

2015-2016

Central

Staff

Handbook

Welcome to Central Elementary School

Contact Information

School address 900 7th St
Wamego, Ks 66547
School Office 785-456-7271
School Fax 785456-7172
School Web Site www.usd320.com

Central Elementary Staff

Teri Dow – Principal
Jamie Stegman- Administrative Assistant
Jill Blanka- Office Clerk

Kindergarten Teachers

Christy Boerner
Shannon Downs
Susan Martin
Allyson Ottensmeier
Courtney Oviatt
Stephania Martin

First Grade Teachers

Breah Butler
Maggie Knobbe
Kim Marquardt
Anna Suther
Jillian Tinkel
Catherine vonSeggern

Second Grade Teachers

Marilyn Beck
Cheryl Blume
Karri Haller
Shannon Meyer
Tamra Mueller
Becky Neely

Specials

Jessica Bonewitz – Counselor
Trisha Spears – Librarian
Jody Havice – Art
Ashley Glover – Music
Jenna Aubert– Technology
Monica Kabriel – Physical Education
Jenny Donnelly – Title 1 Reading
Deb Long – Title 1 Reading
Courtney Simpson – Title 1 Reading

Special Services

Marsha DeHart – Special Ed.
Megan Hancz – Special Ed.
Jennifer King – Special Ed.
Jenny Brase – Preschool
Carrie Ficke – Preschool
Kelsey Finke – Preschool
Kristen Jackson– Speech
Theresa Pettay – Speech
Carole Hay – School Psychologist
Dotty Schuckman – Social Worker

Building Aides

Donis Artzer
Jessica Jones
Nancy Long
Dawn Sackrider
Dawn Vontz

Reading Assistants

Cheryl Stallard
Amanda Jantz
Joan Meyer

Nurse

Cathe Ira

Custodians

Marilyn Ferris
Lee Platz
Sandy Erickson

Food Service

Laura Fails

Board Of Education Members

Rob Adams
Amy Schwein
Ryan Hargitt
Joe Steele
Nicolette Zeigler
Bruce Coleman
Michele Johnson

Kathryn Mayfield, Clerk of the Board

USD 320 MISSION STATEMENTS

USD 320 Mission Statement

Wamego USD 320 school district's mission is to provide a challenging learning environment that encourages high expectations for academic success and personal growth for all students.

USD 320 Vision

Together, we will provide opportunities for every child to reach his or her potential in order to become more than he or she ever hoped to be. We will focus our efforts on ensuring that all students learn, building a collaborative culture and establishing a focus on results.

USD 320 Collective Commitments

- We are committed to each of the five goals as identified in the USD 320 Strategic Plan (2011-2016).
- We are committed to professional learning communities (PLCs) as the means of continuous school improvement.
- We are committed to continuous and demonstrable systemic improvement and believe this is the primary way an organization meets its mission and vision.
- We are committed to providing learning environments in our schools so that each child's educational needs are frequently assessed and action is taken based on that assessment.
- We are committed to regularly using data to guide change and improvement.
- We are committed to providing students with a rigorous and relevant curriculum needed for effective learning for all students.
- We are committed to supporting teachers in their endeavor to provide high quality instruction.
- We are committed to effective leadership whereby leaders listen carefully, anticipate future needs, and work to engage others in leadership initiatives to shape necessary changes.

USD 320 Goals

- USD 320 will provide a safe and supportive environment for our students in order to prepare them academically, socially, and emotionally for success in the work environment, college and university studies, and citizenship in the 21st century.
- USD 320 recognizes that the teacher is the most critical component in a child's learning; therefore, teachers will be supported in their endeavors to provide high quality instruction.
- USD 320 will provide the necessary technology and technology resources in the development of the 21st century learner
- USD 320 recognizes the value in developing and maintaining reciprocal partnerships with our community.
- USD 320 recognizes the need for well-maintained school facilities and a safe and supportive environment for students, staff, volunteers, and patrons.

School Improvement

Central Elementary was first accredited by the Kansas State Board of Education in the spring of 1996 and continues to be fully accredited. Each year we review our assessment data and develop our School Improvement Plan around our goals which include:

- Increase students' reading and comprehension skills
- Increase students' math and problem solving skills
- Increase students' social and emotional well-being

Central Elementary

Vision

All Central Elementary Students will achieve their highest potential and be well prepared for the next step in their learning journey.

Mission Statement

The Central Elementary Team is committed to inspire and ensure growth and learning for all students.

Central Elementary Collective Commitments

- We will support the learning process by forming a collaborative team with school, family and community.
- We will model lifelong learning through our own professional and personal growth.
- We will collaborate to use research-based instructional strategies to meet all student needs.
- We will maintain a respectful environment where team members are honest, flexible and listen with the intent to learn.
- We will collaboratively design common and formative assessments to monitor student progress and guide future learning experiences.
- We will maximize our resources (people and materials) to help each student be successful.
- We will provide a nurturing environment that focuses on the development of the whole child.
- We will be consistent with academic and behavioral expectations for all students.

CENTRAL ELEMENTARY

Morning Hall Duty

The contract day for all teachers will be 7:45-3:45. If it is cold or rainy, please bring the students into the hall. Rule of thumb is below 21 F. bring children inside. Follow the same guidelines for recess. Staff can bookmark (weather.com) so you know what the temperature is.

All students will meet in the hallway by their classrooms in the morning.

**All teachers are to meet their students with the teacher sign at the front of the building on the first two days of school. For the third day, make sure your students know where they are to sit and read in the mornings before school starts for the rest of the year.

The reading assistants will have morning hall duty.

All teachers are responsible for their classroom students from 3:20 until the buses are loaded and parents have picked up students. No students are to leave the buses and come into the building to use the facilities after boarding the bus.

SCHOOL WIDE POSITIVE BEHAVIOR SUPPORTS (SW-PBS)

Central Elementary has been implementing a process called School Wide Positive Behavior Support. The program is designed to educate all children on appropriate social skills and to prevent inappropriate behavior by teaching and expecting all students to Be Respectful, Be Responsible, and Be Your Very Best Self. We have adopted a unified set of school expectations. These expectations define the expected behavior in our school. You will see these expectations posted throughout the school and your child will be learning them throughout the school year. The School-wide Expectations Matrix can be found at the end of this document.

At Central Elementary School, there are expectations in all settings on how we can:

Be Respectful . . . Be Responsible . . . Be Your Very Best Self

Uniform lessons based on the Behavior Matrix will be taught each week in the setting being addressed. Each lesson contains a variety of activities that allow students both independent and whole group practice and feedback. If students are not meeting the behavior expectations, they will be given an opportunity to correct their behavior. If the unacceptable behavior continues, the students may be given a Minor Incident Report or an Office Referral Form. Depending upon the severity of the behavior and/or the number of occurrences, there is a possibility of students losing the privilege of attending special activities. Examples include but are not limited to: recess, assemblies, field trips, and special classroom rewards.

Staff members will be recognizing students who demonstrate the positive behavior expectations with the following positive behavior supports:

- *Raider Awards – these are given at any time for good behavior and following the School-wide Expectations. Drawings Monthly.
- *Super Raider Award – these are given to students who exemplify a good attitude and consistently following all the School-wide Expectations. Weekly Recognition.
- *Remarkable Raider – these are given to students who are a Role Model for others. Monthly Recognition.
- *Classroom Recognition Systems – these are dependent on the classroom.

NOON HOUR GUIDELINES

(Lunch and Recess)

The lunchroom should be a pleasant place to eat and visit with friends at the immediate table. Students are able to visit quietly with their immediate neighbors, but should also be encouraged to eat.

Noon hour discipline will be handled by the lunch and recess aides and will not be carried over to the classroom. However, teachers will be advised of student's behavior. Lunchroom aides and recess aides will use the Behavior Reporting Pads as a way of communicating the concerns to the teacher. If a student exhibits a "major" infraction during lunch or recess, the student will be sent immediately to the office with an office referral filled out. A list of "minors" and "majors" is described at the end of the handbook.

All staff will follow the School-wide Expectations and discipline plan. This is attached at the end of the Handbook.

PLAYGROUND RULES AND GUIDELINES

(For Student's Safety)

No personal toys on playground.
No tag will be played for safety reasons.

Slide – One student at a time on the slides. Children should slide down in a safe manner. No sliding down head first.

Bars and Beams –Take turns and share the bars to avoid injuries. Stand back while others are performing. Children should not be on the top of bars at any time.

Balls – Students must ask teacher(s) to retrieve ball from street.

Jump Ropes – Jump ropes should be used for jumping only.

Fences – No climbing or kicking the mesh wire fence.

Basketball Goals – The goals are to be used for basketball and not other purposes.

Coats – Must be worn or tied around the waist, not thrown on playground or in equipment tubs or hung on the fence.

Playground Rules and Guidelines – Students are not to talk to anyone (not even parents) through the fence or leave the playground without permission.

PLAYGROUND SUPERVISION

During recess there must be a teacher on duty supervising the concrete area and another to supervise the grassy area. If a teacher would decide to take his/her class out by herself/himself, he/she will need to decide which area his/her students will play on so that he/she will be able to supervise by himself/herself.

Please make sure you take a walkie talkie with you.

Students are not to talk to anyone (not even parents) through the fence or leave the playground without permission. Please report any unknown individuals to the office immediately.

DUTIES OUTSIDE THE CLASSROOM

We are mutually responsible for each student from the time they enter school until they go home. The responsibility must be shared conscientiously by every member of the staff.

In elementary school, supervision of young children must be close and continuous. It is essential to have orderly halls, playgrounds, and lunchroom and remind students of the schoolwide expectations in all areas. Students must be supervised at all times. If you must leave your classroom when the students are present, call the office and someone will come to relieve you. Maintaining the schoolwide expectations throughout the entire school is everyone's responsibility. The focus should be on instruction and practice of these expectations.

You may be asked to be a chairperson of a building committee or to serve on such a committee. Various committees will study and work on almost all facets of our elementary school curriculum. Teacher suggestions should be channeled through proper committee chairpersons. A teacher's work in Wamego Unified School system may well be measured not only by the success in his/her classroom, but also by his/her professional attitude and effectiveness outside the classroom.

CRISIS PLAN

You must carry your keys with you at all times, so that you can lock your doors in the event of a lockdown. Put this in the forefront of your minds and start doing this IMMEDIATELY if you aren't already. If you need a lanyard, we have some in the office.

There are three levels of threat: Low, medium, and high. For low or medium, I (or someone from the office) will announce for staff to check their email for an important announcement. I will explain in the email what you should do. If you are somewhere other than your classroom (i.e. library, technology lab, lunchroom, gym), stay put. For high threat, I (or someone from the office) will announce "Lockdown", which means to do the following:

Steps for Lockdown (High Threat):

Classrooms/Offices:

1. Lock the door to your room.

2. If all of your students are accounted for and fine, place the green card in your window. If you are missing students or have an injured person in your room, place the red card in your window.
3. Shut off the light.
4. Move your students and yourself to the most non-visible location in your room and take cover.
5. Remain silent.

Bathroom (for students):

1. Go to the nearest classroom – teacher in that classroom, call the homeroom teacher to let them know where the student is located. If you cannot contact the teacher, call the office.
If that is not possible:
2. Get in a stall and lock the door.
3. Stand on the toilet.
4. Remain silent.

Hallway (for students):

1. Go to the nearest classroom – teacher in that classroom, call the homeroom teacher to let them know where the student is located. If you cannot contact the teacher, call the office.
2. Teachers will scan the hallway for any student as they are locking them and their students in their classrooms.

Lunchroom:

1. Take cover in the kitchen/milk cooler area and close those doors.
2. Remain silent.

FAQ's:

- What do we do if students are at recess?
 - Option- Emergency shelter is the High School across the street. Go to the upper gym.
 - Use your best professional judgment.
- What about keys to the computer lab, library and other rooms that teachers do not have a key to?
 - There is an extra key that will be hanging on the door jam for you to lock that door. The key is to be kept there at all times. This will be the case for Special Education classrooms as well.
- All staff need an emergency bag with updated class lists.
 - The office will get these to you at the beginning of the year. It is your responsibility to keep these updated. They also have parent name and phone number in case we end up in an alternate location and need to contact parents. These should be taken with you in all emergencies and drills, including Fire and Tornado.
- It is the responsibility of all adults in our building to make sure that exterior doors are shut and latched at all times. Do not let people in the building. Direct them to the front entry where they can buzz in. Please remind students not to let anyone in the building either.

FIRE DRILL/STORM ALERT INSTRUCTIONS

Each Central room has an emergency plan located near the exiting door of the room. The sign shows the primary and secondary exit for fire drills and the designated storm shelter. Students and staff should follow those routes in the event of an emergency.

During an emergency, students should not talk, run or push. They should be silent so they may be instructed if the need occurs. All teachers must bring their emergency bag with a roster and emergency contact information during all drills. Bring your red/green cards outside and be sure to take roll of students after they are in their designated spot. Hold up green card if all students are accounted for; red card goes up if students are missing.

Return Procedure – authorized school personnel will announce when it is safe to return to the building.. Please return by the assigned entry way as instructed by the office.

All Central students will be brought to Wamego High School's upper gym to meet during a true fire emergency as instructed by the office using the walkie-talkies.

FIRE DRILL PLAN FOR HANDICAPPED STUDENTS

Plan of action for handicapped student(s) in case of fire or fire drill: The individual teacher or para assigned to the handicapped student will be responsible for taking the child out of the building in case of a fire or fire drill. In an event where there would be no para and the teacher would need assistance, please call the office.

ASSISTANTS' DUTIES

Non-instructional duties:

1. Help inventory supplies and textbooks, file, assist librarian.
2. Assist in decorating room, cutting items out.
3. Type tests, duplicate tests and classroom work.
4. Perform routine telephone duties.
5. Deliver mail, records, instructional materials and other items.
6. Collect and prepare records of money brought by students for various purposes.
7. Put work on wipeboards.
8. Review flash cards with students.
9. Listen to students read.
10. Assist teachers by working with small groups or individual on academic skills under the supervision of the classroom teacher.

Non-instructional assistants will not:

1. Perform any duties which are instructional in nature (introduce new concepts).
2. Grade subjective tests.
3. Prescribe educational activities and materials for students.
4. Assign grades or other evaluational criteria to students' tasks.
5. Prepare lesson plans.
6. Perform custodial duties.

Any of these duties are subject to change under the direction of the principal.

Lunch assistants' duties:

1. Supervise students in the lunchroom.
2. Monitor students behavior
3. Conduct a pleasant atmosphere in which to eat.
4. Dismiss students to the playground by one side of the table at a time.
5. Place students at the learning table and conference with the student about his/her behavior.

Lunchroom assistants should not:

1. Eat while they are on duty.
2. Visit with other assistants while on duty.

Playground assistants' duties:

1. Line students up quietly before the students come into the building.
2. Supervise students fairly.
3. Send students into the building who are hurt that need treatment.

4. Communicate any behavior issues with classroom teachers.

Playground assistants will not

1. Visit with other assistants while on duty.

CERTIFICATION

Each teacher is responsible for knowing that her certification is valid and registered with the superintendent. This is necessary to be eligible to be on the payroll.

LESSON PLANS

Grade level teams will meet to plan units of instruction for the school year. Themes developed will be shared with special teachers. Ensure that weekly plans are thorough. When read, curricular outcomes should be evident. Please save your lesson plans on the F-drive by 9:00 a.m on the first day of the work week.

E-MAIL

Employees shall have no expectation of privacy when using district e-mail or other official communication systems. E-mail messages shall be used to conduct approved and official district business. All employees must use appropriate language in all messages.

Employees are expected to conduct themselves in a professional manner and to use the system according to these guidelines or other guidelines published by the administration.

Any e-mail or computer application or information in district computers or computer systems is subject to monitoring by the administration. The district retains the right to duplicate any information in the system or on any hard drive. Employees who violate district computer policies are subject to disciplinary action up to and including termination.

CALLING SUBSTITUTE

As soon as you know you will need a substitute, log onto AESOP and put in a substitute request. Inform the principal (or school secretary if principal is not available) by text or phone call. If you are unable to contact your principal or school secretary, call the Unified School District office. Certain information is very necessary for any substitute to do an adequate job. Each teacher should set up a “sub” folder in your plan book so the sub may find information quickly. Have a “buddy” teacher who could assist substitute with finding materials.

1. Every effort should be made to call by 6:10 a.m. unless arrangements have already been made for a substitute. Calls after this time make it very difficult to get a substitute.
2. An updated seating chart should be available for the substitute.
3. A time schedule of your daily classes, physical education period, music period, etc., should be available on your desk and posted on the wall near the door.
4. Write lesson plans that are clear. Be sure to let the substitute know to check your mailbox both in the morning before school starts and again on their lunch break. The teachers at Central have always been complemented by substitutes for having great detailed lesson plans. Keep up the good work!

5. An indoor recess schedule must be in all teachers substitute folders.

NORMAL DUTY HOURS

Classroom teachers and special teachers should be at school by 7:45 a.m. and stay until or after 3:45 p.m. unless meetings require an earlier or later time. If you go home occasionally for lunch, return in plenty of time to be in your classroom before the students. Please inform a co-worker and sign out in the office when you leave the building. Teachers need to be in classroom by 8:05 a.m. before children arrive in the classroom. The beginning bell rings at 8:05. The tardy bell rings at 8:10 and the dismissal bell rings at 3:20. Please do not ask to leave school early for appointments unless absolutely necessary.

WITHDRAWING STUDENTS DURING THE SCHOOL YEAR

Any student withdrawing from Central during the year will have a withdrawal form to be filled out by their teacher.

MONEY AND VALUABLES

Money and other valuables should not be left in the teacher's desk or any part of the room easily accessible. Students should not have large sums of money. If this occurs, have them leave it at the office until time to go home.

EXCUSING CHILDREN FROM THE CLASSROOM

No child will be dismissed from this school unless a parent/guardian has signed them out through the office. If a parent/guardian comes to your classroom to pick up a child, check with the office first. The office will call on the intercom to request the child be sent to the office for dismissal. Students who come to school late should sign in at the office and they will have a pass showing you they did so. If they are late and do not have a pass, please send them to the office. Do not count breakfast students late.

RETAINING CHILDREN AFTER SCHOOL

No student should be left in the room or building after the teacher has left for the day unless under the supervision of another teacher. All children should call home to inform parents that they are staying after school. Bus students should be given a day to make necessary arrangements.

MAIL BOXES

It is essential that you check your mailbox three times a day (before school, at lunch time and at the end of the day). All non emergency messages (personal as well as student messages) will be placed in the appropriate mailbox.

TEXTBOOKS AND PERSONAL SUPPLIES

Please keep inventory updated on the F-drive. At the conclusion of the school year, a hard paper copy will need to be given to the school secretary.

FACULTY MEETINGS

Teachers are expected to be present and on time at meetings called by the principal. Faculty meetings are scheduled for after school the First Wednesday of each month.

TEACHERS USE OF TELEPHONE/CELL PHONE

The telephone is for school business only. Students and staff should not be called to the telephone during school hours except in cases of emergency. **Please do not use the telephone on both secretary' desks during school hours.** Personal cell phones should not be turned on during the school day unless there is an extenuating circumstance that requires you to do so.

PROFESSIONALISM

Employees are expected to maintain a neat appearance and dress professionally. Jeans are allowed on the last day of the school week and Field Trip/Party days.

SUGGESTIONS FOR ADDITIONAL POSITIVE PARENT CONTACT

1. E-mail or postcards sent through the mail.
2. Phone calls.
3. Class letters
4. Personal contact.
5. Keep a record of these contacts.

COMMUNICATIONS

Reporting classroom news can be a great way to reach our public. You are asked to submit news items to the office for the Central Elementary blog each month. Please keep the office informed of upcoming events in your classroom, e.g. field trips, programs, awards, current projects, in short "classroom happenings." Newsletters to parents from you are a great way to keep in touch. Each month, teaching teams will submit an article for the principal to share with the school board to be included in "For the Good of USD 320".

Parent conferences offer a unique opportunity to get to know parents. All teachers will participate in Parent/Teacher Conferences as scheduled.

MILK FOR SNACK

Snack milk/juice will be given every day at school if the student has purchased this. **Do not pour milk and straws in your sinks – they clog the drains.** Students can throw milk/juice cartons in the classroom trash cans.

HEALTH AND WELLNESS

In the fall of 2005, USD 320 established a Health and Wellness Committee" to help create a school wellness policy based on Public Law 108-265. This committee continues to meet to work toward several established goals. The USD 320 wellness policy reads as follows:

USD 320 Wamego is committed to providing school environments that promote and protect children's health, well-being and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy of USD 320 Wamego that:

- Wellness guidelines will be implemented as specified in the Kansas State Department of Education's Wellness Policy Report for each school level.
- Students, parents, teachers, food service professionals and other interested community members will be engaged in developing, implementing, monitoring and reviewing district-wide nutrition and physical activity policies.

- All students in grades K-12 will have opportunities, support and encouragement to be physically active on a regular basis.
- Foods and beverages sold or served at school will meet the nutrition recommendations of the U.S. Dietary Guidelines for Americans.
- Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students.
- Students will be provided with adequate time to eat in settings that are clean, safe and pleasant.
- To the maximum extent practicable, all schools in our district will participate in available federal school nutrition programs.

Specifically, the committee is working toward the achievement of the following goals:

- To complete an analysis of current food service offerings and create a plan for possible enhancement of food service offerings with emphasis on high nutritional quality and fresh foods.
- To complete an analysis and possible enhancement of our physical education programs.
- To complete an analysis and possible enhancement of our health education curriculum for students and outreach for staff and parents.
- To recommend a “tobacco-free” grounds policy for USD 320.

The Health and Wellness Committee is also working with funds provided by the Coordinated School Health grant to address these areas.

We encourage parents to support the school wellness policy by serving as examples of healthy living. We ask that parents work toward providing healthy treats at classroom celebrations and model “balance” in eating habits for students. Also, as a reminder, students are not permitted to consume soda pop at any time in school.

If you have questions regarding the USD 320 wellness policy, please contact the building principal for further information.

AFTERNOON BUS DUTY

Bus students are dismissed at 3:20 p.m. along with children who walk to school. Each staff member will be responsible for a portion of the dismissal process. Assignments will be made during the initial faculty meeting of the new school year.

ATTENDANCE

Children arriving at school after 8:10 a.m. and before 10:00 a.m. will be counted tardy. If a student is tardy to school they will need a pass from the office. If they do not have a pass, please send them back to the office to get one. Students arriving after 10:00 a.m. and before lunch are counted absent one-half day.

Students will be counted absent one-half day if they leave school for the day before 2:00 p.m. Teachers are to take attendance and lunch count by 8:30 a.m.

FIELD TRIPS

You are encouraged to take local field trips with your students. If a bus is needed, fill out the bus form in the office in order to make appropriate arrangements. All bus forms need to be submitted to the transportation director by at least one week before your field trip.

Each classroom is allowed one out-of-town trip. All field trips are to be cleared with the principal. A note including purpose, date, and time will be sent by the teacher in advance of all field trips to alert parents that their child will be out of the building.

A field trip is a learning activity for students. Supervision is the responsibility of the school. Chaperones will be determined by the classroom teacher using a random method to give all parents equal chance to go. Chaperones will be given specific directions and must agree to uphold rules of classroom. Chaperons will also be required to sign the Volunteer Code of Conduct prior to attending the field trips. All parent chaperones will bring their own lunch. The trip will be planned as early as possible to permit those selected the opportunity to set their vacation date. Students deemed ineligible due to behavior or incomplete work may lose the opportunity to attend the class field trip. This decision must be shared with parents well before the day of the field trip. Parents must send written notification if they DO NOT wish for their child to go on a field trip. Students will ride to and from all field trips on the USD 320 bus. If a parent would like to drive their child from the field trip, a written note must be turned into the office prior to leaving for the trip.

CRISIS RESPONSE TEAM

Crisis Response Team members are: Counselor, Office Clerk, Principal. The staff at Central will receive training in the handling of various crises at inservice sessions during the school year.

Each teacher should review their fire exit procedures, be alert to tornado warning sounded by city defense system and take cover when the city alerts citizens.

CONFIDENTIAL FILE

Any student being serviced by the special services coop has a record in the confidential file. Records cannot be removed by his/her teacher. Disposition of records on a student leaving is done through the special services.

Confidentiality is extremely important while working with students and teachers.

STUDENT IMPROVEMENT TEAM

Teachers will use SIT Referral Forms for each student, which can be found on the F drive. Within these files will be data related to Central's School Improvement Team. Also the children not successful will have their Student Improvement Team Referral Form contained in this file. An improvement plan is to be written for students at risk. Write the plan in order to document extra assistance you and other staff at Central are doing as well as what you have asked parents/home to do for the students.

We will use Student Improvement Team (SIT) meetings for the school year. Please see the principal for a dates and times to meet about a child you have a concern about. Please bring with you work samples and a list of interventions you have tried. The school psychologist will update us on any changes early in the school year.

STUDENT ASSESSMENT

Student assessment is a continuous process. Teachers should assess students upon entering the classroom to determine learning strengths and deficiencies. Student files will contain standardized and criterion references assessments to help build this student profile. Accurate records should be kept on computer and regular reports should be given to students and parents, showing progress and missing assignments. Reports will be sent home when appropriate. These reports will be substantiated by accurate records and student work collected by the student and teacher.

STUDENT WORK

An emphasis should be placed on quality—not quantity—student work and performance. A variety of activities should be available for students to demonstrate their learning. This learning should be assessed in a variety of ways, also. Student work should be completed and evaluated in a timely fashion. Students should not turn in work more than 10 days after it is assigned. The teacher should make every effort to work with the student and parent if a student is not turning in work. Every effort will be made to help a student who is behind or needs to catch up on work.

PARAMETERS FOR RELIGION

Teach only what is in the written curriculum regarding religion.

FIRST AID AND MEDICAL POLICY

The following should be reported to the building principal immediately:

- Bump or blow on face or head causing child to be dazed or unconscious.
- Severe eye injury or any injury causing persisting pain or blurred vision.
- Dog or animal bite.
- Broken teeth.
- Bleeding which cannot be stopped within 5 minutes.
- Severe lacerations, etc.
- Any injury you are in doubt about.
- See first aid instructions for further assistance.

Children should be excluded from school with the following symptoms:

- Temperature of 99.6 degrees & above. They should be fever free for 24 hours before returning to school.
- Upset stomach with nausea and vomiting, etc.
- Severe nose bleeds.
- Suspicion of contagious disease, especially if child has been exposed.
- A child who has fainted due to an unknown cause.
- Chicken Pox – 6 days after the appearance of rash

The school nurses, teachers and staff have the responsibility of deciding when a child is too ill to be in school.

No child is sent or taken home until parents or other designated, responsible person is contacted at home or work.

When medications are necessary during the school day the following criteria must be followed:

1. A written order from the doctor must be sent to school. (original copy)
2. A medication permit form must be completed by a parent or guardian.
3. All medications must have had a previous dose administered prior to the dose(s) to be given at school.
4. Medications must be in the original container.

This applies to all medications including prescription and over-the-counter.

FOOD ALLERGY ACTION PLAN

Teacher

If you have a child in your classroom with severe allergies, the following steps will be taken:

- *Review health records as submitted by parents and physician with our school nurse.
- *Students should be included in regular school activities and not excluded based on their allergy.
- *Discuss field trips with parents to decide appropriate strategies for managing the food allergy.
- *Alert parents in your classroom through e-mail and newsletters of the food allergy so that parents are aware of the need to refrain from sending in treats that contain that food.

Principal, School Nurse and Teacher

- *Establish a core team of teachers, school nurse, principal, food service, and other school personnel to work with parents to establish a Prevention Plan and a Food Allergy Action Plan.
- *Alert parents in your entire school through e-mails (first 2-3 months of school) and newsletters of the food allergy so that parents are aware of the need to refrain from sending in treats that contain that food. Inform any room parents or parent helpers prior to a class party.
- *Assure that all staff who interact with the student on a regular basis understand the food allergy, can recognize the symptoms, knows what to do in an emergency, and works with other school staff to eliminate the use of the food allergen in treats, snacks, and other areas of the school day. Meet with staff prior to the first day of school when dealing with a severe food allergy issue.
- *Establish and practice the Food Allergy Action Plan before an allergic reaction occurs to assume the efficiency/effectiveness of the plan. Make sure medications are appropriately stored and that emergency kits are available that contain a physician's standing order for epinephrine. (Student should be allowed to carry their own epinephrine, if approved from the student's physician, parent, and/or school nurse.
- *School personnel should be properly trained to administer medications. Be prepared to handle a reaction and ensure that there is a staff member available who is properly trained to administer medications during the school day regardless of time or location.

Principal, Bus Transportation Supervisor and Superintendent

- *If necessary, work with district transportation administrator to assure that school bus driver training includes symptom awareness and what to do if a reaction occurs.
- *Enforce the "no eating" rule on buses

AUDIO-VISUAL POLICY

The philosophy and practice of USD 320 is to use classroom time for instructional activities. Unless stated in district curricular objectives, the use of audio/visual material is to be used as a supplemental, not primary, teaching aide. This type of instructional aide may not be used to replace the reading curricular material unless specifically stated in a student's IEP.

All audio/visual instructional material used in a classroom must meet the teacher's instructional objectives as defined by the district curricular outcomes and must be incorporated into a teacher's lesson plans. The teacher's lesson plans must clearly illustrate how the audio/visual material specifically meets the district's curricular objectives. All audio/visual material to be used in the instruction of USD 320 students must be previewed in its entirety by the classroom teacher and/or librarian and approved for use by the building administrator.

It would be a rare exception that audio/visual material created for entertainment, advertisement of religious purposes would be shown during the school day and only if approved by the building administrator.

VISITORS TO THE SCHOOL AND SMOKING POLICY

The board encourages its patrons and parents to visit the district facilities. Patron visits shall be scheduled with the teacher and the building principal. Notices shall be posted in school buildings to require visitors to check in at the office before proceeding to contact any other person in the building or on the grounds.

Any person who visits a building and/or grounds of the district will be under the jurisdiction of the building principal who shall be responsible for developing rules and regulations governing the presence of visitors in the buildings. The use of any form of tobacco, smoking, chewing, etc. by any persons is prohibited on all school property.

The principal has the authority to request aid from any law enforcement agency if any visitor to the district's buildings or grounds refuses to leave or creates a disturbance. Violation of this rule may lead to removal from the building or grounds and denial of further access to the building or grounds. Violators of this board policy and its rules may be subject to the state trespass law.

INTRUDER POLICY

1. If anyone forcibly takes or attempts to take a student, send word to the office. Call the office. The police will be called immediately and the principal will come to your room for assistance.
2. The principal will notify the proper authorities. If the intruder is a non-custodial parent, the custodial parent will also be alerted.

Proper authorities – the police, the superintendent, attorneys when necessary.

3. Obtain a description of the person – vehicle if possible (license number).

SOCIAL COMMITTEE

The Social Committee sends flowers for funerals, and gifts for baby & bridal showers, etc. Dues are collected at the beginning of every year to cover the cost of these items. If you are interested in serving on this committee please let the office know.

	Expectation Matrix for Central Elementary				
	Settings				
	Hallway	Cafeteria	Playground	Bathroom	Bus
Be Respectful	<ul style="list-style-type: none"> wUse a quiet voice wWalk on the right side of the hallway wKeep hands and feet to yourself 	<ul style="list-style-type: none"> wUse a quiet voice wUse good manners wListen to and follow adult requests 	<ul style="list-style-type: none"> wKeep hands and feet to yourself wUse kind words and actions wFollow the rules of the game 	<ul style="list-style-type: none"> wGive others privacy wUse a quiet voice wTake care of your business quickly 	<ul style="list-style-type: none"> wUse kind words and actions wKeep hands and feet to yourself w Listen to and follow adult requests wUse quiet voice
Be Responsible	<ul style="list-style-type: none"> wUse walking feet in the hallway wControl your body wTake care of our school 	<ul style="list-style-type: none"> wMake your choices quickly wClean up after yourself wStay in your own space 	<ul style="list-style-type: none"> wPlay approved games wUse equipment safely and appropriately wReturn equipment when you are done wLine up when the bell rings 	<ul style="list-style-type: none"> wWash hands with soap wThrow away any trash properly wReport any problems to your teacher 	<ul style="list-style-type: none"> wRemain in seat after you enter the bus wTake care of your things wControl your body
Be Your Very Best Self	<ul style="list-style-type: none"> wWalk directly to next location wShow people you care 	<ul style="list-style-type: none"> wAsk for help when you need it wBe a friend to everyone 	<ul style="list-style-type: none"> wBe active wBe a friend to everyone 	<ul style="list-style-type: none"> wMake good choices 	<ul style="list-style-type: none"> wAsk for help when you need it wBe a friend to everyone wMake good choices

