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**Policies & Procedures**

**Absences:** Employees must request leave at least 3 days prior to desired leave date, unless emergency circumstances. Supervisors must provide reasonable allowance of personal, vacation, or comp time leave. Sub support is not approved when using comp time. Leave (excluding sick leave), shall not be used during the first or last week of the school year. In preschool, this means the first week (bootcamp) and the first week our students start school.

**Abuse and Neglect Mandatory Reporting Policy 2310:** It is the policy of the Washington County School District Board of Education that any school employee who in the course of the duties as an employee knows or has reason to believe that a child's health or welfare has been or appears to have been harmed as a result of sexual or physical abuse or neglect, or who observes a child being subjected to conditions or circumstances which would reasonably result in sexual abuse, physical abuse, or neglect, shall report or cause reports to be made in accordance with the law, policies and rules and procedures of the District. Failure on the part of any school employee to report may result in legal and/or disciplinary action begin brought against the employee. If a school employee knows or reasonably suspects that a child's health or welfare has been or appears to have been harmed as a result of physical abuse, sexual abuse or neglect, he/she shall immediately make an oral report to the Division of Child and Family Services, nearest peace officer, or law enforcement agency as required by state law. \* Within 24 hours, the employee should make an oral report to the school principal or his/her designee concerning the alleged abuse or neglect. It is not the responsibility of the school employee to prove that the child has been abused or neglected, determine whether the child is in need of protection, i.e., conduct his/her own investigation. Calls to DCFS must be made WITH a supervisor present!

**Accident Reporting for Employees Policy 1520:** Employees and volunteers shall report any inherent workplace hazards that may result in injury.  Employees and volunteers shall also report job-related injuries, illnesses, and accidents that require, or may require, medical attention to the principal, administrator, or supervisor, including: Incidents and accidents where injury or illness occurs, or when first aid or emergency treatments are administered. First aid treatment is considered a one-time treatment of minor injuries that do not involve loss of consciousness or restriction of job duty. Incidents where property or equipment damage occurs. Any action or event observed that is unsafe or has the potential to cause injury or damage. Washington County School District has worker's compensation insurance through the Utah School Boards Insurance Association. Injuries that occur on the job fall under this policy. The policy allows compensation for medical care. All employees and bona fide volunteers as defined in Policy 1105 have this protection. All vehicular accidents, regardless of severity, that occur within the course and scope of employment must be immediately reported to an employee's principal, administrator, or supervisor.

**ADAAA Request:** If you would like to make an accommodation request, please contact Tammara Robinson at (435) 673-3553 Ext. 5119 or [ada\_coordinator@washk12.org](mailto:ada_coordinator@washk12.org).

**Arrest Reporting Policy 1101: E**mployees or volunteers must notify Human Resources as soon as possible, but no later than 48 hours after being cited, charged with, booked, arrested, convicted, or agreeing to a plea in abeyance or diversion agreement for any crime, regardless of the imposition of sentence.

# Assessments: Assessments are to be given on the designated days and times found on the published preschool calendar. You must use the standard assessment kit and materials, standard script, and standard recording forms. Assessment data is to be kept in a readily accessible location. As soon as you receive a new student, you must give them a pre-assessment, even if it is late in the year. We need to have 2 formal assessments (PEEP) on record for each student. Be sure to give a final assessment before students leave. Trimester assessments are important as well. They are to be given as outlined in the lesson plans. A copy of the monthly assessments goes in the assessment binder, and a copy is sent home to parents so that they know what their students have mastered or not. You may not assess students that are related to you.

**Attendance:** Regular attendance for employees is important to maintain routines and familiarity with students. Offers of employment may be impacted by unusual amounts of employee absences. Regular attendance and timeliness is an essential function to perform the job responsibilities. **Any deviation from the assigned work hours must be approved in advance by the supervisor.**

Utilize the various methods of clocking in and out on Kronos Timekeeper (swipe badge at clock, enter badge number at clock, or use Kronos “My Timestamp” on a district computer). Clock IN at beginning of work and Clock OUT at the end of work. Clock OUT at the beginning of a break period and Clock

IN at the end of break period. Break period means a break in which the employee is not working and is not available to work (meal breaks, leaving the premises for purposes unrelated to work, staying on premises but not available to work.)

Federal & state law does not require employees to receive a paid rest break or a paid/unpaid meal or lunch break.

Employees must leave promptly at the end of their work schedule unless additional time is authorized by administration or supervisor. Additional time is paid and employee remains on the clock. Employee cannot stay and “volunteer” for their job.

Buddy swiping (employees clocking in/out for another employee or supervisors clocking in/out employees) is considered falsification of records. Do not do it!

Missed punches- If the employee is unable to swipe in or out, they must notify the supervisor within 24 hours. Continuous missed punches may be considered abuse of these procedures and result in a consequence. It is anticipated that you have no more than one missed punch per month. If you have a missed punch, please email your supervisor and main preschool secretary at Bloomington Hills to fix it. She will be keeping track of the abuse of missed punches, and you will receive a write-up for abusing this system.

Employees must call in and provide proper notice of absence or tardy, unless it is a verifiable emergency where notification is impossible. It is not sufficient to call in and leave a message with a

co-worker or a non-supervisor.

**Badges:** District employees should wear their district ID badges when they are on district property. District employees should question adults in the building if they are not wearing an ID badge.

**Bullying Policy 3510:** The Washington County School Board is committed to protecting its students, employees and school guests from bullying or harassment of any type, for any reason.  The School Board believes that all students, employees or guests are entitled to a safe, equitable and harassment-free school experience.  Bullying or harassment in any form will not be tolerated and shall be just cause for disciplinary action.  Conduct that constitutes bullying or harassment as defined herein will be dealt with immediately and consistently. Such a culture is necessary for the creation of an effective learning environment.

**Calendar:** You will find the preschool calendar on the back of this binder and it is widely available. Parents, secretaries, site coordinators, principals, teachers and paras should all be given a calendar magnet each year and the calendared activities should be followed as they are designated, unless otherwise stated.

**Classroom Management:** Classroom management significantly affects student learning. It is important that classroom procedures and rules are taught and enforced consistently throughout the year. At the beginning of the year, each teacher must teach the “what” and “why” of school and classroom rules and practice all procedures to automaticity. Rules should be posted in every classroom and enforced with equity and consistency. Teachers should use the least invasive reactions to infractions and deal with problems without emotion. Rules and procedures should have rewards and disciplinary strategies tied directly to them that students understand and expect. Consistency with all students throughout the year will ensure appropriate behaviors.

**Classroom Supplies:** The vast majority of the supplies that you need to run your classroom and the provided curriculum will be provided to you. If there is something that you can justify a need for, please speak with Brittney. If you purchase something and then need to be reimbursed for it (i.e. / teacher legislation money, which is given only to the SPED teachers) your receipt must be turned in within the week the purchase was made, otherwise it may not be reimbursed.

**Coaching and Classroom Observations:** Preschool administrators and coaches will be in your rooms at least twice each month for coaching and observation. The observations will cover topics from previous professional development, as well as the Utah Teaching Standards, CDA Standards, Preschool Non-Negotiables, Utah Early Childhood Standards, and the We Can! Manage Observation form.

**Code of Ethics:**

**Policy 1440:** The Board of Education may interpret as unprofessional any act by any employee of this school District to exert unreasonable and unwarranted pressure upon the Board, the Superintendent, or principals by soliciting support from individuals or groups, except as may be reasonable and necessary in connection with hearings involving said employee.

Employees are expected to be ethical in all that they do and say. See <http://www.le.state.ut.us/UtahCode/section.jsp?code=677-16>

Early Childhood Professionals are also to uphold the NAEYC Code of Ethics. <http://www.naeyc.org/files/naeyc/file/positions/PSETH05.pdf>

NAEYC Statement of Commitment:

As an individual who works with young children, I commit myself to furthering the values of early childhood education as they are reflected in the ideals and principles of the NAEYC Code of Ethical Conduct. To the best of my ability I will never harm children. Ensure that programs for young children are based on current knowledge and research of child development and early childhood education. Respect and support families in their task of nurturing children. Respect colleagues in early childhood care and education and support them in maintaining the NAEYC Code of Ethical Conduct. Serve as an advocate for children, their families, and their teachers in community and society. Stay informed of and maintain high standards of professional conduct. Engage in an ongoing process of self-reflection, realizing that personal characteristics, biases, and beliefs have an impact on children and families. Be open to new ideas and be willing to learn from the suggestions of others. Continue to learn, grow, and contribute as a professional. Honor the ideals and principles of the NAEYC Code of Ethical Conduct.

**Communication:** Our primary way of contacting you will be through your district Gmail (@washk12.org) account. Please make it a habit to check it daily. Teachers, staff, community members, etc. who have a question or concern are invited to communicate directly with preschool administrators about any issue. We are a group of professionals. As such, we need to communicate professionally with each other, about each other, and about students, parents and members of the community. Please remember the power of positive thinking. We will always try to assume the best about an individual or situation. Please do the same with each other, and with students, parents, and administrators. If you have a frustration or a concern, please address it appropriately and directly at the source while it is small-remember the relationship is large and the problem is small. We encourage you to be friendly and positive with parents. You can visit with them about their child but if they ask questions specific to behavior, the programs their children are working on, or the service pattern (the amount of time the child attends school), please direct the parent to the teacher to answer those questions. You can answer simple questions about how the child did that day.

**Concussion and Head Injury Policy for Students Policy 2360:** The Board recognizes that concussions and head injuries are commonly reported injuries in children and adolescents who participate in athletic programs, practices, competitions, and physical education classes. It shall be the policy of the Washington County School District Board of Education, in accordance with UCA 26-53-101 et seq., to require all coaches, assistant coaches, athletic program support staff identified on the District Extra Duty Assignment Roster, and physical education teachers and assistants to complete training on the recognition and management of concussions or head injuries. Further, the District shall inform parents or legal guardians of this policy and obtain the parent's or legal guardian's signature on the policy before permitting a child to participate in a sporting event.

**Confidentiality:** It is important that you do not talk about our students to other people. Many parents do not want others to know that their child attends a “special education” preschool. Please be sensitive to our parents and our students and never give out specific information about a student to others. Please do not use student names outside of the preschool setting. NEVER post information regarding school on social networks.

**Contract Hours:** You are expected to work all of your allotted contract hours each week, but to not go over your hours, unless permission is given by a preschool administrator. You are responsible for keeping track of how many hours you have worked in a week. If there is a holiday, you must deduct those hours from that work week. Please remember to clock in and out on time. The time clock rounds to the nearest 15 minutes.

Full-time Employees (SPED teachers, coaches, CDAs, etc.): 40 hours each week

Required work hours: 8:00-4:30 Monday-Friday (7 hours/day)

-30 minute lunch break each day (out of your room)

=35 hours/week

You have an additional 5 hours you may work whenever you choose during the week.

Part-time Para-Professionals: 19.5 hours each week

AM Required work hours: 8:45-12:45 Monday-Thursday (4 hours/day)

9:30-12:30 Friday

=19 hours/week

You have an additional .5 hour you may work

whenever you and the CDA choose during the week.

PM Required work hours: 11:45-3:45 Monday-Thursday (4 hours/day)

9:30-12:30 Friday

=19 hours/week

You have an additional .5 hour you may work

whenever you and the CDA choose during the week.

Each school’s preschool schedule may be off by a few minutes. Adjust the above times accordingly.

**Corporal Punishment Policy 2120:** A school employee may not inflict or cause the infliction of corporal punishment upon a child who is receiving services from the school. This policy does not prohibit the use of reasonable and necessary physical restraint or force in self-defense or otherwise appropriate to the circumstances to: Obtain possession of a weapon or other dangerous object in the possession or under the control of a child. Protect the child or another person from physical injury. Remove from a situation a child who is violent or disruptive. Protect property from being damaged. "Corporal punishment" means the intentional infliction of physical pain upon the body of a minor child as a disciplinary measure

**Curriculum:** Teachers understand that the curriculum has been written by certified teachers and that it is research-based. Teachers will follow the lesson plans that are given, unless appropriate accommodations or differentiation is necessary.

**Dress Code:** Employees are expected to dress in good taste and to be well-groomed according to community standards for professional employees. Employees shall be neatly groomed and dressed in modest clothing that is suited to the day’s work or activity. You are a representative of the school district and you need to look the part. We are required to follow the same dress code the students and teachers in school have to follow. It is especially important for you to remember that you will be up and down all day***.  Please wear clothes that will not expose your chest or your back when you bend over.*** Tank tops and shorts or skirts that are more than 2 inches above the knee are not appropriate.

**Discrimination Policy 1710:** Washington County School District (District) is committed to a work and educational environment in which all individuals are treated with respect and dignity. Each individual has the right to work and learn in a professional atmosphere that promotes equal opportunities and prohibits unlawful discriminatory practices, including harassment, intimidation, oppression and exploitation. Therefore, Washington County School District expects that all relationships among persons in the office, the school, during activities, and in the classroom to be educationally promoting, and free of bias, prejudice and harassment. The District will not tolerate unlawful discrimination or harassment of any kind. Through enforcement of this policy and by education of employees, the District will seek to prevent, correct and discipline behavior that violates this policy. All employees, regardless of their positions, are covered by and are expected to comply with this policy and to take appropriate measures to ensure that prohibited conduct does not occur. Appropriate disciplinary action will be taken against any employee who violates this policy. Based on the seriousness of the offense, disciplinary action may include verbal or written reprimand, suspension or termination of employment.

*Prohibited Conduct under this Policy:*

The District, in compliance with all applicable federal, state and local anti-discrimination and harassment laws and regulations, enforces this policy in accordance with the following definitions and guidelines:

* Discrimination
* Harassment
* Bullying

See policy 1710 for full terms, definitions, and examples.

**Drug and Alcohol Abuse Policy 1400:** Because of the special role the school system plays in discouraging students from using controlled substances, it is the policy of the Washington County School District that employees are required to refrain from illegally using, possessing, manufacturing, dispensing, or selling controlled substances (drugs) in their private lives. Furthermore, employees of the District must be free of the influence, use, possession, selling and dispensing of drugs and alcohol while on duty or on School District property. Any employee who has a substance abuse or alcohol abuse problem is encouraged to obtain assistance for his or her problem by admission to a drug or alcohol abuse treatment program. Employees are strongly urged to seek such assistance before their problem becomes a matter of public knowledge or has affected his or her ability to effectively perform his or her job responsibilities. The Human Resource Director can provide an employee with information on substance abuse treatment options upon request. The District will not excuse a violation of this policy on the pretext that the employee intended to seek the assistance of a treatment program.

**Editing:** It is ALWAYS a good idea to have somebody else read a note/paper you want to send home. Make sure it is free of errors and it is presented in a positive manner. I would be happy to edit anybody’s papers as needed.

**Educator Evaluations Policy 1432:** The purpose of the formal educator evaluation system of the Washington County School District (referred to as District in this policy) is to insure that the best possible instruction and learning are accomplished and to provide feedback to the educator in order to promote professional growth in conjunction with the educator's plan for professional development. The evaluation process is also intended to establish behaviors that contribute to student progress. The Washington County School District Board of Education understands the importance of guaranteeing that every child has an effective educator. Research shows that educator quality affects student achievement greater than any other school based variable. It is the policy of the Washington County School District to focus on preparing, recruiting, and retaining quality educators as primary strategies to boost academic achievement. By linking educator evaluation with academic standards for students and professional standards for educators, the District intends to transform educator evaluation into a more effective tool for improving instructional practice and raising student achievement.

**Friday Meetings:** Attendance at Friday meetings (curriculum training, professional development, parent training meetings, or PLC/prep time) is mandatory. Please be on time and prepared for the training that will occur. Please do not ask Brittney or another preschool administrator for permission to be excused from these meetings, unless it is absolutely necessary or an emergency. It puts them in a hard position, because they wants to be nice. ☺ If you are given a preparation/planning day on a Friday, make sure that you use that time. If you don’t have anything that needs to be done in your classroom, contact Brittney or LeeAnn for an assignment.

**Grievance:**  It is the policy of the Washington County School District ("the District") to provide prompt, informal administrative resolution (at the lowest possible supervisory level) to ensure the protection of employee due process rights and maintain our District focus on serving students. The intent of this policy is to provide a concise and orderly means for resolving grievances. A "grievance" is an alleged violation of misinterpretation of the terms, meaning, or application of any of the provisions of District Policies or an event or condition which adversely affects the welfare or conditions of employment of an employee or group of employees.  It is expressly understood that a claim based upon an event or condition which does not fall within the definitions of this policy shall not constitute a grievance. A grievance must be filed within 30 days of the date the employee knew or should have known of the actions giving rise to the grievance. Informal Procedure:

Step 1: The employee shall first discuss the dispute or grievance directly with the individual with whom the dispute arose.  This is an important first step.  If this initial meeting or interaction is impossible due to safety concerns or immediate hostility, the grievant should document either an attempt to contact the individual with whom he has the grievance or document the hostility or unavailability that makes this first step impossible to carry out.

Step 2: If the grievance is not resolved at Step 1, the employee may next provide a written statement of the complaint to his/her school administrator or building supervisor with the objective of resolving the matter.  The principal or supervisor may ask the grievant for additional information, discuss the grievance with the grievant, and/or question other employees.  The school administrator or building supervisor should be as confidential as possible with the grievant's statement.  The principal will provide the grievant with a written response to the grievance within 20 days of receiving the written information from the grievant.  The principal shall also maintain a copy of his/her written response.

See policy 1720 for procedure if no resolution after Step 1 & 2.

**Guaranteed Viable Curriculum:** All preschool staff, parents and students are committed to attaining mastery of the GVC. Preschool teachers are responsible for stressing the importance of parent involvement in the process of this mastery and the importance of kindergarten readiness.

**Harassment:** The District prohibits harassment if any kind, including sexual harassment, and will take appropriate and immediate action in response to complaints or knowledge of violations of this policy. For purposes of this policy, harassment is any verbal or physical conduct designed to threaten, intimidate or coerce an employee, co-worker or any person working for or on behalf of the District. Verbal taunting (including racial and ethnic slurs) that, in the employee’s opinion, impairs his or her ability to perform his or her job is included in the definition of harassment

**Home Visits:** Preschool teachers will conduct at least 1 home visit each year. A preschool teacher or para must never go alone to the home of a student.

**Injured Child**: If a child is seriously injured:

1. Do not move him/her.

2. Send someone for help. Playground aides should have a portable radio.

3. Notify the principal, secretary, and identify who should contact the parents.

4. Make certain you obtain an eye witness account if possible.

5. Fill out the School Accident Report and file in the office.

**Inventory Items:** You are each responsible for all of the items that have been given to you for your classroom. Please make sure that everything is marked as being property of Preschool and purchased with (funding source- Title I, SPED, or HQSR-E). This is imperative for auditing purposes. Big purchase items must also have a corresponding bar code. Please keep track of the items you have, those that are broken or need replaced, or those that you have an excess of.

**Leave Policy 1332:** Leave requests will be considered and granted or denied in accordance with applicable leave laws, including the Family and Medical Leave Act (FMLA), Americans With Disabilities Act (ADA), State law and workers' compensation statutes. The Washington County School District complies with District policies and all applicable State and federal leave laws. Employees who are denied leave in accordance with federal and State laws but who nevertheless take leave will be disciplined according to District policy at the level of up to and including termination. Unless other arrangements are made with the principal, manager, or designee, employees must report to work immediately upon expiration of granted leave or at the time identified by a doctor's release. If leave is granted and an employee on leave does not return from leave on the day indicated in his or her original application or in an approved extension, the employee will be disciplined according to District policy.

The Washington County School District complies with the FMLA. Employees who have worked for at least 12-months and for 1250 hours of service are generally eligible to take up to 12 weeks of unpaid leave in a 12-month period for certain family and medical reasons.  The FMLA also entitles an employee to take up to 26 workweeks of FMLA leave in a single 12-month period for military caregiver leave.  Paid leave is counted simultaneously in the limits for FMLA leave, when applicable, according to district policy annually when the absence is necessitated by any of the following circumstances: Birth of a child, Placement of a child with the employee for adoption or foster care, A serious health condition that makes the employee unable to perform the functions of the employee's job, Care of a spouse, dependent child, or parent of the employee with a serious medical condition. Because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on active duty in support of a contingency operation. To care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the service member.

Employees who wish to take leave for medical treatment as a reasonable accommodation of a disability must request leave as soon as possible, so Washington County School District and the employee can engage in an interactive process for determining eligibility and identifying a reasonable accommodation.

If the Washington County School District has a legitimate business need to verify that the employee has a disability covered by the ADA, the employee must provide adequate medical information or may be required to submit to an examination authorized by the ADA to verify the existence of a covered disability, the nature and extent of needed accommodation, or the assessment of direct threat or fitness for duty.

To qualify as a reasonable accommodation under the ADA, the medical leave must be likely to result in the employee returning to work within a reasonable time with or without an accommodation. Indefinite leave is not required by the ADA and will not be granted. ADA leave will not be granted or extended if it results in an undue hardship, direct threat, or other denials brought about by business necessity to the Washington County School District. If a reasonable accommodation other than leave is available, the Washington County School District may choose that accommodation instead of leave. An employee returning from ADA leave will be returned to his or her original position only if he or she is qualified to perform the job's essential functions with or without reasonable accommodation.

If the employee has been on ADA disability leave, the employee will have to provide medical information documenting their ability to perform the job with or without reasonable accommodation. If the documentation does not meet this requirement or the District has reasonable question regarding the information provided, the District may order the employee to undergo a fitness-for-duty examination to demonstrate that he or she is able to perform the job's essential functions with or without reasonable accommodation.

An employer may not refuse to provide reasonable accommodations for an employee related to pregnancy, childbirth, breastfeeding, or related conditions if the employee requests a reasonable accommodation, unless the employer demonstrates it would create an undue hardship on the operations of the employer.  An employer is not required to permit an employee to have the employee's child at the workplace for purposes of accommodating pregnancy, childbirth, breastfeeding, or related conditions.

**Online:** You are a public figure! Be careful what you post ANYWHERE online. (Facebook, Blogs, websites, etc.)

**Parent Advisory Board/School Community Council Policy 2810:** In compliance with Federal and district guidelines, we will establish a preschool parent advisory board (school community council) each year that will meet at least 2-3 times during the school year. The purpose of the School Community Council shall be to build consistent and effective communication among parents, employees and administrators, allowing them the opportunity to be actively involved in their children's education, helping to establish and implement educational goals for their respective schools

**Parent Training Meetings:** Parent Training Meetings must be held on the designated days and times as established on the published preschool calendar each year. Preschool teachers should be prepared, confident, and knowledgeable about the subject, so that they can present the material and information to parents in an effective manner. Preschool teachers need to remind the Site Coordinators/principals/building administrators at least a week in advance that their attendance at the meeting is wanted and appreciated.

**Pay & Compensation Policy 1200:** To establish and administer a fair and equitable pay program for the Washington County School District. The District will establish a fair and equitable pay procedure for employees who are hired, promoted, or advanced to a higher pay grade. The District shall develop a procedure to manage pay retention within the district. The District shall allow payroll deductions for annuities and investments with the following caution:

**Personal Leave:** Teachers are the most important person in a child’s school day. Please carefully consider decisions that would take you away from school on a contract day. Personal days must be approved BEFORE they are taken.

Staff must have form 514, “Request for Personal Leave” approved PRIOR to their leave.

Classified Staff: Employees who qualify for and are eligible to participate in the Utah State Retirement System with two or more years of service in the District will be allowed:

* two days per year of personal leave at no cost to them, and
* one day at the cost of a substitute, not to exceed the established District substitute teacher daily rate, whether a substitute is used or not.

Accrual will be based on the employee’s contract. An eligible classified employee may carry over a maximum of two no-cost days for use in the following contract year

Certified Staff: First contract year: Accrual is 2 days of personal leave, with payroll deduction at

current standard rate ($75).

Second contract year with the Washington County School District, the accrual is:

2 Personal No-cost days (no payroll deduction)

2 Personal Cost Days (deduction is current standard rate of $75)

Any additional days will be deducted at full loss of pay (Leave without pay)

No more than two Personal No-Cost days will be carried over from one year to the next.

Maximum accrual is 4 Personal No Cost days and 2 Personal Cost Days.

For any questions about absences or leave, please contact Amanda Amaya (435) 673-3553x5116.

**Playground Supervision and Safety Policy 1300:** It is the staff’s responsibility to ensure the playground is safe for students prior to their use of the playground and equipment. Staff should ensure that they can see all students on the playground for the duration of recess. Staff will refrain from continual adult conversations and distractions. Staff will assume opposite positions on the playground to ensure visual supervision.

**Phone Usage:** You should use your personal cell phone as little as possible during the school day. Emergencies and situations do come up where you need to use your cell phone. This is understandable if kept to a minimum. Please try to make your phone calls and send your texts during the 30 minute transition period between sessions, before/after school, and during lunch. Be professional.

**Public Relations**: It is your responsibility to contact parents as frequently as necessary, but try to also call with positive messages (in a national survey, parents rated positive calls as the number one PR contact by teachers.) If you have a child in your class who does something that you would want to know about if you were the parent—call the parent. When in doubt, call. It is also best practice to keep a parent contact log.

Please approach relationships with parents and students in a positive way**.** If you would like to consult with a preschool administrator about a particular situation, feel free to do so. We will refer parents who have concerns that should be addressed at the teacher/classroom level to you. We will always consult you before responding to a parent in any given situation.

Keep difficult situations confidential. Professional confidentiality is a necessary courtesy as well as a legal responsibility in all parent/teacher/administrator situations.

**Recess:** Recess may NOT be taken away as a punishment for your students. They look forward to it all week long, and they need the opportunity to work on and develop their gross motor and social skills outside of the classroom. Try to allow students additional opportunities to engage in learning outside, if possible, and if the weather permits.

**Relationship with Students:** One of the most enduring findings in educational research is the importance of the relationship between student and teacher. The way the teacher perceives a student affects their ability to perform in the classroom. If students do not know and ‘feel’ that their teacher cares about them individually, they will not perform at their best possible level.

The children in your class may not remember what you taught them five years from now, but they will remember how they were treated.Please remember that we are dealing with young, still developing,and usually very sensitive children. Please make their memories of you and your class wonderful!

*Never, ever, touch a child in anger!* In this situation it would be difficult to support you. Make sure any other touching is appropriate, and when in doubt – DON’T! Side hugs are appropriate.

*Yelling is not appropriate behavior in dealing with children.* If you get to the point where you want to yell, give yourself a timeout and ask the other preschool professional in the room to take over while you calm down.

*Assume the best and ALWAYS look for the good first.*

**Sick Leave:** Employees accrue sick leave. Sick leave may only be taken for 3 reasons:

* Employee’s own illness, health condition, or disability; subject to terms, limitations, and conditions in policy 1332 3.1.13.
* Dependent Sick Leave: any event that is not directly related to an employee’s personal illness, health condition, or disability. A maximum of 10 days per year (or 12 days for year round employees) may be used for Dependent Sick Leave, subject to the terms, limitations, and conditions of the district policy 1332 3.1.9.
* Bereavement: time necessary for the death and burial of family members or relatives.

Dependent Sick leave and Bereavement leave are not separate accruals.

These are deducted directly from the sick leave accrual balance.

Employees unable to report for work due to an unexpected illness must notify their supervisor, principal, or designee **prior** to the start of the workday in which leave is requested.

If the duration of leave is anticipated to be more than three consecutive, full calendar (29 CFR 825.115 (a) days the employee must notify the Human Resource Director or designee.

Supervisors are authorized to accept and employee’s self-certification of sick leave for no more than 3 days during the same pay period and no more than a total of 9 days per calendar year.

If there is a reason to believe that an employee is abusing sick leave, the Human Resource Director or designee may require an employee to produce a health care provider’s certificate of illness regardless of the number of sick days used.

**Signing In & Out:** It is a good idea to have parents sign their children in and out of your classroom. This way you aren’t as liable for their whereabouts on the way to and from your room.

**Social Media:** Do not be present or post on social media pages during contract hours. Be cautious of what you do post on social media at any time. Make sure that pictures and words are ethical and in accordance to the acceptable culture we live in. Refrain from engaging in social media interactions with parents, students or coworkers.

**Special Education:** Referrals for special services and accommodations must be made following the appropriate rules and guidelines. Two weeks of observations must be documented, prior to a referral. Parents may request testing at the Special Education Preschool in Bloomington Hills at any time. Full SPED policies can be found at: https://www.washk12.org/special-education

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| Bloomington Hills | 951 Brigham Road - St. George | 435-673-1557 |

**Student Discipline:** Negative behavior should be met with calm, consistent undesirable consequences. The first method for avoiding difficult situations is to set high expectations for behavior, explain the rational, and practice all procedures until everyone knows what is expected – then be very consistent. The first and best way to handle difficult discipline situations is to contact the parent, first by phone-then by invited meeting. Remove a child immediately if assault, weapon possession or completely out of control/dangerous behavior is involved – anytime behavior is so disruptive that it is affecting the learning of other students. If a child is out of control, do NOT try to physically force or bring them to the office. Stay calm, first call the office someone from the office (site coordinator, staff developer, counselor, principal) to come to the classroom. Document all behavior interventions. This process is important and will protect you and benefit you in many ways.

**Supervisors:** Your site-lead is your direct supervisor if you are at an Early Childhood Center or expansion classroom. Brittney Nelson is your direct supervisor if you are in a Title I classroom.

**Travel Policy 7100:** The Washington County School District is legally responsible to transport all school-age children, K-6 who live one and one-half miles or more from their designated school and students in grades 7-12 who live two miles or more from their designated school.  The School District reserves the right, within limits prescribed by law, either to provide or to pay in lieu of transportation.  The School District reserves the right to suspend bus privileges for behavior reasons to ensure the safety of all riders. The school bus is an extension of the school building and campus. All District and school rules are in effect on the school bus.

**Volunteers Policy 1105:** Volunteers shall perform volunteer services under the supervision of an assigned District employee and shall have the approval of a school principal or department administrator to perform such volunteer services. Volunteers are expected to follow the direction of the District employee to whom they have been assigned and to conform to all applicable laws, rules, and policies. In accordance with District Policy 1100-3.10.1.1: Volunteers with significant unsupervised access to a student in connection with the volunteer's assignment will be required to submit to a criminal background check as a condition of service. Until the background check is complete, the volunteer must remain under the supervised observation of a District employee. Failure to follow direction of a supervisor or to follow applicable laws, rules, and District policies may warrant termination of volunteer services. Schools are not required to utilize volunteer services, and the opportunity to volunteer may be denied for any reason at the sole discretion of school administration. Volunteers must not be utilized where their presence is considered disruptive to the educational environment of the school.

**Wellness of Students and Employees Policy 3350:** The School District will engage students, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing District-wide nutrition and physical activity policies. All students in grades PreK-12 will have opportunities, support, and encouragement to be physically active on a regular basis. Foods and beverages sold or served at school will meet the nutrition recommendations of the U.S. Dietary Guidelines for Americans. Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students, and will provide clean, safe, and pleasant settings and adequate time for students to eat. To the maximum extent practicable, all schools in our District will participate in available federal school meal programs. Schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity.