

Wapsie Valley Elementary Schools

Fairbank

311 5th St. N
Jolaine Mast, Principal
(319) 635-2071

Readlyn

200 East Fourth Street P.O. Box 280
Gregg Eschweiler, Principal
(319) 279-3323

and Rural Elementary Schools

Faculty and Staff Handbook

2011-2012

Jurisdictional Statement

This handbook is an extension of Board Policy and is a reflection of the goals and objectives of the Board. This handbook and school district policies, rules, and regulations are in effect while faculty and staff are on school grounds, school district property, or on property within the jurisdiction of the school district, while on school-owned and/or school operated buses or vehicles or chartered buses, while attending or engaged in school activities, and while away from school grounds.

The school district's policies, rules, and regulations are in effect 12 months a year. Violation of school district policy, rule, or regulation may result in disciplinary action.

The school reserves and retains the right to modify, eliminate, or establish school district policies, rules, and regulations as circumstances warrant including those contained in the handbook. Faculty and staff are expected to know the contents of the current handbook and comply with it.

Questions or concerns may be directed to the Superintendent's Office for information about the current enforcement of the policies, rules, or regulations of the school district.

EQUAL ACCESS TO EDUCATION

The Wapsie Valley Community School District does not discriminate on the basis of race, color, national origin, religion, sex, disability, sexual orientation, gender identity, or marital status. Inquiries regarding compliance with equal educational opportunities shall be directed to the Superintendent. Inquiries may also be directed, in writing, to the Iowa Civil Rights Commission in Des Moines, or the Director of the Region VII Office of Civil Rights, United States Department of Education in Kansas City, MO.

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WAPSIE VALLEY COMMUNITY SCHOOLS

Chad Garber, Superintendent

	Telephone Number	Fax Number	
Fairbank Elementary	(319) 635-2071	(319) 635-2501	
Readlyn Elementary	(319) 279-3323	(319) 279-3187	
Wapsie Valley Jr./Sr. High School	(319) 638-6711 or (319) 279-3458	(319) 638-7061	

FAIRBANK STAFF

2011-2012

Name	Telephone number	Cell phone number	Position
Jolaine Mast			Principal
Kay Frame			Secretary
Molly Juhl			Guidance
Christy Fagerlind			Preschool
Laci Hummel			Kindergarten
Angie James			Kindergarten
Karen Bouska			Grade 1
Kathy Bachman			Grade 2
Cheryl Kleitsch			Grade 2
Jody Busch			Grade 3
Kari Pleggenkuhle			Grade 4
Jessica Heying			Grade 4
Jeannie Lincoln			Grade 5
Lori Thurm			Grade 5
Marla Harter			Grade 6
Kara Shannon			Grade 6
Heidi Corbett			Title One
Ty Halverson			TAG
Pam Clough			Special Education
Melissa Sander			Special Education
Alicia Riggs			Music
Jenifer Dise			Band
Brian Weepie			PE
Rhonda Graham			Nurse
SuzAnn Conner			Office Associate
Teresa Haberman			Paraprofessional
Brenda Shinstine			Paraprofessional
Carrie Garber			PK Associate
Beth Lortz			PK Associate
Jorianne Ordt			3 rd Associate
Monica Ott			Library Associate
Roxanne Wenner			Maintenance
Ed Gipper			Maintenance
Roxie Gipper			Food Service
Mary Beth Ryan			Food Service
Virginia Schellhorn			Bus Driver
Duane Bentley			Bus Driver
Donnie Brandt			Bus Driver

READLYN STAFF

2011-2012

Name	Telephone number	Cell phone number	Position
Gregg Eschweiler			Principal
Jen Mathias			Secretary
Molly Juhl			Guidance
Tiffany McConnelee			Preschool
Amy Sheppard			Kindergarten
Wendy Miller			Grade 1
Linda Wittenburg			Grade 2
Crystal Shedenhelm			Grade 3
Amanda Grady			Grade 4
Taylor Anderson			Grade 5
Sue Moen			Grade 6
Tiffany McConnelee			Title I
Melissa Schmidt			Special Education
Ty Halverson			TAG
Alicia Brown			Music
Jen Dise			Band
Brian Weepie			PE
Rhonda Graham			Nurse
Jodi Edwards			Media Associate
Carol Peine			Office Associate
Larry Sauerbrei			Maintenance
Mary Lee Even			Food Service/ Maintenance
Sherri Kelley			Food Service
Jeremy Michael			Bus Driver
Virginia Shellhorn			Bus Driver

RURAL SCHOOLS STAFF 2011-2012

Name	Telephone number	Cell phone number	Position
JolaineMast			Principal
Amy Buzynski			K-8 Rural
Tina VanDenHul			K-8 Rural
Jenna Delagardelle			K-8 Rural
Jessica Risse			K-8 Rural
Angie Kleitsch			Paraprofessional
Jenny Richards			Paraprofessional
Jackie Schneider			Paraprofessional
Vivian Wenger			Paraprofessional
Michelle Kramer			Sp.Ed Associate
Nancy Richards			Sp. Ed Associate
Ed Gipper			Maintenance

ABSENCES, STAFF

All teachers are to be in the school or on duty by 8:00 AM and remain at school until 4:00 PM. Teachers may leave the building on Fridays and the days before holidays once the buses have left and school duties are complete. In the event that teachers and staff members are unable to report to work due to illness or some other emergency, telephone the building principal before 10:00 pm or between 6:15 and 7:00 AM.

Fairbank and Rural
(319) 651-7480 (Jolaine)

Readlyn
(319) 240-7771 (Gregg)

All staff members will be required to fill out a Leave Request Form for all absences as soon as you know you will be gone. If you are out because of illness or an emergency, please take care of this as soon as you return. This form is available from the school secretary or on the Wapsie Valley Schools website on the Staff page. This form should be submitted to the principal.

See Article 11 of the Master Agreement for a list of approved absences.

Chronic/extended (beyond 5 days) absences will require a doctor's excuse.

Staff members have requested in the past to be excused early or to arrive late for personal reasons (doctor appointments, child sporting events, etc.) Although this should happen very infrequently, it is in our students' and district's best interests to avoid hiring a substitute if possible. We must, however, consider maintaining the management of the day and that requiring someone to "cover" a classroom can be disruptive. Certified staff members who **request** to arrive late or leave early must arrive by 9:00 a.m. or leave no earlier than 3:00 p.m. Otherwise, a substitute will be hired and a half-day absence will be recorded. Please keep in mind that this is a special consideration and will occur infrequently. Teachers should email the building principal their request and sign the staff sign-out book. All teachers should notify the secretary before they leave. This information helps the office provide appropriate responses in case of a phone call.

Staff has the option to leave the building during their twenty-minute, duty-free lunch period. Please notify the building secretary prior to leaving the building.

ACCIDENT OR ILLNESS, STUDENT

In the event a student is injured or becomes ill while at school, he/she should be sent to the office. In case of a visible injury, the playground or classroom supervisor must fill out an accident report. The secretary will notify the parents and school nurse and instructions will be requested on what to do. The school nurse ultimately determines when to send children home for health-related reasons. In cases where it is unclear whether it is absolutely necessary to send a child home, the decision will be made collaboratively between the parents and the school nurse. If the school nurse is not available, then the building principal and secretary will make the decision. The classroom teacher may be consulted. When the parent has no telephone number or can't be reached, the school may call the emergency number listed on the health record or call an ambulance if necessary.

ADMINISTRATIVE DESIGNEE

On days when there is no principal in the building, a teacher from the staff has been appointed as the Administrative Designee.

The duties of the Administrative Designee will include:

1. Instruct the secretary to do any clerical tasks that are of an immediate nature.
2. Instruct the custodian to carry out any duties that require his/her immediate attention.
3. Act as a representative for the building and spokesperson for the staff in case of emergency (fire, tornado, etc.)
4. Direct all communications and actions in cases of personal illness or injury.
 - a. Contact the school nurse immediately.
 - b. Determine emergency procedures.
 - c. Contact parent(s)/guardian(s) of child.
 - d. Transport injured party to doctor if necessary.
 - e. Request a complete accident report from the appropriate supervisors.
 - f. Follow up progress of accident victim.
5. In matters of discipline that require an immediate administrative decision, the administrative designee will handle the situation while another staff member supervises her classroom. When suspension is in order, the student should be removed from class and to a supervised area until the principal returns.

ANIMALS/PETS

Students who would like to bring animals or pets to school must make arrangements with their classroom teacher before bringing the animal. Teachers should confirm there are no animal allergies before approving the visit. An adult should accompany the child and take the pet home after the class has seen it.

The teacher should assume responsibility for the proper care of classroom pets (hamster, gerbil, fish, etc.) The teacher needs to work with the custodial staff to arrange for the proper removal of pet waste in a safe fashion.

ATTENDANCE, STUDENT

Children are lined up to enter the building at the 8:05 bell. School begins at 8:15. The tardy bell will ring at 8:15. Any child arriving after 8:15 (without an acceptable hall pass/excuse) should be marked tardy. A hall pass marked “excused” indicates that the child has an excused tardy. The attendance record must be accurate for state reporting. Attendance and lunch count must be entered into your computer by **8:40**. If you know why a student is gone, please enter it on the computer attendance form. **Parent notes to excuse students during the school day should be sent to the office.**

Teacher responsibilities regarding student attendance

- Please keep in close touch with the parents of children who are absent or who are frequently tardy.
- Develop instructional plans to ensure punctuality. Tardy must be marked accurately based on the school criteria (when the tardy bell rings at 8:30, students must be present in the room).
- If students are absent for two days, get in touch with the parents via telephone or e-mail with student’s assignments. Be sure to ask the parent if the student is well enough to work on assignments. Parents and children will appreciate this concern.
- **Alert the office as early as possible if you suspect a chronic poor attendance or chronic tardy pattern.**

Doctor’s appointment/excused absences

We encourage dental and doctor appointments to be made for out-of-school hours. Students will be excused for necessary dental and doctor appointments during school hours upon the written or telephone request of the parents. A student that goes to the dentist or doctor and comes back to school for the remaining time in the morning or afternoon will not be counted absent unless he/she is gone for more than two hours.

The principal will excuse absences upon receiving a written statement from a student’s parents. The attendance record will be adjusted, as needed, by the secretary.

Any student arriving late or leaving early for such appointments must check in/out in the office with their parent. Adult signature will be required on the logbook.

BUILDING AND GROUNDS

The appearance of the building and grounds depends on the joint effort of staff and students. Teaching respect for property and pride in their school is the responsibility of every teacher, administrator, and school personnel. Our success depends on our concerted effort.

Classroom expectations

All classrooms should monitor the classroom cleanliness throughout the day. Certainly there are times when learning and working is messy and loud. Cleaning procedures should be incorporated into the instructional activity at appropriate times. At the end of the day, the following things must be done:

- Pick up litter from the floor
- Put away all books and binders
- Clear all desktops
- Place all chairs on top of desks or stack in groups
- Close windows
- Turn lights off

Students should be taught to assist with the above tasks whenever appropriate.

Bathroom expectations

Generally students should go to the bathrooms with a pass, one at a time, unless the class is taking a supervised break. If more than one student uses the bathroom, you might consider assigning a monitor that will remind students to keep the bathroom floor free from litter, remind students to flush the toilet and wash their hands, and report any misbehavior.

Library/Computer expectations

All computers evenly spaced
Keyboard placed in front of monitor
Mouse/mouse pad to the right of the keyboard
All paper and scraps picked up after using the computers
Chairs pushed in
Turned off at the end of the day

Bookroom and Storeroom expectations

The bookroom and the storeroom spaces are shared amongst all staff. Please be respectful of materials and space by keeping the area neat. Check-out and return materials to the proper place and in a timely manner.

BUILDING SECURITY

Keys

A building key/access card is issued to each staff member. Teachers are responsible for the keys. Keys are not to be loaned to unauthorized personnel or duplicated. Students should not have access to teacher keys. All keys must be returned to the office each year to the building secretary

for an inventory. It may be checked out again once the secretary finishes the inventory. If you lose your key, be sure to notify the office immediately.

Windows

In order to make your room more secure and have the heating/air conditioning system run smoothly, keep your windows shut. If the window is open, make sure to close and latch classroom windows.

Stranger Awareness

Please be cognizant of building visitors. If you do not recognize a person in the building, do not hesitate to introduce yourself and offer assistance. The offices are “out-of-the-way” and you are the eyes and ears of the hallways.

BUS TRANSPORTATION

Line up procedure

Buses will arrive at approximately 3:15. At the 3:15 dismissal bell, bus students will be dismissed to the main door to board according to their bus.

Requests for bus transportation

Requests for the use of school buses for field trips must be submitted well in advance of the trip. These requests should be submitted to the secretary who will arrange transportation if available. It is your responsibility to follow up prior to the trip to make sure that travel arrangements have been made.

CHILD ABUSE

It is recommended that all suspicions of child abuse or neglect be discussed with the principal and guidance counselor immediately.

Iowa Code requires certificated school employees, registered nurses, licensed practical nurses and licensed paraprofessionals to report to the Department of Social Services all instances of suspected child abuse involving students. Any school nurse, licensed paraprofessional, or certificated school employee who is found guilty of knowingly and willfully failing to report suspected cases of child abuse is subject to a fine of \$100 and imprisonment for up to ten days. Civil liability may also be imposed for the damages caused by failure to report suspected child abuse.

Immunity from suit for such actions as slander and libel is extended to those making reports in good faith.

Child abuse is defined as non-accidental physical injury suffered by a person under 18 years of age resulting from acts or omissions of parents, guardians or persons legally responsible for the child (Senate file 1225, Amendment to Chapter 235, child Abuse, Code of Iowa).

Staff members who suspect child abuse are to report those concerns to the principal and guidance counselor. Together, the principal, the counselor, and staff member will make a report to Department of Human Services (DHS) within 24 hours. A written report must be submitted to DHS within 48 hours of the oral report. It will include the name of the third party, the date, and the purpose of the notification on the written report to DHS. The report should contain:

- Name, age, address of the suspected abused child
- Name and address of parents, guardians, or persons legally responsible for his/her care
- Description of injuries, including evidence of previous injuries
- Name, age, and condition of other children in the home
- The child's whereabouts if different from parents, guardians, or persons legally responsible for the child
- Any other information considered helpful
- Name and address of person making the report

CLASSROOM MANAGEMENT

A well-managed classroom takes thoughtful planning, direct and effective instruction, and ongoing maintenance. Standard Six of the Iowa Teaching Standards requires that teachers demonstrate competence in classroom management. Research shows that an effective management system must be established in the first two or three weeks of school; if it isn't, attempts to establish a system for the year will be difficult. Establish your system and have students practice and consistently review it.

Principles for effective classroom management

Be Proactive

Effective instruction eliminates most of the behavior problems. Carefully plan all lessons to strive for the greatest student engagement. Plan procedures and routines for all transitions and independent activities to minimize possible confusion.

Create Ownership

Believe that all children want to be at their best. Apply quality tools and grouping strategies such as class meetings and community circles to gain student cooperation. Self-assessment should be conducted to gain insights from individuals or the whole class.

Communicate Clear Expectations

Classroom belief statements, guidelines, and rules should be defined, instructed, posted, and reviewed. Frequent practice is necessary in the beginning or when the desired behavior is not performed at the satisfactory level.

Focus on Positive Interventions

Corrective actions must be instructional rather than punitive in nature. Not all students are emotionally stable or socially mature enough to know the right way or to choose the right things to do. Effective teaching methods include direct instruction, modeling, use of rationale, role play, rehearsal, and practice.

Partner With Parents

Even the least involved parents have the same interest as you do – the success of their child. Create an understanding, accepting, and empathetic atmosphere when communicating with parents regarding management support. Believe that all parents care, but don't be too critical of yourself or lose your faith when their support level is low.

Maintain Student Dignity at ALL TIMES

The brain cannot focus on learning under stress. When a child loses dignity, his/her negative emotions such as anger, frustration, fear, or anxiety will take over and shut down their energy for learning. It is never acceptable to shout at students or make comments with the intent to embarrass them into changing their behavior. Profanity in front of students is never acceptable. All signify a loss of teacher control and student dignity. **Praise in public, admonish in private.**

CLASSROOM SCHEDULE

Please post a copy of your classroom schedule in your room. Please turn in a copy of your classroom schedule to the office by the end of the first school day. If the schedule is changed later, turn in an updated copy to the office at that time.

COMMITTEES

Writing Committee:

Amy Buzynski

Jessica Risse

Cheryl Kleitsch

Kathy Bachman

Kara Shannon

Sue Moen

Wendy Miller

Social Studies Committee:

Jenna Delagardelle

Marla Harter

Laci Hummel

Taylor Anderson

Crystal Shedenhelm

Math Committee:

Tina VanDenHul

Jess Heying
Karen Bouska
Lori Thurm
Jeannie Lincoln
[Linda Wittenburg](#)
[Sue Moen](#)

Building Leadership Team:

[Amy Buzynski](#)
Angie James
Jody Bennett
Kari Pleggenkuhle
[Amy Sheppard](#)
[Taylor Anderson](#)
[Amanda Grady](#)

Mentoring/Mentee Meetings:

Ty Halverson/ Marla Harter
Alicia Brown/ Jen Dise
Heidi Corbett/ Kari Pleggenkuhle
[Amanda Grady/Crystal Shedenhelm](#)
[Tiffany McConnelee/ Amy Sheppard](#)

Teacher Quality:

[Sue Moen](#)
Lori Thurm
Jeannie Lincoln

The social committee plans activities of a social nature including holiday events, cards and flowers as appropriate, as well as other celebrations. Money is collected at the beginning of the year to serve the needs of employees. Any other activities or gifts may be collected throughout the year.

COMMUNICATION/NOTES HOME

Teachers are strongly encouraged to send home or post on their websites a monthly newsletter highlighting classroom learning. Copies should be shared with the building principal. Personal contacts, such as phone calls or emails are also important to consider.

Teachers will also be asked to contribute articles to their building's website. These articles should be a 2-3 paragraphs long that highlight something that is happening in their classroom or at their grade level. A photograph must be accompanied with the article and should be e-mailed directly to the building principal. Please see staff binder for the rotation of articles.

COPYING/DUPLICATING

The building's Office Associate will be available for teacher's clerical assistance (making copies, preparing art materials, etc.). It is recommended that you plan in advance for big projects (assembling student journals, publishing/laminating classroom books, etc.) if you would like assistance. Complete a form in the office explaining the details of your project and place it in the basket. With the limited amount of time available, projects will be prioritized first by their instructional validity and second by the time and date that the request was made.

CUSTODY ISSUES

If a student isn't living with his/her parents, the school must receive legal papers indicating who is responsible for the child. Without legal documents stating otherwise, the school considers both parents as custodial parents. Students can be released to either parent unless legal papers indicate otherwise.

Any parent who is not living with the child but has partial custody is entitled to receive communication regarding their child's education (progress reports, newsletters, etc.)

DRESS CODE, STAFF AND STUDENTS

Dress code, Staff

Every member of our staff serves as a role model for our students. Please remember this when preparing your personal appearance for the school day. In this district, Fridays are casual days and jeans are acceptable.

Dress code, Students

What students wear to school and how they fix their hair is the responsibility of students and parents. We encourage students to dress for freedom of play and comfortable learning. Certain types of clothing may be appropriate for other settings such as the beach, the mall, the park, or neighborhood, but are not appropriate for school. Our intention is to help students understand the message that is sent to others by their choice of clothing. We encourage parents to talk with their children about appropriate attire for school.

Clothing promoting items illegal for use by minors (i.e. monograms or writing referring to drugs, alcohol, sexual or racial references, or swearing) cannot be worn at school.

Students cannot wear heelys, shoes with cleats in the building, half-shirts with midriffs showing, halter tops, very short shorts, or very low-rise pants.

Coats or approved outerwear must be worn when the temperature is below 60° F. Boots and snow pants must be worn to play in the snow. At Readlyn, boots and snowpants must be worn to play off of the blacktop during muddy spring weather, as well. In Fairbank, all students may be restricted to only playing on the blacktop during muddy spring weather.

EARLY DISMISSAL FOR INCLEMENT WEATHER

When we have an early dismissal because of inclement weather, teachers are asked to stay 15 minutes after the buses leave the school. Parents will be asked at registration to inform the school, in writing, of their plans in the event of an early dismissal. Sometime during the first few weeks of school, a spreadsheet will be submitted to each classroom teacher so that all are aware of where students are to go in the event of an early dismissal. Devise a system so that a substitute is aware of where to find this information in your absence.

EMERGENCY PROCEDURES

Procedures for all emergencies can be found in the Emergency folders as well as individual staff binders. Tornado, fire, lock-down, student/staff crisis, and bomb threat procedures, as well as general emergency contact information are located there.

FIELD TRIPS

A teacher desiring to take a class on a field trip requiring bus transportation (play, concert, etc.) away from the building and grounds must complete a *Field Trip Request for Approval* form. This is available from the building secretary and should be submitted to the principal two weeks in advance of the trip. Be sure that the educational value of taking the field trip outweighs staying in school. Proper supervision is critical for student safety. A ratio of one adult per eight-ten students is the minimum. Parent chaperones must be informed of behavioral and safety guidelines.

Advance planning is critical for a successful outing. Communicate the setting of dates, time schedule, and special directions or precautions that may have to be taken. Ask about possible hazards that may be encountered and areas that need to be considered to ensure safety of students. A pre-site inspection is encouraged if you are not familiar with the area to be visited.

Prior to the trip, send home a parent letter. Include the following items:

- Who – grade, group, club, and who is responsible
- What – describe field trip
- Where – the site or sites to be visited
- When – date, time, schedule of events
- How – bus, walking, etc.
- Why – educational benefit, enrichment, supplement

Discuss the trip with students. Include explicit rules and instructions on behavior, courtesy, and safety precautions. This includes instruction on bus safety.

Due to insurance regulations, students should not be transported in personal vehicles. A school vehicle must be provided for all field trips. Request for a school vehicle should be made and a driver secured in advance.

FIRST DAYS OF SCHOOL

All teachers need to teach the following school routines during the first days of school so that the school operation will be on track as soon as possible.

1. Morning breakfast/outdoor procedures and expectations
2. Morning attendance and lunch/milk choice expectations
3. Homeroom expectations
4. Hallway behavior expectations
5. Bathroom expectations
6. Recess procedures and behavior expectations
7. Lunch procedures and behavior expectations
8. Lunch to recess procedures/behavior expectations
9. Bus loading procedures and behavior expectations on bus loading and riding
10. Fire/Tornado procedures and behavior expectations - a record will be filed in the office upon completion of the orientation.
11. Assembly expectations

It is the teacher's responsibility to orient all students about how to use the playground equipment during the first week of school. A record will be filed in the office upon completion of the orientation. Classroom teachers and supervisors will review playground safety and playground procedures, as needed, throughout the year.

GUIDANCE

The school counselor provides classroom, small group, and individual counseling. Please refer any student or group of students that you believe to be in need of counseling support to the elementary guidance counselor.

Students will experience classroom guidance for forty minutes each six day cycle. Teachers are strongly encouraged to stay in the classroom during guidance so that they can overhear the topics of discussion. This will be beneficial in developing a common language for staff and students.

Due to the immediate need of the guidance counselor's support, emergencies will arise that require the counselor's attention. Please be prepared if this should happen during your scheduled guidance time as your students will not have classroom guidance that week.

HEALTH PROCEDURES

The nurse is at Fairbank, Readlyn, and Rural Elementary when her schedule allows. The building secretary will help with children needing medical attention on other days. The school nurse will review procedures for distributing medication and first aid. Students should bring an Office Pass from their supervising teacher except in the case of an injury that needs immediate

attention. Teachers should screen children who ask to go to the nurse's office. Going to the nurse's office should not become an excuse to leave the classroom. Children should be sent to the nurse's office if you suspect a fever, the child is vomiting or bleeding, or was injured while at school.

At the end of each quarter, the school nurse will notify the teacher and parents of any student who has frequently complained of headaches and/or upset stomach.

Accident reports

If a student receives a visible physical injury (a scrape, a red mark) or an injury to the head, the supervisor on duty must complete an accident report immediately after tending to the student's medical needs. Parent(s) need to be notified by the nurse or building secretary as soon as possible.

Contagious Diseases – Staff notification

The school nurse will notify staff when students in the building are diagnosed with a contagious disease. While every effort will be made to protect the identity of the student, staff will be notified of the class in which the student participates so they can determine their level of exposure and their need to seek medical advice.

Medication, Student

When a child is to receive prescription or non-prescription medication during school hours, the following policy will be followed. The policy is based on STATE LAW. Permission by telephone cannot be accepted. Medication will only be administered when these steps are followed.

No medication can be given by school personnel or nurse unless permission has been given by the child's physician.

When a child is to receive medication during school hours, the following policy should be followed:

- A. Written instruction including name of drug, duration and frequency of medication, and name of child must be on file in school before any medication can be given.
- B. Written permission with parent's signature must be on file.
- C. Should a physician request that a drug be left in the charge of a school nurse or official, to be given to a child at prescribed periods, the drug must be in the original pharmacy bottle labeled with the name of the child, name of the medication, time of day it is to be given, duration it is to be given, and the name of the physician.
- D. All student medication must be kept in a locked cabinet in the main office.

Medication, Staff

Please keep all personal medications in a safe and secure location away from student access.

HUMAN GROWTH AND DEVELOPMENT

Fifth and sixth grade students will experience the Human Growth and Development curriculum as provided by the school nurse and the P.E. teacher. Communication will be sent to the parents of these students to inform them that it is available for their review prior to instruction.

Parents/guardians will also be notified that they have the right (per state statute) to remove their student from this instruction. The statute states, "A pupil shall not be required to enroll in either physical education or health courses if the pupil's parents or guardians file a written statement with the school principal that the course conflicts with the pupil's religious beliefs." Any written request for exemption from the Human Growth and Development Curriculum for any reason will be honored.

MAILBOX, STAFF CALENDAR, E-MAIL

All messages will be relayed to staff via e-mail and/or voicemail. This includes messages from parents, phone calls, district personnel, etc. It is very important that you check your e-mail and voice mail messages periodically throughout the day. If you need assistance on how to do this efficiently, please ask. Please check your mailbox at least twice per day, one of those times being between 2:45 and 3:00. A student helper could be designated to be in charge of checking the mailbox at this time.

A staff calendar will be shared using Google calendar. All important announcements and meetings will be on this calendar. Please check it frequently. If you have something to add to the calendar, e-mail the details to the building secretary.

It is important that all staff members read the staff calendar and e-mails carefully. We will reserve our precious meeting time to items that require discussion and learning. Other general communication will be done through e-mail.

MEETINGS

Staff meetings will be held in accordance with the stipulations provided in the Master Agreement.

At certain times during the year, additional brief meetings may be needed in order to discuss pressing issues.

MILK AND SNACK BREAKS

Breaks in instructional time must be worthwhile and efficient. In order to maximize both the benefit and efficiency of milk/snack breaks, the following guidelines will be followed.

All students have the option of purchasing milk and bringing a snack for a morning break to occur right before or right after morning or afternoon recess. Snacks must be nutritious and a complete listing is available in the school office. Snack break should not last more than 10 or 15 minutes. This is an opportune time for the teacher to read aloud to students while they eat.

It will be noted in the parent handbook that all snacks should be ready to eat (washed, cut, etc.). **Send home any snack that is not included on this list or that is not prepared and ready to eat.** Do not begin to make exceptions or you may offend your parents.

Designate two students to retrieve milk for the entire class. These two students will meet an adult at the milk cooler (designated by the principal) who will help them get the milk they need. Dispose empty milk cartons and snack refuse in a lined garbage container. An instructional activity should be incorporated into snack time (read aloud, math fact review, etc.).

NEWSLETTERS

Newsletters from all buildings and the superintendent are collected and mailed to our district patrons once per month. Upcoming activities and interesting information about our educational programs will be shared with parents. All staff members are encouraged, and will occasionally be asked, to contribute articles and/or photos to the newsletter. Submit articles in a word document so that they may be easily transferred to the newsletter format. Deadline for the articles is the 15th of each month.

OPENING EXERCISES

Children should be in their seat and ready to begin with the Pledge of Allegiance at 8:15 AM. A patriotic song is optional. **It is extremely important for all teachers to monitor student punctuality. Students should be taught:**

- **The criteria for “tardy” at Fairbank and Readlyn Elementary (not physically in the room by 8:15)**
- **How to get ready quickly for the day**
- **Expectations for the opening of the day**

Teachers need to clearly communicate and maintain the expectations throughout the year. This means direct teaching and intensive practice at the beginning of the school year and regular review when necessary. Students who do not meet expectations should be redirected consistently and immediately. Teachers should begin monitoring their class’ behavior during line-up in the morning by reporting to the front entrance when the bell rings. Please make the effort to come outside and assist the AM supervisor if needed.

PARTIES FOR STUDENTS

It is expected that instructional time for students is protected. However, it is expected that at certain times during the year your class will observe important celebrations that promote cultural traditions and build community within the classroom and building. Parties celebrating Halloween, Christmas, and Valentine's Day may begin after 2:15 PM. Treats are permitted at school during birthdays and special events. **The classroom must be cleaned up before dismissal on the day of the party following the school wide cleaning criteria.** Teach team concepts and processes to make parties a student responsible event.

RECEIVING NEW STUDENTS

Enrollment of new students will be made in the office. The school secretary will establish all new records and previous records will be distributed appropriately. The secretary will notify all the teachers of the new enrollment via e-mail.

Be sure to make the student feel wanted and welcome. Assigning him/her a buddy or writing a short introduction to the newsletter are some of the ways to make a new student feel welcomed. **On the first or second day, the classroom teacher should call the parents in order to update them on their child's transition.** A welcoming note will be sent to the family from the principal's office as well.

REPAIRS

When a repair is needed, e-mail the building principal and head custodian including all necessary information. If a more extensive repair is needed, the custodian will fill out a work order. All work orders must be approved by the custodian and then by the principal.

SCHEDULE CHANGES AND INTERRUPTIONS

If a field trip or early dismissal occurs during a special subject time, your class will miss that special subject for the day unless other arrangements are made between the classroom teacher and the special subject teacher. In the case of an assembly during a scheduled special subject, the special subject teacher should provide student supervision for the time that they would have had class. **Please communicate the schedule changes with the special subject teachers and cooks (if applicable) ahead of time.**

SCHOOL CLOSINGS/EMERGENCY

If the weather or some other emergency condition creates a situation where closing the school becomes necessary, that information will be broadcast over radio stations WHO 600 AM, KOEL 950 AM, KKHQ 92.3 FM, KCRR 97.7 FM, KOEL 98.5 FM, MY 100 100.3 FM, and KISS 105.7 FM, television stations KGAN Channel 2, KWWL Channel 7, KCRG Channel 9, and KFXA Channel 28 as soon as a decision has been made. If school is closed for an emergency reason, the teaching staff need not report unless the announcement on radio and television specifically states that teachers are to report.

SCHOOL HOURS

8:00 – Supervision of outside line
8:05- Morning bell to enter building
8:15 – Tardy bell, all students physically in classrooms or counted tardy
3:15 – Dismissal of non-bus students
3:20 – Dismissal of bus students

Bells will ring at:

8:05	Students can enter building
8:15	Tardy bell
11:55	End of K-2 noon recess
12:20	End of 3-4 noon recess
12:45	End of 5-6 noon recess
3:15	Non-bus dismissal

***Please do not dismiss students prior to the bell.**

SMOKING/TOBACCO

Smoking and tobacco use are not permitted anywhere in the building or on or visible from school property.

STUDENT BULLYING AND HARASSMENT

Bullying and harassment of students by other students or staff will not be tolerated in the school district. **All school employees are responsible for protecting students from bullying or harassment.** Board Policy regarding student-to-student harassment or staff-to-student

harassment applies to students when they are on school grounds, school district property, or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses, vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district.

Bullying and harassment prohibited by the school district includes, but is not limited to, bullying, harassment on the basis of race, color, national origin, religion, sex, disability, sexual orientation, gender identity, or marital status. Students whose behavior is found to be in violation of this policy after an investigation may be disciplined, up to and including, suspension. Staff whose behavior is found to be in violation of this policy after an investigation may be disciplined, up to and including, termination.

For additional definitions of terms and investigation procedures, please see Board Policy.

STUDENT RECORDS

Cumulative folders and other student records are to be kept in the file cabinet in the conference room (Fairbank) or office (Readlyn). Cumulative folders are to remain in the office and should not be taken out of the office for any reason.

STUDENT TRANSFER PROCEDURE

When you learn that a student is moving, notify the office. Records are sent when requested by the receiving district. Review the student's file to ensure that it is complete. Include all diagnostic (Yopp-Singer, O.S., DRA/BRI) testing documentation and any other pertinent information.

SUBSTITUTE TEACHER FOLDERS

When preparing for a sub, be sure to have:

- Lesson plans with up-to-date plans to ensure quality learning
- Completed sub folder

A substitute folder should include:

- Class list
- Schedule
- Instructions for students with special needs
- Playground supervision rules
- Directions for attendance/lunch count

- Tornado/fire drill procedures

SUPERVISION, PLAYGROUND, LUNCH, AND BEFORE/AFTER SCHOOL

A Safe and Positive Culture Depends on You

1. Adults should be role models for our young children. A supervisor's attitude and actions can make or break a child's day.
2. Work the Crowd! Be proactive and improve school-wide discipline by interacting positively with our students while on duty. Keep moving throughout the area for which you are responsible. This will prevent most infractions.
3. Smile and greet children, make small conversation with them, encourage them to make better choices, redirect in a friendly manner, and remind them of potential consequences when needed.
4. Students are **NEVER** to be left in the classroom alone. Teachers wishing to detain a student before or after school, during the lunch period, or during recess must be prepared to supervise that student.
5. **All staff members** have the authority to act in all cases of student conduct and behavior. Be alert when you see unsupervised students or groups of students. **Do not hesitate to intervene and investigate any potential or actual trouble situation.** We must employ a team approach and take the responsibility for ensuring student safety and accountability in all common areas.

Before school

Supervision begins at 8:00 AM. Students who eat breakfast should report to the cafeteria when they arrive. They should eat breakfast before socializing with other children. Those not eating breakfast will line up outside. **If students are unable to line up outside due to inclement weather, they will come directly to the classroom. Classroom teachers are responsible for supervision of their own classroom.** .

Hallway expectations

When a class leaves a room to go to another (music, P.E., etc.), they must be escorted there and back. **Please be prompt when bringing and picking students up from specials.**

Behavior expectations for students are listed below. Please teach these expectations to your students and monitor their behavior throughout the year. Teachers should develop a hallway management incentive plan with their students if needed.

1. No talking while classes are in session.
2. Keep your hands and feet to yourself.
3. Stay on the right side of the hallway.

Inside recess

If students are unable to play outside due to inclement weather (rain or wind chill below 0° F.), they will play games in the classroom. Teachers should develop indoor recess rules and expectations. The recess supervisor will provide roaming supervision. **The recess supervisor may also choose to monitor indoor in the recess in the gymnasium. Students may use gym equipment but dodgeball and ball tag are not allowed.**

Dismissal supervision

Dismissal of students who walk or are picked up will begin at 3:15. At this time, please escort your students to the front entrance, instructing them to walk. There will be a supervisor outside to make sure they continue on their way home. The supervisor is responsible for making sure that students do not loiter on school grounds after dismissal and that walking students cross the street at the corner and that students riding bikes walk their bikes across the street. An effective job cannot be done from the inside of the building. The supervisor should look to see that children are not playing on the playground equipment by walking to observe both sides of the building.

Students riding the bus can be dismissed according to the bus procedure listed in this manual. Please do not dismiss students prior to the 3:15 bell as supervision is not available. The bus supervisor is responsible for maintaining control of the students as they wait for the bus arrival in the Main entrance and walking them to the buses. The bus supervisor should walk students to the buses regardless of the weather situation. An umbrella is available in the main office if needed.

SUPPLIES AND EQUIPMENT, PURCHASING

No one is authorized to purchase or charge items to the school account without a pre-approved purchase order from the principal and superintendent. This includes any store purchase, on-line purchase, AEA 267 services, conferences, workshops, or any other items/services that require payment. Please forward your confirmation email, invoice, or receipt to the building secretary. Once the items are checked in with the building secretary, the teacher will be notified that the order is in and ready for pick up.

Products obtained on a trial basis must be ordered in the same way as items purchased. Indicate on the requisition that the items are for trial use. When you return items, send them to the building secretary with notation for return and include the original invoice.

Unauthorized purchases made by any employee will be the employee's personal responsibility and the school is under no obligation to reimburse the employee or to pay the vendor.

SUPPLIES, SCHOOL STOREROOM

The supply cabinets are stocked with materials teachers will need throughout the school year. Please take only what you need, and **do not stockpile supplies in your classroom.** Please notify the secretary when an item is running low. Teacher supplies are for teachers to use. If you need

an item that is not included, you will need to purchase those items out of your grade level budget. If your students frequently use an item, then be sure to add that item to the student supply list. The following items will be purchased and centrally located. They will not be approved on an individual order.

- Construction paper
- Paint
- Glue
- Rubber cement
- Labels
- Paper clips
- Post-its (3x5, 3x3, 1 ½ x 2, flags)
- Staples
- Pens
- Dry-erase markers
- Overhead markers
- Transparencies
- File folders
- Hanging folders
- Index cards
- Tape (masking and transparent)
- Rubber bands
- EZ Up Clips
- Push pins
- Binder clips
- Sheet protectors
- Three-ring binders
- Butterfly clips
- Mechanical pencils
- Tape (masking, book repair, Scotch)
- Manuscript paper (11x8 12, 3/4x3/4x38 skip, ZB handwriting paper, red base/blue skip/1/2" rule, picture/story newsprint)
- Sentence strips (white and pastel)
- Graph paper

TELEPHONE, STUDENT USE

Student use of the school phone should be **limited to emergencies** (forgotten homework or going to a friend's home after school are not considered emergencies). ***Student cell phone use is not allowed during school. Cell phones will be turned off and left in backpacks or in the teacher's desk during school hours.***

TELEPHONE, TEACHER USE

The district telephone system is intended as a support service to the instructional program. The use of the system for personal use limits its availability for its intended purpose and should be kept to a minimum. The use of the system for business activities of a profit making nature is considered an unethical and unacceptable practice.

Please keep cell phones off, on silent, or vibrate when students are present. Brief personal calls and texting may be made before or after school, at recess, during prep times, or during lunch breaks when not on duty.

VISITORS TO BUILDING

Per Board Policy 903.3, all visitors to the Wapsie Valley schools during school hours are required to sign in at the main office when entering the building. Visitors who wish to visit a classroom while school is in session need to obtain prior approval from the building principal to minimize disruptions.

Visiting by other children for extended periods of instructional time is not allowed. This is disruptive to the regular classroom routine and distracting to the hosting student. Visitors must obtain prior approval from classroom teacher or principal.

VOLUNTEERS

We are fortunate when volunteers help our program. Volunteers will need the understanding, patience, respect, and guidance from the school so that everyone can work together to benefit children. Our volunteers must adhere to district curriculum, board policy, and student and staff confidentiality. Make wise instructional decisions when matching volunteers to students. The teacher is the professional educator in the classroom who makes decisions about and provides direct instruction. Use volunteers judiciously.

Parents are welcome to volunteer in their child's classroom occasionally (field trips, parties, etc.) but volunteers who come on a regular basis are best placed out of their own child's grade level. Volunteers need to wear an identification badge and sign in and out in the logbook in the main office. Please advise the principal if you have any concerns about a volunteer in your classroom.

We want to make sure to recognize our volunteers during Volunteer Week in the spring. We will reference the logbook to create a list of volunteers who have helped us throughout the year.

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