

# AES Staff Handbook

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# Appanoose Elementary School Staff Handbook 2011-2012

## Activity Supervision

Teachers/Coaches/Sponsors are to maintain adequate supervision on all activity/field trips/athletic events. Teachers/Coaches/Sponsors should position themselves toward the middle and/or back of the bus. During night trips, a light is to remain on during the entire ride.

## After School Detention

At times the most effective measure of classroom management can be the after school detention. This affects all members of the family and signals a need for close evaluation and change within a student. Students may be kept after school with a 24 hour teacher notice, by phone or in person, to parents. The student will remain under the assigning teacher's supervision only. Be sure to document all afterschool detentions and send a copy to the office.

## Art

Elementary teachers should plan to integrate an art activity into their curriculum regularly.

## Assemblies

Assemblies are held to enhance student learning and provide exposure to the fine arts, curricular enhancement, etc... Classes are expected to give the presenters their undivided attention and are under the supervision of their assigned teachers.

Teachers, please do not bring things to work on during assemblies. Set a good example of etiquette through modeling. All educators who do not have a "plan time" during the scheduled event will be on duty.

## Assist Team

Name changed to SIT Team; see SIT team.

## Attendance

~~\*\*Ask Trisha~~ (Attendance / Lunch Count (recording) / Notes to Office Attendance will be recorded twice daily (A.M. and P.M.). A.M. attendance and lunch count is due in PowerGrade by 8:45am daily. P.M. attendance is due within 40 minutes after returning to classroom from lunch. Teachers are responsible for keeping accurate attendance on PowerGrade. Attendance records should be verified each quarter to grade cards being issued.

Please collect all notes to office, money, etc... in the A.M. and promptly send it to Pattie.

## Beverages (Employees)

Beverages may be taken into classrooms during instructional time if they are placed in an opaque cup or other container. Soft drink cans/bottles etc... should not be on a staff member's desk when students are present.

## Beverages (Students)

Water only is allowed in classrooms during instructional / educational times. Special events may include other healthy beverages like juice. The main idea is help students keep their classroom Carpets clean.

Afternoon milk/juice (purchased and served through the school) is also okay.

## Breakfast Schedule

7:50-8:10	Breakfast Served (1 <sup>st</sup> wave of busses from Appanoose area)
8:10	Students picked up for class
8:10-8:30	Breakfast Served (2 <sup>nd</sup> wave of busses from Pomona area)
	Students leave for classes as they finish eating
8:20	South East doors are secured

8:30 Window closes/Cafeteria is empty

### Bulletin Board

Staff members will be assigned a month to display their classroom art or work on the bulletin board by the office. See bulletin board list in appendix.

### Bus Drop-off / Private Vehicle Drop-off Locations

Bus Riders - In front Cafeteria side entrance & Intermediate side

Private Vehicle - In front of the Intermediate side entrance

Please discuss these safe zones as well as the significance and safety of using designated pedestrian areas and sidewalks with your students on a regular basis.

### Bus Schedule

The supervisor will be on P.M. bus duty from 3:00-last kid. He/She will assist with getting all students where they need to be and locating students who are not on the bus. Please let him/her know of anything concerning students and P.M. dismissal/travel changes by 3:00 at the very latest.

Dismissal times will be as follows...

1<sup>st</sup> shift bus:

3:15 Dismissal - Pomona Shuttle Riders /Bus leaves at 3:20

3:20 *Non-bus* riders (Intermediate side)

2<sup>nd</sup> shift bus:

3:35 Dismissal -Other bus riders (Appanoose area bus)

\* For each bus shift be sure to *dismiss* students *youngest children to older* children. Younger children (K-2) need a head start to get on and settled in the busses.

\*Non-bus riders and 2<sup>nd</sup> shift bus will be held in classrooms until the busses have departed.

\*Do not dismiss students to parents, etc... without a note from the office, unless that is their set schedule as indicated at enrollment.

\*Times and procedures may need to be adjusted

All teachers/aides/paras who are not with students will be expected to help in monitoring the halls, doorways, etc... for safe, well-organized dismissals.

### Caring Committee

The caring committee will develop guidelines for gifts, refreshments and social events. A copy of the guidelines will be provided to staff. At least three representatives need to be involved in gathering information. This group will survey the staff and decide on generally accepted tasks/needs the social committee will address.

### IF EMPLOYEE DUES/FUNDS ARE USED:

\*Dues are strongly recommended, but will not stop someone from being recognized at a crisis point in their lives.

All funds are to be kept in the office safe, and accounted for by committee representatives. A monthly financial statement will need to be posted in the teacher's lounge.

### Child Care

Children of teachers are welcome to remain in the building during non-teaching time. Please be sure they are supervised by an adult or remain in your assigned area.

## Classroom Management

(Refer to the school discipline plan.)

Teachers and or classrooms are to establish a set of classroom rules, expectations, and procedures. These need to be posted in the classroom, distributed to students (through an age-appropriate means) and parents. The rules need to be taught, modeled, reviewed, and integrated regularly in the classroom.

Spend adequate time "up front" establishing classroom rules, expectations, and procedures. The initial time spent will pay dividends later by saving time and energy on preventable behaviors. Well managed classrooms will spend more time on academics and less time on discipline.

Students may be kept after school with a 24 hour teacher notice, by phone or in person, to parents. The student will remain under the assigning teacher's supervision only. Students may be sent to the office for academic or behavioral issues only after appropriate documented teacher interventions have taken place in the classroom. Parental contact (by phone or in person) by responsible teacher (same day as referral) is a mandatory expectation if a student is referred to the office. These contacts need to be logged for your personal files should there be discrepancies.

Teachers may "buddy up" to provide a change in environment (supervised recovery time) for students if they wish. Student with behavioral IEP's will need to be disciplined in strict accordance to their IEP modifications/behavior plan.

In addition to normal teaching times, teachers are responsible for supervising their students during elementary computer lab, library, counselor presentations, and guest presentations. Teachers are to remain with students during these times.

## Class Schedules (ACTION ITEM)

A daily schedule should be submitted to building administration ([brandtcc@usd087.org](mailto:brandtcc@usd087.org)) in addition to your lesson plans on the week of August 23 via e-mail. Please also carbon copy (CC) the daily schedule to Pattie. Post the schedule inside your classroom door for staff members to easily locate your class at anytime.

\*Be sure to incorporate a daily "Take 10" time in your schedule (classroom teachers only). \**See Recess*

These schedules will be combined into one document to provide office personnel, custodial, and maintenance staff availability information that is frequently needed when answering questions for our public, etc...

If you make changes to your schedule during the year, send a copy of changes to the secretary and principal.

## Computers / Lab

The last class of the day and their supervising teacher are responsible for logging-off and shutting-down lab computers. \**See Computer Schedule in Appendix*

## Countdowns

Avoid countdowns (holidays, end-of-the-year, etc...) It can make it hard for you when students "check-out" and you still have days to teach. We will work to the end of school and expect students to do the same.

## Custodial Concerns (Cleanliness of rooms)

Discuss areas of concern with your building custodians before they become an issue (it was probably an oversight). Build a good relationship with your custodians and they will take care of you.

## Discipline Plan

As printed in student handbook.

## Duty Day

Duty day for certified staff members is from 7:50am until 3:40pm (3:30 on Fridays). Staff meetings will be scheduled once monthly from 3:30 to 4:00. They will be on the first Tuesday of the month. There may be an extra staff meeting here or there, if new information indicates necessity. I will do my best to keep this at a minimum.

9/6, 10/4, 11/1, 12/6, 1/3, 2/7, 3/6, 4/3, 5/1

Duty day for non-certified staff will be assigned individually by the principal after consulting with the employee. Please see me for confirmation if we haven't met.

## E-Mail

Many communications coming from the office will be sent via e-mail. Check your e-mail a minimum of twice a day. Remember we have no right to privacy in regard to e-mail or internet use. Be professional.

## Etiquette

Professional etiquette is essential to the effective operation of a workplace. Keep some common sense approaches in mind as you coexist with your teammates.

- Pick up after yourself and teach your students to do the same
- Respect others needs and attempt to accommodate them when possible
- Be professional and responsible

There is a **professional chain of command** that is necessary to maintain the necessary respect of one's co-workers. When a problem/misunderstanding/disagreement occurs, please do the following in order. If the problem is solved it is not necessary to follow the steps further. Do not skip steps...

- Talk to the source of your problem before anyone else. Be professional and courteous at all times. Stick to the facts and the problem at hand.
- Meet with your immediate supervisor along with all other concerned parties.
- Individually go to your immediate supervisor to discuss the problem further.
- Only after meeting with your supervisor individually and in confidence, should you take your problem to the next level (her supervisor). If your problem is not solved at this point, please feel free to do so in confidence.
- Overall Advice... "Keep it in the family..." Don't elevate the level of your concern by unnecessarily involving other people. I prefer to not hear about our building challenges from other building administrators who picked up something through the "grapevine".

#### Emergency (Chain of Command)

13	Cathy Brandt	Principal	
10	Elementary School Office (Pattie P.)		
566-3392	High School/Middle School Principal (Rick Smith)		
566-3396	Superintendent (Dotson Bradbury)		
Police	(Non-Emergency Number)		(785)
242-3800			
Police	(Emergency Number)		911

#### Emergencies (Life Threatening and/or Serious need for Medical Attention)

There may be a time where one needs to make a professional judgment as to whether to use the above chain of command or to dial 911 direct. Error on the side of safety.

#### Faculty Meetings

Faculty meetings will be held as scheduled by the principal. As a general rule we will schedule meetings from (3:30-4:00). Please be on time and do

not bring other items to work on during these meetings. The majority of information from the office will be communicated through e-mail.

Everyone should record these dates on their calendars and plan to attend unless otherwise notified (certified and classified / teachers, aides, and paras). On occasion, I will specify certain groups or grade levels to discuss specific issues. Others will be excused from the meeting. I will send an AES mailing to notify everyone if there are changes. Please notify any aides or paras working with you when changes occur.

Coaches/sponsors will be expected to attend faculty meetings and new teacher inservices. Make arrangements for your responsibilities to be covered by the head coach or your assistants. Coaching contracts are supplemental to teaching contracts and will be treated as such. You will be excused early whenever possible.

\*\*\*Meeting Dates...

9/6, 10/4, 11/1, 12/6, 1/3, 2/7, 3/6, 4/3, 5/1

### Field Trips

All field trips will be directly related to educational outcomes. Please complete appropriate transportation forms and return them to the office at least ten days prior to the trip. All trip requests & transportation requests must be turned in by March 30. Please be prepared to have and share your plan for student supervision.

Due to budget constraints, field trips will be somewhat limited but not discontinued altogether. This year we can have one field trip besides the traditional Literature Festival and Day at the Farm. Be sure to contact your PTO representative, they are ready to help plan, supervise and pay for portions of your trips.

### Goals

#### ACTION ITEM

Each staff member will be asked to set two goals for the academic year. Choose two of the following related areas:

- 1.) A specific targeted area – 2011-2012 – “What is RTI or MTSS & How Does that Apply to My Classroom?”
- 2.) Professional growth – 2011-2012 – “Specific Strategies to Reach AYP in My Classroom”
- 3.) Professional Growth- 2011-2012 – “Specific Strategies to Reach At-Risk Students in My Classroom”

Please submit a Microsoft Word document (attachment) via e-mail **by September 2nd** (Each goal should be written so that it can be read in less than a minute). Take the time to self monitor your progress. I will check with you each semester or at evaluation time to see how you're progressing.

It is also important for students to establish goals for their success. Please help them brain-storm possible goals. Help students to measure their progress by helping them stay focused on their goals. We will use their MAP scores, DRA and CETE web-based assessments for Goals. Be sure to document their goals and graph progress. Post in room or hallway.

### Grade Reports

Grade cards are issued each quarter. A percentage grade is recorded as indicated on respective reports. Please be sure to include positive comments regarding student progress. Remember, each grade card becomes part of the student's permanent file.

Weekly grades will be entered in PowerSchool as a minimum requirement. Remember to fall no more than three entries behind. Remember that parents will be monitoring your grading procedures via PowerSchool. Please be professional in your diligence.

It is important that the amount of grades for each subject gives a good representation of student performance. There should be at least 9 grades per nine weeks.

**NOTE: If a student earns a D or an F in any subject for more than 2 weeks, the teacher MUST contact parents by phone, email, or mailed letter.** This protects positive teacher communication as well as enlists a possible ally in parents. (The office will also be updated on D's & F's on a regular basis. Trish will be printing an “all school” Powerschool report.)

## Gum/Candy

If teachers distribute gum in their classrooms, it should remain in their classroom. Students should not be chewing gum/eating candy outside of that particular classroom. Gum is acceptable on testing days in the computer labs.

## Hall Supervision

We are all responsible for the hall supervision during the school day. Remember to supervise students during periods of transition. Being highly visible is important to managing student behavior and safety. Strive to teach your students to be respectful to others during these times of transition. (Most visits to the office occur from busing issues or a bathroom/ recess incident...prevention is key here.)

## IEP at a Glance

An IEP at a Glance for each IEP student should be distributed to each classroom teacher and Title I instructor by the resource teacher. If you do not have this student information, please ask the resource teacher. These are due to the teacher within a reasonable amount of time (next day service is expected for promptness).

These documents are confidential and should be kept in a secure area.

IEP's at a Glance are due to classroom teachers by August 31, 2011 so that special student needs are clear to classroom teachers. Another update is due after the September 20<sup>th</sup> count/additions.

## In-Service & Staff Development Days

All teachers, support staff, aides and paras must attend all in-services scheduled at Appanoose Elementary and subsequent schools of West Franklin School District. Exceptions may occur for specific training incidents, administration will inform special groups if changes in the normal schedule are to take place.

\*Everyone should record these dates on their calendars and plan to attend unless otherwise notified (certified and classified / teachers, aides, and paras). Be sure to plan doctors visits and other scheduled absences on days other than in-services and staff development afternoons.

### Late Arrivals / Tardies

Remember to send your late students to the office for a pass. (Please note whether they are excused or unexcused, and their reason, using your judgment). This is especially necessary at the beginning of each day or upon their initial arrival to school.

### Leaving School

There is a sign-out/sign-in form in each office if you plan to leave our campus during the school day without leave-time being deducted.

\*Note -Lunch is twenty minutes for certified, classified, and non-classified personnel (unless otherwise noted on time-cards). Please be on time both to and back from lunch...student conduct and lunch flow is affected by your timeliness.

There may be exceptions at times, please check with administration.

### Lesson Plans

All teachers will prepare weekly lesson plans supporting both district and state curriculum.

Objectives/skills/subject matter, etc... (and necessary prerequisites) that will be tested on state assessments should be considered a priority. In the event that an objective is listed locally but not statewide, it shall not take priority over state tested objectives.

Be familiar with state and local standards and plan accordingly.

Plans for the coming week should be completed and e-mailed via attachment to the principal's office no later than 8:00am the first day of each school week.

\*\*The first plans are due the week of **August 29th**.

Lesson Plan files should be named accordingly. They will be returned when corrections are necessary.

**WO 8-23 (Your Last Name)**

WO 8-30 (Your Last Name)

WO 9-7 (Your Last Name) -Tues. after Labor Day

WO 9-13 (Your Last Name)

WO 9-20 (Your Last Name)

WO 09-27 (Your Last Name)

Etc...

Guided Reading Lesson Plans can be submitted as follows:

GR 8-25 (Your Last Name)

Students learn best when actively involved in the lesson. Teachers are encouraged to use a variety of activities when presenting lessons which require hands-on/concrete learning experiences. **\*\***(Integration of subjects and "real-life" application is favored by your building administrator.) Copied worksheets and workbooks are valuable *resources* but should be limited in nature –or combined with hands on activity.

Lesson plan format should follow effective teaching practices, and at a minimum, plans should include approximate times, the concept to be taught, the resources used to teach the skills, a general instruction guide and the guided/ independent practice tool (when appropriate). Here is one example:

- **Review** or Flashback to previous learning
- **Anticipatory Set** –let children know what they will be learning/set-up needed background knowledge/ assess what we already know and want to know

- **Modeling** –show children how the skill/objective looks...or doesn't look
- **Active Instruction**- provide materials/knowledge students need to learn objective/skill \*This step is often meshed with modeling
- **Guided Practice** – Scaffold the learning process so that students can successfully practice their newly learned skill (often whole group or small group activities)
- **Independent Practice**- Assign students to work on their own...with enough scaffolding to succeed. (This could be the homework.)
- **Closure**- Summarize together what you have learned....celebrate the learning.

Please remember textbooks are a resource, not the curriculum. You are not duty bound to "cover" everything in a text. Students are our biggest guide in coverage. We want them to learn based on their needs (and state power standards). Refer to your specific curriculum guides as you plan lessons for the year.

### Library Media Center

School staff is given the opportunity to check out teacher materials, media equipment, etc... from the library media center. Please check out items under your name when taking them from the library. *A professional resource library is now located in the teacher's workroom. Please use the checkout system to enable teachers & staff members to locate materials easily.*

### Lunch Count

Lunch count will be entered on PowerSchool no later than 8:40am. In the event PowerSchool is down, the office will request that you send your count on paper to the office.

In the event of activity or field trips, the classroom teacher will notify the kitchen at least 10 days prior to the activity in writing. Follow-up the day before would be advantageous.

## Lunch Period

Please arrive for lunch and pick your students up from lunch at assigned times. It is very important for discipline and lunch flow that the lunch times are closely adhered to.

It would be helpful if at least one teacher from each grade level were to assist with lunch duty until we get the students in a routine. This is only a request.

## Lunch Rules

1. Students will arrive on time to lunch and proceed through the line in a quiet courteous manner. Quiet discussion is allowed. (Whisper voice.)
2. It is the student's responsibility to eat & handle food in a proper manner with utensils and a napkin nearby. It is the teacher's responsibility to make clear what this looks and sounds like. Should a spill occur, the student should notify either the custodian or the lunch attendant by raising his/her hand.
3. Students who are finished eating will be dismissed to SIT in their classroom's line along the wall. Students may quietly (whisper) talk to friends next to them. Students will *remain* sitting in this line. Teachers will pick them up promptly at the end of their 20 minute period.
4. Students who fail to accomplish these three rules will receive a lunch ticket/citation worth a measure of classroom discipline. (ie: 1 card pull, a letter pull, etc. )

## Maintenance Requests (building repairs)

If anything is in need of repair, please make a report on the following URL (make a copy for your records).

<http://usd287.org/forms/maint/>

Send your requests to my e-mail. I will forward them to the appropriate people.

## Mid-term and Weekly Reports ACTION ITEM

An open line of communication between school and home is essential. Parents should be kept informed of their child's progress (positive as well as negative). **Weekly grade reports** will be sent home with each student on Fridays (or the last day of the week) for grades three through five. Grades must be kept current and entered/edited weekly.

Kindergarten-second grade teachers should use the red communication folder to communicate from school to home.

## Money Collection

All money receipts/collection should be recorded and turned into the office daily. All money should also be kept in locked areas while awaiting deposit. In the event of theft, money that is not logged and locked up will be the responsibility of the person(s) making the collections. In the event of the personal theft of money, the school will not be held responsible.

You are strongly cautioned to avoid making collections of money with the plan to reimburse, or place an order with a personal check or credit card. This is considered a personal transaction and will not be reimbursed by the school in the event of theft.

As a rule...There should be a paper trail for absolutely all receipts and deposits.

## Office Referrals

Students may be sent to the office for academic or behavioral issues only after appropriate documented teacher interventions have taken place in the classroom.

1. An office referral form must be filled out, indicating the flow through the classroom management/discipline plan...ie Card pulls and reasons, or letter losses and reasons. Specific teacher attempts to redirect behavior/academic progress should also be

noted. Use leveled discipline plan for options on teacher response to behavior or academic issues.

2. Parental contact (by phone or in person) by responsible teacher (same day as referral) is a mandatory expectation if a student is referred to the office.
3. These contacts need to be logged for your personal files should there be discrepancies and the principal needs to be notified promptly when the parent contact has been made.

\* Students with social issues should be referred to the social worker or school psychologist. Many times this will serve to prevent conflict/circumstances severe enough for office visits.

## PTO

PTO is our parent/teacher organization and is a significant support system that assists us in fulfilling student needs. They meet on the first Wednesday of each month at 6:30 pm. I will be in attendance. Teacher participation/input at these meetings is important. A possible rotation would be my suggestion. See appendix.

## Phones

- Phone calls should be made during non-student time only.
- Cell phones should be turned off during the times students are in classrooms. Staff should not leave their duties to make or take calls on cell phones.
- Classroom telephones should be used exclusively for intra-school contacts (ITCM), emergencies, or during plan time (personal calls).
- Students may use classroom phones to contact parents on a limited basis if supervised by classroom teacher. Please be VERY limited to reasons for allowing student phone use. Examples of reasons to use the phone would be to verify an after school plan, to explain poor behavior, to celebrate an unusual accomplishment.

PLEASE DO NOT ALLOW STUDENTS TO MAKE AFTER SCHOOL SOCIAL PLANS ON THE PHONE. IF THE STUDENT DOES NOT ALREADY HAVE A PLAN BEFORE SCHOOL,

THEN THE ANSWER IS NO, YOU CANNOT CALL. A student making late notice plans compounds the secretary's duties as she then has to call and verify changes to the afterschool plan with both sets of parents. The late afternoon is a very busy time in the office and any unnecessary additions to already heightened communications are inadvisable. If the office is not notified of changes, this also causes confusion, because the bus driver radios in or a parent calls for a missing student and the secretary has no knowledge of where the student is.

### Phone Messages

Non-Urgent calls -Messages or Voice Mails will be taken and placed in your mailbox if the call is during class time and is not an emergency. Planned calls - (Ex. Doctor, other significant appointments that are difficult to return, etc...) Let the secretaries know who and when you expect to call and they will work with you during these times of need. We do understand these times exist.

Emergency Calls - We will do our very best to immediately contact and cover your responsibilities for you to take the call.

### Programs (School)

Attendance at evening school programs is an expectation (Ex. music programs, promotion, open house, parent/teacher conferences, etc...). Please check the district calendar for posted events and place them on your personal calendar. In the event there is a last minute, unavoidable conflict, meet with the building administrator as soon as possible to discuss the conflict.

### Positive Learning Environment

Please use the first two months of school to send at least one specific positive "contact" to each student in your class. This can be by note, planner, phone, or other form. I guarantee you the effort to relay good

news in the beginning will deliver “10-fold” in building healthy relationships with your classroom families!

### Suggested Guidelines for Creating a Positive Learning Environment...

#### Teachers –

- I will react without anger or haste to problem situations
- I will provide consequences that are not punitive but that allow the child to experience the results of a poor choice, enabling him or her to make better choices in the future.
- I will proceed in all situations with the best interest of the child foremost in my mind – academic, social, and emotional well-being will be fostered.
- I will guide students toward personal responsibility and the decision-making skills they will need to function in the real world.
- I will arrange consequences for problem situations in such a way that the child will not be humiliated or demeaned.
- Equal is not always fair. Consequences may be designed to fit the problems of individual students, and they may be different even when problems *appear* to be the same.
- I will make every effort to ensure that, in each situation, the students involved understand why they are involved in consequences.
- If I at any time act or react in a way that a child truly feels is unjust, that student need only say to me, “I’m not sure that’s fair.” I will arrange a private conference during which the student can express to me why he or she feels my actions were not fair. This may or may not change in course of action. I am always open to calm, rational discussion of any matter.

Teacher Guidelines taken from Jim Fay’s Love and Logic book “Yeah, but...a salamander is not a fish!; A Positive School-wide Discipline Plan Without the Loopholes” Pgs. 51-52.

## Privacy (Student)

Student confidentiality is an absolute must. Your student's school and personal lives should not be discussed with anyone not directly related to or directly serving the student's educational/personal needs.

## Professional Attire

You belong to a prestigious profession and should present yourself as a good role model. Dress comfortably and represent Appanoose Elementary School and yourself in a positive light. Jeans are acceptable on Fridays.

## Recess

The following standards are set for recess at both AES and WES...

Kdg.	- 40 total minutes	two recesses
1 <sup>st</sup>	- 40 total minutes	two recesses
2 <sup>nd</sup>	- 40 total minutes	two recesses
3 <sup>rd</sup>	- 40 total minutes	two recesses
4 <sup>th</sup>	- 20 total minutes	one recess (opposite PE)
5 <sup>th</sup>	- 20 total minutes	one recess (opposite PE)

In addition to these recess times there will be a planned "Take 10" activity time. This will be incorporated in the morning arrival time. The morning duty teacher will facilitate this.

Outdoor recess will occur unless it is raining, snowing, or the temperature/wind chill is below 30 degrees Fahrenheit. Indoor recess may be held in the commons area, old gym or classroom.

\* If the old gym is used, students must occupy only the main gym area. Other rooms are off limits. Teachers must be able to have a visual contact with all students at all times.

Supervision schedule can be worked out by grade level teachers and turned in to the principal. (See schedule in Appendix for recess times)

## Security Drills

Monthly *fire drills* will occur without notice to students or staff. Take your emergency procedure brochure, class roster and keys when you exit the building. Walk with your students to assure students are exiting in an orderly manner. Gather in your assigned areas. You may get information concerning your specific classroom assignment from your building secretary. Take your keys and grade books with you.

*Tornado drills* will occur at least three times during the year. Students are to be in assigned areas in a sitting position with their knees drawn up, heads down, and hands covering their neck. You may get information concerning your specific classroom assignment from your building secretary. Take your keys and grade books with you.

All rooms are required to have *posted* fire and tornado drill maps. If yours has old names or room assignments on it, write them out and use it without the names on it. A generic building map will last longer and work just the same.

*Lockdowns* (code yellow) will be practiced occasionally. In the event of a lockdown, lights are to be turned off, classroom doors locked, students hidden from view as best as is possible. At least one window shade should be left partially open. Windows should be closed and locked. No one should enter or exit a room after it has been secured. Refer to lockdown procedure sheet for details- appendix.

*Bomb threats* (code red) will not be openly practiced. In the event of a bomb threat, students and teachers will exit the building and go to the ball field area south of the building. Take your keys and grade books with you.

*Outside doors are to be shut and locked at all times.* The main door, located by the office will remain unlocked for parent access. It is your responsibility to close windows, doors and shut off lights.

## SIT Team

The official SIT Team will meet once each month to consider educational interventions for at risk students. Please get the official referral papers from the office. All paper work must be completed and returned to the office by the Monday prior to the SIT meeting. We need to copy all information and distribute to SIT team members in advance of the meeting so that all are well informed.

The SIT Team will meet on the 1st Tuesday of the month to consider educational plans for at risk students.

Members of the team include but are not limited to...

Nancy Baker, Title Teacher  
Cathy Brandt, Principal  
Bonnie Walz, Social Worker  
Tommie Edmiston, School Psychologist  
Angie Davey, SPED  
Fonda Spencer, SPED  
Tracy Norris, SPED  
Classroom Teacher

Teachers will attend referrals that pertain to students in their classrooms. Reading teachers will also attend if need is influenced by reading skills.

A schedule is as follows...

9/6, 10/4, 11/1, 12/6, 1/3, 2/7, 3/6, 4/3, 5/1

Meet times...8:30 am

(There is a possibility that the option of using substitutes will narrow. If this occurs we will have to meet as the middle/high school does...before school starts.)

## Snacks

Teachers may plan "Fat Fridays" (snacks) for the conference room ... if rotations are assigned, please remember to assign Fridays to office, specials, Title I, Cooks, Custodial and SPED staff.

## Staff Absences (Certified and Non-Certified)

Your attendance is vital to student achievement and relationship. If you know you are going to be absent, please complete a staff leave request as soon as you are aware of the necessity to be away. In the event of an illness, please call Cathy Brandt between 6:00am and 6:30 am 1-785-242-2958. Scheduling appointments as late in the day as possible is appreciated.

## \*Student Day

Teachers and students are to be prepared for learning to begin at 8:20am. Students should be picked up from their morning gathering areas by 8:10.

\*\*Special Ed. Paras will be assigned to their students upon arrival at school. They will be scheduled by Special Ed. Teachers to meet individual student needs.

Students should have an opportunity to put personal items in their locker, get a drink and use the restroom before 8:20am.

The student learning day will end at 3:15pm due to the 1<sup>st</sup> bus shift leaving at 3:20pm.

## \*Student Planners

Planners are issued to all students in grades 3-5. Students are to use planners in keeping track of daily assignments. Teachers will check planners daily to ensure students are recording assignments in a manner which clearly communicates assignments to parents.

Primary grades K-2 will be using the red communication folder. Teachers please check these daily also.

## Tardiness

Students who are late to your room should have a pass from the office. Be sure to teach your students to get a pass when they are late. It is

really bad PR for the school to call a parent to see why a child is not in school and they are sitting in class.)

### Television/DVD/Video Use

Teachers are encouraged to use United Streaming. All other videos and television programs should be previewed and tie directly to the curriculum. Age appropriate ratings are essential. On special occasions/reward days you may want to show a DVD, here are our building's rating guidelines:

- Anything G may be shown without parent permission
- If you plan to show anything PG you must have written parent permission before showing it. (Children who do not have permission would have to have an alternate activity of equal fun)
- Anything above PG is not permitted. (Our oldest children are only 11, so PG13 is too much to ask of all parents involved.)

### Textbooks

Textbooks are a resource designed to assist in implementing district curriculum. They should not be considered the curriculum. Teachers will assign textbooks to students and record the number of the text. Students are not to mark in the textbooks. Books should be returned at the end of the year in reasonable condition (for the age and previous use of the book) or the student/parent can be charged for the replacement. Notify administration if books need to be replaced. Please have the ISBN number ready for a price check.

### Revisions

This document will be revised as necessary. Teachers will be notified of revisions and be given appropriate time for adjustments as deemed necessary by the building administration.