

John H Webster School



Staff Handbook 2019-2020

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INTRODUCTION

This handbook is to be used as a resource, and a document to be referred to often. We are striving to motivate children, uplift our community, and promote an atmosphere of collegiality among staff members. Teaching is an art, as well as a science; therefore, this handbook will serve as a benchmark for the policies, procedures, and expectations of John H. Webster Elementary School.

NORMS FOR COMMUNICATION

- Announcements will be made each day first thing in the morning. It is imperative that teachers gain the full attention of students during announcements. Anyone having an announcement to be made should submit it to the Assistant Principal prior to 8:00 a.m.
- Be familiar with your employee identification number because it is needed for documentation and security purposes to identify you.
- Communication will occur in oral and written forms in numerous ways. You are expected and required to read all written forms of communication such as emails, memos, daily grams, letters, flyers, etc. Most communication between staff and administration will be conducted using school district email, so it is expected that you have a current account and you check it daily.
- Verbal and nonverbal communication should be respectful towards everyone at all times. Staff members may have different opinions; therefore, it is your responsibility to always follow the School District's Professional Code of Conduct. Emergencies are to be reported to administration in a timely fashion. All staff are to inform administration of issues or concerns relating to teaching and learning.
- Information about students is **CONFIDENTIAL**. **Communication regarding students should be done privately behind closed doors. Staff members are not permitted to discuss students in the presence of other students or to other parents.** Failure to keep student records and information confidential may result in disciplinary action.

ENTERING/EXITING & LEAVING THE BUILDING

- For the safety and security of the students, staff, and the building the front doors will always remain locked.
- Staff members leaving the building during a preparation period must sign out in the book located in the office. This includes your name and time out. Teachers who have a last period prep may not use the prep period to shorten their work day.

KEYS ARE TO BE PLACED IN YOUR MAILBOXES AT THE END OF EACH DAY. TEACHERS ARE NOT PERMITTED TO TAKE SCHOOL KEYS HOME.

LATENESS

- Call the school as soon as you realize that you may be late. This will allow the roster person to provide appropriate coverage for your students. If we are not notified of your lateness by 8:00 a.m. you may be sent home. After **3** occurrences of lateness you will be given a memorandum stating administration's concern, followed by a conference should your lateness continue. As per School district policy continued lateness may lead to an "Unsatisfactory 204". Administrative action may include recommendations for suspension without pay if excessive lateness indicates a pattern. Repeated and excessive lateness negatively impacts school climate and is disruptive to the learning environment.
- We have a limited number of parking spaces available in our lot, please be aware of this and allow extra time if necessary. If you get to school later than 8:00, please find street parking as gates will be closed for safety of students

ABSENCES

- Staff must call the school at 215-400-7170 between 7:45 and 8:00 a.m. on the morning of their absence. Remember you must also contact Kelly Services via kellyeducationalstaffing.com or call 1-844-334-4262 to create an absence. All school district employees must have an ID number and PIN. These lines are in operation 24 hours a day and absences can and should be reported as early as possible.
- When you make your call to the school to report your absence, please indicate the absence code you will be using.
- Unless we are notified of an extended illness, you must call the school again by 2:00 p.m. to inform us whether you will return or not the following day. If you fail to call, we will assume you will be absent and retain the substitute. If you show up the following day, without following procedure and we have retained a sub, you may be sent home.
- After three days of consecutive absences, employees may have to report to Health Services before returning to work.

Monitoring of Attendance and Latenesses

Regular attendance and punctuality are essential to ensure the continuity of the educational program of our students at Webster School. Please be aware that the School District of Philadelphia is closely monitoring all staff attendance. In accordance with School District policy, absences will be managed as outlined below:

1. **After a staff member is absent for 3 occurrences or late 3 times (codes 04 & 31),** the principal will generate a letter indicating a concern about the absences/lateness and list the dates of the absences/lateness. A copy of the letter will be placed in the staff member's personnel file.
2. **After a staff member is absent for 5 occurrences or late 5 times (codes 04 & 31),** the principal will generate a first warning SEH-204 letter, which lists all absences/lateness. A warning SEH-204 conference will be held with the staff member to discuss dates of absences/lateness and patterns of absences/lateness. A copy of the letter will again be placed in the staff member's personnel file and another copy will be forwarded to the Assistant Superintendent's Office.

3. **After a staff member is absent for 7-9 occurrences or late 7-9 times (codes 04 & 31),** the principal will generate a SEH-204 letter, listing all absences/lateness. The principal will hold a formal conference with the staff member. The SEH-204 and documentation of the conference will be forwarded to the Assistant Superintendent's Office with a recommendation of suspension. The principal will hold a formal conference with the staff member (with representation) and all documentation will be forwarded to the Assistant Superintendent for a second level conference (if a teacher) or to the Hearing Officer for Human Resources (if non- instructional).

Lateness will follow the same general format.

See www.phila.sd.org. Under directory choose employee relations for details.

PERSONAL LEAVE

- Personal Leave cannot be granted before or after a holiday in a way that extends the holiday. If you know that you must take a day for personal leave, you must receive personal permission from the Principal. The procedures for reporting personal leave to **Kelly Services** are the same as for reporting illness. Any doctor's appointments made during school hours should be considered personal leave. Please schedule your appointments before or after school.
- **Personal leave may NOT be combined with sick leave days.**

ABSENCE POLICY

- Upon return from an absence, the employee is required to fully complete the SEH-86, the small white absence card. This card will be placed in your mailbox. If you do not receive a card, please see our secretary to obtain a card. Complete all sections of the card in **blue** or **black ink**, and return it to the secretary as soon as possible. Our organization number is **559**. Fill out the card completely. It is your responsibility to fill out this card correctly and completely. Failure to do so may result in disciplinary action.

DELAYED OPENING POLICY

- In the event of a delayed opening, all staff are to report to school at normal time, 8:20 a.m. If for any reason you will be late or otherwise, please give appropriate notice to the school.

EMERGENCY LESSON PLANS

- All teachers are reminded to have three days of current emergency lesson plans on file. These plans should be reviewed and updated after each absence. These lesson plans need to be filed and updated by the end of September.

COVERAGE/LOST PREP

- In the event of insufficient substitute service, it may be necessary for teachers to supervise and instruct the classes of absent teachers.
- Class coverage is the responsibility of every teacher in the building. Any assignment to another

class will be done on the most equitable basis possible, and will be given on a rotating basis. In the case of emergency situations and other unforeseen circumstances, it may be necessary to alter the order of rotation.

- Whenever possible, the notification of coverage will be given before the beginning of the school day. The roster person will record lost preparation periods for coverage.
- Coverage's will be done as equitable as possible. Please keep track of your lost preps, as they will be checked for accuracy several times throughout the year.
- Preparation periods for parent conferences, special education conferences, or other reasons must be pre-approved by the principal 24 hours previous to the appointment in order to be considered as a lost preparation period.
- Other than IEP conferences, parent conferences do **NOT** count as a lost prep.



STAFF SIGN IN

- Staff is expected to sign in **personally** each day at the **time you arrive**. This should be done as soon as you enter the building. The school day begins at 8:20 a.m. for teachers and 8:30 a.m. for students.
- Instructional staff must be in the appropriate pick up locations for their class, ready and prepared to bring their students to their classrooms.
- Please note that our parking lot becomes very busy and crowded, so be sure to allow sufficient time to park and sign in on time each day. School district policy prohibits staff members from signing in for anyone.
- The starting and end time for staff other than teachers will be determined in the beginning of the school year.

RELEASE TIME

- Any staff member who needs to leave early due to an emergency during the school day must contact an administrator.
- All non-emergency appointments should be made after 3:00, so that they do not interfere with the school day. We understand that it is not always possible and should the need arise; it is necessary to complete a request form.
- All requests for late arrival or leaving early require administrative approval at least **24 hours** in advance.
- After you receive approval, please be sure the roster person receives a copy of the request. This time will be used toward any lost prep time owed.
- "Teachers shall be in the classrooms at the contractual time and remain with their students until all students are safely dismissed."

As teachers and staff members, we are expected to set a good example. We believe poor attendance and punctuality has a negative effect on the morale of staff and students.

SUPPLIES

- Supplies will be distributed at the beginning of each month using the forms provided in your

mailbox. Please anticipate your needs for the month. Supplies will be distributed as quickly as possible.

- It is important that the books are returned once they are finished being used in order to allow for other staff members the chance to use them. Therefore, please sign books in and out in a timely fashion.
- Copiers are located in the IMC and in the staff lounge. If you jam the machine, please unjam it or ask for assistance. Leaving a broken machine does not help anyone. If the machine shows that it is low on toner, please let the office know.

BEHAVIOR CODE/CLASSROOM MANAGEMENT

A positive learning environment is the responsibility of all school personnel in conjunction with each child's family. Establishing and consistently reinforcing classroom, school rules, and expectations is paramount in developing and maintaining an effective classroom. Yelling and belittling children will not make them behave better and will only lead to further behavior issues in the long run. Lessons should be stimulating and interesting. Challenging and interactive learning activities as well as an atmosphere of respect help to create and maintain a positive classroom climate. Never assume students know what you expect; rules and a system of consequences should be clearly articulated and consistent. Students should be aware and teachers are expected to maintain the School Wide Behavior System throughout all school settings. Be fair, be firm and be consistent in carrying out procedures and discipline.

- **Teaching appropriate behavior expectations is necessary to insure pupil achievement and mutual respect between teachers, pupils and parents. Remember discipline is taught.**
- The use of corporal punishment is prohibited on the part of any school district employee in any classroom, building or SDP program. Corporal punishment shall not be defined as action taken by an employee in self-defense, protection of persons or property, quelling of a disturbance or obtaining possession of weapons and other dangerous objects.
- No child/children should be left without adult supervision at any time. Be reminded you are responsible for all the students in your charge at **all** times.
- Parents should be made aware of recurring behavior problems on a constant basis. Anecdotal records, **MTSS, FBAs, and BPSPs must be developed and maintained for students with recurring behavior concerns.** Office referrals and pink slips for repeated violations should not come to the office without **documentation of parent contact**.

DETENTIONS

- No student is to be kept after school unless the parent/guardian has been notified in advance and has given approval in writing with their signature.
- The teacher is responsible for supervision of the students.
- If a lunch/recess detention is given, the teacher is responsible for picking the students up/or walking them to lunch late. In other words, school climate support will **NOT** release students from the lunchroom with notes from their teachers.
- If an after-school detention is held, **the teacher is responsible for walking the students out of the building.**

TIME-OUT

- It is necessary from time to time to send a student to a partner teacher for a brief cooling off period. When a situation occurs, the student should always be sent to a classroom with prior permission from the teacher, a note and appropriate work to be completed.
- A time out is not a dismissal of the student into the hallway to wander around.
- A time out should be used as a last resort and if it is necessary for a student to consistently require time-outs then RT II and a behavior plan must be completed and put into place to support both the student behavior and the teacher.
- Administrative offices are not for time-outs.

SWPBS

Discipline is a critical component of an effective instructional program. It is expected that all staff utilize the principles of SWPBS (School Wide Positive Behavior System) throughout the school year.

- All rules, procedures and protocols need to be directly taught, practiced and reinforced. It should not be assumed that students 'know' what is expected.
- Expectations should be clearly and specifically articulated to the students. For some classes the expectations may need to be articulated daily.
- Tangible (tokens, treats, rewards, etc.) and non-tangible rewards (verbal and nonverbal recognition, encouragement, praise) should be utilized to develop, maintain, and encourage acceptable behaviors.
- A visible reinforcement system should be prominently displayed. The reinforcement system can be individual or group based. Motivators should be tied to the reinforcement system.
- Consequences that are respectful and related to the 'misbehavior' should be utilized in order to provide a learning experience for the student.
- All students need to be acknowledged for their positive behavior choices. Remember it is not possible for a student to misbehave 100% of the time. Catch and reinforce appropriate behaviors.
- Students need to feel connected to their peers and teachers. Develop a relationship with all students. This is especially critical for students who are struggling with behavioral or academic issues.
- Feeling successful and capable will decrease student misbehavior. Encourage and recognize student efforts. Utilize differentiated instruction to encourage success.

LESSON PLANS

- Lesson plans must be aligned to the current School District of Philadelphia's curriculum and Common Core Standards. In addition, we are held accountable by the school district by our performance index.
- Lesson plans will be collected each week. Notification will be sent in weekly updates as to what grades will be collected the following week.
- We recognize the efforts of all our staff and must seek ways to better support our students academically. We must continue on our path of academic excellence.
- Copies of your lesson plans should also always be available in your classroom for review at any time and be shared with Special Education/ELL teachers.
- Collaboration among teachers and Special Education/ELL teachers is especially necessary when it comes to planning, so it is the inclusion teacher's responsibility to email plans to their colleagues so that their peers may make the proper modifications.
- Special Education/ELL teachers need to submit modified plans to administration.

INDIVIDUAL ASSESSMENTS OF PROFESSIONAL EMPLOYEES

Tenured professional employees shall be rated at least annually, in accordance with the Public School Code.

Temporary professional employees and long term substitutes' ratings should be made at least semi-annually.

For teachers in a professional in a professional development year (which would be year 1 and 2) ratings will also be based on the teacher's Professional Development Plan (PDP) and the implementation of that PDP.

All employees must be given electronic and/or written documentation of an observation must be given to the employee within five days of the observation.

HOMework

- It is the policy of the school district for every classroom teacher to assign homework every night Monday through Thursday for all major subjects.
- Homework must be aligned with the curriculum and be given based on students' independent levels. It should not be given as busy work, but rather a focus on what was learned through the school day.
- This policy does not exclude teachers on long term assignments.

STUDENT UNIFORM POLICY

- Teachers are responsible for documenting student compliance with the uniform policy.
- Teachers should record documentation on students' not in uniform and make the necessary calls to parents if behavior continues.
- Proper uniform is a dark or light blue collared shirt and blue pants. Students are **NOT permitted to wear hooded sweatshirts at any time or anywhere in the building.**

STUDENT LATENESS

- Late students must be admitted to class. Students are expected to arrive promptly after the conclusion of the period. If a student arrives after 5 minutes without a note, the student is considered late to class and document the behavior.
- If lateness becomes excessive, MTSS will also need to be completed. Children are not to be sent out of the class to stand in the halls or to search for notes from other staff members.

TAKING ATTENDANCE/ROLL BOOK

1. Roll will be taken in the classroom on the computers daily and must be completed by 10:00 am.
2. Any student arriving after 10:30 must be marked AM absence. Any student that receives an early dismissal before 1:30 must be marked PM absence.
3. Be sure the information is current and send any updates or changes to the main office.

4. Enter the attendance: "A" for absent, "T" for tardy and record student arrival time on the computer.
5. Assume all absences to be code "1" until a note is brought from home.
6. When you know the cause for absence, enter the date(s) and the code number next to the student's name.
7. Roll sheet with attendance codes for attendance reconciliation must be submitted to the office every Friday by 10: am.
8. Classroom teachers are responsible for sending the 3 day Attendance Letter. The Attendance Designee will follow up.

PUPIL POCKET

- Be sure there is a pocket for every pupil. This should be checked in September.
- Be sure all records are placed inside the pocket at the end of the year.
- Be sure the proper grade and or school is written on the front of the pocket. **CIRCLE THE GRADE BLOCKS IF STUDENT IS REPEATING.**

HALLWAYS

- Do not send students anywhere in the building without a proper hall pass. If you do not have a hall pass, please request some from the main office.
- Students should not be sent on errands inside or outside the building. It is imperative that our students remain in the classroom and are engaged in meaningful instruction.
- Students should never be sent to the main office without prior approval.
- Teachers should keep bathroom logs to document who is out of your room at any given time. Students should sign what time they leave and reenter the classroom. Students are permitted to use the restrooms at lunch, so please use your discretion when permitting students to leave your room.
- All staff members are to visibly acknowledge students and engage them in a positive manner in the hallways and most importantly in the classrooms.

TRANSITIONS

- Teachers are to escort students to and from the lunchroom, Expressive Arts, and at admission and dismissal times. Teachers are responsible for ensuring students exhibit appropriate line behaviors when transitioning. Students are to walk in a safe, quiet and orderly line in the hallways. It is the responsibility of the teacher to monitor the lines in the hallways. Teachers must provide timely rewards and consequences in order to shape appropriate line behaviors.
- **Teachers are responsible for monitoring the whereabouts of all students at all times during transitions.**
- Teachers are not permitted to drop students off early to lunch or expressive arts and leave them unattended at any time. Students are not to be lined up on stairway waiting to leave building or enter the lunchroom. Do not leave the room/hallway too early as this creates safety concerns for the students. **It is the responsibility of all staff members to ensure the**

safety of all students throughout the building at all times.

EMERGENCY CONTACT CARDS

- Emergencies do take place that require us to contact student's families. It is extremely important that we have an emergency contact number on each student.
- When you receive the majority of them, please place them in ABC order. Send one copy to the main office, one copy to the nurse, and you retain a copy.
- During report card conferences please verify all working numbers and addresses with parents.
- Notify the office of any changes so the computer network can be updated.

STAFF LOUNGE

- To maintain a clean and sanitary learning and working environment, a staff lounge is available for you to eat your lunch. The staff lounge is located in the cafetorium.
- There is to be no eating or drinking in the classroom during instructional time for any reason. Staff members should not walk around the building with coffee or any other unsafe hot beverage during school hours.
- Microwaves, toaster ovens, as well as, the use of coffee pots are prohibited in the classrooms. This poses a safety risk to the students and yourselves.
- Limit the food that is brought into the classrooms as this will invite un-welcomed guests.



REMINDERS

- The School District of Philadelphia has established our building as a smoke-free building. Smoking is not permitted on the premises at any time. This includes the parking lot areas around the perimeter of the school. Should you need to smoke, you are required to leave school property. We appreciate your cooperation in adhering to this policy.
- Please keep "phone" conversations brief. Please refer to the phone list when dialing other room numbers to communicate with another staff.
- While the administration's door is always open to the staff, it is best to attempt to solve minor problems using appropriate classroom management techniques. If you are unable to solve your issues and concerns, consult with the principal.
- There are phones located in the main office, IMC, and staff lounge to call parents. If you are using your own personal cell phone, please be sure to block your number.
- Cell phones are not permitted to be used in the classroom during instructional time for personal matters. No one should be taking personal calls during class time.
- Our daily attire is important. Please remember that our professional behavior and appearance strongly influence the behavior and attire of our students. It is our responsibility to model what we expect for our students, including professional attire that does NOT disrupt the climate or safety of the building.
- All programs that involve the disruption of classes need to be reviewed and approved by

- administration.
- The teacher should be the first one in the room ready to meet, greet and seat students. The teacher should also be the last one to leave. Teachers should stand in the doorway of their classrooms during the break of classes to monitor students in the hallway.
- Only emergencies should excuse a child from class. Be sure any student leaving your room has a proper hall pass indicating the child's destination.
- Due to privacy concerns for students, picture taking or posting to social media without prior notification and approval by administration and parents is not permitted.

SOME REMINDERS FOR PARENTAL CONFERENCES

- Be courteous and discreet. Have a chair by your desk. If the conversation becomes an airing of intimate family details, suggest that the parent schedule a private conference or step into the hall, out of the earshot of others.
- Evaluate your statements from the viewpoint of whether you would like to receive this statement if you were the parent.
- Tact is essential, but do not use obscure language that confuses the issue. Avoid "pedagogic" words.
- If the parent is angry, or if you cannot handle the situation, call the office for assistance. Do not engage in angry exchanges. Suggest to the parents that they discuss the issue with the administration or counselors.
- If a longer appointment is necessary, ask the parent to schedule an appointment with you. Do not keep a roomful of others waiting.
- We need the instruction and support of parents to be most effective. Encourage a positive, continual articulation with your parents.

ASSEMBLY PROGRAMS

- Remain with your students during the entire program, unless otherwise assigned.
- Have your students well versed in proper audience behavior, including entering and exiting. Books should be placed on the floor. No eating or gum chewing.

SALES DURING SCHOOL HOURS/FUNDRAISERS

- Any sales to pupils for fundraising purposes may be held **ONLY** with administrative approval.
- Regular lunch period food services should not be adversely affected by such sales. The nutritional value of all foods sold must be given careful consideration.
- All funds generated by sales, special events, etc., must be coordinated centrally by the Principal. Anyone contemplating an activity, which will generate funds/profits, should gain approval from the Principal and obtain instructions regarding banking of funds and issuing of checks for payments. **This directive is centrally enforced via the audit system. Staff who fail to abide by this directive will be subject to disciplinary action.**

PLEASE NOTE: No staff member may sell food, drinks or anything to students without administrative approval

SERIOUS INCIDENTS

- Notify administration immediately of any serious incident or fire.
- Any situation that you may believe may be a serious incident needs to be reported immediately. Err on the side of caution and allow administration to make the call if you are in doubt.
- In the event of the occurrence of a non-fire emergency incident when an administrator is not available, call the school police and/or available administration.



TRIPS

Trips must have an educational basis and have a pre and post lesson reflected in the lesson plans.

ALL STUDENTS MUST BE IN PROPER UNIFORM IN ORDER TO ATTEND A TRIP!

- Whenever possible, the entire classes should be included.
- If a student attends a trip not accompanied by parent/guardian, it is the teacher's responsibility to keep the child with them throughout the trip. This means that the teacher may have many students with them during a trip.
- ALL chaperones must have their clearances turned in before permitted to chaperone a trip.
- Students with behavior problems must have the option of having a parent attend before any child is excluded. Therefore, trip attendance is not punitive since trips enhance your curriculum and student's educational experiences.
- Children of teachers are NOT permitted to attend class trips.
- For every ten students, there must be one adult.
- All required paperwork must be completed and submitted at least six (6) weeks prior to the trip date.
- Students not taking trips are to be assigned to other classes by the teacher taking the trip. Those teachers are to be notified. Appropriate lessons are to be forwarded to the teacher. Students are not to be encouraged to stay home if they do not go on the trip.
- Once the trip has been approved, the roster person must be consulted to go over trip coverages and student assignments.
- Unless close to dismissal, students are to enter back into the school.
- Students must be back at the school in time for dismissal. If this is not possible, the teacher must notify parents, and written permission for alternate transportation must be obtained.
- There must be two copies made by the trip taking teacher that lists names of teachers and students who will be out of the building.
 - a. A copy is to be given to the appropriate administrator.
 - b. A copy to the roster person to be distributed to substitute, if necessary.
- Attendance must be taken and sent to the main office prior to leaving for a trip. A list of all students not attending the trip including the room assignments must also be submitted.
- At least two weeks prior to the trip, trip slips are to be distributed to each student going on the trip.

- Parents who will serve as chaperones are to be contacted by the teacher.
- a. Teacher must obtain a parent sign in sheet from the office prior to going on the trip. The sheet must be signed by all parent chaperones/volunteers and returned to the office at the end of the day.
- b. Siblings are NOT permitted to attend trips whether they are or are not a student here.
- The cafeteria is to be notified (twenty-four hours prior to the trip) of the number of students who will not be eating lunch.
- No trips are to be scheduled after the second week in June or during city-wide testing.
- **For trips within the city limits:** Complete and submit all necessary paperwork at least four (4) weeks in advance. For trip outside the city limits require a minimum of six (6) weeks' notice for approval. All trip slips and paperwork can be found on the SDP website.
- **TRIP MONEY:**
- a. All trip money along with any money collected from students **MUST** be locked up and secured each day.
- b. **YOU** are responsible for all money collected from students.
- c. Any money that is lost or stolen **MUST** be replaced by the teacher --- **NO EXCEPTIONS.**
- d. Trip or bus payments should **not** be paid for in cash. You have no paper trail if paid in cash. The school is not responsible for any payment made in cash.
- e. It is suggested that teachers obtain a money order to pay for buses.
- f. Students and chaperons should be charged the price of admittance of the trip plus the cost of

the bus. **DO NOT BUNDLE TRIPS** unless all trips are listed or charge more for a "rainy day."

PROCEDURES FOR BOOK DISTRIBUTION

All teachers should have class sets for individual books to be issued to students.

1. All books should be numbered.
2. Every student being issued a book must complete a book receipt or teacher must have list of student names and book assignments.
3. If a class set is used, a seating chart is necessary to match the book, seat and row numbers. Therefore, it is important to distribute and collect books in an orderly fashion. The books should be stored on the bookcase or in the closet by rows.
4. Periodic book checks should be made, report any damage or theft **immediately.**
5. When a student transfers from class or is dropped from school, the book receipt should be returned, after verifying the book is okay.

SCHOOL CLIMATE

We mirror the school climate every day. How we greet each other in the morning is a reflection of how we feel about our profession, our mission and ourselves. Our constituency deserves and will have our respect. All situations can be resolved, but we must approach everything with a positive attitude and demeanor. If you are unable to say anything positive, refrain from speaking until you have given the issue some thought. Contact with parents must always be open, honest, and positive. We cooperate, support, and trust each other at John H Webster Elementary School. These are the building blocks of a caring and successful learning community!

Take a moment to inspect your classroom. It should be attractive with rules and consequences posted at the eye level of your students. Student work will be prominently displayed. The subject content being taught is clearly understood by the attractiveness of the room and the presence of standards statements.

- Bulletin boards are standards based, challenging, inspiring and reflect children achievement. The floor is free of debris and clothing is hung up or stored away from the teaching/learning areas. Books and other materials are displayed appropriately and labeled where needed. Your desk and student desks are always clean and neatly organized.
- We come to school ready to work and to learn because we are professionals. Professionalism is reflected in our dress, demeanor, tone, manner of speaking and body language. At John H. Webster Elementary School, we give and get respect. We work in teams and expect everyone to contribute.

FIRE, SAFETY AND SCHOOL MAINTENANCE

The following guidelines have been established to promote fire safety and to assist our custodial staff in the care and maintenance of our school building. The administration is asking the staff of John H. Webster Elementary School to adhere to these guidelines:

1. Student Entrance/Use of Stairs

Students may not leave the building unless accompanied by an adult. Administrative approval is required for students to leave the building during school hours, and must not leave unless the student is picked up at the school by an adult. The safety of our students requires an orderly and supervised dismissal.

2. **Gum chewing is not permitted anywhere in the building. Staff support is essential to make this policy effective.**

3. Visitation to Classrooms:

All visitors to the building should be cleared in advance with administration. This applies to staff as well as students. Younger siblings of students, children of staff, former students, etc. must have clearance prior to visitation. The continuity and integrity of our program can be protected through planned visitation. Trespassers are to be reported immediately to the school office where their presence is noted. Former students are not permitted to visit during school hours. Advisors are asked to pass this information onto students.

4. Classroom doors **must remain unlocked** when students are in the room. Classroom decorations covering the glass panel should be removed.

5. Auditorium decorations must be removed when programs are completed. Do not tape, past, or glue decorations to auditorium walls. For suggestions, please see administration.

6. Refrain from putting items on heating/cooling vents as well as in front of vents as this will affect the classroom temperature and adversely affect the overall temperature in the building.

LOCKDOWN PROCEDURES

- “Lockdown” will be announced over PA system.
- Teachers will lock doors using the classroom key in addition to locking windows. Students will be moved from areas near the windows and doors until further notice.
- Office doors will be locked and secured.
- School Police Officer will monitor the front doors.
- Building Engineer and custodian will check and monitor exterior doors.
- Students in cafeteria/school yard will be taken to the gym and monitored by Physical Education teachers. Doors shall be locked and the students shall be seated in an area away

- from the doors and windows.
- Students in the hallways/bathroom enter into the nearest classroom.
- All students in the IMC will go to the nearest office in the IMC.
- Teachers will slide appropriate color code accountability card to report your emergency status.
- The culmination of the lockdown will be announced over the PA system.



NURSE/HEALTH ROOM

- The school nurse is on duty daily. The nurse may be contacted by house phone via dialing 1091 or by an outside phone number listed as 215-537-2525. The nurse's office location is on the first floor next to the main office.
- Students needing to see the nurse should report to the Health Room with Form MEH-13 explaining the difficulty. If the nurse is not available, notify the office. **Please use your professional judgment when sending students to the nurse.**
- The nurse is responsible for routine screenings throughout the day and cannot complete these screenings if students are being sent to her office unnecessarily.
- Send students to the counselor who regularly and frequently ask permission to go to the nurse. This behavior may be masking other problems.
- **Old wounds will not be treated by the nurse.** The nurse is not permitted to remove or change bandages applied by outside sources. The only reason to send a child to the health room with an old injury is if it appears to have been neglected, e.g. draining wounds, pain and redness, dirty wounds, etc.
- When the nurse is in the building she makes a recommendation to an administrator if an ill child is to be sent home. If a child continues to complain of a health problem after being sent back to the classroom, he/she should return to the health room for further evaluation.
- The seriously ill or injured child should be accompanied to the health room. Since there is no way of knowing how long a child will be held in the health room, escorts should immediately return to class. A wheel chair is available in the health room.
- If you have a student who has consistent absences, consult the nurse.
- Your cooperation is urgently requested to help improve the quality of the health and nursing program in our school. **You can assist greatly by screening carefully all non-emergency requests to visit the health room permitting only bona fide cases to leave your class.**
- Children will **NOT** be seen by the nurse without a MEH-13 (green slip) or documentation by a teacher.

NOTES