



ELEMENTARY STAFF PROCEDURE MANUAL

Welcome to Center School District

The information included in this book is the building guide for our elementary schools. Please read it carefully.

As referenced in this book, please find the complete Center School District Board Policy at www.center.k12.mo.us

We look forward to an exciting and challenging year with each one of you. Welcome to the new school year!

Mr. Anson Baker
Boone Elementary School
Principal

Ms. Karen Prickett
Center Elementary School
Principal

Mrs. Tamara Sandage
Early Childhood Center
Principal

Dr. Angela Price
Indian Creek Elementary School
Principal

Ms. Rachelle Hamrick
Red Bridge Elementary School
Principal

Central Office

Administrators

Dr. Sharon Nibbelink, Superintendent

Dr. Michael Weishaar, Assistant Superintendent/Director of Business

Dr. Kyle Palmer, Executive Director of Human Resources

Sally Newell, Executive Director of Assessment

Dr. Elizabeth Arbisi, Executive Director of Academic Services

Christina Medina, Director of Communications

Stacy King, Director of Family and Student Success

Colleen McLain, Director of Technology

Meagan Patterson, District Coordinator of Special Education

Joyce Suedmeyer Supervisor, Data and Student Records

Neal Weitzel, Director of College and Career

Rick Carpenter, Director of Operations

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ABUSE AND NEGLECT CASES

Public school employees are mandated reporters of suspected child abuse. As such, any school employee has the responsibility to contact the Division of Family Services (DFS). By law, mandated reporters are guaranteed anonymity. (DFS – Hot Line – 1-800-392-3738). In the elementary schools, the principal may provide support to the mandated reporter.

Any school official or employee acting in his or her official capacity who knows or has reasonable cause to suspect that a child has been subjected to abuse or neglect, or who observes the child being subjected to conditions or circumstances that would reasonable result in abuse or neglect, shall directly and immediately make a report to the CD, including any report of excessive absences that may indicate educational neglect.

ACCIDENT REPORT PROCEDURE

In the event a child sustains an injury, call the nurse/health aide for assistance, or bring the child to the clinic for first aid treatment. If there is a broken bone, serious head injury, unconsciousness, or other seriously traumatic condition, the child should not be moved.

The nurse will complete the Student Accident Report. The supervising staff members should document the conditions under which the accident occurred, where it occurred, number of students present, number of supervisors for the activity, how it occurred, the name of the supervisory area, the approximate distance he/she was from the point of accident, names of other adults who may have witnessed the accident, and action taken by the supervisory person until the nurse was contacted, and any other information which might be useful in case of litigation. Be sure to sign and date the report. Give the report to the nurse/health aide and it will be attached to the Student Accident Report. The administrator will sign both reports and after the nurse/health aide duplicates the reports, they will be sent to the Administration Office.

AFTER SCHOOL DUTY

All teachers should escort the students from the classroom to the bus, after school program, walkers, and car rider pick-up area. Non-classroom teachers will also assist in dismissal.

See building schedules for assigned duties.

AFTER SCHOOL EXPECTATIONS FOR STUDENTS

It is important to establish school routines early to get the year off to a good start. To that end, the following program will be implemented starting the first day of school:

- Students are to use the sidewalks (not grass area) for walking.
- Students are to use the crosswalks for street crossings.

- Students are not to re-enter the building without the permission of a staff member on duty.

ATTENDANCE/LUNCH COUNT

Your Attendance/Lunch Count Sheet must be ready **and sent to the office, or entered on I Campus**, by 9:00 a.m. In coding the attendance—use “A” for Absent and “T” for Tardy. Any student arriving after the 8:45 a.m. bell, must present a tardy slip to the teacher. No child is to be permitted into the classroom without a tardy slip.

The lunch count each morning is the specific responsibility of the classroom teacher. It is imperative that the counts balance with the number who actually purchased the meal at noon, because very little margin for error is allowed in the preparation of meals. When more meals are bought than ordered, the last classes on the schedule receive smaller portions than normal or substitutions have to be made.

The lunch count should be sent to the office or completed as designated by building. Money for the purchase of meals should accompany the lunch count slip. If a student fails to bring lunch money, the cashier will allow a child to charge up to \$7.50. Students will receive choice three When charges exceed \$7.50. Extra meals cannot be charged unless appropriate funds are in the account. A charge slip will be sent home.

Center Elementary and Indian Creek Elementary participate in the Community Eligibility Provision (CEP) program which provides every student with a breakfast and lunch meal at no charge.

BADGES

All employees of the school district are required to wear a district issued badge when on duty in a building. The badge must be worn at the waist or above and must be in plain view at all times.

BEFORE SCHOOL

Classroom teachers will be expected to be in their classrooms and accessible to students at the designated time set by the building administrator. Greet our students and be visible. Set a pleasant tone for the day!

Supervisory teachers will be on duty, as assigned by the administrator to assure an orderly group of students entering the school.

BICYCLE SAFETY

Please address bicycle safety with the students in getting to and from school, so that we are all consistent with school expectations.

1. The bicycles are the responsibility of the owner. A lock is recommended.
2. When on school grounds, bicycles are to be walked, not ridden.
3. Bicycles are to be ridden in a safe manner at all times. Should a student exhibit poor judgment in riding his/her bicycle a call will be made to the parents. Privileges may be revoked.
4. Students are to ride their bicycles with the traffic and walk their bicycle across the school intersections and when on school property.
5. Helmets should be worn while riding a bike.

BOARD POLICY

Staff members are responsible for familiarizing and following all board policies. Check on-line at district website www.center.k12.mo.us

BULLETIN BOARDS

All bulletin boards should reflect student work and be changed regularly. Post the learner objective along with scoring guides or rubrics.

BULLYING

Bullying – In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

Cyberbullying – A form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. The district has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

Administration will investigate all reports of bullying. If found true, the student(s) will be disciplined in accordance with the Student Code of Conduct (Board Policy JFCF).

CAFETERIA

We want the children to enjoy their lunch and to maintain an atmosphere that is conducive to good eating habits. Although teachers are not required to eat with their students you can still promote a good lunchroom situation by reviewing with your students the expectations that we have of them while in the lunchroom. Refer to PBIS cafeteria expectations for building standards and procedures.

- **Please arrive at your designated time and promptly follow building lunch procedures. Please be on time to pick up students.**

CLASSROOM SUPERVISION AND DUTY RESPONSIBILITIES

Classes should not be left unsupervised when a teacher must leave a room. Work out a buddy system with another teacher or call the office for assistance.

Be on time and prompt when dropping off/picking up students for special classes, lunch, recess, and library, etc.

If for any reason (field trip, etc.) you are going to be unable to meet playground, bus, or outside duty schedule, it is your responsibility to get another teacher to cover for you.

Contact the building principal if you need assistance.

COMMUNICATION

Classroom teachers are asked to make contact with parents no later than the end of August. This may be done through an e-mail, a written note, phone call and/or classroom newsletter, in person, etc. Return all phone calls and e-mails promptly. Alert administrator of potentially sensitive and urgent situations in a timely manner.

E-mail: Regularly check your email and respond to necessary emails in a timely manner.

Classroom Newsletters: Teachers are expected to have a classroom newsletter on a weekly or monthly basis. Newsletters should be shared with administration. Either place a hard copy in their mailbox or send by email.

All meaningful communication with families should be documented in PLP.

CONFERENCES

Conferences will be held in the fall and spring. Fall conferences are mandatory. The spring conferences are discretionary, as determined by the building. Additional conferences will be held as needed and requested

All conferences and the topics discussed should be documented in PLP.

Please inform the appropriate staff members who should attend a Parent/Teacher Conference. The school administrator and/or counselor (or other designated staff members) should be present at sensitive conferences.

CONFIDENTIALITY

Please be sure you adhere to the confidentiality laws in regard to student information.

DRILLS

Fire drills will be held each month. Fire procedures should be posted in the classroom.

Intruder and disaster drills will be held at least twice a year. Procedures should be posted in each room.

DISCIPLINE REFERRAL FORM

The teachers have the autonomy to design and implement their own Student Behavior Management Plan within the framework outlined within the Teachers' Handbook and Board Policy Manual. The PBIS and BIST approach to behavior management is expected to be incorporated and applied in every classroom of the district. Board policies on discipline can be retrieved at the district website. All Office Discipline Referrals should be entered in I-campus by referring staff.

In the event a student is referred for a “major behavior” offence, an Office Discipline Referral (ODR) should be completed in a timely manner. The administrator should also be promptly notified in order to quickly address the matter. Action will be determined by the principal or designee.

EVALUATIONS

All staff will be observed. Evaluations occur in cycles and as needed, which can be designated by the director of human resources and building administrator. Professional Goals, i.e. Talent Ed, entries should be completed by all staff as assigned and on time.

FACULTY MEETINGS

Staff are required to attend all faculty/staff and committee meetings as planned by the building administrator. Do not plan any other activities or appointments at this time. Other faculty meetings will be called if needed. Faculty meetings will be used for school and general information, as well as instructional issues and staff development.

FIELD TRIPS

Field trips should be planned as an integral part of the curriculum. A well-planned and executed trip is one of the most exciting experiences pupils can have.

Plans for field trips must be made well in advance and value of such trips must be carefully considered before such trips are taken. Field trips are to enrich and extend the curriculum of a particular topic or objective. A short statement about the trip should be sent home with each student.

If a field trip involves any distance requiring transportation, schedule a bus reservation through the principal's office at least **two weeks** in advance days in advance of the trip. Students should be prepared for the field trips by understanding the purpose of the trip and knowing what to look for during the trip. Discuss the standards of conduct and safety to be practiced during the field trip. Adequate supervision on the field trip is required.

Permission must be granted by parents or guardians in order for a student to participate in a field trip. Parents have the option to grant permission for field trip attendance during enrollment; however, teachers should check Infinite Campus to verify permission for each student. Notification of field trips must be given to parents in advance of the trip.

Procedure for scheduling a field trip:

1. Make the necessary telephone arrangements with the host/destination of your trip.
2. Secure a Student Transportation of America form (located in the workroom/front office or on-line) and record all the information regarding the trip. Turn this request form in to the principal for approval (2 weeks in advance).
3. If a trip requires an "admission fee," you can work with the parent organization treasurer or classroom parents to work out a method of payment.
4. All students must have the permission granted at the time designated by the teacher. Telephone calls will not be accepted. Permission granted to attend field trips must be posted in Infinite Campus before they can leave.
5. Parents are not allowed to transport any student other than their own child in their private vehicle. If a parent chooses to transport their child to and from the field trip, the student must be signed in and out with school personnel. Anytime the student is not under school supervision he/she will be counted absent.
7. Parent volunteers cannot bring younger siblings on field trips.
8. Notify health room aide/nurse and cafeteria/clerk of date of field trip at least two weeks in advance – so any lunches, medications or first aid kits need to be prepared. Remember to notify Center Friends as well.

During the field trip:

- Every student has a buddy and they have to stick together.
- Head count is taken before leaving one location, not just when arriving at the next.

- If a parent is put in charge, s/he is told that s/he needs to meet with the teacher before proceeding to the next location.
- All students are told that if they get separated, they should head to security or a uniformed adult, and NOT try to find their way back to the group on their own.
- Those people/places should be pointed out and clearly identified so all the kids know who/what to look for.

See the Elementary Student/Parent Procedural Guidelines for expectations and procedures for chaperones.

Due to behavior concerns, parents or adult designee assigned by the parent may be required to chaperone field trips in order for their child to attend. In some situations, a child may not be allowed to attend a field trip due to behavior or having attendance below 90%.

GENERAL PLAYGROUND RULES

Students should be urged to play team games with pre-established rules. The PE teacher has an important responsibility to interest students in seasonal team games, established rules, and motivate students to play these games. Refer to school building PBIS Matrix for specific expectations.

GRADING AND REPORTING PHILOSOPHY

Evaluating and reporting student achievement is one of the ways by which schools account to parents for the quality of educational experiences provided for students. Evaluation should be a positive influence on students' education. If evaluating and reporting is to be valid, useful, and constructive, the process must be as objective as possible, and understandable to students and their parents. Evaluations should report realistically the strengths and weaknesses of student performance. Finally, evaluation must be based on reasonable and clearly understood standards of performance.

To be effective, all persons involved with evaluating student progress must accept and carry out their own responsibilities.

The professional staff must:

1. Provide and communicate clearly defined and reasonable standards for student achievement and classroom performance.
2. Evaluate student performance fairly and as objectively as possible.
3. Infinite Campus gradebook should be updated regularly. Refer to district guidelines.
3. Continuously mentor student's progress and maintain continuous records as needed to be able to report student performance at any time.
4. Assist individual students as needed to help them meet expectations.
5. Communicate students' abilities and potential; sensitively, honestly and realistically.
6. Communicate student concerns early with the Problem Solving Team and parents. Note in PLP.

Students must:

1. Know and understand classroom standards and expectations.
2. Make their best effort to meet classroom and curricular expectations.
3. Continuously assess their own progress and completion of assigned tasks.
4. Request information and assistance whenever needed.
5. Attend all classes regularly.

Teachers will keep students informed of their progress. This will include successful performance as well as deficiencies and areas of difficulty. In nearly all cases, the quarterly progress report will merely confirm information the student has about his or her progress.

Grades are to be entered as determined by the building administrator.

Grading marks in the grade book for benchmarking:

Grades are cumulative in a benchmarking system. Students have the opportunity to go back and pass benchmarks previously taught but not yet mastered throughout the school year. Students must earn 70 % or higher of the math benchmarks for their course in order to pass. Students earn grades based on performance. Follow district assessment guidelines.

For Advanced Learning Programs (ALPS), Special Education, and ELL students, standard or modified, grades for specific subject areas must be derived collaboratively with the homeroom teacher. Students who are identified as exceptional because of handicapping conditions will be graded in their special classes according to their abilities as determined by diagnostic evaluation and the data driven judgment of their special education teachers.

Any student not on grade level in Reading/Communication Arts and Math may not receive a grade higher than a "C".

HARASSMENT/SEXUAL HARASSMENT

Sexual harassment includes staff to student, student to student, or student to staff. Students or staff who believe they have been a victim of sexual harassment or have witnessed sexual harassment should report such immediately to the building principal or the next level administrator. If allegations are found to be true, disciplinary action will be taken in accordance to Board policy. There will be no adverse action taken against individuals who sincerely believe they are victims or witnesses of sexual harassment. An adverse action of up to and including expulsion or termination could be taken when an individual's actions are proven to be dishonest. Refer to Board Policy AC.

HEALTH ROOM POLICY

Medications can only be given at school when accompanied with written instructions from the physician in the proper bottle. A written note from the parent should also be on file. All medications should be placed in the nurse's office and administered in the nurse's office. All head injuries or suspected internal injuries should be reported to the health room aide/nurse.

Health Aide/Nurse Responsibilities

1. The health aide/nurse holds the primary responsibility for implementing the control of communicable disease in the school for the protection of all students and school personnel.
2. The health aide/nurse will serve as a consultant and resource person for the health education curriculum.
3. The health aide/nurse will monitor the health and development status of the students by utilizing the cumulative records, vision, hearing, scoliosis screening and observation.
4. The health aide/nurse will maintain an awareness of students with frequent or prolonged absences and any current critical health problems and report them to the office.
5. A cumulative health record is maintained for each student.
6. The health aide/nurse will provide first aid and supportive health care to all students.
7. The health aide/nurse is accessible to the students, staff, and parents for discussion of health related problems.
8. Medications will be dispensed only as prescribed by the physician.
9. Health room aide/nurse will be included in establishing the need for homebound instruction.

Illness at School

The teacher sends the student to the health room with a pass, email, or phone call stating the illness. In the event that the message that cannot arrive before or at the time of the incident, the staff member will follow-up in a timely manner.

Communication is sent back on the same note. Please note:

- Teachers are not authorized to dismiss students.
- If student is to leave building, a parent or designated adult will sign the student out in the office.
- Record of health room visit is kept by the health room aide/nurse.
- **All health related phone calls should be made from the health room at the discretion of the nurse.**
- **Health related phone calls should not be made from the classroom.**
- Over-the-counter medications may be administered if a student has authorization from parent/guardian.

The following are examples of illness by which the students are sent home:

1. **Temperature of 100.4 degrees or more:** Student must be fever free for at least 24 hours before return
2. **Diarrhea:** Student must be free from diarrhea for at least 24 hours or medical exam indicates may return
3. **Vomiting:** Student must be free of vomiting for at least 24 hours before return. If a student vomits two or more times in the previous 24 hours, unless determined to be caused by a non-communicable condition (e.g. cough, running exertion, etc.), they will be excluded
4. **Mouth sores with drooling:** Until a medical exam indicates may return
5. **Rash only with fever or behavior change:** Until a medical exam indicates may return
6. **Eye drainage:** When purulent (pus) drainage and/or fever or eye pain is present with red or pink conjunctiva, until a medical exam indicates a child may return
7. **Unusual color of skin, eyes:** Until a medical exam indicates may return
8. **Unable to participate in routine activities or needs more care than can be provided by school staff:** i.e. uncontrolled coughing, unexplained irritability, unusually tired, difficulty breathing, wheezing, persistent crying

Students returning from an absence should bring a note of explanation to the classroom teachers which should be given to the nurse.

HOLIDAY PARTIES

Holiday parties take place the last hour of the school day. Parties should be well planned with teacher and/or parent supervision. Parent Organizations & Classroom teachers should follow the District Approved Snack List and be cognizant of food allergies. **Note: Birthday parties are not allowed at school. Please refer to the Student/Parent Procedural Guidelines for specifics.**

HOMEWORK

Homework is meant to be a positive experience that encourages children to learn. Home is where young children first learn how to learn. That's why homework (school work done at home on a regular basis) is an important part of every child's school life. By doing homework, students acquire study skills, work habits, and attitudes that pave the way for lifelong learning.

The following suggested practices for teachers, parents, and students will help make homework a positive experience.

- I. Teachers need to plan quality homework assignments:
 - Practice Work: Students review and practice skills and concepts they have learned.
 - Assignment Preparation: For example, the students read a story or an article to discuss the next day in class.

- Study Projects: Students learn how to use resources, such as libraries, reference materials, encyclopedias or the Internet to prepare a school report or group project.

II. Homework assignments should:

- Match what the teacher is teaching in the class.
- Increase student understanding of what is being taught in school.
- Be clear with complete student understanding.
- Be geared to the student's learning ability in school.

In addition to the above guidelines, students will be encouraged to read a grade appropriate amount of time each night.

Recommended Reading Time Frames: Reading independently and/or with an adult.

Kindergarten & First Grade – 15 to 20 minutes

Second and Third Grade – 20 to 30 minutes

Fourth & Fifth Grade – 30+ minutes

HOUSEKEEPING PRACTICES

Part of the teacher's tasks is to instill a sense of care and pride in the use of the school. Students must be made aware that the school building and its equipment should be used with responsibility. Every student should have the responsibility of picking up litter in and around the school. Please follow the housekeeping procedures below. Following these guidelines will assist our custodial staff in cleaning our school.

1. Teacher and student's desks should be left in order.
2. When students bring equipment, displays, or other authorized personal items, they should be taken home on the day of final use.
3. Personal teaching materials not in current use should be stored out of sight. This might mean taking them home until you need them again.

End of the School Day

Develop a procedure to insure the following:

1. Clear and clean student desktops.
2. Pick up paper and litter from the floor.
3. Clear litter from counters, shelves and ledges.
4. Clear and clean sink and sink area.
5. Remove extra items from the **white board and turn off the projector.**
6. Close and lock all windows.
7. Close and lower all blinds.
8. Lock up and secure all portable technology.
9. Turn off lights and **lock door.**

LESSON PLANS

Lesson plans are to be maintained by individual teachers on a daily basis. They should be visible and accessible. Student daily objectives should be written on the board or posted daily. Lesson plans should show evidence of higher order thinking and coincide with the state standards and objectives.

Multi-Tiered Systems of Support (MTSS)

The purpose of MTSS is to support students who are struggling academically, socially, emotionally, or behaviorally using data-based decisions to identify and implement interventions designed increase student achievement. Student Intervention Plans are created and monitored to document progress toward clearly defined learning and behavioral goals.

NEW STUDENTS

You should contact the parents of new students within the first week after they enter. This can be a telephone call, conference, or note. Parents need to know how their child is adjusting to the new environment. This two or three-minute effort, will add greatly to our public relations goals. **New students must be given a reading, writing, and math screening assessment within the first week of arrival.**

NEWS MEDIA

The Basics

- Most news media stories will be coordinated by the public relations director, Christina Medina
- Some news stories that are breaking news will hit us unexpectedly.
- In the event that unexpected news media arrives at your school, be welcoming and accommodating and then call Christina Medina.
- Develop a rapport with the reporter, just as you would with any guest in our school.
- Feel free to provide limited background information on the story prior to Christina Medina arriving. Remember though, what you say can and most likely will be used in some fashion of the reporter's story. And Christina Medina will also need to know what, if anything, you've already told the reporter.
- Never say "no comment."

Going on Television

- Look professional.
- Sit up straight.
- Maintain eye contact in your natural conversational way.
- Keep it short.
- Stay on message.
- Don't read from anything prepared.

Understand the Reporter

- Reporters are typically working on short deadlines—usually hours.
- They will want information quickly and accurately.
- Be honest.

Media Interviews

- Ask questions.
- Ask what the story angle is. Why are they doing the story?
- Prepare three key messages and stick with them. Practice.
- Think before you speak.
- Think about what the audience will hear.

Additional quick tips

- It's ok to have students go on-camera. In fact, they tend to do a great job. Be sure to familiarize students with the topic and help them with a couple key points to talk about.
- Always ask the reporter questions about the story.
- Ask where the reporter got their information if they have other information.
- Be helpful in getting them the right information.
- Media events tend to come up quickly and take a good chunk of your time — understand that and know that, in the end, it will be worth your time and effort when the larger public/audience views what you worked on.
- And remember, good press helps your school and our district!

NOTICE OF NON-DISCRIMINATION:

The Center #58 School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Dr. Kyle Palmer
Director of Human Resources
8701 Holmes Road
Kansas City, MO 64131-2899
Telephone: 816-349-3313 kpalmer@center.k12.mo.us

NUISANCE ITEMS

Toys, games, **electronic games** and other nuisance items brought to school should be turned into the office. The office will hold them until an adult arrives to pick them up.

ORDERING SUPPLIES

All requests should be submitted to the building principal in writing for review. Approval will be at the discretion of the building principal. Employees should make every attempt to use Purchase Orders when ordering supplies. Employees wanting to make personal purchases should get permission **PRIOR** to making that purchase in order to guarantee reimbursement. Reimbursements are contingent upon approval from your building administrator. Turn in receipts for reimbursement to your building administrator. Taxes will not be reimbursed. Tax Exempt letters can be obtained from the front office and/or workroom.

PARAPROFESSIONALS

Center School District employs paraprofessionals to support students with disabilities and teachers in a variety of ways. Duties of a paraprofessional may include, but are not limited to, the following:

- Assisting with the implementation of IEPs under the direction of the teacher
- Providing instructional support (though they should not be providing direct instruction or introducing new skills, concepts, or academic content)
- Meeting the physical needs of students
- Assisting with classroom management such as preparation of materials, grading papers, data collection, record keeping, and providing other supports as necessary based on the students' needs and disabilities

For more information on this topic, including paraprofessional qualifications and training requirements, please refer to

https://dese.mo.gov/sites/default/files/Paraprofessional%20October%202029,%202014_3.pdf.

LEAVE REQUEST

Refer to District Staff Handbook

PROFESSIONAL APPEARANCE AND DRESS CODE

One of the ways Center School District projects a professional image is through personal appearance. Professional appearance is affected by dress, use of grooming aids and general personal cleanliness.

We expect all employees of the Center School District to dress in appropriate attire for their respective departments, job assignment, activities and environment. You may not dress in a manner that is offensive, revealing or distracting to others.

Over the course of the year, with no more than one day a week, certain days may be designated as school spirit days. On that particular day, it is permissible to wear wind suits, jeans and approved shirts (T-shirts, sweatshirts, school logos or colors). On special days or events such as Spirit Week, dressing in attire for the activity would be considered acceptable.

In questionable situations, Principals or Human Resources retain the right to decide whether your attire is appropriate. If the attire is deemed inappropriate, you may be required to go home and change into appropriate attire and/or be subject to disciplinary action.

PROMOTION, ACCELERATION AND RETENTION – K-5

Most students will progress normally through the school program and complete elementary school after six years. Students who demonstrate satisfactory achievement of instructional objectives and appear to be ready to progress to the next grade will be promoted annually.

There are always exceptions, which must be considered individually. The normal grade level progression will be altered by retention or acceleration when evidence of student performance and professional judgment indicate that doing so will benefit a student.

The following procedure is used to decide whether to accelerate or retain an elementary school student.

1. A team will consider all relevant information about the student including:
Achievement Physical maturity Ability
Peer relationships Effort Competency test results
Social maturity Chronological Age Siblings
Attendance/Tardies/Early Pick-Ups
2. **All students who are possible retention candidates, MUST go through the MTSS process.**
3. Parents are to be involved in all phases of the decision and kept fully informed of all efforts made on behalf of the student.
4. Parent input will be sought and considered. However, the school will make the final decision.
5. All steps of the process will be well documented, showing recommendations made, alternatives considered, persons present at conferences, agreements, or dissensions.
6. Special education case manager and team must be included to determine acceleration or retention for exceptional students.

RECESS

Per Board Policy ADF-AP(1): An average of 150 minutes of moderate physical activity each five-day school week or a minimum of 15 minutes in the morning and 15 minutes in the afternoon or 30 minutes per school day. The program will also provide for 50 minutes per week of physical education under the supervision of a certified physical education instructor.

If the wind chill is below 20 degrees, students do not go outside. There are occasions when recess is taken away for discipline reasons. A walking recess or a structured recess may replace regular recess.

- There is to be one supervisor for every 2 classes, **or two supervisors for every 3 classes.**
- No recess after **3:15 p.m.** in the afternoon.
- Limit video use during recess (adhere to copyright laws).

Supervision:

Teachers or designees should spread out and strategically place themselves on the playground in order to provide proper active supervision. If an emergency arises, use the two-way radios (or cell phone when the walkie-talkie is unavailable) to obtain assistance. Students are responsible to any staff member on the playground. **Substitute Teachers should not be used as the sole playground supervisor unless there are no other options.**

Students are never to leave the playground without first checking with the **adult staff** in charge.

There will be no outdoor recess when:

- The wind chill index and temperature are below 20 degrees F.; students will not go out for recess.
- All students are expected to participate in recess unless they stay in because of a teacher or parent request.
- If parents wish their child to stay in at recess a note should be sent to the child's teacher indicating their desire. If a child is to be kept in for more than two consecutive days, a note from the child's doctor is required.
- When a "red alert" day has been issued for the Kansas City area.

REPAIRS

Report any repairs needed in writing to the custodial staff in a timely manner.

RESIDENCY

Students should be enrolled within district and school neighborhood boundaries. If a student indicates to you that they have moved or you have reason to suspect such, please contact the school secretary.

RESTROOMS

Arrange your own time to have your class use the restrooms. Please observe the following. Follow the PBIS protocols for your assigned building.

- Make some arrangement with teachers whose students use the same restrooms to avoid congestion.

- Impress upon the students that each person is responsible for good housekeeping in keeping the restrooms decent and orderly.
- Caution about noise and confusion in the restrooms. Talk only in a normal tone. Student should not play, push, shove, or climb in the restrooms.
- **Class restroom breaks should be scheduled and supervised.**
- When sending student to the restroom during classroom instruction, please use your discretion on whether sending students individually or in pairs.

SAFETY

A discussion on safety is to be held within the first few weeks of school. Teachers should stress safety procedures. This instruction should consist of:

1. Safety to and from school
2. Safety in the building
3. Safety during drills or actual events, i.e. fire, intruder, etc.
4. Safety on the playground
5. Let safety be a continuing part of the curriculum.

SECURITY

While classroom and office doors can be kept open, they should remain locked in case of an emergency. Building and classroom keys should be with staff at all times. All visitors should be directed back to the front office if they do not have a visitor's badge on.

STAFF BULLETINS

Staff bulletins will be distributed weekly and/or monthly. It is expected that since these will often include information regarding changes in procedures, deadlines for submission of reports, dissemination of district-wide information, etc., it would be advisable to devise a retrievable filing system so that this information can be available for future reference. If you have information, which the staff needs, please submit it to the office by Wednesday noon of each week, and it will be included in the bulletins. **Staff members are responsible for all information provided in the bulletin/newsletter.**

STAFF HOURS

Teachers are required, according to district policy, to report to school at **8:00 a.m.** and remain until **4:00 p.m.** Other staff may have different hours assigned to them by their building principal.

Please check your mailboxes each morning when you arrive, when possible during the day, and each evening before you leave. Memorandums from the office, and mail that has come for you will be placed in your mailbox. ***Students are not to pick up your mail due to confidentiality, safety, and privacy.*** There may be occasions when something is

placed in your mailbox that you need to read before leaving. Staff are required to check voicemail, e-mail and mailboxes *and* respond in a timely manner.

STUDENT ATTENDANCE AND ABSENCES

Regular attendance is an important part of education. Only by attending classes can a student receive the full benefit of instruction. Class participation is one of the areas of student performance used to determine grades. Students are expected to attend all classes every day. **District goal is for 98% of our students to have 90% attendance or better.** Encourage families to take vacations during times when school is not in session.

Make-up Work after Absences:

Students whose absences are excused are given one day for every day missed to make up work. Absences longer than one week will be dealt with on an individual basis. Students whose absences extend longer than two weeks may be referred for homebound instruction. However, no amount of make-up activity can completely replace the classroom participation missed during an absence. Individual teachers will establish and inform students and parents about the effect of poor attendance on academic grades.

Absentee slips and lunch counts are to be completed immediately after the tardy bell. If a student is absent, and we have not heard from the parent, the **administrator's designee** will attempt to contact the home to find out why the child is not in school.

All students who arrive at school after the bell will report to the office for a **tardy slip** to enter the classroom. The teacher **will** keep the official attendance record via Infinite Campus. It is extremely important that the attendance slip, which you forward to the office, be completely accurate.

Students entering and leaving after the beginning of school **should be signed in/out by a parent or guardian** in the office (for office records). Students must have a **tardy slip** to enter class late, and must be checked out through the office if they leave early.

In cases of persistent absenteeism/tardiness, the principal will send parents a letter reminding them of the importance of getting their children to school on time. In case of severe absenteeism/tardiness, the principal will work with the teacher, parent, student, and other designated staff to attempt to correct the situation. The Jackson County Court system and/or the Children's Services Division may become involved when absenteeism is severe.

STUDENT BEHAVIOR

Please read before developing your Classroom Behavior Guidelines. Since it is not a realistic expectation to cover all the eventualities of student behavior, the following guidelines should be enough to assist teachers in making decisions regarding supervision of student's behavior. Classroom expectations should be stated in a positive manner, i.e. PBIS.

1. Students must avoid anything that endangers the welfare of themselves or others.
2. Students must respect the academic as well as personal rights of others.
3. Students must respect the use of public property.
4. Students must respect the personality of other students.
5. Students must be responsible for completing assignments.

Teachers are encouraged to spend adequate time with students in teaching them classroom procedures and expectations while building a positive classroom climate and community. This can best be done when you:

1. Exhibit model behavior yourself. Respect each of your students and try to find out what he or she is trying to say or what the frustrations are before you react to them. React to students from a positive stance rather than a defensive one.
2. Prepare well. Behavior problems are usually less when the instruction is interesting, fast-paced, and purposeful.
3. Enlist the student's participation in setting up behavioral expectations. Students will cooperate more fully when they assume ownership of regulations.
4. Follow the **PBIS** philosophy and other behavior models, i.e., **BIST** according to **and building/district policies and expectations**.
5. Be alert and ready to take aversive action when behavior problems are imminent. Many flare-ups can be averted by manipulating the environment or by modifying the social dynamics in some way.
6. Appeal to the best instincts in students. Most of them will respond to the recognition of their strengths as opposed to spotlighting their shortcomings.
7. In the event of a discipline referral, complete the on-line Office Discipline Referral (ODR) form.

STUDENT DRESS

School dress should reflect respect for self, family, and school. Extremes in dress, which disrupt the learning environment or interfere with the intended function of the school, are unacceptable. Following are the guidelines for appropriate student dress:

- In the school building, hats, head coverings, bandannas, gloves, chains, sunglasses, or revealing clothing are not to be worn.
- The wearing of clothing, coloring, insignias or other symbols indicating membership in, affiliations with, or support for prohibited organizations, such as gangs, on school grounds or at school-sponsored activities is prohibited.
- Sagging, or words on the seat of the pants, are not permitted. Both pant legs must be worn down.
- Shirts and blouses must fully cover the waist. Straps must be at least 1" in width. Spaghetti straps are not allowed.
- Depicting drugs, alcohol, tobacco, sex, violence, or obscenities in clothing is prohibited.
- Dresses, skirts and shorts must be fingertip length to be considered appropriate.

- Standard uniform dress requirements should be adhered to at Center Elementary and Indian Creek.

When in the judgment of the administration, a student's appearance or mode of dress is deemed inappropriate or a distraction to the learning environment, an attempt will be made to notify parents and the student will be required to make modifications.

STUDENT RECORDS

Grade Cards should be completed per quarter in accordance with building/district expectations. Parent/Teacher conferences and other significant meetings are to be noted in the PLP log in Infinite Campus (note persons attended and major bullets of conversation).

Student records may be viewed by parents only in the presence of school personnel. The teacher or principal should make every attempt to interpret test scores or any other data which is included in the record. Only authorized persons or those persons who are actively engaged in working with the student in the academic setting or who are evaluating his/her progress for the purposes of special placement or treatment are allowed access to the student records.

All records will be maintained by front office staff. Current health records will be kept in the health room.

STUDENT TRANSFERS

When a parent notifies you that a student will be transferring from our school to another school, either in or outside the district, please notify the office or give the date of the last day of attendance for the student. If the parent knows the new address and/or the name and address of the receiving school, please give this information to the secretary. The secretary will notify the librarian and the food service personnel of the anticipated transfer in order that they may retrieve library books, charges for lunches, etc. Unused lunch money will be refunded.

Teachers should turn in building documentation, e.g., DRA folder, student information form, etc. This information will be provided to the receiving school along with the electronic cumulative file.

SUBSTITUTE EXPECTATIONS/PROTOCOLS

Follow Kelly Services and administration guidelines when recording an absence. **Notify building principal in the event of an absence. Please check planned absences to ensure a substitute has been assigned. Please contact the principal if the absence is not yet assigned within 24 hours of the planned absence.**

During the time the substitute is serving in a given school, the substitute should be treated with the same courtesy and respect that is shown others.

The school has the responsibility of providing specific directions and instructions for the substitute. These instructions will naturally vary from school to school.

Folder for Substitute teacher:

Every teacher (*and some other positions as determined by administration*) must prepare a folder for substitutes, **to be kept in the office or as designated by the building administrator**, which will include:

1. Daily schedule
2. List of pupils with that may require additional support due to discipline, emotional, health needs, etc.
3. List of pupil helpers.
4. Grade level teacher who can be approached for assistance.
5. List of student groupings—reading, speech, safety patrol, etc.
6. Cafeteria procedures.
7. Duty assignments.
8. Emergency exit procedures – fire drill, disaster drill.
9. Information on any unique building/grade level organization.
10. Information about all necessary materials and general duties, such as closing windows, adjusting shades and locking doors.
11. Seating chart/name tags.
12. Discipline plan, including Individual Student Behavior Intervention Plans.
13. This folder should include daily schedules and information on location of textbooks.
14. Electronic instructional tools, i.e. Smartboard should not be used due to unknown skill level of substitute, along with possible technical issues that may arise. In addition, alternative lessons should be planned in the event there are technical difficulties (i.e. Google Classroom or any on-line educational program or lesson).

TEACHER/STAFF ABSENCE

Follow Kelly Services and administration guidelines when recording an absence. **Notify building principal immediately AFTER contacting Kelly Services in a timely manner in the event of an absence.** The staff member should also contact Kelly Services directly by phone or email for any cancellation or date change. Kelly Services: 1-866-535-5998 or kesschedule@kellyservices.com

TECHNOLOGY USAGE

All employees have signed the district Acceptable Use Policy outlined in District Policy EHB. It clearly outlines expectations when it comes to using district technology. This policy includes, but is not limited to, several basic practices:

- Only use your own username and password for all accounts. We expect the same of students
- If a files does not belong to you, do not delete, copy, or modify it without the author's permission.

- Keep the passive consumption and streaming of technology use to a minimum. It limits network resources for others.
- Do not use district technology for soliciting, advertising, fundraising, commercial purposes or financial gain. This includes sending district and/or building wide email for this purpose.
- Obey all laws. These would include, but would not be limited to, criminal, copyright privacy, defamation, and obscenity.
- Abide by what the district Internet filter allows. The district prohibits the use of technology resources to access, view or disseminate information that is pornographic, obscene, harmful or obscene to minors, indecent or vulgar.
- Be nice; do not discriminate.
- You may only install and use district licensed software and media approved and purchased by the district.

Donor's Choose and Donations

If you are wanting anything awarded through Donors Choose to run on the network and be supported, you need to contact someone from the Technology Department for approval of your request. We want to ensure it will run on the network and will be something we will be able to support.

Should you leave your school or the district, Donors Choose equipment remains in the school it was granted. Donors Choose is very clear in their ownership policy, which states *“Any materials that have been delivered to the school by default should remain at that school if a teacher leaves. However, the teacher is welcome to take the materials with him/her to a new school if **both** of these criteria are met:*

- a. The teacher will continue to teach in a public school and in a position that meets our eligibility criteria. (<https://help.donorschoose.org/hc/en-us/articles/201938006>)*
- b. The principal gives consent for the teacher to take funded materials to use in his/her new classroom.”*

<http://help.donorschoose.org/hc/en-us/articles/203139017-DonorsChoose-org-Materials-Ownership-Policy>

Personal devices

Feel free to bring your technology personal devices into the district. If you connect the device to the network, it must be and always remain on the Center Public network. Once you connect to it, authenticate with your typical district username and password.

Email use

Taken straight from District Administrative Procedure EHB-AP(1), *use of district technology for soliciting, advertising, fundraising, commercial purposes or financial gain is prohibited, unless authorized by the district. Use of district technology resources to advocate, support or oppose any ballot measure or candidate for public office is prohibited.* You may not use district email for blanket emails to the district/building that contain such information. As a side note of awareness, be aware and considerate when you hit the Reply All button on an email as well. As the name action implies, everyone

will receive your response. In this day in age, we all have email inboxes that are full and running over. Ask yourself this question, Is your response critical for everyone?

TELEPHONES

Student Use:

Please use discretion regarding student use of classroom phones. Do so only **with adult supervision**. If a student has a cell phone, it should remain off in their backpacks. **All health related phone calls should be made from the health room.**

Staff Use:

Please limit personal phone calls during the workday. During instruction time, please allow your voicemail to pick-up your phone. **Students are not to answer the classroom telephones.**

Cell phones are not to be utilized for personal reasons during the instructional day (i.e. talking on, texting, social networking, etc.). A cautionary note should be taken when using your personal phone to capture pictures and video of your classroom. Ensure students have permission to be photographed, etc. per district media release (check in iCampus). Be sure to immediately delete any photos/videos from your personal device after used. *See board policy.

VIDEO/DVD USE IN CLASSROOM

Videos/DVD's may be used to enhance a lesson being taught. The name and purpose of the video must be included in the lesson plan. All videos must be used in accordance with copyright law (most DVD's or streaming services are for home or personal use, not public). Please refer to the district media specialist for additional support. Any video/DVD used must be G or PG-Rated. PG-Rated movies must be previewed by the teacher in advance to ensure school appropriate content.

Instruction and related activities should be provided prior to, during, and after the use of the video/DVD to help the student make connections with and constructive meaning of the lesson objectives.

Reward incentive videos should be used sparingly.

VISITORS

All visitors should first report to the office to sign-in and obtain a visitor's badge.

VOLUNTEERS

Anyone who volunteers on a regular basis must go through Center Friends training. All volunteers must sign in and wear a badge. For more information, contact the Public Relations coordinator for the district at 349-3730.

WEATHER AND OUTSIDE PLAY GUIDELINES

<20 Degrees or Wind-chill	Stay inside
25-32	10 minutes
32-45	15-20 minutes
45 and Above	Regular recess
Heat Warnings	15-20 minutes of outside activity.

When in doubt, keep children inside. Be alert to seasonal hazards and conditions.