

*Elementary Schools  
Faculty Handbook*

*2019/2020*

*Canton Union School District # 66*

*Eastview ~ Lincoln ~ Westview*

**ABSENCES: *Principal*** - Whenever it is necessary for the principal to be out of the building, any questions of a general nature should be directed to the secretary. If the answer is unknown, she will contact the principal or the appropriate administrator.

***Staff*** - Whenever it is necessary for a staff member to be absent from school, call 800-942-3767 or log in to the Substitute Calling System website: <http://www.aesoponline.com> to report the absence.

**ACCIDENTS:** Accidents, serious injury or illness must be reported to the building principal immediately. An accident report must be filled out by the supervisor in charge of the student(s) the day of the accident and turned in to the principal who will forward it to the superintendent's office.

**APPLIANCES:** Any appliances in classrooms must be approved by the building principal each year. Candles warmers and electric heaters are NOT allowed in classrooms.

**ART:** Students in grades kindergarten through four will receive art instruction once a week. Classroom teachers are encouraged to supplement art appreciation and learning in the classroom. As art is a regular learning experience, students are not to be kept from attending as a disciplinary method. Likewise, the art teacher will not send the students back to their classroom for disciplinary measures. The homeroom and art teacher may deviate from this approach only by mutual consent and approval from the principal.

**ATTENDANCE (STUDENT):** Attendance will be taken in the morning by **9:00 AM** and by 1:15 in the afternoon using Skyward.

***Absences:*** When a child is absent for any reason, a note from the parent is requested explaining the reason for the absence. This note should be dated, **shared with the office** and kept by the teacher for the school year. Parents are requested to call and inform the office on the morning of the absence by 8:45 A.M.

➤ ***Excuses:*** If a parent wishes his/her child to be excused during the day for any reason whatsoever, a written request must be sent by the parent to the teacher. **This information needs to be shared with the office. Teachers should keep folders on all such written requests.** Be sure to date these requests if the parent does not do so. **To be considered an excused absence, all vacations or family trips must be referred to the principal for approval.**

➤ ***Tardiness:*** The following schedule will be used to determine tardiness: All students must be in their rooms by 8:30 A.M.; Afternoon kindergarten and early childhood students are to be in their room by 12:30 P.M. All other students must be in their rooms or with their teachers following the end of their respective lunch period. Students who enter their classrooms or join their class after this time should be marked tardy.

**ATTENDANCE (STAFF):** Good attendance is imperative. Employees are expected to schedule appointments outside of their work day whenever possible. Teachers, paraprofessionals, library clerks, reading aides, and secretaries are to use the Aesop system when they become ill and will be unable to attend work. Passwords are required for this system and can be obtained from Tina Strode at the Superintendent's Office.

**AUDIO-VISUAL MATERIALS:** The building has many A-V materials available. If you do not have what you need or want in your room, please let the library clerk know. While audio-visual programs and materials can be real learning supplements, they need to be used with an educational purpose in mind. When DVDs are used in the classroom, they are to be used for a valid educational purpose and not just for entertainment. **Lesson plans should indicate what objectives are being met through the use of DVDs.**

**BULLY POLICY:** Staff members must report acts of bullying, harassment and other acts of actual or threatened violence. Bullying, intimidation and harassment will not be tolerated. See District Bully Policy – 7:20 adopted 10/20/14.

**BUS STUDENTS:** Bus students and the students entering the building before 8:05 will go to the cafeteria. Most students will ride a school bus from time to time either to and from school or on a special trip. For this reason, all students will receive instruction from their teachers on the rules for school bus.

**CELL PHONES:** School districts throughout the United States are dealing with the distraction of cell phones. Canton School District has a strict use policy for students. Staff must limit their cell phone use while at school. Cell phones, texting, and classroom phones should only be used for school business or emergency purposes. There are always incidences where phone use is needed to communicate with family members or to take care of a household situation. Staff members should make every effort to make those calls when students are not present.

**CHARACTER DEVELOPMENT:** Canton Union School District in partnership with the YMCA has adopted a Character Development Program, which features the traits of honesty, caring, respect, and responsibility. These building blocks are the foundation of teaching our children how to be productive citizens in the 21st century. All staff members are expected to encourage students to display these traits while at school.

**CLASSROOMS:** See “Appliances”.

Curtains cannot hang above the door. Staff cannot paint their own rooms. Rooms can only be painted by the district maintenance after completing a maintenance request.

**COMMITTEES:** Staff members will be asked to serve on various building and/or district committees.

**COMMUNICATION:** All staff members are expected to check mailbox, e-mail and voicemail each day, in the morning, after lunch and before leaving.

**COMPUTER HARDWARE AND SOFTWARE:** Faculty members should respect copyright laws as they apply to computer software materials.

**COMPUTER LAB:** Each homeroom teacher must schedule at least one period per week for students in the computer lab. This time is instructional time and should not be used for games. Teachers are expected to write lesson plans for their computer lab instruction and follow the district technology curriculum.

**CONTROL OF STUDENTS AT SCHOOL:** During breaks from regular class activities, such as recess, noon hour, PE, etc., children should move from place to place in an orderly, supervised fashion and should return to their classrooms in the same manner. All students are under the supervision of the nearest faculty or staff member regardless of grade level taught or position. Individual students in the halls or on the playground who are away from the classroom for any reason are expected to promptly obey any faculty or staff member. We are all responsible for the general well being of the students during the entire school day.

**COPY MACHINE:** The copy machine is to be used for school related matters. The secretarial staff should not be utilized to run copies. Teachers should avoid sending students to the office to run copies unless it is an emergency.

**CORPORAL PUNISHMENT:** S.B. 127 amends Section 24-24 by mandating that discipline policies shall not include slapping, paddling, or prolonged maintenance of students in physically painful positions nor shall it include the intentional infliction of bodily harm.

**CRISIS MANAGEMENT PLAN:** Each teacher shall receive an updated crisis management plan that must be kept out on the teacher’s desk for easy access in an emergency or in the emergency bag provided by the office. Emergency bags must be hung by the exiting door and easily accessible and visible. Staff members are responsible for knowing what to do in case of a fire, disaster, lockdown or other emergency situation.

**CURRICULUM:** Teachers are expected to follow the district curriculum guidelines found on the district website using the Atlas System. Lessons must be aligned to the common core in Math and English Language Arts.

**CUSTODIAL SERVICES:** Although the custodial crew is responsible for the general daily cleaning of the room, the teacher is responsible for keeping an orderly room. Teachers should perform a visual sweep of their rooms before leaving each day to assure that things are in order. Teachers should avoid leaving items on the floor or on trays under students' desks. Due to time schedules placed on the custodial crew, cluttered and disorganized rooms may not receive the same service as organized, well-kept rooms. Teachers who have custodial issues should notify the principal. The matter will be handled as soon as possible. Custodial problems should not be taken directly to custodial personnel.

**DISCIPLINE:** “Teachers and other certified educational employees shall maintain discipline in the school. In all matters relating to the discipline in and conduct of the schools and the school children, they stand in the relation of parents and guardians to the pupils. This relationship shall extend to all activities connected with the school program and may be exercised at any time for the safety and supervision of the pupils in the absence of their parents and guardians.” School Code 24-24.

**Teachers must send home a copy of the classroom disciplinary expectations at the beginning of the year.** Parents should review the information with their child and return signed form. Teachers are expected to keep parent signature sheets on file in their room.

**DISTRICT FORMS:** Copies of all district forms are included on the district website

**DOORS:** Classroom doors need to be shut and lights turned off when leaving the classroom at any time.

**DRUG AND ALCOHOL POLICY:** Drug abuse by employees in the workplace is unacceptable and prohibited since it can adversely affect health and safety, productivity, public confidence and trust, and serves as a negative role model for students.

As a condition of employment, all personnel are required to abide by the terms of this policy. Further, the employee is required to notify the employer within five days of any drug statute conviction for a violation occurring within the workplace.

An employee convicted or otherwise in violation of this policy shall be subject to disciplinary action up to and including termination or be required to satisfactorily complete a licensed and/or approved drug-abuse rehabilitation program.

Please refer to Board Policy 5:50 for more information.

**E-MAIL:** Staff should check their e-mail on a regular basis. E-mail will be used as the primary source of communication to the general faculty/staff when possible. All users of the District's email shall maintain the confidentiality of student records. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic network or District computers.

**EMERGENCIES AND SEVERE WEATHER:** To determine if the schools will open in extreme weather, staff members are asked not to call the school or radio station, but to listen to the Canton Radio Station WBYS 1560 AM, or local television stations for instructions. Staff will be notified by Skylert so be sure we have your current phone information. In cases of a tornado warning during school hours, pupils will be kept in the buildings until the warning is lifted. Each school has a crisis management plan. Each school is equipped with an emergency radio, which is in direct contact with the weather reporting bureaus.

The decision to close or to delay school is made as early as possible and released to radio station WBYS and Skylert. A delayed start means classes will start one hour later and buses will run one hour later.

**FIELD TRIPS:** All field trips – including walking field trips should be tied to the curriculum and approved by the building principal. Bus request forms must be filled out by the teacher, signed by the principal and faxed to the bus garage when transportation is needed. This year, teachers are restricted to one educational field trip per year due to the state's financial situation. Any field trip 200 or more miles away must have Board approval.

**FORMS:** All staff members are expected to use the appropriate forms which can be found online or in the office.

**GRADING:** All grading and attendance records will be kept on Skyward. Teachers are expected to post assignments and grades accurately and in a timely manner. If a student's work is at either D or F level, the parents must be notified in advance of the report cards being sent home.

Teachers must adhere to rigorous grading standards, which clearly indicate that an A stands for truly excellent performance, a B stands for better than average performance, a C stands for average performance and so forth.

Student receive letter grades for the following subjects:

- 3<sup>rd</sup> grade – Language Arts, Reading, Math
- 4<sup>th</sup> grade – Language Arts, Reading, Math, Science

All other subjects in 3<sup>rd</sup> – 4<sup>th</sup> grade are assessed using S - satisfactory or U – unsatisfactory. K – 2<sup>nd</sup> grade teachers use a checklist for quarterly assessment. PE, Art and Music are assessed using S - satisfactory or U – unsatisfactory in grade K – 4.

**Grading Scale**

100	A+	79-77	C+
99-93	A	76-73	C
92-90	A-	72-70	C-
98-87	B+	69-67	D+
86-83	B	66-63	D
		62-60	D-
		59-0	F

**K – 2<sup>nd</sup> grade teachers** use a standards based report card with the following ratings:

**E (Exceeds)** - Student performance demonstrates a deeper understanding of grade level standards beyond what is taught in class. Student independently exceeds grade level standards.

**M (Meets)** - Student performance demonstrates an understanding of the knowledge and/or skills at this grade level. Student demonstrates consistent application of skills. Student independently performs tasks and displays skills at grade level standards.

**P (making Progress)** - Student performance demonstrates a partial understanding of the knowledge and/or skills expected at this grade level. Student is making progress in understanding; however, the skills are not yet mastered. Student needs assistance to meet grade level standards.

**N (Not Meeting)** - Student performance does not demonstrate an understanding of the knowledge and/or skills expected at this grade level. Student is working below grade level expectations. Student needs continued support.

**NA (Not Assessed)** - Knowledge and/or skills may be introduced, but not assessed at this time.

**GRANTS:** Any staff member who has applied for a grant and received monies to purchase equipment or materials must understand that the items purchased are the property of Canton Union School District. Therefore, equipment and materials should stay and be inventoried within the building in which the staff member worked at the time the grant was received.

**GROUPING:** Canton Union School District No. 66 believes in differentiated instruction for its students. All teachers are to teach their students at their instructional levels and are to work closely with special teachers to benefit all students.

**HALL SUPERVISION:** All staff members need to supervise students as they move through the hallways.

**INFONET:** Canton School District #66 has implemented an automated communication system. The INFONET system allows public access to school announcements, activities, schedules, cafeteria menus, special occasion announcements, and provides a method for reporting student absences. It also provides parents and students 24-hour access to homework assignments and other instructional messages recorded by the teacher. **Teachers are expected to record their homework assignments at least once a week, use a teacher webpage with homework, or send home a weekly newsletter to help keep parents informed.**

Except for emergencies, all messages will be delivered to your voice mail or mailbox during instructional times. Phones will ring into your room before 8:10 and after 3:00.

**INSTRUCTIONAL PHILOSOPHY:** The philosophy of the district in relation to elementary students is that each student will be given appropriate instruction using a variety of teaching methods to ensure that each student will achieve to his/her fullest potential.

**INSURANCE:** Student insurance is available for families on-line. Be sure that each child takes the insurance letter home at the beginning of the year.

**INVITATIONS:** Please indicate to your students that all types of party invitations are to be handed out only to **all students** in a classroom. If a student intends to invite only a portion of his/her classmates, the invitations cannot be handed out at school.

**KEYS:** At the beginning of each school year, each teacher will be given room keys, any desk or cabinet keys that are available. All staff members will receive prox cards to enter the building. All staff members are expected to keep keys and prox cards with them at all times. Lost prox cards will cost \$5.00 to replace.

**LEADERSHIP TEAM:** This committee is comprised of teachers and other staff who advise the principal regarding school issues. Building concerns or suggestions may be brought to the Leadership Team members.

**LEAVING THE CLASSROOM:** Teachers should never leave a room of students unattended, and may be held liable if student injury occurs during the teacher's absence. In an emergency, the office should be notified and a substitute will be found.

**LENGTH OF SCHOOL DAY:** Teachers are required to be at school **no later than 8:00 A.M.** each school day. It is expected that the teacher will be in his or her classroom at this time unless school preparation necessitates being elsewhere. If it is necessary to leave the room while children are present, arrange for another teacher to supervise the students for you.

Students will be dismissed at 3:00 P.M. Teachers are to remain in the building until 3:30 P.M. These 30 minutes are to be used for planning and conferences. Teachers must lock and secure their classroom when they leave. If you leave the building after 4:00 P.M., please check to see that the doors are closed tightly behind you.

Students are not to be in building after 3:30 P.M. unless accompanied by a teacher or are participating in the Extended Day Tutoring or After Care. The teacher must supervise students staying for disciplinary reasons until parents pick up the child.

**LESSON PLANS:** Daily lesson plans are to be kept by all teachers and should be organized to allow for and to indicate individual differences in students. Included with your plans should be a daily schedule, which should be clear and understandable in case of the need for a substitute teacher. These plans should be left on your desk at the close of each day. The principal will periodically look for evidence of your planning.

**LIBRARY:** The library selects books and materials based on recommendations from teachers and from professional sources. Classes will go to the library once a week.

**LOUNGE:** The staff lounge is for adult use only. Students and staff children should not use the teachers' lounge. If a student must enter the lounge, he/she must have permission from a faculty/staff member and be supervised.

**LUNCH PROGRAM:** Our students may bring a sack lunch or participate in the hot lunch program. A full price lunch is \$2.00 Sack lunch students will have the opportunity to purchase milk for 40¢. All lunch and/or breakfast expenses (including milk) will be deducted from the student's "**Bank-A-Meal**" accounts. Teachers need to remind students to check their book bags and folders for lunch payment envelopes. These should be turned into the office at the beginning of each day.

Students may not bring work to the cafeteria. Teachers who want students to do class work after eating lunch will need to supervise those students in their rooms. Teachers are responsible for escorting their classes to and from the cafeteria at the beginning and end of the lunch/recess period. Students should be given an opportunity to use the restroom before lunch.

Staff members also participate in the "Bank-A-Meal" program. Adult meal prices are: Breakfast - \$1.35 Lunch - \$2.50 Milk - 40¢. **When a staff member owes \$10.00 or more on their account, they will no longer be able to charge until the account is reconciled**

**MAIL:** Staff members should check their school mailbox each morning, after lunch and each afternoon. This is essential for good communication between the office and staff. To use the interschool mail and send items from building to building within the district, items being sent should be placed in the envelope labeled "Interschool Mail" in a designated area in each building.

**MAINTENANCE FORM:** The maintenance form is to be used to report repairs or improvements in your classroom. The principal must sign this form before the secretary reports the request to maintenance.

**MAKE-UP WORK:** After a student has been absent from school, arrangements with the teacher should be made to make up work missed. Parents will be asked to pick up any make-up work after 3:00 P.M. Teachers should automatically prepare make-up assignments beginning the first day that a student is absent.

**MANDATED REPORTERS:** Under the Abused and Neglected Child Reporting Act [325 ILCS 5/4] all school district employees are mandated reporters which means that all employees are required to report suspected child abuse or neglect, when there is reasonable cause for such suspicions. Reports should be made to the child abuse Hotline (1-800-25A-BUSE). Staff members must fill out the DCFS Form provided by the district.

**MANDATED TRAINING:** Canton Union School District #66 is fully committed to the health and safety of all faculty, staff, students and visitors. The district believes that occupant safety and a healthy environment are important factors in the functioning of the total educational program, making the district schools a better place to learn and work, creating positive relationships with the district customers and stakeholders, and preparing students to be responsible citizens and to work safely in the community. As part of the district's ongoing program to meet this safety commitment, comply with regulatory requirements, and contain health care costs, all employees must complete certain safety training, when they first start working for the district and periodically

thereafter. The courses are available through the new PublicSchoolWORKS online training system and can be completed at the convenience of the employees.

**MEDICATIONS:** All student medication shall be locked in the office. Canton's medication policy can be found on the district website under School Board Policy.

**MESSAGES:** Messages received in the morning will be placed either in voice mail or the teacher's mailbox unless they require immediate response. In the afternoon student messages will be sent to voice mail until one-half hour before school is dismissed.

**MUSIC:** Students in grades kindergarten through four will receive music instruction twice a week. Classroom teachers are encouraged to supplement music appreciation and learning in the classroom. As music is a regular learning experience, students are not to be kept from attending as a disciplinary method. Likewise, the music teacher will not send the students back to their classroom for disciplinary measures. The homeroom and music teacher may deviate from this approach only by mutual consent and approval from the principal.

**PARENT ORGANIZATION:** Our school has an excellent parent organization. The organization's involvement is very significant to everyone in the school. All staff members are encouraged to participate.

**PERMANENT RECORDS:** All permanent records will be kept in the office.

**PERSONAL DEVICE WAIVER:** **No employee is to access the CUSD network or corporate email through a personal mobile device (ipad, laptop, tablets and Smart Phones) without the approval of the building principal or the Technology Director. If approved, staff must fill out a Personal Device Waiver Form found on the district webpage.**

**PHYSICAL EDUCATION:** Students in grades kindergarten through four will receive physical education instruction three times a week from the physical education teacher. In addition, classroom teachers must write plans and provide at least 15 minutes of physical education to students on the days the students do not have physical education class. Physical education is a regular learning experience therefore, students will not be held out of physical education class as a disciplinary measure. Likewise, the physical education teacher will not send a student back to regular classroom as a disciplinary measure. The homeroom and physical education teacher may deviate from this approach only by mutual consent and approval from the principal.

**PLAYGROUND SAFETY:** All teachers are to go over the expectations for playground safety, which are in the student handbook. This is to be done on a regular basis. This is for each teacher's protection in case of an accident or injury and any possible lawsuits arising out of the accident. Staff members supervising students on the playground need to **move around** to properly oversee the children.

**PRINTERS:** Printers should be used for school related matters. Color printing must be approved by the school principal or staff members will be charged per page.

**PURCHASING:** To purchase supplies or equipment during the year, teachers need to complete and submit a purchase order form. These forms may be obtained on the district website. If approved, the purchase order will be submitted to the Superintendent's Office. No purchases should be made with the intent to receive reimbursement without prior approval. Likewise, no items should be purchased and charged to the district without prior approval.

**RECESS:** Students will have a 15-minute recess every day during their lunch period. If it is necessary for a child to stay inside for health reasons, a doctor's excuse is required. A note from the parent or guardian following an illness will also be accepted. If the child has no note, he or she will go out. If a teacher takes extra recess breaks, students must be properly supervised. No student may be left inside without adult supervision.

**RENTED BOOKS:** Rented books are the property of Canton District #66. In case a book is lost, destroyed or damaged, the student must pay for the book. The office is to be notified if this occurs and we will notify the parents.

**REQUISITIONS:** Requisitions for supplies and equipment are to be submitted to the Principal in the spring of the year. Those requests approved by the Principal are then forwarded to the Superintendent's Office for approval.

**RESTRICTED LUNCH:** The principal will assign all restricted lunch consequences.

**RETENTION:** It is mandatory that the possibility of retaining a child be discussed with the principal prior to a conference being held with the student's parents. If it is felt that retention may be necessary, parent conferences should be held and all aspects of retention should be discussed prior to a decision being made. This is to be done as early in the school year as is possible and no later than the beginning of the 3<sup>rd</sup> quarter. Retention will not occur if these procedures are not followed. See District Retention Policy for more details.

**RESPONSE TO INTERVENTION (RtI)** Response to Intervention is the practice of providing high quality, scientifically-based instruction and interventions to struggling learners. The RtI process focuses on high quality interventions that are matched to student needs and monitored on a frequent basis. The information gained from the RtI process will be used by school personnel and parents to adapt instruction and to make decisions regarding the student's educational program.

**SCHOOL BOARD POLICIES:** Canton Union School District policies can be found online at the following:  
<http://www.cantonusd.org/pages/boardofed.html>

**SCHOOL SAFETY REMINDERS:** All staff members are expected to carry their classroom keys and prox cards at all times. The district will provide lanyards and key rings. Staff members are expected to keep outside doors to the school locked. Outside doors are NOT to be propped open at any time during the day.

**SEXUAL HARASSMENT:** CUSD #66 shall provide employees and employment environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct, or communications constituting sexual harassment as defined and otherwise prohibited by State and federal law. District employees shall not make unwelcome sexual advances or request sexual favors or engage in any unwelcome conduct of a sexual nature. A violation of this policy may result in discipline, up to and including discharge. Employees should report claims of sexual harassment to the Superintendent or Assistant Superintendent.

**SKYWARD:** Canton Union School District uses Skyward as their student management and financial software. Teachers are required to maintain current attendance, assignments, and grades using Skyward Student Management. Individual payroll information is available to employees through Skyward Financial.

**SMARTBOARDS:** Teachers need to turn off Smartboards when they are not in use to save on the cost of replacing bulbs.

**SMOKING:** No person shall smoke or otherwise use tobacco products in the school building or on school grounds at any time. This prohibition applies to all forms of tobacco whether it is used for smoking, chewing, or any other purpose.

**SPECIAL EDUCATION REFERRALS:** All referrals must be generated from the Problem Solving Team in each building.

**SPEECH-LANGUAGE SCREENING REQUEST:** Teachers are asked to utilize the screening request form to refer students for possible speech or language problems. A copy of the request form for faculty can be found in the office.

**STAFF WORKDAY AND APPOINTMENTS:** The faculty workday is from 8:00 to 3:30 unless otherwise assigned. Please schedule all appointments outside these hours except in emergencies.

**STUDENT FILE FOLDER:** Each year, the curriculum director will provide a information on what should be in a student folder. At the end of the school year, teachers need to make sure that only pertinent information is in the student folder before they are turned in to the office.

**STUDENT TEACHERS:** All teachers who have a student teacher assigned to them will see that the student teacher reads this handbook so that he/she will be familiar with the policies of our school while he/she is in training.

**STUDENT TRANSFERS OR MOVES:** If you are informed that a student will be moving within or out of district, please notify the office immediately. The homeroom teacher is responsible for completing the necessary paperwork indicating what the student has been doing and return to the office within 5 days.



**SUBSTITUTES:** A substitute folder shall be kept by each teacher and shall be turned into the office. The folder should indicate where the substitute could find lesson plans, seating charts, disaster/fire/lockdown procedures and other necessary information to assist the substitute in performing his/her duties successfully.

**TEACHING ASSISTANTS:** No unauthorized person is to serve as a classroom assistant or teacher's aide without approval by the principal.

**TEACHING SCHEDULES:** Two copies of your daily teaching schedule should be made. One copy should be kept with your daily lesson plans so as to be available to a substitute. The second copy is to be turned in to the office. **If you change your schedule, you must turn in an updated copy to the principal.**

**TELEPHONES:** Each classroom has a telephone that is expected to be used to increase communication between school and home. Phones will be programmed to ring directly into rooms before 8:30 am and after 3:00 pm. Teachers should encourage parents and family members to dial their room directly during these times by dialing 647-3400 and the 4-digit extension number. Secretaries will forward emergency calls and incoming calls during the day during teachers planning times. All other calls will be forwarded to voicemail. Teachers who feel that a student needs to call home should supervise the call in the classroom. Students should not be sent to the office to call home about forgotten homework.

**TESTING:** Teachers need to plan ahead when testing and reserve a testing area in the building through the building secretary.

**TEXTBOOKS:** Please report to office the number of textbooks needed and turn any extra copies into the office. Keep a record of those books issued.

**TRANSFERRING STUDENTS:** List students entering or leaving on daily attendance sheet. Be sure the following are completed.

- Books and workbooks checked in.
- Desk cleared of personal belongings.
- Papers or art projects in student's possession.
- Folder completed and turned in to the office in 5 days.
- Records may not be given to students/parents to take.

**TUTORING:** The regular school day, 8:00 to 3:30, is to be devoted to teaching children currently enrolled in a teacher's class or to supervision and planning. **Any private tutoring for pay is to be conducted on the teacher's time outside the workday and not in the building.**

**VISITATION RIGHTS:** The School Visitation Rights Act recognizes that employed parents or guardians may be unable to meet with educators because of conflicts arising out of their obligation to be at work. This Act grants an allotment of time during the school year during which an employer must allow the parent or guardian to attend necessary educational or behavioral conferences at the child's school.

The rights granted in this Act are clearly identified in the various specific stipulations of the Act and are subject to all the definitions and guidelines therein.

**VISITORS TO THE SCHOOL:** All visitors must sign in and out at the office where they will receive a visitor badge. It is the responsibility of all staff members to direct any unidentified person to the office to sign in and receive proper identification.

**VOLUNTEERS:** Volunteerism is encouraged in our buildings. Any volunteer must sign in at the office. Younger siblings are not allowed to come along when a parent volunteers.