

# FAYSTON

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## ELEMENTARY SCHOOL

# 2018-2019

## Staff Handbook

Website: [www.faystonschool.org](http://www.faystonschool.org)

### **FAYSTON SCHOOL MISSION:**

*Fayston Elementary School, in partnership with the community, will prepare our students, academically and socially to succeed in meeting the challenges and opportunities of tomorrow and beyond, in a diverse, rapidly changing world.*

### **Our students are learners who:**

- are self reliant individuals
- are creative
- are effective communicators
- are flexible and adaptable
- are respectful, responsible, and accountable to themselves and to others
- possess the academic foundation needed for the challenges of the 21st century
- are reflective
- are strategic thinkers and risk takers
- value diverse ideas
- know how they learn and actively engage in their learning
- demonstrate a desire/passion for their learning
- pursue excellence
- look beyond themselves to connect with others and with a community

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### **About This Handbook**

The Staff Handbook serves as a supplement to various other sources of information including the Family Handbook, Policy Manual, Teacher and Support Staff Master Agreements or individual letters of agreement. Staff members are responsible for the information contained in all of these resources. Information listed in these other places may not be repeated here.

### **Work Hours**

The school day for professional staff begins at 7:15 a.m. and ends at 3:00 p.m. Responsibilities outside these times are outlined in Master Agreements. Support staff hours are governed by individual letters of agreement. If you will need to arrive late, leave early, or leave the building for a period of time during the day, please notify the Administrative Assistant in advance. Please remember free times during the day (other than lunch) are for planning and meeting purposes. Leaving the building during these times should be done only when absolutely necessary and only after notifying the Principal and/or Administrative Assistant. There is a sign-out board in the office for staff leaving the building during the school day.

### **Student Attendance**

Each homeroom teacher or his/her designee shall enter student attendance into PowerSchool by 8:15 a.m. At that time, the Administrative Assistant will begin making “safe calls” to families of students marked absent. If you have a Guest Teacher, it is your responsibility to have someone enter your attendance or make arrangements for the Administrative Assistant to enter your attendance.

Students arriving after 7:40 a.m., but before attendance is complete, are to be marked tardy. Students marked tardy, but arriving without a late slip from the office must be asked to return to the office for a slip. Teachers should not mark any attendance codes other than present or tardy. The office needs to be made aware of information impacting attendance received in advance (family vacations, etc.). If you are notified of an impending absence, you should direct families to contact the administration and forward what you have been told to the administration as well.

### **Lunch and Recess Times and Duties**

Please review the lunch and recess duty schedule provided to all staff at the start of school. The lunch and recess hour is from 11:30 a.m. to 12:30 p.m. If you are ill or absent due to an emergency, the Administrative Assistant will find coverage for any scheduled duty you might have on that day. If you are out of the building due to a scheduled absence, you are responsible for finding coverage in advance. A general advance email to staff asking for coverage seems to work well. Please notify the Administrative Assistant if you swap duties with someone or arrange for coverage. If you are unable to find coverage in non-emergency situations, please let the Administrative Assistant know in advance.

### **Duty Expectations**

Recess and lunch duties are assigned to provide supervision of students. It is expected that supervisors will be punctual and active in their roles. Supervisors should be pro-active while on duty. Active supervision is a critical skill for adults supervising in non-classroom settings. Critical components of active supervision include: **S.I.M.**

**SCAN:** Visually examine the entire environment, frequently noticing both appropriate and problem behavior. Two areas need supervision: the soccer field area, the hill/swing area and, in the wintertime, the sledding hill.

**INTERACT-** Elicit conversations with students while providing re-directions and reminders as well as positive acknowledgements.

**MOVE-** Physically move around the entire area in an unpredictable pattern.

If you are unable to meet your assigned duty, it is your responsibility to find coverage as outlined above.

### **Lunch Supervision**

Lunch should be a relaxed and stress free time. Supervisors need to:

- Monitor lunchroom noise
- Support the serving of lunch; student assistants may be involved, but school staff should support students in doing this well.
- Support students in keeping the lunchroom clean (taking in trays, properly disposing of trash), ensuring that students complete the cleaning of the lunchroom per established schedule.
- Make sure the students follow the lunchroom expectations
- Dismiss students to recess (or classroom, as appropriate)

### **Recess Supervision**

- Supervise dismissal of students to recess and escort students in from recess.
- Actively watch groups of children and help them avoid inappropriate behavior.
- Support students in organizing games as needed.
- Support appropriate skills and behaviors.
- Make sure students follow established rules.

### **Classroom Schedules and Emergency Guest Teacher Plans**

Teachers are asked to provide the Administrative Assistant and Principal with a copy of their class master schedules during the first full week of school. Teachers are asked to provide the Administrative Assistant with emergency Guest Teacher plans for at least one day by the end of the second full week of school. These plans should be detailed enough so that the Guest Teacher may implement them on any day of the week. Please include your Integrated Arts schedule and emergency procedure protocols.

### **Expectations for Professional Development**

HUUSD professional development activities will be developed to reflect the priorities in the Action Plans of Pre-K to 12 district's educational system and individual schools. All staff members are expected to attend and participate actively to advance the work of the group toward achieving the identified objectives. The building administrator, in consultation with the superintendent, makes the final decisions for assignments.

Para-educators are expected to attend professional development workshops as requested or required by building administrator.

The first district in-service will take place on October 5th, 2018 and will be a full day. Please see the Harwood Unified Union School District Calendar for future dates.

### **Attire**

We communicate to parents, students and each other by the way we dress. Staff should dress in a manner that reflects high standards of professionalism. Staff will be held to the same standards outlined for students in the Family Handbook. Additionally, blue jeans are generally not appropriate attire for staff, except in specific events such as spirit days (generally Fridays), field days and field trips where there is a reasonable chance that activities will require such attire.

### **Bulletin Boards**

In order to maintain a fresh and inviting learning environment, bulletin boards should generally be changed every month. Students are encouraged to design and create bulletin boards as a means of exhibiting their learning and being vested in their school and classroom spaces.

### **Whole-School Meetings**

Whole-School Meetings generally take place every other Wednesday morning at 7:40 a.m. in the gym. Please see the schedule in your in-service folder. All staff members working in the building on the day of a Whole-School Meeting are expected to be in attendance. Students should not be excluded from these meetings for any reason other than safety. If a staff member or student must miss a Whole-School Meeting, a prior discussion with the Principal is required, except in the case of an emergency. A sign-up sheet to facilitate a Whole-School Meeting will be circulated during in-service. All classroom teachers and Integrated Arts teachers must facilitate one meeting per year. Whole-School Meetings are intended to build community and allow children an opportunity to be “on stage” and share their learning. Additionally, guest speakers/performers are invited to attend. Families and community members are invited and encouraged to attend.

### **School Board and PTO Meetings**

Staff members are encouraged to attend PTO or School Board meetings as part of their professional responsibilities. Both organizations thrive when staff voices are part of the conversation. HUUSD School Board meetings are regularly scheduled for 6:00 p.m. twice a month on Wednesdays. The FES PTO meetings are held on the second Tuesday of the month at 6:00 p.m. at the Mad River Barn.

### **Accidents and Injuries**

Any adult who is injured in the building, on school grounds, or at a school-sponsored activity must report the incident to the Nurse, Principal, or Administrative Assistant as soon as possible.

**An incident report and Worker’s Compensation claim must be completed within 72 hours.**

Not doing so may jeopardize some of your insurance benefits. An incident report must be completed for every student injury. The report should be given to the School Nurse, if in the building, or to the Principal or Administrative Assistant if the Nurse is out. The first report of injury form can be found on the Fayston School website under “For Staff”.

### **Communicating Accidents, Illnesses and Injuries**

**Calling home:** It is best to err on the side of caution and to call home when considering whether or not to contact a parent regarding an injury. If that little voice inside you says, “call”, please do. If you are unsure, speak to the Nurse or Principal.

**Calling the Office:** Please communicate any “history of illness or injury” to the office when sending a child home for medical reasons. Do not rely on children to communicate that they hit their head on the playground, etc. Background information can and does dramatically change how medical issues are approached in the office. Please be certain we have as complete a picture as you provide. Always complete the Health Office Pass when sending a student to the office.

### **Supervision of Students**

Students may never be left unsupervised. As inconvenient as this may sometimes seem, we are ultimately responsible for the safety and well-being of all students at all times. Students must work in classrooms or other areas of the school within the sight of an adult who has accepted

responsibility. An adult must accompany students walking to and from Integrated Arts classes, the playground, or other areas of the grounds.

### **Semester Schedule**

**This year we will be following a semester schedule for the 2018-2019 school year.**

*First Semester:* **August 27 – Mid January**

*Second Semester:* **Mid January– Last Day of School**

Report Cards go home in January and on the last day of school.

Family Conferences will take place in November and March.

### **Staff Meetings**

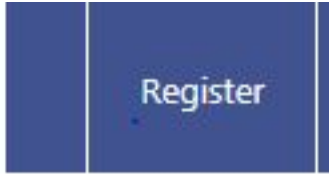
The staff meeting schedule for the year will be shared with you in a Google Document. Staff meetings will also be entered into the FES Staff Calendar in Google Calendar. Meetings are held on Tuesdays for approximately one hour after school. They begin at 2:45 p.m. The location is most likely a classroom. All professional staff members who work on a staff meeting day are expected to attend for the entire time. Part-time staff members who are working that day are expected to attend until at least until 3:00 p.m. and work with the Principal to fulfill their contractual percentage of staff meeting time throughout the year. All staff members (professional and support staff) are encouraged to attend entire staff meetings. Staff meetings are paid time for support staff. If you are unable to attend, it is your responsibility to follow up with minutes of the meeting or seek out a colleague or principal.

### **Fiscal Year Payroll Schedule**

The payroll schedule will be sent to you when it is available. It lists the pay periods, check dates and when timesheets (for hourly employees) are due to central office. It is necessary for time sheets to be turned in by 12:00 noon on Thursdays, with an estimate of the time worked for the following day. Please bring timesheets to the Administrative Assistant in the front office for computing and passing on to the Principal for signing. **It is the responsibility of the staff member to turn in timesheets on time. Hourly staff will not be paid without a timesheet turned in by Thursday, at 12:00 noon. Please do not expect to be reminded to turn in your timesheet. If you have any questions about precise due dates for timesheets, please see the Administrative Assistant.** Time sheets are available online via our school's website. You can access additional information in terms of payroll and leave time via your Tyler Portal.

You must now register in the HUUSD portal to view paystubs:

1. Go to the HUUSD Business Office page: <https://wwwsu.org/business-office.php>
2. Click the first link, for HUUSD.
  - a. Now you should be at the screen for the HUUSD Employee Self Service Web Portal.
3. In the upper right-hand corner, click Register.



4. Fill out the information, and click Register at the bottom of the page.
5. Hover over the Pay/Tax Information menu and click Employee Pay.  
You should see the current paystub.

All the information you formerly viewed in your old portal will be available over time in the new HUUSD portal except any old pay stubs. (Employee time off is not yet available in the new portal, but will be shortly.)

Contact Susan Neill or Tanya Cheney at the central office if you have questions or experience any issues registering.

### **Calling for Assistance**

If you need assistance with behavior, etc., please call the front office. The Administrative Assistant will know who is available and will send someone. Please do not call the Principal or anyone else directly.

### **Leave Requests**

Leave request forms may be found on our school's website or central office's website. With the exception of emergencies, 48 hours notice is required. Please complete the leave request and place it in the Principal's mailbox for approval. Staff members needing emergency leave time (illness, family emergency, etc.) should contact the Substitute Coordinator as soon as possible by calling her on her cell phone during off-school hours or letting her know in person during the day. Leave forms for emergency time are required retroactively upon your return.

Except in the case of an emergency, staff members are responsible for finding their own coverage for any recess or lunch duties. These may be assigned to the Guest Teacher, as appropriate. Professional staff and support staff should reference the Master Agreement for more information on leave benefits.

### **Field Trips**

Field trips should address areas of the district's Action Plan, curriculum, Common Core, or the Vermont Standards. There is a field trip request form (found on the school's website) that must be completed prior to scheduling or announcing any trip. Please complete the form and place it in the Principal's mailbox for approval. Field trips outside the greater Valley area will generally involve taking a school bus. There is a separate Transportation Request Form, available from



the Administrative Assistant, that should be completed and attached to the field trip request form. Please work with the Administrative Assistant when scheduling a bus for the trip.

### **Purchasing Books and Supplies**

#### **Considerations:**

How do these materials support our school's Action Plan?

How do these materials support the Grade Level Expectations or Common Core?

Are these materials critical to the learning needs of students?

Are these materials within my budget, and have I planned carefully for future expenses (i.e. not spending all of my money in September)?

**Obtaining a Purchase Order:** To obtain a purchase order (**which is required prior to any purchasing or ordering**) please use the FES Requisitions Worksheet (Google Spreadsheet) available on our school's website. Providing the Administrative Assistant with all of the essential information on this spreadsheet will allow her to enter the requisition into Tyler (our accounting system). This includes the item description, item number, unit, quantity, unit price, freight/shipping, account. Be sure to include any additional information (such as vendor information) in the body of the email when you forward the spreadsheet to the Administrative Assistant. Once entered into Tyler, it will be available for approval by the principal. **Do not order any items before the purchase order has been approved and a purchase order number has been provided to you.**

**Receiving Materials:** Approved and ordered purchase orders are kept in the office. A copy is given to the requisitioning teacher. When orders arrive, they will be delivered to your room or you will be notified that you have a package in the office. You are responsible for checking the materials against the packing slip and returning the packing slip (with your signature to indicate that all materials have arrived) to the Administrative Assistant. **If the signed packing slip does not make it to the Administrative Assistant, you will be required to contact the vendor to have them send you another one.**

**Reimbursement:** Staff members may opt, within the parameters of their classroom budget, to purchase books and/or supplies and get reimbursed, subject to prior approval by the Principal. However, this is not recommended best practice. Reimbursement is not guaranteed on items not discussed in advance. **The Fayston School does not pay tax. Therefore, we do not reimburse employees for taxes paid on purchases made for school.** An employee may opt to pay tax on a purchase, but that amount will be subtracted from any reimbursement. To claim reimbursement, complete a Reimbursement Request Form (see school's website) and attach your sales receipt. Please keep a copy of the receipt for your records. Forward the request to the Principal for approval. **Reimbursement will not be made without a receipt.** Reimbursement requests are processed on the same timeline as regular bills. It may take up to three weeks to receive payment.

**Charge Accounts:** The Fayston School maintains charge accounts at many local merchants. Charging items requires a purchase order. If you are unsure of the amount of your purchase, ask for a “not to exceed” amount to be listed on the PO and signed by the Principal. A signed PO is required before any purchase may be made.

### **Checking Email, Voicemail and the Daily Attendance Email**

Staff members are expected to check their email and voicemail at least once per day and to keep an updated greeting recorded. You are responsible for communications sent to you via email and voicemail. If you need assistance with either, please let the Administrative Assistant know. All staff are encourage all to visit the school’s blog at <http://faystonelementaryschool.blogspot.com/> Please sign up and “follow me” by entering in your email on the right hand side. Any time a post is made you will automatically emailed.

**Staff members are responsible for reading the daily emailed update sent out by the Administrative Assistant. Please email items for inclusion in this email to the Administrative Assistant.**

### **The School Newsletter & Blog**

All staff members are encouraged to submit articles for FES News. The articles are due on the Wednesday prior to publication. Topic selection is at the discretion of the person writing the article. The newsletter is published in hard copy for some families and on the school website, [www.faystonschool.org](http://www.faystonschool.org). The newsletter will be distributed every 3 week on Fridays. Our newsletter will be student created (with the support of Cristal Vasseur) and will provide students with an opportunity to share their learning, skills, and experience.

**Fayston School Blog** Please go to <http://faystonelementaryschool.blogspot.com/> an enter in your email so that you are provided with regular updates regarding what’s happening here at our school.

### **Personal Phone Calls, Cell Phones and Internet Use, Social Media in School**

When you are with students the priority is to work with and support students. The use of technology, must to that ends, be used at times that are appropriate. Facebook and other social media are not permitted unless it is for school business. All communication regarding school business must be conducted by specific accounts that are affiliated and established for Fayston School. Personal calls, cell phone use and use of the internet for personal business may take place during lunch, breaks or before or after school. Cell phones should be turned off at all times during the school day. Staff members should let family and other necessary parties know that the office will deliver emergency messages promptly.

### **Hourly Employees and Extra Hours**

Hourly employees will only be paid for pre-approved time beyond the contract hours. Please see the Principal for pre-approval of extra time. Attending staff meetings does not require pre-approval.

### **Miscellaneous Forms**

The following forms and information are available on the school's website at [www.faystonschool.org](http://www.faystonschool.org) click on the "for staff" link. Please check the website as other forms are added periodically.

Field Trip Request Forms	Accident/Incident Reports
Leave Forms	Discretionary Day Forms
Licensure Paperwork	Phone System Directions
Reimbursement Forms	Tax Exempt Certificate Copies
Transportation Request Forms	Timesheets
School Calendars	Course/Workshop Request Forms
EST Referral Forms	Maintenance Work Orders
Student Success (Behavior) Planning Forms	Discipline Referral Forms

### **Sunshine Fund**

The Sunshine Fund maintains a small account to pay for remembrances, expressions of sympathy, congratulatory celebrations and other personal sentiments. A collection envelope is circulated at the beginning of the year and as needed throughout. Donating to the Sunshine Fund is optional and the amount given is left up to the employee. See Cristal Vasseur & Mary Hoyne regarding use of, and contribution to, this fund.

### **Communicating with Parents**

It is expected that teachers send home a weekly or bi-weekly letter, newsletter, or blog to parents. Blogs or websites that allow parents to "follow or sign-up" makes it easy for any updates on your blog or website to be pushed out to families via their emails. **As you communicate with parents, please include the Principal and Administrative Assistant on your communication.** Additionally, if you suspect families may call the office to ask questions about a particular special event affiliated with your classroom, please let the Administrative Assistant know so that she may be prepared with the necessary information. Integrated Arts Teachers are expected to communicate to parents in a same way or include something in a teacher's weekly or bi-weekly communication plan. Please keep in mind that the best form of communication is face to face communication. Always invite a parent in to discuss any issue in person. Do not engage in email or social media exchanges that can best be resolved in person or in conversation over the phone.

### **Building Security**

The security of the building is all of our responsibility and must be taken very seriously. Our doors have interior locking mechanisms. Safety efforts are only as effective as our diligence in closing doors and windows when we leave. At the end of the day, please be certain you close and lock all windows and be sure that all outdoor doors are securely shut in your workspace. Additionally, please be sure all lights are turned off. If you are the last person leaving the building, please be certain the double glass doors are closed and locked. All staff will be issued card keys to enter the building via the front doors. These card keys will serve as your ID badge and must be with you all times. They will provide you access to the hallway doors near the 5th and 6th grade classrooms.

### **Communicating with the Media**

Communicating with the media is done by, or pre-approved by, the Principal. If you receive a request for an interview or information, please refer the request to the Principal. If you plan to initiate correspondence with the media to discuss a classroom or school project or event, please speak to the Principal about your intentions well in advance. Before submitting any photographs or video of a child, or other information or depictions, teachers are responsible for knowing that parents have given permission for such and have not requested that there be no pictures of their child(ren).

### **Legal Correspondence - Policy *Approved 3/16/10***

#### **School-Attorney Relations**

It is the Fayston Schools primary role and responsibility to educate children. As such, and to the extent legally possible, the school seeks to avoid becoming unnecessarily involved with litigation, family disputes and other areas except as mandated by law. Additionally, during stressful situations, students frequently approach a staff member, e.g., a guidance counselor, teacher or nurse, for support and out of trust that confidentiality will be maintained. Such trust and confidentiality may be lost if the staff member is asked to share the information. In an effort to preserve relations between the staff, families and students, and to focus on our primary educational role, the following procedures will be used when an attorney requests information:

1. All initial contact to school staff or volunteers by an attorney will be immediately referred to the principal. In the principal's absence, in the case of an emergency, the superintendent will be contacted. The employee or volunteer will not respond in any form, verbal, written, electronic or otherwise, to initial contact from an attorney other than to decline the request and refer the attorney to the principal or superintendent.
2. The principal may, at his or her discretion, contact the attorney for the purposes of gathering more information related to the inquiry. The principal may provide Directory Information, as referenced in policy F-6 and defined in the current Family Handbook. All information will be released with full regard for privacy rights under the Family Education Right to Privacy Act (FERPA).
3. No employee or volunteer shall discuss any issue related to families, students, or school with an attorney without a properly served subpoena, or as otherwise required by law. The principal may speak to an attorney, or permit, at his/her discretion, an employee or volunteer to speak to an attorney, who has been properly assigned by the Court to represent a child.
4. The principal may speak with, or permit a staff member or volunteer to speak with, a guardian ad litem. The guardian ad litem shall be required to present, or have the Court provide, a letter confirming the guardian ad litem's appointment. Employees and volunteers shall notify the principal prior to speaking with a guardian ad litem.
5. In the event that an employee or volunteer receives a subpoena, he/she shall provide a copy to the Principal immediately. The Principal shall contact the Superintendent and provide her/him with a copy. If necessary, the Principal or Superintendent, after consulting each other, may contact legal counsel.

6. In the event an employee or volunteer is required to give a deposition or testimony, the employee or volunteer shall, to the extent possible and at the discretion of the principal, be permitted access to and/or representation by district legal counsel. The school strongly discourages depositions or testimony of any kind from taking place at the school.
7. The principal and school attorney shall work together to ensure, to the extent possible, that the educational process is not disrupted by legal proceedings. This may include, but is not limited to, moving for a Protective Order from the Court barring the release of non-directory information or petitioning to quash a subpoena that would disrupt the school day.

### **Procedures for Addressing Misbehavior – Referrals to the Principal**

Other than for safety concerns, referral to the Principal for behavior should be made only after the following have occurred:

1. Classroom interventions such as redirection, reminders, visual clues
2. Take a Break
3. Buddy Classroom
4. Completion of a Student Success Plan (Student Conference)

Students being sent to the Principal **must bring a student success plan form**, except in the case of emergencies. It is the expectation that teachers call parents when a student's behavior becomes problematic. For matters of safety or considered violations of school's policies, property damage, verbal aggression, defiance/noncompliance, physical aggression, technology agreement violation, etc. please complete a discipline form found on our school's website and provide to the principal. Copies of all signed student success plans must be shared with the administration so that behaviors can be logged in to PowerSchool and filed in a student's file.

### **Health and Wellness for Staff**

The Health Office is concerned with promoting the health and well being of our staff as well as our students. Please notify the School Nurse of any life-threatening allergies or significant health concerns you may have.

### **Training**

During the initial weeks of school, in-service training regarding Universal Precautions, treatment of life-threatening allergies, including use of the Epi Pen and any other information necessary for student health, will be provided to teachers and staff.

### **Student Health**

As soon as information is available (September), a confidential list of student health concerns will be provided to teachers and pertinent staff. Staff is reminded that all medication for students is secured in the Health Office. No medication should be in a child's possession. The only exception to this is an Epi Pen and a special plan must be made for a student to carry the Epi Pen in school. See the protocol for taking medication on Field Trips. An adult family member

should drop off all medications at the Main Office or Health Office. Students should not be transporting medication except as outlined above.

Screening of vision and hearing are performed during the fall, but an assessment can be done at any time that a teacher or parent has concerns about a student.

### **Illness and Injury**

A student who is injured or appears ill should be sent to the Health Office. An evaluation will be made by the School Nurse or delegate. Depending on the nature of the condition, the child may return to class or be sent home with a parent/guardian. If emergency treatment is required, EMS and parents/guardians will be contacted and the child will be transported to the hospital accompanied by a staff member when appropriate and available.

### **Universal Precautions and Administering First Aid**

If you respond to a situation involving any body fluids, you must use universal precautions:

1. Have latex gloves available at all times. These are available from the Nurse. Always wear medical gloves when administering first aid. If you do not have gloves, always maintain a barrier between the other person's body fluids and yourself.
2. When possible, the injured person will apply pressure to the wound or bloody nose him/herself.
3. Wash your hands with warm water and soap after administering first aid.
4. The custodian or his properly trained designee will clean up blood spills, vomit or other infectious materials, whenever possible.
5. Students or staff with blood or other body fluids on their clothes must change clothing before rejoining others. Soiled clothing must be placed in a plastic bag that is tied closed for transport home.
6. All disposable cleaning materials will be double bagged and placed in the biohazard bag in the Nurse's office.
7. The sharing of any food, or any other means of mouth-to-mouth contact, is prohibited.

All employees are offered the Hepatitis B vaccine free of charge.

### **Head Lice Management**

Any staff member who suspects a student has head lice will report this to the school Nurse or designee. When the nurse/designee initially finds a student with head lice and/or nits, the parents will be contacted. The nurse or designee will verify if treatment was performed and/or discuss treatment options. The nurse will recommend that other members of the family receive inspections for head lice. The nurse will encourage parents to notify any childcare providers and other close personal contacts when an active case of head lice has been identified.

When a case of active head lice is identified in the school, all families will be notified. The privacy and confidentiality of the student and family will be maintained to the extent possible. The nurse will exercise her discretion in carrying out head inspections of other students and staff associated with the identified student.

The school nurse, in consultation with the school administration, reserves the right to take additional steps should a family not be able to adequately treat head lice and the situation does not resolve itself in a reasonable amount of time. Additional steps may also be taken should the situation become a detriment to the student, i.e. there is prolonged exposure to chemicals or emotional/social distress is caused to the student.

When a case of lice is diagnosed, the school and classroom teachers will institute practices that can include, but are not limited to:

- Assigning individual hooks for student belongings where there are no individual lockers or cubbies.
- Having students store their hats inside their coat sleeves.
- Discouraging head-to-head contact between students as well as sharing of hats, combs, brushes, and hair ornaments.
- Removal of classroom pillows and stuffed animals for 48 hours and bagging them. Upholstered furniture may need to be covered or vacuumed.
- Discontinue “dress-up” activities and other activities that promote close person-to-person contact for 48 hours.

### **Safety Drills and Red Backpacks**

All classrooms, and several other rooms, have a red backpack that serves as a safety kit. It contains emergency supplies, class lists and other items that might be needed during an evacuation, secure the building or clear the halls. Teachers must bring these kits any time they are asked to leave the building with their classes or secure the building. **In addition, teachers will need to have a copy of their class list behind their identification badge, which they will need to carry at all times while school is in session.**

### **Emergency Radios**

There are two-way radios for emergencies. Radios are also provided to playground supervisors and for when you take students outside. The radios are not for student use at any time. Protocol for the use of the radios will be provided and practiced throughout the year.

### **Safety Protocols**

Every classroom/learning environment is provided with a 3 ring binder containing our safety protocols. These binders will be replaced this fall with a quick reference guide. It is the responsibility of all staff to regularly familiarize themselves with these different protocols. Additionally, all sub plans must reference to these protocols and/or include them for substitute teachers.

### **Reporting Suspected Child Abuse and/or Neglect**

Act 60 resulted in important changes to reporting requirements. Additionally, some definitions of abuse and neglect were revised (see Section II below).

The reporting standard is:

**Any mandated reporter who reasonably suspects abuse or neglect of a child shall report in accordance with the provisions of section 4914 of this title within 24 hours of the time information regarding the suspected abuse or neglect was first received or observed (33 VSA § 4913(c)).**

This revised standard includes some important changes:

- The previous standard (“have reasonable cause to believe” a child has been abused or neglected) is no longer in effect. A report now must be made when a mandated reporter “reasonably suspects” abuse and neglect.
- The individual who suspects abuse or neglect must make a report directly; it is no longer sufficient to “cause a report to be made”.
- A report must be made within 24 hours of the time information about suspected abuse or neglect was first received or observed. Calling law enforcement is not the same as reporting suspected abuse or neglect to FSD. You must notify FSD directly.
- While organizations may have their own policies related to notifying supervisors or management about suspected child abuse or neglect, individual mandated reporters are legally required to report suspected child abuse and neglect to FSD within 24 hours. Each mandated reporter is responsible for making a report on time and is liable if one is not made. No one, including supervisors and managers, may prevent a mandated reporter from making a report within the required timeframe. **BE SURE TO NOTIFY THE PRINCIPAL IF YOU FILE A REPORT and BE SURE TO DOCUMENT YOUR REPORT.**

#### **Liability:**

A person who files a report in good faith has immunity from any criminal or civil liability. Failure of a mandated reporter to report can result in criminal prosecution and a fine of up to \$500. If a mandated reporter failed to report with the intent to conceal the abuse or neglect, the penalty increases to up to six months in prison and a fine of up to \$1,000 (33 VSA §4913).

**Group Reporting:** If more than one individual within an organization needs to make a report about the same information or incident, FSD strongly recommends they report as a group — by phone or in writing. *The same 24-hour time limit applies.*

1. The best way to ensure a staff or team has met their legal responsibility is by having everyone with direct knowledge of the information in the room together when the report is made. The names of everyone who is in the room making the report should be clearly communicated to FSD.
2. Another option is for one person to draft a written report and have everyone involved sign it.

**When In Doubt:** Please call the Department for Children and Families (DCF)- Family Services Division for advice if you:

- Are not sure a report is warranted; or



- Are considering telling the parents about your report. In some cases, this could endanger the child and hinder the response.

"Reasonably suspects abuse or neglect of a child" means that you need only suspect that abuse or neglect might have taken place to make a report. When in doubt, report!

### **Agreements for All Meetings:**

Set of agreements so that we can learn from each other.

1. Listen respectfully
2. Be respectful of time
3. Follow the 48 hour rule: "If it bothers you say something or let it go."
4. Disagree respectfully
5. Be fully present
6. Be mindful of the physical space where we met
7. Silence = Agreement

### **Harassment of Employees**

It is the policy of our school district to maintain a safe and supportive work environment that is free from unlawful harassment, in which all members of the school community are treated with respect. The School District shall provide employees a work environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting harassment as defined and prohibited by law. The School District prohibits any form of unlawful harassment on the basis of disability, marital status, national origin, race, religion, sex or sexual orientation. Definitions of harassment and examples may be found in the complete policy, available from the Principal or on our school's website.

It is the express policy of the School District to require employee targets of harassment and employees who have first-hand knowledge of such harassment to report such claims. Employees who witness or are targets of harassment shall report the incident(s) to their immediate supervisor or another administrator who is not the subject of the complaint. Whenever possible, targets of harassment should directly inform the person engaging in the harassing conduct or communication that such conduct or communication is offensive and must stop.

Complaints of harassment are kept confidential to the extent possible given the need to investigate and act on investigative results. There will be no adverse action taken against a person for making a complaint of harassment.

Further information on administrative responsibilities, investigations, final action, false complaint filing, appeal procedures and training may be found in the policy.

### **Tobacco Prohibition and Drug/Alcohol Free Workplace**

The use of tobacco in the school facility, on school grounds and at school-sponsored activities is a violation of applicable law and will not be tolerated. No student or adult shall knowingly

possess, use, sell, give or otherwise transmit, or be under the influences of any illegal drug, regulated substance, or alcohol on school property, or any school-sponsored activity away from, or within the school.

### **Volunteers and Student Teachers**

The Fayston School has a valuable role to play as a site for teaching interns. Likewise, the school gains greatly from the work of volunteers and interns.

The cooperating teacher or supervising adult is responsible for the immediate everyday supervision of interns and/or volunteers. If challenges arise, please keep the Principal informed.

Arrangements for long-term or regular volunteers and interns require prior authorization from the Principal. Before you take on a student teacher or volunteer, please speak with the Principal. Student teachers, interns and volunteers are all responsible for following school policies and procedures. Immediate supervisors are responsible for educating the intern, volunteer or student teacher on the workings of the school.

### **Decision-Making via Email**

Some decisions are made by email in an effort to streamline the use of our time. The Principal will pose a question and ask for a response. In these cases, the majority will guide the decision. If you do not respond to the initial question, it will be assumed that you can support any of the options and that you do not have an opinion. Email is generally for information sharing not a forum for discussion.

### **Professional and Personal Data on Harwood Unified Union computer systems**

As a further definition of the acceptable use policy for The Harwood Unified Union School District, all staff shall refrain from maintaining personal files and data on HUUSD or school-owned computers. Use of HUUSD or school-owned equipment for personal use is acceptable but is restricted to use that conforms to the Acceptable Use Policy (See policy on WWSU website under school board tab).

If staff needs to store personal data such as iTunes music or video, email, photos, documents, etc, they should purchase personal flash or external hard drives, or store personal data in personal cloud accounts such as Dropbox, Google Drive or other.

There should be no expectation that personal data will be maintained by technical staff, or will be backed up to school servers or backup devices. Devices that need to be re-imaged or restored to factory settings will have all data wiped.

Appropriate backup for ALL data is necessary, and is the responsibility of staff to ensure that their professional data is secure and backed up to school backup systems, but also that personal data is stored on personal devices.

### **The Budget Process**

The budget-building process begins in September for the following school year. Staff members are encouraged to give input to the Principal on all aspects of the budget. The Board approves a final budget for posting in January. After that time, it is not possible to change the budget relative to new requests or initiatives.

### **Anticipated Horizontal Movement on Salary Schedule – Required Notice to Board**

A teacher who intends to qualify for horizontal movement on the salary schedule shall give written notice to the Board by December 1<sup>st</sup>, for placement on the new column during the subsequent school year. The Board shall notify each teacher by November 15<sup>th</sup> of each year of the December 1<sup>st</sup> notice requirement. Please consider receipt of this handbook your notice. (Master Agreement, 8.2.D)

### **Teacher Re-licensure**

Beth Abbott-Koch is the professional staff's representative from Fayston to the Local Standards Board (LSB). If you have questions about the re-licensure process, please see Beth early on in the process. The LSB meets monthly. Please allow time for Beth to research your questions, if need be. If you have questions about the relationship between salary and coursework/credits, please see the Principal.

### **Mobile Computer Lab**

Mobile laptop computer labs are maintained for school-wide use. There is a form on our school's website (For Staff) to sign up for the laptop cart or laptops. The cart is generally kept in the hallway leading to the 5th and 6th grade classrooms. It is the responsibility of a staff member to make sure that all laptops are returned and plugged in. Please sign out a laptop when you plan to have one out of the cart after 3 p.m. on any given day.

### **Phone and Voicemail**

Fayston Elementary School phone system. To set-up your phone and voicemail follow the steps below. All voicemail messages will also be forwarded to your school's email address.

Included in this system is your own voicemail box. It is **IMPERATIVE** that these voicemail boxes get setup ahead of time to insure that on opening day there are no communication issues.

You can do this from your home or other location outside of the school.

Here's what you need to do:

- Call [802-583-8000](tel:802-583-8000)
- Enter your 10-digit voicemail box number: [802-583-\(Enter your 4 digit extension\)](tel:802-583-XXXX) then hit #.
- Enter your temporary voicemail box PIN number: **4963391** then hit #.
- You are now logged in.

Just follow the tutorial to setup a new pin code, name and personal greeting.

Make sure you make a note of your new pin code; you will need that to get your voicemails.

### **Support Staff Pay: Snow Days**

Support staff members are paid for late starts or early dismissals. You should fill out your timesheet as you normally would. Support staff members are not paid for snow days or similar school closures.

### **End of Day Protocol**

1. Any changes to a student's regular dismissal schedule, either by filling out the form on the school website, a note sent into school or a call during the day, will be recorded on a "End of Day Change Note."
2. Notes will be in teacher's colored plastic folders and delivered by 5th and 6th grade students on or about 2:10 p.m. These are the same plastic, colored folders that have always been used.
3. If a teacher has a class outside before delivery of the folder, please check in with the Administrative Assistant in the main office, or outside at the bus stop to receive any changes.
4. End of the day time announcements for student dismissal:
  - 2:20 Office will announce, "Students will be dismissed in 5 minutes"
  - 2:25 Office will announce, "Students are now dismissed"  
Teachers will walk their classes to the buses and pick up students to the gym.
  - 2:30 Buses depart and pick up students are dismissed from gym.

### **2016-2017 Fayston Elementary School - Staff Directory**

<b>Staff Member</b>	<b>Email</b>	<b>Phone Extension</b>
<b>Amy Yavitz -Administrative Assistant</b>	<b>ayavitz@wwsu.org</b>	<b>7816</b>
<b>Jasmine Eagan– School Nurse</b>	<b>jeagan@wwsu.org</b>	<b>7817</b>
<b>Jean Berthiaume - Principal</b>	<b>jberthiaume@wwsu.org</b>	<b>7818</b>
Beth Abbott-Koch –K Teacher	babbottkoch@wwsu.org	7819
Carolyn Adams – Music Teacher	cadams@wwsu.org	7820
Doug Bergstein – 5/6 Teacher	dbergstein@wwsu.org	7821
Justina Boyden – 1/2 Teacher	jboyden@wwsu.org	7822
Allison Schlageter –Librarian/Tech Integration	aschlageter@wwsu.org	7823
Rachel Foley- Pre-K Teacher	rfoley@wwsu.org	7825
Jean Goldhammer – Grade 3 Teacher & Grades 2-4 Math Teacher	jgoldhammer@wwsu.org	7826
Ross Greene- PE Teacher	rgreene@wwsu.org	7827

Amy Jamieson – Speech Language Pathologist	ajamieson@wwsu.org	7828
Cheryl Joslin – Food Service Director	cjoslin@wwsu.org	7829
Erin Koch – 3/4 Teacher	ekoch@wwsu.org	7830
Erika Lindberg – French Teacher	elindberg@wwsu.org	7834
Beth McGeorge- Special Education Teacher	bmcgeorge@wwsu.org	7831
Nora McDonough- Art Teacher	nmcdonough@wwsu.org	7835
Staff Room		7836
Jason Stevenson– School Counselor	jstevenson@wwsu.org	7834
Cristal Vasseur - 5/6 Teacher	cvasseur@wwsu.org	7838
Ted Withey – Maintenance Director	twithey@wwsu.org	7839
<b>Support Staff</b>		
Mary Hoyne – Instructional Assistant	mhoyne@wwsu.org	7840
Hillary Newton- Instructional Assistant	hnewton@wwsu.org	7842
Judy Long- Pre-K Assistant Teacher	jlong@wwsu.org	7833
Jessica Knoop- Support Staff & Early Ed After School Director	jknoop@wwsu.org	7843
Keith Puffer- Technology Coordinator	kpuffer@wwsu.org	
Joanna Von Recklinghausen– Support Staff	jvonrecklinghausen@wwsu.org	7841
Riley Lush	rlush@wwsu.org	7844
Sarah Bray- Assistant to Food Service Director	sbray@wwsu.org	7824

#### **Harwood Unified Union School District Central Office Staff Directory**

**Phone number for HUUSD is 496-2272**

<b>Position/ Name:</b>	<b>Email</b>	<b>Phone Extension</b>
Accounting Manager- Angela Neill	aneill@wwsu.org	7949
Accounting Manager- Susan Neill	sneill@wwsu.org	7950

Accounts Payable- Heidi Clark	hclark@wwsu.org	7951
Admin. Assistant-Laura Titus	ltitus@wwsu.org	7953
Admin. Asst. to DSS-Angela Young	ayoung@wwsu.org	7955
Business Manager-Michelle Baker	mbaker@wwsu.org	7948
Director Curriculum/Assessment-Shannon Lessley	slessley@wwsu.org	7947
Director/Student Support Services-Donarae Dawson	ddawson@wwsu.org	7946
Medicaid Clerk- Tisa Rennau	trennau@wwsu.org	7956
Payroll / Benefits- Tanya Cheney	tcheney@wwsu.org	7954
Project Manager- Shannon Wisdom	swisdom@wwsu.org	7952
Superintendent-Brigid Nease	bnease@wwsu.org	7945
Technology Coordinator HUUSD - Phil Hayes	phayes@wwsu.org	7957
Keith Puffer- Tech Coordinator	kpuffer@wwsu.org	7959
Ray Daigle- Facilities Director for HUUSD	rdaigle@wwsu.org	Phone 882-1103