

KULSHAN MIDDLE SCHOOL STUDENT AND FAMILY HANDBOOK, 2022–2023

Welcome to Kulshan Middle School! Whether you are a student, parent or guardian, or staff member, you are all part of our community and you are entering a special place. We promise to love all students and create a sense of belonging along with high academic expectations. Please take some time to review the following expectations and guidelines so that we can create a community of learners where all students are respected and valued. This handbook is organized to include:

1. **Background information on Kulshan**
2. **Student-specific guidelines**
3. **Parent/guardian-specific information**

Kulshan Background Information



Kulshan's Namesake

Mount Baker has long been known as ***Kulshan*** to the indigenous people of the Pacific Northwest. ***Kulshan***, pronounced ***Kwelshán*** in the Nooksack language, refers to the high open slopes on Mount Baker. Kulshan is also a Lummi word that applies to tall objects opened at the end, such as the majestic crater topped Mount Baker.

Cynthia Wilson of the Lummi Nation, writes about the Kulshan name here:

*Our stories and legends are handed down from generations to generations. They go back to the beginning of time — how we were created, how the rivers were created, how to heal ourselves and so on. Also, they tell us that we have names of places within our gathering and hunting areas and one of these places we are talking about is known to us today as Mount Baker. We as Lummi people with a living language of our own call it ***Kwelshan***. Before ***Kwelshan*** got its name, it was known as ***hey'i' sngant*** which means big rock or big mountain. ***Kwelshan*** got its name after the mountain erupted and caused a big fire; the people said at that time that the lighting caused the fire by hitting the mountain, causing damage to the side of the mountain. From that time the mountain was known and is still known as ***Kwelshan***.*

The Thunderbird Legend

Our Kulshan mascot and logo is the mythological Thunderbird, which was selected by students to represent our school. Mr. Frank Lawrence of the Lummi Nation created our Thunderbird logo. The Thunderbird is said to be an enormous bird-like creature with legendary strength and power. They govern the weather – their voice is thunder, and lightning flashes from their eyes. Legend has it that the Thunderbird was responsible for protecting the salmon. In order to save the salmon from killer whales, the mighty Thunderbird swooped down, picked up a giant Orca and dropped it into the top of Kulshan causing the mountain to erupt for the first time. Thunderbirds are known to set the weather. To be a Thunderbird means to represent our school with pride and to show respect wherever we go.

School Colors

Our school colors are dark royal blue, a deep red, and silver. The blue represents the sea where the Orca lives. Red stands for the color of the sky when Mt. Baker erupted. Silver is the color of the salmon that the Thunderbird protected, and the color of lightning known to spark from the Thunderbird's eyes.

***The Kulshan Vision: In our Kulshan community, we are
Courageous, Kind, and Committed***

At Kulshan we strive to live out our vision everywhere. How do we show courage, kindness, and commitment in classrooms, common areas, during assemblies, and throughout the day? By living up to our values, we create a community where everyone belongs. Here are the common expectations that allow us to create this community:

Courageous, Kind, and Committed Chart

	Hallways and Common Areas	Breakfast and Lunch	Assemblies	Buses
COURAGE	<ul style="list-style-type: none"> ● Encourage positive behaviors ● Respond to unkind behaviors 	<ul style="list-style-type: none"> ● Meet someone new ● Invite others to join your table ● Stand up for others 	<ul style="list-style-type: none"> ● Encourage positive behaviors ● Be open to opportunities to participate 	<ul style="list-style-type: none"> ● Set a positive tone ● Respond to unkind behaviors
KINDNESS	<ul style="list-style-type: none"> ● Use a calm speaking voice ● Use respectful language ● Give space to others 	<ul style="list-style-type: none"> ● Clean up after yourself ● Acknowledge and respond to staff ● Use respectful language 	<ul style="list-style-type: none"> ● Be attentive ● Be a respectful audience ● Show gratitude 	<ul style="list-style-type: none"> ● Use a calm speaking voice ● Use respectful language ● Show gratitude to the driver
COMMITMENT	<ul style="list-style-type: none"> ● Walk to class ● Get to class on time 	<ul style="list-style-type: none"> ● Play fairly ● Sort your food waste ● Follow directions 	<ul style="list-style-type: none"> ● Represent our Kulshan community ● Learn something new 	<ul style="list-style-type: none"> ● Stay seated ● Follow directions ● Leave the bus clean

Committed to Attendance

At Kulshan, we understand that attendance affects what we learn in our classes and believe that in order to be successful, it is essential to attend school regularly and to be on time to every class. Students are responsible for making up missed work due to an absence. Many learning opportunities such as guest speakers, special presentations, labs, discussions, etc. are not possible to duplicate or make up, therefore, it is essential that students are **committed** to being present and engaged in the learning that takes place in the classroom at school.

Being On Time

Being ready to learn starts with being fully present, prepared and on time. When students are on time to class, they benefit from start-up instructions and announcements. Being on time is also respectful behavior and allows teachers and classmates to focus on schoolwork without interruption. If students are late to school in the morning, they need to bring a note from a parent or guardian and check in at the Main Office before going to class. A tardy is excused or unexcused in the same manners as absences. Running late, sleeping in, and missing the school bus are examples of an unexcused tardy. Still, we understand that sometimes these situations occur, and we ask that students commit to getting to classes on time.

Absences

If students need to be absent from school for a legitimate reason, parents or guardians should call the Attendance number at 360-647-6877 to excuse student absence. Parents or guardians can leave a message anytime day or night. They can also choose to send an email to **KMSAttendance@bellingshamschools.org**. The message should include the student’s full name, dates of absence, and reason for absence. School District Policy states that absences considered “excused” are for reasons

of illness, emergency, medical appointments, or those prearranged by the parent on the morning of the absence. According to Washington State Law (RCW 28A.225), if students exceed five (5) unexcused absences in a month or ten (10) unexcused absences in a year, a BECCA Petition will be filed with Juvenile Court of Whatcom County. **Families receive an automated call reminding them to contact the office when a student is absent and have 48 hours to follow up with a call if the absence is to be excused.**

Appointments

Because classroom attendance is important, parents and guardians are encouraged to make appointments outside of the school day. If students must leave school for a legitimate reason, they need to bring a note from parents or guardians indicating the date, time and reason.

****Students should present notes for early dismissal to one of the secretaries first thing in the morning so that they can get a slip which allows them to be waiting in the office at the specified time.**

Homework Requests

If students know they will be absent from school for a number of days for family business or vacations, they must notify the Main Office before absences. Students can also email teachers to request homework instructions during an absence such as illness. Teachers will do their best to respond to requests within twenty-four hours. Most homework can be completed via Teams or OneNote, so picking up homework assignments at school is typically not necessary (although it may be necessary in some cases).

Student-specific guidelines (good for families to know, too)

Key Reminders for Students, 2022-2023

We believe that all students are capable of the following guidelines, and we will teach students to follow them to ensure the safety of everyone. Our students do a great job of stepping up to the challenge! Here are the big things to remember for students, and remember the guidelines are always subject to change:

- Wearing a mask is optional. Please respect your peers' choices to mask or not mask
- Use passing time to move from one class to the next. Do not congregate with others in inside common areas.
- Come to school with fully charged laptops. Charging cords should be left at home in a place that makes for an easy, nightly charging routine.
- Follow all directions given by adults, as well as all signs such as maximum capacity signs at bathrooms.
- Wash or sanitize hands upon entering the building, before and after eating, and after using the bathroom.

Creating a Positive Learning Environment

What are student commitments?

Students can help create a positive learning environment for myself and others when they:

1. Respect the rights and property of others and follow school guidelines.
2. Attend class and school on time and be prepared to work with necessary materials.
3. Use appropriate language, free of profanity and harassing statements.
4. Identify self by name, on request, to school staff and substitutes.
5. Make sure not to use or bring tobacco, alcohol, drugs or drug paraphernalia to school.
6. Keep items that may be considered harmful or a weapon, even an imitation, away from school.

What if a student sees or experiences harassment or bullying?

At Kulshan Middle school, we believe that every person has the right to attend school free from harassment, bullying or intimidation. A positive environment starts with everyone monitoring their own words and actions and by treating others with **kindness** and respect. If students see or experience harassment or bullying, they should get the help of an adult. Students can show **courage** and make a positive difference in school climate by taking the following steps when unwanted and unwelcome behaviors or situations present themselves:

- Tell the person who is harassing or bullying that their actions are unwanted and that you want them stopped. If a person's behavior makes you uncomfortable, say so when it first occurs.
- If the behavior does not stop, look for others who can support you in making a report.
- Always make sure an adult knows if you are being harassed. If the harassment continues, get help from an adult.
- If you see someone else being harassed, help them move away from the person who is harassing or bullying and report the incident to an adult.
- Do not join in with unkind behavior. Laughing at or ignoring actions that are cruel, harmful and hurtful sends a signal that you find the behavior funny or acceptable.
- Help create a positive environment by making sure your words and actions are kind. Stay away from gossip, cruel comments, and insults—and from people who make them. Choose friends that make you a better person.

Discipline, Restorative Justice and Restitution

The Bellingham School District Board Policy #3200 which is posted on the district website, details a range of sanctions and consequences for discipline at the middle level. Examples of consequences may include one or more of the following: lunch or after school detention, in school detention, or suspension. As a student and citizen of Kulshan it is important for everyone to understand that how they behave is a choice and that we should all think of how our actions will positively or negatively affect self and others. If we make mistakes, we will be supported in figuring out how to “make it right” by making a plan for restitution, improving behavior and restoring trust. Everyone will always be welcomed back into our community to the extent possible, and we can always learn from any mistakes and grow.

Personal Media/Electronic Devices

Personal media and electronic devices such as tablets, cell phones, etc., are to remain off and put away in backpacks during the school day, including lunch time, from 9:15 AM-3:45 PM on full school days or 9:15 AM-12:00 PM on Early Release days. Student educational technology needs will be provided for by the school district. Students may ask permission to use the office or classroom phone. Speakers are to stay at home and are not allowed at school or on the school bus.

For more information about our district telecommunications guidelines, please visit:

<http://bellingshamschools.org/policies/3245-policy/>

What's for lunch?

Kulshan lunches feature a wide variety of choices. Wraps, boxed salads, sandwiches, and a salad bar are daily offerings in addition to hot lunches. The monthly lunch menu is posted in the cafeteria and can be found on the *Menu and Foods* link on our website along with allergy and product information.

Do I need to pay for lunch and breakfast?

School breakfast and lunch prices are as follows: Breakfast—\$1.75, Lunch—\$3.25, Milk \$.50. Free and reduced prices are available for qualifying families. Applications are available in the office or online. We encourage families to fill the form out sooner than later to insure they receive the proper benefits. New applications are required at the beginning of each school year. Please visit the Bellingham Public Schools Food Service Website at <https://bellingshamschools.org/families/school-day-information/school-menus/> for more information.

Lunch Guidance, 2022-2023

- To practice good hygiene, we ask that all students wash or sanitize their hands before and after eating.
- Students may eat at the tables in the commons/cafeteria area, on the steps of the stage, or outside in designated areas.
- After eating, students will dispose of all materials in properly marked receptacles (compost, garbage, recycling). Students must take personal lunch containers with them after lunch; do not leave them in the commons. We recommend marking lunch containers with student names.

- Students may check out recess equipment. We encourage students to go outside after eating. Our library will typically be open for students after eating.
- When students return from lunch, they will go directly to their next class.

May students bring food and drink to class?

Food and drink in the classrooms are up to the individual teachers. Water bottles are encouraged, and we have filling stations to refill these.

What about gum?

With the exception of Spanish, PE, music or by teacher discretion, students may chew gum respectfully and responsibly. This means gum is not seen (bubble, wrappers, sharing) or heard. Save wrappers to wrap gum in and throw in garbage when finished so that furniture, lunch trays and sidewalks are kept gum free. Gum should not be out as this causes a distraction.

Hallway Directions/Traffic Flow and Restrooms

In order to preserve the health of our faculty and students, please adhere to the following:

- Students will use passing time to move from one class to another efficiently. We need to avoid stopping in hallways and common areas during passing times.
- If a student needs to use the restroom, they must check in to class first and ask the teacher's permission. The goal is to keep restroom use to a minimum during passing time.
- Students are not to be out of their classroom without teacher permission.
- When students need to move to portables, they should check with teachers to see which doors to use to move in and out of the building toward the portables.

Lockers and backpacks

For health and safety reasons, we need to ensure that students move efficiently through hallways. Because of that need, we will not use lockers during the 2022-2023 school year. Students may use backpacks to transport computers, lunches, and other school supplies.

Where do students store skateboards and scooters?

Scooters, skateboards, and other bulky items can be stored in the main office during the day.

Dress Code Guidelines

Part of [The Bellingham Promise](#), our district's strategic plan, strives to develop students and graduates who are *respectful and compassionate humans*. We want students to respect themselves and others. While we encourage individuality, the district's dress code aims to foster a positive and healthy environment.

- Students should dress casually and comfortably for school, while wearing clothing that is well-suited for a school environment.
- Faces should be uncovered, unless protective masks covering the nose and mouth are necessary, and sunglasses should not be worn indoors. If your child has a specific condition or situation, please reach out to us so we can have a better understanding of your student and their needs.
- Clothing, drawings, tattoos and accessories that display or promote negative messages are not permitted. These could include drug, gang, weapon, alcohol or tobacco-related information, obscenities, put-downs, stereotypes, sexual innuendo, offensive words or graphics.
- A violation of the dress code will require a change of clothing.
- Special circumstances will be considered on a case-by-case basis.

For more information about our dress code guidelines, please visit: <https://bellingshamschools.org/families/school-day-information/dress-code-guidelines-middle-high-school-students/>

Middle School Interscholastic Athletics:

We plan to return to a regular sports season schedule this year. Sports are held quarterly. We encourage all students to join our teams and experience being part of a positive team culture. Students can register for sports using *Final Forms*. Sports deadlines and other information can be found under *Activities* on the school website.

Middle School sports by season

<u>6th Grade Sports Offerings</u>
Fall:
Track & Field
Boys Soccer and Girls Soccer
Unified Bowling
Pre-Winter:
Dance & Tumbling
Unified Basketball
Winter:
Wrestling
Spring:
Cross Country
Girls Basketball
Unified Soccer

<u>7th & 8th Grade Sports Offerings</u>
Fall:
Track & Field
Boys Soccer and Girls Soccer
Unified Bowling
Pre-Winter:
Dance & Tumbling
Boys Basketball
Unified Basketball
Winter:
Wrestling
Girls Volleyball
Spring:
Cross Country
Girls Basketball
Football
Unified Soccer

Required for Participation: Ready, Set, Go!

I will be permitted to participate in interschool sports when the following steps have been completed and documented:

1. Sports Physical for two years, form available online or in office
2. Online Registration which includes signing the Athletics Signature Page

There are no fees for sports and clubs unless a student wishes to order optional gear.

Practices and Transportation

Practices for each middle school sport will be held daily from 4:00-5:30 PM. Floor Exercise/Dance practice may be in the morning before school—stay tuned in the event that afternoons become available for practice. Activity buses will transport students to and from games only. This transportation is just for team members. Practices are for athletes only.

Behavioral Expectations for Student Participants and Observers

School and district behavioral expectations apply to school sponsored events whether on campus, at Civic Field, Battersby Field, fieldtrips, etc. By being **courageous, kind, and committed** during the school day, students are demonstrating that they can be a positive representative of Kulshan Middle School and eligible to attend or participate in before or after school and district sponsored events. If students are having difficulty honoring these expectations, they may not be invited back without a parent or guardian to supervise me.

Clubs

Kulshan offers a variety of clubs before and after school depending on student and teacher interest. Examples of clubs offered in the past include Yearbook Club, Art Club, and Chess Club. For club information, times and offerings, listen to the morning announcements, check the Kulshan Connect Newsletter and our school website, visit the main office, and see the student information board. Associated Student Body (ASB) cards are necessary to join any club or sport, and ASB cards are free for every student.

Student Services

Student Service Offices, located in the 100-wing, includes the school registrar, nurse and counselors. Many valuable services and programs are provided by the Student Services staff including health support, registration, counseling for all students, mediation, and referrals to outside resources.

Registration

The Kulshan Registrar works closely with administration and teachers to establish the Kulshan schedule. Due to class balancing needs, core class preferences cannot be accommodated. Kulshan students participate in Core Content and T-Bird Time classes each day as well as an enrichment class and P.E. on an A/B schedule. The A/B Calendar can be found on the Kulshan Website under Student tab in drop down menu. Enrichment classes include such offerings as Band and Orchestra, Guitar, Choir, STEM Technology, Art, Spanish, and Plant Science.

Counseling Services

Counseling and guidance services help to create an atmosphere of confidence, understanding and respect and are available to all students at Kulshan Middle School. The student-counselor relationship is based on mutual respect and confidentiality. Counselors work with parents or guardians, teachers, and administrators to enhance social, emotional and educational growth. Confidentiality is maintained at all times with the exception of the mandatory reporting laws (RCW 26.44.010). Students who are 13 years or older maintain their own right to confidentiality (RCW 71.34.030). Washington State school counselors have master's degrees in counseling and are certified as professional trained counselors. In addition to seeing students individually or in small groups, counselors help students work through friendship, harassment, and personal issues. Students are able to schedule appointments during the school day by making an appointment with the school registrar in Student Services. Class time release is at the discretion of the teacher.

Accidents

If students have an accident at school, on the school grounds, at practice sessions, or at any event sponsored by the school, they must report it to the staff member in charge. School staff will help students fill out an accident form available at Student Services. Ice packs may be picked up and returned to the front office if needed.

Medication at School

If students need to take medication at school, parents or guardians must bring the medication and appropriate form completed by a physician detailing the method, amount, and time schedule to the Main Office. This form is available in the Main Office and online on our home page under Families. Students should never bring any medication, including over-the-counter drugs such as cough drops and Tylenol to school, without the proper form filled out, per the Bellingham School District drug and alcohol policy. There is a form for over-the-counter medications that does not require a physician signature. Note that medication not picked up by parents or guardians at the end of the year may be discarded.

Kulshan Technology Expectations

Taking Care of School Computers	Device	I will treat my device gently. I will not put stickers on my device. I will leave the name tag and barcode on my device. I understand that if I treat it roughly it may become damaged, and I may be fined.
	Bag	I will carry the device in its bag, zipped up. I will not drag, slide, swing or throw the bag. I will keep my device with me or store it in my locker.
	Stylus	I will dock the stylus in its loop, and keep it tethered. I will use it gently and only for writing or drawing on my screen.
	Charger	I will find a safe place to charge my device and charge it every night.
	Respect	I will not touch another student's device, stylus, bag or charger, nor will I share mine with others.
	Problem?	I will check in with the library if I have a problem so that it can be quickly fixed.

Using School Computers for Learning	Learning	I will follow my teachers' expectations for how the device is to be used in class.
	Software	I will only install software from the district's Microsoft Store or the Software Center. I understand that outside programs can put the network at risk. I will not share programs via e-mail, external drive, or file sharing services.
	Copyright	I will follow copyright laws by citing my online sources. I will not download copyrighted media.
	Citizenship	I will communicate with others in a kind and respectful way. I understand that if words and images are not appropriate to post on a school wall, they are not appropriate to be on my device. I will respect the web filter and not attempt to circumvent it.
	Account	I will only use my own account. I will not share my account with others, except for my parents. I will choose a secure password.

Parent and Guardian-specific Information

School to Home Communication

Webpage

Our school webpage can be found at: <http://kulshan.bellinghamschools.org/>. The school webpage is your go-to source for valuable information including the daily bulletin, monthly calendar of events, Principal's blog, athletic registration, Skyward access, Promise Story video highlights, and access to our district website. Scroll down to the bottom of the home page for easy links to Kulshan's PTSA, the A/B calendar, school menus, online payments, inclement weather updates, bus information, contacts, sports season and more. It's all there!

Telephone Use

Students have access to a phone located in the Main Office. This phone should be used for necessary calls to parents or guardians only. Phones are also located in classrooms and may be used with staff permission for school related concerns. We do not use cell phones at school from 9:15 to 3:45.

Parent/guardian and staff communication

Our teachers, administrators, counselors, and office personnel will prioritize communication with families as much as we can. Never hesitate to call or email staff members working with students if you have any questions. Students will all have one class called **T-Bird Time** that will operate similarly to a Homeroom. Your student's T-Bird Time teacher will be the main link for teachers for student information and support.

Student arrival and dismissal

In line with efforts to reduce inside congregating, students may **enter the school building at 9:00 a.m.** and must **exit the building** at the end of the day **3:45 p.m.** Upon entering the school building students must go *directly* to their first class. The exception is that students may eat breakfast in the commons and finish breakfast by 9:15.

How to successfully and safely pick up and drop off your student:

Students arriving or leaving the school in a private vehicle **between 8:30AM-4:00PM** must be dropped off and/or picked up in the **KMS Drop-Off Zone** which is the lower parking lot loop. While the car lineup may look long, it moves far more quickly when drivers follow the One Way Loop, stay to the right for pick up, merge to the left after pickup, and exit in the direction of the arrows. Please be courteous, patient, and follow the guidelines below to ensure safety for all.

Where will my child be waiting?

- Students expecting to be picked up should exit the building in a timely manner and wait by the stairs at the top of the loop where they can be safely supervised until their ride picks them up at the upper loop in the right lane.

Just one way

- Once the lower parking area is entered, continue to complete the one-way loop.
- If you choose to park and walk your student to your car, do not exit from the lower lot against the direction of the one-way arrows. Again, complete and exit the one-way loop via the left lane for moving traffic.

Dismissal at 3:45

Students must go to their buses, pick-up line, bike or walk home, or go to sports practice at 3:45. If waiting for pick-up or buses, students should maintain a bubble from other students and calmly wait for transportation.

Riding the School Bus

Riding the school bus is a privilege and it is important to remember that waiting for pick up at bus stops and riding the bus is an extension of the school day. Please review the Courageous, Kind, and Committed Chart for behavior and safety expectations. If students are having difficulty following these expectations and those of the bus driver, the bus driver will

complete a bus conduct report and families will be notified as to next steps, including an assigned seat or possible loss of bus riding privileges. Students will need to wear masks and refrain from eating or drinking on the bus.

What if my student needs to use a different bus or stop?

Students are expected to ride their assigned bus and use assigned stops. If there is a special circumstance where students need to ride a different bus or use a different stop, an explanatory note from my parent or guardian requesting permission is required. This note must be brought to the front office **before school starts** in order to be issued a bus pass which is then presented to the bus driver upon boarding. Permission is dependent on bus capacity and demonstration of good behavior. For safety and security reasons, telephone permission cannot be accepted.

Can tubas and balloons ride the bus?

Tubas and balloons need to find their own transportation. In fact, all items carried on to the bus need to be lower than knee level when sitting and may not include skateboards or other large instruments like guitars.

Bus Route Info

Bus routes and pick up and drop off times can be found by clicking on the Bus Routes at the left of our Kulshan Middle School home page or on the Bellingham Public School website.

Emergency Evacuation Information

In the event that the school is closed prematurely (at the discretion of the Superintendent), due to an emergency such as a large fire, earthquake, power failure, chemical spill, etc., parents must be aware that the following procedures will be followed for the safety of all:

1. Students will not be released from school unless a parent (or authorized adult designated by the parent or listed on the student's emergency contacts list) comes for that student.
2. Students will not be bussed home from school, unless it has been established that the parent or a responsible adult is at home to receive the student.
3. A student will not be allowed to leave with another person (even a babysitter, relative, or neighbor) unless the school has written permission on file, or that person is listed on the student's emergency record in the school files. Because of this, it is imperative that your child's contact information be up-to-date and accurate.
4. All parents or authorized adults who come to the school for their children must sign them out at the Student Release Center, at the gate off of Cascade Road, just south of Kulshan Middle School on Kenoyer Drive.
5. Parents or authorized adults must bring picture I.D. and be prepared to show it. This may seem like a nuisance, but it is important for your child's safety. Please stay calm and cooperative for the protection of all staff and students on site.
6. The school is prepared to care for your children in the event that you cannot be notified or are unable to respond to the school. We have several staff members trained to administer first-aid and have set up an infrastructure to deal with emergencies. If necessary, we will set up temporary shelter or relocate the students to an offsite facility. **Currently, our off site facility is Christ the Servant Church at 2600 Lakeway Drive.** If relocation is necessary, this information will be conveyed to the radio stations (KGMI and KAFE).
7. Do not phone the school (including teachers, secretaries, principal, or staff members). The school must have all telephone lines open for out-going emergency calls.
8. Do not block Kenoyer or the driveway to the school. This is the only road accessible for emergency vehicles. If you normally drive to the school, please park away from the school grounds and walk in. If you live within walking distance, leave your car at home.
9. Do not interfere with the staff. Each teacher or staff member has been assigned an Incident Command role, and is responsible to carrying out his/her emergency duties. In some cases, your child's teacher may have much larger responsibilities than monitoring his/her classroom. If this is the case, other staff members are assigned to assume the roles of the teacher.