



Staff Handbook
2016 - 2017

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Fremont School Board Members

Email address for School Board members: schoolboard@sau83.org

Greg Fraize, Chair	46 Midnight Sun Drive	895-5274	exp. 2018
Jennifer Brown, Vice Chair	3 Squire Road	244-2721	exp. 2018
Angela O’Connell	63 Gristmill Rd	244-2880	exp. 2017
Susan Levine	72 Rowe Drive	(617) 835-9945	exp. 2019
Brittany Thompson	90 Red Brook Rd	244-5122	exp. 2019

SAU #83

**432 Main Street
Fremont, NH 03044**

Telephone 895-6903

Superintendent	Dr. Betsey S. Cox-Buteau
Financial Administrator	Susan Penny
Financial Assistant	Tammy Kitt
Administrative Assistant +School Board Secretary	Susan Perry
Director of Special Services	Melissa McKeon (ext. 431)
Director of Technology	Carla L. Smith (ext. 202)
Supervisor of Building & Grounds	David Perkins (ext. 106)
Special Services Secretary	Nan Perry (ext. 425)

School Board policies are available at the Superintendent’s office and at www.sau83.org

Ellis School Staff
432 Main Street
Fremont, NH 03044

Telephone 895-2511
Fax 895-1106

		<u>Extension</u>
Principal	Andrew Haas	103
Assistant Principal	Brigid Connelly	605
Special Education Bldg. Coordinator	Lyn Noyes	422
Elementary Guidance Counselor	Melissa Simard	423
Middle School Guidance Counselor	Michelle Farrar	438
Nurse	Karen McCusker	420 (8 from outside)
Secretary	Theresa Blades	100
Secretary	Jessica Friedman	105
Classroom Teachers		
Pre-School	Lisa Margraff	510
Kindergarten		
	Deb Almon	509
	Leighann Maher	503
Kathy Schreiber		508
First Grade		
	Laura Coyle	505
	Jessica South	507
	Abby Dobson	506
Second Grade		
	Nancy Lathrop	201
	Heatha Normandin	504
	Gail Wentworth	112
Third Grade		
	Debra Gobeil	111
	Annamarie Soares	110
	Erin Drake	433

Fourth Grade	Kelli Booth	408
	Hannah Gage	406
	Deborah Weber	407
Fifth Grade	Lisa Forsyth	412
	Shona Emery	413
	Melissa Olms	409
Sixth Grade	Sarah Holmes	501
	Robin Lee	502
Seventh Grade	Martha Abney	307
	Kristine Kane	308
	Susan Pipitone	410
Eighth Grade	Dawn Kidd	411
	Irma MacEachern	306
	John Herrmann	305
Unified Arts		
Art	Michael Fernandes	426
Music	Jamie Buldoc	601
Physical Education/Health	Hannah Kimball	312
Library/Media Specialist	Dana Crowell	209
Library/Media Assistant	Cheryl Rowell	207
Support Services		
Occupational Therapy	Bri Phillips	415
Physical Therapy	Bethany Layne	415
Psychologist	Natalie Klopman	415
Reading Specialist	TBD	
Speech and Language	Bryn Hazelwood	415
	Beth Ann Kazan	415
Special Education and Paraprofessionals		
Case Managers	Joanne Hernon	602

Jennifer Scott	602
Jill Leveille	602
Ted Meredith	602

Paraprofessionals

Karin Doherty	Tammy Bond	Joann Fitzgerald
Sara Dolan	Kim Dyer	Deanna Lester
Steve Farnum	Joanne Hennesy	
Patricia Kelly	Toula Mylonas	
Michelle Nihan	Sherry Townsend	
Jane Toomire	Cyndi Turkington	
Carrie Parenteau	Joe Wisneski	

Custodial/Maintenance

Custodians

Ruth Knapp
 Mike Chambers
 Gary Grimes

FOOD SERVICES

Café Services	Carol Humes	427
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Building/ Room Keys

ECAB (2009)

Keys to the school building and/or to your room must be used only for school business. You are responsible for securing the building using the alarm system if you are the last to leave during the week or on weekends. The police and custodians are contacted when lights are on and/or doors are left open or unlocked, or windows are open. If you change rooms, transfer to another school in the District, or leave the District, you must change or return all keys.

Please close all windows and lock your classroom door at the end of the day. Should you be the last to leave the building, it is your responsibility to lock the building.

Leaving School Grounds

You are allowed to leave school grounds when you do not have direct supervision of students. You must sign out in the office before you leave and sign in when you return.

No School Announcements

In case of inclement weather conditions or other emergency closing of school, you will be notified using the alert system which will automatically call your home, cell phone, or send a message through e-mail or text. It is the teacher's responsibility to update their contact information should it change.

Staff / Team / PLG Meetings

Staff Meetings will be held on the first Wednesday of every month from 3:10-3:40

Professional Learning Groups will be held on the third Wednesday of every month from 3:10-4:10. In case of a conflict due to vacation, PLG's will meet on the following Wednesday.

Start of Day/ End of Day

Staff will be here for the following hours: (please refer to the CBA if you have questions)

Pre-K-8th Grade 8:15am -3:30pm

School Hours

Pre-School 8:30 a.m. until 11:00 a.m.; 12:00 p.m. until 2:55 p.m.

Kindergarten-8th Grade 8:30 a.m. until 3:05 p.m.

Students are considered late if they are not in their classroom at 8:30am. Any student that arrives after the official start time must get a tardy slip from the office. Please send students back to the office if they enter your class after the start time without a slip.

Telephones / FAX / Voice Mail

Telephones are primarily used for school business. When making a telephone call, lift the receiver and dial 9, then continue with the number. To call another classroom, the office, or other personnel dial the 3-digit code. You are expected to use respectful language at all times when using the phone.

You should check your voice mail messages at each break opportunity. It is expected that you will promptly return all phone calls. Be cautious about leaving messages on an answering machine. Be aware of your tone and the contents of the message.

Professional Information

Certification

You are required to keep current teaching certificates. Please make sure a copy of any new certification is on file at the Superintendent's office. Please check with the Principal to see what is necessary for your recertification.

Confidentiality

JRA-R (2005)

The Federal Rights and Privacy Act of 1974 makes a very strong statement concerning school children and their rights as US Citizens. It simply states that what happens to children in school is confidential. Only parties who have a "right" to that information (i.e. the student, parent, teacher, administration, counselors, etc.) may discuss that individual child and his or her performance or behavior. The obvious intent of the law, with respect to volunteers, is to insure that our students do not become the topic of discussion throughout the community. Not only is this a legal issue, but even more importantly, it is an ethical one.

All adults and children are to practice confidentiality. Please refrain from discussing issues about a child or an adult in the greater community. What happens of a confidential manner in this school or your classroom needs to stay in this school or your classroom. If you are not sure what is of a confidential nature, please check with the Principal. Be aware of confidentiality in your correspondences, phone calls, conferences, and e-mail messages. If you leave school and discuss something about individual children that you observed or heard you may be violating the Privacy Act.

Copyright Compliance

EGAD (2009)

It is the intent to adhere to the provisions of copyright laws as they relate to the off-air recording of broadcast programming for educational purposes, and as they relate to computer programs.

E-mail / Folders on the Network and Website

EHAA (2008)

The network will be utilized to further communications at Ellis. Any information that would have previously been put in a memo or given at a staff meeting will now be done by e-mail as long as a reliable connection is maintained. Please check your e-mail on a daily basis to keep abreast of the latest news. Training will be provided so that you feel comfortable and efficient at using the network. Our Director of Technology will set up your e-mail account and password.

Please be advised that your e-mail account and all correspondence in it are the District's property. When you use your e-mail, you are acting in your role as an employee of the District. Be careful of using names and details in e-mails, as they are subject to the same FERPA laws as hand written notes.

You will be asked to maintain a site on the school website about your class. Please make sure that you update your site weekly to keep the information current. Please be advised that you cannot put student

names or initials on your site at any time. Pictures are permissible. Check your class emergency forms for students that do not have permission to have their pictures on the site.

Evaluations

GCO (2012)

Evaluations are based on information from a variety of observations. These assessments include the observations from the District's evaluation system, drop-in observations done by the administration and other information that concerns the professional goals and best practices of teaching. You will be given continuous feedback in these areas. It is expected that you will follow all the District initiatives to the best of your ability. Support is available if needed.

Substitutes

Please record all absences in AESOP as soon as possible when you need a substitute. If you are ill before you leave for the day and know that you will not be coming the next day, as a courtesy please let the office know before you go.

If you know the evening before that you will not be attending school the next day, Please log onto AESOP and leave the substitute a plan for the day.

In your notes to the substitute please include the following information:

- Your name,
- Day(s) you will be absent (if half day, identify which half),
- Reason for your absence,
- If you must leave a message, leave your phone number in case information needs to be clarified.
- If you are a paraprofessional, identify the teacher or supervisor that your substitute should report to,
- Any duties that you have: before or after school bus duty, noon recess, or lunch.

If you need a substitute for a conference, District committee meeting, or personal day, complete the request for the day in AESOP so that it may the Principal may review it for approval.

Detailed plans for the substitute and all materials that are needed that day will be put in the red binder provided to you and left on your desk where it is easily accessible. Please include any duties that you have for the day, PBIS information, and safety drill information. An Emergency Lesson Plan needs to be submitted to the office by September 20th.

Lesson Planning

Teachers will develop/add to their unit/lesson plans utilizing a Unit Planner, Curriculum Connector, online means or one approved by administration. Teachers will incorporate the varying learning styles into their planning as much as possible. All lessons must meet New Hampshire Standards and Benchmarks for their content area. Lesson plans may be randomly collected by building

administration, must be on-hand in the classroom and will be checked periodically during classroom visits.

- Unit/Lesson Plans must include: Course outline/goals, course objective/expectations, indicate NH Standards and Benchmarks addressed, differentiation of instruction based on student needs, accommodations for gifted/special education students, daily objective & procedures, assignments/due dates, evaluation procedures/rubrics.

PTA Parent / Teacher Association

The PTA brings together parents, school staff, students, and the community to share thoughts and ideas about programs and activities that will benefit children. PTA meeting will be held the first Thursday of every month at 7:00 p.m. It would be appreciated if you could make arrangements to attend at least one PTA meeting this year.

Professional Dress and Conduct

GBEB (2009)

You are expected to dress in the manner that is appropriate to your responsibilities as a professional educator. At times casual dress is allowed, such as when on field trips, and during activities that are outside or extremely messy. Jeans can be worn on Friday with a \$1.00 donation or \$30.00 for the year, which will be used for Jeans for Teens Scholarship Program.

Examples of appearance or attire that is prohibited for a school system employee include but are not limited to:

- Revealing necklines, bare midriffs and excessively tight clothing.
- Tank tops or spaghetti strap tops (all tops must have a minimum of three inches)
- Leggings, “Skinny jeans” or other excessively tight fitting pants unless covered by a top or dress no short than three (3) inches above the middle of the knee.
- Shorts, Dresses, skorts, and similar garments that shorter than three inches above the middle of the knee.

You are to conduct yourself in conversation and actions as a professional at all times. Please be aware that this is a public building with access by parents and community members and children listen as well. Refrain from discussing confidential or delicate information in areas that are public, such as hallways, the office and the staff room. There are areas available if you need to have a private conversation.

Professional Research and Publishing

The Fremont District has proprietary rights to publications, instructional materials, and devices prepared by employees during their paid work time.

Property

Staff members are responsible for the property that is in their assigned area. An inventory list will be provided to the Principal by the end of each year detailing furniture, equipment, and books. All books must be properly stamped with Ellis School and numbered for inventory. Records must be kept when issuing books to students. All furniture and equipment must be labeled with Ellis School.

The classroom is the space for your students and you to learn and work. All storage spaces need to be cleaned out on a regular basis and kept neat and orderly. Only items that are essential for the students learning should be kept. All other items need to be properly disposed of, either to the storage area, recycled, or thrown away.

Students need to leave their work area clean and orderly at the end of the day. When doing projects, such as painting, cover the area. If masking or other types of tape are needed on the floor for a lesson, make sure to remove it the same day.

Requisitions / Purchase Orders / Packing Slips

DJ, DJB (2008)

IF YOU MAKE PURCHASES AND EXPECT REIMBURSEMENT FROM THE DISTRICT, A PURCHASE ORDER NEEDS TO BE SIGNED AND APPROVED BY THE PRINCIPAL AND SAU PRIOR TO MAKING THE PURCHASE. IF THIS PROCEDURE IS NOT FOLLOWED, YOU WILL NOT BE REIMBURSED.

All requests or requisitions for materials, supplies, guest speakers, special programs, etc., must be submitted to the Principal using the correct forms. All materials bought with District funds must use a purchase order. There will be no reimbursement for items that you buy unless prior permission has been obtained by the Principal. Purchase orders take about a month to process. All requests need to support the curriculum.

Any equipment with model and/or serial numbers must be listed on your classroom inventory at the time of delivery. If there are any problems with the order or items that were not delivered please notify the main office as soon as possible.

Staff Development

You will be provided with many opportunities to develop as a professional in this school and District. These opportunities include workshops and sessions for the staff at Ellis, District workshop days on various topics, conferences, mini-grants, and university courses. Time for these opportunities will be during staff meetings, early release days, District workshop days, and professional leave days. Forms for conferences and reimbursement of university courses can be found on the school district website at <http://www.sau83.org/sau83/forms>.

Conferences, mini-grants, and university courses must be aligned with your goals, recertification plan, or implementation and/or assessment of the District curriculum.

Staff Room

A staff room is provided for information sharing and a place to congregate for meetings and/or lunch. This room is to be kept clean and orderly at all times by all staff members.

Student Information and Procedures

Animals in School

IMG (2007)

Animals cannot be kept as classroom pets, except for fish or reptiles. Arrangements must be made for the care of fish during vacations and weekends. Permission from the Principal must be obtained prior to any animals visiting the school and will only be permitted for educational purposes. A copy of rabies vaccination is mandatory before permission will be given.

Attendance

All attendance is to be completed within the first ½ hour of the school day on Web2School. Attendance is important for safety and legal reasons. Parents are called if their child is absent so that we may ensure the whereabouts and safety of each student.

Behavior and Discipline

Refer to the Student / Parent Handbook, and Teacher PBIS manual. All majors and minors will be entered electronically by staff members.

Bus Dismissal

Students who walk, are being picked up, or attend the After School Program will be dismissed first. Then students that ride the bus will be dismissed by grade level or exiting door. Students need to be in their classrooms so that they can hear the announcements. Do not let students come to the doors early or take them outside for recess. Teachers need to be positioned in the hallways to supervise students as they are dismissed. Students need a note from parents, or the office, for any different arrangements for dismissal. A bus note needs to be completed for any student taking a different bus than the one they usually take. All of these notes are sent to the office in the morning.

Collections of Money

DB (2008)

All collections of money by a class or school group for charities or other purposes must first have permission from the Principal. Teachers are to keep track of collecting money for pictures and field trips. One collection will be taken per group (grade level, two or more classrooms, etc.), and one receipt given. All cash or checks need to be turned into the office daily by 1:30pm. If you want to use

a school check to pay for admission on a field trip, the money with check request must be turned in by 1pm the Friday before the field trip. All check requests for a first day of the week must be made by the Thursday before. A check will be written for the amount that is turned in the week before and no more, unless scholarships have been granted from Building Administration.

Controversial Speakers and Issues

IMC (2007)

Discussions about controversial issues and subject matter may be explored in the classroom. Please use discretion so that all opinions can be heard and each participant is treated respectfully. You are expected to exercise judgment in determining the appropriateness of the topic in relation to the curriculum and the maturity of the students. You need to investigate fully any resource person that you wish to speak on a controversial issue. Prior to the scheduling of outside speakers, approval of the administration must be obtained.

Sex Education Guidelines for any human development program for middle school students should include the following provisions to deal with the human reproductive system and its function: Parents shall be notified of the course, in outline form. Parents not wishing their child to participate in this instructional program may return a signed statement, which will excuse their child. An alternate program will be offered.

Displays of Student Work

Displays of student work are encouraged and are part of the learning process. The student work displayed for the public, in hallways and other areas, must be high quality work and in a professional format. The student displayed work should be replaced monthly.

Field Trips

IJOA (2016)

Field trips are an extension of the classroom. Students are expected to be engaged in learning experiences that are related to their current unit of study. Requests for field trips must be submitted in writing to the Principal at least two weeks prior. All requests must be approved before trip is planned. It is imperative that the cafeteria is notified if students will not have lunch at school on the day of a field trip. Only students, who have submitted signed parental permission forms may participate in field trips. Chaperones should be oriented prior to your trip to times, assignments, and responsibilities. Check requests must be made by 1pm the Friday before the field trip. All Monday field trip requests must be in by the Thursday before. Thank you notes should be sent to each chaperone after completion of the field trip.

Fund Raising

JJE (2012)

Student fundraising activities must be for the support of the school mission. Fundraising will not be school sponsored unless it is approved by the Superintendent or designee. All fundraising money must

be deposited in the school activity accounts which shall be maintained according to standards and procedures established by the Superintendent or his/her designee, and these accounts shall be audited annually

Homework**IKB (2008)**

Refer to the Student / Parent Handbook.

Internet and Website Access Policy GBEF**(2013)**

All Internet uses must be of a professional nature. Staff should also follow the terms and conditions for students. Students are not allowed to use the Internet unless they and their parents have returned the signed Internet Use Agreement. This is signed annually. You are to keep a record and the signed agreements for the school year. Students without a signed form can view sites used as demonstrations by the teacher. You need to pre-approve sites and bookmark those for your students to use.

Your page on the school website must current and up to date. Information on your page should only be about your classroom. Information on other areas or the school as a whole will be done by the Principal or designee.

Announcements

Announcements will read each morning to be followed by the Pledge of Allegiance. Any items that you would like to include in the announcements need to be submitted to the announcement group in the email system by 3:00 pm of the preceding day. Activities that take place after 3pm may submit their announcement no later than 7am the following day to be announced during morning announcements.

Movies / Videos**IJK (2007)**

Movies / videos viewed at school are to be an extension of the curriculum, and have a specific learning standard involved. Movies watched should be G-rated only. If a movie has a rating of PG, parental permission must be granted before viewing. No PG-13 or R rated movies are allowed. You must preview all movies and videos. Please do not schedule movie viewing during the days leading up to vacations. Learning should still be happening even on the day before a vacation. Please note the School Board policy on movie viewing in the student handbook. There is a form that is required to be turned into the Principal prior to the movie or video being watched. Approval must be obtained before viewing the movie.

Parent Communication and Correspondence

You need to make personal contact with each parent by the end of the second week of school. This contact can be in person at school or an event like Open House, or through a phone call. A list of the contacts needs to be submitted to the Principal before the end of the second week of school.

You need to communicate with parents on a continuous basis. This could take the form of a class newsletter, family journal written by the students, personal letter from you, website, etc. Please make sure that a copy is given to the Principal, which can be sent electronically.

All e-mails sent to parents will be CC'd to the Principal. If the student is receiving Special Education services or 504 services, e-mails have to be copied to the case managers and counselor as well. You should also include the Special Education Coordinator if deemed appropriate. You may not use other student's names, details about situations, or imply any kind of diagnostic information in your correspondence with parents if the information is not about their child.

Posting of Notices, Handbills, and Publicity

All notices to be used and posted both in and out of school must be cleared with the Principal. The Principal and the Superintendent must clear any material submitted to the newspaper or to the public.

Progress Notes

Progress reports are issued at the middle of the trimester and report cards at the close of the trimester. Parent conferences are scheduled in the fall. It is advisable to keep parents informed of progress along the way, not just with a report card or conference time. Also, please inform a parent early of any academic or other concerns that you may have regarding their student. It is expected that teachers are updating student's grades on Web2school weekly.

Retention / Promotion

IKE (2008)

Refer to the Student / Parent Handbook. We do not support retention of a student. Every effort must be made to support a student's learning so that failure and retention are not options.

Special Education

It is your responsibility to comply with and follow any Individual Education Plan (IEP) and to attend all Evaluation Team meetings for students assigned to your class. Weekly consultations should be held with the student's case manager to ensure the proper program is being followed and for communication purposes.

Paraprofessionals are assigned to work with students in your class and are there to implement the IEP for that student. They can help other students as time allows, but their first priority is to their assigned students. They are not to grade papers, run off papers, or other tasks that might assist you.

Special Events

Whenever you have a special event such as a presentation or fair, you must let the office know, by the Friday before, so that we can prepare to welcome any parents and guests. Also, please let the administration know so that they can attend, if possible.

There will also be a calendar with the important dates and information. It can only be successful if the office has the most up to date information.

Student Records

JRA-R (2005)

You are responsible for maintaining current information in students' cumulative records. At no time are cumulative records to leave the school and must be placed back in the office for the evening. Items placed in the cumulative record cannot be removed. Keeping a file on each student for personal notes and work in your classroom is advisable.

Special Education and 504 files can only be viewed by designated special education, guidance or nurse. Please consult your case manager or counselor if information is needed.

Supervision

JLIA (2014)

Students are to be supervised at all times. During recess and lunchtime, circulate among the students and the area at all times. When escorting students in the hallway, walking behind or in the middle of the group helps students behave appropriately.

You must take a walkie-talkie with you if you leave the school building for ANY reason and use channel 1 to communicate with the office.

You must notify the office anytime you take the students outside for activities other than for scheduled breaks.

It is expected that staff model the expected behavior in the hallways at all times.

VIDEO AND AUDIO RECORDING IN CLASSROOMS

IJKA (2015)

The Board recognizes that video and/or audio recordings ("recordings") can serve many valuable purposes that align with our schools' educational mission and programming. Under New Hampshire RSA 189:68, IV, such recording is only permitted with Board approval after public hearing, and only with the written consent of the parent or legal guardian of each affected student, as well as the classroom teacher(s),

- A. Board Approved Purposes for Which Written Consent is Required After public hearing, the Board has approved the following instances/uses of classroom recording, all of which require parental/guardian consent.
 - Recording to capture and review the status of a student's oral reading ability and to use later to show progress;

- Assessment performance task to be used later for students who were absent during the regular administration of the assessment;
- Recording to capture individual student improvement over time;
- Recording the presentation of class projects to the class, and individual physical education skills for later assessment; • Recording to meet the Common Core standard under Speaking and Listening. “SL.2.5 Create audio recording of stories and poems”;
- Video and audio recording of science experiments and activities ;
- Recording student performances for instructional purposes; •
- Recording in order to create classroom instruction materials; and
- Providing tools for teacher instruction and development.

B. Circumstances Under Which Written Consent is Not Required

- Written consent is not required for video and/or audio recordings made pursuant to a student's IEP or 504 Plan, when the IEP or 504 Team determines that such recording is necessary for the delivery of a free appropriate public education (FAPE). In such cases, the IEP or 504 Team is expected to establish reasonable conditions and limitations reasonably necessary for the student to receive a FAPE.
- Recordings of any other class, performance, competition, ceremony, instruction, presentation, orientation, training, assembly, or any other school sponsored event that occurs outside the physical confines of a classroom.
- Recordings made in compliance with the District's FERPA Annual notice.

C. Methods for Obtaining Consent

The Superintendent shall establish protocols and forms for obtaining consent when required. Recognizing that obtaining and then recording consent for every affected student for every use of a recording device will create an administrative burden and potential risk, the Board does not proscribe a particular method for obtaining such consent, but authorizes the Superintendent to employ any method which meets the requirements of applicable laws or regulations. As illustration, but without limiting the foregoing, the Board specifically authorizes the following methods:

1. Consent on an as-needed basis when requested for an individual classroom;
2. Use of a general school-wide consent form, either applicable to a specified period (e.g., term, school year, duration of enrollment, etc.). Irrespective of the method for obtaining consent, all written consent requests will be approved by the Superintendent or Principal, and once completed, will be turned in to the Principal’s office and maintained as directed by the Superintendent.

Medical / Health / Wellness

Communicable Diseases

JLCC (2016)

You should report to the Nurse any student suspected of having a communicable disease; such as strep throat, rashes including chicken pox, impetigo, ring worm, scabies, or conjunctivitis. If you are unsure, have the Nurse check to be safe. Please refer to the Student Handbook for H1N1 policy.

First Aid

EBBC (2008)

Small First Aid kits will be given to all teachers to keep in a convenient location in your desk. First Aid kits must be taken on all field trips. A medical emergency kit is located in the Nurse's Office. First Aid and CPR training are encouraged.

Food Policy Snacks / Water

JLCF (2006)

Students are allowed to eat when they are hungry following the guidelines that have been established by each team. Snacks and rewards of food need to be nutritious and healthy. No candy or other sweets are to be given to students. Please include healthy treats during parties and celebrations. Students will be allowed to have a water bottle with them at all times. Students will be allowed to eat breakfast items for the first 15 minutes of the school day. Acceptable beverages other than water may be consumed during this time as well.

All food and beverages offered to students during school hours on school premises will be items which are nutritious and represent healthy food choices. The School Board, through policies, requests that all school personnel encourage, promote, and model wise food and beverage choices. Please refer to the Wellness Policy for more specific details.

Medical Conditions

You will be given a list of students with special medical conditions that attend Ellis School. This list is confidential. Please inform the Principal of any health issues that you might have that would affect your performance so that proper accommodations can be made if possible.

Medications

JLCD (2009)

You are not to dispense medications of any kind to a student. If a student brings medicine of any kind to school, it must be given to the Nurse immediately. For field trips, medicine must be obtained from the Nurse with directions for its use.

This law provides for reporting to the Department of Children and Youth Services when there is reasonable cause to suspect child abuse or neglect. Professionals working with children are mandated to report. The Counselor, Nurse, and Principal are available to assist you in completing the report. The Principal must be informed of any report made.

Safety Team and Plans

EB (2008)

Ellis School will have a Safety Team that will develop plans for emergencies. You will be given a Handbook on these procedures, and drills on each of the plans will be conducted throughout the school year. Some will be announced. Others will not. You are to report to your area and/or Safety Team Member and follow those plans for the safety of your students and yourself.

Staff / Student Emergency Information

JLC-R (2010)

You are to ensure that student emergency forms (Emergency Dismissal Plan and Student Information Card) are returned for all your students. There is an emergency form for staff that will be completed and given to the office. This information will be kept confidential and be used only in the event on an emergency.