

# CHERRYFIELD STAFF HANDBOOK



2025-2026

## Staff Directory

Melissa Tenney  
Shanna Blackwood  
Kim Smith

Patricia Beal  
Sandy Alley  
Meghann Grover  
Nancy Thompson  
Sara Brown  
Tara Moffitt  
Seaira Smith  
Crystal Perry  
Jason Snider  
Richelle Leighton

Kayla Thompson  
TBD  
TBD  
TBD

Melissa Tenney  
Ralph Hirtle  
Laury Worcester

### **Administrative Staff**

Superintendent/Principal  
Administrative Assistant  
Principal's/School Secretary

### **General Education Staff**

Pre-K Teacher  
Kindergarten Teacher  
Grade 1 Teacher  
Grade 2 Teacher  
Grade 3 Teacher  
Grade 4 Teacher  
Grade 5-8 Teacher/Science  
Grade 5-8 Teacher/Math  
Grade 5-8 Teacher/Social Studies  
Grade 5-8 Teacher/ELA

### **Itinerants Staff**

School Social Worker  
Part-time PE Teacher  
Part-time Music Teacher  
Part-time Art Teacher

### **Special Services Staff**

Special Education Director  
Assistant Special Education Director  
Title IA

Veronica Potter	Title IA Educational Technician
Ralph Hirtle	Special Education Teacher/IT
Nicole Ripley	Educational Technician
Kathy Fitzpatrick	Educational Technician
Paula Judge	Educational Technician
Starley Moffitt	Educational Technician
Kasey Openshaw	Speech Therapist
-----	Physical Therapist
OT Spot	Occupational Therapist

### **Support Staff**

April Wawrzyniak	Pre-K Educational Technician
Kasey Reid	Day-time Custodian
Stephanie Fickett	Evening Custodian
Angela Farren	Nurse
Christen Beal	Food Service Director/Cook
Gabriella Wood	Assistant Cook

Welcome to Cherryfield Elementary School. We are a small, stand alone, community school that is committed to providing the children of Cherryfield with a high-quality educational experience. We are fortunate to have an amazing staff that are student focused. All of our teaching staff are certified teachers, and many are continuing their education in an accredited master's program.

Cherryfield Elementary School places high expectations on both our staff and our students, and those high expectations have led to many amazing things and will continue to in the future. Our staff is committed to improving both professionally and personally and are given all the tools necessary to be successful. Our high expectations for all have allowed our school to dream big and we will continue to do so into the future.

Cherryfield Elementary prides itself on its small-town roots. We are fortunate to have members of the community that support our school and its educational mission. Many in the community volunteer their time to our students and their educational process throughout the school year. We embrace our community and its rich history, and are blessed to have many talented organizations that we partner with right in the community.

Our school community honors our country. We partner with Peter Duston and place flags on the gravestones of our local veterans who served in the Armed Forces. Our students begin each day by reciting the Pledge of Allegiance together, as well as striving to be great citizens.

This is a guide to help you to understand our expectations and procedures, as well as to have a better understanding of all things Cherryfield. Please do not hesitate to ask questions at any time. I am excited to work with all of you during the 2025-2026 school year!

Sincerely,  
Melissa Tenney  
Superintendent/Principal  
Cherryfield School Department

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Policies Attached: Please review

Policies/Procedures of School

- Bullying - Policy #JICK
- Bloodborne Pathogens – Policies #GBGAA, GBGAA-R
- HIPPA – Policy #GBJ
- FERPA – Policies #JRA, JRA-E, JRA-R
- Suicide Intervention Protocols
- Employee Computer and Internet Use – Policy #GCSA
- Employee Computer and Internet Use Rules – Policy #GCSA-R
- Employee Computer/Internet Use Acknowledgment Form – Policy #GCSA-E (Please sign and return to the Principal's Office)

## Getting Acquainted

Cherryfield Elementary School is a Pre-K through Grade 8 school located in Washington County. We are a stand-alone community school that is funded mostly through Federal and State dollars, and great support from our local tax base. Our school is heavily involved in the community.

We offer Music, Art, and Physical Education one day per week. We are very fortunate to have a social worker in our building working with students three days a week.

When you are hired you will be given a tour by the Administration, given a key, and shown your room where the real work begins. You will be given an email account through Google, and added to the all staff email system. You will be assigned a MacBook Air laptop to use as well.

Most of the communication that occurs happens through our email system. **Checking your email is of great importance**, in order to stay in the loop. Please check your email daily.

CES provides many opportunities for our staff to participate in. We are always seeking coaches and advisors for our athletic and non-athletic programming. We also have various committees for our staff to serve on including the Climate/Culture team, the Curriculum Team, and the CES Safety Team to just name a few. We encourage you to get involved!

## Your Classroom

We want you to create a classroom that is safe and welcoming to all. Please decorate your rooms with that in mind. If you wish to have your room painted, please make this request in the Spring to myself and Kasey. All color choices must be approved by the principal. Once your painting project is approved, coordinate with Kasey and Stephanie on a time to paint the room during the Summer. Some carpets were replaced recently and more are scheduled to be replaced. Please do not use stickers and tape on the carpet, floors, or desks, as it creates sticky residue that can damage both.

Every purchase made with school funds requires a requisition be completed, along with approval from the administration. School budgets are often very tight, so please be mindful of what you are spending.

Each classroom space has a projector and whiteboard, many with the capabilities to become smart boards. Each classroom has a document camera available, and all classroom teachers have brand-new MacBook Airs to use. All questions surrounding IT should be directed to the IT Director, Ralph Hirtle.

There are assigned desks for each room. At times, there may be tables that another teacher has and is not using. Anytime a room requires furniture changes/re-arrangement, it should be run by the principal first, then coordination will need to be discussed with custodians.

Plants, fish, and school- appropriate posters are all appropriate for our rooms. Please do not post things in your classrooms that promote any sort of political party. As educators, we must stay neutral politically. Any fabric that we bring in to decorate with must be flame-retardant treated, or meet fire code.

If a teacher wants their own microwave/refrigerator, they need to get the approval of the principal prior to bringing those into the building.

If you are hired in the summer months, your budget has been submitted by the prior teacher that you are replacing, and a copy will be given to you.

A class list is available upon request. Most teachers like to write letters to their students over the summer, although this is not required. We do not ask any student to bring in school supplies. We will provide what each student will need for their classroom work.

### **Where Are The Progress Reports/Rank Cards?**

Our school follows a Proficiency Based Ranking System. Our school year is broken up into four quarters, with a report card being sent home for each student at the end of each quarter. We also send home Progress Reports mid-way through each of the quarters. Teachers worked collaboratively on the Ranking System, and it is subject to change when teachers feel that the way in which we rank needs further discussion. You will be expected to follow the schoolwide grading expectations as set by the Principal.

There is a standard Progress Report Form available, but many teachers like to write their own on each child. You will be able to discuss with others what they do, and decide what fits your needs. The office has these forms.

There are Accident Report Forms and Behavior Incident Forms in the office. Follow the directions carefully and make sure to fill these out in a timely manner.

We follow the State of Maine Common Core Standards, and students unpack their standards, write them in their language, and documentation is kept as they progress/work through the standards.

Plan books and grade books are provided to each teacher, but again, many design their own to meet the needs of their students. We offer Parent Teacher Conferences twice per year. It is expected that you meet with the parents for all of your students. Conferences can be

done both in-person or via Zoom. It is your responsibility to report to the office any families that you are unable to meet with, with the intent of reaching 100% of parents/guardians.

### **Daily Schedule**

Teachers are expected to be here promptly at 7:30am. If you have an early morning duty, your day starts at 7:15am. Students will start coming off the buses to meet in the gym after dropping their belongings off to their rooms around 7:20am.

At 7:30am, we start serving breakfast. All students report to the gym each morning until 7:45, at which time students will be released to their classrooms.

If school is delayed for one hour, our day starts at 9:00am and teachers are to be in their class by 8:30 am. There will be no morning duty, and kids who need breakfast may go to the gym on their own to get it. If we have a Two-hour delay, we start classes at 10:00 am, with teachers expected in their rooms by 9:30 am. There will be no early morning duty or breakfast.

Students in K-4 need to sit on the left side of the bleachers. The 5-8 students will sit on the right side of the bleachers. This helps prevent behavioral issues.

At 7:45 a.m., students will be dismissed to the classrooms.

Teachers who do not have an early morning duty need to be present and available in their classrooms to greet their students each day. That means being in your classroom by 7:30am. ***Students should never be left in a classroom unattended.***

All duty schedules will be given to teachers at the first school workshop of the new school year. The principal, with the support of teacher leaders and staff, designs the schedule, and every effort will

be given to make sure that duties are assigned fairly and equitably. If changes are made to the schedule, all will be notified.

At present, there is no need for a late bus duty. All students are dismissed at 2:30 and most are out of the building by 2:40 each day.

Recesses are staggered and a schedule will be implemented by the principal. At recess, it is important that all teachers are diligent. Be present and seen out there! At no time should any child be out of your line of vision. There are several obstacles we must be aware of. The dugouts are completely off limits and no one should be in them. No one should be around the buses if they are parked near the building. Students should also not be around the PTO shed, or behind the school and modular classrooms. The field to the edge of the trees is okay, as well as the baseball field area. Again, as long as you can see the children, and can reach them quickly if need be, you should be all set.

We have a hands-off policy, so if at any time we have excessive rough housing, they get a warning. Next time, they stay on the wall for recess. If it happens a third time, they see the principal. Students involved in fights must go directly to the office to see the principal.

**Teachers need to have their cell phone on them in case of an emergency and keys to regain access to the building. All entry doors are locked at all times, and will not be held open, propped, or unlocked during the school day.** Please do your part to ensure that all doors are shut and locked.

Lunch duty is on a rotating schedule as well. The lunch duty schedule will be provided on the first day of in-service. Please ensure that you are aware of your duty days and are on time for your duties.

If at any time a duty cannot be covered by anyone who is responsible to cover that duty, it is up to the **duty** teacher to find coverage for that duty. If a duty teacher has a substitute, or is not at work, it is up to that duty teacher to find subs to fill in or swap the duties with. **YOU MUST FIND COVERAGE IF YOU ARE GOING TO BE ABSENT.**

We all try to work with each other to fulfill the duty roster. In the event that we have inside recess, we rotate in and out of the gym on non-itinerant gym use days. Example: Pre-K-Grade 2, have the same recess, so Pre-K and Kindergarten get the gym for 1/2 the recess time, then grade 1 and 2 go in for the other half, if not taken all together. Teachers must be with their students. If a break is needed, please make arrangements with another staff member.

Teachers are encouraged to collaborate with other classrooms, as well as celebrate achievements made by your students. If you would like to invite administration to your celebrations, please let them know in a timely manner. This allows for time for their schedule to be adjusted.

Student dismissal for Walkers/Parent Pick Up begins at 2:30pm. Bus dismissal typically takes place around 2:35-2:40 pm, once both buses have arrived.

We work until 3:00pm, except on Fridays. We can leave at 2:45pm.

We will have regular staff meetings once per month, or as needed. A schedule of when staff meetings are scheduled will be made available to you. It is important that you attend these meetings. If you miss a staff meeting, it is your responsibility to connect with the principal to determine what was shared and discussed. Please make every effort to be present for staff meetings.

You will be provided a schedule of all meetings throughout the year. As a district we must have 5 workshop days. The professional development that is provided during these workshop days comes from the input of the staff. Agendas for in-service days will be provided to you prior to the workshop.

Per the principal, staff may wear jeans to work any day as long as those jeans are clean, whole, and appropriate for the workplace. Ripped jeans are not acceptable.

## Classroom Management

Cherryfield Elementary School prides itself on the positive behavior of our students. We are very fortunate to have a small school with lots of parental/community support. We work together with staff, students, and families to ensure student safety, to model manners, to compliment character, and celebrate when applicable. It is important that we set the tone for what we expect from our students and correct unwanted behaviors when they arise.

Classroom management starts Day One. Staff needs to develop **Standard Operating Procedures**, or SOP's for students to adhere to on Day One. This ensures that all know what is expected, and what the routines and consequences will be. It is your classroom, and it needs to be managed the way you want it to from the start.

Breaks for water/bathroom/and recess transitions can be the hardest to manage. That is why it is important to let your class know what the expectations are for these breaks and make sure that they are staying consistent with what you expect. If you have repeated issues with students breaking your rules, please talk to parents, principal, and teacher leaders for guidance.

It is the expectation that teachers manage their classrooms, and the duty staff maintains recess following the playground rules that are in the student/parent handbook to help ensure safety at all times.

Each room has an office call button if support is needed. Many times when a child is sent to the office, they conveniently forget what they did wrong. Please make sure to follow up with the office to ensure someone is there. We cannot **EVER** have children unattended.

It is important that we document why a student was sent to the office. You may choose how to track that behavior. That information is shared with staff throughout the year.

We have a hands-off policy, no violent play that is real or imaginary, no swearing, and no mean behavior. If at any time you have spoken to a child about this, and the behavior is repeated, then a visit to the principal should be the next step.

Discipline and classroom management are a challenge. However, they are much easier to do when you have established your positive classroom climate and culture early in the school year.

### **Response To Intervention/MTSS**

We have a response to intervention process, which is also referred to as a ***Multi-tiered System of Support***, or MTSS for short. It is a three-tiered process to ensure the appropriate supports are given to all students in the areas of academics or behavior. It will be described at the first workshop, and you will receive a copy to refer to.

RTI was a state mandate years ago to assist in establishing true Special Education Student Identification. The thought was that through a tiered level of teacher strategies, documentation, support, and staff help, we would bring our students who struggle academically and behaviorally to a point where we provided coping skills, and academic support. If the first two tiers fail, then we fill out the documentation, obtain parental permission, for a Special Education Referral. It entails paperwork, and proof that the child in question is academically significant behind his/her peers. You, as a classroom teacher, need documentation that you have provided the differentiation, modified instruction, and have proof that this is indeed the next step to support the student. Please reach out to the Special Education Department if you have any questions.

We have a **Student At Risk/BARR** team as well. This team is called upon by the Social Worker and classroom teacher on a weekly basis. The team strategizes, and helps the teachers reach the student in a multitude of ways. This too, is documented. It is a step in assisting the process of RTI.

## **TITLE ONE**

We provide Title One services school-wide for students in Kindergarten through Grade 8. Services are provided through the Federal Government Guidelines, ESSEA. A student identified as needing the extra support in math or reading, will qualify through test scores, teacher identification, or parent request. This program requires a great deal of documentation to be done by the teacher and Title One staff. We are a school-wide Title One program, so all students may receive help. The teacher and Title One staff determine a student's individual education plan based on a goal sheet, and the deficient areas in math and/or reading. A daily schedule will be created and implemented for those students that require more personalized support.

Title One, per its program criteria, will host two parent/student nights. One may be an introduction to the programming and must be documented as to the attendance and agenda. The second is a Parent/Student night, which showcases the content areas of math or reading.

Paperwork is to be kept in student files, which includes quarterly reports, parent/Title One staff correspondence, and a schedule of all student's time and efforts made. The principal is updated on all of the documentation as well. Title One is remediation of standards not met, not daily work, tests, or quizzes that students missed due to attendance.

## **Gifted and Talented Program**

Cherryfield Elementary School does not have a formal Gifted and Talented program. However, the RTI process helps us to identify students who are excelling academically. All efforts will be made to educate these students at their appropriate academic level.

## **Dress Code**

Staff should dress professionally and appropriately for the job that they have been assigned to do. Shorts, tank tops, leggings, and items that do not properly cover ones' body are not to be worn. We should be professional role models.

The school dress code is outlined in the student/parent handbook in greater detail and ensures that students are neat and clean. We ask that everyone wear clothes that are whole, clean, and that fit properly. Students may not wear clothing that interferes with and/or distracts from the normal educational process and the atmosphere of the school. It may not be offensive, revealing or attract undue attention to the wearer or cause a disturbance.

If at any time a child has disregarded the dress code, it is up to the homeroom teacher/classroom teacher to bring this to the child's attention and alert the office to call home for change of clothes if needed. Consistency and educating our students of the expectations while here at school is critical and it is the responsibility of all teachers in the building to enforce the dress code, without exception.

## **Playground Procedures**

Students are grouped by grade span for recess. We have three recess groups. We have the Pre-K-Grade 4 group, and the Grade 5-8. Each group has a recess in the morning and afternoon.

The general rule of the playground is this: If you can't see them, and they can't see you, then it is unsafe. As was outlined earlier in this document, the dugouts, behind any building, in the woods, or beyond what is considered the softball/baseball outfield is off limits. Due to height and weight requirements, the slide is available for students only in Grades Pre-K through 4<sup>th</sup>.

Students cannot jump off swings or other playground equipment. Students with open-toed shoes cannot run, play basketball, or play kickball. At no time should a child be aggressive or put hands on another, throw snowballs, or rocks. Most playground rules and safety concerns are in the student/parent handbook and should be reviewed several times with your students as they forget and or will push the boundary. Recess expectations should be revisited after school vacations.

When recess is over, students should line up according to their homeroom. Remember, other classes are learning. Remind students to re-enter the building respectfully and quietly.

Staff on duty should carry their phones, and a whistle. If an emergency situation occurs, then you can call out for help. A whistle alerts kids and gets their attention to line up.

### **Electronic Devices/Expectations**

We are fortunate to have many different forms of technology in our building. We have MacBook Airs available for our staff, along with Kindles and iPads available for student use.

Remember, school-issued devices are to be used for Cherryfield Elementary Educational use only. It is the expectation that the staff will take care of the devices issued to them and follow the internet policy as written and approved by our school board.

Student devices can only leave the building when authorized by CES Administration, and if the student has parent permission for the device to leave with the student. Currently, all school-issued devices provided to students need to stay in the building. At any time a staff or student misuses their devices, Cherryfield Elementary School reserves the right to take the device away.

If at any time you have technical issues, please troubleshoot with our IT coordinator.

For a complete list of all our devices, the apps allowed, and where things are, please contact the IT coordinator.

Children are **NOT** allowed to use their own devices from home. Cell phones are **NOT** to be accessible to any student during school hours. We are not responsible if any device is lost or stolen. Encourage kids to leave all devices at home. Please have a designated space for cell phones to stay during the school day. The cell phone needs to be off to limit distractions throughout the day.

### **Personal Days/Sick Days/ Forms**

As a classroom teacher you will receive the latest copy of the Teacher Contract. In that book, you will find all the policies and procedures that were negotiated and are currently in place. Ralph Hirtle is the President of our MEA Union and he would be a great resource in answering any contract-related questions.

All employees receive 11 sick days at the beginning of the contract year. Maine has enacted a new Earned Paid Leave law (26 M.R.S.A. §637; referred to in the Teacher's Contract as the "EPL Law") which permits employees to accrue one hour of earned paid leave for every forty (40) hours worked, beginning with the first day of employment, up to a maximum of forty (40) hours per year. The forty hours are frontloaded when you begin the year.

EPL Law does not require employers to provide employees with additional leave benefits, so long as existing leave benefits permit employees to use up to forty (40) hours of Earned Paid Leave (EPL) per year, in no less than one hour increments, for any reason, subject to reasonable notice limitations depending on the use of the leave. Specifically, the EPL Law provides that an employer may place reasonable limits on the scheduling of earned paid leave for reasons other than emergency, illness or other sudden necessity, to prevent undue hardship on the employer as reasonably determined by the employer. Per the agreement, the CES School Board shall waive any and all contractual limitations on the qualifying purposes or reasons

for which bargaining unit members may utilize Earned Personal Leave (EPL) days under the terms of the collective bargaining agreement; provided, however, that the restriction on the number of personal days and the scheduling of personal days for non-emergency purposes shall remain 3 days per year, with approval from the Superintendent for the first forty (40) hours, teachers may utilize their EPL in one hour blocks, under the classification of sick time or personal time. It is also understood by both parties that, as in past contracts, teachers will have the availability of 40 hours of EPL upon the beginning of the school year. (Example: For the first 40 hours of leave (sick or personal leave under the terms of the previous contract), teachers may use their EPL time in one hour increments. After forty (40) hours of leave are used, teachers must use their days in half or full day increments. Also, for the purposes of EPL, there is no difference between Personal Day and Sick day.) Employees may use their sick leave and/or personal leave, in one (1) hour increments, for the first forty (40) hours of combined sick and personal leave used in any one year, thereafter any remaining sick and/or personal shall be used in half-day increments as per prior practice; Employees who request paid leave for emergency purposes may be required to provide a general description of the purpose of the leave and may be required to provide appropriate documentation demonstrating the necessity of using leave when absent for more than three (3) consecutive days or when the administration reasonably believes that the employee is using emergency leave for non-emergency purposes.

Any unused Leave Days shall be rolled into accumulated sick time. 1. Three (3) days leave of absence for personal, medical, legal business, household, or family matters that require absence during school hours. Application to the teacher's principal or other immediate supervisor for personal leave shall be made at least three (3) days prior to taking such leave (except in an emergency). All three personal leave days may be taken in the No Questions Asked (NQA) category. Personal leave may not be taken on the first school day following a vacation period, nor on the last school day preceding a vacation period. (Vacation days may not be extended by use of personal leave days.) No more than two (2) teachers, who are using personal days or EPL days, may be absent per day without prior written approval of the

Superintendent. Any unused personal days, up to 3 days, will be rolled into accumulated sick time. Additional information in regard to time off can be found in the Teacher's contract.

Time Off Request forms can be found in the office by asking Mrs. Smith. If at any time you leave for an appointment or an event, you must have a conversation with the Principal prior to leaving, and make sure the appropriate paperwork is completed in the time frame that is outlined in the Teacher's Contract.

If you need to call out sick for the day, you must call or text Kim no later than 6am, or the night before if applicable. The earlier we know you are going to be out, the easier it is to get a substitute in place.

**College Courses:** We offer tuition reimbursement for college classes. Information on this can be found in your Teacher's Contract. All classes need to have the appropriate paperwork filled out in the contracted time frame. The paperwork can be located by asking Mrs. Smith in the office. One is for actual course approval, and the other is to get the class paid for. Classes are paid up front, with the expectation that grades will be provided at the end, and meet the contracted grade of an A or B. If the class is dropped, incomplete, or you receive a grade below a B, then you are responsible to pay back the district.

All certification required for the job that you have been hired to do is up to the individual teacher to keep current and for the teacher to make sure all is up to date.

## **PARENT INVOLVEMENT/COMMUNICATION**

Parental Contact is highly encouraged and expected. An engaged parent often means an engaged student. **If students are struggling to complete work, have slipping grades, are hurt at school, and/or behavioral issues, parents/guardians NEED to be contacted.** Some ways to connect with families include sending

regular emails, sending home a classroom newsletter, and through phone calls. It is important that you keep a record of your contact with parents/guardians. ***Staff should never use social media, either private or public, to discuss any school issue. At no time shall you discuss other the practices/behaviors of other teachers or students that are not in your classroom with parents/guardians.***

## **BUDGETS**

Budget requests need to be submitted around the beginning of January. This helps our school to be able to consider the request for the next year's budget. The budget process will be explained each year to the entire staff prior to the start of budget season. When purchasing, buy only what you need for the upcoming year.

## **ITINERANTS**

Itinerants are those non-full-time staff who have been hired to instruct our Specials. Those include Art, Music, Gym, and Guidance. Their schedules will be given out during the Orientation days at the beginning of the school year.

## **FIELD TRIPS**

Field trips are a great way to expand upon our classroom experience. All field trips must have approval by the principal, including walking field trips. All students must have a parent permission form signed prior to the trip. Parent volunteers are allowable but must be approved by the principal.

The proper paperwork must be filled out if a bus is necessary, or if money is required to attend an event in advance. Always inform Kim in the office as well once approved. All the necessary paperwork can be found in the school office. If lunch is needed, please make sure to let the kitchen staff know in advance.

## **SPECIAL EVENTS**

Special Events such as concerts and graduation are mandatory for all teaching staff to attend. **Also, during the basketball seasons there will be sign-up sheets posted in the staff break room for staff to sign up to work the night of the game taking money from attendees. It is expected that all staff will help with these efforts.**

As in any school, staff attendance at events is highly encouraged! It is a great way to connect with students and their families. We are always in need of volunteers, so keep that in mind.

## **SPECIAL EDUCATION**

Special Education services are an integral part of the education process for many of our students. For the most part, the special education teacher will make you aware of which students need special accommodations. You should read the IEPs for each of your students to gain a better perspective into their unique history.

Please work with the Special Education teacher to set up scheduling, if needed.

## **HOT LUNCH AND ATTENDANCE**

Classroom teachers are responsible for completing the lunch count for their classroom. The office will provide each teacher with a class list for keeping both attendance and hot lunch. Keeping track of lunch, and attendance is of great importance. Make sure to track this as accurately as possible. Keep in mind every week until things settle in, you will receive a new hot lunch form. Classroom teachers are also responsible for the collection and tally of kids who ate, and the money they owe. This includes breakfast so establish a system for counting not only lunch but breakfast. Please note that for the 2025-2026 school year, all students receive free breakfast and lunch regardless of if they qualify for free or reduced lunch.

If staff who wish to eat lunch and/or have the salad bar, they must pay for the meal the same day, or they can pay for meals in advance. This ensures that we minimize the number of outstanding staff lunch bills. If lunch bills are not paid within two weeks of the first inception of expense, the bill amount will be given to the Superintendent's Office so that the amount can be deducted from your payroll.

Attendance is also written in the form you submit to the office. All students at the 8:00 am bell are absent and should be placed on the form. If they trickle in and are tardy, they must go through the office.

Please make every attempt to have that lunch/attendance form done by 8:15am and into the office.

On Fridays when you turn in your lunch form, you should also turn in all paperwork to the office. If you have any questions about lunch and attendance, ask Mrs. Smith.

### **OTHER**

Do not hesitate to ask for help when needed. You can reach out to any of our staff. They are willing to help whenever possible. All new teachers will have a teacher buddy to help us out with day-to-day issues and bounce ideas off of.

Also remember that we all share the students, and we should all work together towards their education, and discipline. We need to be professional and deal with any disagreements in the appropriate manner.

Any questions on completing forms may be directed to Shanna Blackwood at the Superintendent's Office at 546-8111 between 8am-4pm or email [sblackwood@cherryfieldschool.org](mailto:sblackwood@cherryfieldschool.org).

Please feel free to ask me if you have any questions. We have an amazing team and are set up for an amazing school year.