

EDINBURG COMMON SCHOOL STAFF HANDBOOK



Updated: July 2024

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Board of Trustees

Superintendent

Claims Auditor

Auditor

District Treasurer

District Clerk

School Business Manager

Confidential Office/
Data Coord.

Director of Health and Safety

Curriculum Coordinators
CSE Director

Teachers/
Faculty Itinerants

7-12 NCS

Nurse

Counselor

Tax Collector

Cook Manager

Cook

Payroll Clerk

Cleaner

Head Custodian

Bus Drivers

Bus Aides

Teacher Assistants



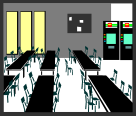




Aides

EDINBURG COMMON SCHOOL PARENT COMMUNICATION GUIDELINES

*We hope this communication guideline serves as a helpful resource for you. By following this prescribed order, your questions can be appropriately answered.

Questions About:	First Contact	Second Contact	Third Contact	Fourth Contact
Academics and Curriculum	Classroom Teacher	Superintendent:	Board of Trustees	
Classroom Procedures and Management	Classroom Teacher	Superintendent	Board of Trustees President	
RTI Questions	Classroom Teacher	RTI Provider	Superintendent	
In-School Behavior	Classroom Teacher	Superintendent	Board of Trustees	
Bus Behavior and Transportation concerns or questions	Superintendent / Director of Health and Safety	Board of Trustees		
CSE (IEP/504)	Classroom Teacher	CSE/504 Case Manager	CSE Chairperson	Superintendent 5th BOT
Board of Education Policies	District Clerk	Superintendent	Board of Trustees	
Health	Building Nurse	Superintendent	Board of Trustees	
Cafeteria	Cafeteria Manager	Business Manager	Superintendent	Board of Trustees
Changes in Emergency Information	Office Coordinator Building Nurse	Superintendent:		
Changes in Drop Off/Pick Up Information	Office Coordinator			
Budget/Taxes Records Requests	Business Manager	Office Coordinator	Superintendent	Board of Trustees

THE EAGLE WAY EXPECTATIONS

Strategies for Success	Classroom 	Bus/Bus Stop 	Lunch 	Playground 	Bathroom 	Hallway 	Dress 
A	1) Keep hands, feet and objects to self 2) Use classroom equipment appropriately	1) Keep hands, feet, and objects to self 2) Use an inside voice 3) Stay seated in assigned seat 4) Keep eye contact with your bus driver	1) Eat your own food 2) Keep hands, feet and objects to self	1) Use equipment appropriately 2) Stay in your designated area 3) Keep hands and feet to self	1) Wash hands with soap 2) Keep feet on the floor 3) Keep water in sink 4) No climbing over/under stalls	1) Walk appropriately 2) Use stairs appropriately 3) Leave outside doors closed	1) Keep shoes tied 2) Wear appropriate shoes
Be Safe <i>Cooperation Integrity Respect</i>							
B	1) Be polite 2) Use an inside voice 3) Respect self and others	1) Respect self and others 2) Obey bus driver & bus rules 3) Respect property 4) Use appropriate language	1) Practice good table manners 2) Use an inside voice 3) Follow adult instructions	1) Take turns 2) Share 3) Include others 4) Use appropriate language	1) Respect others' privacy 2) Flush toilet 3) Only take necessary items into the bathroom	1) Keep hands, feet and objects to self 2) Use an inside voice 3) Be courteous of others using the hallway	1) Wear clothes appropriate for school 2) Perfume and deodorant sprays are prohibited in classrooms and hallways
Be Respectful <i>Commitment Confidence Curiosity Enthusiasm Integrity Respect</i>							
C	1) Be prepared 2) Complete assignments 3) Arrive on time 4) Follow instructions	1) Be prepared and on time for bus arrival 2) Keep personal items in your backpack 3) Only cross the road once your bus driver has motioned for you to do so	1) Clean up your area 2) Only purchase items for self	1) Bring weather appropriate gear ie. winter/spring gear 2) Line up quickly and quietly 3) Bring back what you brought out 4) All recess equipment to be played with in grassy areas or blacktop.	1) Clean up after yourself 2) Use materials and facility as intended 3) Leave when you are finished do not congregate	1) Report immediately to your destination 2) Use hand railings appropriately	1) Dress for the weather ie. winter clothing gear such as: sweaters, jackets, boots, hats, mittens etc.
Be Responsible <i>Appreciation Cooperation Empathy Respect Tolerance</i>							

Access to Programs - Section 504

Definition: Section 504 identifies the responsibility of school districts to refer, evaluate, identify, and extend to every qualified student residing in the school district, a free appropriate public education, including modifications, specialized instruction or related aids as deemed necessary to meet their educational needs.

Provide: Pursuant to State and Federal statute, it is required that all children have access to school programs in accordance with Section 504. Referrals to the 504 Committee should be submitted, in writing, to the CPSE/CSE Chairperson. Referrals may also be made during a CSE/CPSE meeting, when necessary. In compliance with 504 Regulations, parents/guardians will be notified of referrals, identification, evaluation, accommodations, and review.

Accident Reporting (Policy #8122)

All accidents occurring in the classroom, on school property, or on buses, regardless of seriousness, must be reported. The school nurse must make a written report of each injury that occurs to ANY PERSON while in the building or on school grounds. The teacher is to make a written report of each injury, at the time it occurs, and send the report to the nurse's office. All injuries must be reported to the Superintendent's office.

PLEASE NOTE: We live in a very liability conscious society. In the performance of teaching or supervising, constantly check yourself to be certain you are handling matters in a safe, responsible, and prudent manner.

Annual Required Notifications

The District Asbestos Management Plan

The Edinburg Common School District submitted in 1989, to the New York State Education Department, the Edinburg Common School District's Asbestos Management Plan. In accordance with the EPA Asbestos Hazard Emergency Response Act of 1987 (40 CFR part 763), this memo is intended to fulfill annual notification stating that the Asbestos Management Plan for this school building is available and kept on file at: the Edinburg Common School district office. These records are available for review during these times: 8:30 a.m. to 3 p.m., Monday through Friday. For more information, please contact LEA designee, at 518-863-8412

Pesticides

New York State Education Law Section 409-H requires all public, nonpublic elementary, and secondary schools to provide written notification to all persons in parental relation, faculty, and staff regarding the potential use of pesticides periodically throughout the school year. There were no pesticide applications at the Edinburg Common School during the last school year.

As a reminder, the Edinburg Common School District is required to maintain a list of persons in

parental relation, faculty, and staff who wish to receive 48-hour prior written notification of certain pesticide applications. The following pesticide applications are not subject to prior notification requirements:

- nonvolatile rodenticides in tamper resistant bait stations in areas inaccessible to children;
- nonvolatile insecticidal baits in tamper resistant bait stations in areas inaccessible to children;
- silica gels and other nonvolatile ready-to-use pastes, foams, or gels in area inaccessible to children;
- boric acid and disodium octaborate tetrahydrate;
- the application of EPA-designated biopesticides;
- the application of EPA-designated exempt materials under 40CFR152.25;
- the use of aerosol products with a directed spray in containers of 18 fluid ounces or less

used to protect individuals from an imminent threat from stinging and biting insects including venomous spiders, bees, wasps and hornets.

In the event of an emergency pesticide application necessary to protect against an imminent threat to human health, a good faith effort will be made to supply written notification to those on the 48-hour prior notification list.

If you did not register in the form booklet to receive 48-hour notification of pesticide applications that are scheduled to occur in your school, please complete the box below and return it to the school. For further information on these requirements, please call the Director of Health and Safety at 518-863-8412.

(Cut and return the bottom section to the office.)

Edinburg Common School District Request for Pesticide Application Notification

Name: _____ Address: _____

Day Phone: _____ Evening Phone: _____ E-Mail Address: _____

Arrival and Dismissal Procedures

The building opens at 7:35 each morning for students. Teachers will be ready to work at 7:25am. Upon arrival students will go directly to their homeroom. Breakfast is 7:40-8:00. Students arriving after 8:00 are considered tardy and need to be signed in by a parent. Instruction begins at 8:00. Parents/Guardians picking up students will need to come to the side door by the parking lot at 2:45. Buses will load first and walkers will be dismissed after the buses leave the loop. **Students will only be dismissed to someone who is 18 years of age or older.**

Attendance Policy

The primary responsibility for recording the attendance of pupils and obtaining excuses for absences and tardiness rests with the Attendance Officer, aka Building Nurse. Records of attendance are legal documents and may be introduced as evidence in legal matters, and are the basis for determining our allotment of State Aid; therefore, it is imperative that they be accurate. Student tardiness and absence are to be monitored carefully by all staff members.

Student Absences/Excuses

Students shall comply with the following regulations regarding absences:

1. If students know in advance that they are going to be on an authorized absence for an extended period of time, they will be held accountable for all assignments missed while absent. It is the student's responsibility to collect assignments from their teachers. If the assignments are not completed by the district's specified deadline(s), i.e. if you miss one day you have one day to complete your work.
2. **If a student is absent for sickness or an illegal excuse, they will not be allowed to participate in extracurricular activities that day or evening.**
3. New York State law requires that school personnel report all suspected cases of what appears to be child abuse or neglect. If a student's absences are affecting their academic progress or if there are signs of physical or emotional abuse, Child Protection Services must be notified. Also, if the child's parents will not reveal the reason for absence, obtain a doctor's written explanation, or cooperate with homework requirements, they must be notified.

Online/Distance/Remote Learning (If and only if the district has been closed to students by federal, state, and/or local agencies).

Students learning remotely will need to show daily school participation, which is to be recorded by teachers and reported under the provisions of this policy. Such participation will vary depending on the type of remote learning taking place. This can include (documented participation in online or virtual classes, completion of assignments, documentation of daily school activities and learning, or correspondence via online platform, email, and telephone). Teachers are also expected to pay particular attention to the educational progress of students learning remotely, and initiate appropriate interventions with the student and their family if a student does not show adequate engagement or growth.

Blood Donation and Cancer Screening Leave

Employees have the right to have blood donation and cancer screening leave. Employees are required to request leave three (3) days in advance for blood donation or cancer screening leave.

You must take with you to your appointment and have medical staff sign off on either the blood donation or cancer screening form.

Bus Rules

Bus Stop Rules

1. Stand back from the edge of the road until the bus has stopped.
2. Do not leave the edge of the road until signaled to do so by the bus driver.
3. Watch for traffic.
4. Be sure you can see the driver when crossing from the opposite side of the road in front of the bus.
5. Never walk behind the school bus.
6. Be waiting at your bus stop 5 minutes prior to your pickup time
7. The bus will wait for 20 seconds before proceeding on to the next stop.
8. The school bus will not honk their horn (unless there's an emergency).

On the Bus

1. Enter or leave the bus only when the door is fully open.
2. Take turns; do not push when getting on or off the bus.
3. Locate the seat and stay seated until your assigned stop.
4. Stay seated until the bus comes to a complete stop.
5. Keep your feet under the seat, not in the aisle.
6. Keep your hands off other students and their property.
7. No eating on the bus; (unless assigned).
8. Keep your books, lunch box, and book bag out of the aisle.
9. Do not make noises that might bother the driver.
10. Never touch the emergency door, windows, or roof hatch.
11. Respect the driver and other students. Bullying will not be tolerated.
12. Respect school property. Anyone damaging school bus property must pay for the repair or replacement.
13. ALL electronic devices must remain in your bookbag from the time you get on the bus until the time you arrive home.

Bus Concerns and Issues

The bus driver is to immediately report serious misconduct of any rider to the Superintendent's office. The parents/guardians may be notified by telephone and/or letter. The school bus is regarded as an extension of the classroom and concerns will be expressed to the superintendent with a conduct referral to be received in the main office the same day as the incident.

Cell Phone Use

Staff are not permitted to have their cell phones visible or be on their cell phones while students are in their classroom. Cell phone use should be limited to staff lunch time. The only exception to this rule are emergencies or family situations that the administration is aware of that requires your need to have your cell-phone on for notification. During prep time, you are permitted to post to Remind/SeeSaw or answer parent messages as long as students are not in the classroom at that time. Be mindful of posting, “liking” posts on social media during the school day. Remember, parents do not know your planning periods and may report the activity as though you were in class “teaching” during those times.

Child Abuse/Neglect Notification (Policy #5460)

State law requires that school personnel report all suspected cases of what appear to be child abuse or neglect. If a child has frequent or extended unexcused absences questionable bruises, burns, cuts, scratches, or does not appear to be receiving the same basic standard care, the school is required to report these observations to the New York Central Register for Child Abuse and Maltreatment (Central Register), as required by law.

Child Abuse Register (State)

School administration shall assist the staff of the local county Department of Child Protective Services to fulfill their responsibilities. The social worker may interview, in school, any child about whom a report of suspected abuse or maltreatment has been made regardless of the source of the report. A school official should be present during the interview unless the school official and the social worker agree that the presence of the school official is not essential to protect the interests of the child (ren), and that the absence of the school official may increase the likelihood that the social worker can accomplish the purposes of the interview (NY State Education Department).

Remember:

*NYS Mandated Reporter hotline 1-800-635-1522

*The Saratoga County Department of Social Services is a helping agency (telephone: (518) 884-4151). They want to protect and keep children safe, they do not want to punish parents or take children away.

***Do not be afraid to seek or accept help.**

Classroom Management

Those students who disregard the classroom rules/expectations will be disciplined by the classroom teacher and, if necessary, the school administration. If the situation warrants and/or unwanted behaviors become chronic, parents will be contacted and involved in resolving problems. Teachers will contact parents using an appropriate communication tool such as: district emails, phone conversation, Remind, Seesaw, Google platforms from Google Classroom, handwritten notes etc. **Facebook, Instagram and/or private messaging are unacceptable.** All communications will be documented and shared with administration appropriately. School administration will determine consequences for inappropriate behavior following the Code of Conduct. Students who fail to meet the expected degree of responsibility and violate school rules/expectations may be subject to disciplinary action and more regulated supervision. A discipline report will be filled out in SchoolTool by the classroom teacher and

parents will be notified by the classroom teacher. Edinburg Common School has a no hitting policy that prevents students from having physical contact between each other. Physical contact will not be tolerated and said students should be immediately sent to the office and will be sent home. **A discipline report must be completed by the teacher in SchoolTool and the parent will be contacted by the teacher/administration.** Depending on the severity and if there are chronic disciplinary issues, administration will consider all factors case by case, i.e. first time offense etc.

Complaints and Issues (Policy # 1440, #1420-R)

The District believes that complaints and grievances are best handled and resolved as close to their origin as possible. Staff should be given every opportunity to consider issues and attempt to resolve problems prior to administration involvement. Therefore, the proper channeling of complaints will be as follows:

1. Teacher or staff member
2. Supervisor
3. Superintendent
4. Union Representative, if applicable
5. Board of Trustees

The Board will not act on complaints that have not been explored at the appropriate level. If a complaint is not resolved informally, the complainant must file a written complaint with the superintendent.

Computer Instruction **Internet Access**

- Students will be provided Internet access during instructional time in a controlled environment.
- Students may conduct research on the World Wide Web.
- Students are not to participate in unapproved online discussions.
- Students are not allowed to belong to mailing lists.
- Staff members will be required to monitor all internet activities.
- Students may construct their own web pages using district computer resources under supervision and instruction.

Acceptable Use and Conduct (Policy #4526-R)

- Access to the district's computer network is provided for educational purposes and research consistent with the district's mission and goals.
- Use of the district's computer network is a privilege, not a right.

- Inappropriate use may result in the suspension or revocation of that privilege.
- Each individual in whose name an access account is issued is responsible, at all times, for its proper use.
- All network users will be issued a login name and password. Passwords must be changed periodically and a copy kept in the Business Office.
- Only those network users with written permission from the superintendent or computer network manager may access the district's system from off-site (e.g., from home).

BOARD OF TRUSTEES POLICY ADMINISTRATIVE GUIDELINES EDINBURG COMMON SCHOOL

Employee Computer Use Agreement

The district is pleased to offer students and staff of the Edinburg Common School District access to district computers for educational purposes. District computers give staff access to a variety of educational programs, application software, databases, and the Internet. To use the district's computer network system and their programs, staff must sign the Computer Use Agreement and return it to the superintendent. The signatures at the end of this document show that the parties who sign read the terms and conditions carefully and understand and agree to these terms and conditions.

Terms and Conditions

Acceptable Use:

- All computer use must be in support of education, staff development, and research.
- Class accounts for shared projects will be allowed, staff must assume ownership of the shared project account.
- Computers may be used for research or work for educational purposes.
- Staff may use computers for educational or professional development.
- Computers may be used for professional, work related electronic communication only.
- Staff may use computers for researching subjects of professional development, research, or news interest.
- Web posting on the district's web site requires the review and approval of the superintendent or the district's Webmaster.
- Computers may not be used for private or commercial business (including advertising, unauthorized contests, selling or bidding materials, or gambling).
- Computers may not be used to promote religious institutions or political campaigns.

- Computers may not be used to view, download, or trade obscene materials, letters or materials not appropriate for minors.
- Computers may not be used to send abusive, inappropriate, or harassing messages to others.
- Electronic communication will be done with school email accounts only, no outside email services are allowed. (I.e. Facebook, Hotmail, Gmail, Myspace, etc.)
- Computers should not be used for messaging if it will disrupt another staff member or classes.
- Computers may not be used for any illegal actions. This includes transmitting material, information, or software that is against regulation; the acceptable use agreement, the school behavior code, and/or local, state, and federal laws or regulations.

Privileges

Use of computers is a privilege, not a right, and unacceptable use may result in loss of the privilege. Staff must monitor students using the computers, the network, and Internet. The district IT network manager and the superintendent determine what acceptable use is. The IT network manager may end a user's access at any time. The user may be notified in writing regarding the reason(s) for taking away computer access. The administration of Edinburg Common School may deny, revoke, or suspend a user's access.

Computer Etiquette

- Be polite. Do not write or send abusive, harassing, obscene, or threatening messages.
- Use appropriate language for the school environment. Do not swear or use vulgar language.
- Observe all copyright laws. Forging or infringing on copyrights or other intellectual property is prohibited.
- Do not use the network in such a way that it disrupts the use of the network by other users or intentionally waste limited computer resources.

Security

Security on any computer system is a priority, especially when the system has many users. Security measures include, but are not limited to, the following:

- An IT network manager controls access and use of the district computers.

The IT network manager has access to all files and e-mail. Network users' data files and other electronic storage areas are considered district property and may be inspected at any time. Folders may have a memory size limitation. Users will be expected to maintain folder files by removing unnecessary data and old files.

Downloaded Internet files should be deleted or placed on external storage.

- Disks to be used for downloading/uploading files may be scanned for viruses before they are used.

- Unauthorized installation or copying of any software to or from district computers is prohibited.
- Any user identified as a security risk, or having a history of problems with other computer systems may be denied use of district computers, the network, and the Internet.
- If you feel you know of a security problem, notify the superintendent or IT network manager.
- Students will be monitored by a staff member when using any district computer and must follow the directions of the staff member.
- Shared equipment and consumable resources require cooperation of others.

Vandalism and Theft

Vandalism and theft are defined as any attempt to:

- Harm or destroy data of another user. This includes files and software
- Harm or destroy computer equipment
- Tamper with or change computer set-ups
- "Crash" the network
- Break into the network (hacking)
- Upload, download, or create computer viruses
- Steal equipment, software, and files

Users not following this Computer Use Agreement will receive consequences according to the building's discipline code, in addition to temporary or permanent loss of computer use privileges, if applicable appropriate legal action may also be taken.

Reliability & Privacy

The Edinburg Common School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. Use of any information obtained via the Internet is at the risk of the user. The district assumes no responsibility for the quality, availability, accuracy, or reliability of the service and information provided. The district will not be responsible for any damages suffered by any user, including, but not limited to loss of data, non-deliveries, mis-deliveries, or service interruptions. Persons using the district network cannot be guaranteed privacy.

Conference Attendance

Staff members are encouraged to attend professional conferences or view webinars as a means of being knowledgeable about current trends and practices in their field. A conference request form must be filled out and turned into the school business manager. **The form will then be passed to the superintendent for final approval which is necessary for both the conference and mileage**

reimbursement. Approval will be based on the following:

1. The relationship of the conference purpose to district priorities and needs.
2. Attendance at the conference must be professionally beneficial to the school district and to the individual.
3. The regular education program will not be seriously hampered as a result of the absence of the teacher.
4. The number of conferences an individual has attended in the past.

Confidentiality

All information obtained during the course of employment should be considered confidential, and must not be shared with individuals who do not have a "Need to Know". Talking negatively about students in the faculty lounge, cafeteria, public, office is not permitted. Parents and students have privacy rights under the law and we do not need others forming judgements on students they do not have in their classrooms.

Controversial Issues (Policy #4810)

Controversial issues deal with matters about which there are varied levels of opposing views, biases, emotions, and/or conflict. Therefore, it is essential that the classroom teacher have guidelines in order to prepare and execute lessons that will be as objective as possible while considering the nature of the subject matter. It is important that students and staff recognize the following responsibilities:

1. In the classroom, matters of a controversial nature shall be handled as they arise in the normal course of instruction and not introduced for their own sake. Such issues shall be neither sought nor avoided.
2. When presenting various positions on a controversial issue, the teacher shall take care to balance major views and to assure that as many sides of the issues as possible are presented in a fair manner, with no position being espoused by the teacher as the only one acceptable.
3. When materials dealing with controversial topics are to be used, assigned or recommended, such materials shall be appropriate to the maturity level of the students and within the curriculum area under study.
4. Before a guest speaker is permitted to address the students, approval must be granted by the superintendent, who must be informed of the scheduling of all guest speakers at least three (3) days prior to their presentation.

Copyright Law Regulation

Copyrighted material may not be reproduced or copied in any form except in accordance with the following rules:

1. Staff and students may make copies of material for personal reference and use.
2. Staff and students may make copies of material for distribution in class if:
 - a. the body of the material to be reproduced is no more than 250 words of poetry; a single article, story or essay of up to 2500 words; an excerpt of up to 1000 words or 10 percent of

- a prose work, with a minimum of 500 words; or a single illustration from a book or periodical;
- b. the reproduction is done at the inspiration of the teacher, decided close to the time of the use, and not at the direction of higher authority;
 - c. reproduction by either teacher or student does not exceed one collective work or two excerpts from the same author or three from one collective work or periodical, but no more than 9 different reproductions of material, other than from new periodicals or newspapers, per semester; or one copy of each work per student;
 - d. the same work has not been reproduced by that teacher or student for any other class or during the preceding semester;
 - e. each reproduction bears a copyright notice, including the © or © symbol, year or publication and name of the copyright owner

3. Copies may be made from workbooks or other consumable items for practice or to reteach within copyright laws.

Correspondence

All schoolwide and classroom correspondence (letters, notices, communication by staff, PTO, and/or community) must be approved by the superintendent before being distributed to students, staff, and parents. There is a labeled basket on the office counter for your document to be turned in for approval. Please give at least 24 hour turnaround time to receive proofed correspondences back.

Crisis and Safety Plan: (Refer to the flip chart by your classroom door) Make sure to include in your sub plans the location of the Classroom Emergency Guide and the importance of the contents inside.

Curriculum - Student Growth/Progress:

1. Progress is recorded based on data collected for each child toward reaching appropriate program goals, objectives and curriculum standards.
2. Interim progress reports are required to be sent home throughout the marking period to inform parents as to their child's current progress. Report cards should never be the first time a parent hears their child is struggling with something. Please note, these reports are required to be sent whenever a student's grades have dropped or the student is performing below grade level or struggling with a particular unit or concept.
3. Parents/guardians need to understand the rationale behind the reporting/data information sent home or shared at conferences. It is your job to explain the expectations for that given point in time and where their child stands in relation to grade level performance including suggestions for improvement.

Curriculum - BENCHMARKS: (Record all benchmarks in the shared class folder)

READING	MATH	WRITING
Running Record -Weekly for students below grade level	I-Ready 3X	Monthly Samples
I-Ready 3X		
F&P 3X		

DASA (Policy #0115)

Mrs. English is your Dignity Act Coordinator. If a student/students are intimidating, scaring, bullying, or picking on a student they may be referred to Mrs. English to determine if the unwanted behavior is violating the rights of classmates and/or staff. If founded, the student is in violation of the Dignity Act Policy #0115 and consequences will be given accordingly.

Students will learn what bullying is/is not and why it is important to treat others the way you want to be treated. We want everyone to feel wanted and safe at school. One of our most important goals is to have a climate where all students respect and take care of each other. **You may not always “get along” with everyone, but it is important to be kind to even those that may not be your “best friends.”**

Drugs, Alcohol, Tobacco (Policy #4317)

The professional staff shall continue to seek ways to educate students and school staff of the district about the dangers of the illegal use of drugs and the abuse of alcohol and tobacco. Instruction will include sessions about the causes and effects of drug, alcohol, and tobacco abuse, especially in young people.

The following objectives must be realized if the goal of minimizing drug, tobacco, and alcohol abuse is to be achieved.

1. Students should understand the nature of legal and illegal drugs and tobacco.
2. Students shall be encouraged to develop a set of values and behavioral insights which shall give them a deeper understanding of themselves and society.
3. Students shall be encouraged to identify the variety of alternate forms of behavior, other than drug or alcohol abuse and tobacco use, which are available to satisfy their needs.
4. Students shall be encouraged to make constructive decisions concerning the use of drugs, alcohol, and tobacco.

Dress Code Staff

The Board of Trustees believes that we are role models and that appropriate dress and grooming contribute to a positive and productive learning environment and expects teachers and staff to dress appropriately for a school setting. This includes hair color/style, jewelry, make-up and nails. Staff appearance will not create or threaten disruption of the educational process and shows a role model appearance. Ornamentation or jewelry shall not constitute a potential safety hazard.

1. Brief garments, such as those showing bare midriffs, tube tops, net tops, halter tops, racerback or T-tops, bathing suits, spaghetti straps, plunging necklines (front and/or back), short shorts, short skirts, short dresses, transparent garments, tank tops with open sides, and beachwear are not appropriate.
2. Underwear/Undergarments are required to be completely covered with outer clothing.
3. Hats are not to be worn in the building during the school day. Hats can be worn for special occasions, medical or religious reasons.
4. Footwear which constitutes a safety hazard is not permitted (rubber sandals or flip flops).
5. Clothing which bears an expression or insignia that is obscene, offensive, and libelous and/or advocates racial/religious prejudice, promotes substance use, or encourages disruption is forbidden.
6. Sunglasses are not to be worn in the building, unless medical documentation has been received from a physician.
7. Refrain from wearing blue jeans and tee shirts (unless on business casual Friday, and only on Fridays).
8. Leggings are not to be worn as pants.
9. When wearing thin/sheer material you must be mindful of what you are wearing underneath.
10. Be mindful of special events, i.e. Open House, Parent-Teacher Conferences, spring/holiday concerts, Picture Day, family evening events etc. in which more formal attire is required.
11. If you're attending/scheduled a Parent Teacher Conference and/or CPSE/CSE meeting on a Friday, please do not participate in "dress down Friday"

Educational Field Trips (Policy #4531)

Field trips that add to the learning experiences of students are required above and beyond PTO and district sponsored field trips. Field trips must be approved by the superintendent. Teachers are required to plan field trips during the course of the school year. In addition, teachers are encouraged to plan virtual field trips aligned to the curriculum throughout the school year, as well. Students will have equal opportunity to participate in field trips or other programs designed to supplement classroom instruction and all costs will be covered by the district. Each student must secure the permission of his/her parent/guardian before participating in field trips. Bagged lunches will be provided by the cafeteria. Please fill out a cafeteria request form a minimum of two weeks in advance of the trip.

Before booking your field trip, requests with permission slip attached must be made in writing and submitted to the district office for approval 2 weeks prior to the trip. **All permission slips must be turned in no later than 24 hours before the trip. Permission slips will be held by the classroom teacher until all have been turned in. Once you have collected all permission slips, provide the cafeteria staff with the lunch choices and finally turn the slips into the office. Please note that sign**

ups for events such as Mother's/Father's Day, Grandparent's Day should not be held until the whole class is received. Those sign ups should be sent to the office immediately after receiving.

At least one adult must be seated toward the back of the school bus for supervision purposes. Students must ride on the bus to the field trip (other than PK) and can only leave with an authorized adult if a note has been turned in to the office prior to the bus leaving.

Private transportation is not permitted unless prior authorization is obtained from the superintendent.

Ethics Statement

Edinburg Common School is a school that seeks to create an atmosphere that is in the best interest of the children. We have created a learning environment that heals intellectual abuse and as such, all teachers, paraprofessionals, and staff will treat the students with respect. **We need to maintain an environment that creates respect for all teachers, staff, and students.** Any behavior on the part of the staff that violates that respect is unacceptable. To ensure that this respect is maintained, the following directives are provided to guide employees in appropriate behavior:

- Teachers, paraprofessionals, and staff need to be good role models.
- There is to be total confidentiality by all employees regarding student and staff information, grades, referrals, consequences etc.
- Others should always be treated with courtesy and respect - if you become frustrated or upset, find a private place and discuss problems and vent your frustrations, **after ensuring the students are supervised by a school employee.**
- Employees of the school should never demean, intimidate, or discourage any student or another employee. Employees should encourage both students and each other in ways that focus on individual strengths rather than criticizing.
- Students should never be degraded because of inability to perform and any disabilities should be considered when making discipline decisions.
- Staff should listen to the student's concerns and problems and use supportive language to replace poor self-image.
- Employees shall not yell at students or other employees or use a **tone of** voice that conveys negative emotions such as hostility or dislike. Remember, we serve students with a variety of walks of life. As educators, we cannot allow ourselves to interpret a conflict with a student on a personal level. When we bring our own personal feelings into the conflict, we lose the ability to be objective when dealing with the student and their behaviors. (Same applies to colleagues and parents)
- Courtesy and understanding must be a priority at all times. Employees should refrain from using a negative tone of voice when conversing with each other and with students.

- When interacting with parents of students, teachers and staff should always use a professional and positive approach. Always treat parents with courtesy, respect, understanding, and consideration.
- When a fellow employee makes a suggestion or comment, do not ridicule the statement. Instead, repeat back the original suggestion they made (so that you both can be sure that you understood them correctly) and then make your own suggestions or comments in a positive way.
- Try to build off each other's ideas and make sure to use constructive criticism if you must disagree with someone's idea, suggestion, or comment.
- Employees should never have inappropriate contact with a student; such as, but not limited to, piggybacks, sitting on one's lap (after 2nd Grade), carrying children, or other physical contact that could be perceived as sexual in nature.
- Employees should refrain from gossip at all times. Gossip never yields a positive result. Gossip leads to dissension and an uncomfortable working environment.
- All employees should discourage gossip among staff, parents and in the community. If you have a concern, go to the source – others and social media cannot solve or address your concerns or questions
- **Staff celebrations are welcomed, i.e. birthdays etc., but they should then be recognized for all.**

Faculty Lounge

All staff must eat lunch in the staff lounge. You are provided a lunch time in which you must adhere to. The only exception is if you are having a mentor/mentee meeting during lunch or a working lunch on minimal occasions. Staff lunches and/or planning times are aligned to give “common planning” time with colleagues and should be spent doing such. If the designated common planning time is not utilized within the school day, work may be asked of you above and beyond the school day.

Food, Candy and Gum Chewing (Student)

To keep a clean and safe learning environment, students and staff are not permitted to chew gum, eat food or have candy in the classroom, on the playground or on the buses. The only exception is a holiday party or special occasion in which we asked that you roll up classroom carpets to do such. Field trips may be an exception where lunch is allowed pending prior approval. For holidays, healthy snacks like fruit and vegetable trays should be provided and balanced with special treats. This is part of our Wellness Policy which is posted on our website under Board of Education Policies.

Food and Drinks (Staff)

In classrooms and in front of students, all drinks excluding water will be in a non-descriptive mug/container. Children do not need to know what you are drinking and we do not want to impress our

drinking habits onto them. (Soda, Coffee, Energy Drinks, “Dunkin” etc.) Staff are not permitted to eat food in the hallway or in front of students during the instructional day. Again, this mirrors our Wellness Policy and sets great examples of healthy choices eating and drinking to our students.

Homework (Policy #4310, #4710, #4730)

Homework is part of any academic program. The basic instructional program shall include all courses required by Education Law as well as other courses and programs the Board of Trustees determines to be beneficial to the students of the district. Students are expected to complete and hand in assigned homework on time. Homework will be evaluated for completion. Parents should check with their child's teacher about homework rules for their grade level. If work is missed due to absence, the student is expected to make up the work. Making homework a family commitment can help the child develop good study skills, self-discipline, and independence. Parental involvement in students' homework is essential to making homework an integral part of the educational program. Parents are expected to encourage and monitor homework assignments and, to the extent possible, provide conditions that are conducive to their successful completion. Student's will be held accountable for homework completion. Please also refer to the AI policy with regard to homework.

Instruction Required by The District

All district curriculums, programs, and initiatives will be followed accordingly as adopted by Edinburg Common School District.

Lesson Planning

Lesson plans are to be completed on Planbook.com by Thursday the week prior. Lessons must include Essential Questions, Assessments, Standards, Vocabulary etc. Listing worksheet numbers is not a lesson, a resource perhaps but not a lesson. Planbook is to be developed, utilized, and kept up to date at all times. Planbook will be reviewed weekly by the superintendent and non-evaluative feedback will be given.

Teachers will be required to maintain aligned curriculum outlines and curriculum maps according to the scope and sequences of the content areas. Teachers will record and analyze data including benchmarks and module/domain/skills assessments on each student demonstrating each student's growth toward learning targets and standard mastery.

Negligence

From the standpoint of good teaching practice, as well as to comply with legal requirements, pupils should be supervised by an adult at all times. Strict observance of four rules will help avoid negligence charges:

1. Follow sound teaching procedures and strategies at all times;
2. Exercise mature, responsible judgment wherever students are involved;
3. Report all accidents promptly on prescribed forms;
4. Call, visit or otherwise follow up with parents of the students that may be struggling.

Ordering Procedure

All purchases shall originate with a requisition order request form from a staff member turned into the business manager. Once turned into the business office, a purchase order will be generated if the budget allows for the purchase. The Board of Trustees designates the superintendent as purchasing agent for the school district. The purchasing agent will be responsible for administering all purchasing activities. The business manager must be included in all correspondence with any billing/purchasing. You can cc them at businessoffice@edinburgcs.org

Parent/Teacher Organization (PTO)

Parent and teacher membership and active participation in this organization is encouraged. The PTO is an organization for both parents and teachers. It helps to integrate the school and community and is an advocate for children, supporting the educational and extracurricular activities of the school. The PTO meets monthly and hosts a variety of programs of interest to parents and students.

Pledge of Allegiance

The Pledge of Allegiance shall be recited daily in school during homeroom time at 8:00 AM while watching the morning announcements with the link provided. Please set classroom timers as a reminder to watch the morning announcements each and every day. The Commissioner of Education has upheld the right of school officials to ask students who do not wish to participate to either stand silently or leave the classroom during the flag salute and pledge. The pledge is a statement of our goals and national aspirations.

Recess - Students are required, grades PK-4, to have 20 minutes of recess a day

- Adults need to spread out and ensure that you are able to keep a visual on students at all times.
- Children in grade PK-2 are not permitted to play on the large dome or the monkey bars on the larger playground, but can be underneath. They also cannot climb up the sides of the larger playground.
- Students in grades 4-6 are not permitted to play on the small dome or the 10 spin on the smaller playground.
- Children must stay and play within the boundaries where you can see them.
- Always be listening- you may not be able to see all things at all times, but we want to ensure our vigilance in listening and watching so we are able to respond quickly when needed.
- Physical contact and name calling are not permitted at any time. Students exhibiting either behavior should be sent to the office.
- The back door is used at recess but is locked and unlocked as needed- it is not to be propped open.
- Children use the main bathrooms at recess. Students in PK-2 must radio to the nurse to be escorted when not accompanied by an adult.
- Sneakers are required.
- All recess equipment is to be played with either in the grassy areas or on the blacktop.
- Student conflicts should be settled in a positive manner.
- Teachers and staff shall not have favoritism and/or single students out when disciplining.

Retention Prevention

Retention forms are required and must be turned in with each retention request. This will help the superintendent support you when parental concerns arise. **Attach parent/teacher conference notes, RtI minutes, benchmarks, classroom data and progress reports/report cards will be presented with the retention forms. Parents do have the right to ask for their child to be retained, but should be done with appropriate data measures.**

Retention Procedure

1. If the student is failing to make normal progress, the parents must be notified of concerns early so that the school and home may cooperate in helping them achieve greater success. Please make sure you arrange at least three conferences with the parents throughout the spring ([Jan/March/May] or [February/April/June]) for any students you may consider retaining if further growth does not occur. Please make sure you log parent contacts and specific concerns.
2. Most retention should be at the primary level. However, older students may be considered if it is strongly felt retention will help the student.
3. No student will be retained for more than one year.
4. The teacher shall utilize the Response to Intervention Process to help students who are not progressing at a normal pace and in making decisions to retain. Any student that is below grade level must be receiving RtI interventions.
5. The teacher is to discuss possible retention with the RtI team and the superintendent before discussing retention with the parent or guardian to ensure everyone is on the same page before proceeding. Retention should be a team decision!
6. Parent notification of the recommendation to retain or promote is to be given as early as possible in the school year, but no later than mid-term of the third marking period. Notification of retention is to include a note on the final report card.
7. District office will mail a proposed retention notification to the parent.
8. Parents have the right to ask for retention

Safety Program

The district recognizes that the safety of students, employees and the public is paramount in all school organizations. Safety will not be sacrificed in the interest of time or money. All students, employees, and the public are to comply with all safety laws and regulations. Unsafe conditions observed by any employee are to be promptly reported to the administration for corrective action. It is the responsibility of the entire school community to report any unsafe building or equipment conditions by filling out form 8100-E and turning it into the Director of Health and Safety as soon as possible.

Training in exposure to toxic substances is provided to all employees prior to the start of the school year, during the superintendent conference day, to meet Federal HAZCOM standards. Employees who

may be exposed to bloodborne pathogens (HIV and Hepatitis B) are trained in the use of universal precautions and offered immunizations, as required.

Information about chemical products used by District employees may be found in the Material Safety Data Sheets (MSDS) online. Please contact the Director of Health and Safety for this information.

Education Law, Section 917, requires all districts to provide and maintain on-site automated external defibrillator (AED) equipment for use during emergencies. Staff are offered the opportunity annually for CPR, AED and Stop the Bleed training.

School Closing Announcements

The decision to close school is made by the Superintendent based on the best available information with the assistance of the district Transportation Department and the Town of Edinburg. In the event that school is closed due to weather or other emergency conditions, school closing announcements will be made on the local radio, social media, and television stations. **The Superintendent will send out a notice to all staff on the Remind App.**

Student Counseling

Counseling referral forms, obtained from the counselor, are to be used when referring a student for counseling services. The form is to be placed in the office mailbox labeled "Counselor". The counselor will then bring the referral to the Superintendent to be signed. The counselor will be at Edinburg Common School four days per week. (Please involve the Counselor prior to submitting a referral).

Student Profile

It is our goal at E.C.S to graduate individuals who demonstrate good character by practicing such things as respect, honesty, responsibility, safety and care for others.

Goals for Instructional Programming

The district's instructional program(s) will help students to become:

RESPONSIBLE CITIZENS

ESSENTIAL SKILLS—Students who:

1. Treat others as they would like to be treated; respect the opinions and rights of others
2. Respect themselves by dressing and presenting themselves appropriately
3. Assume a sense of responsibility for self and others
4. Make good choices, avoiding drugs, alcohol and other dangerous behaviors
5. Exhibit fair play and good sportsmanship

SELF-DIRECTED LEARNERS

ESSENTIAL SKILLS—Students who:

1. Set goals and achieve satisfaction in working to accomplish goals and new opportunities
2. Identify and follow their interests
3. Enjoy learning
4. Understand, love and seek to learn.

CRITICAL AND INNOVATIVE THINKERS

ESSENTIAL SKILLS—Students who:

1. Use problem solving strategies and techniques to defend and explain their decisions
2. Use good judgment by thinking before acting and speaking
3. Communicate information in an accurate and understandable manner
4. Examine issues and find various ways to solve problems and use mathematical practices
5. Read on or above grade level texts across genres with comprehension and fluency

INVOLVED CITIZENS

ESSENTIAL SKILLS—Students who

1. Volunteer for activities and events
2. Are the best they can be in all settings
3. Accept responsibility for their actions
4. Demonstrate the knowledge, skills, attitudes and values necessary to contribute positively to their community.

EFFECTIVE COMMUNICATORS

ESSENTIAL SKILLS—Students who:

1. Read, write, speak and listen when interacting in school, at home and in the community
2. Use a variety of ways to express their ideas, demonstrate effective presentation skills
3. Students who understand and express knowledge, thoughts and feelings about themselves and others.

COLLABORATIVE PARTICIPANTS

ESSENTIAL SKILLS—Students who:

1. Share responsibility for work and learn from others
2. Value each member of the group and take an active role in group activities
3. Students who work with others to accomplish goals and tasks; who work and play together respectfully.

CULTURALLY AWARE

ESSENTIAL SKILLS—Students who:

1. Are open minded and willing to try new things
2. Are aware of different cultures, languages, religions, and lifestyles
3. Enjoy different forms of art, plays, and music information

INFORMATION, TECHNOLOGY AND MEDIA

ESSENTIAL SKILLS—Students who:

1. Use their knowledge to help solve real-world problems
2. Access, evaluate, use, and manage information
3. Understand and use appropriate media tools
4. Consumers and Producers who exhibit functional and critical thinking skills.
5. Fluent in 21st Century Digital Technology

GLOBALLY COMPETENT PERSONS

ESSENTIAL SKILLS—Students who:

1. Adopts shared responsibility
2. Takes collaborative action
3. Participates in school and family life as well as worthwhile leisure and extracurricular activities

Substitutes

If you are going to be absent from school for illness or for personal business that can not be done after school hours, you need to follow these procedures:

1. If you know 3 days in advance that you will be absent a Request for Leave form must be filled out and submitted. Please let the office know of all absences regardless of the time frame. This helps us plan to ensure coverage as much as we can if a substitute is not secured.
2. Teachers, LTAs, aides and the nurse must log into the AESOP system and put in your date of absence. If you know in advance you should do this as soon as possible. If not, as early that morning as you can.
3. If you are requesting a substitute for classroom coverage please remember that certified teachers should always be requested first for classroom teaching assignments. Second, would be uncertified teachers and third, LTA substitutes.
4. Call the office and leave a message so that we are aware of your absence if it is not pre-planned. Also notify the superintendent by email or message.

Substitute Folders

You need to have a hard copy of your subfolder in the main office. In addition to providing access to your lesson plans through planbook.com, substitutes need to have the following information:

1. Some type of warm welcome and the name of a peer they can go to
2. Classroom management rules and procedures - behavior plans and tips
3. Classroom procedures for collecting folders, money, notes, dismissal, arrival etc.
4. Seating chart if you have one and place cards with students names
5. Location of materials, passwords if needed for promethean board login, google docs planbook etc.
6. List of students indicating any alerts, medical problems, special needs - this should be labeled as confidential information
7. Procedure for pick ups and bus dismissal as well as bus and pick up list
8. Daily Schedule - which will be in your planbook.com
9. Lesson plans - which will be in your planbook.com
10. Students excused for lessons, OT/PT/Speech, RTI/SPEC. EDU.
11. Students excused for religious instruction
12. Location of your emergency flip chart
13. Procedures for students with allergies, asthma, any health concerns
14. Procedures for recess
15. Set up a substitute login for your Clear Touch Board, Planbook, Computer

Surveillance (Policy #8210.1 & # 8414.4).

Uses of surveillance cameras on school property, including buses, are in accordance with our policy. Use of audio/video cameras are in accordance with our policy. Entering or riding a district school bus constitutes consent to the audio/video recordings.

Visitors

Parents, Board of Trustee members, other citizens, and former students when visiting the school must call and make an appointment prior to coming unless there is an emergency. All visitors shall report to the main office. Any person on school property who has not registered with the school office is illegally on school property and will be asked for identification or to leave the school grounds. If the visitor refuses to leave the school grounds or creates any disturbance, notify the Superintendent.

Volunteers

Anyone volunteering in classrooms must register in the main office. For the safety of students, all volunteers must complete a volunteer application which requires (3) references and then await approval from the District Office regarding clearance. Volunteers will be supervised by the teacher or LTA they are assisting at all times and are not permitted to be left alone with students. Volunteer applications must be filled out yearly.

EDINBURG



EAGLES

STAFF HANDBOOK

I have received the staff handbook and read it in its entirety. If there were questions and/or content that I did not understand, I have asked my administrator, mentor or union president for clarification.

Staff Signature:

Date:

Print Name