

# **Winfield Scott Elementary**

## **Faculty and Staff Procedural Guide**

These procedures are intended for informational purposes only. It is not intended to change or create any contractual rights in favor of you or the district. The district's regulations, policies, procedures, work-site rules, and benefits are continually evolving and, therefore, this guide does not contain all the information you will need or be required throughout your employment. It is important to be familiar with the Winfield Scott Parent/Student Handbook and the USD 234 Employee Handbook.

This guide has been developed to provide each staff member with a well-defined school procedures guideline. It is intended to serve as a reference to allow each staff member's full participation in the educational program existing at Winfield Scott School.

### **Master Schedule**

Office Hours:	7:00 a.m. – 4:00 p.m.
School Hours:	7:50 a.m. – 3:20 p.m.

**Note: The bell starting the day rings at 7:45 a.m. Please go to the gym for morning welcome with the students!**

Breakfast Schedule:	7:05 a.m. – 7:35 a.m.
Lunch Schedule – Kindergarten	11:20 a.m. – 12:00 p.m. and 11:50 a.m. - 12:30 p.m.
Lunch Schedule – 1 <sup>st</sup> Grade	11:00 a.m. – 11:45 a.m.
Lunch Schedule – 2 <sup>nd</sup> Grade	11:35 a.m. – 12:20 p.m.

### **Absences and Tardies**

- Record all absences in the PowerSchool program. After 10:00 a.m., a student is considered absent for a half day. An absence between 7:45 a.m. and 10:00 a.m. is considered a “tardy.” Tardies will be recorded in the office.
- Take attendance by 8:10 a.m. so that office staff can begin calling parents regarding a student's absence.
- The teacher, counselor, or principal should contact parents if tardies are frequent.
- Provide an opportunity for students to make up selected missed work due to absences.

### **Arranging for a Substitute**

It is the faculty and staff member's responsibility to inform the office secretaries when you are absent from your normal workday. This should be done by obtaining and signing a release time form prior to your absence. These forms are available in the mailroom. When you are not aware of your absence in advance, please call the Board of Education so a substitute can be secured.

Teachers should have his/her lesson plan book, a daily program schedule, lunch count directions, discipline plan, and this procedural guide on your desk for the substitute's use. We want to assist substitute teachers in being as effective as possible; therefore, these materials are very important. An up-to-date substitute folder should be on file in the office for emergencies. Please leave detailed plans! Do not assume that the substitute knows your daily routine.

# **Winfield Scott Elementary**

## **Board Policy**

A copy of the current USD 234 Board Policy is the faculty workroom. An additional copy is in the principal's office. The board policy is also posted on the district website.

## **Calendar/In-Building Event**

An In-Building Event form should be completed before scheduling an activity. The Google Master calendar should be used to schedule classroom/grade level activities.

## **Check In and Check Out**

All classified staff should sign in and out daily using the notebook in the office.

## **Copy Machines**

Limited use of school duplicating equipment for personal items is allowed. The charge for this use is five cents (\$0.05) per copy. Each teacher will have their own copy code for classroom use.

## **Discipline/ALC**

Students are expected to follow school and classroom rules. Students will be subject to the appropriate discipline measures as determined by the principal and/or the classroom teacher. Discipline measures could include loss of privilege, ALC, or reporting to the refocus area.

## **Emergency/Crisis Procedures**

*The following procedures are in the process of change. Please utilize your training and common sense in reacting to any emergency.*

### **Disabled Students and Visitors:**

Each teacher will be responsible for assisting any disabled students in his/her classroom to the nearest accessible exit or safe area. Students should stay with the class unless other arrangements are deemed necessary on an individual basis. The office staff will be responsible for assisting any disabled visitors to the nearest exit or safe area.

**Fire Drill:** Exit the building in a safe and rapid manner. Shut your classroom door as you leave. Move to a safe distance from the building and take attendance and report to your designated communicator. Teachers should take the red emergency bag, class roster with parental contact numbers, and their cell phone.

**Tornado Drill:** Move to the high wind shelter. It may be necessary to assemble more than two lines in the hall. Shut your classroom door as you leave. Take attendance in the high wind shelter. Classroom and cafeteria doors should be shut securely.

**Earthquake Drill:** Students should duck and cover under their desks.

**Bomb Threat:** Evacuate following fire drill procedures. In cold weather, children should take coats with them. Move to a safe location from the building and take attendance. Students may be moved to an alternate location, depending on circumstances.

### **Persons Posing a Danger to Students/Staff:**

Refer to ALICE training and Emergency Operations Plan.

# **Winfield Scott Elementary**

## **Faculty Meetings**

Faculty meetings are held on the first Monday of the month beginning at 3:25 p.m. The meetings are held in the media center unless announced otherwise. If you miss a faculty meeting, you may review the minutes.

## **Field Trips**

Grade levels could take curriculum-related field trips when there is a way to pay for busing. Trips should be scheduled at a time during the school year to coincide with the appropriate teaching units.

- Complete transportation requests at least two weeks before the requested date so that necessary arrangements can be made.
- Check with secretaries the day before the field trip to ensure all trip details are correct.
- Notify the kitchen at least one month in advance if your field trip affects your lunch schedule.
- Record all field trips on the master calendar.

## **Floors/Walls Maintenance**

Do not use any adhesives which will remove or discolor the paint on the painted areas of the building. Two-sided tape on floors destroys the surface; use masking tape only. If there is any question about a product that you wish to use, check with the custodians or the office.

## **Hall Supervision**

Monitor students in the halls. Also, monitor any unsafe outside behavior that may occur. It is the classroom teacher's responsibility to escort his/her students to special classes. Teach your students these procedures: Stay to the right; no talking unless addressed by an adult.

## **Individual Class Schedules**

Turn in your class schedule as early as possible. This assists us in finding children and in planning classroom observations.

## **Inservice (PDC) Points**

To request inservice points, teachers must log onto the PDC toolbox at [www.pdptoolbox.org](http://www.pdptoolbox.org). For additional assistance, see the building representative. The Curriculum and Professional Development Handbook, with instructions, is located on the district website.

## **Keys/In Building After Hours**

Guard your building and room keys carefully. If they are lost, notify the office immediately so the appropriate steps can be taken.

## **Lunchroom Guidelines**

The lunchroom is a safe and comfortable place where the children eat their lunch and visit with their classmates. The adults in the lunchroom assist the students and keep the lunchroom safe, clean, and pleasant.

Student Lunches: Students are responsible for eating as much or as little of their lunches as they desire. Adults can encourage students to eat their lunches, but should not tell them that they must eat all or any portion of their lunch.