Teacher Handbook



2012-2013

Houston Elementary School 423 W. Pine Houston, Mo. 65483 417-967-3024

FORWARD

This handbook is designed to provide policies and procedures to be used by the teachers in order to maintain a desired amount of uniformity and consistency in operating the elementary school.

Education as we know it is no longer sufficient to meet the needs of our students. We must approach the school year with an open mind, willing to change old beliefs and opinions. To take a step into the future is to take a step into the unknown; yet for our students we must take that step.

Our goal is to maintain a school that has as its primary purpose is learning for all. Quality instruction depends upon the skills, attitudes, knowledge and insights of the teachers. It is hoped that through cooperative effort and utilization of the knowledge of all staff members we can develop the best program of education possible for children.

What a great year we are going to have!

Mrs. Amy Dill, PreK-5 Principal

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ABSENTEES

Each day record the absentees in your grade books as well as on the SIS computer program. If you have a substitute, he/she will be filling out daily attendance slip for each individual student who is absent. Please provide these slips in your substitute teaching folder. Slips will need to be brought to office by a student when a substitute is present. If a student should be tardy or leave school during the day, he/she must be checked in/out by a parent/guardian..

A child is tardy if he/she arrives between 8:05 and 8:14 AM. These students should be checked in at the office before coming to class. Please make sure they have a late slip upon entering. In cases of late bus arrival a student will not be counted tardy. Please make this correction on the SIS computer program. Please keep a complete record of all tardies.

Request notes from students to verify the reason for being absent.

ARRIVAL AND DEPARTURE TIMES

Teachers' arrival time at school is **7:40 a.m.** Teachers should be in their classrooms no later than 7:40 a.m. and may leave the school grounds at 3:15 after supervision duties. This helps ensure proper supervision for all students before and after school. If you need to leave your assigned work area please notify the principal in advance. It is necessary to know where you are at all times between the arrival and departure times, so we may contact you when parents call or come by to visit.

ASSEMBLIES

The time and dates of the special assemblies will be published through e-mail. There will be a scheduled assembly on Mondays at 2:15.

BREAKFAST PROGRAM

Elementary students may participate in the breakfast program daily. Upon arrival at school students should go to the cafeteria. Breakfast will be served each day from 7:40 – 8:00 a.m. Students should be in their classrooms by 8:05 a.m. Payment for breakfast should be made on Mondays. The amount charged is announced before school begins in the fall. This money should be brought to the person in charge of collection.

CADET TEACHERS

Cadet teachers are high school students and members of FTA, who are assigned to an elementary teacher for on-the-job experience. The duties of cadet teachers may include calling roll, distributing and collecting materials, grading papers, and assisting in any way that will aid in classroom instruction. The cadet teachers are under the direction of the classroom teacher and should comply with the teacher's wishes and instructions. A teacher is under no obligation to keep cadet teachers who have poor attendance or who do not follow directions. Contact the High School Counselor when any problem arises and the student will be removed from your class if necessary.

To avoid personal liability, a cadet teacher should not be left alone with students at any time. This includes bathroom and playground duty.

Cadet teachers' attendance will be supervised by the classroom teacher. A copy of the high school bulletin may be read on the intranet, the bulletin will list the students who are absent. It will also provide information on assemblies and meetings that would cause students to be absent from cadet teaching class. Please ask your cadet teacher about his/her absence upon their return. An admit slip should be given to you if the absence was excused. If your cadet teacher does not have an admit slip, you should call the High School Office before the end of the school day. Each teacher should sign a cadet teaching application for each cadet teacher. If they do not bring them, copies are available in the High School Counselor's office. Without a signed form the student cannot remain in the program.

Cadet teachers will be graded at semester only, on a pass or fail basis. A student with excessive unexcused absences (15 in one semester should NOT PASS. You are expected to keep a record of their absences.

CARE OF ROOMS/BUILDING

Teachers must assume responsibility for seeing that equipment assigned to them is kept in as good condition as possible, subject to normal wear and depreciation. Either accidental or malicious destruction should be reported to the principal's office as soon as possible.

A healthy environment must be provided for students. Proper lighting and ventilation is necessary to help accomplish this situation. Do not burden the school by leaving windows open or lights on when it is not necessary.

Keep the desk clear. Clearing your desk at the end of each day is an excellent habit to develop whether a substitute will be taking your place the following day or not. As you are aware, it is difficult for anyone to operate from a desktop overflowing with books, yesterday's mail, papers to be graded and a wilted plant. A blank tablet or paper should be kept in a drawer along with several sharp pencils or a pen. The security of our school

and all its belongings is everyone's responsibility. In order to help the situation each of us should use the following procedure when leaving the building:

- 1. Turn out lights when leaving the room.
- 2. Put up all equipment in its proper storage space.
- 3. Close and lock all windows at the end of the day.
- 4. Lock all classroom doors at the end of the day, if possible

CARE OF SCHOOL PROPERTY

- 1. Close doors when you see them standing open during cold weather
- 2. The last student in line should always check to see that the outside door is closed when going as a group to another area.
- 3. The last student leaving the classroom should turn off the lights.
- 4. Wear heavier clothing during the winter months so we are able to set our thermostats at 68 degrees without you being uncomfortable.
- 5. Keep restrooms clean; turn off faucets, flush stool, put towels in trash cans.
- 6. Clean shoes when coming in from outside.
- 7. Do not litter in rooms, hallways or playground.
- 8. Do not mark or deface walls anywhere in the building.
- 9. Do not touch bulletin boards while going down the hall.
- 10. Report broken equipment and hazardous objects found on playground or walk areas.
- 11. Each building custodian is responsible for cleaning his building and doing small jobs that teachers need to have done. Please email or write request to administrator and the custodian will be asked to take care when time allows. He will seek help from the maintenance man if necessary. The custodian should not be asked to drive nails in the walls or woodwork. Neither should wires be strung up in the rooms. This defaces the walls and woodwork which does irreparable damage. Staples should be used only on the bulletin boards, not in the woodwork, such as the door facings. Requests for major repairs or construction should be made in the principal's office. These requests will be referred to the superintendent for approval.

Teachers should maintain an orderly and attractive classroom. Attractive displays of students' work and teaching aids with an uncluttered look provide a good learning atmosphere.

CLASSROOM SUPERVISION

In order to supervise properly, the supervisor must be in the vicinity of the action and engaged in duties connected with his function as part of the school staff. **No cell phones should be present when supervising students.** Specific supervision is required for participation in an activity or when dealing with dangerous or unfamiliar equipment or apparatus. Teachers shall stay in the classroom when having class.

Never leave the students unsupervised. If an emergency arises and you must leave the room, always ask a fellow teacher to watch the class during your absence. If the principal is needed, please call the office and help will be on the way.

Teachers should make certain that safety equipment is furnished whenever needed, and that class experiments are conducted safely.

The nature of the activity should dictate the directness of the supervision.

- 1. The classroom teacher will walk their students to Art, Music, P.E., Computers and Library and pick them up.
- 2. Teachers, please be at the special classroom doors when your class is dismissed.

CONFERENCE/PREPARATION PERIOD

The Conference/Preparations Period of the elementary teachers is considered to be the time the students are in the special classes of Art, Music, P.E. Library, and computers.

These periods enable teachers to get the room in order, file and check materials, work on lesson plans, and attend to various other details. It may be used for scheduled conferences with parents.

CONFERENCE/PROFESSIONAL MEETINGS

The Houston R-1 School will pay for meals and mileage for professional meeting/conferences. Teachers must request to attend and have preapproval by the principal and superintendent. Teachers may request professional growth expense reimbursement in accordance with Professional Development Committee guidelines.

Professional conferences/meeting which teachers have been requested to attend by the administration will be paid for by the school district. This includes meals, mileage, motel, etc. The district will reimburse up to \$25 per day for meals and \$.38 per mile.

DISCIPLINE

The personnel of the Houston Elementary School want each student to have the opportunity to receive the most complete and appropriate education possible. This involves good self and directed discipline. By working together in a cooperative manner, we will experience the means of accomplishing this.

Teachers shall have the authority to make and enforce necessary rules for the internal governance of their classrooms subject to endorsement by the building principal.

We feel certain guidelines are necessary to help all involved implement the goal of both self and directed discipline. The guidelines as set forth on the following pages should be of great help to everyone:

I CLASSROOM SUGGESTIONS

- A. Teachers should be in their room when children arrive each morning.
- B. Begin the year with a class discussion of general discipline. Post a list of classroom rules. Teach rules and procedures on a consistent basis beginning with the first day of school.
- C. Work toward SELF-DISCIPLINE. Have an extra desk where a child may move himself if he feels the need to work alone.
- D. Schedule individual conferences between any combination of teacher, student, parent, counselor, and principal.
- E. Isolate the child prior to settling the issue.
- F. Be perfectly frank when talking with a child and never force an apology. Take those freely given, but impress upon the child that future actions will speak louder than words.
- G. Do not make threats, especially ones you cannot or will not carry out.
- H. If school or personal property has been intentionally damaged, a parent/teacher/administrator/student conference will be called to discuss the issue. It should be restored, repaired, or paid for.
- I. Do not be afraid to say NO. Be assertive and firm.
- J. To get a class started working, one might try:
 - 1. Hints. Everyone should be working,
 - 2. "I" messages: I want you to open your books and get to work, or Do I have any models.
 - 3. Demands: Get to work.
 - 4. Encouragement: "I like the way is working".
- K. Provide the child with a choice. This places the responsibility of his conduct on the child; make sure he or she understands the consequences with each choice.
- L. Time Out: Move a child or allow him to move to an isolated corner for 5-10 minutes.
- M. Removal of a privilege such as after-school activities, special classes excluding physical education, etc., one the child would not want to miss. Students may not sit out any longer at recess and do work. If a student's recess is revoked, the student should be walking laps.
- N. Make a contract with the child. Between the child and the teacher, decide on one thing to work on and make a contract with the child for a short length of time, subject to renewal.
- O. Letter to parents: If a child misbehaves in class, the teacher fills in the child's name and what the problem was and the child takes the letter home to parents for their signature. If the letter is not returned the following day, the teacher calls the parents at home or office and asks for their cooperation in dealing with their child. If this fails, a parent conference is set up with principal and/or teacher(s).

- P. Write a letter to Mom or Dad. Have the students write a letter to parents. This letter could act as a contract between teacher and child. If the problem corrects itself the letter is returned to the child; if not, it is sent home to the parents. If the behavior warrants a letter to the parents, please notify the principal to whom and why the letter was sent, and turn in a copy for the administrative file.
- Q. Buddy Room: Send a disruptive child to a predetermined buddy room to give the student time to deescalate. Student should return to the classroom when calm. If student does not deescalate, the student should be escorted to the office or the focus room.
- R. Discipline Referral

When it is necessary to send a student to the principal for a disciplinary reason always complete the Discipline Referral Form explaining the specific reason(s) for the child being sent from the room. If this is not done the child will be sent back to the room for the completed form. The forms will be kept in the office and you are urged to obtain several blanks for your file.

When a student is sent to the office, he should be <u>directed</u> to report to the office, not merely to leave the room without indicating where he is to go. Do not bring the student to the office and leave your class. If a student becomes belligerent and refuses to leave or causes further disruption to the <u>class</u>, send a reliable student to the office for the principal or counselor to come to your room, or call the office and ask for someone from the office to come get the student.

It is never advisable, to say to a student, "Get out of the room and never come back," or anything to its equivalent. It is hoped that before such instances as the above arise, the teacher has secured the help of the counselor and the principal.

- S. Brag List: As students enter, work, or leave a classroom the teacher writes down all the nice things that students are doing. Encourage the student to have more good things than bad on their list at the end of the day. Return this list to the homeroom teacher or if possible to the parents.
- T. A student who causes many minor problems is in need of understanding and discipline as much as the one who occasionally causes the major problems. Keep a written record of major discipline measures taken. (These should be reported to the principal's office on the Discipline Referral Form).
- U. Corporal Punishment: A Discipline Code will be followed accordingly. A parent will be called to administer swats.

Principals or their designated representatives including teachers are authorized to impose corporal punishment on students for disciplinary reasons only, whenever in their judgment the act of a student warrants such punishment. Such punishment shall be administered by the principal, also. Teachers designated by the building administrator, in private, (Ref. U.S. Supreme Court – Baker vs. Owen, Oct. 1975)

a. No corporal punishment shall be cruel or unusual. Such punishment shall be administered by striking the student on the buttocks with the

- paddle. No such punishment shall be administered in <u>anger</u> or with <u>malicious intent</u>. The extent of the punishment shall correspond with the seriousness of the offense and be administered as soon after the commission of the offense as possible. The punishment shall also take into account the general health and physique of the student. A maximum of 3 hits on the buttocks shall be allowed.
- b. A principal shall punish corporally in the presence of a school teacher or another administrator, who must be informed before-hand, and in the student's presence, of the reason for the punishment.
- c. An official who has administered such punishment must provide the child's parent a written explanation of his/her reasons and the name of the second official who was present. The principal and superintendent shall also receive a copy of said report which shall be kept on file in the central office. Said reports may be given to the Board of Education from time to time or upon request by the Board.
- d. Building principals may adopt rules for corporal punishment which specify offenses which may result in the use or corporal punishment. Any such rules may be approved by the Superintendent.
- e. Corporal punishment will not be used as a first line of discipline for misbehavior, but shall be used only after alternative disciplinary measures such as counseling with the students and/or parents, or detention have been used without success, except for those acts of misconduct which are severely anti-social or disruptive in nature.
- V. The Principal will assess classroom environment through walk-through observations on a regular basis.
- W. Parent-School Relations: The school will let parents know of situations, both good and bad. Bad situations will be reported immediately upon happening.
- X. Common Goal: We are all responsible for the safety and learning environment of all students. It would be helpful if we correct a child immediately, when and where the situation occurs and not waits for a problem to be solved by the classroom teacher who may be totally removed from the situation.
- Y. Personal Property of Students: Students will not be allowed to bring personal items to school which will disturb the teaching and learning process.
- Z. Pupils should not buy and sell or trade articles at school.

II CAFETERIA SUGGESTIONS:

- A. Suggestions and Procedures for Students.
 - a. Students will go to the cafeteria in an orderly fashion under the direction of the classroom teacher.
 - b. To avoid fights students should keep their hands off other students.
 - c. Walk at all times entering, leaving and while inside the cafeteria. This will help prevent accidents.
 - d. Elementary students will walk in appropriate door to pick up tray and then give card to person at computer. This will help prevent chaos and provide a more pleasant atmosphere.
 - e. Keep the same place in line.

- f. Use good table manners by talking in a <u>low voice</u> to those next to you. Do not throw food, or take other people's food.
- g. Clean up your eating area and return your tray at appropriate place before leaving the cafeteria.
- h. If you need to leave the cafeteria, get a teacher's permission.
- i. Remain seated during the meal.
- j. No one should leave the cafeteria without a teacher's permission.

B. Suggestions for Teachers

- 1. Teachers on duty should walk around the lunchroom controlling behavior.
- 2. Correct any child near you who is misbehaving.
- 3. Flick the light switch when noise level is too much; each classroom should be taught to respond to this.
- 4. Principal will walk around on some days with the teacher on duty.
- 5. Monitors may be used to make sure the cafeteria is left in good shape.

III. HALLWAY CONDUCT

- A. Enter the building in quiet and orderly way at all times.
- B. Keep to the right and walk forward when walking down the halls.
- C. When expected to line up, always line up by rooms, standing quietly until dismissed.
- D. Do not play with water fountains; do not push or shove while waiting at fountains. Children should drink from the top of the bubble not near the faucet. Only one child may stand on the wooden step at a time.
- E. Walk forward up and down stairways, keeping to the right, one step at a time.
- F. Do not slide down stairway banister.
- G. Do not mark on walls or floors in halls and restrooms.
- H. Keep hands off the walls and bulletin boards.
- I. Do not open windows unless you are given permission to do so.
- J. Do not litter hallways with paper or snack waste.
- K. Do not play with playground equipment in the halls.
- L. The buildings will be opened at 7:40 a.m. for students to enter. Upon entering building, the students will either go to cafeteria or take their belongings to their classrooms. There will be teacher supervision provided at all times.
- M. When entering from playground: All play will stop and children will form into lines at a designated place and wait for a teacher's instructions before entering the buildings.
- N. Students are expected to walk and be as quiet and orderly as possible in the halls at all times.

IV. PLAYGROUND RULES

It is unreasonable to think that a teacher can be everywhere at once. Therefore, when acting as playground supervisor general supervision is usually adequate for the playground. This means he/she should be in the vicinity of the action, **standing or walking among the students on the playground**. Standing and conversing with a fellow teacher the entire recess period is <u>not</u> adequate supervision. According to School Law, negligence is the root of liability, since no one can be held liable for an act that does not include negligence. Negligence is usually found by a court jury if the teacher violated his responsibility as a <u>reasonable</u> and <u>prudent</u> person. The teacher owes students the reasonable and ordinary care that a parent would exercise in the supervision of his own child.

- 1. No fighting or wrestling (even in fun) inside or outside.
- 2. When going to and from the playground, be orderly and stay on the sidewalk at <u>all</u> times. Never go onto the bus turnaround area without permission.
- 3. Balls and equipment are to be carried while going to and from the playground.
- 4. Once students have gone to the playground, they are not to return to the building unless permission is given by a person on duty.
- 5. Any person on duty is to be regarded with respect and their instructions followed promptly. Teachers should be professional in giving instructions.
- 6. Students are not to stand on the bus turnaround.
- 7. No footballs or skateboards are allowed at school due to high injury possibilities. Children should not bring their own toys or balls from home.
- 8. Avoid deliberately being in mud or water.
- 9. Swings: No standing, jumping from, or swinging double.
- 10. Stay off playground equipment if there is water around it.
- 11. All accidents should be reported immediately to the playground teacher.
- 12. Use jump rope for jumping only.
- 13. Do not take food to the playground.
- 14. Do not play football; only "tag" may be played for "chase" games.
- 15. Jungle Gym Rules: Students should not
 - a. Play tag on the jungle gym.
 - b. Leap across bars they cannot reach.
 - c. Grab someone hanging on the jungle gym.
- 16. Slides Rules: Students should:
 - a. Keep feet inside when going down slide.
 - b. Sit down instead of swinging out before sliding.
 - c. Move away from the bottom of the slide as soon as they are down.
 - d. Go down the slide one at a time.
 - e. Not climb or swing on the bars.
 - f. Use the steps for going up the slide.
- 17. Swings Rules: Students should
 - a. Swing forward instead of from side to side.
 - b. Refrain from pushing others in the swing.
 - c. Stay away from the children who are swinging. Keep a safety zone around the swings.
 - d. Leave the swings where they are. Throwing them over the bar is dangerous.
 - e. Stay in the swings until they stop.

- 18. Teacher Responsibility: Teacher should:
 - a. No using cell phones while supervising students on the playground.
 - b. Circulate among the children on the playground.
 - c. Report any accident to the office and fill out an accident report form.
 - d. Use a professional manner in giving instructions.
 - e. When on duty, decide if the weather permits playing outdoors.
 - f. Be prompt for duty.
 - g. Use discretion on punishment.
 - h. Never leave the playground unattended.
- 19. During inclement weather the playground teacher walks from one room to another to supervise while children are playing or plan activities in the playrooms on a scheduled basis.

DRESS GUIDELINES (STUDENTS)

A person's dress affects his behavior as well as others around him. A student should be clean, and wear clothes of good taste so that each student may share in fostering a positive and healthy atmosphere within the school. Students shall therefore adhere to the following guidelines:

- 1. All students must wear shoes, boots, or other type of footwear.
- 2. Clothing or lack of clothing that will cause disruptive or undue attention to an individual shall not be allowed.
- 3. Additional dress regulations may be imposed upon students participating in certain extra-curricular activities.
- 4. Class activities which present a concern for student safety may require the student to adjust his hair and/or clothing during the class period in the interest of maintaining safety standards.

DRESS CODE (TEACHERS)

There is no established district board policy; however, the following is an administrative directive:

We must set a standard for our students and we are professional representatives of the community. You are encouraged to dress modestly, appropriately and professionally. If shorts are worn, please limit them to dress walking shorts. Nice jeans may be worn on Fridays only unless given prior permission.

ELEMENTARY PRINCIPAL – JOB DESCRIPTION HOUSTON R-1 SCHOOLS GRADES K-5

QUALIFICATIONS:

- 1. The principal of the Houston Elementary School shall have as a minimum a Master's degree from an accredited institution of higher education.
- 2. The principal shall hold an elementary principal's certificate issued by the State Department of Education.
- 3. The principal shall devote full time to administrative and supervisory duties in the elementary school.

WORKING CONDITIONS:

- 1. The contract for the elementary principal shall be for eleven months, beginning Aug. 1.
- 2. The salary shall be negotiated by the School Board.
- 3. The benefits shall be the same as those of the certified personnel.

REPORTS TO:

• Superintendent of Schools

JOB GOAL:

• To use leadership, supervisory, and administrative skills so as to promote the educational development of each student.

SUPERVISES:

• All personnel serving in the elementary school.

EVALUATION:

• Performance of this position shall be evaluated annually by the Superintendent.

DUTIES:

In keeping with the philosophy of the Houston R-1 Schools the Elementary Principal shall:

- 1. Prepare such rules and regulations as are necessary for proper control of his/her buildings not inconsistent with the general polices of the Board of Education.
- 2. Assist in recruiting, screening, hiring, training, and assigning the professional staff.
- 3. Be responsible for program of administration and supervision of instruction. Shall have direct supervision of the classroom work and the activities of the teachers. Be responsible for evaluating the services of the professional staff and shall assist the Superintendent in preparing recommendations to the Board of Education in regard to re-employment of employees. Visit each classroom four times per year and shall make at least one written evaluation to the Superintendent and others as deemed necessary. Hold regular staff meetings with teachers to help solve current

- problems and to discuss plans and methods for the improvement of the educational program of the school. Encourage teaching and professional growth of teachers.
- 4. Be responsible for the enrollment, testing, classification and promotion of all students.
- 5. Supervise the guidance program to enhance individual student education and development.
- 6. Keep an accurate record of pupil attendance and promote good attendance.
- 7. Prepare or supervise the preparation of reports, records, lists, and all other paperwork required for the school's administration.
- 8. Be responsible for making budget estimates and inventories as directed by the Superintendent.
- 9. Be responsible for making all requisitions for supplies, books, equipment, furniture, etc., needed in buildings for the Superintendent's approval.
- 10. Maintain high standards for pupil conduct and shall have the right to administer suitable and proper corrective measures as permitted by law and the rules of the Board of Education. Shall consult and assist teachers in difficult cases of discipline.
- 11. Be responsible for conducting an adequate program of health and safety education within the school.
- 12. Make frequent inspection of buildings, playgrounds, and other parts of the school plant to check on hazards to health and safety. Shall make reports or any hazards to the Superintendent.
- 13. Make recommendations on building maintenance and repairs to the Superintendent.
- 14. Develop a program of public relations in order to further the community's understanding and support of the educational program.
- 15. Supervise all extra-curricular activities in the elementary school.
- 16. Attend all principals meetings and other meetings that are appropriate and necessary.
- 17. Keep informed of educational advancement through professional meetings and magazine.
- 18. Supervise and monitor Special Education Program.
- 19. Make recommendations for improvement of the local educational system to the Superintendent for consideration.

EQUAL EDUCATIONAL OPPORTUNITIES FILE: JB Critical

Each student, being limited only by individual differences, should be given the opportunity to develop and achieve to the maximum extent possible. Therefore, the school district will foster an educational environment that provides equal opportunities for all students.

Educational programs, services, vocational opportunities and extracurricular activities will be designed to meet the varying needs of all students, and will not discriminate

against any individual for reasons of race, creed, color, sex, national origin, economic status, or disability.

Adopted: December 13, 1993

Revised: August 14, 1995

Cross Refs: AC, Nondiscrimination

ACA, Nondiscrimination on the Basis of Sex:

ACB, Nondiscrimination on the Basis of Disability

Legal Refs: Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972 (42 U.S.C. 2000) Equal Pay Act, as amended by the Education Amendments of 1972 (29 U.S.C. 206) P.L. 92-318, Education Amendments of 1972, Title IX45 CFR, Parts 81, 86 (20 U.S.C. 1681 et) P.L. 93-380, Education Amendments of 1974 P.L. 93-112, Rehabilitation Act of 1973, Section 504 (29 U.S.C. 794) Individuals with Disabilities Education Act (20 U.S.C. 1400 et seq.) 162.670, et seq., 231.055, 070, RSMo. Annual Local Education Agency Compliance Plan under Part B of the Education of the 20 U.S.C. > 1401 et seq.Americans with Disabilities Act (42 U.S.C. 12101 et seq.) MSBA – 5/95

Houston R-1 School District, Houston, Missouri

EXCEPTIONAL CHILD EDUCATION COOPERATIVE

The Exceptional Child Education Cooperative is a cooperative effort among eleven area schools districts to help provide full educational services to handicapped children who have mental, physical, emotional or learning problems. The Cooperative provides to the participating schools special educational services for children who have handicapping conditions in Deaf/Hard of Hearing, Behavioral Disorders, Physically Handicapped, Vision Impaired, and a Special Education Resource Teacher.

The Cooperative also provides Diagnostic Services, which aid the district in designing an appropriate individualized educational program. Assessments are made by a multi-disciplinary team who assess the child's educational achievement, communicative skills, intellectual ability, and physical/health development. The Diagnostic team consists of a Speech/Language Pathologist, Psychological Examiner, and a Registered Nurse.

Other special education services that are provided by the cooperative staff include Child Fund Awareness activities, Screening, Referral Assistance, Individualized Education Program (IEP), Placement Staffing and In-service Training.

Teacher referrals for help from the Cooperative staff in screening suspected students begin with the counselor and/or principal. Referral forms are available in either the primary or elementary office on request. Support for teacher who has handicapped children who can function in the regular classroom is also available.

FIELD TRIPS

Field trips are those trips that are taken by a class to a place of interest that the class is studying or could benefit from by visiting. Justification for these field trips should be made by listing objectives to be covered and accomplished. This list should be presented to the principal. The principal will have final approval of field trips.

It is recommended that teachers of a grade level take all students in a grade on a field trip at the same time. This is especially true if it is a bus trip.

Student behavior on field trips must be cooperative and acceptable in a variety of situations. Each student must be willing to following group directions <u>exactly</u> as given. Therefore, if a teacher feels that a particular student would likely cause trouble under these circumstances, then a conference with the principal is in order. The parent or guardian of the student may be required to accompany the student if he/she is to go on the field trip.

<u>Written</u> permission from the parent/guardian (not a phone call) is required for <u>all</u> students who go on a field trip. The written permission slip must be on file in the school <u>office</u> before students leave for the field trip.

The principal must have a copy of all information sent to parents since we must answer many telephone questions related to a special event.

DVD, TV, VCR

Use and misuse of DVD, TV's, VCR's:

Before you use a DVD, TV or VCR, for an educational purpose, **PLEASE** ask yourself these questions:

- 1. Does it directly apply to the subject or lesson I am teaching?
- 2. Have I previewed It?
- 3. How will I <u>prepare</u> my students to learn from this vicarious experience?
- 4. Is showing this the best use of my instructional time?
- 5. How will I <u>actively</u> engage my students in this <u>passive</u> activity?
- 6. How will I create opportunities for my students to <u>process</u> the content of this activity?
- 7. How will I provide for <u>interaction</u> following the showing so that my students can restate or retrieve the most important information?
- 8. Can I teach this lesson in a more active and involved manner if I use some other technique rather than DVD, TV, or VCR?
- 9. By showing this movie, am I doing anything to feed or support the current practice of turning on the TV and turning off the mind? Or, am I helping to

- model the concept that we turn on filmed information with a purpose? We then view it with a purpose in mind, and following the viewing we interact in a way that helps to focus information in relation to the purpose.
- 10. Do I look at the viewing of a film in the disguise of a positive reward in order to create time to do grading or classroom management tasks?

Before you use a DVD, TV, or VCR as a "break" from the curriculum, please ask yourself these questions:

- 1. Do the students really need a break, or is it just that you have a film, movie, or video so why not show it?
- 2. Do I want to provide my class with a passive "break" (a movie etc.) as opposed to playing an educational game or some other activity?
- 3. Is the length too long to really be considered as a "break"?
- 4. Is the content of enough value to my learners to be worthy of sing school time for this activity:
- 5. Have I prepared my students so that they can get the most out of this activity?
- 6. How will I provide for appropriate follow-up to this material? If students are asked to watch something, it is not a good idea to let it drop. That would tend to mean I missed an opportunity to teach learners that filmed material should be reacted to if it is to find its way into our short or long-term memory or into our understanding.

FIRE DRILLS, EARTHQUAKES, BOMB THREATS, OTHER

SIGNALS: Fire Alarm in the buildings will be pulled.

PREPARATION FOR ROOM EVACUATION:

- 1. Check to see if anyone is out of the room. Instruct the children to go immediately outside the building.
- 2. Teachers take attendance register.
- 3. Be sure windows are closed.
- 4. Quickly line up children in an orderly manner.
- 5. Teacher should check the hall and instruct children where to go. Teacher is to be sure all children are out of the room.
- 6. **DO NOT** personal things.
- 7. Close the door after leaving.
- 8. Take roll after arrival at destination, show green sign if "all students are present," show red if supervisor needs to stop to help find student(s).

CONDUCT IN THE HALL

- 1. No talking by students so they can hear instructions.
- 2. Be sure students stay in line with their group.
- 3. Go quickly to designated area and remain quiet.

RETURNING TO THE CLASSROOM

1. Students may return when instructed to do so.

FREE/REDUCED MEALS

An application for Free/Reduced meals is sent home with all students on the first day of school. Families who are within the guidelines and want their children to have Fee/Reduced meals should return the forms promptly to school. Families who have received Direct Certification need not complete the forms. The application is sent to the office for final approval. Parents will be notified of the results.

Students eligible for Free/Reduced meals do not receive free extra milk.

GATE DUTY

- 1. Personnel should be at varsity events one hour before game time. Gatekeepers should be at Junior Varsity and Middle School games 45 minutes before game time.
- 2. Change for the gate should be obtained from the Superintendent's office.
- 3. Gates should remain open until half time of the last contest.
- 4. Gate receipts should be turned over to the Athletic Director or principal upon closing of the gates for night deposits.
- 5. <u>All passes (local) should be for carrier and spouse only.</u> No children, friends, or relatives.
- 6. Admission prices will be posted at the entrance gates of all sports events.
- 7. Cheerleaders in uniform and scouts from other schools with proper identification will be admitted free.
- 8. Coaches from visiting schools should be asked to identify his/her players of admittance.
- 9. Gatekeepers should familiarize themselves with the total facility as they will be asked questions concerning locations of restrooms, concession stands, etc.
- 10. If any problems should occur around the gate area the supervisor (principal or Athletic Director) for the game should be contacted immediately.

GUIDANCE COUNSELOR – JOB DESCRIPTION

The Guidance Counselor's office is located across from Elementary Administrator's office. Services include:

- 1. Early identification of individual differences so that educational programs may be designed to meet the needs of every student.
- 2. Assistance to students to develop a positive self-image through efforts to improve their self-understanding, self-directions, and skills in problem solving and decision-making.
- 3. Availability wand assistance to students and school personnel in handling developmental and crisis situations.

- 4. Working with teachers in such areas as understanding behavior of a student, assistance in making referrals for further services, and liaison between the school and home of children with whom the counselor is working.
- 5. Contact with parents in ways which will help them understand the educational, career, personal, and social development of their children.
- 6. Cooperation and work with administrators, teachers, specialists, and parents in order to bring into focus a school's total effort for every student.
- 7. To make teachers, students and parents aware of the educational resources available through the school, the community, and the home.
- 8. Contribution to the ongoing educational planning by examination and discussion of current learning programs and seeking improvement as needed.

Services will be met through, but not limited to:

- 1. Individual student and/or small group counseling.
- 2. Administrative conferences

Teacher conferences

Parent conferences

(Any combination of the above)

- 3. Classroom presentations
- 4. Individual and/or group testing
- 5. Use of community resources (as available)
- 6. Teacher referrals
- 7. Screening committee
- 8. Formal assessment.

HEALTH PROCEDURES: EMERGENCY

- 1. In case of illness a student should be sent to the nurse/office. The home will be contacted if necessary. No child should be sent home without first notifying the parent or an authorized adult.
- 2. A nurse or designated adult should stay with a sick child until the parents assume responsibility of the child.
- 3. Internal medications should be given by school personnel only on individual written orders of a physician.
- 4. Aspirin, vitamins, and similar medication should not be dispensed by school personnel. Only the nurse may do this.
- 5. The Principal's office will maintain a record with emergency and health information on each student. This record will include the home telephone number, the occupational telephone number of each parent, and two emergency telephone numbers of adults that may be called if parents are not available. This record will include the family physician, what to do in case of an emergency and the parent cannot be reached and the immunization records of the student and any other health information that might be needed in case of an emergency. This information is readily available by contacting the principal's office.

6. If an accident occurs at school, the student should report to the office in his/her building for treatment and notification of parents. The secretaries should keep a record of all accidents. This record will include the child's name, homeroom teacher, the nature of the accident and the time that it happened. All accidents will be reported to the principal. If an accident is such that a student should not be moved, the nurse or, principal, will seek emergency help. All accidents of severe or unusual nature will be reported to the superintendent by the principal.

School officials or employees who know or have reasonable cause to suspect that a child has been subjected to abuse or neglect or observes the child being subjected to conditions or circumstances which would reasonably result in abuse or neglect will immediately report or cause a report to be made to the building principal or his designee who will then become responsible for making a report to the Department of Human Services as required by law.

Any person, who in good faith, participates in making such reports or in any judicial proceeding resulting there from will be immune from civil or criminal liability.

It is not the responsibility of the school official or employee who initiates the report to prove that the child has been neglected or abused.

HOUSTON R-1 POLICY ON STUDENT RECORDS

Statement of Policy – This policy is intended to provide protection of rights and privacy of parents and students as provided in Section 438 (a) (1) of the General Education Provisions Act commonly known as "Family Educational Rights and Privacy Act of 1974".

In order to provide students with appropriate instruction and educational services it is necessary for the district to maintain extensive and sometimes personal information on them and their families. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parents or legal guardian or the student in accordance with the law, be guarded as confidential information. It will be the responsibility of the principal to provide for the proper administration of student records in keeping with state and federal law requirements and to standardize procedures for the collection of necessary information about individual students throughout the district.

The Board wishes to make clear that all individual student records of the district are confidential. This extends to giving out individual addresses and telephone numbers.

DEFINTIONS:

<u>Student records</u> – Student records are or can include any of the following: All official records, files, and dates directly related to the student, including all material that is

incorporated into each student's cumulative record folder, and intended for school use or to be available to parties outside the school or school system, and specifically including, but necessarily limited to identifying data, academic work completed, level of achievement (grades, standardized achievement test scores), attendance data, scores on standardized intelligence, aptitude, and psychological tests, interest inventory results, health data, family background information, teacher or counselor ratings and observations, and verified reports of serious or recurrent behavior patterns. Where such records or data include information on more than one student, the parents of any student shall be entitled to receive, or be informed of, that part of such record or data as pertains to their child.

<u>Parent</u> – Parent or legal guardian is the person legally responsible for the actions of a child less than eighteen (18) years of age.

<u>Students Age 18 and Over</u> – A person who has reached his eighteenth birthday and/or is attending an institution of post-secondary education, and the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required to the student.

<u>Students Under Age 18</u> – That person who has not attained age eighteen whether enrolled in school or not.

<u>Designated Authority</u> – the designated person to release information will be that of the elementary principal if the student is an elementary student; the high school principal if the student is a high school student; and superintendent's office staff if a prior graduate. The designated school authority has the right to designate a person to file information in the student records.

LESSON PLANS

Lesson plans should be complete for a week at a time. Plans for the week are due by 7:40 a.m. Monday morning of that week. Lesson Plans should include objective, page number of book if applicable, and list of resources and/or worksheets required to teach the lesson.

When your absence is known in advance, leave good lesson plans that are concise, specific and reasonable to carry out. Your weekly lesson plan book should block out work being covered which is helpful for the substitute in getting a quick overview of what the class is studying at the moment. Include reading assignments, duty assignments, study questions, discussions points, follow-up quizzes, etc., necessary to the study unit. Many teachers have been successful with what is called an 'emergency packet' when they must suddenly be absent. It may include instructions for learning a game, duplicated copies of work puzzles or workbook type activities. These should be well selected and not just 'busy work'. The teacher is responsible for contacting a substitute should he/she become ill. The office should be notified in the event, a substitute is necessary. The substitute file should be ready for use and available at all times.

LIBRARIAN – JOB DESCRIPTION

The elementary school has a full-time librarian who is available to help with providing resource materials for the classroom. Each class has a scheduled library period. Special arrangements should be made with the librarian so as not to interfere with scheduled classes. Teachers will take their students to the library for a 30 or 50 minute period weekly. They are invited to participate in the reading activities during the period. Each grade level will be responsible for doing a unit of library skills.

The librarian is to see that the library runs in an organized manner. All materials should be checked out properly (student materials – 1 week; library audio-visual aids should be returned as soon as a teacher is finished; a teacher can keep a book as long as it is necessary; all computer discs should be returned in a thirty-day period). By signing all materials out properly we will have a record of the location of all materials. If equipment is left in a room, it should be dusted occasionally.

LUNCH MONEY

Lunch money in the Elementary is collected on Monday mornings by one of the cafeteria staff. Lunch money should be put in an envelope with student name and amount on front. The student should give to teacher and money should be put in appropriate place for cafeteria staff to pick up. Students should send their money preferably on Mondays for the entire week. Notice will be sent to parents on Fridays as to the amount of money owed. Teachers should not collect lunch money.

LUNCH ROOM DUTY

A rotating lunchroom schedule will include a teacher and paraprofessional on duty. Paraprofessional will scan lunch cards.

MAILBOXES

Teachers' mailboxes are located in the workroom of one of the elementary workrooms. Mailboxes should be checked on a daily basis.

MAKE-UP WORK

Requests for homework should be made ahead of time so the teacher will have time to get ready. Teachers have the right to request parents come after school or at their conference period to pick up homework. Make-up will be left to the discretion of the teacher. A rule of thumb is 2 days for each day absent to get make-up work turned in.

MEMORANDUMS

Memos for the elementary school are written and distributed on a daily basis (most by email) with additional memos being issued as the need arises. These memos contain dates of events pertaining to the elementary teachers and students. Notices of teacher or committee meetings for the week will be included. Also included are announcements, daily lunchroom menus, new students, and students withdrawing. The homeroom teacher should read portions of the memo pertaining to the students. Messages from teachers, committees, or special announcements may be put into the memo.

MOTOR VEHICLE AND PARKING REGULATIONS

All elementary teachers should park in the parking lot located to the south and west of the elementary building. Tickets will be given for parking on the east side of Bryan Street.

OFFICE TELEPHONES

A telephone is located in each office and classroom in the elementary building. Teachers may use the telephone for calls pertaining to students and school matters and for personal calls that need to be taken care of at school. Personal calls of less urgent nature should be made from home.

Long distance calls shall be made by teachers only when a parent/guardian needs to be contacted. The call shall be properly logged on forms provided in the office. The forms will be turned in to the superintendent's office monthly. Please check with the building secretary about the amount to be paid BEFORE making your call. She will have a list of charges for you which should be paid when the call is made.

Calls for personal business shall be allowed only for emergency reasons such as serious family illness, death in the family, or when absolutely necessary, for scheduling a medical appointment for the employee or the employee's immediate family. Local calls of such nature shall be kept to a minimum by the staff. Incoming telephone calls for faculty or students will be handles by transferring to your voice mail. Please check your voice mail messages.

Students may use the telephone for urgent calls only. They must first get permission from their teacher to make a call. Permission to make calls of trivial nature will not be granted. Care should be taken to make sure the same students are not habitually using the telephone.

PARENT/TEACHER CONFERENCES

Houston Elementary School will conduct Parent/Teacher Conferences which will be held at the end of the first quarter. Teachers shall make every effort to schedule a time for the parents/guardians of each child in their class to come to school for a conference concerning the progress of the child, during the year. Special teachers also, should utilize these days to communicate with parents concerning the performance of their child within the specialty classes as well. Classes will be dismissed to offer a more private environment to hold the conferences. More information concerning Parent/Teacher conferences will be forthcoming.

PERMANENT RECORDS

The permanent records include:

- 1. Student ID information
- 2. Achievement test scores
- 3. Ability test scores
- 4. Medical information

This information is for teachers to preview during preschool work to become familiar with individual students whom they will be teaching and to use throughout the year in planning for student needs.

Please indicate at the end of the year (on the permanent record folder) whether the child received a reading circle certificate.

For each reporting period for reading, the level the student is working in should be recorded as well as a letter symbol representing a grade.

For promotion and retention, check the appropriate work: Promoted or Retained.

Record the grades on the permanent records after each quarter's grade cards are issued and preferably, before being sent home with the students. Grades should be recorded each semester on permanent records unless student moves, then recording of grades should be immediate.

PROGESS REPORTS

Mid-Quarter Progress Reports will be sent home with all students. These should be sent out on designated time announced during each quarter. The principal will announce these time frames through memos.

REFERRAL OF STUDENTS TO BE EVALUATED

Classroom teachers who have observed a student that they think has a learning problem whether it is visual, auditory, perceptual, behavior, etc. should inform the principal or counselor. Upon completion it will be given to the special education director or counselor. The CHATT team will review request and make recommendation(s) with classroom teacher. A time will be set up to meet with the parent to discuss the recommendation for student.

REFERRAL OF STUDENTS FOR SUPPLEMENTAL PROGRAMS

In-school tutoring is available for students who need help completing work or remediation in math and reading. Please contact the counselor or principal to request a time be scheduled for a tutoring teacher.

REPORT CARDS – GRADING

Progress reporting of each student is an attempt to evaluate the student's progress in knowledge, motor skills, and the ability to live happily with self and others. Questions regarding the grading systems will be dealt with on an individual basis. A separate report card is used for kindergarten students.

If a student misses part or all of a subject to go to a remedial or other special class, no grade will be given in the subject missed. However, the remedial teachers will insert in the grade card each quarter a progress report to the remedial student's parents.

The reporting form used in grades 1-5 is divided into Progress in School subjects, Work and Social Habits, Study Habits, Books Read, Attendance Reports, Special Services Received, and a section for comments for both teacher and parents.

<u>Achievement Grades</u> – Includes classroom assignments, homework assignments, and test grades. A letter symbol assessment is indicated on a quarterly basis where applicable.

Grades 1-5 Effort Grades Achievement Grades E – Excellent A – 100% - 90%

 $\begin{array}{ll} S-Satisfactory & B-89\%-80\% \\ N-Needs \ Improvement & C-79\%-70\% \end{array}$

D - 69% - 60%

F – 59% and below ort Grades – Evaluations of how well the student is applying self in relat

Effort Grades – Evaluations of how well the student is applying self in relation to potential. Effort assessment marks are the same for grades 1-5.

- 1 Outstanding
- 2 Satisfactory
- 3 Unsatisfactory

Report cards are not the only means of reporting student's progress to parents. Other ways are: personal contacts, by notes, telephone calls, and conferences. Teachers should use these methods as needed to keep parents informed of student progress between reporting periods.

RETENTION POLICY AND PROCEDURES (ELEMENTARY)

A student is a candidate for retention if he/she is reading six months or more behind their grade level by third quarter. (See Elementary & Middle School Retention Policy in the Student Handbook). Parents of students suspected of retention shall be contacted by the end of third quarter if their child is a candidate for retention. A retention conference shall be held with principal, counselor, and teachers to discuss and review all pertinent information. The classroom teacher(s) shall provide justification based on the proper documentation. Documentation includes but not limited to: Teacher observation, AimsWeb Reading Scores, STAR Reading Scores, Retention Scales, Writing Samples, Common Assessments, Grades, Attendance and/or Special Education Evaluations. Principal or counselor shall attend the conference. Conference discussions and topics covered shall be documented and signed by the parents, teacher(s), and either principal or counselor. Special consideration shall be given to those disabled students that are receiving special education services (from the Board Policy, Elementary and Middle School Retention Policy).

SALARIES

Salaries are contracted according to a salary schedule. Deductions are made according to the form which accompanies each pay check. Pay checks will be deposited through direct deposit on the 20th of each month.

SENDING STUDENTS ON ERRANDS

Teachers should never send any student on an errand which will take him beyond the limits of the school grounds. This territory would be considered unfamiliar and therefore

dangerous. It should be remembered that the student is acting as the agent of the teacher while on an errand, making the teacher responsible for any injury to or by the student. Only a mature, dependable student should be sent on an errand.

SPECIAL EDUCATION PROCESS RE-EVALUATION

Forms are available in the Special Education Director's office

SPECIAL EDUCATION PROCESS SCHREENING EVALUATION PLACEMENT

Forms are available in the Special Education Director's office

Student Dismissal

Students at the elementary building who walk home by themselves will exit the front of the building. Students being picked up by a car will exit through south doors by school personnel to appropriate car. Elementary teachers will walk students to commons area for bus line-up. Teachers will observe students boarding the buses, make sure bus riders get on the buses and that other students go promptly home and do not linger around the school buildings. **Teachers may not leave school until after their supervisory duties are over unless given prior approval by principal.**

Students using district bus transportation should understand that they are under the jurisdiction of the school from the time they board the bus until they are deposited at school.

STUDENTS LEAVING CAMPUS

Students will not be permitted to leave campus unless a family member or adult accompanies them. They must be checked out in the office. The secretary will assist the parent in checking the child out and get the student for the parent.

SUBSTITUTE FILE

Lesson plans, a daily schedule, and a class roll should be provided for the substitute teacher. This allows the substitute teacher, through a detailed substitute file, to carry on the activities of the class.

Valuable time is wasted when your substitute must search for seating charts, time schedules or lesson plans, etc. The substitute cannot carry out special duties assigned to the absent teacher if he/she is unaware of them. These and other problems will be eliminated if teachers keep a substitute information file in their desk or other appropriate place.

The following list of information for a substitute is required for all teachers. This information should be compiled in a clearly labeled substitute file folder.

- 1. A map of the building indicating the principal's office, faculty workroom, restrooms and lunchroom. (A duplicate of the fire drill and tornado drill map should be sufficient).
- 2. Location of the seating chart, lesson plan book and other materials necessary to instruction, keys, etc.
- 3. A time schedule for the day and for each subject taught.
- 4. A list of the names of students who receive special instruction in remedial reading, L.D., speech therapy, etc. and the times they need to be sent.
- 5. Fire drill and tornado drill instructions.
- 6. Instructions on the method of reporting lunch count, attendance, and tardiness.
- 7. The names of two reliable students in each class
- 8. Special duties such as recess and what it entails.
- 9. Special rules of the teacher or school on discipline, using restrooms, chewing gym, etc., which should help to eliminate arguments such as "...but Miss so and so always lets us to that."
- 10. Procedures to follow for referring students to the office or what you do in case of illness or accident.

The teacher should fill out an absentee report upon returning to school.

The Board of Education's sick leave policy is found in the Board of Education Rules and Regulations.

SUPPLIES AND REQUISITIONS

Classroom teachers have a budgeted amount for room supplies. Materials can be ordered that would be helpful in the educational environment of students. These supplies should be purchased from the designated store. Orders for the following school year are due by June 1 in the Elementary Office.

TEACHER ABSENCE

Please **contact the school principal by 6:30 a.m.** to let administration know that you will be absent and need a substitute. If you know the evening before that you will be absent the following day, it would be helpful to know prior to the morning.

TORNADO DRILLS

BUILDINGS SHOULD OBSERVE THE FOLLOWING RULES DURING A TORNADO A TORNADO DRILL:

Children should learn to go to their places without saying a word. In this way, they can hear their teacher's instructions

In case of a tornado, or in case of a city-wide drill, the warning signal is the City Alert System (continuous loud siren). Wherever, possible, a continuous ringing of the school bell will also be used. Children should be taught to take cover on hearing either signal, or in case of an emergency, when neither is heard, take cover at the teacher's command. Don't worry about the windows – *GET THE CHILDREN IN POSITION AS SOON AS POSSIBLE*.

When children are assembled, they should be instructed to respond to a specific command to assume protective posture, facing interior walls when danger is imminent. Such a command might be, "Everybody down!" "Crouch on elbows and knees!" "Hands over heads!" It is essential that this command be instantly understood and obeyed. Administrator will notify when drill is over. Rules for tornado drills should be reviewed with the students before a tornado drill.

Special Teachers: If children are in your classroom when an emergency of this nature occurs, you are responsible for getting the students in the proper location. The regular classroom teacher will meet you and assist with the students. Please post the diagram in your classroom and familiarize yourself with the locations of each grade.

Elementary Building:

Room # 5 - Exit to restroom area

Rooms # 1, 2, 3, 4, 8 –Exit to corridor #2 (between cafeteria and special education room)

Rooms # 6 (cafeteria) – Go to East wall; on knees with head covered

 $\underline{\text{Rooms } \# 9, 10, 11, 12}$ – Exit to corridor # 3 (outside of classrooms) and toward the south.

Rooms # 13, 14, 15, 16 – Exit corridor #5 (outside of classrooms)

Rooms # 17, 18. 19. 20 – Exit to corridor #6

<u>Rooms # 21, 22, 23, 24</u> – Exit to corridor East of computer lab, walk straight to corner; turn right and line up against wall.

Rooms # 25, 26 – Exit to hall between media center and Kindergarten rooms.

Rooms # 27 –37 – Exit room to hall and line hall beginning on East end.

Room # 38 – Go to inside wall (North) and cover head.

Rooms # 39, 40 - Go to hall In front of office (North end of corridor # 3).

Room #41 – Exit to hall around Northeast corner.

Room # 42 - Exit to hall.

TRANSPORTATION

The Houston R-1 School District provides a transportation system in compliance with state regulations for students who comply with the rules and regulations. Bus transportation is recognized as necessary part of the total school program and should be respected as such. It is the responsibility of each student to be a good bus passenger and to observe certain rules for good discipline and safety. The following regulations will serve as a guide.

- 1. The bus driver is in complete charge of the bus and students are expected to comply with his/her requests at all times.
- 2. Students are permitted to converse quietly with persons sitting near them.
- 3. Students must be seated and are not permitted to change seats when the bus is moving or to annoy other riders on the bus.
- 4. Students must not under any circumstances put their heads or arms out of the windows and windows are not being lowered below the mark indicated on the bus.
- 5. Students will be held responsible for any and all damage to the bus perpetrated by them.
- 6. The use of profane or abusive language will not be tolerated on the bus.
- 7. Striking matches, lighting cigarettes lighters or using any tobacco product is not permitted on the bus.
- 8. The school bus is an extension of the school and all school rules and regulations, which pertain to student conduct in the schools, also apply to student conduct on the bus.
- 9. The bus driver may assign seats at his discretion.
- 10. Bus stops will be selected to avoid loading and unloading students where visibility is obstructed, or to eliminate unnecessary stops.
- 11. Students must be on time; the bus cannot wait beyond its regular schedule for those who are tardy.
- 12. Students who must cross the road when loading or unloading should walk 10 feet in front of the bus to be visible by the driver.
- 13. Students should never stand in the roadway while waiting for the bus.
- 14. Pupils may be suspended from riding the bus if misbehavior cannot be corrected otherwise.

UNIVERSAL PRECAUTIONS

Examples of Recommended Personal Protective Equipment for Worker Protection against HIV and HBV Transmission in a Non-Hospital Setting:

	<u>Disposable</u>			Protective
<u>Task or Activity</u>	Gloves	<u>Mask</u>	Eyewear	
Bleeding control with spurting blood	Yes	Yes	Yes	Yes
Bleeding control with minimal bleeding	Yes	No	No	No
Emergency childbirth	Yes	Yes	Yes	Yes
Blood drawing	Yes	No	No	No
Starting IV	Yes	No	No	No
Endotracheal intubation, esophageal	Yes	No	No	No
Obturator use				

Oral/nasal suctioning, manually	Yes	No	No	No
Clearing airway				
Handing and cleaning instruments	Yes	No	No	No
With microbial contamination				
Measuring blood pressure	No	No	No	No
Measuring temperature	No	No	No	No
Giving an injection	No	No	No	No

MMWR 6/23/89

4/3/02 Blood borne Pathogens Exposure Control Plan

UNIVERSAL PRECAUTIONS FOR CLEANING UP BLOOD AND/OR BODY FLUIDS

Many infectious agents can be found in the blood and/or body fluids of humans. This includes individuals with no outward signs or symptoms of infection. It is therefore important that everyone adopt routine procedures for handling the clean-up of all blood/body fluids. The procedures to be used are as follows:

- 1. If available, cover fluids with absorbent floor sweep material to keep the fluids from spreading. When absorbent material is not available, contain the spill with paper towels, etc.
- 2. Wear rubber gloves and clean up spills with disposable towels or tissues.
- 3. All surfaces which have been in contact with the fluids should be cleaned with a disinfectant. Any EPA approved disinfectant (i.e. Lysol, etc.) can be used. A 1:100 (three tablespoons/gallon) dilution of household bleach can also be used.
- 4. If the gloves worn to clean up the spill are reusable rubber gloves, they should be washed with soap and running water prior to removable. Disposable gloves should be removed without soiling the hands and should be disposed of in an impervious plastic bag.
- 5. If the person doing the cleaning has any open skin lesions, precautions should be taken to avoid direct exposure of the lesions to the body fluids.
- 6. After exposure to blood/body fluids, good HANDWASHING should consist of thorough use of soap and water for at least 10 –15 seconds.
- 7. It is appropriate to keep a clean-up kit on hand for such spills. The clean-up kit should consist of the following items:
 - -Absorbent floor sweep material
 - -Disinfectant
 - -Rubber or plastic gloves
 - -Disposable towels or tissues
 - -Plastic bags

All of these materials should be kept together, in a central location.

CAUTION: The diluted bleach disinfectant solution, if used, should not be used for any other purpose than the clean-up described above. Mixing these solutions with certain other chemicals can produce a toxic gas. Also, any EPA approved disinfectant used should be diluted according to manufacturer's instruction. It is not appropriate or necessary to add more disinfectant than the

directions indicate. Doing so will make the disinfectant more toxic and could result in skin damage to those individuals using it.

VISITORS/PARENTS

All parents must report to the office prior to proceeding through the school building. All doors, with exception of the front doors, should be locked at all times during the school day. The secretary will call, or go and get the student for the person. Certain conduct is expected by the patrons and the administration is hereby authorized to refuse admittance on school grounds to persons who disturb classes or school activities. A teacher under NO circumstances will allow a student to leave with anyone during the school day without a notification from the office. Requests for homework should be made ahead of time so the teacher will have time to get ready.

WITHDRAWLS

When a teacher is informed that a student is moving or leaving school, they should contact the Elementary Principal's office. A withdrawal slip will then be sent to the teacher. The teacher should document the following items:

- 1. Returned library books
- 2. Returned textbooks
- 3. Unused workbooks
- 4. Paid lunch bills
- 5. Personal belongings