

POLICIES AND PROCEDURES

ABSENCE FOR TEACHERS

Teachers requesting a substitute for illness or an emergency day are to do the following:

- Always use AESOP to create an absence.
- If your absence is due to a personal or emergency day, please see Ann Marques in the main office to complete the necessary paperwork **prior to** creating your absence on AESOP.
- Insure that daily plans for the substitute are current and available. If you have the plans at home, you may FAX them to the school (610-807-5980) before 8:15 a.m. **Have the substitute handbook in your mailbox completed and up-to-date.**
- **Contact the school office by 2:00 p.m. on the day of absence** so that the substitute may be notified if he/she is needed for the following day.
- Submit a doctor's excuse for absences of four or more successive days.
- If you know in advance that you will be absent, please inform the office as soon as possible.

Please notify the school (610-868-0471) if you are delayed for any reason.

ACADEMIC INTERVENTIONS

There are various interventions available for students who experience difficulty reaching standards. Academic interventions include: referral to Child Study Team, ESOL, guidance support, parent training workshops, and small group interventions.

ACCIDENTS

If a student or staff member is involved in an accident or receives an injury on school premises, he/she is to go immediately to the office. In the case of a serious injury, please call the office and request that the nurse or health assistant be informed and go to the child or staff member immediately. A "White Alert" will be called signifying a medical crisis. Upon hearing that there is a white alert, all halls will be cleared and students will remain in the classrooms. Teachers in rooms at the front of the building will close the shades so that the students are not disturbed by the arrival of emergency vehicles.

In the interest of safety, anyone who has a very serious injury should not be moved. Never move someone who complains of a back or neck injury. If the accident or injury is such that the person is able to walk but needs assistance, another student or staff member should accompany the injured individual to the office. **When in doubt concerning the seriousness of an injury, play it safe and report it to the office by dialing "23901" on any telephone.**

Absence from an area to which a teacher has been assigned to perform a duty does not excuse a teacher from responsibility. Please do not leave your classroom unattended.

In the event of a student accident during school hours, the student is to be sent to the health room. If the nurse determines that the injuries warrant parent notification and/or medical follow-up, then a school accident report will be completed. The adult in charge at the time of the accident will be asked to sign the accident form. Signing the form does **not** mean that you were a witness to the accident. It means that you were present when it occurred.

If any type of first aid is administered to a student, it is to be recorded on the student's record card in the nurse's office. This includes cleaning scrapes and applying band aids. Always use gloves when treating any injury where body fluids are involved. Rubber gloves are provided for each teacher. Please ask the office for replacements.

Accident reports for accidents involving students must be filed in the school office promptly. The nurse, health assistant, or secretary will take the information and complete the form. If a staff member is injured, there is also a form that needs to be completed.

ACTIVITIES & PARTY GUIDELINES

Elementary Parties and School Activities Guidelines and Procedures

To align with District, State, National and Allergy Wellness Guidelines, all Bethlehem Area School District elementary schools are being directed to follow the practices outlined below for the 2013–14 school year:

BIRTHDAYS

No food treats, i.e, cupcakes, brownies, donuts, etc. OR goodie bags should be offered to students.

Alternative suggestions: Parents could send in a book, game, or other useful item for the classroom or library. Parents could be invited to visit their child's classroom to read the book or participate in another previously approved activity.

SEASONAL CELEBRATIONS

No food or drink, especially soda, items containing sugar or unhealthy ingredients should be offered.

Alternative suggestions: Healthy snacks and drinks can be provided for class parties. In lieu of food items, a craft related to the holiday, a movie or seasonal event could be made or games could be played. Schools could use this opportunity to incorporate culturally appropriate and enriching activities to their celebrations.

GENERAL

Students may not be given any food or candy as a classroom reward, i.e, lollipops, smarties, etc.

ANALYSIS OF STRENGTHS AND "NEXT STEPS"

An important part of instructional planning and monitoring is the analysis of strengths and weaknesses of your students. This process includes the following: meeting with previous year's teachers early in the year to get input and recommendations for each student, examining the standardized test results and portfolio entries from the previous years to determine the special areas of need, checking the child's confidential file for child study team notes, and maintaining open communication both with parents/guardians and with building and district specialists, when appropriate. We will also be implementing RtII in 2014. This will further enhance our ability to target the specific needs of our students. Any questions should be directed to the principal.

ASSEMBLIES

Children should sit in homeroom groups with the youngest groups at the front of the auditorium. Homeroom spots will be marked to help speed the process. Children should be seated in split rows in order to keep classes close to their teachers for improved supervision. Teachers, except those assigned to a preparation period, should sit with their students during the assembly. Specialists will supervise the students during the assembly for those teachers in planning periods. Be sure students have had their lavatory break before all programs so there is no need to interrupt the program by having students leave during the assembly. The adults in attendance are expected to set an example by being attentive during the assembly.

ATTENDANCE FOR STUDENTS

Teachers will enter attendance per the eSchool Plus system on the classroom computer. All attendance must be reported by 3:00 pm.

Cumulative Absences

Excused absences include:

- A maximum of **ten (10)** days of absence for elementary students during a school year verified by a parent note. **All absences beyond the tenth day of absence will require a physician's note.**
- Pre-approved family vacation - **while school is in session per Board policy.**

- Any absence in which a written excuse is submitted **within three school days of a student's return.**

Unexcused/unlawful absences include:

- Any day for which a written excuse is not submitted within three school days of a student's return, **including notes from physicians.**
- **Any written excuse not approved by the principal.**
- Any absence not excused by a physician's note after **ten absences verified by parental excuses had already been received.**
- Truancy.

Noncumulative Absences

- Suspensions from school.
- Illness verified by a physician's note submitted within three days of a student's return. **Any absence in which a physician's note is submitted is not included in the ten days permitted for parental excuses.**
- Death in the family - from date of death until two days after the funeral unless otherwise authorized by the principal.
- Religious holidays.
- School sponsored activities

Attendance Violations

The Student Code of Conduct defines attendance violations as late to class, late to school, and unexcused class absences. When a student is late to school, an administrative discipline referral must be made upon the third occurrence. Continued attendance violations may result in the student being classified as a habitual offender as defined in the Student Code of Conduct.

Late to School

- The following lates to school will not result in disciplinary action:
 - Illness and appointments verified by a physician's note.

- Court appearances.
- Funeral for family member.

- First and second unexcused late to school - Warning to be issued.

Reminder: When filling out a late slip, do not count "excused" lates in the total number of times a student is tardy.

Compulsory Attendance Law

Three unlawful absences will result in written notice of violation of the Compulsory Attendance Law and may result in prosecution pursuant to Section 1333 of the Pennsylvania School Code. Parents can be fined up to \$300, can be required to complete a parenting program or up to six months of community service to the District. Students under 13 can be referred to delinquency proceedings.

Educational/Vacation Tours and Trips

Vacation Policy: Parents are strongly encouraged to schedule family vacations with the School District Calendar in mind to ensure that students attend school a maximum number of days.

- Students at the elementary level will be permitted to take four (4) educational trips, up to a cumulative maximum of fifteen (15) school days during their tenure in elementary school. Educational trips may not exceed five (5) days per year.

- Parental requests which go beyond the number of days or trips allowed must first be approved by the building principal and then referred to the superintendent or his designee for final permission.

- Any days taken beyond the maximum of five (5) days permitted for educational trips in a given year may be considered unexcused and unlawful for students under the age of seventeen (17) and unexcused for students seventeen (17) years of age and over. Appropriate legal action may be taken where applicable.

Reminder: When a student gives you a vacation request form, please fill out the number of absences and the child's academic standing, if applicable, before sending the form to the office.

BOOK CLUB ORDERS

Inform your parents that payment for book club orders should be by check only. Checks should be made payable directly to the book company and not to Farmersville School or to a teacher. Cash will not be accepted for book club orders.

BULLETIN BOARDS AND DISPLAYS

Please post the specific "Common Core" standards and rubrics along with student work on all bulletin boards and other displays, where appropriate. The fire department has issued guidelines which state that blinds, window shades, and doors should be kept clear of displays. Please do not mount any material on walls, cabinets, chalkboards or students' desks with tape or any other substance that may leave a mark.

Displaying Student Work

The Family Education Rights & Private Act (FERPA) is legislation designed to protect student privacy. Perhaps the most significant implication of FERPA is the restriction of how a school district publicly displays student work. Student work must no longer be displayed with a letter grade because that practice invites a public comparison of the performance of one student to another. Letter grades placed on the back of the work or a code referenced to a private list of grades may be used.

A form entitled, Access to Educational Records Refusal Form (CA-208), is available in the Farmersville office for parents to sign if they object to the inclusion of any or all of their child's personal and/or educational information in the district's directory information or if they object to having their child's work displayed by the school.

CHAPERONES

One adult must be provided for every 20 secondary students participating in a student trip. One adult chaperone must be provided for every 15 elementary students participating in a student trip outside the district. These ratios can be reduced but not increased. For overnight trips, a minimum of one adult chaperone should be assigned to every 12 students.

- a. All chaperones, school employees, and non-school employees, who will participate in the supervision of students on a trip, must attend preparatory training sessions and/or meetings prior to such

participation. Siblings of district students shall not be permitted to accompany parent chaperones on co-curricular/extracurricular activities or trips.

- b. For elementary student trips within the school system, it is not necessary for a teacher to secure additional adult supervision to accompany his/her class since the class is traveling to another school within the district.

CHAPTER 15 – PROTECTED HANDICAPPED STUDENTS

Students identified with medical disabilities may be covered by Chapter 15 agreements. As with IEP's, it is the responsibility of all teachers and specialists to provide the accommodations specified in Chapter 15 agreements. Any concerns should be addressed to the principal or the guidance counselor.

CHILD STUDY TEAM

The Farmersville Child Study Team meets one day each month to discuss students in the primary and intermediate grades. The team consists of the school psychologist, guidance counselor, reading specialist, speech therapist, the child's teacher and the child's parent/s. The principal chairs the team meetings.

A child is brought to team when, after solid and consistent interventions, he continues to stand out. An appropriate length of time for the teacher to CONSISTENTLY IMPLEMENT intervention before bringing the child to team is at least three to four weeks. If the teacher determines that the student has not been successful and needs assistance from the Child Study Team, a request for assistance is completed. The implementation of RtII will help us identify students with special needs more efficiently.

COMMUNICATION WITH PARENTS

We all know that it is essential to establish and maintain good relationships with the parents and guardians of our students. Please keep them informed regularly and record all parent contacts in a log of some form. Do not forget that parents always appreciate receiving positive phone calls about their children. Try to make at least two of these each week to inform parents about something good that their child has done. Also, please submit a copy of all letters to parents to the principal for approval prior to sending them home. Please copy the principal on all emails sent to parents. **Be sure that all letters received are dated.**

COMMUNICATION IN SCHOOL

It is important that you check your email and iCal every morning. Special notices will be emailed to you as needed. It is also the responsibility of the staff to check their mailboxes twice daily, upon arrival at 8:15 a.m. and again before leaving school for the day at 3:30 p.m. Do not send children to pick up your mail. Students will not be allowed in the mailroom.

Please check the large monthly calendar in the office daily. Prior to the first of the month, please inform the secretary of any classroom activities you would like added.

If you have any information that you would like to have read over the morning announcements, please write it up and submit it to the office or to the teacher in charge of announcements by 8:30 a.m. on that day.

A bulletin board in the teachers' room is available for BEA announcements and other pertinent information. New positions and vacancies in the Bethlehem Area School District are always posted on the mailroom bulletin board.

COMMON CORE STATE STANDARDS

The Common Core State Standards provide a consistent, clear understanding of what students are expected to learn, so teachers and parents know what they need to do to help them. The standards are designed to be robust and relevant to the real world, reflecting the knowledge and skills that our young people need for success in *college and careers*. With American students fully prepared for the future, our communities will be best positioned to compete successfully in the global economy.

The Common Core PSSA will be administered in 2015. This gives us the 2013-2014 to continue working on aligning our Math to Common Core Standards and begin work on our K-12 Comprehensive Literacy Plan to get ready for the Common Core Reading PSSA.

(Common Core State Standards Initiative, Preparing America's Students for College and Career, www.commoncorestandards.org)

COPY MACHINE

Teachers in rooms 100 through 206 will use the copy machine in Room 114. Grades 3 through 5 (rooms 300 through 314) will use the machine located in room 300. If there is a problem with a copy machine, please notify the school

secretary and she will call for service. Teacher aides will change the toner cartridge when needed. If aides are not available, please change the cartridge and keep the packing from the new one so that the old one can be returned. The old cartridge should be placed back in the box. Please make every effort to keep copying to a minimum. When possible, use the services of the District Production Department.

DISCIPLINE

Teachers should handle problems in accordance with the Bethlehem Area School District Code of Conduct.

Class Management Plans

Procedures and rules are to be taught on the first day of school and reinforced frequently. Teachers are to discuss the basic school rules with the students and explain how they apply to the classroom expectations. Teachers will develop classroom expectations with the students as well as an in-class intervention plan. A copy of your classroom management plan must be given to the principal by the end of the first full week of school. A copy of the classroom rules should also be posted in the classroom.

School and Hallway Conduct

Teachers must accompany their classes to and from specialist classes, during class changes, and during lavatory breaks. In addition, teachers are to accompany their students to the cafeteria at lunch time.

Every professional staff member has the responsibility to correct a child who is not following the rules and regulations of the school. Each child's well-being is the responsibility of the entire school staff.

DIAGNOSING STUDENT ILLNESS

The school nurse and nurse assistant are responsible for making decisions about when a student is to be sent home for reasons of illness. This is not a classroom teacher decision. In the event that health personnel are not available, the decision will rest with the building principal.

DISMISSAL

Early Dismissal

Students are not to be excused early without permission from the office. When an early excuse release is granted, a parent or an adult sent by the parent must come for the child and sign an early release form. If a child becomes ill during the school day and needs to be sent home early, the parent or guardian will be contacted. The child must be accompanied from school to the home by the parent or an adult sent by the parent. Parents are required to complete information on an early release form in the office.

Regular Dismissal

No student is to be dismissed before 3:25 p.m. without approval from the office.

DRESS REGULATIONS

BASD Guidelines for Employee Dress:

Bethlehem Area School District employees set an example in dress and, therefore, all school district employees shall be clean, neat, well-groomed and dressed in a manner reflecting their responsibility as role models for the students of the district.

Dress Regulations

Clothing that is too revealing is unacceptable. Blue jeans, casual shorts, T-shirts, sweatshirts, sweatpants, and spandex-type garments are not permitted.

Exceptions:

- Physical education staff are permitted to wear physical education attire, including shorts and T-shirts. Spandex-type garments are not permissible.
- Bus drivers, custodians, and maintenance workers are permitted to wear blue jeans, T-shirts, and sweatshirts.
- Bus drivers are permitted to wear casual shorts.
- On special occasions, alternate dress is permissible.

Garments that students are not permitted to wear, as specified in the Level II infractions of the Student Code of Conduct, are also unacceptable attire for employees. Guidelines for student attire are as follows:

- Students shall not wear clothing, symbols, pins, or other paraphernalia advertising alcohol, tobacco, or other controlled substances; displaying inappropriate words or pictures; derogatory to any ethnic group; or which may cause disruption to any school, class or activity.
- Students are not permitted to show bare midriffs or wear halter-like tops, see-through blouses or shirts, short-shorts/cut-offs, or revealing garments.
- The wearing of caps, hats, jackets, coats, or other outerwear is prohibited inside the school building unless authorized by an administrator. All such clothing must be stored in designated areas during the school day.
- Shoes, sneakers, or other appropriate footwear must be worn in school at all times unless otherwise specified by an adult authority.
- Students shall not wear any clothing items or clothing accessories which, in the view of an administrator, represent a safety hazard or danger to school property.
- Students will be informed of any special dress regulations which exist in specialized school programs or activities and will be expected to abide by such regulations.
- Visitors to our school are respectfully requested to model appropriate attire while on school premises. Please report visitors' inappropriate dress to the principal.

The Guidelines for Employee Dress shall have no adverse effect or consequence on the employment of any staff member except in instances of willful and persistent violation of the policy.

EDUCATIONAL/VACATION TOURS AND TRIPS – SEE ATTENDANCE FOR STUDENT

When a student gives you a vacation request form, please fill out the number of absences and the child's academic standing, if applicable, before sending the form to the office.

EMPLOYEE INTEGRITY PROTOCOL

As employees of the Bethlehem Area School District (BASD), we are responsible to the children we serve, to each other, to our school district, and to our community. Everyone benefits when we perform our functions with responsibility, respect, and integrity.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

The goal of the BASD English Acquisition Program is to have all limited English proficient (LEP) students become fluent in English in the shortest amount of time possible so they may experience maximum success in school.

Farmersville, as a low impact school with less than 6% LEP students, has an itinerant ESOL teacher who schedules sessions with small groups of students two or three times each week. Additional support may be provided by a paid tutor, called a "Second Language Guide."

Following testing, students, K-5, are determined to be at the beginner, intermediate or advanced level of proficiency. Each student is monitored twice a year as he or she moves through the stages of oral proficiency, reading and writing. Progress in classroom performance is what signals a move to a higher proficiency level. The classroom teacher works closely with the ESOL teacher to rate each student's progress. The student is exited from the English Acquisition program when the school team determines the child has the ability to achieve in the regular program.

A major benefit of the English Acquisition Program is greater inclusion. This helps LEP students to build friendships, and leads to interactions that benefit the language minority students and all our students.

All ESOL students have a red folder in their file in the office.

EPIPEN

All teachers and aides at Farmersville School are trained how to use an EpiPen when a student has a severe reaction to eggs, peanut butter, fish or other foods.

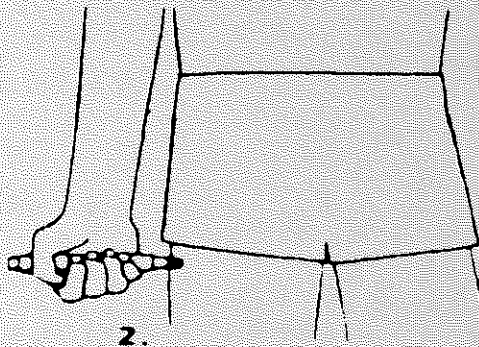
Signs of an Allergic Reaction Include:

MOUTH:	itching and swelling of the lips, tongue, and/or mouth.
THROAT:	itching and/or a sense of tightness in the throat, hoarseness, and/or hacking cough.
SKIN:	hives, itchy rash, and/or swelling of the face or extremities.
STOMACH:	nausea, abdominal cramps, vomiting, and/or diarrhea.
LUNG:	shortness of breath, repetitive coughing, and/or wheezing.
HEART:	weak pulse, passing-out.

EpiPen Jr. Directions

DIRECTIONS FOR USING EPIPEN® JR. AUTO-INJECTOR

1. Pull off gray safety cap (illustration 1).
2. Place black tip on thigh, at right angle to leg (illustration 2). (Always apply to thigh.)
3. **Using a quick motion,** press hard into thigh until Auto-Injector mechanism functions, and hold in place for several seconds. The EpiPen Jr. unit should then be removed and discarded. Massage the injection area for 10 seconds.



FIELD TRIPS

Class Trips

Class trips are an important part of the total curriculum. Each teacher may take the class on one field trip per year. Plan bus trips as early as possible so that you will be assured of your preferred date. If you will need to charter a bus, please try to schedule your field trip for Tuesday, Wednesday, or Thursday, as mid-week rates are considerably less. In addition, please try to make charter arrangements by December. For formal field trips, teachers are required to notify the parents with a letter at least a week in advance of the trip. If a parent chooses not to allow a child to participate in this activity, please notify the office immediately so that proper planning can occur. BASD Field Trip and Bus Requisition forms are available in the faculty room. Submit the form to the principal for approval and processing.

Permission must be received from parents for all trips. A form is provided for distribution to your students. A class list that includes addresses and phone numbers as well as a first aid kit must be taken on each trip. **A class list for all students attending the trip must be turned in to the office on the day of the trip.**

Any teacher leaving school grounds with their class must first inform the office (See also Chaperones).

FIFTH GRADE STUDENTS' DUTIES

The Grade 5 teachers will select students to perform duties as follows:

1. Morning Announcements – Two students shall be selected each week to read the morning announcements. These students should report to the main office by 9:05 a.m. each morning.

The opportunity to perform the above duty is considered a privilege and must be earned. Students not taking these responsibilities seriously will immediately have the privilege revoked.

FIRE DRILL PROCEDURES

Fire drills will occur once a month, sometimes in the morning and sometimes in the afternoon.

When the fire alarm rings, teachers will monitor the fire drill with stopwatches.

Staff members will use walkie-talkies to verify all children are counted. Teachers using stopwatches or walkie-talkies will be notified prior to school opening.

The procedure is as follows:

1. Teachers with stopwatches will go to their exits and as soon as the first student passes through the exit, they will start their stopwatch. When the last student passes through the door and has moved several feet away from the exit, the stopwatch should be pressed to stop. Upon returning to the classroom, each staff member with a stopwatch will call the office with the time.
2. All staff members must remember to close windows, turn lights out, close their doors, and remember their roll books and red emergency folders.
3. Following the red line path indicated on the fire exit map in your room, escort the students out of the building to the designated area. If for some reason the exit from the room is blocked, use a window in the room.
4. Students must remain in single file, facing front with no talking. Once you are assembled in a single file line outside of the building, account for each student by taking roll. Students should stay in line, without talking, however long the wait. Ms. Hilton will check in with each walkie-talkie to verify all students are accounted for.
5. Upon a signal from the principal, secretary, or custodian, you may escort your students back into the building.
6. **Every staff member is expected to exit the building during a fire drill.**

The Fire Department will conduct inspections of the building periodically. Please see Addendum X for district guidelines.

FIRST AID

Each teacher, and the teacher assistant, has been supplied with a first aid packet and rubber gloves. Very minor scratches can be taken care of by the teacher or the teacher assistant. Other injuries should be evaluated and treated by the school nurse or the health assistant.

First Aid in the Event of an Allergic Reaction

See EpiPen

First Aid in the Event of a Seizure

Generalized Tonic - Clonic Seizure. The most noticeable type of seizure.

During the seizure: Person may fall, stiffen and make jerking movements. Pale or bluish complexion may result from difficulty in breathing.

- Keep calm.
- Ease the person to the floor and put something soft under the head.
- Remove glasses and loosen tight clothing.
- Clear the area of hard or sharp objects.
- Do not force anything between the teeth.
- Do not try to restrain the person. **You cannot stop a seizure.**
- Call for help from the office.

Note time seizure started, report this information to first aid responder.

If you have students who are known to have seizures do not send them to the office by themselves when they do not feel well.

GENERAL HOUSEKEEPING PROCEDURES

The procedures and regulations enumerated below are in effect in all District schools.

1. Items are not to be hung from or attached to suspended ceilings or lights. Bulletin boards and tack strips must be used to hang items on walls. Items may not be attached to other wall surfaces.
2. The burning of candles, incense, etc. is not permitted.
3. Fire extinguishers, fire and safety signage, and fire alarm pull stations must be accessible at all times.
4. Fire doors are not to be propped open at any time during regular school hours or when school activities are occurring.
5. All glass areas or windows of offices and classroom areas must remain unobstructed.
6. All HVAC units such as unit ventilators, cabinet heaters, etc. must remain free of clutter. No items may be stored or stacked on HVAC equipment.
7. Air supply or return air grilles or ductwork may not be blocked.
8. Cabinets and shelving should be maintained in an orderly fashion and not be overloaded or cluttered. Convenient access to plumbing must be maintained in all sink base cabinets.

9. A plan of ongoing inspections of accessible areas housing plumbing fixtures must be implemented by the Principal or administrative designee.
10. All observable leaks or watermarks must be immediately reported to the District Supervisor of Buildings and Grounds.
11. Refrigerators, hot plates, microwave ovens, coffeemakers, and other household appliances are restricted to designated teacher lounge areas, office break rooms, and family and consumer science classrooms.
12. Animals are not permitted in District schools except for activities specifically related to the accomplishment of curriculum objectives with administrative approval.
13. Furniture, rugs, and lighting fixtures other than those provided by the Bethlehem Area School District are prohibited except as authorized by the building Principal in consultation with the Maintenance Department supervisory staff. **Rugs, pillows, etc. will be removed at the end of each school year (or as needed) for cleaning.**
14. **All corridors, stairwells, fire escape doors, and windows must be kept free and clear of obstructions at all times.**
15. Exterior grounds, parking areas, walkways, and courtyard areas must be regularly inspected and appropriately cleaned and maintained at all times.
16. Any cleaning chemicals other than those provided by the head custodian must be stored under the sink. The appropriate MSDS sheet is to be hung inside the cabinet door.

GIFTED STUDENTS

Teachers may refer potentially gifted students' names to the principal for consideration. A comprehensive building screening that requires teacher, student and parent input is necessary before referral to the District Child Study Center can be made.

Characteristics of Gifted Children

- Intense curiosity
 - probes for answers
 - explores independently
- Advanced problem solving ability/conceptualization
 - makes generalizations
 - transfers concepts to new settings
- Motivation and perseverance
 - unusual degree of commitment
 - especially self-selected activities

- Drive to organize and perfect
 - places great importance on quality of performance
- Searches for challenge
 - welcomes complexity
 - enjoys games of thought and reason
 - plays with ideas and words
- Heightened Perceptual Skills
 - acutely aware of and responsive to environment
 - uses all senses
 - keenly observant and highly alert
- Originality and Humor
 - puts things together in new ways
 - displays keen sense of humor
 - takes risks by exposing unconventional positions
 - flexible and fluent in generating ideas
- Resourcefulness and Independence
 - seeks own direction
 - self-initiating
- Fondness for Elaboration
 - loves to embellish by adding on to ideas, responses and solutions
 - generates alternatives
 - concerned with detail
- Acute Sensitivity
 - reacts strongly to moral and social issues
 - has intense empathy
 - viewed as a leader

GRADES AND RECORDS

Each teacher must maintain a class record book. In addition, teachers must retain, in their files, all student work and records that were not returned to students, including tests and quizzes, for a period of six months following the close of the school year. This information must be available for parental review, upon request.

Grading System – Grades 4 through 12

- | | | |
|---|------------|---|
| A | (90-100) | Meets or exceeds standards at an average of 3.0 or better on a four-point scale; Demonstrates outstanding understanding of concepts, acquisition of content, effort, and responsibility. |
| B | (80-89) | Meets or exceeds standards at an average of 3.0 or better on a four-point scale; Demonstrates above expected understanding of concepts, acquisition of content, effort and responsibility. |
| C | (70 – 79) | Meets or nearly achieves standards at an average of 2.0 or better on a four-point scale; Demonstrates inconsistent understanding of concepts, acquisition of content, effort, and responsibility. Intervention is recommended. |
| F | (Below 70) | Consistently fails to meet standards at an average of 2.0 or below on a four-point scale; Consistently fails to demonstrate understanding of concepts and acquisition of content during the marking period; Fails to demonstrate effort and responsibility. Intervention required in standards courses.
"F" can also mean failure for the year. |

GRADING

Teachers should have an adequate number of grades, especially in Science and Social Studies, in order to fairly assess students.

GUIDANCE

The counselor is available for whole class instruction based on a special need. Please talk to the principal or guidance counselor if you have a need in this area. A referral form is required before the counselor is permitted to see a child. The counselor will see all students new to Farmersville and assist them in getting oriented.

HOLIDAYS

Please be cognizant of the holidays celebrated by all faiths. Also, be sure to watch assignments, tests, and bulletin boards to make certain you are accommodating all children, regardless of their religious backgrounds.

HOMework POLICY

Homework should be educationally meaningful. Each teacher is requested to develop a parent letter explaining the type of homework, teacher expectations, etc. for that subject area (reading, language arts, math, science, social studies) and a suggested time to contact you if there are questions. As a guide ONLY, students should receive the following amount of homework:

K	15 minutes supervised, 2 times/week
Grade 1	15 minutes
Grade 2	30 minutes
Grade 3	45 minutes
Grade 4	1 hour
Grade 5	1 hour, 15 minutes

In addition, all classes must be assigned 15 minutes of independent reading each night. Letters should be sent home no later than ten working days after school begins. Be sure to encourage both fiction and non-fiction reading. A copy should be sent to the principal's office.

Please be sure to check all homework assignments. Homework or writing assignments should never be used as punishment.

Please remind parents that the purpose of homework is to reinforce the skills their children are learning in school. Their role is to support and encourage their child in completing the required homework assignments.

Reminder: Homework must be on an independent level, not instructional. The purpose of homework is to reinforce learning by providing opportunities for students to practice what they have learned in the classroom. When students do not understand what they are to do and make errors in their homework, they are, unfortunately, reinforcing the wrong way to do the assignment. Therefore, it is important not to assign anything that requires skills or strategies that have not yet been covered or clearly understood by students in the classroom.

INSTRUCTIONAL SCHEDULES

All personnel who provide instruction to children are to submit copies of their schedules to the principal by the end of the second full week of school. Itinerant teachers are to include the names of the schools to which they are assigned when not at Farmersville.

Please use the schedule template provided.

LESSON PLANS / PLAN BOOK

As per BASD Policy #111: To facilitate more effective instruction, lesson plans must be prepared at least two (2) days in advance of the lesson with a skeletal plan available for at least one (1) week in advance of each lesson. Plan books may be inspected and must conform to the guidelines established by the building principal.

The primary purpose of the class plan book is to assist in daily and long-range planning. Be sure to keep substitutes in mind when writing your plans. Plans should include the objective, content, evaluation and materials to be used. In addition, plans must reference the ELA or math standards being addressed. A substitute handbook is provided for details of classroom management (seating charts, class roll, time schedules, etc.).

Plan books must be available to a substitute at all times. The principal will inspect lesson plans routinely throughout the year. Plans will be initialed and dated so that the teacher is aware it was looked at.

LOST AND FOUND

All valuable articles found are to be turned in to the office. Articles of clothing, etc. should be placed in the lost-and-found bin in the cafeteria on the stage. Please encourage students to take care of their personal belongings and to check the lost- and-found bin and the office counter if they misplace something.

LUNCH MONEY, LOST OR FORGOTTEN

Lunch will be provided by the cafeteria personnel to children who have lost or forgotten their money. Money will need to be paid back the next school day.

LUNCH SUPERVISION

Students will be supervised by the general purpose teaching assistants during lunch. This is a social time and students are permitted to talk with their friends in the cafeteria, as long as they maintain appropriate conversational tones. Students may use the entire 30 minutes to eat if they desire.

MATHEMATICS

The math program *Investigations* is implemented in the elementary schools. *Investigations* is a constructivist curriculum in which teachers should be hearing

how their students think mathematically, solve problems and investigate math concepts. Math skills are built into the curriculum and must continue to be stressed.

MEDICATION, ADMINISTRATION OF BY SCHOOL PERSONNEL

Medication may only be given to students who have an order signed by both the parent/guardian and a doctor. Please send all notes requesting school staff to administer medication to the office. Except under unusual circumstances, teachers will not be involved in the administration of medication. Students are not permitted to take medication themselves, including over-the-counter medication such as cough drops or pain relievers.

MILEAGE

Forms are available in the main office. They should be submitted for a minimum of three months' expenses. The secretary will provide payment requisitions for home based specialists.

MONEY COLLECTIONS

At various times throughout the school year, you will be collecting money from students for fund-raisers or activities. It should be stressed that:

- All money collected from students is deposited in a special school activities account.
- Authorization for this account has been approved by the Board of School Directors.
- Money collections of any nature must be approved by the principal.
- Receipts must be given for all money collected.
- Money should never be left in your room - turn it in to the office daily before 2:30 p.m.
- Checks will be issued for all payments.

PARKING

The parking adjacent to the Child Care entrance is for Child Care parents and staff only. All other parking must be in the main parking lot.

PENMANSHIP

The district uses the continuous stroke method of Zaner-Bloser. Individual teacher supplies are guides and wall charts. The supportive materials binders will be shared by grade level teachers. Please determine whether you have the required materials. The appropriate writing paper as recommended by the district study committee is available through the monthly requisition process. Student workbooks will not be ordered.

PERSONAL PROPERTY

At no time should money, keys, purses, or other valuables be left in a teacher's unlocked room or desk. In addition, teachers should tell students not to bring in valuable items or equipment from home such as cell phones, iPods/iPads, electronic games, etc.

Teachers will be reimbursed for personal property losses as a result of a casualty such as fire, explosions, or water damage. Forms for submitting a claim are available in the office. Losses due to theft, misplacing of items, etc. will not be considered for reimbursement.

PLAYGROUND RULES – (Grades K, 1 and 2)

1. Share with everyone.
2. Take turns.
3. Stay by the playground equipment and on the blacktop.
4. Do not go down to the trees. Stay out of the dirt.
5. Stay away from all windows.
6. Only go down the slide, feet first, on your bottom.
7. Go across the monkey bars from the ladder to the platform (one way).
8. Watch where you put your hands and feet when climbing on the playground equipment.
9. Only use the pieces of the equipment on which you do not need help. Call for help if you need it.
10. Do not throw the mulch or put it anywhere on the equipment.
11. Jump ropes are used only for jumping.
12. No balls on the equipment.

13. Kickback may only be played in the field.
14. Hands off: trees, sticks, rocks, dirt, mulch, and others.
15. No: pushing, shoving, pulling, tackling, kicking, punching, hitting, or biting.
16. Line up immediately when you hear the bell or whistle.

PLAYGROUND RULES (Grades 3, 4 and 5)

1. Football use is left to the teacher's discretion.
2. Footballs will not be used during Aide time.
3. Gymnastics are not permitted.
4. Rough play is not permitted.
5. Students should use the sliding board correctly.
6. Playground balls and students are not permitted near classroom windows.
7. Students are to play in view of the teacher/aide.
8. Jump ropes should be used appropriately.
9. Mulch and dirt should remain on the ground.
10. Students are not permitted to climb trees or remove sticks from the ground.
11. Playground equipment should be used appropriately. Climbing on or over railings is not permitted.

READING

Classroom Reading Program

Farmersville utilizes a balanced reading program composed of community reading, just right reading, and time each day when children read anything of their own choosing. Community reading is time each day when children read, or listen to, grade appropriate text. MacMillan has been adopted as the K-5 reading series.

Guided Reading

Guided reading is an instructional setting that enables grades 1 through 5 teachers to work with a small group of students to help them learn effective strategies for processing text with understanding. Guided reading groups are dynamic, flexible, and change on a regular basis. The teacher chooses books at an appropriate level for each group. The teacher introduces the story, focusing on meaning with some attention to new and interesting vocabulary. Skill practice is embedded in shared reading. Assessment is ongoing and embedded in instruction.

Remedial Reading

The school reading programs are monitored by the reading specialist. They provide reading instruction to students who are experiencing difficulty. They also serve as a resource for classroom teachers regarding individual learning problems.

Reader's Workshop

Reader's Workshop is a highly motivational tool that promotes independent and recreational reading habits. All classroom teachers are provided with the Reader's Workshop text to help them implement this activity.

RECESS

Daily

Recess is to be a scheduled, planned, and supervised activity. It should be a part of your schedule and arranged to meet student needs. Recess periods will follow normal procedures and schedules when the outside temperature is above twenty degrees Fahrenheit and the weather is fair. **Recess will be cancelled when the wind-chill and/or the temperature is 20 or below.**

The teacher must remain in the play area with the students. If a teacher keeps a child "in for recess" the teacher must be in the classroom to supervise the child. A grade level partner may supervise both classes, if agreed upon. **No student is to be left in a classroom unsupervised.** Do not send the child to the office unless he is considered a serious behavior problem (see CODE OF CONDUCT).

Teachers are encouraged to structure one game activity for the entire class rather than free play. This will reduce the chance of injury or discipline problems. Each class has equipment that may be used. **Students are encouraged not to bring balls or other equipment from home.**

Teachers are to review the school and playground rules and regulations with the students periodically throughout the year.

RECYCLING

The Bethlehem Area School District is committed to recycling and will recycle school paper, metal cans (aluminum, tin, steel), glass (clear, brown, green), plastic bottles (green, clear), corrugated boxes, computer printout paper, newspapers, and plastics marked on the bottom with the numbers 1 or 2 in a triangle.

Procedures

- Blue Recycling Box - place beside the regular wastebasket. These boxes are for mixed office paper. Place the paper flat in the box. The recycling box may not be used for playground equipment or other school supplies. You no longer need to separate cardboard and paper.

Helpful Hint: If it looks like paper, it is recyclable except if it is shiny, gummed, chemically coated, or tissue/towel paper.

- Commingled Materials - cans, glass, and plastics are to be placed in the bin provided in the faculty room.
- Other Recyclables- contact the custodian. Newspapers, newsprint, classroom booklets, and magazines will be bundled by the custodian. Textbooks will be prepared under the direction of the principal.

REPORT CARDS

The elementary report card system is an electronic database containing grades for children in BASD's elementary schools. End of marking period grades and competencies will be entered on eSchool.

Teachers will be given a REPORT CARD SCHEDULE for 2013-2014 as soon as it becomes available. Grades must be entered into eSchool by 9:00 a.m. on those dates.

The distribution dates for report cards are listed on the school district calendar.

RtII

RtII stands for Response to Instruction and Intervention. RtII is a regular education initiative to provide all students with appropriate academic and behavioral instruction prior to student failure. Ongoing school-wide assessments are used to help identify students who are not meeting expectations. Interventions are then put in place to meet the child's specific needs. The child's progress is continuously monitored and decisions are made to help the child be successful, academically and behaviorally.

What RtII is	What RtII is NOT
- data-driven process to improve student achievement-general education led effort implemented within the general education system, coordinated with all otherservices, including special education, therapies, etc.-system to provide instructional intervention immediately upon student need-process to determine if a student responds to scientific, research-based interventions	-an individual teacher or classroom-special education program-extra period of reading or math instruction-separate stand-alone initiative

RtII follows a three-tiered model. As a child moves through tiers, from Tier 1 to Tier 3, the amount of time a student receives intervention increases, while the students served in those tiers decreases. Tier 1 provides differentiated, standards-aligned instruction and interventions to all students in their regular education classroom. Tier II typically involves a student receiving one small group intervention, while Tier III provides for two or more interventions in a particular skill area, usually in a small group or 1:1 setting. Reference: Response to Instruction and Intervention (RtII): A Fact Sheet for Parents. Retrieved from <http://www.pattan.net> on July 11, 2011.

SEATING PLANS

Make a seating plan as soon as the seating arrangement of your students is complete. Keep it up to date and in a prominent place in your room where it is easily accessible for your principal and volunteers. Put a copy in your Substitute Handbook. Such a plan does not mean that the seating is permanent. Arrange your students' desks in any manner that enhances a good learning situation.

SECURITY

All doors to the building will be kept locked at all times. Teachers and assistants must not prop doors open during recess. Building access keys are attached to each grade level walkie-talkie.

SMOKING

The BASD does not permit smoking on school district property.

STAR PROGRAM

In 2012, the Pennsylvania Department of Education crafted Student Interpersonal Skill Standards for K-12 to address the skills students need to, *"empower them selves and to successfully navigate the social world of family, school, college, and career connections in the world of the 21st century and the global*

marketplace." These skills should be infused, promoted, modeled, and expected throughout the family, school, and community in every aspect of a student's day.

The standard categories are designed to be developed simultaneously.

- **Self-Awareness and Self-Management** are skills to understand and manage behavior as a foundation for appropriate social interaction.
- **Establishing and Maintaining Relationships** articulates skill components of healthy successful interactions with others.
- **Decision Making and Responsible Behavior** addresses the knowledge and skills for making intelligent decisions, accepting the consequences of the choice, and engaging in positive social behavior.

In order to help every student internalize and be able to demonstrate the Student Interpersonal Skills standards, there are overarching guiding principals that all must embrace:

1. Students are viewed as valuable and worthwhile individuals.
2. Students are respected.
3. Cultural differences are respected and accepted.
4. Families, schools, and communities must remove both academic and non-academic barriers to promote student achievement.
5. Learning is a social activity; therefore, it is critical for students to be able to function in social situations.

(A pdf of the complete standards can be found on our school website).

Farmersville's **STAR** program encompasses the guiding principals of the standards by focusing on the universal value of *respect*. STAR stands for Speaking, Thinking, and Acting Respectfully. At a monthly assembly, students are recognized as, "Super Stars." To be chosen as a "Super Star," a student must be observed being respectful and responsible. Each month a different character trait is used to determine who the school's "super stars" really are. The classroom teacher makes the final decision and compiles a list of "stars" to be honored at that month's STAR Tiger Rally.

Green Slips

Staff may hand a coupon to a student "caught being respectful." Coupons are placed in the grade level boxes located in the guidance office. There is a weekly prize drawing.

STUDENT RECORDS

All teachers/instructors must retain in their files all student records that were not returned to students, including tests, quizzes, and class record books for a period of six months following the close of the school year. All relevant test papers, etc., noted above, must be retained and available for parental review through January 3, 2014.

SUBSTITUTE TEACHERS

All staff members who have teaching responsibilities must complete the Substitute Teacher Handbook. This information will assist the substitute teacher in carrying on the regular activities while the teacher is not in the building. Please include "emergency lesson plans" in the event they would be needed. These booklets should be updated periodically.

The completed booklets are due in the office by the end of the first full week of school. They are to be kept in each teacher's mailbox, ready for the substitutes upon their arrival. The substitute will be required to fill out a form as to work covered, work assigned, general comments, and a list of students absent. This form is to be turned in to the principal at the end of each day by the substitute. A report from the regular teacher on the substitute (pink) form must then be completed within 24 hours and returned to the principal's office.

Effective planning is the mark of a competent staff member. Lesson plans, seating charts, administrative duties, and a detailed schedule are to be prepared by each teaching staff member. There should be adequate information to allow anyone coming into the classroom to conduct a productive, educationally worthwhile lesson. No one can predict when he or she will become ill or have an emergency. Lesson plans are required for a minimum of two days in advance and skeletal plans for one week in advance as mandated under Board Policy No. 111.

SUPERVISION OF CLASSROOMS

Students should not be left unattended, even for a very brief period of time, without making arrangements with another staff member for proper supervision. Children dismissed for physical education, art, music, or library earlier than scheduled cannot be adequately supervised while waiting in the halls. Therefore, please be sure you adhere to the schedule.

Students are not permitted to return to their classrooms during lunch without their teacher being present.

No children shall be allowed to remain in the classroom during lunch unless they are under the direct supervision of a classroom teacher. If the Guidance Counselor or another staff member needs to see a student during lunch, that staff member will pick the student up from the cafeteria.

SUPPLIES

Supply order forms are available in the teacher's room. The head custodian will deliver supplies according to the 2013-2014 schedule. Please submit orders to his mailbox by 3:30 pm the Friday before your allocated due date. Please adhere to this schedule. In case of emergency, you may give your request to Mrs. Marques. Orders submitted after 9:00 am on Monday will be filled on the next due date.

TEACHER ASSISTANTS

The Bethlehem Area School District provides a variety of assistance to staff members. This year the following types of teacher assistants have been assigned to Farmersville:

General Purpose

These assistants perform general clerical duties for classroom teachers such as running off materials, correction of papers, shelving library books, and other duties approved by the principal. Their major responsibility is to monitor the cafeteria and playground during the five lunch periods. The teacher assistants also supervise students for one 40 minute period per teacher each week. This period can be used for a combination recess/reading activity.

Health Assistant

This individual administers first aid and provides clerical assistance to the nurse. One such duty requires maintaining records of individual health room visits.

Special Education Assistant

This position is full-time. The role of this individual is to provide assistance to the specified teachers and to the students she services, in either the regular classroom or in the learning support room.

TELEPHONES

The school telephones are to be used for school related business and social calls are to be limited.

Please refrain from using the telephone at the secretary's desk. Use of this telephone makes it inconvenient for the secretary to answer the telephone when the other line rings. We appreciate your cooperation in this matter.

The use of *personal cell phones* should be restricted to off-duty time. We are role models for our students. Personal use of mobile devices is prohibited during instructional time or when supervising students (this includes the cafeteria, assemblies, recess, and field trips).

Mobile devices may be used as instructional tools in the classroom when appropriate.

Use your professional discretion when doing so.

TIGER RALLY

A Tiger Rally will be scheduled monthly as a means of recognizing student/staff accomplishments. Grade levels will be asked to make contributions in the form of readings, songs, etc. The STAR quality for the following month will be introduced.

VIDEO TAPES, MOVIES, AND TELEVISION PROGRAMS

Videos should be used sparingly and only when relevant to the curriculum. A permission form to show videos is required by the principal. Only G rated movies/videotapes may be shown to elementary school children. Movies/videotapes with any other rating are prohibited. Not even a part of a video with other than a G rating may be shown.

The following viewing restrictions are in effect with regard to showing television programs to our students: Only TV-Y, TV-Y7, TV-G* programs may be shown. Not even a part of a television program with any other rating may be shown.

*Requires prior approval from the principal.

Teachers must plan, preview, and emphasize the curricular relevance before including a movie/videotape/television program as part of their teaching.

VISITORS

Anyone other than staff and students of Farmersville Elementary School must report to the main office to receive permission to visit a staff member or a student and to obtain a visitor's badge. Notify the office if you see an individual in the building without a visitor's badge. In addition, please discuss this rule with your students on the first day of school and encourage them to inform a teacher if they see a visitor in the building without a badge.

Parents picking up their children are to wait outside the gym entrance until the doors open at 3:20 pm.

VOLUNTEERS

Parent volunteers are encouraged and welcomed at Farmersville. It is important that we screen, train and supervise volunteers. It is important to remember that staff should supervise students, and volunteers should assist and support staff. Every volunteer is required to complete a volunteer application form annually.

WORK DAY

Farmersville Elementary School will be open from 6:00 a.m. to 10:00 p.m. for teachers and other staff members. The daily time schedule is as follows:

8:15 AM	Teachers report and sign in at the office
8:55 AM	Students enter the building
11:45 AM	Kindergarten dismissal
11:00 AM	Lunch periods begin
12:40 PM	Doors open for PM kindergarten session
1:00 PM	Lunch periods end
3:20 PM	Dismissal of students begins
3:30 PM	Teacher day ends

Teachers are to report to the school office and sign in by 8:15 a.m. They may leave the school at 3:30 p.m. In addition, teachers may leave the building **only** during their assigned lunch period. If staff members choose to leave the building, it is suggested that the secretary be notified.

WRITING

The writing workshop is the required method of instruction in written composition with mini skill lessons to provide the directed instruction necessary to improve mechanics, usage, capitalization, and style.