

Teacher Handbook

2016 – 2017



Vinton Elementary

where

EVERY



STUDENT

counts,

and every

moment

MATTERS

CPSB VISION

Building foundations for the future

VINTON ELEMENTARY MOTTO

Every student counts and every moment matters.

PHILOSOPHY

We believe that Vinton Elementary School should provide experiences and an environment that facilitates the growth of each student so that he/she may lead a life, which is personally satisfying and contributes to our society. Our instructional programs are regularly evaluated and updated. Lessons are well planned to allow maximum mental, social, emotional, and physical development based on curriculum guidelines provided by the Louisiana State Department of Education and the Calcasieu Parish School System.

OBJECTIVES

The following objectives were established with the aim of educating children for participation in an ever-changing and more complex society.

1. To encourage achievement equivalent with individual abilities and talents.
2. To create a learning atmosphere and environment that enhances the development of a positive self-concept where curiosity, imagination, and reasoning can occur.
3. To provide a variety of instructional alternatives to students with special needs and abilities within the regular classroom, as well as in special classes / programs.
4. To develop within each individual the desire for excellence and a sense of responsibility to self and society.
5. To prepare the child in those basic skills which can be used in his/her life-long pursuit of knowledge.
6. To keep parents and community informed of school wide activities and student progress.
7. To use community and parent resources to enhance the instructional program.
8. To strive to improve teaching skills through in-service, professional development programs, and the use of professional publications.

ACCELERATED READER:

Our reading program is an individualized program that meets the needs of every student. Our students begin by taking an assessment to establish each student's zone of proximal development, Z.P.D. This is the point between unchallenging and frustratingly difficult text, the point at which maximum growth occurs. Next, students choose and read a book according to their Z.P.D. level. Then, students take a computerized test, with multiple-choice comprehension questions. If the student passes the test, the teacher can rest assured that the student really has read and understood the book. Individual student goals are set each nine weeks. Celebrations for those who meet their goals occur each 9 weeks. This research-based program has proven to show an increase in reading levels.

This is a mandated program for all grades 1 through 5. If you are having a problem participating notify Principal immediately.

Refer to AR information provided to you concerning reports to be printed and used for student evaluation or consult with the librarian.

ANNOUNCEMENTS

School Wide

Once KUBZ is up and running, it will air once a week. Other than KUBZ day, announcements will be made daily on the intercom. All announcements must be submitted the day before. Only **urgent** announcements will be made during school hours to eliminate loss of instructional time. Submit all announcements on the Vinton announcement form.

ASSEMBLIES

If you would like to present an assembly program to your grade level or to the entire school, you must have permission from the principal. Arrangements will then be made for the assembly. When coming to administrator with such a request, please have details such as purpose, date time, location, etc. planned.

School wide assemblies will be announced as soon as they are planned and details are finalized (i.e. fundraiser kickoffs, Harvey Rabbit, etc...)

CAFETERIA

Breakfast is served each morning from 7:15 to 7:35. Students who wish to eat breakfast at school must arrive to the cafeteria by 7:35.

VES is a Community Eligible Provisions (CEP) School. Therefore, breakfast and lunch are served to all students with no additional cost to students.

Prices Teachers:

Breakfast: \$1.50

Lunch: \$3.00

Prices Eligible Adults:

Breakfast: \$2.00

Lunch: \$4.00

CLASSROOM DOORS

Classroom doors are to be locked at all times. Each classroom teacher should develop a system for students returning to the classroom i.e. being let back in. Upon leaving the classroom, teachers should bring their classroom key with them each time. Classroom doors should remain locked when teachers and students are not in the classroom such as during lunch, recess, etc. **Classroom door windows should remain uncovered. Do not cover classroom door windows.**

COMMUNITY - SCHOOL INTERACTION

The faculty and staff of Vinton Elementary School recognizes that in order to provide quality education for our students, we must function as an integral part of the community, involving the community in the operation of the school and providing services for the community.

In the offering of services, research and experience tells us that parents are our greatest resource. Because the school touches their lives in such a significant way, they are very interested in its well-being and are committed to having a quality school program. They translate this commitment into working in the school as volunteers. Committees within our Vinton PTO will obtain many of our volunteers.

Other agencies, organizations, businesses and individuals also provide goods and services that contribute to providing a quality program. **No money should be solicited from our Partners without prior approval from the administration, this includes online classroom fundraisers.**

The administrator practices an open-door policy. Other modes of communication include a bi-monthly newsletter, marquee, call outs, parent/teacher conferences, open house, website, and news media reports.

COMPLIANCE AND ACCREDITATION PROGRAM

You should have the following items on file in your classroom:

- Copy of teaching certificate
- Signed copy of your job description
- Your professional growth plan and documentation
- Your schedule
- Current lesson plans including objectives for the day, documentation of benchmarks/standards, procedures, materials, differentiation/modifications, evaluation methods, *located on desk*.
- Teacher handbook (this document)
- Grade Level standards or Common Core State Standards for your grade level and department
- 504 information and accommodations/modifications for all special ed children you teach

CUM FOLDERS PROCEDURES

BEGINNING OF THE YEAR RESPONSIBILITIES:

1. Pull cum folders for your current class the first week of school.
2. From student emergency cards verify bio info, address, and phone number and change as needed.
3. On front bottom left of cum folder, pencil in your name and grade level.
4. Make a list of any students with incorrect bio info (address, phone number, etc.) and give to attendance secretary to enter into system. (This should also be done when any info changes during school year.)

STUDENTS DROPPING:

1. Upon receiving Academic Transfer Form, fill out top portion completely!
2. Send around to all departments for signing off. (library, art, PE, music)
3. Check on fees paid and gather all workbooks, if the student is moving within the parish, with cum folder, and give to counselor.

CUSTODIAN SERVICES

Custodians are assigned different areas of the building – you will be informed of who has been assigned to your area of the building. If you need the services of a custodian, email Mrs. Whitman or buzz the office for urgent needs. **Please do not leave any books or trash on the floor in your room at the end of the day. PLEASE stack chairs and place trashcans by the door before you leave for enrichment each day.** All maintenance requests are to be submitted to Mrs. Whitman.

DAILY ATTENDANCE- REPORTING PROCEDURES

Complete attendance in WebPams by 8:15 daily. Tardies and check in/outs will only be entered by attendance personnel in the office.

CPSS ATTENDANCE POLICY FOR ELEMENTARY STUDENTS

(*Complies with updated LA State compulsory attendance law)

Students are allowed only **10 days of absence per school** year to be eligible for promotion.

“TEMPORARILY EXCUSED” ABSENCES

Students shall be considered *temporarily excused* from school for the following:
(Parent notes acceptable)

1. Personal illness **(2 or fewer consecutive school days)**
2. Prior approved travel for education
3. Natural catastrophe and/or disaster
4. Death in the family (not to exceed five days)
5. Recognized religious holiday of the student’s own faith
6. Participation in school-approved activity which necessitates student being away from school. These activities will be reviewed by personnel for educational appropriateness.
7. Any of the *extenuating circumstances* listed below:
 - Extending personal physical or emotional illness of child *in which a student is absent 3 or more consecutive school days*, as verified by a physician, dentist, or nurse practitioner licenses to practice in Louisiana.
 - Extended hospital stay *in which student is absent for 3 or more consecutive school days* as verified by a physician or dentist licenses to practice in Louisiana
 - Extended recuperation from an accident *in which student is absent for 3 or more consecutive school days* as verified by a physician or dentist licensed to practice in Louisiana.
 - Extended contagious disease within the family *in which student is absent for 3 or more consecutive school days* as verified by a physician or dentist.

For any other extenuating circumstances, parents must make a formal appeal by communicating with the Supervisor of Child Welfare and Attendance or requesting that an absence be excused.

MAKE-UP WORK

- When a student returns to school after an excused absence, the student shall have the opportunity to complete missed assignments.
- If a student is absent five (5) or more days in any nine-week period, he shall receive an incomplete grade in all subjects involved if the grade is not made up before the end of the grading period. He can make up the work during the next nine-week period. If he fails to do so, the incomplete grade automatically becomes a “F”. It shall be the responsibility of the teacher to inform the student of the deadline of this makeup work.
- Each student who is enrolled at a Calcasieu Parish School and has been suspended for ten (10) or fewer days will receive the missed assignments from each academic teacher. Once the assignments have been issued to the student, the student will then have **one (1) school day for each day out due to suspension** to complete and submit the work. The teacher will assess the student’s work and the student may receive **100% credit of the score earned** on the assignment. If a student does not complete the assignment in the allotted amount of time, the student will receive a zero (0) for the assignments missed due to the suspension.
- Students placed in ISS (In-School Suspension) are allowed to make up work and tests missed.

UNEXCUSED ABSENCES

Any absence not meeting the requirements set forth in the excused absence section and extenuating circumstances definitions is considered unexcused.

When a student returns to school after having been absent and has no written excuse, the teacher should send a note or call the parent to remind them to send an excuse for the student’s absence, being sure to document with date, etc., such a phone call.

WRITTEN EXCUSES FOR ABSENCES

When a student is absent in any grade, the student will bring a dated excuse from home that shall contain the following:

- Signature of parent/guardian or doctor
- Date of absence(s)
- Reason for the absence

The teacher will send all notes to the office so that the absence can be documented accordingly. **Please write homeroom teacher’s name and the child’s name clearly on the note before sending it to the office.**

NOTIFICATION OF PARENTS OF ABSENCES

Absences (K-5th grades)

1. After every 3rd unexcused absence, submit the *Unexcused Absence Referral form* to counselor. Be sure that every effort has been made to contact the parent to send an excuse for student absences. Document all contacts with parents concerning attendance in the event that a report has to be filed with Child

Welfare and Attendance. List the date of unexcused absence as well as the date of your parent contact.

Important! Do not hesitate to contact the counselor about any tardy/attendance concerns you have about any student.

Importance of Documentation:

Document what measures you have taken to address any attendance problems. This could be in the form of phone calls, letters, and conferences. Keep a folder with all absentee documentation. We will need this information for Truancy Court and to complete investigation forms turned into Child Welfare and Attendance. After the counselor reviews letters turned in, a decision will be made as to when to submit to CWA. At that time, you will be asked to complete the investigation form and you will need to know why the child has been absent and what attempts we have made to correct the problem. (for example – phone calls, conferences, letters mailed and reasons child has been absent)

TARDINESS

Students who arrive at school in the morning after the tardy bell has rung (7:45) must be signed in by a parent or other responsible adult at the front desk of the office.

STUDENT CHECK OUTS

The following procedures shall be followed for any student wishing to leave school during the school day:

- The student shall check out through the office before leaving campus during the school day. **Please do not release students to parent volunteers, subs, employees unless the child has been checked out through the office.**
- Students shall not be permitted to leave school without a parent or guardian personal authorization (only those listed on emergency card will be allowed to check out that student).

PUPIL PROGRESSION

Kindergarten:

- he/she must be present the required number of days at a public or private kindergarten,
- the Report Card should reflect successful classroom performance.

Grade 1: English Language Arts, Mathematics

Grade 2: English Language Arts, Mathematics

Grade 3: English Language Arts, Mathematics

Grade 4: English Language Arts, Mathematics, and either Social Studies or Science.

Grade 5: English Language Arts, Mathematics, and either Social Studies or Science.

DISCIPLINE PROCEDURES

Vinton Elementary will follow the state-mandated Positive Behavior Intervention Support (PBIS) program in accordance with the Calcasieu Parish School District's policies and procedures. The CPSB recognizes the necessity for reasonable control and discipline over the conduct of students under its jurisdiction. Every teacher in the public school system is authorized to hold each pupil to a strict accountability for any disorderly conduct in school, or on the playgrounds of the school, on the street while going to or returning from school, or during intermission *or* recess. The school principal may suspend from school any student who is guilty of conduct indicated in the CPSB Code of Conduct. Discipline with the school shall be under the direct supervision of the individual building principal.

VINTON ELEMENTARY SCHOOL DISCIPLINE

NOTE: All teachers will follow *Positive Behavior Interventions and Support (PBIS)* guidelines for discipline documentation and referrals.

1. Each teacher, with their students, should develop classroom rules of positive behavior. (No more than 6 rules/expectations)
2. Each teacher, with their students, should develop classroom consequences/incentives.
3. Each teacher should spend some time during the first days of school discussing and modeling procedures and explaining rules of behavior to students. **Rules and consequences must be posted in room.**
4. Before sending a child to the office, you should have documentation of previous interventions *and* previous consequences, including warning, time out, recess detention, parent contact. Parent contact should be made before sending student to office to allow parents the opportunity to correct behavior.(serious offenses excluded) **Follow all Vinton PBIS procedures.**
5. **When sending a student to the office, be sure to submit copies of Vinton Behavior Forms that pertain to the student's behavior.**
6. If you need assistance with developing classroom rules, Ms. Haley and Mrs. Whitman will be available to assist you.
7. Whole class punishment is not acceptable.
8. **Students not completing homework are not treated as a behavior issue.**
9. Remember—the best discipline plan is a good lesson plan! Students who are actively engaged in meaningful learning activities are far less likely to misbehave.

Possible Consequences from Administration:

- Warning/conference with student
- Refer to Counselor

- Parent Contact/Conference
- Recess/Before School/ After School Detention
- In-School Suspension
- Suspension (only as a last resort)

In-School Suspension can only be assigned by an administrator. Teachers are to send sufficient work for student to complete during ISS.

General Rules and Procedures for students: (Please review with students)

1. **“Give me 5” procedure should be practiced by everyone.**
2. You can’t say “You can’t play”.
3. Fighting is unacceptable in any situation.
4. “Play fighting” is also unacceptable.
5. Rough playing is not allowed. This includes pushing, shoving, tripping, kicking, riding “piggy back”, throwing students on the ground, etc.
6. No toys, balls, trading cards, etc. may be brought from home.
7. Nothing but head and hands above the gym equipment on the playground is allowed.
8. No gymnastics or tumbling.
9. During recess, stay within boundaries of the playground.
10. Keep playground, halls, classrooms, restrooms, and cafeteria clean.
11. **Gum is not allowed.**
12. Bullying and threatening or calling names will not be tolerated.
13. Teachers will teach and practice proper procedure for moving throughout the hall.
14. Hallways are quiet. Traveling throughout campus requires no talking.
15. No electronic devices, such iPods with earphones, Game boys, or CD players are allowed at school. No laser lights are allowed. No toys, trading cards, etc. should be brought from home.

DRESS CODE-STUDENTS

Guidelines for acceptable, normal, good grooming should be taught and enforced in the home by the parents as part of their responsibility in training their children for responsible citizenship.

All students are expected to be responsible in their dress and grooming by avoiding extremes and manifesting self-discipline with regards to these regulations. Cooperation of parents is expected.

The policy of the Calcasieu Parish School Board shall be that no mode or attire will be considered proper for school wear that distracts or disrupts classroom and school decorum. The Board feels it is the responsibility of each student to use good

judgment in one's total appearance so that the attention of others is not distracted from the purpose of school. Cleanliness shall be a basic consideration. For health and safety reasons, students must wear shoes to school.

Any substantial complaint concerning the dress code shall be dealt with by the school administration.

Vinton Elementary students must follow the dress code stipulated by Calcasieu Parish School Board. (p. 9 of CPSB Code of Conduct)

Vinton Elementary approved additions to CPSB student dress:

Students may wear red shirts in addition to colors stated in policy

Students may wear official current year spirit shirts with uniform bottoms Monday through Friday. Club shirts and spirit shirts from previous years with uniform bottoms may be worn on Friday.

DRESS CODE FOR TEACHERS

Guidelines for Dress Code

Calcasieu Parish Employees, Including Substitutes (July 2010)

	Acceptable	Unacceptable
WOMEN:	<p>sleeveless dresses or tops</p> <p>undergarments must be worn & not showing</p> <p>pants (belt, if loops), pantsuits</p> <p>skirts/dresses/jumpers/culottes/split skirts (no shorter than 2" above knee)</p> <p>cropped pants/capris</p> <p>blazer or jacket, optional</p> <p>School Related tee-shirts</p> <p>shirts (blouses must be tucked in or at an appropriate length so as not to expose the midriff at any time)</p>	<p>bare midriff shirts or tops, spaghetti straps or tank tops</p> <p>**see-thru or tight-fitting tops/pants/skirts</p> <p>blue denim jeans (except on designated "spirit" or "casual" days)</p> <p>stonewashed/faded/frayed/holes in jeans</p> <p>windsuits/sweatsuits/joggingsuits/overalls</p> <p>shorts/skorts</p> <p>leggings/tights/spandex (as pants)</p> <p>low necklines/suggestive clothing</p> <p>tee shirts</p> <p>no visible body piercing/facial piercing (except ears)</p> <p>**distracting tattoos</p> <p>thong flip flops/crocs/shower shoes/slippers</p> <p>caps (indoors)</p>
	Acceptable	Unacceptable

Men:	slacks/trousers/dress pants (belt, if loops, or suspenders worn at waist) shirts: polo, oxford, sweater blazer, jacket or ties optional School related tee-shirts	sleeveless shirts /tank tops tee shirts blue denim jeans (except on designated "spirit" or "casual" days stonewashed/faded/frayed/holes in jeans windsuits/sweatsuits/jogging suits/overalls shorts **tight fitting tops/pants no visible body piercing/facial piercing (except ears) **distracting tattoos caps (indoors)
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**** DISCRETION OF SUPERVISOR**

EXCEPTIONS "Spirit" or "casual" day as announced or designated by the principal. Scrubs may be worn only by those working with medically-impaired students and Pre-K, Kindergarten and Headstart teachers and aids.

P.E. TEACHERS windsuits
 walking shorts/coaching shorts (no shorter than 2" above the knee) stretch shorts/short shorts
 Instructors' attire acceptable in gym and during P.E. classes tee shirts
 If a P.E. instructor teaches any other class during the day, he/she will change clothes or cover clothing.

EXCEPTIONS "Spirit" or "casual" day as announced or designated by the principal

SUPPORT PERSONNEL All support personnel will dress according to their job description requirements with approval of the school principal/immediate supervisor
 Clerical workers, secretaries, aides, and others who work with children and/or inside the school plant, central office, or other locations will comply with the certified dress code.

Cafeteria workers will follow the policy designed by Food Service.
 Bus Drivers/bus aides may wear jeans or knee-length shorts with uniform shirts

due to the heat. They must wear shoes which are secured to the feet by either ties or straps.

Custodial employees may wear jeans and uniform shirts during the school year.

Consequences for Dress Code Violations

1st violation – Documented conference with employee and immediate supervisor, an evaluation form will be placed in employee school folder

2nd violation - Documented conference with employee, Immediate supervisor and appropriate administrative Director. An evaluation form will be placed in school folder and Personnel folder in Personnel department

3rd violation - Administrative hearing held with employee, immediate supervisor, appropriate Personnel Supervisor and Assistant Superintendent – make recommendation to the Superintendent which could lead to termination

ELECTRONIC TELECOMMUNICATION DEVICES

No student, unless authorized by the school principal or his/her designee, shall use or operate any electronic telecommunication device, including any facsimile system, radio paging system, mobile telephone system, intercom, or electromechanical paging device in any elementary, middle, or secondary school building or on the grounds during the instructional day or in any school bus used to transport public school students. A violation of these provisions may be grounds for disciplinary action, including but not limited, to suspension from school.

Cell phones and all other telecommunication devices must be turned off, stowed away, out of sight and not used during the instructional day or while riding a school bus. For the purpose of this policy, the instructional day will be defined to be the time students arrive on campus in the morning till the time they are officially dismissed in the afternoon. On field trips, telecommunication devices may be possessed/used at the discretion of the Principal or his/her designee.

This section will be placed in the Code of Conduct for **Elementary Students**

Use of cell phones by an elementary student shall result in:

- Confiscation of the cell phone and parent called.
- Option to use ISS for repeat offenders.

All confiscated phones shall be returned to a parent or guardian when a request has been made and a release form provided by the school has been signed. Parents must sign the release form in person.

Ref: La. Rev. Stat. Ann. ‘17:239, 17:416, 17:416.1

Teachers: Cell phones cannot be turned on or used in your classroom or while supervising students. This includes text messaging. If you have an emergency, speak to or email Mrs. Young or Mrs. Whitman for permission to leave your phone on vibrate.

EMERGENCY CARDS

These cards are very important, as they are the principle connection with the home and family in an emergency. As students turn in these cards to you, check them for the following:

- Completeness of information to include home phone numbers, work numbers, cell phone numbers and emergency numbers of relatives or friends
- **Other than the parents, it must include name and number of at least 2 people who may be contacted in an emergency.**
- Addresses must include house number and name of street or road.
- Addresses for out-of-zone – let the counselor know if it is out-of-zone so that she may check to see that we have an out-of-zone request for that child.
- Add the Calcasieu Parish ID number – you will find it on your classroom roster.
- **Make any corrections necessary on cum folders before turning in to the office.**
- Please check with the students at the end of each 9 weeks for any changes in address, phone number and notify office of changes. Please report these changes to the secretary so the computer can be updated.

TURN ALL EMERGENCY CARDS INTO THE OFFICE BY THE 10TH DAY OF SCHOOL.

INTERNET ACCEPTABLE USE POLICY -Check cum folders. Students must have a signed AUP dated for the current school year. If you do not get one back, do the following by the 10TH day of school:

- Send a list to the office of those students who have not returned the Internet acceptable use form. Inform counselor of those students who do not return a form.
- There will be regular communication to you via email. Check your email daily (recommended times before school, midday, and once after the school day has ended).
- The expectations for technology this year include maintaining a current blackboard page. With the use of Internet today it is very important that parents are able to obtain accurate and current information. Every year a “technical contact” is

assigned for each school in Calcasieu Parish. This person receives the most current information from the CPSB technology department on procedures and protocols. **Stephanie Bingham** will be the contact for technology advice to you. However, YOU are responsible for all technology repairs in your classroom. Please use the included Technology Contact Form to request assistance from Mrs. Bingham.

- Please do not remove any furniture or equipment from your classroom without receiving approval from the office. Discuss all changes of furniture/equipment with Mrs. Whitman. Together, the two of you will work to keep your Fixed Assets Inventory current and accurate.
- CPSB username/passwords must be kept confidential. You will be held responsible for anything that is done under your username.

Act 837

Act 837 allows for releases of student information with parental consent under specific instructions. There are three types of Act 837 consents for our district and one type from the state. **Please visit the Act 837 webpage under Employee Programs/Resources for more information.**

If a parent does not want Calcasieu Parish School Board to disclose directory information, they must notify the school in person at the front office.

EMERGENCY PROCEDURES

THE VINTON EMERGENCY “Quick Crisis Reference” SHOULD BE POSTED BY THE DOORWAY IN EVERY CLASSROOM!

- **EMERGENCY EVACUATION OF VINTON ELEMENTARY**

A. Administrators will notify the following:

- Superintendent of Schools
- Administrative Director of Elementary Schools
- Vinton City Police
- Vinton Fire Department
- Teachers and school based personnel
- Bus drivers
- Parents (School Messenger)
- Local Media

B. The School Messenger phone system will be activated to inform parents.

- C. As buses arrive students will be called to the loading zone to board buses.
- D. Teachers will keep a record of students picked up from their rooms by parents who have responded to the emergency.
- E. In the event students are unable to be transported to their home, all students and faculty will be transported to Vinton High School.
- F. If necessary to leave the building immediately, and only temporarily, students will be taken by their teachers to the softball field of Vinton City Park. Teachers will account for all students.
- G. Fire alarm system will be used in case of fire.
- H. In cases of extreme bad weather, the P.A. system is used to give instructions.
- I. In the absence of power during extremely bad weather, teachers are to move students directly into the hallway and await instructions from the administrator.

- **SHELTER IN PLACE INSTRUCTIONS**

1. When alarm is sounded – go inside the building
2. Close all windows and doors
3. Turn off ventilation system
4. Seal cracks on all outside doors with tape or wet paper
5. Stay tuned to P.A. system for instructions
6. Wait for an all clear before going outside

- **MEDICAL EMERGENCY PROCEDURES**

In the event of an emergency, the principal or building administrator shall adhere to the following:

1. If the situation is obviously a medical emergency, or if the principal/building administrator is unsure, the principal/building administrator shall call 911 and request immediate assistance.
2. Identify students and/or employees as follows:
 - those with pre-existing medical conditions (including pregnancies),
 - Emotionally/mentally disabled,
 - Physically disabled.

These persons MAY be at a higher level of risk. Be prepared to identify these people to 911 emergency providers upon their arrival.

3. If the emergency is due to chemical exposure from within the facility:
 - Evacuate the affected area, remove victims to safe area.
 - Shut down ventilation systems to prevent the spread of contaminant.
 - Barricade affected area, deny site entry.
 - Provide MSDS sheet to 911 personnel.
4. If the emergency is due to chemical exposure from a source outside the facility:
 - Follow instructions provided by the originator of the release
 - Follow established “Shelter in Place” guidelines.
 - If advised by authorities to do so, follow established Evacuation procedures.
5. Notify guardians of all students involved.
6. If necessary, notify family member of any employees involved.
- **SEVERE WEATHER PLAN**

Tornado Watch

Close all blinds/curtains and make preparations should the weather become severe. Remember, most tornadoes approach from the southwest, making classrooms with windows on the south and west side of the building the most dangerous. Per the National Weather Service, the best sheltered areas are the interior hallways and classrooms, followed by classrooms on the NE side of the building.

Tornado Warning

When notification is received that tornado has been sighted in the immediate area, the following step should be taken.

1. If time allows, all students, personnel, and visitors should be moved to the interior hallways. Timing is crucial; do not attempt to move students too far from their original locations. If the danger is immediate, have the students move quickly below their desks and tables.
2. Have all students kneel and crouch, covering their heads with their arms. (Duck and Tuck)
3. If possible, avoid rooms with large ceiling spans such as gymnasiums and cafeterias.
4. Temporary Buildings: If timing allows, evacuate temporary buildings into the interior hallways of the main school building. If danger is immediate, DO NOT attempt to move locations. Students should take cover under desks, tables, covering their heads with their arms.
5. Buses, private transportation, etc: Vehicles offer little protections; quickly evacuate students into the interior hallways of the main school building. If a

tornado has been spotted near the school, keep the students from boarding buses or other vehicles until the storm has passed.

ENRICHMENT CLASSES

PE, ART, MUSIC AND LIBRARY

Students cannot be punished by denying attendance to enrichment classes, nor can they miss enrichment to make up work.

TRAVEL PROCEDURES

1. Classroom teachers will walk their students to the enrichment teacher's classroom. The classroom teachers should not leave until the enrichment teacher has taken charge of the students.
2. Students should walk single file on the right side of the hallway, without talking.
3. At the conclusion of the enrichment period, the classroom teachers will report to the enrichment classroom to pick up her class. Enrichment teachers should not release a class until the teacher arrives to pick up students.

FACULTY MEETINGS

- Faculty Meetings will be on Thursdays at 3:00 PM. **Faculty meetings are mandatory for all faculty and staff.** We will cover support staff items first and then those employees will be released. Please be on time. Advance notice of faculty meetings will always be given unless there is an urgent matter to tend to.
- Thursday afternoons are to be kept free for faculty meetings. All appointments except emergencies should be scheduled so that you do not leave school until 4:00 PM on Thursday.
- If an emergency faculty meeting is called for another afternoon of the week, then appointments made for these afternoons will take precedence over the faculty meeting. It will become the responsibility of the teacher to get the information from the meeting.

FIELD TRIPS

The CPSB recognizes that educational field trips and trips to various types of contests help provide desirable learning experiences. The Superintendent has the responsibility for the development of administrative criteria governing field trips and excursions. **Only those field trips, otherwise related to the curriculum program are to be permitted on school time. Other trips should be confined to non-school time,**

except where the school is engaged in competition or a contest that requires use of school time.

The elementary department's policy states that no more than 2 field trips should be made by any class during the school year, and these should be distributed throughout the school year. Special circumstances will be considered for extenuating circumstances.

PROCEDURES FOR TAKING FIELD TRIPS:

- discuss field trip with administrator before making plans
- complete the on-line forms for field trip approval at least 3 weeks before the field trip. No money for field trips can be collected and informational notes can't be sent home until official approval of field trip is received from the district.
- You must have the proper bus forms to give the bus driver. Check on bus forms **before day of trip. NO expenses can be paid without prior approval from Mr. Portie/ Dr. Reado.**
- CPSB requires all field trips to take place between 8:30 am and 2:30 pm.
- Send proper field trip nursing form to the nursing department at least 2 weeks prior to field trip. A grade level team member traveling must be medication certified for that grade to take a field trip unless extenuating circumstances are approved by administration.
- Request that the spare buses be held for you and then send the forms in immediately.
 - Obtain bus driver(s) - Discuss how much he/she will charge for the trip.
 - No chartered buses, unless this is discussed in detail with administrator. All Charter Bus companies must be registered/licensed through LA Public Service Commission.
 - Transportation of students in private vehicles is not recommended. However, if this is necessary, it must be first discussed with an administrator. If a private vehicle is used (1) students being thus transported must provide the school with liability release forms signed by the parent/guardian. (2) all such vehicles are driven by properly licensed adults. Special form must be completed.
 - All students must have a signed permission slip - the standard form from the school board. You may obtain these in the office.
 - **IMPORTANT: Give a copy of all field trip information (note sent to parents, trip agenda, etc) to the office prior to the trip for quick reference in answering questions as parents call the office.**

Field Trips and Cafeteria

If your class is going to be out on a field trip and you will not be eating in the cafeteria - let the cafeteria know at least **2 weeks** in advance so that they will not plan/prepare for your class.

Field Trip Calendar:

- Notify Mrs. Young for approval prior to scheduling all field trips. Mrs. Young will place all field trips on the school's master calendar.

FUNDRAISERS

No individual classroom fundraising.

There will be some occasions when fundraisers are appropriate. However, prior to any fundraisers, the sponsor must provide the Administration with the following information:

1. Complete description of the fundraiser process
2. Cost of items, if any
3. Expected profit
4. Specific explanation of how profit will be used

A Request for Fundraiser must be completed, signed, approved, and have a fundraiser account/number set up before orders are placed or sales are made.

REQUEST FORM FOR FUNDRAISING: Form A-5

No money, for any reason, should be collected at school without administrator approval. This includes \$ for pizza and parties.

GATES

Risk management requires that all gates be kept locked during the school day. There is only one entrance open to visitors and that is through the front doors. **If you are the last car to leave the parking lot at the end of the day, it is your responsibility to make sure the final gate is closed and locked.**

GRADING POLICIES/PROCEDURES

REPORTING OF GRADES

The CPSB directs that evaluation of student progress be based on various aspects of performance as measured against standards for the respective grade or subject. Student grades/scores on any work, test report or activity are private. **At no time should any grade(s) be read aloud, posted, or made available to anyone except the student, his parent or guardian or approved school officials. Consequences for inappropriate behavior will be covered by using the appropriate discipline. At no time should a grade be lowered because of inappropriate behavior.** Cheating would be the only exception and there should be indisputable proof that cheating did occur.

Any attempt to obtain credit for work done by another is totally unacceptable. This includes cheating on tests, copying work of others, copying word-for-word from books, magazines and encyclopedias (plagiarism), using someone else's report and other similar activities. When a student participates in a form of academic dishonesty;

- 1 An "F" may be assigned as the grade for that work or student may have to complete assignment again.
2. No extra credit will be given in order to raise the grade.
3. Parents will be notified.
4. Administrator will be notified of action taken.

GRADING SCALE

100% - 93% = A

92% - 85% = B

84% - 75% = C

74% - 67% = D

Below 66% = F

Teacher shall use letter grades consistently in all places where marks are recorded. **No plus or minuses are permitted.** No school employee, including administrative and supervisory personnel, shall attempt directly or indirectly, to influence, alter, or otherwise affect the grade received by a student from his teacher without just cause. Teachers are encouraged to evaluate frequently and 9 grades per subject per nine weeks is required by district policy. **This does not have to be "written test grades," but can include projects, reports, experiments, essays, and any other form of**

authentic assessment. The grade for the marking period will be an average of these grades. **NO DOUBLE GRADES FOR ONE TEST OR ONE ASSIGNMENT**

PARENT NOTES

Any note going home to the entire class must be reviewed by the principal before dissemination.

PROCEDURE FOR COMPUTER-GENERATED REPORT CARDS

- Two copies of report cards are to be sent home each 9 weeks. One copy should be signed and returned by the parent and the 2nd copy belongs to the parent.

HALL/MOVEMENT PROCEDURES FOR STUDENTS

When students are in route to any class, lunch, recess, etc., **students are to be single-file with arms folded. Students are not to talk in the hallways.** This “**Zip and Flip**” procedure should be modeled and reviewed with students at the beginning of the year and monitored throughout the year by all teachers. All classes should stay on the right side of the hall when moving from one location to the other.

HEALTH ISSUES/STUDENT AND EMPLOYEE

STUDENT ACCIDENTS OR ILLNESS

The principal of the school has been charged with implementing procedure that must be followed if a student is hurt seriously or becomes seriously ill at school:

- The teacher/staff person in charge of the student should immediately send for an administrator.
- Teacher/staff member should begin administering first aid (that type of which he/she is comfortable).
- The office should immediately begin attempts to contact the parent/guardian using information on the individual’s emergency card.
- Do not move the student unless he is in further danger.
- If the parent/emergency persons cannot be reached, the principal or his designee may seek treatment for the student.
- **An incident report shall be completed by the individual in charge of the student at the time of the incident** - this shall be sent immediately to risk management.
- If the accident/illness is extremely serious, notify the superintendent.
- No student shall be sent home or taken home alone who has been hurt or who becomes ill.

MINOR ILLNESSES/ACCIDENTS:

- Each classroom teacher will receive a package of band-aids, disposable gloves for those minor incidences in the classroom.
- A child who is vomiting or who has loose stools shall not be permitted to remain at school.
- Presence of abdominal discomfort, not definitely explained as menstrual cramps, may signify appendicitis. The parent should be notified and urged to secure a medical opinion. No food or medication shall be given at school.
- Nasal discharge, conjunctivitis (pink eye), severe headache, and skin eruptions may be indication of acute communicable disease - send to office for verification and call home.
- Scabies(itch), ringworm, impetigo; children with these skin diseases are considered to be contagious unless facts or expressed medical opinion indicates otherwise.
- Anytime that any type of first aid is administered, the teacher should call the parent to report the incident and allow the parent the opportunity of checking on the student.

WHAT SHOULD BE DONE TO AVOID CONTACT WITH BODY FLUIDS:

- When possible, direct skin contact with body fluids should be avoided.
- Disposable gloves should be available in at least the office of the custodian, nurse or principal.
- Gloves are recommended when direct hand contact with body fluids is anticipated:
 - treating bloody noses, handling clothes soiled by incontinence, cleaning small spill by hand.
- If extensive contact is made with body fluids, hands should be washed afterwards. Gloves used for this purpose should be put in a plastic bag or lined trash can, secured and disposed of daily.

WHAT SHOULD BE DONE IF DIRECT SKIN CONTACT OCCURS:

In many instances, unanticipated skin contact with body fluids may occur in situations where gloves may be immediately unavailable (when wiping a runny nose, applying pressure to a bleeding injury, helping a child in the bathroom). In these instances, hands and other affected skin areas of all exposed persons should be routinely washed with soap and water (towels used to wipe up body fluid) that are soaked through with body fluids should be rinsed and placed in plastic after direct contact has ceased. Clothing and other non-disposable bags: if presoaking is required, use gloves to rinse or soak the item in cold water prior to bagging. Clothing should be sent home for washing with appropriate directions to parents/teachers. Contaminated disposable items should be handled as with the disposable gloves.

HOW SHOULD SPILLED BODY FLUIDS BE REMOVED FROM THE ENVIRONMENT?

When removing body fluids (vomitus) a sanitary absorbent agent shall be used and the individual shall wear disposable gloves. The dry material is applied to the area, left for a few minutes to absorb the fluid and then vacuumed or swept up. The vacuum bag or sweepings should be disposed of in a plastic bag. Broom and dustpan should be rinsed in disinfectant. No special handling is required for vacuuming equipment.

HANDWASHING PROCEDURES:

Proper hand washing requires the use of soap and water and vigorous washing under a stream of running water for approximately 10 seconds. Soap suspends easily removing soil and microorganisms allowing them to be washed off. Running water is necessary to carry away dirt and debris. Rinse under running water. Use paper towels to thoroughly dry hands.

DISINFECTANTS:

An intermediate level disinfectant should be used to clean surfaces contaminated with body fluids. Such disinfectants will kill vegetative bacteria, fungi, tubercle bacillus and viruses. The disinfectant should be registered by the US Environmental Protection Agency (EPA) for use as a disinfectant in medical facilities and hospitals. Bleach is preferred for objects that may be put in the mouth.

DISINFECTION OF HARD SURFACES AND CARE OF EQUIPMENT:

After removing the soil, a disinfectant is applied. Mops should be soaked in the disinfectant after use and rinsed thoroughly or washed in a hot water cycle before rinse. Disposable cleaning equipment and water should be placed in a toilet or plastic bag as appropriate. Non-disposable cleaning equipment (dustpans, buckets) should be thoroughly rinsed in the disinfectant. The disinfectant solution should be disposed down a drain pipe. Remove gloves and discard in appropriate receptacles.

DISINFECTION OF RUGS:

Apply sanitary absorbent agent, let dry and vacuum. If necessary, manually remove with dustpan and broom, then apply rug shampoo (a germicidal detergent) with a brush and re-vacuum. Rinse dustpan and broom in disinfectant. If necessary, wash brush with soap and water. Dispose of non-reusable cleaning equipment as noted.

LAUNDRY INSTRUCTIONS FOR CLOTHING SOILED WITH BODY FLUIDS:

The most important factor is elimination of potentially infectious agents by soap and water. Addition of bleach will further reduce the number of potentially infectious agents. Clothing soaked with body fluids should be washed separately from other items. Presoaking may be required for heavily soiled clothing. Otherwise wash and dry as usual. If the material is bleachable, add 1/2 cup household bleach to the wash cycle. If material is not colorfast add 1/2 cup of non-chlorine bleach.

LICE:

If the classroom teacher or other personnel suspects lice infestation, he/she should notify the office. If it is a single child, he/she should be sent to the office to be privately checked for such infestation. If there is reason to believe that there are several students, the entire class should be checked, but no child should be singled out. If head lice are found in the hair the following information or procedure applies:

- The parent is to be notified and the student should be excluded from his/her class immediately. A letter of explanation is to be sent home with the child.
- If eggs (nits) are found in the hair, the parent is to be notified and the student should be excluded from school effective at the end of the school day. A letter of explanation is to be sent home with the child.
- The student shall be excluded from school until he/she has been treated with a medication that kills lice and eggs, and until **ALL NITS HAVE BEEN REMOVED FROM THE HAIR**. Before being readmitted to school, verification of treatment must be presented to school personnel.
- Any student excluded from school for live infestation shall have an excused absence for a limited time, **not to exceed four calendar days**. The principal may extend this time if circumstances warrant.

COMMUNICABLE DISEASE CONTROL:

1. Students are expected to be in compliance with the required immunization schedule. Any child who is not in compliance, shall be excluded from school.
2. The superintendent may exclude a student or staff member from school or employment when reliable evidence or information from a school nurse or physician confirms the person of having a communicable disease or infestation that is known to be spread by any form of casual contact and is considered a health threat to the school population. Such a student or staff member shall be excluded unless the public health officer or physician approves school attendance or employment if the condition is no longer considered contagious.
3. When reliable evidence or information from a public health office or physician confirms that a student/staff member is known to have a communicable disease or infection that is known not to be spread by casual contact (HIV infection, Hepatitis B and other like diseases) the decision as to whether the affected person will remain in the school or employment setting shall be addressed on a case by case basis by a review panel to ensure due process.
4. Mandatory screening for communicable diseases that are known not to be spread by casual contact is not warranted as a condition for school entry or for employment or continued employment.
5. Irrespective of the disease presence, routine procedures shall be used and adequate sanitation facilities will be available for handling blood or body fluids within the school or on school buses.

6. Any medical information that pertains to students or staff members, proceedings, discussions and documents shall be confidential information. Before any medical information is shared with anyone in the school setting, a review of the information shall be conducted to determine appropriateness of any information to be released.

MEDICATIONS GIVEN AT SCHOOL:

When medication has to be given at school, it shall be the duty of the administrators to proceed as follows:

1. Designate what personnel will be trained to administer medicine. We will be giving the medication in the front office.
2. Obtain appropriate medication and release from liability forms before any medication is dispensed. Obtain a written request from the parent(s) or legal guardian(s) prior to giving any medication. Obtain a written request from the physician that state that medication needs to be administered during school hours.
3. Be sure that the medication bottle has only one kind of medication in it and that each bottle is properly labeled with the child's name, physician, pharmacy, drug, dosage, and designated time(s) for administering. **IF MEDICATION IS NOT PROPERLY LABELED, IT SHALL NOT BE GIVEN.**
4. Maintain a medication log in the school for any medicine that is dispensed.
5. Keep medication in a safe place away from all children.
6. **A school employee shall observe each student for a period of 45 minutes following the administration of medication.**
7. Relieve the person administering medication of all other duties during the period when the medication is being administered.
8. Allow parent/guardian to come to school to administer, only to their own children medication, such as Tylenol for an unexpected pain. The parent/guardian will be required to come to the office and log the medication.
9. Allow self-medication under certain circumstances (insulin). This self-administration will be subject to school regulations.
10. Keep no more than a 20-school-day supply of medication at school.
11. Do not give injectable medication at school except in an emergency situation.
12. Allow medication to be brought to school by a responsible adult in a properly-labeled container by the pharmacy or physician. Under no circumstances may children of any age bring medication to school.
13. Upon bringing the medication to school, the parent must sign stating that the correct number of pills, etc., were received.
14. **School employees are responsible for seeing that students receive their medication at the designated time.** Please send any student that takes medication to the office at the appropriate time. If the daily dose of medicine is not given, lost, stolen, or spilled, or if the child refuses to take it or spits it out, parents will be contacted. These situations must be documented and signed by the person involved and documentation sent to the nursing department.

MEDICATION ON FIELD TRIPS

IN ORDER FOR THE TEACHER TO BE ABLE TO GIVE MEDICATION ON A FIELD TRIP, HE/SHE MUST HAVE COMPLETED THE APPROPRIATE TRAINING WITH THE SCHOOL NURSE AND BE UP-DATED ON A REGULAR BASIS. THE FOLLOWING PROCEDURE WILL THEN BE FOLLOWED:

- Identify the students who must have medication on the field trip
- The day before the trip, make a copy of the medication log for each student in #1 above and label "copy-field trip".
- Pick up the medication bottle with the appropriate medication from the office before leaving for the field trip.
- Put the medication log and matching medication bottle in the individual ziplock bags and place in a locked container.
- Give the medication to the student at the time indicated (within 30 minutes) and document on the log
- Upon returning to school, the copy of the medication log, and the medication is returned to the office. This is kept with the original medication log and doctor's orders.

The classroom teacher who is not otherwise previously contractually required shall not be assigned to administer medications to students. A teacher may volunteer to administer to his/her students. The administration of medications shall not be a condition of employment for teachers employed subsequent to July 1,1994. Those who choose to do so, must be trained and pass all evaluations.

NOTICE OF COMPLIANCE TO EMPLOYEES

1. You should report to your employer any occupational injury or disease, even if you deem it to be minor.
2. In case of accidental injury or death, an injured employee or any person claiming to be entitled to compensation either as a claimant or as a representative of a person claiming to be entitled to compensation must give notice to the employer at the address below within thirty days of the injury. If notice is not given within thirty days, no payment will be made under the law for such injury or death.
3. In the event you are injured, you are entitled to all necessary and reasonable medical expenses associated with your injury as provided by the Louisiana Worker's Compensation Law.
4. In order to preserve your right to benefits under the Louisiana Worker's Compensation Law, you must file a formal claim with the Office of Worker's Compensation Administration within one year after the accident if payments have not been made or within one year after the last payment of weekly benefits.
5. This notice shall be given by delivering it or sending it by certified mail or return receipt requested to:

RISK MANAGER (217-4240) 1724 KIRKMAN STREET, CALCASIEU
PARISH SCHOOL BOARD LAKE CHARLES, LA 70601-4397

Inaccuracies in this notice as regards to the time, place, nature or the cause of injury or otherwise will not be held against the employee unless the employer can show harm from being misled about the facts.

Failure to give notice may not harm the employee if the employer knew of the accident or if the employer was not prejudiced by the delay or failure to give notice.

6. If you desire any information regarding your rights and entitlements to benefits prescribed by law, you may call or write to the Office of Worker's Compensation, PO Box 6667, Baton Rouge, LA 70896 or telephone 504-925-4563 or toll tree at 1-800-824-4592

NAME AND ADDRESS OF SELF-INSURER:
CALCASIEU PARISH SCHOOL BOARD
1724 KIRKMAN STREET
LAKE CHARLES, LA 70601-4397

AT ANYTIME ANY EMPLOYEE AT VINTON ELEMENTARY SCHOOL IS INJURED AT SCHOOL, NO MATTER HOW MINOR, SEE AN ADMINISTRATOR FOR FURTHER INFORMATION.

INFORMATION SHEET

HOMEWORK GUIDELINES AND PROCEDURES

Homework responsibilities should reinforce, practice, and apply skills addressed in the classroom. Careful consideration must be given to the amount of time an elementary student is required to complete the assignment/s given. Remember, national guidelines recommend that a student should not be assigned more than a total time of ten minutes of homework per grade level. **Total time is per grade level, not subject.** Example: Kindergarten = 10 minutes, 1st grade = 20 minutes, 2nd grade = 30 minutes, 3rd grade = 40 minutes, 4th grade = 50 minutes, 5th grade = 60 minutes. **Teachers in upper grades that are departmentalized should work together to coordinate homework assignments in order to stay within the time frame of recommended minutes.**

STUDENT AGENDAS/PLANNERS

Students in grades 3-5 will receive a student planner/agenda. All students are to utilize these on a daily basis. Teachers should establish a specific routine to ensure that students write assignments in their agendas on a daily basis. Parents should be informed about the use of agendas and encouraged to check student agendas daily.

LESSONS PLANS

Planning is essential for success. All lesson plans should include a minimum of the following:

- Dates of Plans (in ink or typed)
- Learning Outcome(s) (Objectives)
- Teacher and Student Activities
- Materials
- Technology
- Assessment
- Differentiation of Instruction
- Modifications/accommodations
- RTI Lesson Plans

All lesson plans must be made available in the classroom in a prominent area for viewing by administrators or central office personnel. Lesson plans should be in consecutive order.

Protect Instructional time. Please do not interrupt another classroom unless it is urgent. Please use a planning period or other non-academic time for visiting.

MOVIES/VIDEOS IN THE CLASSROOM

- Principal must approve all movies shown during class time.
- View all movies/videos before showing them to students. All movies/videos shown should be an integral part of the lesson plan and should satisfy an educational objective.
- A movie for entertainment may be shown at the end of major milestones if it is used as a reward for good behavior, work incentives, etc... As long as it is in the reward/incentive plan for the classroom. Email Mrs. Young in advance.
- **Movies/videos should not be used as lesson plan for substitutes.**
- Allow parents an opportunity to make a decision as to whether they wish their child to see a movie. They should have an opportunity to have a voice in this matter. NO PG movies are to be shown without written permission from parents.

PARENT-TEACHER CONFERENCES

Teachers are required to have at least 2 conferences with the parents or guardians of each student in his/her classroom. Additional conferences will be needed for those students who are not progressing satisfactorily. The first conference should be scheduled early in the first semester discussing test scores, class performance, behavior, attendance, Scantron assessment, etc... The use of the student data binder will be a great asset during the conference.

Schedule the remaining conference as needed or no later than mid-way of the second semester. When there is a problem or concern, parents should be notified immediately and given the opportunity to participate in a plan of assistance. Do not wait for the parent to initiate the conference. Any student who is in danger of failing at the midpoint of the school year will receive a letter to his parents (via mail) – this academic warning letter should be followed with a conference .

DOCUMENT ALL CONTACTS WITH PARENTS, INCLUDING A BRIEF SUMMARY OF THE DISCUSSION IF BY PHONE, ON THE CONFERENCE LOG. THE CONFERENCE LOGS SHOULD BE KEPT ON FILE AND TURNED IN AT THE CONCLUSION OF THE YEAR.

PRAYER IN SCHOOLS

The Calcasieu Parish School Board shall permit school authorities of each school to allow an opportunity, at the start of each school day, for those students and teachers desiring to do so to observe a brief time in silent prayer or meditation.

Public schools shall be prohibited from adopting or using any official or standard prayer. Voluntary, student-initiated, student-led prayer in accordance with the religious views of the student offering the prayer may be permitted, however. No student attending the school shall be required to participate in any religious activity at school.

No law, rule or policy shall deny to any student attending a public elementary or secondary school the right to participate in voluntary, student-initiated, student-led prayer during school or on school property, before or after school or during free time. Athletic teams shall not be prohibited from engaging in voluntary, student-initiated, student-led prayer.

No law, rule or policy shall prevent any student who attends a public elementary or secondary school and who is responsible for or presiding over a meeting of a school organization or assembly from calling upon a student volunteer to offer an inspirational quotation or statement, offer a voluntary prayer, or lead in silent meditation, at the sole option of the student volunteer.

A student organization shall not be denied recognition or any privilege or benefit solely because it is religious in nature, has a religious affiliation, or has no religious affiliation.

School officials shall be prohibited from censoring for religious content the speech of a high school student invited to speak at a commencement ceremony at the school he/she is attending.

When student volunteers are called upon to offer an inspirational quotation or statement, offer a prayer, or lead in silent meditation, such students shall be selected at random by a student from among student volunteers without respect to their individual religious beliefs or lack thereof. No student shall be called upon to offer an inspirational quotation or statement, offer a voluntary prayer, or lead in silent meditation unless the student chosen has volunteered to do so.

Revised: December, 1995

Revised: August, 1999

Revised: June, 2002

Ref: La. Rev. Stat. Ann. §§17:2115.1, 17:2115.2, 17:2115.3, 17:2115.4, 17:2115.5, 17:2115.6, 17:2115.7, 17:2115.8, 17:2115.9, 17:2115.10; Board minutes, 9-17-02.

PRINTING

The Print Shop now has digital copiers which have capabilities of printing 2-sided copies as fast as 1-sided copies. All print will be 2-sided unless otherwise stipulated on the print request form. Please take advantage of the print shop as this will help save our machines. All printing requests must be approved by Mrs. Young prior to sending to the Print Shop.

REFERRALS

SPARK/Gifted

The counselor will take care of all SPARK referrals:

- These referrals may be made 2 times during the school year – dates will be given to you as soon as they are available to the counselor.
- Before you talk to the parent of a student about such a referral, check the cum folder or ask counselor to check on whether that student has been referred before. If he/she was referred within the last three years and a complete evaluation was done and he/she did not qualify, we must wait 3 years before referring that student again. If they were screened and did not make the screening, they generally will take the referral and screen again.

- Once you have checked on the student’s status with respect to referral, then speak with the parent and be sure they would like you to refer.
- Then you may get the forms from counselor being sure to have the parent permission completed and signed by parent as well as your having completed the SBLC page and signing it.
- Turn in the referral by the date(s) given.
- The student will then be screened.
- If the student passes the screening then the school board team will evaluate him.

504 STUDENTS – REFERRAL FOR SPECIAL EDUCATION:

Section 504 is the section of the Rehabilitation Act of 1973 that applies to persons with disabilities. Basically it is a civil rights act that protects the civil and constitutional rights of persons with disabilities. Section 504 prohibits organizations which receive federal funds from discriminating against otherwise qualified individuals solely on the basis of the handicap. Section 504 is enforced by the US Dept. of Education, Office for Civil Rights (OCR).

A person is considered “handicap” if he she:

1. Has a physical or mental impairment which substantially limits one or more major life activities (walking, seeing, hearing, speaking, breathing, learning, working, caring for oneself, and performing manual tasks)
2. Has a record of such an impairment, or
3. Is regarded as having such impairment.

In addition to school-age children who are eligible for special education services, this includes, for example, persons with communicable diseases, temporary handicapping conditions, attention deficit disorder, behavior disorders, dyslexia, asthma and severe allergies, physical handicaps, and diabetes.

“REASONABLE” ACCOMMODATIONS

A recipient of federal funds shall make reasonable accommodation for the known physical or mental limitations. Courts have defined reasonable accommodations as those that achieve meaning equal opportunity for the person with the handicap.

“BLUE 504 FOLDERS”

- Each child that has been previously identified as needing such accommodations has a blue folder with a plan of action that must be updated each year and every third year re-evaluated for need of accommodations. We looked at all those students last year and determined those who needed such accommodations and outlined the plan of action for them.
- This school year we will need to review those plans again. Teachers should immediately do the following:
 1. Check the cum folders for those who have a plan.
 2. Review the plan – start the year doing those modifications/accommodations.
 3. As you work with that child, determine if those modifications are needed or if others may be more appropriate.
 4. Discuss these modifications with the parent.

**We will meet to discuss and review 504 plans before the end of the first nine weeks.

IF YOU HAVE A STUDENT WITH A SEVERE PROBLEM – DO NOT WAIT FOR THESE MEETINGS – SEE THE COUNSELOR ASAP!

The counselor will assist in setting up these meetings to review 504 plans and discuss other such problems. As we proceed with the steps of this evaluation, we will decide, as a team, who may need special education testing.

Those students who cannot function and be successful with 504 modifications may need referral to pupil appraisal for a complete evaluation to determine if he/she qualifies for special education – resource or self-contained placement.

SPEECH REFERRALS:

If you have a student who you feel has a speech problem, speak to the speech teacher. We will need parent permission before we can screen for speech. Also if the student is having academic problems, we may need to look at a full evaluation.

RESTROOMS

Students CANNOT be DENIED the restroom. Please use common sense and a bathroom monitor to prevent bathroom vandalism. Please keep a restroom log by the door for all students to sign and put time when they leave your room to go to the restroom.

SCHOOL PARTIES

Two school-wide parties will occur each year, Christmas and Easter. No classroom parties will take place without prior approval from administration.

STUDENT HANDBOOK

Each student will have a student handbook with important information printed in it. Please go over the information with your students and encourage them to take them home and discuss the information with their parents. **All students and parents must sign sheet stating they have read handbook and code of conduct. Keep a checklist (routing form) as they turn them in. In addition, parents must sign Attendance Compliance (Act 745) page and the Family Involvement Policy and Student Learning Compact and return. Turn in names of all who have not done so by the 10th day of school to the front office.**

SUPERVISION OF STUDENTS

Students are to be supervised at all times. Do not leave students unattended in classrooms, during recess, or in hallways.

SUSPECTED CHILD ABUSE

Louisiana statutes require that suspected cases of child abuse or neglect must be verbally reported immediately to the child protection agency.

- An abused or neglected child is one who is harmed or threatened harm by the act of his/her parent or other persons responsible for his/her welfare.
- Abuse or neglect includes physical or mental injury, sexual abuse, failure to provide adequate food, clothing, shelter, education or supervision, and abandonment.
- Any school personnel who suspect such abuse must immediately report such information to the counselor. The counselor will then guide personnel through the proper steps of reporting.
- Persons reporting such incidents are granted immunity from civil and criminal liability.

TEACHER'S ABSENCES/SIGN IN AND OUT

Each teacher is to obtain his/her own substitute and enter absence into AESOP system.

If you know in advance that you will be absent, please notify office attendance clerk.

All staff **MUST SIGN IN AND OUT DAILY** in hallway by cafeteria. Arrival time for teachers is 7:30. Sign-in before 7:40 and sign-out no earlier than 3:15. Remember, the bell rings at 7:40 for the school day to begin, so you need to **be at your door** ready to receive children at 7:37. If you need to leave early, you must speak with an administrator prior to the time you need to leave. Allow for the fact that an administrator may not be available at the very moment you need to leave. Plan ahead. You may not leave the campus during the school day without **prior** approval from an administrator, either verbally or via email. In addition, you must sign out in the binder in the office.

- **Permission to leave early-** speak with an administrator ahead of time for approval.
- **Permission to leave campus during the day- get permission from an administrator either verbally or via email prior to leaving. Be sure to sign out and back in by using the faculty/staff binder. Indicate where you are going and what time you anticipate returning.**

PROFESSIONAL LEAVE DAYS

If you are out for a professional trip, **you must have this approved prior to taking the trip (minimum – 2 weeks in advance)** Complete this form and turn in to the office and it will be signed and sent to Dr. Portie's office for her approval. (**This includes all staff development days in which you will have a substitute**)

A copy of this approval must accompany your payroll sheet in order for the days not to count against you and for your sub to be paid.

It is your responsibility to leave good lesson plans any time you are absent and secure a coworker to swap any duties you may have that day. Also give the sub the name of a neighboring teacher who could help if he/she has a problem. You should always leave your red substitute folder in a visible area and ready with all important information. **Be sure to inform your substitute that they should remain on**

the campus until 3:15 unless otherwise approved by Mr. Young. Subs should not leave campus during planning time without administrative approval.

SUBSTITUTE FOLDER

Substitute teachers **should not** be given access to WebPams. They should be instructed to send absences to office on a sheet of paper with teacher name, date and names of students who are absent. **No substitute should use a computer for personal use during the school day.**

Compile the following information, place in **red** substitute folder and put in an easily accessible place for a sub:

1. Emergency lesson plans that a sub could use in case you are unable to get plans to sub.
2. Daily time schedule (including recess, special events, etc.)
3. Emergency procedures –indicate location in room where fire drill and other such procedures can be found as well as location of emergency supplies.
4. Procedures for closing your room at the end of the day (ie..reminders to turn off projectors, trash cans by the door, etc...)
5. **Class Roster with seating chart.**
6. Daily routines, such as procedures for taking students to lunch, PE, library, and art.
7. List of students with health risks and specific problems.
8. List of accommodations and modifications for 504 students.
9. List of students who need to go for medication.
10. Schedule of students in pull-out program (Speech, RTI)
11. Name of teacher who is willing to assist if problems arise.
12. Any special groups.
13. Discipline plan with consequences—instructions to immediately call the office if there is a severe behavior problem.

Continually update as needed.

TELEPHONE AND FAX USE

Our priority is conducting school business and services with an impeccable work ethic, attitude of service, and attention to detail and safety. From the CPSB policy manual: “No employee or school visitor, unless authorized by the school principal or his/her designee, shall use or operate any electronic telecommunication device, including any facsimile system, radio paging service, mobile telephone service, or electro-mechanical paging system in any elementary or secondary classroom during an instructional period, or on the grounds thereof, while supervising students or in any school bus used to transport public school students.”

You may use your cell phones during your planning time or break. You are not allowed to send texts during the instructional day nor at recess or lunch. You should not visit or post to social networks such as Facebook at any point during the school day. This does not send a positive message to the public. Most of us have family who occasionally need to communicate with us. Please be sure they have our main school phone # should they need to contact you with an urgent need. All cell phones should be turned off during the school day except for planning or break times.

TEXTBOOK PROCEDURES

The Assistant Principal and grade level designees are in charge of maintaining an accurate textbook inventory for all grade levels. Inventories of books may be taken at any time during the school year. As you know, textbooks are becoming increasingly more expensive. It is extremely important to keep track of all textbooks. The central office and auditing are carefully monitoring lost textbooks. Make sure all textbooks are accurately accounted for.

- You are responsible for all books on your inventory.
- When a student moves, all books are to be collected or paid for before a student may check out. Please notify office if there is a problem. **When you receive a new student, if you need any non-consumable or consumable texts, contact Mrs. Whitman.**
- **LOST OR DAMAGED BOOKS:** If at any time during the school year, a student in your class loses or damages a book please send the assistant principal the name of the book, the name of the student, and the reason. The costs of the textbooks are available on the web. www.cpsb.org. Click on the Employee tab, Select Central Warehouse/Textbook Services and then Textbook Search.

****When a student moves within the parish, all consumable workbooks are to be sent to the new school.**

SEXUAL HARASSMENT

The School Board recognizes that harassment on the basis of sex is a violation of state and federal law. The Board, therefore, will not tolerate any sexual harassment on the part of any employee towards another employee or a student within the workplace. Conduct in violation of this prohibition shall result in severe disciplinary measures, up to and including dismissal.

Harassment on the basis of sex is defined as any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment/education.
2. Submission to or rejection of such conduct by an individual is used as a basis for employment/education decisions affecting the individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work/education or creating an intimidating, hostile, or offensive working/educational environment.

Incidents of sexual harassment may include verbal harassment such as derogatory comments, jokes, or slurs, or remarks or questions of a sexual nature; physical harassment such as unnecessary or offensive touching; and visual harassment such as derogatory or offensive posters, cards, cartoons, graffiti, drawings, looks, or gestures. Harassment does not only depend upon the perpetrator's intention, but also upon how the person who is the target perceives the behavior or is affected by it. Individuals who experience sexual harassment from co-workers or others should make it clear that such behavior is offensive to them.

It is recognized that instances occur within the school system involving individuals and personalities and these matters are best handled informally. In the event that an individual believes such instances require a remedy or that there is a basis for a complaint, the individual shall first discuss the issue with the individual's principal or immediate supervisor. Should no resolution occur to the satisfaction of the individual after five (5) days, a formal complaint may be filed.

FORMAL PROCEDURE FOR SEXUAL HARASSMENT COMPLAINTS:

STEP 1 - Employee:

If any employee has concerns or a complaint about the nature of any conduct or physical contact by another employee or the school district, the individual should file a formal written complaint with the Personnel

Department or with the Superintendent. The receiving office shall be charged with investigating the complaint and shall attempt to remedy it to the mutual satisfaction of all parties involved. After twenty (20) working days from receipt of the complaint, the investigating office shall indicate its disposition of the complaint in writing and shall furnish copies to all concerned parties.

STEP 1 - Student:

If a student has concerns or a complaint about the nature of any conduct or physical contact by an employee of the Calcasieu Parish School Board, the student should contact either the school administrator or the school counselor. The school administrator will report the alleged incident to the appropriate assistant superintendent and to the Personnel Department. The school administrator and the administrator of the Personnel Department shall be charged with investigating the complaint and shall attempt to remedy it to the mutual satisfaction of all parties involved. After twenty (20) working days from receipt of the complaint, the investigating office shall indicate its disposition of the complaint in writing and shall furnish copies to all concerned parties.

STEP 2 - Employee and/or Student:

In the event any of the concerned parties are not satisfied with the disposition of the complaint at Step 1 or if no disposition has been made, then the concerned party may appeal to the Sexual Harassment Panel. The Sexual Harassment Panel shall include a chairperson, three (3) males and three (3) females selected by the Superintendent.

The Sexual Harassment Panel has seven (7) working days to schedule a hearing. If harassment is found, the panel may exercise one of the following options:

1. The panel may require an appropriate remedy which seeks to redress the wrong. Non-compliance with the remedy will result in disciplinary action.
2. The panel may recommend to the Superintendent that documentation be placed in one's evaluation folder, short or long term suspension with or without pay, or dismissal.

The Sexual Harassment Panel shall give written disposition of the complaint within five (5) working days of such hearing and shall furnish copies to the appropriate parties and to the Superintendent.

STEP 3 - Employee and/or Student:

In the event the parties concerned are not satisfied with the disposition of Step 2 or if no disposition has been made within five (5) working days of such meeting, the parties concerned may appeal to the Superintendent. The appeal shall be in writing and set forth the same information as in Step 2. The Superintendent, within thirty (30) days, shall meet with the appropriate parties. Disposition shall be furnished to the appropriate parties.

STEP 4 - Employee and/or Student:

In the event the parties concerned are not satisfied with the disposition of Step 3, the concerned parties may appeal to the Calcasieu Parish School Board. The appeal shall be in writing and shall request that the Superintendent place the concern on the agenda of the next regularly scheduled Board meeting. Such written request must include copies of all decisions previously rendered in connection with the complaint.

Administrators and supervisors who become aware of any allegation of possible harassment shall report such allegations to the Superintendent or designee. All reports received shall be properly and adequately investigated. Appropriate disciplinary action shall be taken when violations of this policy have been determined. The Board shall prohibit retaliation against an employee or student for a complaint made or for participating in an investigation of alleged harassment. Nothing contained in this policy and/or procedure shall restrict or diminish the authority of the Superintendent to suspend any employee in accordance with the policies of the Calcasieu Parish School Board, state law, and applicable statutes.

Revised: June, 1999

Ref: PL 88-352 (42 U.S.C. 2000e et seq.); 29 CFR §1604.11; La. Rev. Stat. Ann. §17:81; Board minutes, 8-4-92.

Notice to All Students-Parents-Employees: Inquiries about or complaints of violation of the above policy or of Title IX of the Education Amendments of 1972 may be submitted to:

Calcasieu Parish School Board Title IX Coordinator:

Sabra Soileau

2423 6th Street (Rosteet Annex) Lake Charles

Phone # 217-4170

VISITORS TO THE CAMPUS

All visitors to Vinton Elementary must sign in through the office.

- The administration will do everything possible to help protect instructional time. Parents and/or visitors will not be allowed in your classroom during the school day without permission.
- You ***must*** notify the administration and receive approval before scheduling guest speakers and/or parent volunteers for a certain day or time. For everyone's safety, we need to know *in advance* of any visitors on campus.
- If you notice someone in the building who is not wearing a visitor's badge or a CPSB badge, you must inform that person that they are required to sign in at the office. This is for your safety and the safety of your students.
- Should a person enter your room failing to follow policy, showing signs of verbal and/or physical threats, use of profanity and any other form of behavior that is not conducive to the school environment, notify the office **immediately**. Under no circumstances are you to argue, discuss or show negative reactions to such persons.