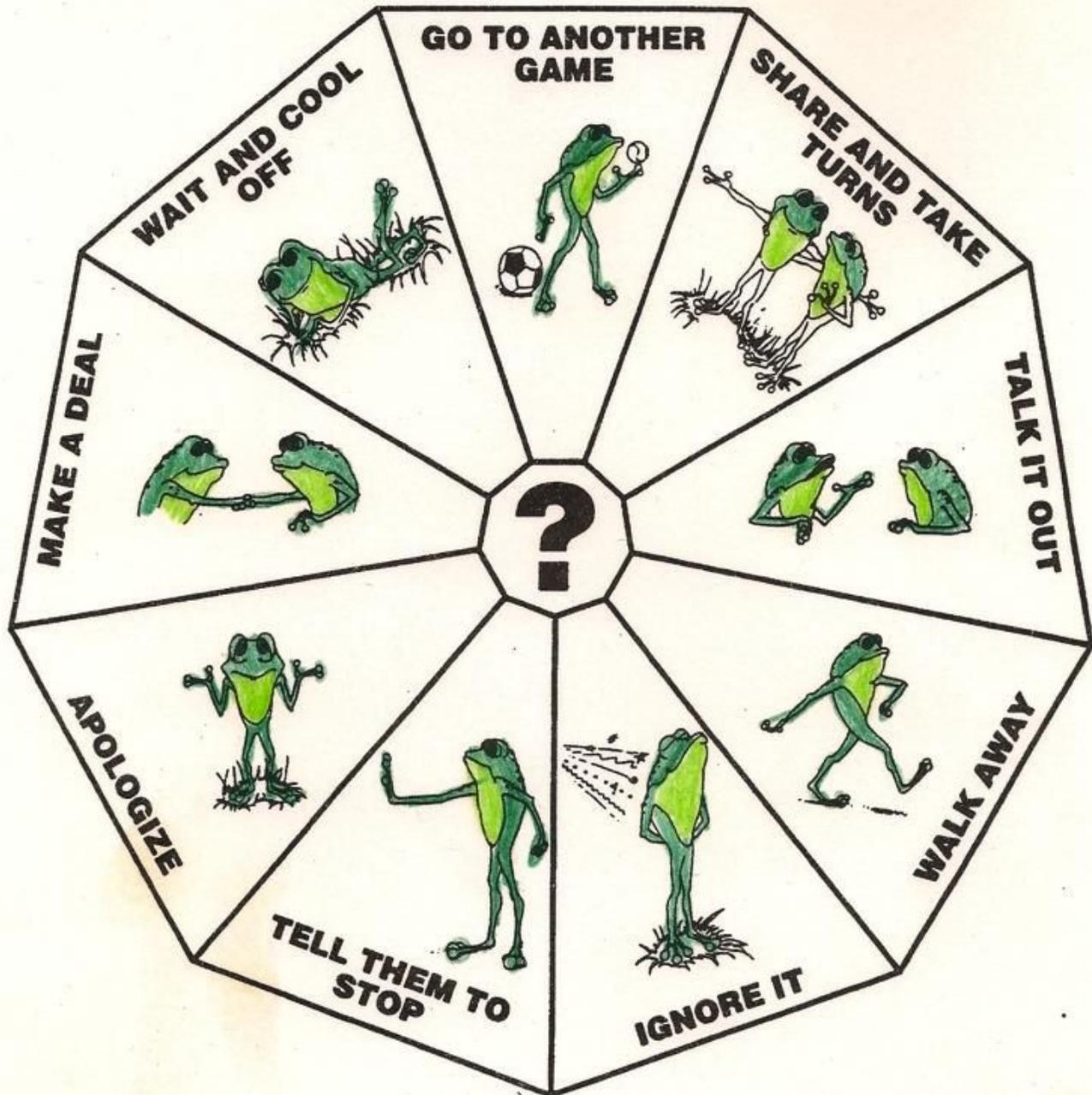
- 1) **Ask**, “ Is it a big problem or a small problem?”
- 2) **Ask**, “What two of Kelso’s choices have you tried?”
- 3) If needed, **remind** child how to use each skill appropriately and have child practice and or repeat using the skill.
- 4) **Suggest** skills that may work better when appropriate.

Remember

Each complaint by a child is a teachable moment.
The more time we can take **now** to teach,
the fewer complaints we’ll get later on.

IT'S YOUR CHOICE!

DO YOU HAVE A SMALL PROBLEM?
TRY 2 OF KELSO'S CHOICES:



IF YOU HAVE A **BIG** PROBLEM,
TELL AN ADULT YOU TRUST.

SUPERVISION OF COMPUTER AND TECHNOLOGY USE

Teachers should be familiar with the Lone Rock School District # 13 Computer Network Acceptable Use Policy and the Rules and Code of Ethics for Lone Rock School District's Computer Users.

Lone Rock School has a high-speed internet connection and access to the internet is possible through every computer at the school. This affords amazing educational opportunities to enhance research, curriculum, and library skills. With access to the internet, information that is not of educational value, or possibly inappropriate for young students is available and could be viewed by students. Please monitor student use of the internet to reduce the number of exposures to non-educational content.

Please contact your building administrator if you feel a student is deliberately misusing the internet or computers of Lone Rock.

TERMS, CONDITIONS AND AGREEMENT FOR NETWORK ACCEPTABLE USE

Rules and Code of Ethics for Lone Rock School District's Computer Users:

1. Use of the computers is limited to Educational Use only.
2. Use of the network to develop programs that infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
3. Hateful communications, obscene remarks, discriminatory remarks and other similar behaviors are prohibited.
4. Attempts to use other user's passwords or access other user's files are prohibited. Any reconfiguration of any pcs without express permission is prohibited.
5. Users may not download software or computer programs from the Internet. Only data may be copied from the internet onto our pcs.
6. Students may not place any programs (ie, games) anywhere on our computer network. Students may not run outside programs from any media, ie running programs from discs or usb drives.
7. Lone Rock School District's systems administrator may access user's files when necessary for maintenance of the network and for user assistance. Every effort will be made to ensure the privacy of user's files.
8. Any user who does not comply with the rules and code of ethics for Lone Rock School's computer use will lose network privileges for a period of 30 days. Repeated infractions may result in permanent termination of network privileges. Other disciplinary policies of the district may also apply.
9. The district may modify the acceptable use policy as the need arises.

USE OF PERSONAL CELL PHONES

Personal cell phones may be used by substitutes only during lunch and other breaks.

STUDENT CELL PHONES AND OTHER ELECTRONIC EQUIPMENT

Student possession and use of cellular phones, pagers, and other electronic devices (including, but not limited to iPods, Phones, PDAs, CD Players, and MP3 Players) on school grounds, at school sponsored activities, and while under the supervision and control of school District employees is a privilege which will be permitted only under the circumstances described herein. At no time will any student operate a cell phone or other electronic device with video or photographic capabilities in a locker room, bathroom or other location where such operation may violate the privacy right of another

person.

Students may use cellular phones, pagers, and other electronic signaling devices on campus before school begins and after school ends or as determined by school procedures. Schools may regulate the use of cell phones by parents and other adults while they are on school property. In special circumstances, the building principal may authorize use of cell phones or other electronic devices by students (for example; the use of iPods during a bus trip, or exception due to a specific student situation.) The Lone Rock School District is not responsible for lost or stolen devices.

Lone Rock School District No. 13 will encourage a technologically rich environment to students, teachers and staff to enhance and promote educational excellence through resource sharing, innovation and communication with direct guidance from faculty and staff. Although Lone Rock School No. 13 supports opportunities to integrate technology in the classroom, teacher discretion will determine specific classroom use. It is the responsibility of users and their parents or guardians to honor the use restrictions of the District.

GUIDELINES FOR ELECTRONIC DEVICE USE

Students

It is the student's responsibility to:

1. Know and follow each teacher's policies,
2. Understand the legal ramifications of inappropriate electronic communication, including but not limited to cyber bullying, sexting, etc.
3. Understand the district discipline guidelines as outlined in the Student Handbook and District Policy.

Teachers

It is the teacher's responsibility to:

1. Articulate and communicate classroom policies to students and families in a variety of formats.
2. Guarantee equal access to electronic devices if they are required for an assignment.
3. Understand the district discipline guidelines as outlined in the Student Handbook and District Policy.

Administration

It is the responsibility of administration to:

1. Provide education to students regarding legal issues surrounding inappropriate electronic communications.
2. Understand the district discipline guidelines as outlined in the Student Handbook and District Policy.
3. Create, communicate and implement school-specific and District policies and procedures.

We recognize that there are applications of electronic devices that can enhance learning in the classroom. However, unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Therefore, unauthorized use is grounds for confiscation of the device by school officials, including classroom teachers and supervisory aides. Confiscated devices will be returned to the student, parent or guardian. Unauthorized use of such devices may result in disciplinary action.

Playground Expectations

Breaks

Recess Schedule: K-4 students will have a 15 minute morning recess and a 20 minute lunch break. Afternoon breaks are scheduled at the discretion of the classroom teachers and typically scheduled for 15 minutes in grades K-3.

Students also have playground opportunities before and after school. **However, there will be NO playground supervision before 8:15am and after 3:35pm. (2:30 on Wednesdays) To insure your child's safety, we ask students to arrive on the playground no earlier than 8:15am and to leave school grounds by 3:35pm (2:35 on Wednesdays).**

Designated Play Areas

Lone Rock Elementary has designated areas to play. Students are to follow the The Launch Code school-wide expectations of being Safe, Respectful, Responsible, and a Learner. Students will be taught the expected playground behaviors during the first few weeks of school.

BeSafe

- Take turns on equipment
- Run only in designated areas
- Watch out for each other
- Keeps hands and feet to yourself
- Use equipment appropriately

Be Respectful

- Wait patiently and ask politely for your turn on equipment or in group games
- Listen to adults in charge
- Follow the rules of the game
- Line up immediately when the whistle blows

Be Responsible

- Let an adult in charge know if equipment is broken
- Try to work out differences with each other before involving an adult
- Be prepared for changing weather
- Pack it out, pack it in
- Wipe feet before entering the building

Be a Learner

- Include others
- Take time to learn the rules of the game

SCHOOL BUS CONDUCT

Each transported student has the right to a safe and enjoyable ride to and from school that is free from intimidation, threat or harassment. Good conduct of all transported students while waiting for the school bus and while traveling to and from school is primary for a safe and enjoyable ride for all students.

The School District has established student behavior procedures that apply to all transported students while on the school bus and while in school bus loading and unloading areas. The bus and the bus top are extensions of the school day. Each individual student, as well as his/her parent, or guardians, is responsible for the behavior of that student while on the school bus and in school bus loading or unloading areas.

Transportation service is a privilege that is granted by the district to eligible students and their parents or guardians that is contingent upon proper behavior. A student's eligibility to ride the bus may be suspended or revoked for a violation of school bus safety or conduct rules and standards.

A student shall not:

- Eat drink or litter on the bus
- Leave the seat or stand while the bus is in motion
- Use profanity, verbal abuse, harassment, obscene gestures, or have possession of unacceptable material
- Ride an unassigned bus or use an unassigned bus stop without permission (note required)
- Open windows past the safety line
- Attempt to ride a bus during a bus suspension
- Be disobedient or disrespectful to the driver
- Hang out the windows
- Throw any object
- Write on the seats or tear or cut seats
- Enter or leave the bus through emergency door/tampering with bus equipment unless authorized
- Any activity that distracts the driver from safely driving the bus

Please Note: TOYS, TRADING CARDS, ETC. Music and game machines, toys, trading cards, etc. may be used on the bus if their use is not disruptive.

Students are expected to follow the bus expectations and bus drivers are authorized to assign seats at any time. Students are expected to help keep the bus clean and safe.

Certified Staff

Shelby Murphy	Kindergarten Teacher
Cheri Hollist	Kindergarten Teacher
Terri Morrison	First Grade Teacher
Erica Carroll	First Grade Teacher
Kimberly Rebich	Second Grade Teacher
Julie Bachman	Second Grade Teacher
Ward Lake	Third Grade Teacher
Jeannette Wandler	Fourth Grade Teacher
Eve Wight	Fifth Grade Teacher
Amy Reed	Middle School Teacher
Ouisie Chanin	Middle School Teacher
Lisa Stevens	Middle School Teacher
Debbie Laga	Music, Band, Choir Teacher
Angela Rowe	Elementary Special Education Teacher
Monica Wilson	Middle School Special Education Teacher
Sunny Boaz	Title 1 Teacher
Art Perez	K-8 Health, Physical Education Teacher
Tania Jensen	K-8 Guidance Counselor
Jan Burgess	Librarian

Classified Staff

Marcia Bloom	Secretary
Deb High	Title 1 Paraprofessional
Mary Arnott	Title 1 Paraprofessional
Abby Christensen	Special Education Paraprofessional
Beth Lowitt	Special Education Paraprofessional
Danielle Myers-Ertel	Special Education Paraprofessional
Billie Dimsha	Special Education Paraprofessional-Braille Specialist
Kristen Pound	Sign-language Specialist
Cindy Jarvie	Food Services Coordinator/Head Cook & Nutrition Consultant
Brandy Hardy	Assistant Cook
Linda Nentwig	Kitchen Aide
Mike Wandler	Maintenance/Custodian
Carol Ross	Custodian & Bus Driver
Ken Beaudin	Bus Driver
Bill Coombes	Bus Driver

Administration/ Other

Jon Agosto	IT Manager/Systems Administrator
Amy Reed	Athletic Director
Pat Cartwright	Excel Director
Lindsay Davis	CSCT Therapist
Barbara Porter	CSCT Behavior Consultant
Paula Lampi	School Psychologist
Alisa Martin	Speech Therapist
Vicky Angyus	Occupational Therapist
Wendi Wood	Physical Therapist
Jeannie Morgan	Business Manager
Scott Stiegler	Superintendent/Principal

LONE ROCK SCHOOL | 2017-2018 CALENDAR

Aug. 22 - All Sports Parent Meeting 7:00 pm - New Gym
 Aug. 22 - Booster Club Meeting present at above and meeting after - Gym
 Aug. 24 - Kindergarten Orientation at 6:30pm-Old Gym
 Aug. 26 - Playground Cleanup 3 pm / BBQ 6 pm / Movie Night 9 pm
 Aug 28-29 PIR

AUGUST '17						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY '18						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

Feb. 7 - PTM Meeting 6 pm
 Feb. 9 - Community Dance
 Feb. 16 - 19 - No School Winter Break
Feb. 19 - Mid Quarter
 Feb. 21 - Booster Club Meeting 6:30 pm
 Feb. 23 - Family Movie Night

Sept. 5 - First Day of School
 Sept. 6 - PTM Meeting 6 pm
 Sept. 12 - Open House 6:00 - 7:30 pm in the New Gym
 Sept. 20 - Booster Club Meeting 6:30 pm
 Sept. 27 - Fall Picture Day

SEPTEMBER '17						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
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MARCH '18						
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

March 1 - Parent/Teacher Conferences 4:00 - 6:00 pm
 March 7 - Parent/Teacher Conferences 3:00 - 7:00 pm
 March 14 - PTM Meeting 6 pm
 March 21 - Booster Club Meeting 6:30 pm
 March 23 - Family Movie Night
March 29 - End of 3rd Quarter
 March 30 - April 2 No School Spring Break

Oct. 4 - PTM Meeting 6 pm
Oct. 4 - Mid Quarter
 Oct. 18 - Booster Club Meeting 6:30 pm
 Oct. 19-20 - No School (MEA Conference)
 Oct. 27 - Halloween Carnival 6:00 - 8:00 pm

OCTOBER '17						
S	M	T	W	Th	F	S
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22	23	24	25	26	27	28
29	30	31				

APRIL '18						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

April 3 - 1st Day of 4th Quarter
 April 4 - PTM Meeting 6 pm
 April 6 - Meatballs and Monkey Bars
 April 7 - Run for the Rock 3rd Annual 5k Fun Run
 April 18 - Booster Club Meeting 6:30 pm
 April 26 - Spring Pictures

Nov. 1 - PTM Meeting 6 pm
 Nov. 2 - Picture Retake Day
Nov. 8 - End of First Qtr.
 Nov. 9 - 1st Day of 2nd Quarter
 Nov. 11 - Craft Bazaar
 Nov. 13 - Parent/Teacher Conferences 4:00 - 6:00 pm
 Nov. 15 - Parent/Teacher Conferences 3:00 - 7:00 pm
 Nov. 16 - Thanksgiving Dinner
 Nov. 22-26 - No School - Thanksgiving Break

NOVEMBER '17						
S	M	T	W	Th	F	S
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26	27	28	29	30		

MAY '18						
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20	21	22	23	24	25	26
27	28	29	30	31		

May 2 - PTM Meeting 6 pm
May 2 - Mid Quarter
 May 8 - Staff Appreciation
 May 16 - Booster Club Meeting 6:30 pm
 May 28 - No School - Memorial Day

Dec. 6 – PTM Meeting 6 pm
Dec. 13 - Mid Quarter
 Dec. 21 – Christmas Dinner
 Dec. 22 – Jan. 1 No School
 Holiday Break

DECEMBER '17						
S	M	T	W	Th	F	S
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 5 - 8th Grade Graduation
 June 5 – End of Year Carnival
June 6 – Last Day of School
 11:30 am Dismissal
 End of 4th Quarter and End of
 2nd Semester
 June 7 – Post Records Day

JUNE '18						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Jan. 3 – PTM Meeting 6 p
 Jan. 17 – Booster Club
 Meeting 6:30 pm
 Jan. 19 – Family Movie Night
**Jan. 24 - End of 2nd Quarter –
 End of 1st Semester**
 Jan. 25 - 1st Day of 3rd Quarter

JANUARY '18						
S	M	T	W	Th	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**LONE ROCK SCHOOL
 2017 – 2018 CALENDAR**

School Hours 8:30 – 3:30 pm
Breakfast 8:15 – 8:30 am
Instruction Begins 8:30 am
Lunch 11:05 – 12:25 pm
Dismissal 3:30 pm

Early Release Every Wednesday at
 2:30 pm

All K-5 students not at breakfast
 are to be outside 8:15 – 8:30 am

Board meetings are held every 3rd
 Tuesday every month and are
 open to the public. Come join us!

SUBSTITUTE ATTENDANCE AND LUNCH COUNT INSTRUCTIONS

- Log on to the computer- Use the generic Kindergarten login:
 - Username: knd
 - Password: 12345
- Click on the Internet Explorer icon to connect to the internet. The www.lonerockschool.org webpage should be the home page. If not, type it into the address bar.
- At the Lone Rock School web page, click on “LRS Infinite Campus”
- To login to Infinite Campus, use the following:
 - Username: substitute
 - Password: substitute
- Choose either “Lone Rock School” for K-6 and “Lone Rock 7-8” for Middle School.
- Click on “Attendance,” then “Classroom Monitor”
- Click on the classroom or homeroom you are assigned for that day.
- Enter in Lunch count, Milk count (**Grades K only**), and adult count.
- Check the box for “Absent” or “Tardy” for missing or late students. If you know why they are gone, enter the reason in the comments field.
- Click “SAVE”
- Log off and close the browser.

Year 11-12 School Lone Rock School

Index Search Help

District Notices
No district notices at this time.

School Notices
No school notices at this time.

Process Inbox

Process	Name
<i>No Process Inbox items at this time.</i>	

- Substitute Teacher
- Student Information
- Instruction
- Census
- Health
- Attendance
 - Attendance Dialer
 - Attendance Wizard
 - Classroom Monitor
 - Daily Attendance
 - Dialer Scheduling
- Reports
- Scheduling
- Grading & Standards
- Ad Hoc Reporting
- System Administration
- FRAM
- Account Settings
- Log Off