

Charles Kelly Elementary School
Faculty Handbook
2018-2019



Home of "Charlie the Owl"

"Children are at the center of all that we do"

Charles Kelly Elementary School Faculty Handbook

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Charles Kelly Elementary School 2018-2019 Staff List

Principal: Melanie-Jo McCarthy

Secretary: Jackie McKeon

Lead Teacher: Kristin Meehan

Building Assistant: MayJane Durso

**Library Assistant/
Building Assistant:** Jen Melvin

Nurse: Sub (Monday,
Tuesday)
Christine
McKenzie
(Wednesday,
Thursday and
Friday)

Psychologist: Maria Kyne

Social Worker: Laura Dolan

Reading Specialists: Lisa Thompson
Tricia Purcell

Custodian: John Gormley

**Speech & Language
Therapist:** Lauren Haley

**Occupational
Therapist:** Tamra Heacock

ELL: Roslyn Purnell
Kasia Schlimm(AM Only)

District Tech Support: Rodney Darius

Grade Level Teachers:

1 st -1	Christina Johnson
1 st -2	Leah Flick
1 st -3	Jen Benginia
1 st -22	Jackie Murphy
2 nd -4	Krista Sudall
2 nd -5	Heather Cataldo
2 nd -10	Sarah Cavalli
3 rd -12	Joanne Clautice
3 rd -13	Nancy Iori
3 rd -14	Keri Hedrick
4 th -15	Nate Higgins
4 th -16	Nicole Daly
4 th -18	Frank Brown
5 th _17	Christina Davis
5 th -19	Neve Marino
5 th -20	Lesley Harris
5 th -21	Greg Einhorn

Learning Support:

Dana Green
Melissa Landis

Specials Teachers:

Art	Christina Roberts
Library	Debbie Lee
Music	Rachel Brown
Band	Phillip Thomas
Physical Ed.	Harry Binck

Charles Kelly Elementary School 2018-2019 Main Office Responsibilities

Melanie-Jo McCarthy, Principal

Accounting & Finances
Budget
Building and Grounds
Coverage
Crisis Management Coordination
Curriculum Coordination
Fundraising Coordination
Home & School Association Contact
Professional Development

Response to Instruction and Intervention
Team
Rostering
Special Education
Student Assistance Program
Student Conduct, Levels III and IV
Student Teachers
Supervision of Professional staff

Jackie McKeon, Secretary

Accounting and Finances
Budget
Field Trip Management
Office Manager
Purchase Orders
Truancy Accounting

Finances of school safe (collection and management of safe)

Secretarial Duties
Staff Attendance
Staff Records
Student Records

MaryJane Durso, Building Assistant

Attendance
Lunch Count
Office Duties

Supplies
Print Shop Orders
Lunch duty

Jennifer Melvin, Library/Building Assitant

Library Assistant
Office Duties (when necessary)

Student Supervision

Arrival and Dismissal Times

Regular Arrival

8:50 a.m. (Instruction Begins)

2-Hour Late Start

10:50 a.m.

Arrival at Charles Kelly

All students are bussed to school and will begin to arrive by 8:30 AM. All students will report to the cafeteria and gym upon exiting their buses. Assigned staff will monitor students when they arrive at Kelly on the buses. All students who are eligible or who have paid will receive breakfast in their classrooms. Staff members who will be monitoring students in the AM in the gym are: Rachel Brown, Christina Roberts, Debbie Lee and Harry Bink.

School starts promptly at 8:50 AM. Students who are not traveling by bus may arrive no sooner than 8:30 AM. Students who arrive to school after 8:50 AM are to go directly to the main office for check in and will be marked late. **A parent must accompany the student to sign in.**

Regular Dismissal

3:15 p.m.

12:30 p.m. Early Dismissal

12:30 p.m. (**All teachers will report downstairs with their class at 12:15PM and stay with their class until 12:30PM dismissal.**)

3:15 PM – Bus dismissal...

Students will be called down to the bus area as their bus arrives. **Three calls** will be made for busses. 1) Initial call when bus arrives, 2) call when students are loading and 3) last call when students are on bus. Assigned staff will escort students onto their assigned bus. Assigned staff will monitor the halls and staircases as students walk to their buses. Parents who pick up their children need to go to the office for dismissal. Their child will be called to meet them in the office area.

Assemblies

Teachers are to remain with their classes at all assemblies. Please make sure that students meet the expectations set forth in the Assemblies Lesson Plan of the RtBII Plan. Assemblies are a privilege for students and they are expected to behave appropriately.

Attendance

Teachers need to enter attendance into eSchool plus during morning routine; by 9:15am If eSchool is down and not working, please write down your attendance and send it down to MaryJane.

Absences/Lateness/Early Dismissal

ABSENCES...

The Board requires that school age students enrolled in district schools attend school regularly, in accordance with state laws. The educational program offered by the district is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic

standards and consistent educational progress.

The attendance policy in its entirety can be accessed from the District's website.

Attendance at Charles Kelly

The basic reasons for excused absences are personal illness, death in the family, quarantine, family emergency, recovery from accident, death in family, family educational travel, upon request from parent/guardians with prior written approval from the building principal and educational tours and trips, upon written request from parent/guardians with prior written approval from the building. The term 'urgent reasons' is to be strictly construed as primarily affecting the pupils themselves, rather than some member of the family. If requesting approval for an absence, other than the categories listed, then written notice must be made to the principal before the absence occurs.

Whenever a child is absent from school for a day or part of the day, the parent/guardian is required to call the attendance answering machine (610-638-1070) prior to the beginning of the school day (no later than 9:00 AM).

Upon return, student must present to his or her teacher an absence note signed by the parent indicating the date(s) of the absence and the reason for the absence. Failure to turn in an absence note may cause the absence to remain truant until the note is received.

Vacation Policy at Charles Kelly

Family trips during the school year are discouraged. In the event that an emergency arises, one week may be granted after a letter is written to the Principal requesting permission. Work missed during this period of time must be made up and a daily student journal of the trip must be submitted to the principal upon the student's return to school. Family trips requested during PDEs determined PSSA testing windows will not be granted for those students in the tested grades.

EARLY DISMISSAL...

A note from the parent or guardian must be presented to the homeroom teacher in the morning when attendance is being taken. The reason and time for the early dismissal should be clearly stated. Possible reason for an early dismissal may include: a medical appointment that could not be scheduled before or after school hours or a family emergency. Students must be picked up in the main office at the requested time. In order for a student to be released to someone other than the parent, that person must be listed on the student emergency card.

LATENESS...

A student is considered late if they arrive after 8:50am. If a child is late for any reason, he or she must be accompanied by a parent/guardian to the main office and give the main office a written excuse signed by the parent.

Building Security

All classroom doors should remain in the locked position.

Building keys should never be given to students to return to a locked classroom without supervision.

Exterior doors should never be propped open.

All UDSD employees, visitors and outside service providers must wear visible identification

Bus Transportation

Bus transportation is provided by the school district for elementary school students who reside a predetermined distance from school. Students who ride the bus are expected to: follow the bus driver's directions at all times, remain seated and facing forward, speak in a quiet and kind way, refrain from extending or throwing anything outside the bus, refrain from bringing anything on the bus other than school-related items, refrain from creating any damage to the bus, and refrain from eating or drinking on the bus. Questions and comments regarding transportation issues may be directed to the transportation department at 610-352-7112.

Cafeteria/Aramark Food Services

Lunch Count

Please take the daily lunch count and send it to the office. A form will be provided to record the daily lunch count information. Lunch count information should be sent to the office – MaryJane by 9:15 a.m.

Lunch/Recess Times

Time	Grade	
11:05-11:30AM	5	Lunch
11:30-11:50AM	5	Recess
11:30-11:55AM	2	Lunch
11:55-12:15PM	2	Recess
12:00-12:25PM	4	Lunch
12:25-12:45PM	4	Recess
12:30-12:55PM	1	Lunch
12:55-1:15PM	1	Recess
1:00-1:25PM	3	Lunch
1:25-1:45PM	3	Recess

Whenever possible, students will be going outside for recess. They will attend recess after eating lunch. Recess will be abbreviated or take place inside when inclement weather prevails.

Cafeteria Procedures

Lunchtime should be a pleasant, enjoyable time for students to socialize and eat in a well-managed and safe atmosphere. Teachers and Cafeteria Monitors should review the Cafeteria lesson plan to ensure that students meet the expectations set forth as part of the RtBII plan.

- Monitors will supervise a designated section of the cafeteria.
- All communication will be made directly by the monitor to the student section they supervise.
- They will use the universal non-verbal sign of raising their hand to silence their section if necessary. This should be done daily before dismissing a section for food purchasing.
- Once a section is seated quietly, then the monitor will release individual students to get in the hot lunch line or begin eating.
- Monitors will coordinate students who ordered the platter for the day.
- Trashcans will come around and students can throw around their trash.
- Students are responsible for cleaning their lunch area from trash.

Cafeteria Monitor responsibilities

- Be present in the cafeteria before students arrive and stationed at the section being supervised.
- Manage students as they enter the cafeteria. Encourage the students to use quiet voices and prepare for either purchasing lunch or opening their lunch to eat.
- Make announcements for the day to your section before releasing them to purchase their lunch or beginning to eat.
- Distribute student ID cards for students making a lunch purchase.
- Circulate around the section you monitor several times during each lunch period.
- Do not send students to the office suite area to eat lunch.
- Collect student ID cards from Aramark staff and sort cards into homeroom piles.
- Recess will be abbreviated or take place inside when inclement weather prevails.

Character Development Program

The Character Counts Program is focused around six pillars of character: trustworthiness, respect, responsibility, fairness, caring, and citizenship. Please visit the website at: www.charactercounts.org/. For each trait, one student from each class and one from each specials teacher will receive an award. We will acknowledge the student winners at our school-wide assemblies. Please enter your students information on the Google sheet one week before the SOM assembly. The lead teacher will contact families about attending the assembly. SOM assemblies will begin promptly at 9:30AM.

Thursday, September 27th: Responsibility

Thursday October 25th: Trustworthiness

Thursday November 29th: Citizenship

Thursday December 20th: Caring

Thursday January 24th: Fairness

Thursday February 21nd: Respect

Thursday March 21st: Responsibility

Thursday April 25th: Trustworthiness

Thursday May 30th: Caring

Class Trips
VOLUNTEER POLICY 916

All Chaperones for field trips must complete and
submit the following clearances:

(The volunteer policy in its entirety can be accessed from the district's website)

1. Original Criminal History Report from the Pennsylvania State Police

2. Original Child Abuse History Clearance from the Pennsylvania Department of Welfare

3. Original Federal Criminal History Report

- Bus request forms can be obtained from Eileen Collins.
- All requests must be submitted at least two weeks before the date of the trip.
- Only trips that are curriculum related will be approved. Please note, you will be required to list all State Standards that are applicable to your trip. Failure to do so will result in the forms being sent back to the school for completion.
- Please try to avoid planning trips in June. We have a cut off date for trips.
- All students should have permission slips and money collected at least two weeks before the trip. No phone calls are to be made on the day of the trip looking for permission slips and /or money.
- Students with discipline issues should be discussed with both the lead teacher and the principal before the scheduled class trip.
- If a student is not participating in a trip, then please arrange coverage and academic work for the student. Inform principal of the arrangements.
- Immediately before departure, please give an accurate class list of students who are present and attending the trip to the office so that absent children can be accounted for.
- If you require a school check to take with you, please see Eileen at least three days before the check is needed.

Field Trip Nurses

- Class trips must be cleared with Debbie Tancredi before filing any paperwork with the district or any permission slips go home.
- Student care plans must be reviewed to determine if a nurse is necessary for the trip.
- If a nurse is needed, see Debbie for the list of available nurses. The teacher in charge of the trip is responsible for making arrangements for a nurse to attend the trip.
- On the bus request form, indicate the name of the nurse attending the trip.
- Please inform Debbie, two weeks prior to a trip, so that medication can be prepared for the students needing it on the trip.
- Be sure to see Debbie on the morning of the trip for medicine and the first aid kit.

Cleaners

- Please document in the communication binder (main office) if your room is not being cleaned to your satisfaction by the cleaning service. Trash should be emptied, floors

swept/vacuumed, ledges wiped down, and bathrooms cleaned and stocked on a daily basis. Periodically, the floors will be mopped/waxed and rugs steam-cleaned.

- Please let principal know if you notice any halls, stairways, or other areas of the building that are not being cleaned properly. We need to document when the level of service is not acceptable.

Committees and Duties

CORE Behavior Team: Melanie McCarthy, Kristin Meehan, Laura Dolan

SST Team: Melanie McCarthy, Dana Green, Melissa Landis, Kristin Meehan, Lisa Thompson, Tricia Purcell, Maria Kyne and Laura Dolan

MDET: Melanie McCarthy, Dana Green, Melissa Landis, Kristin Meehan, Maria Kyne

Computers/Internet Use/Technology

If you are having a problem with a computer and/or printer, please contact Greg Einhorn. He will troubleshoot the problem and complete a repair ticket if necessary.

Conference Logs

Please begin to keep a conference log for each student in your homeroom. The conference log will be used to track the attendance and focus of your meetings with parents. A simple form will be provided and should be kept in each student's reading folder.

Contract In-Service

Staff is required to complete six and one-half hours of contract in-service each school year. Contract in-service must be a professional growth experience that focuses on a particular content area or strategy. Contract in-service opportunities generally take place outside of the normal workday. For the 2018-2019, contract in-service has already been planned for all staff. You will sign up on My Learning Plan for this.

Discipline

We are all responsible for the enforcement of the Upper Darby Code of Student Conduct, which is based on the research in Positive Behavioral Interventions and Supports (PBIS) and Response to Intervention and Instruction (RtII). Individual teachers are responsible for their own classroom discipline. Teachers are encouraged to refer to the Code of Conduct for suggestions regarding behavioral interventions that may work with their students. Teachers should have a written plan that outlines their discipline procedures.

We will teach the behavioral expectations set forth in the RtII Lesson Plans. Those expectations are summarized in the following way – Be Safe, Be Respectful and Be Responsible. If part of your individual classroom plan involves students losing certain privileges because of behavior, please be sure that parents are informed, in writing, so that we can work together to ensure the behavior is being corrected. Communication is vital to get the parents to support our efforts at school. Please document all parent communication in your phone logs. If you wish to discipline students by denying them lunch recess, the classroom teacher will administer the lunch

detention. Same day Lunch Detention can be given without parent permission, but we must notify parents of this decision.

To increase communication with parents and to better document our efforts to address ongoing discipline problems, we will use UDSD Behavior Incident Report BIR form to document behavioral incidents. Incidents that teachers address at the classroom level that require parental contact must be documented on Teacher Access Center (TAC) on eSchool. Teachers will submit referrals on TAC by going to Interventions dropdown menu and clicking on classroom issues. The referral action can support teacher documentation of interventions or can it can be utilized to submit inappropriate behaviors to an administrator for further discipline. The incident will be reported in eSchool to allow us to monitor such incidents. Incidents that require the intervention of the Principal must be documented and submitted immediately to allow for a timely investigation and intervention. Please be descriptive and concise when completing referral on TAC. Corporal punishment is not permitted in the UDSD.

Principal should be contacted after the teacher has implemented the steps outlined in the teacher's discipline plan and the UDSD Code of Conduct and the problem persists. You are expected to make contact with a parent/guardian before involving the Principal.

After School Reflection

The teacher writing the Behavior Intervention Response (BIR) on TAC is responsible for contacting parent/guardian of student being held for after school reflection. **A student cannot serve an after school reflection unless the teacher gets permission from the parent/guardian that their child can stay after school.** Once the teacher receives permission, they are to make a screenshot of TAC report and place it in the red reflections folder. **Please make sure the BIR has an accurate description of the student's violation so Ros and can conduct a restorative practice with student. All reflection paperwork needs to be in the red folder by 10:00AM on the day of reflection. The student's bus stop and a parent/ guardian name and contact number also need to be included on the paperwork.** Students serving an after school reflection should report to the library at dismissal. It is strongly encouraged that each staff member referring a student for an After School Reflection stop in the library to discuss the reason for the reflection in collaboration with the student and Ros.

Email, Mailboxes and Faculty Bulletin Boards

Each staff member should check his/her mailbox and First Class e-mail before and after school and at lunchtime if possible. Postings of job opportunities will now be emailed to all of you.

Emergency Cards

We have two sets of Emergency Cards. One set will be for the exclusive use of Debbie and Ellen. Please do not remove these cards from the Nurse's Office. The second set will be kept in the office for faculty/staff/office use. Please keep a copy of emergency cards in your binder.

Emergency Information/School Closings

Global Connect

The Global Connect instant phone voicemail system will be used to communicate important school information and emergency messages to staff and families.

Emergency School Closing Numbers and Procedures

The emergency school closing number broadcasted on local television channels, radio, and cable television is **452**. Typically KYW-Radio (1060 AM), local television channels, and the school district cable channel broadcast closings, delayed openings, and early dismissals. You may also access the school district's web site for emergency information: www.upperdarbysd.org/.

Evacuations

We will practice several types of evacuations and response to crisis techniques. Our Crisis Management Team (CMT) will coordinate all evacuations and drills. The Upper Darby Police Department, Upper Darby Fire Department and the Delaware County Memorial Hospital will assist us with our evacuations when applicable.

Charles Kelly Elementary School Temporary Evacuation Plan (Typical Fire Drill)

- * Do not close windows.
- * Do not gather outer clothing.
- * **Close classroom doors.**
- * Teachers will lead their class to the prearranged exit. In the event of a blocked exit, the teacher will use his/her discretion to exit to the nearest and safest exit.
- * Students will move quickly and quietly when exiting the building.
- * Students, who need assistance, especially physically challenged individuals, must be helped by a staff member when evacuating.
- * Students will assemble with their teacher at a predetermined safe area.
- * Teachers will take roll when the class arrives at its safety area.
- * Missing students must be reported to a member of the CMT.
- * Members of the CMT will check all classrooms, lavatories and stairways as they exit the building to ascertain that everyone has left the building.
- * All personnel shall vacate the building.
- * Evacuation irregularities should be reported to a member of the CMT.
- * Evacuation routes should be predetermined, but flexible to ensure the safest and quickest exit from the building.
- * Students will enter the building **quietly** and in single file when the building is cleared for re-entry by the principal and fire personnel.

Charles Kelly School Permanent Evacuation Plan

- * Do not close windows.
- * Do not gather outer clothing.
- * **Close classroom doors.**

- * Teachers will lead their class to the prearranged exit. In the event of a blocked exit, the teacher will use his/her discretion to find the nearest and safest exit.
- * Students will move quickly and quietly when exiting the building.
- * Students, who need assistance, especially physically challenged individuals, must be helped by the staff when evacuating.
- * Students will assemble with their teacher at a predetermined safety area.
- * Teachers will take roll when the class arrives at its safety area.
- * Missing students must be reported to a member of the CMT.
- * Members of the CMT will check all classrooms, lavatories, and stairways as they exit the building to ascertain that everyone has left the building.
- * All personnel shall vacate the building.
- * Evacuation irregularities should be reported to a member of the CMT.
- * Evacuation routes should be predetermined, but flexible to affect the safest and quickest exit from the building.
- * Staff and students will proceed directly to Garrettford Elementary via Burmont Road.
- * The library will be used as the command center for the Crisis Management Team.
- * In the event that we cannot return to Charles Kelly Elementary School, Mr. Phillip Bush will be contacted to transport students, by bus, to the Upper Darby High School auditorium.
- * UDSD Administration will be contacted and will be responsible for supplying all pertinent evacuation information to parents via the township cable television channel and school voice mail systems.
- * UDSD will also provide temporary network equipment and staff to manage student information.
- * Signs will be posted at Upper Darby High School directing parents where to pick-up their child.
- * Children will be grouped by their grade level.
- * Parents will check in at an information table and register to pick up their child. Information tables will be grouped by grade level.
- * Students will be released to their parents/guardian after confirming their identity and signing next to their child's name on a master enrollment list.
- * Traffic patterns will be managed by the Upper Darby Police Department.

Charles Kelly Elementary School Lockdown Procedures

- * Check right outside your door for any student(s) in the hallway. Bring student(s) into your classroom.
- * Check bathrooms by your classroom for any student(s). Bring student(s) into your classroom.
- * Secure your door. **DO NOT OPEN THE DOOR FOR ANYONE ONCE YOU HAVE CLOSED IT.**
- * Keep all students sitting SILENTLY on the floor, **away from the doors**, windows and open areas.
- * Turn off lights and close shades and curtains.
- * Project a calm attitude and maintain student behavior. There must be a **ZERO AMOUNT OF NOISE** coming from your room.
- * Take roll and note missing or extra students.
- * **IGNORE ANY FIRE ALARM ACTIVATION.** The school will NOT be evacuated using this method.
- * Remain in the room until you receive instructions from a Police Officer or Crisis Response Team Member. The Police or Crisis Team Member will identify themselves, unlock your door and give further instructions.
- * Use cell phone to contact 911 if you need immediate help or have vital information for emergency responders.
- * If your students are moved out of the building, help them move quickly and quietly to a safe area.

Finances

- * You must write a receipt out for any money received.

- * Eileen Collins will issue you a numbered receipt book. Each receipt has two slips. The white goes to the student and the yellow to the teacher.
- * A reconciliation form must be completed for field trips. Eileen will provide this form for field trips.
- * Deposits for field trips must be made 5 days prior to a check being written.
- * Checks will not be written if the above procedures are not followed. Please plan appropriately so that we do not have to cancel a field trip at the last minute or cannot order something for a special event.
- * ALL MONEY NEEDS TO BE SENT DOWN IN THE MORNING. The envelope should include room number and grade.
- * Please check envelope before sending down to office.
- * Money should be stored in the safe prior to deposit.

Fund-raisers

Principal must approve all fund-raisers. Principal will provide an UDSD form for all school fund-raisers.

Health Issues and Medical Information

Accidents

If an injury should occur during the school day, then the supervising teacher or staff member will contact the nurse. The school nurse will manage immediate care and contact the parents/guardians, as deemed necessary.

Bites

If a child suffers an animal or insect bite, the supervising teacher or staff member will contact the nurse. The school nurse will administer immediate medical attention and call the parents/guardians.

Communicable, Contagious, or Infectious Diseases

Communicable and contagious diseases (chicken pox, German measles, measles, mumps, whooping cough, scarlet fever, and lice) or infectious diseases (pink eye, hepatitis, impetigo, mononucleosis, pinworms, ringworm, scabies, and streptococcal infections) must be reported to the nurse immediately upon discovery.

Medical Restrictions

If a student has a permanent or temporary medical condition, which requires them to be restricted from any school activity, then the parent/guardian must contact the school nurse **in writing**.

Medication

Ideally, medication should be administered at home. In cases where it is necessary to administer medication at school, the parent/guardian must contact the school nurse. The nurse will request

the following critical information: child's name, specific directions, name of medicine, frequency and dosage, name of physician and phone number of physician. **All prescription medication must be hand-delivered to the nurse in the original prescription bottle. All over-the-counter medication (aspirin, cough drops, cough syrup, etc.) must be hand-delivered to the nurse by the parent/guardian.**

Universal Precautions

Use rubber gloves when handling items or surfaces soiled with blood/body fluids. Discard gloves after contact and wash hands immediately.

Homework

Homework should be reserved for practicing skills learned in school and studying.

Math and reading/language arts homework related to the daily lesson should be assigned every night. If a specific homework assignment for the daily lesson is not needed, then a short, general skill practice assignment should be assigned. Please be creative and use your own professional judgment to determine the topic and length of the assignment. Fluency in math and reading can be an option for assigning homework.

Home & School Association

The Charles Kelly Home & School Association is actively involved in activities and events that enhance our school. They provide a vital connection between the school and home as well as collaboratively work with the leadership team to serve the school community. It is imperative that you do what you can to support our Home & School Association.

The 2018-2019 Home & School officers are:

President: Gina Blair
Co-President: Melanie Bateman

Charles Kelly Home & School Association meetings are generally held on every third Thursday of the month, at 6:30p.m. in the gymnasium. Please plan to attend Home & School meetings whenever possible.

Home and School Meetings for the 2018-2019 school year are as follows:

September 20 th	February 21 st
October 18 th	March 21 st
November 15 th	May 9 th
January 17 th	

Instructional Time

In order to assure continuity of instruction in our elementary schools, the district has set up the following schedule of desirable times. District Elementary Principals, Director of Curriculum, Assistant Superintendent of Curriculum/Instruction and Coordinator of Elementary Reading agreed upon the times. The amounts of time shown are on a daily basis, unless otherwise noted. These desired times are to be used by staff in developing lesson plans.

Homeroom/Morning Meeting

All grades in all schools will meet with their homeroom and hold a morning meeting for 15 minutes from 8:50 to 9:15AM.

Intervention/Extension

Each grade level will have a 30-minute block of time during the day where every student will attend a reading intervention.

Reading and Language Arts

All student friendly objectives should be posted and referred to during lessons.

The New Literacy Block for Elementary will be familiar to most teachers but will not match the 3 Blocks Framework exactly.

Days 1 & 2 will be used to introduce skills in phonics, spelling, grammar fluency, comprehension, close reading and text dependent question analysis and the community story. On Days 1 & 2 there will be 15 minutes per day for small group instruction to reinforce reading for some students and 15 minutes per day to introduce writing mini lessons.

Days 3, 4 & 5 will devote 45 minutes to the paired selection, and skills as described in Days 1 & 2. Another 45 minutes will be small group instruction using leveled readers, cross curriculum materials, decodable readers, practice constructed responses, conduct writing conferences and in general address the needs of students based on performance.

Mathematics

Math class will be 60 minutes each day. Each math lesson should begin with frontloading. Each math lesson should end with a 15 minute independent practice block with the teacher meeting with students who require additional support for a specific skill. The groups meeting with the teacher will change based on performance.

Science/Social Studies

1st and 2nd Grade: Science 2nd and 4th marking periods,
Social Studies 1st and 3rd marking periods

3rd and 5th Grade: Science 1st and 3rd marking periods,
Social Studies 2nd and 4th marking periods

4th Grade: Science 1st and 2nd marking periods, Social
Studies 3rd and 4th marking periods

Special Subjects

Art, Music, Physical Education and Library will be 30 minutes on a 4 day schedule (Day 1, Day 2, and Day 3 and Day 4).

Lamination Work

MaryJane will coordinate all lamination work. During heavy request times – beginning of the year and holidays – jobs will be processed within one week. Most jobs should be processed within 48 hours. Please plan accordingly.

Morning Announcements/Phone Messages

Morning announcements will begin at 8:45AM in the cafeteria/gym . The office PA system will not be used after 9:00 a.m. unless there is an emergency.

The school phone system is for the use of staff members to conduct necessary school business. Any student who needs to use the phone in an emergency situation may ask his/her teacher and the school secretary for permission. Children should not be calling home for forgotten homework, materials, projects, lunches, requesting permission to go to a friend's house after school, etc. if there is an urgent message, then the office staff will personally deliver the message to the teacher.

Morning Message

A daily morning message will be posted on the First Class e-mail detailing any important information for the day. Please check this message every morning.

Non-Negotiables

- Star
- No Hands/No Opt Out/Cold Call
- Circulate-podiums will prevent circulation
- ***21 Day Planner Block 2 **and** Behavior 21 Day Planner
- Think Alouds throughout the entire day
- Focus Walls are used as an instructional tool and referred to all day
- REWARDS for grades 3-5 and January Grade 2
- Student friendly goals/objectives posted with Checks for Understanding in all subject areas.
- Responsive Classroom language at all times
- Morning Meeting every day for 15min.
- Closing Meeting every day for 10min.
- Sound Spelling Cards, easily displayed for students to see, referred to as such and often and used during pre-tests
- Writing daily across curriculum
- Participate Grade level team meeting
- Homework consistent through grade level

- Attendance issues addressed quickly; contact MaryJane and Laura Dolan; cc Principal

Accessing Aimsweb

Accessing AIMSweb reports - www.aimsweb.com

Log in Information:

Customer ID: 5777

Username: _____

Password: _____

NOTE: If you enter the password and can not get in please do not hit forget password button - if you are prompted to change the password after logging in *please do not change it.*

Do email George or any of the Literacy Team (Tricia, Lisa). We'll get a new password and send it to all.

From time to time AIMSweb requires that we change passwords. We will forward to all ASAP. Thank you.

Instructional Recommendations Report:

1. Log in to AIMSweb
2. Select Reports tab at the top.
3. Select grade and hit go.
4. Select Teacher and hit go.
5. *Check that you are under the **DIBELS NEXT** tab.
6. Select the report that is 3rd from the left, "Instructional Recommendations" report.
7. Click on Expand at the top
8. Click on Report Options, change to:
 Match Type: All Criteria
 Report: Method: Criteria
9. Click Display
10. Click Collapse

To Print: At the top of the report there is a PDF button. Choose this, then print. You must print from a PDF to get the color copy of recommendations.

Tier Transition Report:

Follow steps 1 thru 5 as above. Then:

1. Choose your subtest - listed next to the pictures of the reports.
2. Click on the first report on the left that looks like triangles, "Tier Transition" report.

3. Follow same directions for printing.

Summary of Impact of Instructional Programs:

(the good report with the ✓'s)

Follow steps 1 thru 5 as above. Then:

1. The Summary report is on the second row, second report - click that report.
2. Follow same directions for printing.

AIMSweb Pathways Report:

(note - this report is requested on SST paperwork)

Follow steps 1 thru 5 as above. Then:

1. Scroll down to look at the list of students under your name.
2. Choose the pathway report for your child (right hand column).
3. Click Expand at the top
4. Click on Report Options, change to:
 Match Type: All Criteria
 Report: Method: Criteria
5. Click Display
6. Click Collapse
7. Follow same directions for printing.



Accessing Progress Monitoring Information:

*You will need to log out and log in under a different username and password:

	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5
Customer ID	5777	5777	5777	5777	5777
Username	Kellyprogress1	Kellyprogress2	Kellyprogress3	Kellyprogress4	Kellyprogress5
Password	Happy@01	Happy@02	Happy@03	Happy@004	Happy@05

1. Find the name of the student you are looking for and the measure.
2. Click on the information in the progress report column for the student. This will show you a graph of their progress with a goal statement and scores.

Nurse Code Procedure

In the event of an emergency (a nurse is required to report to a location) the main office will announce "NURSE CODE" and then the location in which the nurse is required. At that time, the nurse, lead teacher and principal will report to the location. All staff members will need to shut their doors as well as keep their students with them until the office staff has announced "NURSE CODE IS OVER."

Parent-Teacher Conferences

Formal, scheduled conferences will take place on November 20th and 21st, and March 20th, and 21st. There will be a 12:30 p.m. dismissal on conference days and there will be no lunch served on those days... Evening conferences for all grades are on November 20th and March 20th.

Useful tips for conferences – Do's and Don'ts

Do's

- If you request a conference, then make sure the purpose of the conference is clear in your mind. If the parent requests a conference with you, then ask them what the purpose of the conference is before you meet. This will give you time to gather information and/or support from peers. Please be mindful of the time you select as coverage might not be available.
- Be prepared and organized for the conference. Decide what you want to accomplish through the conference. Use samples of the student's work, data and anecdotal records to support your report.
- Hold conferences in a quiet, private place.
- Cordially greet the parent(s) and make the parent recognize your interest in their son/daughter.
- Encourage parents to express their views and make suggestions.
- Be sure to mention the child's strengths and challenges. When reporting challenges, let the parent know that we will devise a plan to address the challenges their child has.
- Devise a plan together with responsibilities for the parent(s), child, and school.
- Remain objective.
- Be loyal and ethical concerning staff members, parents, and children.
- Remember that the conference is both a reporting process and a public relations project. Give parents a favorable impression of the school by explaining what we are sincerely trying to do for each child and the community.

Don'ts

- Do not make predictions about the child's ultimate future.
- Do not over-interpret situations or behaviors. Look behind the behavior for its causes, but do not state conclusions reserved for a physician, psychologist, or psychiatrist.
- Do not discuss other children in the class nor get involved in a discussion about a former teacher.
- Do not share other student's names when communicating with parents. Inform parents that their child can certainly share the names of other students, however, due to confidentiality purposes, you can not not.
- Do not let the schedule run over and keep students or another parent conference waiting. If it is clear that more time is needed, then reschedule for a later date/time.
- If a parent is confrontational or is speaking negatively, then listen and calmly clarify the school's policies or your position. If you feel the need for support, then contact the office.
- Do not lecture or attempt to out-talk parents.
- Do not argue with parents.
- Do not try to answer questions that should be answered by other school district personnel. Refer those questions to the appropriate department/person.
- Do not discuss other students, other staff members, and administration (both at the building level and central office level) in a negative way with parents/guardians.

Parent Workshops

Charles Kelly will be holding three Parent Workshops during the school year. These workshops will be held from 6:30 – 8:00pm. Please mark your calendars; attendance is mandatory. Please see principal with any scheduling conflicts.

- Wednesday, October 10th Grades 1 and 2 Fluency Night
- Wednesday, November 14th Grade 5 Comprehension Night
- Wednesday, March 6th Grades 3 and 4 PSSA Info Night/Dr. Seuss Celebration

Phone Logs

Please be sure to keep a phone log in whatever form best meets your needs. Please note the date of each contact, a brief summary of the contact, and any additional action that needs to be taken as a result of the contact. The documentation provided by your phone logs is invaluable when dealing with parents who can be time consuming. It protects you by showing your efforts to work with the student and parent on resolving issues. It records the promises and commitments made by parents and provide us with an opportunity to hold them accountable and/or offer additional support. Phone calls home with good news are an excellent way to promote positive parental involvement in schools.

Lesson Plans

A copy of your weekly lesson plans for all content areas should be emailed to principal by the end of the day each Monday.

Literacy Team

The Literacy Team this school year consists of Tricia, Lisa and Melanie. Every Monday at 10:00AM the Literacy Team will meet in Lisa's room.

PBIS

We will utilize the behavior lessons to teach the expectations we have for our school – Be Safe, Be Respectful and Be Responsible. We will utilize time in Morning Meeting and during the 21 Day Planner to teach and review these expectations. Teachers are also encouraged to use the PBIS video to review the rules, expectations and routines for the bus, morning arrival, cafeteria, playground and hallway. Principal will send out behavior lesson plan for the week Monday morning. Owsome awards will be given out to students who exemplify positive behaviors throughout the school. Owsome award drawing will take place on Wed. and Fri. at 3:00PM. One student from each grade level will be called down to the office to receive a prize. Student will sign name in book and claim prize.

Request for Coverage

Request for coverage should be made one week in advance. Please e-mail your coverage request to Melanie. If you have an emergency and need immediate coverage, then please see Melanie.

Signing In and Signing Out of the Building

Staff must sign in daily upon arrival. The Staff Sign-In Book will be located in the office. Staff who must leave the building during school hours must sign out in the office. Conducting personal business during school hours should be kept to a minimum. If, for urgent reasons, a staff member wishes to leave early, then please speak with Melanie as soon as possible.

Social Work

Social Work Referrals

Social worker referrals must be complete prior to the social worker beginning work with a student except in an emergency situation (i.e. suicidal/homicidal thoughts, suspected child abuse/neglect). Teacher contacts parent with concern and to inform them about the social worker referral. Teacher completes Social Worker Referral Form and gives it to the social worker (electronically or hard copy). The "reason" section should be very brief and factual. For example, "participation in support group," "loss in family," "behavior concerns," etc. See social worker if you have questions about what to write. Social worker obtains principal's signature, files a copy in student's permanent file and sends a copy to administration.

Doctors' Forms / Rating Scales

Present social worker with rating scales when received. Social worker and school psychologist will review rating scales/forms for approval. Social worker will send home a district permission form for parents to sign. After receiving the signed permission form, teacher will complete the rating scale and return it to the social worker. Social worker copies rating scales and keeps a copy in social worker's files. Social worker mails rating scales directly to the parent or the parent may come pick them up directly from the social worker. Completed rating scales are never sent home with a student.

Communication with Therapists/Agency Workers

Notify social worker that a parent requested that you communicate with a therapist/agency worker or that a therapist/agency worker contacted you. Social worker will send home a district release of information form for parents to sign. After receiving the signed release form, please return form to the social worker. Then, teacher and/or social worker may communicate with therapist/agency worker. Keep a log of all communication between school and therapists/agencies. Keep copies of all written communication. See social worker with any questions.

Suspected Child Abuse/Neglect

Anyone who suspects that a student has been physically abused, sexually abused, emotionally abused, and/or neglected, must inform social worker and principal immediately. We are all mandated reporters. Principal will provide coverage for teacher to submit report on ChildLine. Social worker will talk with the student and nurse will examine the student.

Student Suicidal/Homicidal Thoughts

Anyone who suspects that a student is having suicidal and/or homicidal thoughts must inform social worker and principal immediately. These thoughts may be expressed through comments, gestures, writing, drawing, changes in behavior, or direct reporting by the student or another student. Social worker will meet with the student and determine necessary steps in order to support the student and keep him or her and others safe.

Special Education

Gifted Program

All 1st grade children will be screened for eligibility in the gifted program. Those who perform well on the assessment will be referred for further testing. Teachers or parents may refer a student for consideration in the gifted program at any time. Generally, they are pre-screened with the OLSAT. If they perform well enough, then they will be encouraged to participate in further testing.

MDET Meetings

All special education teachers in the UDSD are required to participate in the regular MDET meetings. Before each meeting, the teacher will select one student on his/her caseload and conduct research on that student. The form consists of 16 items on which to report. At the time of the meeting, the teachers involved will present the information on their selected student. After presenting, the discussion will focus on the next steps to ensure that the student continues to make progress. Meetings will take place every Thursday at 8:15AM in a Learning Support Classroom.

Permission to Evaluate/Reevaluate

School Psychologist will need to see all Permission to Evaluate forms. Special education teachers may fill out Permission to Reevaluate forms, but School Psychologist will need to initial them before they are presented to parents. Exclusively, School Psychologist will fill out Permission to Evaluate forms. School Psychologist must review reevaluation reports completed by special education teachers two to three days prior to any parent meeting.

Chapter 15 Service Agreements

Some students have needs that require some extra accommodations. They may not be eligible for an IEP, but may need additional support to be successful. Some students with ADHD, Tourette's Syndrome, or anxiety issues have had chapter 15 service agreements.

IEPs

Please provide Melanie McCarthy with a copy of IEPs two to three days before you present them to the parents. All IEP meetings should be held in school with the parents. If this is not possible, then please see Melanie .

LEA

Melanie McCarthy will be the LEA for most IEP meetings.

Procedures

Procedural mistakes are what commonly land the district in due process situations. Special education teachers should review the district's Special Education manual and implement in-service training for procedural recommendations. Over the past few years, there have been significant changes to the process involving meetings, paperwork and goals.

Print "DRAFT" on every page of special education paperwork (ER, IEP, FBA, BIP, etc.) presented during an IEP meeting. Remove the notation when the final version of the paperwork is completed.

Do not follow an ER without signing a 10-day waiver. Our preference is that two separate meetings are held – one for the ER and one for the IEP. Although this is more time-consuming, it is in the best interest of the parents and the student. Do not make recommendations to parents regarding special education services without first consulting with the MDET. Do not recommend medication for a student. We are not trained to make that recommendation.

Faculty/Staff Meetings

Faculty meetings will begin promptly at 8:00am in the library. Please note the following dates:

Wednesday, September 19th
Wednesday, October 17th
Wednesday, November 21st
Wednesday, December 19th
Wednesday, January 16th
Wednesday, February 20st
Wednesday, March 20st
Wednesday, April 10th
Wednesday, May 15th

Charles Kelly Recommendations for Physical Education and Art Class

Physical Education

Students may wear sweat gear when participating in physical education class.

Art

Students should bring a smock (large T-shirt, button-down shirt, or store-bought smock) to school during the first week of school. The smock will remain in class and should be worn to art class to protect clothing.

Student Database

We will provide you with copies of the eSchool class lists and homeroom lists periodically throughout the school year. Please review the accuracy of the information provided to you on the emergency cards at the beginning of the year. We will make any spelling, address and/or phone number changes during the first week of school. If a student provides you with updated information throughout the year, please notify Eileen Collins in the office.

Student Folders

UDSD policy mandates a single set of records for each child. All records are under lock and key in the main office. You may read the records in the office area, but they may not be taken elsewhere. Cabinets are locked each afternoon by 4 p.m.

Please review the file of each of the children assigned to your class by October 2nd, 2017. Check the student's file for special education services, related services (speech, occupational therapy, physical therapy), a history of academic or behavioral issues indicated in past report cards and truancy issues indicated on past report cards. Student folders should be updated as necessary throughout the school year. Concerns should be immediately reported to principal.

Student Supervision

Please make sure your class is supervised at all times. Do not leave students alone in a classroom (even for "just a minute"). We create an unsafe situation when we are not supervising students in our care. If you are stepping out of your room, please have a colleague keep an eye on your class. If for any reason you need unanticipated coverage, please contact the office immediately. If you have a supervision duty, please be on time. You are responsible for the safety of all children under your care.

Substitute Folder/Plans

Teachers should have a substitute folder with plans, kept in a prominent location in your room, available for use in the event of your unexpected absence. Included in your substitute plans should be lessons for three school days and emergency procedures. Please make sure your grade level partners know where you keep your plans so they can assist the sub when you are out. Having a backup plan makes it easier for you to take off when the need arises without having to worry about getting something together for the sub. These folders/plans should be assembled by the end of the first week of school.

Subpoenas/Custody Orders

If you receive a subpoena or copy of a custody order, then please provide Melanie McCarthy with a copy as soon as you receive it. Do not respond in any way to receipt of these documents until we can plan appropriately.

Supplies

MaryJane will fill requisitions for supplies. Make your requests via e-mail and allow time for them to be processed. Please do not help yourself. Budget constraints dictate that we utilize our resources wisely. Make an effort to order only what you will use and need. Please keep a running list of needed materials and quantity for ordering in the spring.

Visitors and Volunteers VOLUNTEER POLICY 916

All Chaperones for field trips must complete and
submit the following clearances:

(The volunteer policy in its entirety can be accessed from the district's website)

1. Original Criminal History Report from the Pennsylvania State Police

2. Original Child Abuse History Clearance from the Pennsylvania Department of Welfare

3. Original Federal Criminal History Report

All visitors/volunteers must report directly to the office, sign the visitor's log, have their license scanned by MaryJane and wear the photo ID School visitor sticker. This procedure will keep our building safe and secure.

Visitors

Visitors who wish to visit the classroom should make an appointment with the classroom teacher and the principal should be notified.

Wednesday Folders

Every Wednesday, an electronic Wednesday Folder will go home via parent link. If your grade has a flyer that needs to be included in the electronic Wednesday folder, please send it , as a PDF, to Melanie well in advance. In certain cases, hard copies of materials will need to go home via Wednesday folder.