



**Welcome to Center School District
Early Childhood Handbook
August 2016**

The information included in this book is the building guide for our Early Childhood Center. Please read it carefully.

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

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

*Tamara B. Sandage
Principal*

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 any Accident Report form. 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. The school nurse will notify parents via phone call.

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.

CLASSROOM SUPERVISION AND DUTY RESPONSIBILITIES

Two adults will be assigned to each Center Early Childhood classroom and present in the rooms. When a class transitions from one place to another, two staff members will accompany the children with one adult in

the front of the line and one adult at the back of the line. Adults will account for children at all times.

Be on time and prompt when dropping off/picking up students from other scheduled activities outside of your classroom day.

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. Teacher staff-child ratios will follow Head Start Performance Standards.

COMMUNICATION

Attempt to check email and phone messages twice a day. Please alert administrator of potentially sensitive and urgent situations in a timely manner.

Do not check email or phone messages during instructional time with children.

Classroom Newsletters: Teachers are expected to have a classroom newsletter on a weekly basis. Turn in copies of your newsletters into the principal's mailbox on a weekly basis.

CONFIDENTIALITY

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

DIAPERING EXPECTATIONS

- Disposable diapers and pull ups only.
- Staff checks children for signs that diapers or pull-ups are wet or contain feces at least every two hours when children are awake.
- Diapers are changed when wet or soiled.
- Staff changes children's diapers or soiled underwear in the designated changing areas and not elsewhere in the facility.
- Each changing area is separated by a partial wall or is located at least three feet from other areas that children use and is used exclusively for one designated group of children.
- At all times, caregivers have a hand on the child when the child is being changed on an elevated surface.
- In the changing area, staff post and follow changing procedures.

- Surfaces used for changing and on which changing materials are placed are not used for other purposes, including temporary placement of other objects and especially not any for any object involved with food or feeding.
- Containers that hold soiled diapers and diapering materials have a lid that opens and closes tightly by using a hands-free device.
- Containers are kept closed and not accessible to children.
- Staff members whose primary function is preparing food do not change diapers until their food preparation duties are completed for the day.

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 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.

In the event a student is referred for a “major behavior,” an Office Discipline Referral (ODR) should be completed in a timely manner using Infinite Campus. Action will be determined by the principal or designee.

DISMISSAL DUTY

All teachers or paraprofessionals should escort the students from the classroom to the bus and car rider pick-up area.

Procedures for children picked up late and brought back on the bus (a.m. and p.m.)

AM Dismissal

All car riding children who are picked up late will be stationed with the administrative assistant from 11:30 – 11:45. The administrative assistant will start making phone calls on children at 11:35.

The administrative assistant will complete the appropriate paperwork in the documentation notebook, including the letter to be sent home, labeled, copied, put in the teacher's box and a copy filed in the notebook.

All bus riders returned to school will report to the office until 11:45. The family advocate on bus duty will start attempting calls to families once she arrives at her office. At 11:45, the advocate assigned to bus duty for that day will take over supervision of the child and continue attempts at contact for the child.

If a child is brought back from the morning session and will be at school for any length of time, the child can go to his/her class to eat lunch and wait for the parent to arrive.

The advocate in charge will complete the appropriate paperwork in the documentation notebook, including the letter to be sent home, labeled, copied, put in the teacher's box and a copy filed in the notebook.

PM Dismissal

One member of the classroom staff will wait for the adult until 3:05. After 3:05, the child will be delivered to the family advocate who has bus duty. The advocate will make phone contact with parents to secure transportation for the child. The child will stay with the advocate until the adult arrives.

The advocate will complete the appropriate paperwork in the documentation notebook, including the letter to be sent home, labeled, copied, put in the teacher's box and a copy filed in the notebook.

All bus riders returned to school will report to the family advocate in charge of bus duty for that day. The advocate will start attempting to call parents. The advocate will maintain supervision of the child until an adult arrives.

The advocate in charge will complete the appropriate paperwork in the documentation notebook, including the letter to be sent home, labeled, copied, put in the teacher's box and a copy filed in the notebook.

DRILLS

- Fire drills will be held each month. Fire procedures should be posted in the classroom.
- Intruder drills will be held twice a year.
- Severe weather drills will be held four times a year. Procedures should be posted in each room.
- Program staff will maintain the EC red emergency folder for their room. The red emergency folder should contain:
 - District "Emergency Procedures-Safety, Security and Crisis Intervention" flipbook
 - Center Early Childhood Emergency Procedures booklet
 - Green and Red acknowledgement card
 - Student Contact Information
 - Confidential Health Lis

EVALUATIONS

All certified staff will be observed. Evaluations occur in cycles and as needed, which can be designated by the personnel director and building administrator. See your Teacher's Evaluation Handbook for more information.

All classified staff have an annual evaluation.

EVENTS OUTSIDE OF THE SCHOOL DAY

All certified staff and family advocates are required to attend evening events as designated by the principal. Events may include, but are not limited to fall celebration, holiday celebration, end of year celebration, parent teacher conferences, parent committee.

FACULTY MEETINGS

Staff is 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.

FAMILY AND EMERGENCY CONTACT NUMBERS

Emergency contact numbers are to be given by families at time of application. If emergency contact numbers change throughout the school year, the school must be notified by parents/guardians.

In an attempt to support parents in this process, teachers will include a reminder about change of contact information in their weekly newsletters. A request for up to date numbers will also be placed in the monthly family advocate newsletter. The office will maintain a form on which this information can be communicated by families.

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 seven (7) days in advance of the trip. Students should be prepared for the field trips by understanding the purpose of the field 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. The office has a field trip form to be filled out for approval. Permission slips must be signed by parents or guardians in order for a student to participate in a field trip. 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 field trip permission form and record all the information regarding the trip. Turn this request form in to the principal for approval.
3. If a trip requires an "admission fee," you can work with the office to work out a method of payment.
4. Parents cannot be allowed to transport any student other than their own child in their private vehicle.
5. Parent volunteers should not bring younger siblings on field trips.
6. Notify health room aide/nurse and cafeteria of date of field trip – so any lunches medications or first aid kits need to be prepared. Complete the Field Trip Notification Form so that everyone is informed. Remember to notify Youth Friends as well.

FIRST AID KITS

All EC first aid kits will contain gloves, wipes, scissors, bandages, gauze, bandage tape, mouth guard, and red infectious waste bag. Each kit will have a checklist to ensure that first aid kits are checked three times a year for ample supplies and supplies that are within their expiration dates. The kits are to be checked before the school year starts, before the holiday break and at the end of the school year. The forms are to be initialed and dated when checked. Kits are also to be checked on an ongoing basis to ensure that all supplies are adequately stocked and up to date. Safety packs must also be maintained with the expected supplies.

HANDWASHING EXPECTATIONS

- Staff members and children learn personal hygiene and are taught hand-washing procedures.
- Hand washing is required by all staff, volunteers, and children when hand washing when washing would reduce the risk of transmission of infectious diseases to themselves and to others.
- Staff assists children with hand washing as need to successfully complete the task. Children wash either independently or with staff assistance.
- Children and adults wash their hands on arrival for the day
- Children and adults wash their hands after diapering or toileting.
- Children and adults wash their hands after handling body fluids
- Children and adults wash their hands before meals and snacks, before preparing or serving food, or after handling any raw food that requires cooking.
- Children and adults wash their hands before and after playing in water that is shared by two or more people.
- Children and adults wash their hands after handling pets and other animals or any materials such as sand, dirt, or surfaces that might be contaminated by contact with animals.
- Adults wash their hands before and after feeding a child.
- Adults wash their hands before and after administering meds.

- Adults wash their hands after assisting a child with toileting.
- Adults wash their hands after handling garbage or cleaning.
- Proper hand washing procedures are followed by adults and children and include using liquid soap and running water.
- Proper hand washing procedures are followed by adults and children and include rubbing hands vigorously for at least 10 seconds.
- Staff wears gloves when contamination with blood may occur.
- Staff do not use hand washing sinks for bathing children or for removing smeared fecal material
- In situations where sinks are used for both food preparation and other purposes, staff clean and sanitize the sinks before using them to prepare food.

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.
10. Students who have been deemed sick and must go home will remain in the health room under the supervision of the nurse until an adult arrives to pick up the child.

Illness at School

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

- Temperature of 100.1 degrees or above.
- Red or discharging eyes.
- Severe nosebleed.
- Vomiting and abdominal pain.
- Suspicion of contagious disease.
- Undiagnosed rash, skin lesions.
- Any students who has fainted or becomes unconscious.
- Presence of head lice or an infestation of nits.

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

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.

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/tables.
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.
6. Close and lock all windows.
7. Close and lower all blinds.
8. Turn off lights and lock door.

INSECT REPELANT

When the health authorities recommend use of insect repellents due to high risk of insect-borne disease, only repellent containing DEET will be used and only on children three years or older. It will not be applied more than once a day and only with written parental permission.

LEAVE REQUEST

Consistent contact with students and staff is important to the learning environment and district operation and therefore is an essential duty of a professional staff member's position. When a professional staff member is routinely tardy, frequently absent or is absent for an extended period of time, the learning environment and district operations deteriorate, and the students suffer.

Professional staff employees may be terminated for excessive absences or tardiness. Unless authorized by the Board or the superintendent or otherwise authorized by law, an employee's absence or tardiness is considered excessive if it:

1. Is for a reason not granted as paid or protected leave under Board policy.
2. Exceeds the number of days allotted by the Board for that particular leave.
3. Is for a reason authorized by Board policy but exceeds five days a month, 20 days in a semester or 40 days per school year.

Even if the absence or tardiness is authorized by the Board or the superintendent, if the absence or tardiness occurs for a reason not granted as paid leave under Board policy or if it exceeds the number of days the employee has been granted under a designated leave, the employee's salary will be docked.

No employee will be disciplined or terminated for absences qualifying for protection under the Family and Medical Leave Act (FMLA) or other applicable law (see Board policy GBBDA).

The district may require an employee to provide the district verification of illness from a healthcare provider before the district applies sick leave or other applicable paid leave to the absence. In accordance with law, the district may require an employee to present a certification of fitness to return to work whenever the employee is absent from work due to the employee's health.

This policy does not apply to temporary or substitute staff members unless otherwise noted.

Short-Term Leave

Short-term leave includes sick leave, bereavement leave and personal business leave. Personnel regularly employed less than 11 months will be granted ten days; personnel regularly employed 11 months will be granted 11 days; and personnel regularly employed 12 months will be granted 12 days.

Effective with the 2005-2006 school year, when a certificated employee leaves the Center School District #58, he or she, or his or her beneficiary in the case of death, shall be paid \$35 per day for the unused days of leaves. Employees who have broken an employment contract with the district or have been terminated for cause by the district will not be eligible for buy-back of unused days of leave. An employee will not receive compensation for unused days of leaves unless he or she has been employed by the district for at least one year.

The administrator in charge of each building is responsible for reporting the short-term leave of the personnel under his or her supervision.

A district employee may not use short-term leave during the period the employee receives Workers' Compensation for time lost to work-related incidents.

The following leaves with pay will be provided to full-time professional staff employees. Regular, part-time professional staff employees will receive these leaves on a pro rata basis.

1. **Sick Leave** – Sick leave will be granted to an employee in the event of personal illness, injury or incapacity including pregnancy, childbirth and adoption of the employee or the employee's immediate family. The Board defines "immediate family" in regard to sick leave to include:

- ▶ The employee's dependents.
- ▶ Any person over whom the employee has legal guardianship or for whom the employee has power of attorney and is the primary caregiver.
- ▶ Any other person deemed appropriate by the employee's immediate supervisor.

(Note: "Family" for FMLA purposes is more limited.)

The Board reserves the right to require a physician's certification, or FMLA Certificate of Health Care Provider in cases of serious health conditions under the FMLA, attesting to the illness or incapacity of the claimant and/or inclusive dates of incapacitation.

Staff members who are ill are encouraged to stay home to promote healing and reduce the risk of infecting others, especially during a pandemic or other significant health event. In the event of a pandemic or other significant health event, schools may be closed to all staff and students or just students. If schools are closed only to students, staff members are expected to work regular schedules or use appropriate leave.

Any certificated employee who is a member of a retirement system shall remain a member during any period of leave under sick leave provisions of the district or under Workers' Compensation. The employee shall also receive creditable service credit for such leave time if the employee makes contributions to the system equal to the amount of contributions that he or she would have made had he or she been on active service status.

2. **Bereavement Leave** – Leave will be granted to an employee in the event of bereavement in the immediate family. The Board defines "immediate family" in regard to bereavement to include:

- ▶ The employee's spouse.
- ▶ The following relatives of the employee or the employee's spouse: parents, children, children's spouses, grandparents, grandchildren and siblings.
- ▶ Any person over whom the employee has legal guardianship or for whom the employee has power of attorney and is the primary caregiver.

► Any other person deemed appropriate by the employee's immediate supervisor.

3. **Personal Business Leave** – “Personal business leave” may be granted upon written request by the employee and approval by the principal and the Director of Human Resources when in their judgment, such leave is required. Absences may be charged against personal business leave for the following reasons:

- a. Attendance at a legal or professional commitment and/or transaction that cannot be accomplished outside the regular hours of employment.
- b. Observance of a religious holiday.
- c. Court appearances, unless applicable law or policy provides for paid leave.

Unlike “personal leave,” requests for “personal business leave” must specify the reason(s) for such leave. Written requests are first submitted to the employee's immediate supervisor for approval. If the employee has no accrued short-term leave, unpaid “personal business leave” may be granted at the discretion of the Director of Human Resources.

Personal Leave

Two days of personal leave will be granted to each employee. Unused personal leave will be carried forward up to a maximum of three personal leave days. When added to the two days allowed annually for this purpose, an employee may use a maximum of five personal leave days in any contract year. When a maximum of five personal leave days have been accumulated, additional personal leave days will roll into sick leave days. All days will have the same cash value as unused sick days upon separation from the district. Personal leave requests will be made in writing to the Director of Human Resources through the immediate administrator at least **five days in advance of such contemplated absence**. However, 30 days' notice is required by law if the leave qualifies as FMLA leave and such notice is practical. Such leave shall then be authorized in writing by the Director of Human Resources.

“Personal leave” is not authorized for the following, unless an emergency situation exists:

1. Time periods when short-term leave has already been granted to five percent of the total number of certificated employees.
2. First or last day of school, day before or day after a school holiday, or days that are designated for staff professional development as contained in the annual school calendar.

Absences may be charged against personal leave for leaves authorized by law, policy or the Board that would otherwise be unpaid including, but not limited to, leave under the FMLA.

In case of an emergency or if the employee cannot meet the normal requirements, “personal leave” may be granted at the discretion of the Director of Human Resources. As a condition to granting such leave, the employee shall at the earliest opportunity notify his or her immediate supervisor of such

emergency and follow with a written request to the Director of Human Resources. Permission or denial of such personal leave will be given verbally by the Director of Human Resources and later documented in writing. However, 30 days' notice is required by law if the leave qualifies as FMLA leave and such notice is practical.

***Changes to personal or sick leave must be made by the staff member. Changes can be made by contacting Kelly Services by phone 1.866.535-5998 (Lee's Summit Office).**

****Contact your building administrator if your vacancy has not been fulfilled.**

*****Access your employee portal via Keystone to view available leave balances.**

LESSON PLANS

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

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.

NUISANCE ITEMS

Toys, games, electronic games and other nuisance items brought to school, should be turned into the office. The office may hold them until an adult picks 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. Taxes will not be reimbursed. Reimbursements are contingent upon approval from your building administrator.

PERSONAL LEAVE REQUEST

All leave requests should be submitted 7 days in advance of the date requested. Leave requests are subject to approval by the building administrator and personnel director.

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.

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.

PROFESSIONAL/SCHOOL BUSINESS LEAVE REQUEST

All leave requests are subject to approval by the building administrator and human resources director.

REPAIRS

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

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 on the playground
4. Let safety be a continuing part of the curriculum.

SAFETY PACKS

Each classroom will be assigned a numbered safety pack which is to be carried with a staff member anytime the class is out of the classroom. These times may include, but not be limited to library, playground, field trips, multi-purpose room. The packs are to contain a wind up flashlight, first aid supplies including band aids, wipes, and gloves, the Early Childhood red emergency folder with all of the required documents and individual student pages with release information and pertinent health information.

SCHOOL PARTIES

Classroom parties will take place at the discretion of the classroom teacher.

SECURE CABINETS

- Food and food service related items should always be kept stored separately from classroom, cleaning and other supplies.
- Purses and personal belongings should be locked up at all times.
- Bleach water, bleach wipes, hand sanitizer, cleaning supplies and all other products labeled that they are to be kept out of the reach of children must be locked up at all times.

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 every other week. If you have information, which the staff needs, please submit it to the office as needed and it will be included in the bulletins. Staff members are responsible for all information provided in the bulletin.

STAFF CONDUCT

Annually, Early Childhood staff members will receive the Early Childhood and District code of conduct statements. Each staff member will sign that they have received and understand the expectations stated there in. Staff will be responsible for all of the information provided. As part of this code of conduct, staff will not use physical punishment such as shaking or hitting and will not engage in psychological abuse or coercion (NAEYC 1.B.09) Also, teaching staff will never use threats or derogatory remarks or withhold or threaten to withhold food as a form of discipline (NAEYC 1.B.10).

STAFF HOURS

Early Childhood Staff are required, according to district policy, to report to school at 7:45 a.m. and remain until 3:45 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. Staff are required to check voicemail, e-mail and mailboxes *and* respond in a timely manner.

STAFF TRANSFER REQUESTS

In order for a staff member to be considered for a transfer within the District, a Staff Transfer Request must be completed annually. It must be signed by the building principal and sent to the Director of Human Resources no later than April 1.

STANDARD PRECAUTIONS EXPECTATIONS

- Surfaces that may come in contact with potentially infectious body fluids must be disposable or made of a material that can be sanitized.
- Staff use barriers and techniques that minimize contact with mucous membranes or of openings in skin with potentially infectious body fluids and that reduce the spread of infectious disease.
- When spills of body fluids occur, staff cleans them up immediately with detergent followed by water rinsing.
- After cleaning, staff sanitizes nonporous surfaces by using the wash, rinse and sanitize model.
- Staff cleans rugs and carpeting by blotting, spot cleaning with a detergent-disinfectant, and shampooing or steam cleaning carpet as needed.
- Staff disposes of contaminated materials and diapers in a plastic bag with a secure tie that is placed in a closed container.

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. Encourage families to take vacations during times when school is not in session.

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.
- Shoes with wheels may not be worn to school.

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

The daily attendance record is the responsibility of the classroom teacher and is considered by the state as the official attendance record and is subject to audit. Keep this record in a section of your grade record. However, please continue to fill out the daily absence report.

Teachers are responsible for keeping track of attendance for their students.

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.

When you are made aware that a student has been dropped from your class, please forward appropriate student records to their cumulative file in a timely manner.

All records will be kept in the office. Current health records will be kept in the health room.

The progress report, parent conference records, evidence of other educational placement such as special reading, or learning center placement will be included in the student's folder. Any other information regarding the student's special health problems, or considerations, which will lead to more efficient planning for the student, will also be included. Before leaving at the end of the school year, the teacher must fill out all of the data requests regarding grades, attendance record, succeeding year

placement, conference record and chronological school placement record. Finally, the teacher should sign the cumulative folder.

At the end of the school year it is the responsibility of each classroom teacher to transfer semester and yearly grades onto each student's cumulative folder, as written on the grade card. The teacher must mark on each grade card promotion to the next grade. The teacher must also sign the cumulative folder after entering grades, attendance and placement for the following year.

STUDENT RELEASE PROCEDURES

- Children needing to be picked up from class must have a parent/guardian sign them out in the Early Childhood office.
- The parent will be given a pass that alerts the teacher that the child has been checked out in the office and may be released to the adult.
- If children are to be picked up by someone other than their usual designated adult, the office/teachers must be notified in writing.
- Photo identification will be checked as verification.
- Center staff will only be authorized to release children to those individuals listed by parents. The names, addresses and telephone numbers of adults authorized to receive your child must appear on the Center's emergency contact form.
- Children will not be released to unauthorized individuals or individuals who cannot produce appropriate identification.
- Children will not be released to individuals who appear to be intoxicated or under the influence of any other substance or incoherent or any other condition which staff suspect will put the children in danger.

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.

A report is to be written on each student who leaves during the school year, regardless of the length of time enrolled in our school. This will become part of his/her cumulative record and will enable us to furnish the receiving school with complete records on request. Your report should include the level in all areas, and the textbooks used. Please note: If the student transfers after progress reports are issued but before quarterly reporting periods, exit grades in language arts, math, social studies and science are to be included in the report for all students' grades 1-5. This

enables the new school in placement of the student from our situation to theirs.

Residency

If a student indicates to you that they have moved or you have reason to suspect such, please contact the school office.

SUBSTITUTE TEACHERS

During the time the substitute teacher is serving in a given school, the substitute teacher 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 teacher. These instructions will naturally vary from school to school.

Folder for Substitute

Every teacher must prepare a folder for substitutes, to be kept in the office, which will include:

1. Daily schedule
2. List of pupils with special needs—discipline, emotional, health, etc.
3. List of pupil helpers or other student jobs.
4. Teachers/staff who can be approached for assistance.
5. Meal procedures.
6. Classroom teacher duty assignments.
7. Emergency exit procedures – fire drill, intruder drill, disaster drill.
8. Information on any unique building/grade level organization.
9. Information about all necessary materials and general duties, such as closing windows, adjusting shades and locking doors.
10. Seating chart/name tag/other identifying information.
11. Discipline plan, including Individual Student Behavior Intervention Plans.
12. This folder should include daily schedules and information on location of needed materials.

SUPERVISION OF STUDENTS

Students will be supervised by Early Childhood staff at all times, including, but not limited to outdoor play, classroom, multipurpose room, restroom, transitions in hallways and throughout the building. Two adults are always assigned to the Early Childhood classrooms. When a class is transitioning one adult should be at the front of the line and another adult should be at the back of the line. All students will be accounted for, face to face, using a checklist of all transitions. At least two adults are also assigned to midday transitions between the morning and afternoon class sessions.

Staff should spread out and strategically place themselves on the playground in order to provide proper supervision.

Refer to On the Case procedures as stated below when supervising students. These are required components of supervision.

	Questions	Indicators	Observations
C	Do the teachers talk to each other about the children's and adults' needs throughout activities?	<ul style="list-style-type: none"> Teachers tell each other that children are moving between zones Teachers ask for help from other adults as it is needed 	
A	Do teachers keep attendance and complete face to name attendance during transitions?	<ul style="list-style-type: none"> An adult leads the transition and another adult or adults support the children as they move through the transition Attendance is completed by using visual recognition of the child whose name is called (i.e. they look at the child to ensure they are indeed present) 	
S	Do teachers sweep the environment periodically and prior to leaving an area?	<ul style="list-style-type: none"> The boundaries or shelves are low enough to allow adults to see around the room A staff person is assigned to walk through all areas looking for children just prior to leaving the classroom to ensure no child is left behind 	
E	Do teachers keep all children in their eyesight and sound at all times?	<ul style="list-style-type: none"> Adults are positioned so they can interact with children and still see 	

		<p>their zone</p> <ul style="list-style-type: none"> • Adults have their backs to walls and their bodies facing outward toward the children • Adults position themselves so that they can see the children at their table as well as sweep the environment 	
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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

Please refer to District Policy regarding the use of technology.

TELEPHONES

Staff Use

Please limit personal phone calls during the workday. During instruction time, please allow your voicemail to pick-up your phone.

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. Any video/DVD used must be G-rated.

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 349-3300.

WEATHER AND OUTSIDE PLAY GUIDELINES

<20 Degrees or Wind-chill	Stay inside
25-32	10 minutes
32-45	15-20 minutes
45-60	20-30 minutes
60 and Above	Regular recess
95 to 100 heat index	Shortened Recess (10 minutes)
Heat Index above 100	Inside Recess

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

Time and temperature: 913-384-5555 National Weather Service: 816-540-6021