

Shadeville Elementary School

Faculty & Staff Handbook

2014-2015

"A Great Place to Learn"

SHADEVILLE ELEMENTARY SCHOOL
FACULTY AND STAFF HANDBOOK TABLE OF CONTENTS

<u>General Information</u>	<u>Section 1</u>
Addresses/Telephone Numbers	
Birthdays	
Faculty/Staff	
Telephone Tree	
Committees	
<u>Schedules</u>	<u>Section 2</u>
Classroom Schedules	
Lunchroom Schedules	
Para-Pro Lunchroom Duty	
Cafeteria Seating Plan	
Computer Lab Schedule	
Para-Pro Morning and Afternoon Assignments	
Special Area Schedule	
<u>School Policies & Procedures</u>	<u>Section 3</u>
Accidents	Page 15
Attendance at PTO Meetings	Page 15
Character Education	Page 16
Curriculum	Page 17
Discipline Guidelines	Page 18
Dress Code	Page 19
Evaluation/Grading	Page 20
ESE	Page 21
Faculty/Staff Meetings	Page 24
Deliberate Practice	Page 25
Internal Accounts	Page 25
Media Center	Page 27
Response to Intervention Plan	Page 30
Sign-in Sheets	Page 30
Student Programs	Page 31
Textbooks	Page 33
Volunteers	Page 34
<u>Miscellaneous Information</u>	<u>Section 4</u>
Character Education Word of the Month	Appendix A
Emergency Procedures	Appendix C
Field Trips	Appendix D
Leave Procedures	Appendix E
Report Cards	Appendix G
Response to Intervention Plan (RtI)	Appendix H
Ribbons	Appendix I
School Improvement Plan	Appendix J
Statement of Non-Discrimination	Appendix K
Sunshine Guidelines	Appendix L
Plans Available on WCSB Website	Appendix M
Video Tapes	Appendix N
Warrior Expectations	Appendix P
Shadeville's Lunchroom Guidelines	Appendix Q

General Information



Addresses
Phone Numbers
Birthdays

Faculty and Staff

2014-2015

Kindergarten

Alvarez, Raquel
Brown, Lisa
Kendrick, Donna
Scott, Kim
Smith, Autumn
Ward, Terri

First Grade

Beard, Carrie
Brown, Brooke
Cooper, Beth
Everton, Mandy
Moore, Lauralee
Perry, Starla

Second Grade

Bernales, Cami
Hester, Jennifer
Jones, Betsy
Millender, Jeana
Reeves, Kay

Third Grade

Braley, Laura
Cronan, Meagan
Keeton, Elizabeth
Kerce, Sharon
Traweek, Rhonda

Fourth Grade

Dixon, Marsha
Harvey, Kelley
Hunter, Michelle
Nall, Christina

Fifth Grade

Adams, Kerry
Marsh, Debbie
McCord, Suzie
Paris, Judy

ESE

Duggar, Jenny
Redfern, Jennifer
Simurra, Linda
Vause, Robin
Ward, Pamela

Special Area

Brooks, Jennifer
Cooper, Connie
Gavin, Aubrey
Jamison, Susan

Para-Professionals

Harvey, Latoya
Lewis, Angel
Montague, Tonya
Morgan, Donna
Sexton, Jennifer
Stapleton, Heather
Ward, Helen

Custodial Staff

Brazier, D'Arcy – Op. For.
Hairston, Carol
Holmes, David L.
Reed, Shirley
Register, Jesse
White, Wanda

Office Staff

Brazier, Susan – Principal
Hughes, DeeAnn – Asst. Principal
Allen, Janet – Bookkeeper
Evans, Julie – Nurse
McCown, Joanna – Admin. Secretary
Pandolfi, Cindy – Secretary
Seidler, Amy – Reading Coach

Schedules



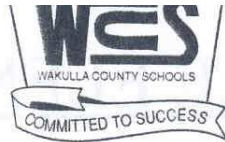
Lunch
PE / Art / Music
Computer Lab
Assignments

School Policies & Procedures



PURPOSE

A rigorous and appropriate education that results in success for all students



CORE VALUES

(governing our Way of Work)

WE WILL ALWAYS:

- ◆ **MAKE** decisions based on the best interest of the students.
- ◆ **BEHAVE** in an ethical manner.
- ◆ **PREPARE** students for productive citizenship.
- ◆ **BE WILLING** to try innovative research-based programs.
- ◆ **EMPLOY** highly trained and dedicated individuals who can work effectively in their assigned positions.
- ◆ **TREAT** each person with dignity and honor their right to be safe.
- ◆ **RECOGNIZE** the uniqueness and capability of each student.
- ◆ **SET** high expectations and embrace a challenging curriculum.
- ◆ **CELEBRATE** our cultural heritage and the diversity that enriches our lives.
- ◆ **EMBRACE** technology to engage students and enhance education.
- ◆ **WORK** to involve our community and all stakeholders in the educational process.
- ◆ **TEACH AND PRACTICE** responsibility and service to others.
- ◆ **TEACH** students to be accountable for their own actions.
- ◆ **FOCUS** on continuous improvement for student achievement and professional growth.

WE WILL NEVER:

- ◆ Compromise excellence.
- ◆ Give up on a student.
- ◆ Stop striving for excellence.

Committed to Success
for all students,
teachers, staff and
our school system

DIRECTION

SHADEVILLE ELEMENTARY

Purpose

The purpose of Shadeville's Administration, Faculty, and Staff is to guide students in the achievement of educational excellence, to prepare them to live in a rapidly changing technological world, and to produce contributing responsible citizens.



Direction

Shadeville Elementary's direction is to ensure that by the end of fifth grade every student:

- *Reads and comprehends meaning from a variety of literature and non-fiction materials.
- *Writes clear, concise narrative and expository compositions.
- *Solves multi-step real world math problems.
- *Utilizes technology as a tool for research, skills practice, word processing and presentation production.
- *Demonstrates positive, healthy character traits.

Core Values

- *Every child is unique and has a right to learn and be treated as an individual.
- *Reading is the cornerstone of a quality education.
- *Every child should become an independent, life-long learner.
- *A culture of collaboration must exist between home and school to ensure our students achieve their maximum potential.
- *A variety of instructional techniques must be used that build on student's individual strengths and learning styles.
- *There are valuable resources in our community that enrich instruction and make lessons meaningful.
- *Team work throughout our school positively impacts teaching and learning.

A CHALLENGE

The 2014-2015 school year will be an exciting challenge for us all as we continue to meet the challenges of the Florida State Standards, retention/remediation legislation, as well as, the expectations for English Language Arts, Math, Writing, Social Studies, and Science!

A Great School has common characteristics: Purpose, direction, commitment, and focus. Shadeville has all three. We know what students need and will continue to provide the necessary instruction to make sure our students reach their potential and develop into successful citizens.

Each year we make changes and update our handbook to reflect positive policies as a prerogative for empowerment. The evolutionary process of the handbook strives to move us toward a Shadeville Community of learners for the twenty-first century. As always, your input and ideas are not only welcomed, but solicited.

Remember--We ARE Shadeville. The image we portray is up to each of us. You, we, all of us, are responsible for our school's reputation. We are a team dedicated to making sure we carry on our reputation as a High Performing School of Excellence.

A (wo)man with knowledge and great moral principles is a great (wo)man.
Dwight D. Eisenhower

Committed to Success



FRIENDLY REMINDERS...

You are a practicing educator, a profession that makes all others possible. Teachers and staff members should remember these courtesies...

1. Being on time is a developed habit...the day for all employees begins no later than 8:10.
2. Teachers should watch arrival and dismissal times for lunch and special area very carefully.
3. Meeting deadlines when turning in reports, schedules, and other needed information by faculty and staff is essential for the smooth operation of the school.
4. If a group or scheduled activity must be changed, let everyone involved know well in advance of the change. We are a team. If no advance explanation is possible, after the fact explanations/apologies work miracles.
5. Accentuating the positive things about students, other faculty and staff, and yourself creates a healthy positive atmosphere!!! Be Loyal! Be Enthusiastic! Be Respectful!
6. Little people have big ears---do not discuss sensitive or questionable subjects in the presence of your students or with school volunteers or parents. Students should not hear inappropriate comments or observe unprofessional actions when playing or working near faculty and staff members.
7. Being firm and requiring adherence to rules does not have to be coupled with harsh words or looks.
8. The capacity to improve is directly related to our ability to recognize, acknowledge, and act on our strengths and limitations.
9. Cell phone use is limited to when students are not with you (teachers/staff). Follow WCSB guidelines.
10. Tobacco use is prohibited on school property at anytime.

REMEMBER:

TEACHERS ARE RESPONSIBLE (LIABLE) FOR THEIR STUDENTS ----- NEVER LEAVE STUDENTS UNSUPERVISED OR UNATTENDED, ANYWHERE FOR ANY REASON!!!

USE COMMON SENSE AND PROFESSIONAL JUDGMENT TO AVOID LEGAL COMPLICATIONS IN TEACHING

Interaction With Students

- Maintain a professional barrier between you and students. You are the adult, the teacher and the professional; act like the expert.
- Keep the classroom door open when talking with students.
- Refer students to the appropriate resource person for counseling and/or discussions about personal matters.
- Do not take students from your classroom to your home as your personal guest.
- Do not discuss your personal life or personal matters with students. Do not discuss your husband/wife, boyfriend/girlfriend, dates or controversial issues with students.
- When transporting students, coordinate transportation ahead of time, and use school or mass transportation. You may not transport a student in your vehicle for any reason.
- Avoid leaving your students unsupervised, have an alternate plan of action.
- Know your principal's policies, and district and state laws governing corporal punishment. Establish and follow a consistent behavior plan. Treat all students with respect. Know the students' rights.
- Chaperone only school sponsored functions. Do NOT socialize with students. If you chaperone a field trip, put in writing what your responsibilities will be. Do not drink an alcoholic beverage in front of students.
- Do not allow children to go back to the classroom unattended.

Recordkeeping and Accounting Procedures

- Know the laws, school board policies, and school rules and follow them. Know your rights.
- Know your principal's policies, and district and state laws regarding collecting money, purchasing materials, and equipment and follow them. Work in pairs when collecting large amounts of money.
- Establish a policy regarding your grading system. Give written explanation of it to students and parents at the beginning of the year or when they begin your class or unit of instruction.

Reputation in the Community

- Keep your co-workers and supervisors informed; work and communicate as a team; plan and teach together.
- Communicate with parents and document your communication.
- Dress and act appropriately and professionally. You are a role model in the community as well as in the school; be a good example for students.
- Use common sense and good judgment. Ask yourself how someone else could perceive your comments or actions. Ask yourself if your comments or actions could be taken out of context and/or misinterpreted.
- Think of a positive story when sharing with community members. We can change the public's perception of education by being a marketing agent.

Absences (See Appendix D)

Attendance and punctuality are professional responsibilities. If you need a substitute, please call Cindy Pandolfi at 926-8210 as soon as possible. Call before 9:30 P.M. in the evening or between 6:30 and 7:30 A.M. in the morning. After that time, call Shadeville. Substitutes will be contacted by Cindy Pandolfi. If there is a problem with a substitute, please let us know immediately. All requests for personal leave should be submitted to Mrs. Brazier two days prior to the absence.

Accidents

1. Students

For any injury that occurs in the classroom or on the school grounds, the supervising teacher must report all pertinent information to the health aide and Principal and fill out an accident report. This report must be completed before the teacher leaves campus the day of the accident. The parents/guardians of the child will be notified by the health aide. The teacher may find it helpful to keep a record of injuries. To lessen a potential charge of negligence being filed against you, make certain students are supervised at all times. The accident form requires the name of the supervising teacher.

2. School Personnel

In case of an accident (no matter how insignificant) always report it to the Principal or school secretary so that the appropriate action can be taken. This is if, at a later date a doctor's attention is needed, there will be recorded documentation of the accident. There are specific procedures that must be followed when you are injured on the job.

Announcements

Each morning the school day begins with announcements over our closed circuit TV (WSVS) at 9:00 A.M. These announcements contain important information and sometimes urgent information for teachers and students. The entire student body and staff should focus their attention on the TV for this time period.

Assemblies

Assemblies occur and are scheduled as needed. When assemblies involve students that you teach, you are expected to attend the assemblies, unless excused by the principal prior to the start of this activity. Each teacher is responsible for the behavior of his/her class. Students should be reminded by the teacher of the correct procedures and behavior prior to attending each assembly. **ASSEMBLIES WILL BE ANNOUNCED ON THE SCHOOL CALENDAR AND PUBLICIZED IN THE "WARRIOR CRY" IN ADVANCE.**

Attendance at PTO Meetings

Shadeville School has four PTO meetings per year and a Fall Festival which will be held Saturday, October 25th.

Faculty are **REQUIRED** to attend PTO meetings unless an emergency arises.

Attendance Reports

The homeroom teacher will take attendance each morning. Attendance **should be taken in FOCUS by 10:00 A.M. EACH MORNING for students who are absent. Data Entry will enter tardies into FOCUS.**

Tardy/late arriving students sign in at the office and will be given a tardy slip to give to the teacher.

If a note or other communication has informed the school of the reason for the absence and it is an acceptable excuse, the absence will be excused. If no communication has been received, the absence will be unexcused. (For the first few absences, teachers should initiate the communication with the parent/guardian if a written excuse has not been sent to school.)

When necessary attendance letters will be mailed home for students with unexcused absences in accordance with the Wakulla County School Attendance Policy. The Data Entry Operator and Principal will coordinate this process.

NOTE: Look over the Wakulla County School Attendance Policy Handbook. Be familiar with the District's policies.

Business Partnerships

The cooperation between business and education is a vital part of our school's success. There is no limit to the ways in which we can work with our business partners to improve the educational environment for our students. Use your imagination to find new ways to utilize this unique set of relationship possibilities. Please coordinate your efforts with Mrs. Brazier or Mrs. Pandolfi.

Character Education (See Appendix A)

Each teacher is responsible for teaching and reinforcing the character education Word of the Month. It's important to stress these positive character traits and realize the impact that it can have in the children's lives in promoting a more caring school community.

Classroom Management

In order for academic focus to be maintained in your classroom, well-defined and realistic classroom management must be in place and enforced. It is your responsibility to maintain an orderly, safe, and effective learning atmosphere. Research has shown that discipline works best when it immediately follows a violation of your code of behavior, is executed by the classroom teacher on the spot instead of relying on an outside person, and is conducted with a minimum of interference to the instructional program.

The most effective way to reduce discipline problems in your room is to handle them yourself. Serious problems should, of course, be referred to the office (see Discipline Procedures).

Become familiar with the Wakulla County Schools Code of Student Conduct Handbook and Shadeville's Positive Behavior Support schoolwide plan.

Clinic (See Medical Services on Page 21)

Cumulative Records (Cum Folders)

Cum folders are kept in the Records Room and filed alphabetically by teacher. New students with incomplete data or students not having health clearance are filed separately. Teachers should take special care to keep these records neat and orderly at all times. Check with the Data Entry Operator for access to files. All Cum Records should be returned to the Cum file at the end of each day for safe keeping.

Use the **ORANGE INSERT** (place holder) when removing a file or group of files. The completed insert (name of teacher who is checking out the folder) should be placed in the space where the folder was removed. This is a crucial step when using the cum records or registration folders. The office personnel must know the location of these records at all times.

Colored dots on a cum folder indicate the special information that is available on the student. Refer to Section on Exceptional Student Education for specifics.

Curriculum

Curriculum is written and updated on a rotation which follows the state's textbook adoption cycle. Teacher representatives from each elementary school participate in the district led curriculum revision and textbook reviews.

Each teacher should have a curriculum for the grade level/area being taught to include English Language Arts, Mathematics, Social Studies, and Science/Health. These areas are the major responsibility of each classroom teacher.

There are developed curriculums for PE, Music, Media, Guidance, and each ESE program.

Computer/technology education is an integral part of the instructional program. It is the responsibility of each teacher to see that the skills in the Technology Curriculum are covered with their students. Keyboarding skills should also be encouraged.

Within the curriculums, Florida Standards, grade level expectations, and major goals. Basic texts are listed, too. The curriculums and texts will be used and additional or supplementary materials are encouraged. Creativity in presentation of materials, motivational programs, and projects to extend suggested topics, provide many opportunities for freedom and individuality as a teacher. To see the curriculum for another grade level, check with the Principal and Assistant Principal.

Any deviation from the suggested curriculum, designated materials, timeliness and/or tests should be discussed with the Assistant Principal.

Custodians

Custodians have designated work hours. Only one custodian works in the school facility during the morning. Keep that in mind when requesting help.

These workers have schedules and particular assignments which must be completed during their designated hours. Please help us to help them use their time effectively. When you need assistance, plan ahead and advise the office of your needs in a timely manner so that schedules or assignments can be adjusted. It will help the

overall operation of the facility run smoother.

In emergency situations, please use the intercom and advise the office of your particular need (i.e., sick child/children or accidental spills must be cleaned immediately). Someone will be sent to you as quickly as possible. Please advise the office if the spill is on tile or carpet. This will help the custodian to know what cleaning materials are needed.

Discipline

The word discipline comes from the word disciple and means to teach. A goal of any discipline system should be to aid students in developing a sense of responsibility for their own behavior. This is done by changing a student's focus of control from external (behaving because others force them to) to internal (behaving because they know it is the right thing to do). This is no small task.

School Discipline Guidelines

I. Principles are the basis for all behaviors and attitudes. Shadeville students will:

1. Accept responsibility for their behavior.
2. Take pride in our school. Make it a good place to be.
3. Respect others and their property.
4. Work cooperatively to have a positive learning environment.
5. Maintain a safe and orderly school classroom, playground, and lunchroom environment.
6. Maintain quiet, orderly halls—remember others are working.
7. Obey their teacher.

II. At Shadeville School students will:

1. Walk in hallways single file to the right without talking or touching the walls or other students.
2. Be polite – keep hands, feet and unkind words to yourself.
3. Use playground equipment properly.
4. Follow lunchroom rules (see Appendix Q).
5. Take pride in our school by:
 - a. Keeping walls and floors clean;
 - b. Putting litter in trash cans even if it's not theirs;
 - c. Not writing on school furniture;
 - d. Keeping restrooms clean;
 - e. Not lingering in the restrooms – taking care of business and getting back with their class;
 - f. Not climbing or standing on equipment and fixtures in the restrooms and playground;
 - g. Staying out of trees and shrubs.

7. Leave the following items at home: **Hats, radios, toys, electronic devices, knives and guns.**
 8. Cell phones must be turned off and kept in a backpack.
- III. Classroom Rules and Expectations are developed by each teacher and class Rules will cover:
1. The above school guidelines.
 2. The responsibility of bringing school supplies needed for completing daily assignments (pencil, paper, scissors, etc.)
 3. The responsibility of care for all materials and equipment.
 4. The responsibility of orderliness/cleanliness for work areas, desk, and lockers (cubbies).
 5. The responsibility of being mannerly.
 6. Completing work assignments.
 7. The responsibility of observing all rules necessary for a safe/orderly learning environment.
- IV. Bus Rules and Expectations are clearly defined in the Wakulla County Code of Student Conduct and in our school handler. Students must have a note signed by office personnel to:
1. Ride any bus other than their assigned bus.
 2. Get off the bus at any other stop on their regular bus route.
- V. Warrior Expectations (See Appendix P) – to be incorporated with Positive Behavior Support

Discipline Plans

- A. Each instructor should be familiar with the Wakulla County School Board Code of Student Conduct and develop a classroom discipline plan that incorporates procedures that will promote a safe learning environment for the children.
- B. **Office referral**...An official WCSB Discipline Form should be completed on-line after calling an administrator to inform them of the situation prior to sending the student to the office. A data base of all school referrals will be kept each year. **Referrals should only be entered after you have exhausted the steps in your discipline plan.**
- Write up the action**, not the student.
 - Write up the action in behavioral terms (only what you saw happen...as if a video camera taped it).
 - Write up only what you witness**...do not take a student's account as the sole basis for a referral.
 - Write one student per referral.
 - If it is an emergency, call for the principal immediately (by emergency that means someone is hurt or may get hurt).

- Make sure name, grade, date, and times are filled in on the referral.
- Always use referrals...it is our legal documentation. Do not use pieces of paper, etc.

Dress Code

Educators are professionals. Our daily attire should portray a professional appearance. Care should be given to dress in a fashion that will gain you the respect of fellow educators, parents, and students. Please refrain from attire that is revealing. Limit obvious body piercing to ears while at school in a professional setting. Comfort and neatness as you carry out your particular job responsibilities are factors to be considered. **PLEASE, NO SHORTS OR SKORTS, except on field trips or other outside activities such as field/water day.**

On Fridays “Dress Down Day” may be observed and jeans may be worn.

The office staff and teacher assistants are expected to abide by the dress code **with the same care as the instructional staff.**

Other personnel should follow set forth regulations/stipulations as their job description states for appropriate dress (e.g., custodians should wear county uniforms, lunchroom workers – as instructed by Food Service rules.)

End of Year Responsibilities

A packet of forms with specific instructions of how to close out the year will be given out at the first faculty meeting in May. Teachers are expected to complete closeout activities in a timely manner and prior to leaving for summer vacation.

Evaluation/Grading

Teachers will maintain grades using FOCUS on-line. Teachers will have a uniform and specific grading routine and will be prepared to share information about grading routines and individual student grades with other teachers, administrators, and/or parents as needed.

The grading system used should comply with this scale:

Grades for K, Pre1st, Special Area

- E = Excellent
- S = Satisfactory
- N = Need Improvement
- U = Unsatisfactory

Grades 1-5

- 90-100 = A (Excellent)
- 80-89 = B (Above Average)
- 70-79 = C (Average)
- 60-69 = D (Below Average)
- 59-0 = F (Unsatisfactory)

Ample grades shall be gathered periodically during the nine weeks to attain a fair estimation of each student’s progress. Remember that grades earned and the level of instruction presented, gives a complete picture of a student’s achievement. **Grades gathered for students should concur with grades on report cards and progress reports.**

Our instructional aim is to challenge each student with attainable learning activities.

Students should not receive an E or A grade when working below grade level. Students should be moved to a more challenging level if this occurs.

Each teacher will be responsible for setting up and maintaining an electronic grade book. Please keep your password confidential in order to maintain the integrity of your grade book. At the end of each nine weeks teachers must be sure to have all grades entered in FOCUS so that they can be downloaded for the printing of report cards.

Exceptional Student Education (ESE)

Following is a list of ESE programs that are offered at Shadeville School: (1) Speech/Language Impaired; (2) InD – Intellectually Disabled; (3) SLD-Specific Learning Disability; (4) Gifted-In Need of Intellectual Enrichment; (5) PI-Physically Impaired of Varying Degrees; (6) VI-Visually Impaired; (7) HI-Hearing Impaired; (8) OT-Occupational Therapy.

The ESE instructional personnel should be familiar with the procedures and policy manual known as “The Gray Book.” “The Gray Book” is on-line at the WCSB website. This gives specific directions for all ESE procedures.

Color Coding for ESE Folders and Stickers on Cum Folders

InD - Red	SPEECH
SLD – Yellow	(Active) – Blue
SED - Violet	(Inactive) – Brown
GIFTED - White	PI – Light Green
VISION - Pink	PROFOUNDLY HANDICAPPED - Lt. Blue
HEARING - Pink	HEALTH ALERT – Orange
	NON-ACTIVE PSYCHOLOGICAL – Black

1. Gifted Program

The gifted students are now being served in grade level classrooms with teachers who have/will have the Gifted Endorsement certification

2. Occupational/Physical Therapy, Vision, Hearing Impaired

These programs are delivered to students on an itinerant basis. When a student needing such services is identified, the program instructors will contact the child’s homeroom teacher to arrange a time to work with the student. Usually these persons are in the school only on particular days during the week.

3. Homebound Program

This service occurs when an illness prevents a student from attending school for instruction for over two weeks.

4. Speech

Concerns about articulation should be referred to the speech teacher, as well as the Assistant Principal. If you have concerns about a child's language development, please see the Principal for direction. A child must go through the RtI process to be identified as language impaired. Students needing these services are scheduled on an individual basis for either pull-out or in-class services.

5. Self-Contained Classrooms

We also have two Varying Exceptionalities self-contained classrooms to meet the needs of those students zoned for Shadeville requiring specialized instruction. ESE remediation is also provided by Jennifer Redfern for ESE students and those students in Tier 3.

Students from these classes are sometimes "mainstreamed" (sent to participate in a "regular classroom") for a designated period of time if the ESE teacher feels it is beneficial to the student.

The ESE teacher will discuss students who need mainstreaming with the Assistant Principal, who in turn, will help determine the most appropriate means in which to accomplish the mainstreaming.

FOCUS –WCSB attendance, grades, and Parent Portal

Intervention Support Team (IST) and Child Study Team (CST)

Purpose – This team discusses concerns of school personnel and parents about individual students. This concern can be instructional, emotional, behavioral, or "school related." It serves as an important communication link. Permanent members of the IST/CST are Principal, District Staffing Specialist, Psychologist (when not testing), and the Guidance Counselor.

Procedure – The teacher signs the student up for selected time to meet with the IST members. IST/CST day is Tuesday of each week and will be from 8:30 a.m. to 3:30 p.m. Teachers/staff will be called in the order that they appear on the Sign-up Sheet. If needed, a teacher assistant will cover classes while the teacher attends. Any student having academic, attendance, or behavioral difficulty must be discussed with the IST and interventions in place for a reasonable and appropriate amount of time before considering the student for CST. The Guidance Counselor and Reading Coach, and Assistant Principal will assist in providing the necessary forms to classroom teachers, assisting with interventions and data collection, as well as, monitoring and supporting the teacher in the completion of required forms.

A Tier 1 Plan is required for any student scoring in yellow or red on DEA, an N/U/D/F on report card, having behavior problems or excessive absences.

ALL ESE REFERRALS WILL GO THROUGH THE IST/CST PROCEDURES. Please refer to your Response to Intervention Handbook for complete details and more information.

All students that are to be considered for ESE programs must be discussed by the IST/CST members and go through the RtI process.

Individual Educational Plans (IEPs)

A copy of the child's IEP is in the ESE folder located in the Cum Folder room. Every homeroom teacher who has a child in one of these programs should have an explicit understanding of the shared responsibility for that child's instructional program. The ESE teacher is responsible for providing materials and instruction as noted on the IEP for that child. IDEA regulations define the legal responsibilities of a regular education teacher as a member of the IEP team. As such, your duties are to:

- Participate in the development of the child's IEP and assist in determining appropriate behavior interventions and strategies for the child.
- Assist in determination of supplementary aids and services, program modifications, or supports for school personnel that will be provided.
- Figure out how he/she can be successful in your classroom with accommodations and modifications.

Psychological Reports

ESE student history is confidential and files are kept in the cum record room.

If a child participates in an ESE program or has a psychological on file, his/her cum folder will have a corresponding colored dot on the cumulative record.

The ESE student history folder includes the psychological testing and other documentation of testing, as well as the placement and history of yearly IEPs. The ESE teacher(s) and Guidance Counselor are responsible for maintaining this folder. Information should be placed in a particular order. ESE personnel should consult the Gray Book (ESE Procedures Manual) for the correct form(s) to use, as well as the order of material/information required. **A parent consent form must be signed prior to any type of screening or testing.**

Speech records are filed under active or inactive status. Speech students do not require psychological testing, but do require parental permission for testing in the areas of language or articulation. Students in multiple ESE programs will have all records in one psychological folder.

These records can be checked out for review by the teacher, but must be kept in a secure place. Place an orange insert in its place until you return the file to the drawer. Don't forget to sign the insert and date it.

Personnel

District Staffing Specialist – Mary Fort is in our school every Tuesday to assist with IST/CST and □staffing. Mary is a former ESE teacher and has a wealth of knowledge to share.

Psychologist – Wakulla County contracts with FSU’s Multi-Disciplinary Center for our psychological testing services. The school psychologist will be in our school on Tuesdays to do testing and attend IST/CST meetings as a regular team member.

Faculty/Staff Meetings

Faculty/staff meetings will be held as needed each month in the Media Center. **All teachers and staff members are required to attend and be there on time.** Check the message board for information regarding meetings. Additional Wednesdays will be used to meet with the following groups: Sunshine, PLT, Safety, Reading Leadership, and Grade Levels. Do not plan meetings and/or conferences on Wednesday. **THESE MEETINGS ARE SCHEDULED TO BEGIN PROMPTLY AT 8:15 A.M. AND LAST UNTIL 8:45 A.M.**

Faculty/Staff Lunches

Faculty and staff have duty free lunch. Faculty/staff may eat in the place of their choice.

Adults are not allowed to charge lunch. Adults may purchase certain items “a la carte” from the menu posted in the cafeteria and the faculty/staff lounge. Faculty/staff can pay in advance and set up a credit program. Refrigerator, microwave, soft drink and snack machines are in the lounge for your convenience.

Faculty and Staff Parking

All faculty and staff are to park in the front parking lot except for unloading. Only lunchroom and custodial staff may park behind the maintenance area. Please don’t drive across the grass. **Please do not park between classroom wings or the bus loading shelter. The concrete is not reinforced and will crack. Oil and fluid leaks also create a terrible mess.**

Field Trips – See Appendix D

Fire Drill Procedures – See Appendix C

First Aid (See Medical Services on Page 21)

Guidance

Guidance at Shadeville focuses directly on a child’s emotional and social development. Every student experiences classroom guidance lessons throughout the year. Younger children learn about feelings, and how to identify and express them appropriately. Using puppets, stories and pretending, children learn how to be responsible, handle disappointments, make and keep friends, and act fairly. Older children learn how to speak and act in a direct and considerate manner. Fifth grade students talk about “stress” and ways to cope with it.

Individual guidance counseling occurs when individuals or small groups of children meet with the Counselor.

Listening, art, worksheets, and special games are ways used to help children talk about problems. Counseling helps children identify choices and teaches personal skills that will help them. Note: The Individual Referral Form should be used when referring a student for specific counseling. Teachers should continue to communicate with the Guidance Counselor about individual students. The individual referral form will use a “tracking” method.

Deliberate Practice

Deliberate Practice goals are created yearly on-line in conjunction with the principal. All goals should be tied to our school improvement plan and student achievement. They are reviewed at the end of each year during individual evaluations.

Instructional Materials Acquisition

Teachers receive funds for instructional materials from the District Allocation/School Budget, PTO, school recognition funds, and Teacher Lead money. Plan Ahead! Materials must be purchased through a formal requisition procedure. The request for a purchase order (PO) is given to the Secretary who submits it for the Principal’s signature. It is then forwarded to the County Office for the Superintendent’s approval and the assignment of a PO number by the finance department. Needs beyond the allocated amounts should be discussed with the Principal.

These items are provided by the school budget:

- Xerox privileges (allocation of clicks)
 - Paper (duplicating)
 - Laminating film (allocation of footage)
 - Handwriting and story paper for Grades K, 1, and 2
 - Bulletin board paper (rolls)
 - Report card envelopes (1 per student)
 - Letterhead and envelopes
 - Scanner cards and supplies
 - Limited paper and ink cartridges
 - Journals
- Supplies for Para-Professionals’ use in production room are as follows:
Staples, Tape, Rubber Cement, Paper Clips and Scissors

Instructional Strategies – See Appendix G

Internal Accounts/Money Received-Receipted

Receipt books will be passed out as the need arises.

These instructions regarding Internal Accounts should be followed throughout the year. If you will adhere to the rules set forth, it will help the system run smoothly and keep us in the auditors’ good graces.

1. All money handled through Internal Accounts **MUST** be receipted and the numbers of said receipts stapled to the green Internal Accounts deposit slip.

MONEY MUST BE TURNED INTO THE OFFICE WITHIN ONE WORKING DAY AFTER BEING RECEIVED/RECEIPTED.

2. Money sent to the office must be accompanied by a green Internal Accounts deposit slip, which lists teacher name, date, amount of deposit, and receipt numbers. **(This money must be brought to the office by a teacher.)**
3. If money is receipted into Internal Accounts and a student does not get to participate in the special activity for which the money was paid, **DO NOT GIVE A CASH REFUND**...a check must be issued from Internal Accounts to keep the books balanced.
4. Do **NOT** cash checks out of money collected.
5. When spending grade level or special account money, no blank checks will be issued. You must complete an Internal Accounts Purchase Order and get the Principal's approval before funds can be expended in any account. You will need to provide the following information: name/company of payee, nature of expenditure, and the amount to be spent.
6. Purchases requiring reimbursement from grade level accounts must be authorized by the Principal on an Internal Accounts Purchase Order prior to any expenditure being made. When submitting your request for reimbursement, you must have a descriptive receipt with your signature and date. Only the items bought for the school should be on the receipt, if possible. If other items are on the receipt you need to highlight the items purchased for the school. **If you do not use the school's tax exempt number (copy is enclosed in your Internal Accounts packet) and are charged tax, you will NOT be reimbursed the amount of tax paid.**
7. Because of State policies NO CHECKS WILL BE CASHED in the office.
8. At the end of the school year, teachers will turn in the receipt book(s). If during the year you need an additional receipt book, please let Janet know.

Leave Procedures – See Appendix E

Lesson Plans

A plan book or white notebook for lesson plans should be kept by **ALL** instructional personnel and is provided if requested. Many teachers choose to create lesson plans using the computer and a white notebook is provided for this purpose. Good planning is necessary for good teaching. Therefore, planning is expected in **ALL** instructional areas—not just by **homeroom teachers**. Administrators expect to see plan books open, up-to-date and on the teacher's desk, or in other instructional space when observing or visiting classrooms.

Lesson plans should include the following:

1. Florida Standards;
2. Reflect Differentiated Instruction for Reading/Math;
3. Grade Level Curriculum Skill/Essential Question/Activity;

4. Materials to be used for all lessons;
5. Reflect 90 minute reading instruction, 30 minute writing instruction, and 90 minute math instruction.

Lesson Plans will be reviewed by the Principal or Assistant Principal at least once each nine weeks.

A good rule of thumb is to have it up-to-date and available at all times.

Lunch – See (Student Lunches on Page 30)

Media Center

1. Schedule

Library will be incorporated with Special Area allowing time for Open Access (See Special Area schedule). Students may come to the library individually or in a small group for check out and return during Open Access times. Please speak with Mrs. Jamison if you have more specific needs like stories related to the curriculum, or research topics for reports, using both print and non-print materials, or more personalized assistance.

2. Check-Out Policies

We strive to make sure that all children have access to great books and are aware of their responsibilities when borrowing them. Students must return all books by the date they are due in order to check out more books. Reminders will be placed in teachers' boxes on a regular basis to help teachers identify those students with late or lost books; however, students who lose or damage books beyond repair will be charged the replacement costs for the book. Check out period is **one week**. The number of books allowed for check out for Kindergarten and First Grade will be one book. Second through Fifth Grade may check out two books. With special arrangements, additional check out is possible for class assignments and book buddies. Books may be renewed. Students do not have to keep their books for the entire week period. Books can be exchanged and returned during Open Access. Intermediate students may also check out books over breaks, but must return them to school the first day back from break. Accelerated Reader advises that A/R tests should be taken within 24 hours of completing a book, so it might be best to read non A/R books during long holidays.

3. Classroom Resources

The Media Center staff will gladly assist in pulling media resources for your classroom. For resources outside the Media Center such as Sunlink and other interlibrary loan resources, requests need to be made a minimum of three weeks in advance.

Through cooperative planning with the classroom teacher, the Media Specialist will help to identify and meet the information needs of the students. Upon request, the Media Specialist may be able to provide instruction for classes in the computer lab, media center or your classroom in the areas of research, technology and reading.

4. **TV** – TV monitors and hookups are available in each classroom. The Media Specialist can advise teachers of the available channels. Use of videos will be scheduled through the media center and must be approved by the Principal or Assistant Principal. Only G-rated videos may be shown in the classroom and should be educationally relevant. One VHS unit will be available for checkout and direct hookup to classroom monitor.

All videos to be broadcast over the schoolwide system must be scheduled at the circulation desk. Schoolwide and classroom presentations of videos must comply with the guidelines set forth in the Wakulla County Library Media Handbook and the copyright laws for fair use. (See Appendix N).

NON-EDUCATIONAL VIDEOS MUST RECEIVE PRIOR APPROVAL FROM THE PRINCIPAL OR ASSISTANT PRINCIPAL BEFORE IT IS SHOWN.

Medical Services/Procedures

Daily health concerns are handled by the school health aide. Supervision of the health aide is handled by a school administrator and a nurse. Any major concerns you have about a student's health or safety should be reported to the nurse immediately.

1. Referrals for Health Services

Dental: Limited emergency dental services are available (ask the Assistant Principal or Health Aide for particulars).

Vision and Hearing: Routine procedures for Kindergarten, first and third grade. Referral forms for all others come from the Health Aide. Vision should be checked within one week.

Glasses: If a child needs assistance purchasing glasses, see Assistant Principal.

Medication: Medicine will be dispensed by the the Aide or office personnel and must be in the original bottle with the permission form signed by parent or guardian. Medicine has to be brought to school by an adult. It cannot be sent with the student.

2. Illness/Sickness

Children should be sent to the office with a purple clinic pass explaining their problem. **The Health Aide will notify parents if the illness deems such a contact.** Teachers are expected to keep track of students sent to the office. If a student becomes a "frequent flier," please investigate the situation. Some students like the outing so much, they keep coming back. The Health Aide will notify the teacher if a child is going home.

3. Accidents

Accident reports forms are located in the office. A form **MUST** be completed when an accident occurs. The principal should be made aware of all serious accidents **immediately**. Minor ones should be reported to the office when they occur. When minor accidents happen, a note or telephone call to the parent is good public relations.

Emergency first aid contacts are Susan Brazier, Principal; DeeAnn Hughes, Assistant Principal; Julie Evans, Health Aide.

Para-Professionals (Duties and Assignments)

Para-Professionals are scheduled for morning and/or afternoon duty. Para-Professionals are to be at their assigned places by 8:25.

The Principal assigns para-professionals to particular programs and grade levels.

The Para-professionals' work day is the same as instructional personnel (8:10 A.M.-3:40 P.M.). See schedule pages in the front of the Handbook for assignments.

THE PARA-PROFESSIONALS' AUTHORITY MUST BE SUPPORTED BY THE CLASSROOM TEACHER OR INSTRUCTIONAL PERSON IN CHARGE!!! Their authority is an extension of the teacher's organization and rules. Para-Professionals should know your expectations and a mutual trust must be established. REMEMBER, Para-Professionals can and should be used to help students by delivering and assisting with instructional activities.

Playground

Supervision is very important while your class is on the playground. Administrators, parents, and other visitors expect to see you watching, interacting and closely supervising your students while on the playground. Stay close enough to offer assistance or intervention in a timely manner. Monitor restroom use to and from the playground carefully. Recess should be limited to no more than 30 minutes. Staying on the playground too long could create potential problems or accidents. **No more than four classes should be on each playground at any time. PE classes should not mingle with classes that are out for recess and vice versa.**

Everyone should be **OFF THE PLAYGROUND AND BACK INTO THEIR ROOMS BY 2:45 P.M. EACH DAY**

Progress Reports

Progress Reports will be issued for all students every 4 ½ weeks. The progress report dates are indicated on the school calendar and in the weekly "Warrior Cry" produced by the principal.

Registration

All new students register in the office. School/district information—handbooks, attendance policy and code of student conduct is distributed in office. School record requests from the previous school will be handled by data entry personnel and you will be notified when they arrive.

Students and parents will be brought to classrooms when paperwork is completed and class assignment decided. Teachers will be alerted by intercom or phone that a new student is coming to the classroom. The teacher will receive a copy of the student's registration form. Teachers should be ready to welcome the new student by: (1) having required materials list, your special welcome letter, skills/word list and your classroom procedures. (2) asking about transportation home; (3) asking about special health problems, and (4) ensuring that lunch arrangements have been made.

Report Cards – See Appendix G

Response to Intervention Plan – See Appendix H

Restrooms

When the gang restrooms are used, you need to supervise **both** restrooms closely.

Safety and Emergency Procedures – See Appendix C

Schedules for Students

Students are scheduled into classes (not just homerooms) by instructors on the computer. When team teaching occurs or a student leaves the room for instruction by another person, the Principal should be aware of this BEFORE IT HAPPENS. After the changes have been approved, the Data Entry Operator will be alerted to the change and will update the changes in the computer.

Correct report cards are dependent upon correct scheduling. This **SCHEDULING IS ALSO AN IMPORTANT PART OF THE FTE PROCESS AND MUST BE ACCURATE**. Scheduling changes are not always able to be immediately adjusted on the computer.

School Improvement Plan – See Appendix J

Sign-in Sheets

It is the responsibility of each staff member to sign in and out accurately on the forms provided in the office. Teachers' and Para-Professionals' hours are from 8:10 A.M. until 3:40 P.M. You are expected to be prompt. IT IS NOT ACCEPTABLE TO SIGN DEPARTURE TIME WHEN YOU SIGN IN OR BEFORE YOUR ACTUAL DEPARTURE. All faculty and staff, with the only exceptions being the lunchroom and custodial staff, should enter through the main front entrance and sign in upon their arrival. Do not wait until your break or lunch...as the office staff needs to know that everyone is present before classes begin.

Sign-Up/Multi-Purpose Room/Cafeteria

See Susan Brazier when you need to reserve the multi-purpose room. All requests **MUST** be approved in the office before placing your name on the calendar. This room will not be available from 10:40 A.M. until 1:30 P.M. as the space will be used for serving lunch. A school-wide activity will take precedence over a grade or classroom activity. We need to coordinate activities in advance.

Student Folders

Each student must have a Writing Portfolio and daily Math Journal. Student folders are also encouraged and should include copies of notes sent home, notes from parents, tests, writing samples, periodic samples of student work, and other pertinent information. This information documents actions taken by the school or the need for action to be taken. A majority of this material will be destroyed at the end of the school year. However, sometimes it is deemed wise to carry a folder forward to the next year because of continuing interventions needed involving the student. The purple folder used for RtI will be housed in Room 602.

Student Lunches

Students can purchase lunches on a daily, weekly or monthly basis. Purchases should be paid for on the first day of the school week. Payment for lunches should be made before school by 9:10 A.M. Teachers are expected to help resolve any “lunch” problems that might arise. Please see that charge notes go home promptly. Please read and post the school lunch policy in your room (Parent/Student Folders). Menus are sent home each month. MyLunchMoney.com is an on-line account that parents can also utilize to replenish student lunch money.

Student Programs

- 1. Brain Brawl** – The Fifth grade academic contest promotes and recognizes excellence of academic knowledge within a competitive framework. Each elementary school holds its own competition. The school selects two teams of students. The Coastal Optimist Club sponsors this activity and is coordinated by the 5th grade team.
- 2. Project Learning Tree** – This project is coordinated yearly to increase students’ awareness and understanding of natural science.
- 3. School Patrols** – Patrols are selected from fifth grade students and change periodically.
- 4. Spelling Bee** – This is a spelling competition among fourth and fifth graders to recognize excellence in this area. Each school sends their winner to the county competition. Competition is usually held in January.
- 5. Student Council** – This program is sponsored by the Guidance Counselor. Class officers are elected in the fall from second to fifth grade students. Class representatives are selected in the fall from grades 3-5 (one from each homeroom). These students run the School News Program and the School Store weekly from 8:30 – 8:50 A.M.
- 6. Super Scholar Program** – See Appendix I
- 7. Peace Keepers** – This program is sponsored by the Guidance Counselor as part of the school’s anti-bullying education.

Students to the Office

- Students referred to the office for discipline must have a completed discipline form prior to arrival. Students sent as messengers need a pass or note explaining the nature of the errand.
- The intercom should not be used in lieu of a note unless an emergency arises.
- Students going to see the Guidance Counselor must have a pass.
- Students are not permitted in the Teachers' Lounge, without your personal lounge pass.
- Students should not be sent to the office or to the Production Room (204) to have papers copied and returned immediately. If materials come to either area, it will be held for the teacher assistant to take care of when they have time available.

Substitute Packet

All instructional personnel responsible for students should have a substitute packet. This folder should help a substitute interpret your plan book. Don't rely on your team members (they may be out too!!!). This packet should be easy to locate and updated periodically or after each use.

A substitute packet is a group of materials that a "sub" can use to run your class. It should include:

- a. Master schedule (up-to-date)
- b. Student roll for homeroom and each instructional period.
- c. Schedules for students in other programs such as Speech, OT, PT, etc.
- d. A set of directions for interpreting your lesson plans. Location of teacher's guides and other materials. Large and small group instructional methods should be specified.
- e. A set of optional materials for one to two days of instruction is a good idea (in case your plan book is at home or not complete)...
- f. A list of students who have special medical problems, special restrictions on pick up, or unusual discipline instructions should also be kept in this folder.

Sunshine Guidelines – See Appendix L

Supervision of Students

Teachers are responsible for making certain their class gets to and from other classes safely and with supervision. This means you will want to line your class up and walk with them until they reach their destination. Do not let them proceed on their own to P.E., Music, Media, Art, Lunch, etc. If students are not supervised when they travel as a class, it can lead to horseplay, aggressive behavior, fights and sometimes injuries. Don't be negligent! Make sure your class is supervised at all times!!! Remember to monitor students who leave class individually by giving them a pass to the appropriate destination (clinic, counselor, office, etc.).

Telephones

- Telephones are in all teacher planning areas. In the event you need to call a child's parent during your instructional time, get someone to cover your class. You should never leave your class unsupervised to make a telephone call.
- If you are expecting a doctor or a parent to return your call, please alert the front office of this fact. Otherwise they will be transferred to your voice mail. **Also, if you have beeped a parent and left a numeric message, please let the front office know. Otherwise when the parent calls back, we will not know who to forward the call or message to. Remember to check your voice mail periodically throughout the day and before you leave school in the afternoon.**
- **According to WCSB policy, school personnel may not use cell phones while students are present.**

Textbooks

1. Books, Workbooks, and Technological Support Materials

Each grade level has state-adopted instructional materials and textbooks. The grade level contact person is the team leader. They are responsible for communicating to the Assistant Principal, the textbook requisition requests and inventory of textbooks. Robin Vause is the Textbook Chairperson.

2. Inventory

All textbooks must be accounted for. It is the responsibility of each teacher to keep a record of the books in the classroom, to seek payment of lost/damaged books, and to aid the Textbook Chairperson in accounting for instructional materials.

3. Lost/Damaged Books

All monies requested for lost/damaged materials should be recorded on the designated form. Monies collected MUST be receipted and sent to the office in the appropriate Internal Accounts envelopes with the green deposit form completed. A lost/damaged book form is given to all instructional personnel at the beginning of each school year. It must be maintained and turned in at the end of the year.

Title I

Shadeville is a total Title I school. We are eligible to adopt schoolwide programs to raise the achievement of our students by improving instruction throughout the entire school, thus using Title I funds to serve all children. Funds may be used for a variety of services and activities, usually for instruction in reading and math. Each school with a Title I program must submit a written plan supported by documented needs. This plan notes the activities and expectation of the Title I program for the year. Any type of Parental Involvement activities such as Open House, classroom speakers, story

readers, or any parent education activities, please have an agenda, if appropriate, and sign-in sheet to document the event. These can be given to DeeAnn after each event. Specific program information is also given at the beginning of each school year.

Tornado Drill – See Appendix C

Visitors

All visitors must sign in at the office. Before being admitted to your classroom, please ask to see a visitor's pass. **IF ONE CANNOT BE PRODUCED, HAVE THE PARENT RETURN TO THE OFFICE FOR A PASS OR CALL THE OFFICE FOR ASSISTANCE.**

Volunteers (Parents)

Volunteers in the classroom and chaperones on field trips are essential to the elementary school. It is, however, your responsibility as a teacher to ensure that volunteers adhere to certain guidelines. Volunteers may not:

1. Have access to personal information regarding students.
2. Watch a class while you step out.
3. Discipline children.
4. Behave or dress in an inappropriate way.
5. Smoke in front of children.

NOTE: Hours that volunteers spend on field trips should be reported to the Volunteer Coordinator (Cindy Pandolfi).

Shadeville has an active volunteer program that will be coordinated by DeeAnn Hughes and Cindy Pandolfi. Volunteers are trained at the beginning of school and usually placed according to program needs. Each volunteer must register on-line and attend Volunteer Orientation before placement. Volunteers are allowed to work in their child's classroom as long as this doesn't cause problems for the teacher, child or other students. Our program functions at its best when teachers actively recruit parents as volunteers. Volunteer hours count toward the Golden School Award. Shadeville has been the recipient of this award for the past 31 years.

Parents that would like to chaperone on a class field trip must fill out a Volunteer Registration form on-line at least 5 days prior to the trip. You may check the Level 1 clearance status of each chaperone by asking Cindy or DeeAnn. There is also a Field Trip Orientation Form that each chaperone must sign before going on the field trip. A copy of this form is located in the Miscellaneous Section by the Field Trip information.

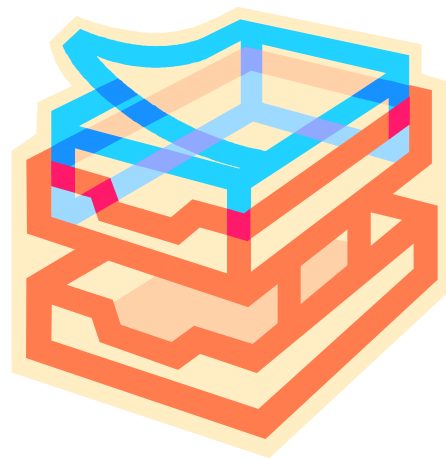
Warrior Cry

The Principal produces a calendar each Friday for the following week's events at Shadeville. Things included are scheduled school-wide activities, agenda for IST/CST, field trips, assemblies, programs, etc.

Warrior Way

The Principal publishes a monthly newsletter for parents that are sent home on the last school day of each month. Menus, important dates, and interesting articles are included. If you have information to be included, please forward it to Susan Brazier.

Miscellaneous Information



Appendices

Table of Contents

Appendix A -	Character Education Words of the Month
Appendix C -	Emergency Procedures
Appendix D -	Field Trips
Appendix E -	Leave Procedures
Appendix F -	Response to Intervention
Appendix H -	Report Cards
Appendix I -	Ribbons
Appendix J -	School Improvement Plan
Appendix K -	Statement of Non-Discrimination
Appendix L -	Sunshine Guidelines
Appendix M -	District Plans Available on WCSB Website
Appendix N -	Video Tapes
Appendix P -	Warrior Expectations
Appendix Q -	Shadeville's Lunchroom Guidelines
Appendix R -	Tobacco Use Policy

SCHOOL WIDE

**CHARACTER EDUCATION
WORD OF THE MONTH**

2014-2015

AUGUST – WORK ETHIC

SEPTEMBER – COOPERATION

OCTOBER – BULLYING / FORGIVENESS

NOVEMBER – GRATEFULNESS

DECEMBER – GENEROSITY

JANUARY – SELF CONTROL / OBEDIENCE

FEBRUARY – HONESTY / TRUTHFULNESS

MARCH – HEROES

APRIL – ENTHUSIASM

MAY – RESPECT

**PLEASE REFER TO YOUR CHARACTER FIRST NOTEBOOK OR GUIDANCE COUNSELOR FOR IDEAS
AND
TEACH SOME LESSONS MONTHLY – THIS IS A STATE MANDATE**

EMERGENCY PROCEDURES

State regulations require schools to have 10 emergency drills (fire or tornado) during the school year. These can be planned or unplanned. Please make sure that your classroom has a fire exit map clearly posted with primary and secondary exits noted. Specific procedures are as follows:

FIRE DRILL CHECKLIST (A loud buzzing sound – ear killer)

1. Quickly line up the students – take your attendance list.
2. Check the bathroom – leave the bathroom door wide open.
3. Turn off the lights to the classroom.
4. Exit the classroom in an orderly fashion – leave the classroom door unlocked.
5. Have students clear the building and remain facing away from the building until the all clear signal is given.
6. Take roll as soon as your students have cleared the building – have someone alert the office if a student is missing.
7. When the all clear signal is given (A pulsing sound) return to your classroom in a quiet and orderly fashion.
8. Please remind your students that in a true emergency quiet and calm are needed for safety reasons, therefore, during drills quiet and calm are expected.
9. If your class is in the lunchroom, please go assist with exiting the building.

TORNADO DRILL (A fast Hi-Lo sound)

1. Go to the interior hallway outside your classroom or the lowest floor level.
2. Get into a crouched position with forehead, elbows, knees, and toes on the floor. Students should cover their heads with their hands for protection.
3. If students are outside and cannot get inside – lie flat in the lowest spot and cover head with hands.
4. If you are in the lunchroom, please go to the administrative hallway.
5. Stay away from windows.

TORNADO WARNING (We will use the intercom to warn you of any severe weather condition. Continue your regular schedule, but remain alert and listen for updates as they are received).

EMERGENCY SITUATIONS

Under a lock down situation – voice announcement that will say “Lock Down”

Bus Entrance Gate will be locked.

1. Perimeter doors are locked.
2. Lock your doors and close your blinds. Keep your students in the room and out of sight. Take roll. Notify the office of any students not in your room.
3. If you are away from your room go to the nearest secure place and notify the office of your location.
4. Traveling students should go to the office and we will notify the teacher.
5. If you see or hear an incident, report it to the office using the telephone in your room.
6. Ignore all schedules and routines. Keep your students in the classroom at all times.
7. Classes on the playground will be notified and should immediately go to the classroom.
8. **Do not open the door for anyone.** The unwanted guest could be there, too.
9. Only “Shadeville Clear” (voice from the office) puts the school back into normal operations.

REMINDER: There are no more Red, Orange, or Green Codes

FIELD TRIPS

Policy

1. All field trips require a written request submitted by the principal and approved by the Superintendent or his designee. In addition, School Board approval must be secured for out-of-state field trips.
2. A field trip occurring during the school day shall be limited to a radius of 50 miles from the school.
3. Parents shall be notified prior to any field trip that such trip is planned. The notice shall give the place to be visited, the date, the time of departure, and the estimated time of return to the school.
4. A permission slip signed by the parent or guardian of each student shall be required.
5. All field trips must be for educational purposes except for the fifth grade graduation trip.
6. Chaperones must be approved on-line prior to the trip.
7. Students may only be dismissed from a field trip to a custodial guardian.

Transporting Students on Field Trips:

- (a) School buses will be assigned for field trips by the Transportation Department based on availability. Buses must be properly requested and shall only be driven by certified drivers.
 - (b) Students may be transported in vehicles owned or operated by the School Board, other than school buses, when necessary or practical. Such transportation shall be provided in a passenger car or in a multipurpose passenger vehicle meeting 49 CRF Part 571 passenger vehicle requirements. School Board vehicles used to transport students on field trips shall be driven by a School Board employee or authorized adult chaperone. Students may not drive other students on field trips or at any time during the field trip.
6. Extracurricular field trips which prevent students from eating in the lunchroom or require Food Services personnel to pack sack lunches will require notification to the Food Services manager seven (7) working days prior to the trip. If the trip is canceled, the manager and all other appropriate personnel shall be notified as soon as possible.
 7. In order to assist in scheduling, the request for use of buses for athletic trips shall be submitted to the transportation supervisor prior to the season for each sport as follows:
 1. Football: September 1
 2. Basketball: November 1
 3. Spring sports: February 1
 8. **All participating students traveling to and from school-sponsored events or any extracurricular activities must use the transportation provided by the school going both ways. Exception to this rule may be made only if a student is to ride with his/her own parents and this exception has been arranged, in writing, with that student's principal or his designee.**

LEAVE PROCEDURES

Appendix E

Absences –

- ❖ Notify Cindy Pandolfi between 6:30 and 7:30 A.M. if you can't report to work (926-8210).
- ❖ A substitute will be contacted for you if one is needed by the Principal or Secretary.
- ❖ Leave (other than sick leave) must be approved prior to the requested absence.
- ❖ Leave slips are located in the main office and **MUST** be completed and given to the School Secretary upon your return to work.

Types of Leave –

Sick Leave

- ❖ One day of sick leave per month is earned by 10 month personnel
- ❖ This leave is cumulative and carried forward from year to year.
- ❖ Leave is figured on an hourly basis: 7.5 for teachers and 7 for Para-Professionals.
- ❖ Four days are given in August and one day is earned for the next 6 months.

Personal Leave

- ❖ Six of your ten sick leave days can be used for personal leave.
- ❖ Requests for personal leave should be submitted to the Principal **two days** before the absence.
- ❖ Personal leave is not cumulative from year to year.
- ❖ Only 10% of the faculty and staff can be away from school at the same time. Personal leave is granted on a first come-first serve basis.

Illness in the Line of Duty (Refer to School Board policy for particulars)

Temporary Duty Elsewhere (TDY)

- ❖ This type of leave is used when attending workshops, conferences, or any meeting.
- ❖ The TDY form must be filled out two days before the TDY is taken.
- ❖ Jury Duty is a form of TDY and any money earned must be remitted to the school board.

Late to School or Leaving Early???

The Principal can grant up to one hour of leave during the school day without charging your leave account. Get approval ahead of time and alert the front office of the change in normal routine. Schedule your appointments very early or as late as possible. Optional routine appointment times would be Spring Break, Summer, Winter Vacation.

Response To Intervention Plan

REPORT CARDS

Appendix H

Report Cards

- ❖ Are issued every nine weeks and are produced electronically.
- ❖ Teachers may use computer produced and/or handwritten teacher comments.
- ❖ Have alpha entries (E,S,N,U) for all subjects in Kindergarten, Art, Music, and PE.
- ❖ Have numerical entries for most subjects in grades 1-5. However, alpha entries E, S, N, and U are assigned for work/study habits, citizenship, art, music, and PE.
- ❖ A copy of each report card is printed at the school. A copy is sent home to be signed by the parent and returned to you.
- ❖ Have a timeline for preparation. It is a professional responsibility that MUST be adhered to. If you have a problem, discuss this with the Assistant Principal.
- ❖ No grade can equal more than 100.
- ❖ All changes to report cards must go through the Data Entry Operator.

GRADES REPORTED ARE:

A – 90 to 100
B – 80 to 89
C – 70 to 79
D – 60 to 69
F – Below 59

Preparing a Report Card:

Make sure all grades are entered in FOCUS each Tuesday and double check at the end of the nine weeks. A time will be announced/scheduled so that your grades in FOCUS can be downloaded. Printed report cards will be placed in your box as soon as they are ready. If any corrections are needed, let the Data Entry Operator know. Please do not ask her to make massive changes for you due to carelessness on your part.

Add any “+” or “-” to alpha grades. Personalized comments should be added at this point, if computerized ones were not used. Highlight the instructional levels on bottom of report card.

RIBBONS

The School Secretary coordinates the ribbon program. Exchange of information about ribbons will take place via the school e-mail. Every effort possible is made to see that mistakes are kept to a minimum, but it is imperative that everyone adhere to the requested deadlines.

Ribbons are awarded in the classroom for the first three nine weeks as designated below. However, a Super Scholar Assembly is held at the end of the second semester in May. At this assembly students in grades 1 through 5 earn special academic awards if they have earned three or more red, white, or blue ribbons.

The ribbons by color are: (Students may earn only one blue, red, or white ribbon each nine weeks.)

Work Habits and Citizenship does not affect receiving a Blue or Red academic ribbon

- Blue - Earning straight A's on the report card in all academic areas and an E or S in Art, PE, and Music
- Red - Earning all A's and B's
- White - Improving in one academic area while maintaining all other grades
- Green - Perfect attendance for the entire nine weeks (students must be present for the majority of the academic day and not tardy)
- Black - Being a Super Citizen at Shadeville (bus, lunchroom, classroom, PE, etc.) means getting a very small number of demerits or tabs taken during the nine weeks and earning an "E" in Citizenship and Work Habits

It is possible for a student to receive a red, white, or blue and a green and black ribbon each nine weeks.

The academic awards are:

Small Medallion – Having earned three ribbons during the year (white, red, or blue)

Medium Medallion – Having earned four ribbons (white, red, or blue)

Large Medallion – Having earned three blue ribbons

Trophy – Having earned four blue ribbons

Things to keep in mind about the ribbons and awards ceremony:

- ❖ If a student has earned a "U" or "N", in P.E., Music, or Art he/she cannot receive an academic ribbon.
- ❖ Students working *below grade level* should NOT receive a blue ribbon. If the student is earning E's or A's, they need to be moved to on grade level materials where the work is more of a challenge, even if extra help is needed.
- ❖ Ribbons should be earned – NOT given.
- ❖ Art, PE, and Music grades are important. They may keep a child from receiving a ribbon.
- ❖ **If everyone in your class is receiving a ribbon, you need to take a closer look at how you are determining grades.**
- ❖ Medallions and trophies are tentatively ordered at the end of the third nine weeks. If you have a student that misses this honor because of a grade earned earlier in the year, you CANNOT go back and change grades. The Data Entry Operator has been instructed that approval from the Assistant Principal is required before this can happen – please do not ask her to do this for you!

School Improvement Plan

Statement Of Non- Discrimination

SUNSHINE GUIDELINES

Membership shall consist of all faculty and staff members.

Dues will be collected by the Treasurer after the first pay period in September in the following amounts:

Administrators, Teachers, & Instructional Personnel	\$25.00
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Non-Instructional Personnel	\$10.00
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Itinerant Teachers – Dues will be based on the percentage of time at our school.

All faculty and staff are expected to pay dues in a timely manner.

Sunshine Committee shall consist of one person representing each grade Kindergarten through Fifth, one person from special education and one from special area, a para-professional, and an administrator or designee.

Events sponsored:

☆ Faculty/Staff “Get Together”	Beginning of Year – Pre-planning day (Breakfast)	\$ 150.00
	End of Year – Post Planning day (Lunch)	\$ 150.00
☆ Baby Shower	Party	\$ 60.00
	Flowers (including delivery)	\$ 50.00
	Gifts from Individuals	
☆ Birth of 2 nd Baby	Gift from Faculty	\$ 50.00
	Flowers (including delivery)	\$ 50.00
☆ Wedding Shower	Party	\$ 60.00
	Gifts from Individuals	
☆ Re-Marriage	Gift Certificate	\$ 50.00

☆ Retirement/Leaving

- Sunshine will pay for retirement dinner if funds are available.
- Gift certificate will be purchased based on the following years of service:

0 - 5 years	\$ 25.00
6 - 10 years	\$ 40.00
11 - 20 years	\$ 50.00
21+ years	\$ 75.00

☆ Flowers

Will be sent to school personnel only. Cards will be sent to immediate family members. (Please let Lauralee or Janet know when a card is needed).

Hospitalization or Out-Patient	\$ 50.00 (including delivery)
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☆ Christmas Party \$100.00

Faculty Related Death – Flowers for a faculty related death will be defrayed by Internal Accounts and not Sunshine. Flowers will be sent for an employee, their current spouse, children, and parents of an employee. If you want different arrangements other than flowers, i.e. donations to a particular organization, please see Janet.

District Plans Available on WCSB Website

- K-12 Comprehensive District Reading Plan
- School Improvement Plan
- Technology Plan
- Strategic Plan


Also available:


- RtI Handbook and Forms
- K-5 Curriculum
- Instructional Materials Handbook
- AR Implementation Guidelines
- ESE “Gray Book” and Forms

Video Tapes Guidelines


WARRIOR EXPECTATIONS




 **A**im High with a Positive Attitude

 **R**espect yourself, others and things

 **R**esponsible Behavior

 **O**bey rules the first time

 **W**arriors display kindness

 **S**afe place to be

ARROWS  Stick to it - You can do it!

SHADEVILLE'S LUNCHROOM GUIDELINES

1. FOR YOUR SAFETY ALWAYS WALK IN THE LUNCHROOM.
2. USE A QUIET INSIDE VOICE AT ALL TIMES ~ SPEAKING TO THOSE IN YOUR MAGIC TRIANGLE ONLY.
3. KEEP YOUR HANDS AND FEET TO YOURSELF.
4. WAIT IN LINE QUIETLY AND FACE THE FRONT OF THE LINE.
5. BE POLITE AND KIND TO THE LUNCHROOM WORKERS, PARA-PROFESSIONALS, AND OTHER STUDENTS.
6. FOLLOW THE DIRECTIONS OF THE ADULT WORKING IN THE LUNCHROOM.
7. EAT ONLY YOUR FOOD.
8. SIT IN YOUR ASSIGNED SEAT AND ON YOUR BOTTOM.
9. KEEP YOUR TABLE AREA NEAT AND PICK UP PRIOR TO GOING TO THE TRASH CAN.
10. CLOSE YOUR MILK PRIOR TO GOING TO THE TRASH CAN.
11. KEEP TWO HANDS ON YOUR TRAY WHEN WALKING IN THE LUNCHROOM.
12. WHEN THE LIGHTS ARE OFF THERE IS NO TALKING IN THE LUNCHROOM.
13. EAT WITH YOUR MOUTH CLOSED, USE YOUR NAPKIN, AND NO RUDE NOISES ARE PERMITTED.
14. AFTER PUTTING YOUR TRAY UP, SIT QUIETLY ON THE STAGE STEPS UNTIL YOUR TEACHER RETURNS.
15. ENJOY YOUR LUNCH AND LET OTHERS DO THE SAME. 😊

Tobacco Use Policy

