



Washington Eagles 2019-2020 Staff Handbook



Washington Teachers and Support Staff

Pre-Kindergarten

Arleen Sponsel (Teacher)
Jessica Eaton (Para)
Brandi Swope (Para)

Kindergarten

Tara Brown
Keith Skupa
Kamile Greenlee
Becky May

First Grade

Tammy Meneses
Heather Mock
Heidi Moore
Jennifer Broadbent

Second Grade

Sarah Jones
Abby Laughary
Hannah Sherman
Ashley Haltom

Third Grade

Lannette Durfey
Leslie McEntire
Shelly McKinley

Fourth Grade

Reyona Callahan
Emily Bahl
Hannah Mendoza

Fifth Grade

Desiree Bishop
Kasey Konda
Mariah Stone
Sandy Garrigus

Special Ed.

Cynthia Baker (Teacher)
Kimberly Powell Teacher)
Priscella Brown (Para)
Anne Pierce (Para)
Beatriz Galarza (Para)
Cynthia Bruns (Para)
Rhiana Green (LRE Aide)
Gisel Lopez (LRE Aide)

Specials

Amanda Wilson (Library)
Michael Ghram (PE)
Don Bohanan (PE)
Terri Seltzer (Music)
Amber Edomwonyi (Music)
Jay Jacoby (Art)
Gracie Hendrix (Tech para)

Washington Teachers and Support Staff

ESOL

Leslie Edwards
Christy Diffenbaugh (Teacher)
Hilda Chandler
Barbara Barrios (Para)
Susana Cervantes-Perez (Para)
Grace Hawks (Para)
Marcela Richardson (Newcomers)
Paula Mazas (NC Para)

Title 1 Support

Arta Quam (MTSS Facilitator)
Leslie Bayouth (Read Int)
Donna Arkin (Para)
Jennifer Ries (Para)
Heather Berner (Para)

Child Study Team

Valerie Ahlf-Vazquez (Social Worker)
Kelsey Beakey (Psychologist)
Arlene Jantz (Speech)
Maggie Onstott (Counselor)
Gabiellla Collins (Nurse)

Custodians

Fred McCrary (Head Custodian)
Aries Brown (Night Custodian)
Amare Yimam (Night Custodian)

Office Staff

Heather Vincent (Principal)
Jody Foster (Assistant Principal)
Jeri Yanez (Secretary)
Moneisha Landrum (Clerk)

Need-To-Know

Washington Elementary

424 N. Pennsylvania, Wichita, KS 67214

Office	973-1150
Fax	973-1160
Security	973-2100

Name	Office #
Heather Vincent Principal	973-1153
Jody Foster Assistant Principal	973-1155
Jeri Yanez Secretary	973-1150
Moneisha Landrum Clerk	973-1151

PURPOSE OF HANDBOOK

The Wichita Public Schools does not discriminate on the basis of race, color, national origin, sex, handicap/disability or age. Persons having inquiries may contact Ron Jones, the district's ADA and Section 504 coordinator, 201 N. Water, Wichita, KS 67202, 973-4631

The Washington Elementary School Staff Handbook serves as a summary of official school policies in areas of concern for the staff and as an informational reference for school procedures, which may be unique to our school. Staff members are responsible for knowing the contents and abiding by the policies contained in the Handbook.

Policies and procedures contained within the Handbook arise from and are supported by USD #259 Board of Education Policy and the current Teacher's Employment Agreement. These two documents should be referenced for items not specifically addressed within the Handbook. BOE Policy Manuals are available online.

The Handbook will be updated and revised annually.

ABSENCES - STAFF

ALL STAFF: If you are going to be absent, it is your responsibility to log on to the AESOP system to request a substitute. As soon as you know that you will be absent, log on to the system, **then call the school office and leave a message with the reason for your absence.** AESOP takes requests for up to two weeks of an anticipated absence. Follow the directions on AESOP for requesting a sub. It is important that you let the office know if you will be returning the day following an absence, so that we can release the substitute. If you don't let us know, we will retain the sub and you will be charged for an additional day since we must pay the substitute. Please review the Teacher's Employment Agreement. When you are absent, you must make available a substitute folder with information and lesson plans that will make the day successful for your students and the substitute teacher. **Please remember to trade and cover supplemental duties with a colleague.** Substitute teachers are not paid to do your supplemental duty.

ALL STAFF: If you are anticipating an absence, (such as personal leave for teachers, or vacation day for classified) you must fill out the anticipated absence form located in the office. The anticipated absence form must be approved at least 24 hours in advance of the absence. Teachers have three personal days that may be taken each year. However, personal leave may not be taken during non-teaching professional days, or the first or last five days of the school year. Only in cases of emergency or to attend the graduation of the teacher's child, may the principal waive the preceding restrictions, but not the number of days.

ADDRESS AND TELEPHONE NUMBERS

Please keep the office informed of any change in your address or phone number; please email Jeri or Moneisha of any changes in your personal information. In addition, please report any change of a student's address or phone number in case that information has only been shared with you.

ASSEMBLIES

Please review CHAMPS with your students prior to each assembly:

- Move to the assembly area in an orderly and quiet manner.
- When being seated, allow enough personal space so as not to be touching the person next to you.
- Positive participation only.
- When the person who is introducing the assembly comes to the front and gives the quiet signal, all students respond immediately.
- Remind students that speakers are guests in our building. It is our goal to portray Washington in a positive manner.

ATTENDANCE-STUDENTS

Accurate attendance records must be sent to the office via Synergy daily. It is extremely important that these records be accurate, as they are the records used to electronically enter daily attendance. Accurate attendance must also be listed on the pupil progress report and end-of-year scan sheets. Below are items to consider in reporting attendance:

1. Parental requests for students to be absent must go through the principal and will be considered on an individual basis, and are counted as absences. Teachers are expected to make reasonable efforts to comply with parental requests for assignments prior to anticipated absences.
2. All students arriving to class after the 9:00 bell must have checked in at the office before going to their classroom..

BEFORE/AFTER SCHOOL SUPERVISION

All staff members are responsible for student supervision. Classroom teachers are to be at their doors, greeting students, at the 8:50 bell and all other staff must be monitoring the hallways and entrances that have been assigned. Each staff member must be outside for after school supervision in the assigned spot until 4:20 unless they have another approved post.

BREAKFAST PROGRAM

We serve breakfast beginning at 8:30 in the cafeteria. Students that eat breakfast are allowed to enter the building at this time and proceed directly to the cafeteria. When finished eating, they must go back outside with the other breakfast students and wait until the 8:50 bell to head to their classrooms. Expect students to be on time to class. In the event that a late bus causes students to be late for class we will announce it on the intercom. Bus students that are late will finish breakfast then be sent to your room but not counted as tardy. We want all of our students to start the day on a full stomach!

BUDGET

Each staff member will be given a budget allocation to purchase supplies. Teachers should use their procurement cards for purchases. Visa statements will be put in your box monthly. Once you receive your statement you will attach all receipts for the month and return both the statement and receipts to Jeri.

BUS

The bus supervisor will meet the bus each morning and dismiss students to breakfast or their grade level line. Likewise, the bus supervisor will monitor students loading the bus after school. Students must be loaded onto the bus 5 minutes after the bell rings. Please do not keep a bus student after school without having made arrangements in advance with the parent for transportation. If a student is detained by a teacher, the teacher will be responsible for the taking the student home. Bus behavior will be monitored by the bus supervisor and the Assistant Principal. The bus supervisor will communicate with teachers if consequences are needed due to behavior on the bus.

COMMUNICATION WITH PARENTS

If you have concerns about student behavior or academic progress, please communicate with parents early and often. Phone calls work well in the beginning (you should make note of what day and time you called, who you spoke to, and what the conversation was about), followed by notes home (keep a copy) or special conferences with the parents (document after the meeting). If translation is necessary please send it to the district translation office; if an impromptu note is needed first call the translation department explaining your situation and they are usually able to accommodate short notice translations. It is important to give the principal a copy of any negative notes sent home.

At a minimum please send home a monthly newsletter (weekly/biweekly would be excellent) that includes the standards you are teaching in your classroom. Personal newsletters from the teachers are greatly appreciated by parents and provide a regularly expected format to communicate expectations. You may give or send a copy of your newsletter to the office. It keeps everyone informed and helps us to better communicate with parents. In addition a monthly school-wide newsletter will be sent home. Please stress the importance of parents reviewing these newsletters with your students.

EMERGENCY PROCEDURES

Fire Drills: In accordance with state law, a fire drill will be conducted no less than once a quarter during the school year. Drills will be signaled by a continuous blast of the emergency buzzer, at which time students and staff should leave the building as quickly as possible, according to the map and procedures, and be at least fifty (50) feet from the building. Teachers should ***follow*** their classes and shut their classroom door on the way out. Do not take time to close windows. ***All staff must bring their crisis bag with a class list that will be utilized to ensure all students are accounted for once outside and as a check out list if necessary.*** An all clear will be signaled. Staff members are responsible for making sure that these maps/procedures are posted in their classrooms.

Fire Drill Procedures:

1. Move as quickly and quietly as possible. Stay in line, single file.
2. Do not run or talk out loud.
3. Staff without students assigned to them at the time of the drill will assist those exiting the building. All teachers should be aware of specials locations and join their class.
4. Administration and custodians will check to see that the building and hallways are clear of occupants and that all exit doors are closed.
5. Should a fire occur during the lunch period, students will be escorted out the closest exits and will line up in class lines on the playground. Staff should report to their playground with a class roster to meet their class.

Tornado Drills and Shelter in Place:

The broken or intermittent ringing of the bells is the signal to find shelter for tornado warnings or drills. Each classroom is assigned to the gym.

1. **All** staff and students will seek shelter in the gym. Classes will have designated areas to sit.
 2. Close your doors.
 3. Take your Crisis bag, loaded with class roster with addresses and phone numbers, sign out sheet, books, activities, etc.;
- Administration will give the all clear to return to classrooms.

Bomb Threat:

The message will be relayed verbally or in writing by a staff member (all cell phones, pagers, etc. should NOT be used). All staff members should begin a search of their work space in a manner that will not alarm students and note any new or unusual packages. Students should not be aware of what is happening. All staff should remain in their designated work areas during the search process until an all clear message is given. Do not use cell phones or the intercom. If a suspicious device is located, do not touch it and immediately notify the office by telephone with the message, "**device located in room____**". Administration will call for the evacuation of the building. Staff and students will evacuate using the same routes as when exiting the building for a fire drill unless instructed to use an alternate route.

COMPUTER USE

All staff will have access to a district owned computer for use in professional duties. BOE policy states that all employees with access must sign an access contract before using any district owned equipment. Please carefully read the guidelines included in the contract. We will strictly adhere to this policy.

CUSTODIAL SERVICES

To assist our custodians in keeping our building clean and welcoming, please observe the following:

- If students will be eating lunch in the room that day, please notify the custodian ahead of time. He will get you a large trash can for the lunch garbage.
- When cleaning desks, etc., please ask for some rags to use.
- **Before dismissing students for the day, have students remove trash, books, personal belongings, etc. from the floor.**
- Be a good role model for students by keeping your own space neat, clean and tidy. Model for your students how to be good citizens of the school and clean up after themselves.

If a work order is needed please let Fred or Jody know.

DISMISSAL OF STUDENTS

At 4:10 each day, students are to be **escorted** to the exit by their teacher, who should remain outside to assist with supervision until 4:20 or when the area is clear of students. **Do not allow parents, students, or your own housekeeping duties to detain you from this task!** This portrays Washington as a very proactive, safe environment to our community and reduces the possibility of problems at the end of the day.

Students who go to Latchkey will need to go directly to the cafeteria.

No student can be dismissed during school hours without authorization from the parent AND the school office. Parents or their designee must sign the child out in the office when requesting an early dismissal. Teachers will be notified via the intercom or the parent will bring you a check out slip, signed by the office personnel. Do not let a child leave under any circumstances. This is for safety reasons. If a parent comes to the door requesting a child, ask them to go to the office to sign the child out while the child is preparing to leave. However, don't send the child until the office calls for them. Reiterate to the parent that this is for the child's safety.

Do not call a parent to have them pick up a child without communicating with the office/nurse.

FIELD TRIPS

Field trips that enhance the elementary educational program are encouraged. Such trips to be educationally sound, should include the same planning, preparation, and evaluation that you would include in any curriculum presentation. Below are general guidelines to follow:

1. Out of district field trips should be submitted two weeks prior to the trip. The request must state the standard (s) the trip will help students meet and how. Attach a copy of the permission slip that will be sent home. It will be returned to you to copy for students. Only the district approved waiver may be used.
2. After approval, a permission slip/trip waiver must be sent home and returned outlining the date, times, transportation means, and purpose of the trip.
3. Every child, regardless of ability to pay, will be expected to participate in field trips. All field trip activities should be another way for students to meet the standards. Being such, it is also expected that all children will be allowed to participate in these activities. According to BOE policy P1380, students cannot be denied the right to participate in a field trip as a disciplinary measure unless the pupil is suspended on the day of the trip or is being disciplined for inappropriate behavior on a previous field trip. Exceptions to this policy may occasionally arise, but must be approved by administrators
4. All field trips that require an admission charge must give you a receipt
5. Notify Specials, ESOL and SpEd teachers in advance if your activity interferes with your students attending their classes.
6. Write your trip on the master calendar outside of administrator offices. Include times that you will leave and return to the building NOT the time of your scheduled activity. We need departure and return times to communicate with parents and/or medication schedules.

FIRST AID

If a child is injured at school, first aid should be administered with supplies from the health room. If the injury is serious, the nurse, administrator, clerk, or secretary should be informed and the parent notified immediately. A supply of Band-Aids will be provided for each classroom for minor cuts and scrapes. Students should wash the cut themselves and apply the Band-Aid.

Accident Report Forms must be filled out for all "serious" accidents that happen at school. All accidents should be reported to the office immediately. You will be asked to fill out the report if necessary. Parents should be notified immediately if their child receives a blow to the head.

Students complaining of headaches, stomachaches, "I don't feel gooditis," etc. should be first dealt with in the classroom. Some students learn that the health room is an escape from the things they are being asked to do in class. If a child continues to not feel well, fill out a health room referral and send to health room. Students not feeling well should NEVER be sent home from your classroom without notifying the office or health room first.

HOMEWORK

The Wichita Board of Education policy #6340 states that "Homework is a valuable and valued tool in the learning process. Used appropriately, it can provide practice and reinforcement for previous instruction, provide opportunity to develop pupil responsibility, involve parents more directly in supporting the learning process. For these reasons, pupils shall be given regular and appropriate homework activities in all grades. Homework shall be assigned with consideration of the maturity level of the pupil, the organization of the school, and other activities in which the pupil might be involved."

INSTRUCTIONAL PLANNING

Teachers are to follow the course and CCRS standards adopted for the elementary schools of USD#259 and all BOE policies on instruction. Teachers will have copies of all adopted texts relative to their current teaching assignment. Requests should be submitted to the principal in writing for adopted instructional materials not in possession of the teacher. It is the responsibility and intent of the administration to assist teachers in improving instruction by providing time, materials, and assistance with the educational program. **Achievement of the grade level standards is the essential requirement.** Teachers should plan for instruction by first determining the standards to be reached. Then the teacher should plan how the student will be assessed in reaching this standard. The standard and the assessment should drive the instructional strategies.

KEYS

Classroom and building keys will be issued each fall, and checked in on the last working day each spring. Broken or damaged keys will be replaced upon the presentation of broken or damaged parts. Lost keys should be reported to the principal immediately. Three days are allowed for finding the lost keys before the fine is assessed. The current fine is \$25.00 per interior door key and \$100.00 for building entrance or master keys. Please lock your door each evening.

LESSON PLANS

Lesson plans should always be prepared in advance of the coming week and should be kept in an obvious location on your desk. Special activities and extra duties should also be outlined in the plan book. Specific classroom details should be outlined in the Substitute Teacher Folder. Do not leave for the day, until plans are in place for the following day. Keep in mind that your plans need to be clear enough for a substitute to read and understand. The Substitute Teacher Folder should be kept in the same area as your lesson plan book. Be sure to include:

1. The name and location of another teacher who is especially familiar with the absent teacher's routine.
 2. A map of the building.
 3. The daily schedule (both teacher and building) and any special notes made of particular responsibilities the substitute may have.
 4. Information on important school policies the substitute may need (i.e. the teacher calendar and handbook).
 5. Names of a small number of students the substitute may rely upon.
 6. Notes on students with special needs.
 7. A current seating chart or nametags for easy identification of students
 8. Adequate lesson plans are non-negotiable!
 9. Include any information you expect the substitute to provide for you at the end of their assignment.
- You may want to include some ideas for filler activities for your substitutes use.

LIBRARY

Books and materials in the library are for the use of students, families, and staff of Washington. Everyone should abide by the library rules and regulations regarding check out.

MASTER CALENDAR

The master calendar for the building is located on the bulletin board outside of administrative offices. All staff should place any events for their classes on this calendar (i.e. field trips, guest speakers, etc.) including starting and ending times. This enables the building principal and secretary to be informed of what's happening in the building, helps us answer many questions that parents may have, and keeps your event from being overlooked because others were not aware of it. These items will also be placed on the "Weekly Bulletin" so that staff is aware of special projects or events that are taking place within the school. THE SCHOOL CALENDAR SHOULD BE CHECKED prior to scheduling field trips or out of building activities.

MEDIA

All contacts with the media are to go through the building principal. Teachers are encouraged to submit district TIP sheets to the Marketing and Communication office publicizing the exciting learning happening in your classrooms and our school. No other contacts with the media will occur without prior approval.

MEDICAL TREATMENT FOR INJURED EMPLOYEES

Board Policy states that all accidents involving school district employees, even if a doctor is not consulted, are to be reported on the proper form within 24 hours to the Supervisor of Risk Management.

MEDICATION

BOE policy 5316 states that "medication is not given at school except when requested by written orders from the pupil's physician. When a written request is received, a conference will be held with the parent, school administrator, school nurse, and other school personnel involved."

BOE policy also states that the possession and consumption of non-food items such as vitamins, aspirins, food supplement pills, and other nonprescription drugs by pupils in school is strongly discouraged. Item #2 of the same policy further states that no aspirin or other non-food items of that general nature are to be provided to students by school personnel.

Students who need to take medication at school must bring such medication to the office as soon as they arrive at school. Students will not give medication to individual teachers to be taken in the classroom. **Teachers should not give out medication to students under any circumstances.**

MONEY

Money may be collected from students for special activities, field trips, book orders, etc., but all must be done so in accordance with BOE policy 3421. All collected money should be left in a secured, locked place overnight. If you do not have a place in your room to lock it, please turn it into the office for safekeeping. You are responsible for the money until it is turned in. There is no room for interpretation in the district's policies on money. Therefore, failure to comply with procedures may result in a disciplinary action for the employee.

The following guidelines for Washington are in accordance with district policies:

CASH SUMMARY SHEET INSTRUCTIONS

When requesting money from students for field trips, book orders (more than five students), etc., all money must be receipted on a cash summary sheet or in a receipt book. All book orders, whether they are under \$10 or not, must be receipted on a cash summary sheet. Field trips and other money can be receipted on a cash summary if the amount collected from each person is \$10 or under.

Please follow the instructions below when completing a Cash Summary Sheet:

1. Obtain a Cash Summary Sheet from the office.
2. Sign your name next to the correct number of the sheet you are taking and write the date you checked it out.
3. Date the cash summary sheet on the top Date line with the date you checked it out from the office. **Do not date the bottom of the form.**
4. Cash Summary Sheets must be returned to the office **within five (5) days** of check out. If you have not collected all money by that day, turn in the Cash Summary Sheet and money collected and check out another sheet for the remaining money, using the above guidelines.
5. Add the entire Cash Summary Sheet and complete the amount at the bottom of the form and sign as the person collecting money.
6. **Count the money to be sure it equals the amount on the Cash Summary Sheet.** Put all checks and cash together and put coins in a sealed baggie. You are responsible for making sure all checks are made payable to Washington. If they are not, ask parent to write another check. Do not turn in checks that are not made payable to Washington.
7. Do not write in names on the Cash Summary Sheet if the student has not paid. You may use the yellow copy to make your own notes of those students who have not paid, etc.
8. Make one line through a name or amount that should be deleted from the Cash Summary Sheet.
9. If a Cash Summary Sheet is checked out and not used, please return it to the office with VOID written across it. All Cash Summary Sheets must be accounted for at audit.
10. Hand deliver Cash Summary Sheets and money to secretary.
11. Money should be collected for field trips, book orders, etc. at least two days prior to the date the check is needed.

If you are collecting more than \$10 from each person, with the exception of book orders, see the secretary for a receipt book.

PAYROLL

Classified Staff only: BOE Policy P3505 states that all classified staff must clock in and out every day and for lunch. If you miss a clocking in or out you will need to fill out an errors and exceptions form which then must be approved by administration.

PLANNING TIME

Planning time is designed for teachers to plan lessons, gather materials, and make important phone calls. Staff needing to leave the building in order to take care of special situations during planning time need to check with the office before leaving.

PROFESSIONAL GROWTH

Staff members are encouraged to participate in committees and organizations which provide the opportunity for professional growth. In addition, professional development (PD) time will be included within the master schedule. The principal will work with the staff to develop meaningful and growth related staff development activities which support the mission of the Wichita Public Schools. Please bring to the attention of the principal any opportunities that support our building plan or your own professional growth plan. If our students are to be successful in meeting standards, all of us must continue to look for opportunities in which to grow and expand our knowledge base and skills. If we are to be a community of learners our own learning is vital to the success of our students.

RECESS

Recess is a privilege and is counted as part of the instructional day. Lunch recess is 20 minutes and extra recess is no more than 15. Both lunch and extra recess are planned into the master schedule so the recess schedule should be followed. Recess activities that promote good sportsmanship and social skills should be encouraged. Students must be well supervised at all times so **staff will need to submit zones of supervision at the beginning of the school year.** Supervisors on the playground should be mobile and visible in their zones and not congregating for conversation. All recess supervisors, including classroom teachers, are expected to know and follow all recess expectations for both lunch and extra recess. Rules will not be different between the two recesses. When there are different expectations between the two recesses this leads to behaviors issues, lack of consistent management and power struggles on the playground. This also includes extra 'reward' recesses. All grade levels will maintain and expect the same rules to be followed at all times. Please see the following page for district and building specific recess expectations. Grade level teachers should teach recess expectations at the beginning of the year and frequently throughout the year.

Recess Expectations (Social/Emotional/Physical)

Elementary schools will provide daily recess periods for students with time for supervised unstructured/choice physical activity. One 15 minute period and a 20 minute lunch recess will be allowed daily for unstructured physical movement. Unstructured refers to: Recess time will allow student choice. This can be through active play and/or social interactions with peers and adults. (Similar to what schools do at lunch recess).

Expectations:

- ◆ This will not be an extra plan time or break time for teachers (safety and supervision is a must) each teacher will supervise their own classrooms during their extra recess. Supervision is provided by other staff during lunch recess.
- ◆ Staff are all expected to be out with their class actively monitoring/interacting with the students. Technology should be used for appropriate purposes such as using your timer or checking the time. Please refrain from checking email, making phone calls or answering texts when supervising recess.
- ◆ If students go out for lunch recess they should also go out for their extra recess (unless weather has changed).
- ◆ Indoor recess is still considered a recess. Students should have free choice of movement and activity.

Recess Common Area Policy: EXPECTATIONS FOR STUDENT BEHAVIOR

- ⇒ Progress to playground in single file line in calm, orderly fashion
- ⇒ Walk until reaching grass – walk on concrete and blacktop surfaces
- ⇒ Follow rules for various equipment on playground (see full recess expectations)
- ⇒ Stay inside sandbox /rubber area by trees (no playing on or behind the trees)
- ⇒ Take turns on all equipment – settle turns with rock-paper-scissors
- ⇒ No throwing rocks, sand, or rubber
- ⇒ No chasing games
- ⇒ Stay away from mud, puddles, or snow
- ⇒ Do not approach any adult other than playground supervisors or school staff
- ⇒ Follow guidelines for success
- ⇒ At end of recess bell, all students walk to line up at designated spot on concrete. If students have equipment (jump ropes, basketballs, playground balls, soccer ball and jerseys), they need to place those items back on the cart.

Recess Common Area Policy: SUPERVISION & STAFF RESPONSIBILITIES

- * **All staff are expected to know and follow expectations from playground policy during all recesses.**
- * Arrive on time for scheduled supervision shift
- * Teachers will go to cafeteria at 2 minute warning bell to pick up classes on time
- * Supervision is first priority – conversations between adults should be focused on immediate student needs on the playground
- * Scan, supervise, and circulate by walking around your assigned zone of supervision but be unpredictable in your patterns.
- * Make sure someone on the playground has a radio.
- * Greet students with smile, wave, and by name whenever possible {noncontingent}
- * Give positive feedback when students behave appropriately {contingent}
- * Note any issues that need to be addressed or students who left (home, nurse, office) on the whiteboard in the back hallway by the back office door.
- * Correct misbehavior calmly, quickly, and consistently in a respectful tone
- * Avoid power struggles and publicly embarrassing students when addressing misbehavior
- * Use proximity management with problem students and/or areas by moving towards misbehavior
- * For **misbehavior**,
 - * Provide student with a warning and redirection for correct behavior. If misbehavior continues, send student for 2-5 minute time-out on the fence. After time-out period is over, supervisor needs to process with student including stating why the child was put in time-out, what their behavior needs to be (including positive practice of correct behavior), and an apology, if appropriate. If misbehavior continues, repeat time out procedure
 - * For incidents of fighting (with intent to harm), bullying (repeated intimidation and/or picking on students), sexual harassment (verbal, kissing, or sexual behaviors), weapons (real or toy), drugs, send directly to office. When sending a student to office, complete a paper office referral form and notify the teacher that the student is in the office on the whiteboard. DO NOT forget to have the student get a lunch before going to the office.

Please see the Recess Common Area Policy for specific equipment rules and expectations.

REPORTING SUSPECTED ABUSE/NEGLECT

BOE Policy 5117 requires all school employees to take appropriate action in reporting suspected abuse and/or neglect cases (physical and/or mental) to the proper authorities in accordance with state statutes. Employees should report the matter by phone or via internet to the proper authorities in accordance with state statutes. In severe cases where the child's life is feared for when the child leaves school that day, 911 may be called. **The employee shall also notify the building principal or designee promptly of his/her suspicion and/or if 911 should be notified. This notification serves to inform the building principal of the suspicion but does not substitute for reporting the suspicion to the proper authorities, nor does it relieve the employee of this obligation.**

RESTROOM SUPERVISION

A checkout system for students leaving the classroom to use the restroom needs to be devised by the teacher so that students are accounted for during all times of the day. Good judgment should be exercised in caring for the toileting needs of children. Age, maturity, weather conditions, and individual health problems all need to be considered. Rules must not be so strict as to contribute to any child's discomfort or embarrassment, neither must there be so much freedom as to contribute to poor classroom management. Requests from parents must be given careful consideration.

It is best to schedule whole class restroom breaks periodically with the teacher supervising outside of the restrooms. When students go on their own, it is best not to allow more than two at a time. Students should not be in restrooms before or after school.

SECURITY

Please close and lock your windows and door before leaving the building. If you stay to work in your room, after the custodian has cleaned, please remember to turn out the lights and lock up when you leave. Also, if you stay to work into the evening, please make sure that one of the custodians is aware of your presence and when you are leaving, let them know. Keep your purse and other personal belongings locked up at all times.

SEXUAL HARASSMENT

Any action by an adult or student that may be considered sexual harassment, according to BOE policy 1115, 1116, must be reported immediately to the principal for investigation. All employees have a duty to report knowledge they have. Investigation does not mean guilt. Please follow all items in the policy.

SMOKING

As of July 1, 2007, the use of tobacco products is strictly prohibited on all USD#259 property. This includes parking lots. Smoking is not allowed on school grounds.

STAFF COMMUNICATION

The main form of communication will be through Outlook mail. Please check your Outlook in the morning when you arrive, during lunch, and before you leave for the day. You are responsible for knowing what is posted on Outlook.

Mailboxes are located in the office. Teachers should check their mailboxes several times throughout the day. If you keep your mailbox empty it will be easier for the office staff to know if you have received important messages.

A weekly staff bulletin will be distributed weekly with a weekly calendar and important notes for staff only. It will be distributed through Outlook mail. It is expected that all notices, bulletins, and newsletters published by Washington and/or district offices will be read by each and every staff member, who are then responsible for being knowledgeable of the contents of these publications.

STAFF LOUNGE

It is everyone's responsibility to do their own dishes and clean up after themselves. Please keep an eye on your belongings in the refrigerator before they spoil. We do not want our staff lounge to be a HEALTH HAZARD!!! Students will not be permitted into staff lounges for any reason. First United Methodist Church came into our staff lounges during the summer of 2017 to clean and restock items. If your lounge is in need of extra items (cutlery, paper products, etc.... please let Jody know).

STAFF MEETINGS

The staff should plan for staff meetings to be held once a month in the morning from 8:00-8:50 am; the monthly date can be found on the teacher calendar. The expectation is that staff assigned to work on those days are present and ON TIME. Whenever possible, information will be shared through the weekly staff bulletin, Outlook, or notes placed in your boxes. Most staff meetings will be used as time for professional growth and/or decision-making. Attendance is required and promptness is expected. Each staff member is responsible for the information covered during staff meetings.

STUDENT BEHAVIOR EXPECTATIONS & DISCIPLINE

Careful and consistent adherence to the policies and procedures outlined in our school wide plan should help eliminate many discipline problems. Being realistic, however, we know that the plan will not serve all children and we will have to deal with disciplinary situations. Please follow these guidelines:

Discipline is the primary responsibility of whichever teacher is supervising the child at the time of the infraction. As soon as you see ongoing problems develop, contact the parents. Parents sincerely appreciate being kept informed of problems as well as progress. Good communication with the home will better facilitate the functioning of your classroom. If problems continue share your concerns with your team. Child Study Team members and/or administration will serve as resources as well to offer you assistance and support. Administration may also choose to contact parents.

In some circumstances, students may need to be sent to the office, but only when accompanied by an explanation of what has occurred and why it is necessary for the child to be sent to the office. In most cases, you will have a prearrangement with a colleague to share the responsibility of time outs. (Buddy rooms are attached in the resource section) A student brought or sent to the office without some documentation will be returned to class until the necessary information is sent.

If you need immediate assistance with a student, for disciplinary reasons, contact the office and someone will come to your room. It is not appropriate to send a child to the office and use the intercom to announce the offense. All situations that involve threats, bullying, physical contact with intent to harm, weapons, or sexual harassment, should be documented and reported to the administration immediately.

Children should not be set in the hall for punishment. Hallways, may be used for special projects, but not for discipline. If a student needs an area away from the group, provide an isolated area in the room or use your buddy teacher. At times it will be necessary for administration to utilize in-school suspension as a disciplinary measure. For this reason, as well as your own time out system, please have a designated isolation space. If it is necessary to call on you to assist with in-school suspension, it will be helpful if you already have a designated area for this purpose. It is the principal's responsibility to help with discipline when necessary, but to be most effective and enduring; your students must see you as the one who helps them behave appropriately. Within your classroom, you are free to institute specific rules and expectations which should work in tandem with the school wide plan. When students have a common vocabulary and expectations, the results are most effective.

STUDENT DRESS CODE

In order to provide a quality learning environment in our schools, appropriate student behavior/dress is necessary. The vast majority of our students ARE appropriately dressed and their efforts ARE appreciated. All students are expected to adhere to this shared code of student dress.

1. Students will not be allowed or permitted to wear the following items: clothing or items that advertise alcohol or tobacco products, drugs, or contain references to sex or profanity or show suggestive, vulgar, or obscene writing, pictures, or symbols. Students will also not be allowed to wear any shirt/top that exposes an excessive amount of skin (such as halter tops, shirts without sides, cut-off tank tops, bare midriffs, tube tops, etc.) or shorts/skirts that expose buttocks.
2. Slacks, shorts, and skirts will be worn at the natural waistline of the student. No sagging.
3. Students will not be allowed to wear any clothing or items that give the impression of any gang affiliation.
4. Students will not be allowed to wear headwear (hats, caps, bandannas, etc.) on campus with exception of winter headwear or theme days.
5. Appropriate footwear will be worn at all times.
6. All winter sweaters worn during the school day in the classroom must abide by the dress code guidelines.

STUDENT FOLDERS

All student cumulative folders are filed in the office alphabetically by grade level. These folders contain official records on each student, including progress reports, standardized test results and reading placement information. Folders for students who have attended another Wichita school will be sent to us. Students new to the district will have a folder prepared for them by the clerk. Student cumulative folders are available for teacher use, but should not be taken from the office without checking it out from the clerk. All folders must be signed out. Any requests from persons other than Washington staff are to be referred to the principal.

Special Education students have an additional folder containing all special education documents. These folders are located in the office lounge, and are restricted to the personnel listed on the file cabinet. If you have concerns or feel that you have need of information in these files you must consult the principal. These folders are not to be removed from the office.

STUDENT WITHDRAWALS AND TRANSFERS

When a parent communicates with you that the student will be leaving Washington, be sure that the clerk also has this information in order to do the proper paperwork. All textbooks and library books should be checked in. When a student leaves, the updated progress report, any pertinent information for the new school, and the portfolio are to be sent to the office. They will be forwarded to the next school. Students or parents should not hand carry these items.

SUPERVISION OF STUDENTS

Each teacher is responsible for the supervision of the students in his/her classroom throughout the day. Students are never to be left unsupervised. If it is absolutely necessary to leave the class for a short time, it should be done during some quiet activity or study time, and only after notifying another teacher in a nearby classroom of the temporary absence. Teachers on playground duty are responsible for the discipline and safety of students. Please be on time for all assignments. Supervise your student while going to Specials, Recess and any other activities. **You are legally responsible for your student until such time as another certified staff member assumes that responsibility!** Supervision of students begins 10 minutes before school and concludes 10 minutes after the school day. Staff is expected to be actively supervising students during these periods in their assigned location.

TELEPHONES/CELLPHONES

Classroom telephones as well as cell phones should be used in a way that does not disrupt or interfere with the learning process. Use voice mail when possible. Please consider that an unanswered ringing phone can be a distraction to the class next door. You are responsible for checking voice mail messages often. The office will not give out individual room telephone numbers, but you may if you desire. The secretaries will take messages and notify you through email. Students should not be sent to the office to use the phone but should use the one in your room. Teachers should establish phone rules and procedures with students. Teachers should use professional judgment and discretion in using their personal cell phones while on duty.

VIDEOS

Regular showing of commercial videos should be for the purpose of instruction and not entertainment. In most cases, whether a video is rented, purchased, or taped from television, copyright laws do not allow the showing to an audience without an instructional purpose. Therefore, you must have in your lesson plans the standards that showing the video meets. District policy prohibits the showing of any video that is not rated "G" without written permission from parents. If requesting to show a "PG" rated video, you must prove instructional value and provide alternate means of meeting the standard for those students whose parents object. Whenever you are using the television as a teaching tool, consider using the closed caption, in addition to the sound, to facilitate reading skills.

VISITORS

For security purposes, all unfamiliar adults you encounter should be greeted, approached, and asked if you may assist them in any way. Please be polite and do not assume that someone is a "bad guy", but be proactive all the same. Parents should be welcomed to visit in your classroom. They have been encouraged to prearrange their visit with you, but must be allowed visitation without notice, unless there have been previous problems with visitation. In that case, please notify the principal. When a visitor's actions or presence in the classroom disrupts the instructional program, the teacher is authorized to advise the individual to leave. The principal may exclude from the classroom, school building or premises those visitors that are disruptive. Please keep the principal informed.

ALL VISITORS MUST CHECK IN VIA HALLPASS IN THE OFFICE before visiting your classroom. Please inquire as to whether the visitor to your room has signed in.

WEATHER

Our policy is that students do not go outside when the wind-chill is below ten degrees or when there is precipitation. Another reason for staying inside would be extremely wet ground conditions that would mean children would have wet feet for the rest of the day. Teachers have the option of taking their students outside during cold weather for brief periods of time at their discretion.

Resources:

The following documents are resources relating to student behavior and Common Area policies specific to Washington as part of the work with MTSS Behavior Support. It is imperative to review these expectations and teach your students what is expected of them. Conducting mini-lessons is a great way to convey expectations. We want to be consistent as we are creating the culture of our building. Keeping CHAMPS and Essential 34 posters visible is another way to remind students (and yourself) the expectations of the building.