



**ELEMENTARY SCHOOL**

**TEACHER HANDBOOK**

**2019-2020**

## **INTRODUCTION**

It is the teacher's responsibility to read and become familiar with the information in this handbook. Due to unforeseen circumstances, procedural policies herein outlined are subject to change.

## TABLE OF CONTENTS

Absentee Records	4
Accident Report	4
Assembly Procedures	5
Building Security and Safety	5
Cafeteria Rules	5
Child Abuse Hotline	6
Discipline Referral	6
Fire Exiting Procedures	6
Flag Salute	6
Grading Procedures	7
Head Teacher	6
Homework Hotline	6
Instructional Assistants	7
Insurance	7
Lesson Plans	8
Medical Emergency Procedure	8
Parent Guardian Conferences	9
Parking	9
Permanent Record Folders	9
Personal Business	9
Philosophy of Education	4
Prevention of Injury	9
Privacy of Records	10
PTA	9
Report Cards	10
Recess Procedures	10
Retention/Promotion	11
Snack Time	11
Standard of Conduct	11
Student Screening/Evaluations	11
Substitute Folders	12
Teacher Evaluations	12
Teacher Hours	13
Teacher Schedules	13
Teacher Substitute Evaluation	13
Teacher Visitation	13
Visitors	13

## **DELAWARE VALLEY ELEMENTARY SCHOOLS PHILOSOPHY**

The program of the Delaware Valley Elementary Schools is based on a framework of basic principles, which express a commitment to meet the physical, social, emotional, intellectual and creative needs of the children of the local school district. In order that the children will be guaranteed the opportunity to obtain a free and quality education, sequential experiences are provided. The school is a child-centered institution and is flexible in organization and curriculum to keep education relevant in a constantly changing society.

The elementary schools are chiefly concerned with the development of the total child. The content of the curriculum is not as important as are the underlying concepts, which are stressed, and the thought processes, which are nurtured. The elementary schools emphasize basic skills as limited to each child's unique developmental stages. The use of concrete experiences, manipulative materials, and projects help the child learn by actively engaging in the learning process. The teacher's role is chiefly as a guide in helping every child acquire the greatest possible understanding of himself/herself and appreciation of his/her quest for knowledge. The teacher, the parents, and the other children help each child to develop a positive self-concept. This will develop as the child experiences success in activities at home and in school.

The school has the responsibility to provide situations that encourage the child to solve problems. In this process he/she will acquire the habits and attitudes associated with responsible citizenship. The school provides opportunities for the student to acquire a good measure of self-discipline and basic understanding of human behavior. Reinforcement at home helps the child become a more responsible citizen.

Elementary schools, operating as democratic institutions, recognize their responsibility to provide meaningful and relevant experiences for the children. The major goal, however, is developing each individual child to his/her greatest potential. The processes of thought and basic skills acquired in the elementary school will help the student and school play a major role as a catalyst of orderly social change in this democracy.

### **ABSENTEE RECORDS**

Absentee records, as required by state law, must be in writing explaining the nature of all absences. Teachers should forward all notes to the office each morning. Teachers are responsible to get the excuse from their homeroom students. Missing excuse notes should be followed up with a copy of an excuse form and a phone call if excuse is not presented in four days.

### **ACCIDENT REPORT**

Any accident involving injury to a student **MUST** be reported on the Accident/Incident Report Form. This form must be completed by the teacher immediately following the accident and forwarded to the nurse. Accident/Incident Reports are public documents. Make sure they are well written.

## **ASSEMBLY PROCEDURES**

1. Classes will be called by our P.A. System. Move students quickly and quietly to their assigned areas.
2. Teachers must accompany their class to the assembly and must remain with their class during the entire assembly program (regardless of planning times). Teachers must sit with their students. Instructional assistants should be interspersed in the seating area to help maintain control.
3. Classes will remain seated after the program and will be dismissed by grade level.
4. Loud talking, booing, inappropriate clapping and unacceptable behavior will result in dismissal from the assembly program. PLEASE REMIND STUDENTS PRIOR TO EACH ASSEMBLY.
5. Special area teachers will assist in sitting children in assigned areas.

## **BUILDING SECURITY AND SAFETY**

1. Any student leaving a classroom **MUST** sign in and out.
2. When leaving a classroom unoccupied, the classroom must be locked and closed, windows closed and locked and the lights turned off.
3. Recess schedule **MUST BE STRICTLY FOLLOWED**. No one is to change a recess schedule without Administrative approval.
4. Any teacher leaving before school ends, **MUST** have the permission of the Principal. They **MUST** sign out in the Office before leaving.
5. Classroom doors must be closed at **ALL** times.

## **CAFETERIA RULES**

1. All students will enter the cafeteria through the doors. All students will sit at their assigned tables until directed to proceed to the entrance door to the kitchen.
2. After purchasing milk and/or lunch, students will sit at the tables as directed by the teacher or instructional assistant.
3. It is requested that students clean up after themselves.
4. Remind students to use proper table manners while eating. Remind students to stay on the right side of the hallway when entering the cafeteria and the left side when leaving the cafeteria. Please remind students to keep their hands to themselves when the groups are passing in the hallway.
5. Teachers and instructional assistants must report on time for duty. Classroom teachers must be prompt in picking up their students at the end of the appropriate lunch period.

### **CHILD ABUSE HOTLINE NUMBER**

**(800) 932-0313 All employees are mandated reporters.**

### **DISCIPLINE REFERRAL**

#### **GROUP PUNISHMENT MUST NOT BE ADMINISTERED UNDER ANY CIRCUMSTANCES.**

Teachers are to make every effort to correct discipline problems within their own classrooms. Among the suggested methods are phone calls to parents, parent conferences, etc.

Calls to parents/guardians must be made before a child with a persistent problem is referred to the Principal. **CORPORAL PUNISHMENT IS NOT ALLOWED!**

### **FIRE EXITING PROCEDURES**

**PLEASE SEE ATTACHED PROCEDURES SPECIFIC TO THIS BUILDING.**

### **FLAG SALUTE**

It is required by Pennsylvania School Law that our students honor our flag each day. This is done at the beginning of the school day. This is never to be skipped. Non-participants should stand.

### **HEAD TEACHER**

The head teacher will handle any questions or immediate problems when the principal is not in the building. The “chain of command” will be from the teacher or instructional assistant to the head teacher when the Principal is not present in the building.

### **HOMEWORK HOTLINE**

Please remember to update your homework hotline every day. Email, web pages and/or similar digital media tools may be utilized as avenues to disseminate homework. Voicemail message should provide parents with information to access homework and class information unless an alternative technology tool is used to disseminate information.

## **GRADING PROCEDURES**

The grading system for **KINDERGARTEN** reflects the child's achievement and is based upon the group or level of introduction. A parent-teacher conference will detail the child's progress, while the report card will summarize the child's intellectual, physical and social developmental progress as follows:

### **Grading System Grade K – Developmental Checklist**

- C: Demonstrated with confidence and ease
- P: Showing progress
- NI: Needs Improvement
- T: Time needed to develop

### **Grading System for Grades 1 through 5 & Special Area classes 3-5**

A+ (98-100)	C+ (77-79)
A (94-97)	C (74-76)
A- (90-93)	C- (70-73)
B+ (87-89)	D (65-69)
B (84-86)	F (64 and below)
B- (80-83)	

### **Special Areas for Grades K -2**

- P= Proficient
- E= Emerging
- NI= Needs Improvement

## **INSTRUCTIONAL ASSISTANTS**

The Instructional Assistant's primary job is to assist children with learning after they have received teacher instruction. They may follow-up instruction with one-on-one or small group reinforcement. They may circulate in a classroom setting to help students during full group instruction.

**INSTRUCTIONAL ASSISTANTS MUST NOT BE CHECKING STUDENT WORK OR PHOTOCOPYING MATERIAL. THEY ARE TO BE ASSIGNED TO TASKS THAT WILL ENABLE STUDENTS TO PRACTICE AND REUSE TAUGHT MATERIAL.**

## **INSURANCE**

At the beginning of each school year, student insurance is offered to every student. This insurance is voluntary. The teacher should distribute the forms and send the completed ones to the office.

## **LESSON PLANS**

Every teacher must have lesson plans on file in the main office by Monday at 9:00 a.m. Teachers may email their lesson plans if they complete them electronically. Do not remove old lesson plans. Put the latest plans in the front of your file. Administrators will inform you when to remove old plans. All planning needs to be based on the board approved curriculum and the PA Academic Standards. Each lesson/lesson plan should identify the specific Academic Standard or Assessment Anchor being addressed. Lesson Planning is critical to good teaching. Administrators will review lesson plans to insure the curriculum is being covered.

## **MEDICAL EMERGENCY PROCEDURE:**

1. All medical emergencies must be reported immediately to the school nurse or health room assistant. Teachers are also to report the emergency to the principal.
2. It is the responsibility of School District personnel to administer first aid and to notify parents of emergencies, illness or injury.
3. The nurse is to provide a written report to the principal on all medical emergencies.

### **IN THE CASE OF ILLNESS OR INJURY:**

1. Give immediate care as outlined in the Health Procedure Manual. When giving first aid, a calm judgment should prevail. A child who is injured in the gym or outdoors and complains he/she cannot move a body part, should only be moved with the stretcher chair or not at all.
2. Notify the parents using the family emergency information card and/or information obtained from Power School. Parents should be notified immediately, but tactfully, of the child's sudden illness or serious injury.
3. Transportation is a family responsibility. School personnel should transport children only if the parents are unavailable. Then the child should be taken to a doctor or hospital of the parents' choice. If school personnel are to transport, or arrange transportation, by ambulance for illness/injury, the parent must call the doctor/hospital to alert them of the nature of the emergency and also give verbal permission to begin treatment of their child on arrival. When it is necessary for school personnel to accompany a child to the doctor/hospital, they should take the child's emergency card and health record.
4. Immediate care includes only emergency first aid. School personnel, including the nurse should never diagnose, treat or prescribe any treatment or give any medication without written doctor's orders.
5. No sick or injured child should be sent home unless accompanied by a parent or guardian or a person designated by the parents.



## **PARENT/GUARDIAN CONFERENCES**

Parent/Guardian conferences will be scheduled in November. Parents/Guardians may make additional appointments for conferences with teachers, counselors, or the principal by telephoning the school office any time during the school year. Likewise, teachers, administrators and other special area teachers may request a parent conference at any time.

## **PARENT-TEACHER ASSOCIATION (PTA)**

The PTA is functional in each elementary building. It is expected that each teacher attends the PTA meetings as often as possible to enhance his/her professional status. Positive community relations can be accomplished by each teacher's attendance at the PTA meetings.

## **PARKING**

Parking for staff will be on a "first come, first served" basis. No one is ever to park on the grass or dirt areas, only the blacktopped areas. NO PARKING is permitted in the fire lanes or the loading dock area. **Parking in front of the building is reserved for visitors, handicapped and the office staff.**

## **PERMANENT RECORD FOLDERS**

The permanent record folders are found in the guidance office area of each building. The following information is found in the folders:

1. Sign out page
2. PSSA or other Assessment Results
3. Report cards in reverse order (last grade on top) with "Other" material (other communication, etc.) stapled behind the report cards each year
4. Achievement test results
5. **CONFIDENTIAL** (all material in file folder – marked Confidential)

## **PERSONAL BUSINESS**

No interruptions for personal reasons will be forwarded directly to any staff members unless it is deemed an emergency. All messages will be placed in your mailbox or forwarded to your voicemail. It is your responsibility to check your mailbox and voicemail for any messages at least twice a day. Teachers are not allowed to use personal cell phones during class time with students.

## **PREVENTION OF INJURY**

It is the responsibility of the School District personnel to recognize and prevent situations that may result in injury to students throughout the day. School District personnel are liable for any situation that is determined to be unsafe or dangerous to the student. Special precautions and supervision should be exercised during recess, lunchtime and gym. Children must be warned of potential dangers

of each activity in which they participate. This includes, but is not limited to, physical education classes, intramural and playground activities. A first aid kit is also in the gym office for use for physical education classes and intramurals.

### **PRIVACY OF RECORDS**

Only the child's legal parents/guardians can meet with the teacher concerning the child's progress and permanent record files unless written permission is given to the teacher. Records must be available to custodial and non-custodial parents.

### **REPORT CARDS**

Report cards are done quarterly and grades must be done for every student in every subject area each quarter. If the need arises midway through each marking period any teacher may send home a progress report indicating if a problem exists with a child. Also, a progress report may be sent to indicate excellent work. A parent/teacher conference should be arranged, if at all possible.

**Grades are to be updated in PowerSchool weekly.**

### **RECESS PROCEDURES**

1. In the event of rain, there will be no outdoor recess.
2. In the event of snow, the children may go outdoors for recess if they are properly dressed.
3. When outdoors for recess, the children MUST observe the following rules at all times:
  - a. No excessive or rough play
  - b. No throwing of stones, dirt or snowballs
  - c. No bats, hard balls, skateboards or roller skates
4. All playground equipment is to be used properly as it is intended to be used. Standing on or jumping from the equipment is NOT PERMITTED.
5. Children are not to climb up the sliding boards or on the outside of the tubes.
6. When crossing to the field area, care is to be taken when crossing the driveway.
7. Children who do not follow the above rules are to be given TIME OUT from playground equipment. They MUST WALK so that they have physical activity during recess time.
8. Before reentering the building, the students are to:
  - a. Wipe their feet thoroughly
  - b. Be calm and quieted down.
9. All students are to go out for recess except for the following reasons:
  - a. Recuperative period following an illness (child must have a note from the parent).
  - b. When a student becomes ill during the day.
10. Recess is not to be taken away for disciplinary reasons – i.e. No homework, school work incomplete or poor behavior. Student use of playground equipment may be taken away for disciplinary reasons as long as the student is required to walk during recess.

**\*DDPS ONLY** – Students in grades one and two are not allowed on the Pre K-K equipment. It is designed specifically for students that age\grade level.

## **RETENTION/ PROMOTION**

Refer to board policy 215 Promotion and Retention

<http://go.boarddocs.com/pa/dvsd/Board.nsf/goto?open&id=A7ARMV5F0913>

## **SNACK TIME**

Snack time will be at the teachers' discretion and should be conducted during such time as to not interrupt the instructional period (e.g. during SSR time, snack time might be appropriate).

## **STANDARD OF CONDUCT**

Upon any allegation of misconduct by any employee, the following course should be pursued:

1. Notation should be made of the source of the allegation and the date reported.
2. If the allegation involves a child, a report must be made immediately to Childline.
3. The allegation should be investigated primarily to determine if there is any possible substance to it.
4. The employee should be advised of the allegation and the preliminary investigation.
5. The employee should be afforded an opportunity to respond to or explain the allegation.
6. There should be a complete investigation of the allegation and the employee's explanation.
7. Disciplinary steps should be taken as indicated.

## **STUDENT SCREENING/EVALUATIONS**

This information was taken from the Chapter 14 regulation to assist teachers in understanding the Screening and Evaluation processes to determine a student's eligibility for Special Education Services.

1. Each school district shall establish a system of screening to accomplish the following:
  - a. Identify and provide initial screening for students prior to referral for a special education evaluation.
  - b. Provide peer support for teachers and other staff members to assist them in working effectively with students in the general education curriculum.
  - c. Conduct hearing and vision screening in accordance with section 1402 of the Public School Code for 1949 (24P.S. § 14-1402) for the purpose of identifying students with hearing or vision recommended for evaluation for special education.
  - d. Identifying students who may need special education services and programs.
2. Each school district shall implement a comprehensive screening process. School districts may implement instructional support according to Department guidelines or an alternative screening process. All elementary schools will utilize the instructional support process as a comprehensive screening that meets the requirements specified in subsections (a) and (c).
3. The Screening Process shall include:
  - a. For students with academic concerns, a systematic observation of the student's functioning in the curriculum including curriculum-based or performance-based assessment.

- b. For students with behavioral concerns a systematic observation of the student's behavior in the classroom or area in which the student is displaying difficulty.
  - c. An intervention based on the results of the assessments under paragraph (1) or (2).
  - d. An assessment of the student's response to the intervention.
  - e. A determination as to whether the student's assessed difficulties are due to a lack of instruction or limited English proficiency.
  - f. A determination as to whether the student's needs exceed the functional ability of regular education program to maintain the student as an appropriate instructional level.
  - g. Activities designed to gain the participation of parents.
4. If screening activities have produced little or no improvement within 60 school days after initiation, the student shall be referred for evaluation under § 14.123 (relating to evaluation).
  5. Screening activities do not serve as a bar to the right of a parent to request an evaluation, at any time a parent may request an evaluation, including prior to or during the screening activities.

### **EVALUATION**

1. The group of qualified professionals, which reviews the evaluation materials to determine whether the child is a child with a disability under 34 CFR300.534 (A)(1) (relating to eligibility), shall include a certified school psychologist when evaluating a child for autism, emotional disturbance, intellectual disability, multiple disabilities, other health impairments, specific learning disability or traumatic brain injury.
2. In addition to the requirements incorporated by reference in 34 CFR 300.531.535, the initial evaluation shall be completed and a copy of the evaluation report presented to the parents no later than 60 calendar days after the agency receives written parental consent.

Teachers are highly encouraged to contact the Supervisor of Special Education, if you have any questions about Chapter 14 Regulation and a teacher's role in the Screening and Evaluation Process in the Delaware Valley School District.

### **SUBSTITUTE FOLDERS**

Every teacher is to have a substitute folder. The teacher's name should be placed on the cover in ink and should be kept in the main office. The substitute folder must include a map of the building, updated seating plan, a class roster, student medical alerts and any specific student modifications or accommodations.

### **TEACHER EVALUATIONS**

By policy, all temporary professional employees are evaluated two times per semester or four times per year using the formal observation/evaluation form developed by the Delaware Valley School District. Professional employees are evaluated a minimum of one time.

## **TEACHER HOURS**

A teacher's day shall be from 8:25 a.m. until 3:55 a.m. at Delaware Valley Elementary School, Dingman-Delaware Elementary School and Shohola Elementary School. Please be prompt at 8:25 a.m. particularly when meetings are scheduled.

A teacher's day shall be from 8:30 a.m. until 4:00 p.m. at Dingman-Delaware Primary School. Please be prompt at 8:30 a.m. when meetings are scheduled.

## **TEACHERS SCHEDULES**

At the beginning of the school year, classroom teachers are required to update a time schedule of one teaching week. This schedule should include the times of the subjects taught by the classroom teachers and times of regular activities such as recess and lunch. ***These schedules are due in the office on the first Friday of the school year.***

## **TEACHER SUBSTITUTE EVALUATION**

Whenever a substitute has been present in your classroom, teachers should complete the substitute review in Frontline.

## **TEACHER CONFERENCE ATTENDANCE**

The Delaware Valley School District endorses participation in conferences, workshops, meetings and classes. Attendance at conferences, workshops, etc. enhances professional growth. A Conference/Workshop/Seminar Form should be filed with the principal at least fourteen (14) days prior to the regularly scheduled monthly board meeting, which precedes the date of the requested conference. A conference follow-up form must be submitted to the Principal within one week of the conference or other professional day.

## **VISITORS**

Parents, guests and visitors **MUST** register in the office upon entering the building. They will be issued a visitor pass before entering the school. Visitors must be escorted by a staff member to and from their destination within the school during school hours. There should be no visitors in the building without a pass from the office.