

Florence Nightingale School

TEACHER HANDBOOK

2017-2018 School Year

VISION STATEMENT - Nightingale School is committed to maintaining high expectations and promoting academic excellence for all students.

MISSION - Our mission is to provide a rigorous education in order to prepare our students to be college and career ready.

CONTINUOUS IMPROVEMENT WORK PLAN (CIWP)

A copy of Florence Nightingale's 2017 - 2018 CIWP is available in the office as well as the *Teachers At Nightingale* server under the CIWP folder. Please familiarize yourself with the CIWP.

DAILY SCHEDULE

ENTRANCE - At 7:55 a.m. a bell will ring to signal the start of movement and lining up outside of the classrooms. All students should be in their classrooms by 8:00 a.m. The school day begins at 8:00 a.m. for teachers and students. The Universal Breakfast Program begins at 8:00 a.m. and ends at 8:10 a.m. The tardy bell will ring at 8:07 a.m. and students entering the building during or after the tardy bell must report to the security desk for a tardy slip. All students entering your classroom after 8:07 a.m. *are* to be marked tardy unless there is an announcement of bad weather from the office. All teachers, classroom and resource, *are* expected to stand outside their classroom doors when students are entering the building. **Children should never be left unattended.**

DISMISSAL - Students should be dismissed from their classrooms when the 3:00 dismissal bell rings. Students should not line up in the hallway before the bell rings. Teachers should then escort their students to their assigned exits. All students should be instructed to leave the school grounds upon exiting the building.

AFTER SCHOOL - All afterschool programs have to be approved by administration. In order for an afterschool program to be approved by administration the program must meet the following criteria: school budget availability and a minimum of 12 students per teacher. Attendance is due in the main office every day of scheduled programming by 3:30 p.m. The office must also be notified of the program start and end dates and times. Many students will be assigned to academic and non-academic after school programs. All teachers will be notified of these arrangements. Students are to walk quietly to their assigned classrooms for after school programming at the dismissal bell.

If you make arrangements for students to come at 7:30 a.m. or stay after 3:00 p.m. for tutoring or school clubs please make sure that you have signed permission slips from the parents and make sure you have approval from administration, Appendix 1 and 1A. Also, please leave a list of these student names in the main office, Appendix 2. If a student is absent or tardy to your before or afterschool program it is your responsibility to contact the parents. No students should be in the school after 3:00 unless there is a permission slip and the office is notified. All teachers not teaching an afterschool program are asked to exit the building no later than 4:00 p.m.

ACCIDENT REPORTS - All members of the staff are responsible for notifying the office immediately if a child or adult has been involved in an accident. First aid will be administered by the reporting staff member or for more serious cases, the nurse. Staff members are responsible for notifying the parents of the child involved, if deemed necessary. The teacher or staff member responsible for the child at the time of the accident must complete an "Accident Report" which can be found in your handbook. This report must be done prior to going home for the evening. The homeroom teacher should communicate and follow-up with the parents regarding the status of the child. Additionally, if any employee experiences an accident you should notify the administrative staff immediately. (See Appendix 3)

APPROPRIATE ATTIRE- All school staff serve as role models for our children. Staff is expected to dress in a professional and appropriate manner at all times. Staff members should present an appearance that does not adversely affect student's ability to concentrate and learn. Below is an excerpt from the legal department in regards to professional attire.

Teachers, Instructional Staff and Administrative Staff should wear business attire.

- For men, this means suits or trousers with or without coats, button-down shirts and, when appropriate, ties.
- For women this means suits, skirts, dresses, slacks and separates.
- Fleece, denim, spandex, sweat pants, shorts, jeans, flip flops are not business attire
- Athletic wear and shoes are appropriate for physical education teachers, coaches, recess monitors and sponsors of some extracurricular activities during those activities but for most activities are not business attire.
- Head coverings, including hats and caps, are not business attire except when used for religious purposes or for health related reasons.
- Security, Custodians, Engineers, and Lunchroom Workers wear uniforms or attire appropriate to their work as directed by Central Administration.

ASSEMBLIES

Student and/or teacher assemblies *are* planned on an annual basis. Assemblies, whenever possible, are to be correlated to instructional units or lessons which are being taught in the classrooms. It is the responsibility of the teachers to meet and organize the details of the assembly. Dates, times, seating charts and other pertinent data will be published as part of school bulletins and/or posted on the staff bulletin board in the main office. **ASSEMBLY PRACTICE SHOULD BE LIMITED TO NO MORE THAN 40 MINUTES PER DAY, for a maximum of one week prior to the assembly.** Additional practice time *can* be scheduled before or after school.

ATTENDANCE PROCEDURES

Teachers are to take attendance daily on IMPACT by 8:30. If you have any questions please see the attendance clerks in the office.

ASSISTANT PRINCIPAL

The assistant principal is next in authority to the principal. In the event of the principal being absent or out of the building, the assistant principal will have total authority. For purposes of usage in the handbook, the word "principal" may be interchanged with "assistant principal" since both will have the same authority over the stated policies and regulations. Each administrator may be assumed to speak for one another on all school matters.

BATHROOM PRIVILEGES

Students should use the bathroom facilities at designated times and on **occasional** emergencies. Primary teachers should schedule two (2) toilet/water fountain breaks in which the teacher takes the entire class to the washroom and actively supervises the students. Middle and upper grade teachers should schedule (1).

Never send a student alone to the washroom. Encourage students to use the bathrooms during the designated times. However, be mindful that occasionally, there are emergencies! **Use good judgment in deciding when to allow students to use the restrooms.**

BEVERAGES

Due to safety concerns and the prevention of injuries, administration asks that all teachers and staff refrain from carrying beverages in the hallway.

BILINGUAL PROGRAM

Our bilingual education program provides standards-based instruction and other educational assistance to students acquiring English language proficiency while developing academic skills in the content areas. All students enrolled in the bilingual education program will receive instruction aligned to the Illinois Learning Standards, Common Core State Standards and the World-Class Instructional Design and Assessment (WIDA) English Language Proficiency Standards. Our Bilingual Education program is designed to develop and enrich the student's home language and culture, develop English language proficiency and introduce academic content area skills in the English Language. "The goal for EL's is to progress towards becoming proficient in English and academically succeed in a general program of instruction.

BUILDING HOURS

The school building hours are 6:30 a.m. - 4:00 p.m. Any exceptions to this time are to be approved by the principal. **The building will close at 3:00 p.m. on Fridays.**

BULLETIN BOARD ASSIGNMENTS

The purpose of bulletin boards is to display students' current work and enhance their self-pride. They should reflect the curriculum being taught and **must be changed on a monthly basis.** Each classroom has a bulletin board located in the hallway near their classroom. In addition, teachers will be assigned a school stairwell board that you will be responsible for once every school year. Teachers are to plan in advance for their bulletin board presentation so that the bulletin board display can be constructed quickly with a minimum of delay. **New bulletin boards are to be constructed on the first of the month and taken down on the last day of the month.** Teachers are to place their room number on the bottom right corner of the bulletin board. **Interactive bulletin boards are strongly encouraged. All bulletin boards are to have borders and titles in student friendly print.**

BUILDING SECURITY

ALL doors to the building will be kept locked after 8:00 a.m. except for the Main Entrance. All visitors will be asked to sign in. All visitors to classrooms must be pre-approved by administration. In order to provide a safe environment for students, students and visitors may be subjected to a search through the use of hand-held metal detectors. Visitor passes will be issued at the main office. If you see someone walking around the building without a visitors pass please call the office ASAP.

CELL PHONES

Teachers: Per the Employee Discipline Code, cell phones are not to be used during instructional time when students are sitting in front of you. This also applies to recess and lunchroom duty. **STAFF MEMBERS USING THEIR CELL PHONES DURING THE DAY WHILE STUDENTS ARE PRESENT WILL BE SUBJECT TO THE EMPLOYEE DISCIPLINE CODE 1-7.** (See Employee Discipline Code 1-7).

Students: Students *are* allowed to have cell phones, however they must be turned off at all times and kept in their school bag. There must also be a cell phone permission slip on file. If a student displays a cell phone, or if a cell phone goes off in a classroom or if a student is seen using a cell phone anywhere on school grounds - the cell phone is to be taken away by the teacher. The teacher is then to notify the parent(s) of the infraction and schedule a time for the cell phone to be picked-up. Cell phone permission slips will go out the 1st day of school, and should be kept by the homeroom teacher (Appendix 5 and 5A).

CLASSROOM BULLETIN BOARDS

Classroom bulletin boards must reflect educational topics which are part of the instructional units and feature students' authentic work. Use this opportunity to show off your students' talents. Make sure that only **current students work** is displayed. **Please do not attach student work to the window shades or hallway walls** (Appendix 6).

CLASSROOM PARTIES

Providing that the administration has been informed and approves of the party, all classroom parties may begin after 1:30 p.m. All requests must be explicit as to the reason for the party, the time and location of the party, and cost to the students, if any. Since our main focus is instruction, parties are strongly discouraged. Please be considerate of our custodial staff and discard all leftover food before leaving the building. Chicago Public School policy mandates that only store-bought food may be brought to school to be shared. **Lunches may not be cancelled because of a party; all students must receive a lunch.**

CLASSROOM RECORDS

The following items should be available in each classroom for review by the principal, auditors and/or other authorized administrators **at all times**.

IEP Info

All special education students have an IEP (Individual Education Plan). See the Case Manager for a list of students with IEPs. It is every teacher's mandated responsibility to read through the IEP completely and know what accommodations must be made for every special education child you serve. Occasionally, a child may have an IEP/504 plan that consists of accommodations that are made due to medical circumstances. Again, see the Case Manager and/or nurse as you *are* responsible for IEP/504 contents and accommodations related to the students you service.

Special Education Attendance/Communication Records/Collaboration Logs

All special education resource teachers are to maintain attendance records for the students they serve. If for any reason services are not provided on a given day, a reason must be indicated. As always, homework, class work and assessment grades should be maintained regularly. Communication with parents should be open and two-way with a log maintained for documentation purposes. Communication between the general education teacher and the special education teacher must be formal, consistent and regular, and it must be documented. This communication should focus on academics, attendance, social and/or behavioral issues, as needed. *It is the Joint responsibility of the general, special and resource teachers to be knowledgeable about and strictly adhere to the individual student IEP's.*

Fire/Emergency Procedures

Teachers should immediately familiarize themselves with the procedures for fire and disaster drills. This includes knowing the exits to be used in the event of a fire (drill) and the classroom assigned location for disaster drills. Teachers must always take their attendance envelope containing a current class roster with contact information with them during a fire or disaster drill. It is important to remember that classroom lights are to be turned off and classroom doors closed. These directives must be displayed in a prominent and visible location near the classroom door at all times. Teachers should review the procedures with students at the beginning of the year and then as needed.

Grade Book

Please enter ample grades to justify the letter grade given at each marking period: 5th, 10th, 15th, 20th, 25th, 30*, 35th, and 40th school week. Every five weeks a Progress Report or Report Card will be sent home to parents. Students who are in danger of failing (receiving a D or an F on their report card) must have *Failure Notice checked on their Progress Report. The Progress Report must also be accompanied with a Remediation Form. (appendix 7A and 7B)

Grade Scale for Students (See Appendix 8)

100% to 90% A: Substantially exceeds the standard

89% to 80% B: Exceeds the standard

79% to 70% C: Meets the standard

69% to 60% D: Less than acceptable performance on the standard

59% and below F: Does not meet the standard

/: Indicates an area not to be graded at this time

Parents at Nightingale will be very involved and are going to want to play a major role in cooperating with the teachers to ensure that their children receive a quality education. Use the telephone to alert parents any time you feel a child is falling behind or is not submitting all assignments. If a student is having difficulties with academics, behavior or attendance, or if you prefer to send notices home, make sure that notices are sent in a timely manner and keep a copy. The principal will request a summary of student grades at various times throughout the year.

Lesson Plans

As a teaching staff it was decided that Nightingale would adopt lesson plans. Lesson plans should support the philosophy of on-going collaboration among grade level teachers. Field trips, holidays and educational videos must be integrated into the curriculum and be reflected in the lesson which must also incorporate the school wide Reading, Math and Writing initiatives. Every teacher must maintain up-to-date lesson plans. Lesson plans are due by 8:00 a.m. Monday morning. Make sure to submit your lesson plans via the shared folder titled "2017-2018 Nightingale School" on Google drive. Click on the shared folder, click on lesson plans, click on your grade level and then click on the submission date. You can then proceed to drop your lesson plan file to the folder. Lesson plans should also be located on the teacher's desk in a clearly marked folder (Appendix 6).

Seating Chart

A current seating chart should be maintained at all times inside your Lesson Plan folder (Appendix 6).

Time Distribution

A current Time Distribution Sheet should be displayed at all times. All subject areas should be listed and should be reflective of your actual weekly schedule. Minutes should match the time mandated daily by the Chicago Reading Initiative (2 hours for Reading & Language Arts) and the Chicago Math & Science Initiative (1 hour). Two copies of your Time Distribution Sheet will be needed. Submit one copy to the office, and the second copy is to be posted in your classroom (Appendix 6).

Unit Plans

As a teaching staff it was decided that Nightingale would adopt lesson plans in place of unit plans.

COMMITTEE MEETINGS

Staff members are asked to join one committee. A chairperson should be elected at the first committee meeting. All meetings are asked to be open and a reminder posted 24 hours in advance.

COMPUTERS IN CLASSROOMS

All computers in classrooms are to be used for research, drills, assessment practice and for use in the learning centers.

CONDUCTING NON-SCHOOL BUSINESS ON SCHOOL TIME/PREMISES

Refrain from using the school, work site, work location, work materials and supplies to conduct a secondary business. Do not buy or sell products or merchandise during school time or on school premises. Violations fall under the Employee Discipline Code guidelines.

CORPORAL PUNISHMENT PROHIBITED

CPS Board rules state: No employee of the Board of Education may inflict corporal punishment of any kind upon persons attending the public schools of the City of Chicago. (Amended 04-07-02) Accordingly, students *are* not to be placed in the hallway as punishment, in a corner facing the wall, or in a closet. Students are not to be physically punished. An entire class cannot be punished for the infraction of a few students. Alternative discipline measures must be meaningful. Repetitive writing assignments are not meaningful and, therefore, are not to be used as a consequence for misbehavior. Please remember that we have PBIS in place and all teachers are expected to participate. Information on monthly rewards will come from administration. Students will have a set number of badges to earn in order to participate in the school wide incentives. In the case of unwanted behavior, circle boards are in place in grades 4-8. Students receive circles based on small infractions i.e. (chewing gum, out of uniform). Three circles in a day or five in a week constitutes an after school detention. A detention form is to be sent home notifying the parent of the detention. The form must come back signed. If the form is not signed the teacher must call the parent and get verbal permission for the after school detention. The detention form can be found on the Teachers at Nightingale server under a folder titled discipline (Appendix 4).

CURRICULUM

Each teacher is expected to teach the designated school-wide curriculum in such a manner *as* to meet the needs of his/her students. REMEMBER: Teachers are to differentiate instruction to meet the learning needs of the students - it is not the student's responsibility to adjust to the teaching style of the instructor (Appendix 9 and 9A).

DISTRIBUTION OF CORRESPONDENCE. USE OF TEACHER MAILBOXES.

_The mail slots for teachers are to be used exclusively for mail, correspondence, and flyers that pertain to education. Do not distribute non-school related propaganda materials. Mass mailings to teachers or to parents must first be approved by the Principal. Teachers should retrieve information placed in their respective mailboxes on a daily basis. Please direct all personal mailings to your home address. Please do not send students to retrieve your mail or to place items in the teachers' mailboxes. This area of the office is off-limits to students.

DUPLICATING

There are self-service copy machines available in Room 306 and Room 108A. Please see Monica Balesh for a copy number in order to *access* the machines. Also, she has limited supplies of forms so you can either copy a needed form from the attachments at the end of this handbook or see her for a particular form.

ELEVATOR

The elevator is not to be used by students except for the following exceptions:

- wheelchair students
- students on crutches or with an office note due to a doctor referral
- students assisting a teacher with moving or carrying objects (teacher is to be with the students.)
- students as part of a technology team etc. who are moving computers or other equipment. Students are not to use the elevator without an adult supervising them.

E-MAIL

All staff members are required to check their e-mail on a daily basis. Staff members are responsible for directives and information disseminated via e-mail. Emails sent to administration should receive a response within 24 hours. Delete sent folder and deleted items on a regular basis. Please become familiar with the Acceptable Use Policy. All online communication with students and parents of students MUST BE DONE VIA CPS e-mail. **It is against CPS rules to use personal e-mails, Facebook, My Space, etc. to befriend students and/or parents of students. The Employee Discipline Code will be adhered to for violations of the Acceptable Use Policy.** You can check e-mail at home via CPS Google.

EMERGENCY LESSON PLAN PACKETS

Teachers must have three (3) days of emergency lesson plans (sub packets) and updated student seating charts on file in the office at all times. Teachers are responsible for updating the lesson plans periodically. Minimally, there should be three days' worth of materials in each emergency lesson plan folder for each teacher. Debbie Cruz will notify each teacher who has not kept a minimum of three (3) days' worth of materials in emergency lesson plans. Teachers should cooperatively develop an action plan to provide assistance to any substitute teacher subbing at their respective grade levels. Our substitutes must feel welcomed by both teachers and administration. Supervision and assistance needs to be provided to ensure that the students receive meaningful instruction while the regular classroom teacher is absent. **PLEASE DO NOT E-MAIL YOUR PLANS. Bring the lesson plans to the office as they are stored there until needed for the sub (Appendix 6).**

EMPLOYEE DISCIPLINE

The Chief Executive Officer, The Chief Education Officer, Principals and Department Heads have the authority and responsibility to take disciplinary action, in accordance with Board of Education policies, against employees whose conduct does not further the efficiency and best interests of the Chicago Public Schools. The degree of discipline to be handed out is dependent on various factors including, but not limited to, the seriousness of the offense, the employee's work record and the totality of the circumstances. The CPS Employee Discipline Code will be followed. If you have not received a copy of the Employee Discipline Code, one will be provided to you. All employees should familiarize themselves with this operational document.

END OF THE SCHOOL DAY

Make sure that all windows are closed and locked, lights are turned off and the door locked when you leave at the end of the school day. Have students clean up any large debris from the floor prior to dismissal.

ENTRANCE DOOR CODE

Please do not give your security door code to the parking lot *entrance* to anyone. The entrance lock is on a timer that will allow you to enter the building only during scheduled work days and work hours. Do not attempt to enter the building on school holidays or after hours. Remember, the lock is there to provide you with a safe school environment. No one other than school personnel should enter in the parking lot entrance. Parents and visitors should be directed to the main entrance.

EVALUATION OF EDUCATIONAL SUPPORT PERSONNEL

Educational Support Personnel evaluations are conducted according to the CPS established procedures. All ESP are expected to follow their schedules, participate in staff development as requested, maintain a cooperative attitude and work with all to maintain a productive atmosphere.

EVALUATION OF TEACHERS- REACH

Teacher evaluations will be conducted according to the CPS Teacher Evaluation Plan and Handbook Procedures. Teachers *are* responsible for becoming familiar with the duties and evaluation procedures in the handbook. An in-service discussing detail is held at the beginning of each year. Among the criteria for performance ratings are the following:

- Classroom observations: teacher-student interaction (i.e. reading groups, clarity of expectations, providing for individual attention, homework etc.)
- Lesson plans written and followed in accordance with the Illinois State Goals and CCSS
- Classroom control and discipline
- Attractiveness, organization and cleanliness of the classroom
- Record keeping (organized, neat and updated) including attendance, grade and lesson plan books
- Attendance & punctuality at work and at all staff meetings, duty assignments and in-services
- Cooperative attitude and ability to work with all staff members, parents and administration
- Meeting established deadlines for all required paperwork
- Complying with CPS and local school policies and expectations
- Encouraging parental participation/involvement by maintaining open communication with all parents
- Maintaining high expectations for ALL students

Your evaluation schedule is based on your school position. PATs, TATs and Tenured teachers have different requirements. If you have a question, please see an administrator.

EVENT REQUEST

If you are planning a special activity and or event during class time or after school, you must submit important information (Appendix 23) regarding the special activity/event. This information is required ten days in advance to administration. Administration will review the information and grant permission in writing if the activity/event has been approved.

FACULTY MEETINGS

Faculty meetings will be held during Professional Development days. Faculty meetings will be announced on email and will also be placed in the weekly bulletin. Most directives and information will be communicated in writing via the weekly bulletins.

FIELD TRIPS

All field trips must be approved by the principal using the "Application for Student Travel" form. It is highly recommended that field trips be planned at the beginning of the year. Field trips must have an educational purpose related to an objective or unit of study being taught in class. The following checklist has been developed to assist teachers in planning the field trips well. Field trip plans should be included on the school calendar.

AT LEAST FOUR WEEKS PRIOR TO THE TRIP

- Call to make reservations to place you plan to visit
- Complete the *Application for Student Travel* and submit to principal for approval (Appendix 10)
- Upon principal approval call Bus Company to reserve a bus. Only Board approved bus companies can be used.

AT LEAST TWO WEEKS PRIOR TO THE TRIP

- Arrange for parents/adults to chaperone the trip (at least one adult per 10 students is required). Parents are not allowed to bring younger siblings along on school field trips. If not enough chaperones are secured, the trip may be cancelled.
- If necessary, parental permission slips must be sent home and collected as soon as possible (Appendix 10A and 10B).
- Collect all money and record appropriately (Appendix 13). No child will be denied participation in a school-sponsored field trip due to inability to pay. Please discreetly notify school administration if this situation should arise.
- **No child may be denied participation in a school field trip for disciplinary reasons without prior approval from the administration.**

- Lunchroom manager must be notified in writing as to whether or not students' lunches will be cancelled or if bag lunches will be required for any students.

AT LEAST FIVE DAYS PRIOR TO THE TRIP

- Turn in all money collected and collection sheet to the school treasurer.
- Talk with the school clerk or an administrator to find out the form of payment (school check or purchase order) for both the venue and the bus company.

ON THE DAY OF THE TRIP

- Make sure that you have your form of payment for the bus (school check or purchase order).
- Submit to the office clerk the following:
 - Principal approved list of students NOT going on the trip and the name of teacher(s) who will be responsible for them. List of chaperones going with your class
 - Permission slips
 - Cell phone number, if available
- ***Under NO circumstances is a child to be sent to the office to call home for oral permission to attend a field trip on the day of the trip. It is the teacher's responsibility to obtain permission slips for students BEFORE the day of the trip.***

FORMATIVE ASSESSMENTS

All teachers *are* accountable for the progress of their students. A variety of formative and summative assessments are to be used to track student progress. Individual conferences throughout the year will be held with teachers to discuss student progress. Teachers must present evidence of student progress at these conferences.

FREE TIME

The instructional day requires 375 minutes of instruction including preparation periods for students to convene in gym, library, computer, music and/or art. Lunch and recess is not included in the instructional time.

GRADE LEVEL MEETINGS

There is one mandated principal grade level meeting every week for 60 minutes unless there is less than 3 days in the week. Grade levels will meet with Beth Brosius on their assigned day and time. These meetings are to focus on instruction only. Management issues should be brought to an administrator.

HALL PASSES

Students in the halls during instructional times are to have a wooden pass and/or a hand-written pass from the teacher. Limit the number of passes issued. Passes should only be issued in *an* emergency. **Students** must **travel** in pairs. It is not necessary to send more than two students out of the room at a time. If students are gone for a long period of time notify the school office and a security guard will be notified. Any staff member who sees children in the hall without a pass shall escort them to the appropriate classroom or to the security personnel. Our main goal is instruction. Therefore, students should not be in the halls during class time.

HOMEWORK POLICY (Board Report 96-0626-PO2)

The Chicago Public Schools mandates that homework be assigned everyday including Fridays to students. Homework should be a sequence of well-planned, meaningful assignments for completion during non-class time. The specific amount and frequency of assignment homework should be generally based on student needs, interests, and the content of the instructional program. Homework is assigned for the purpose of remediation, review, reinforcement or enrichment of material presented in class. Teachers must work together to balance the load in departmentalized settings. Students should also be given long-term assignments, projects, and research from time to time.

The following are suggested time allocations for teacher-directed homework assignments:

Kindergarten:	15 minutes per day total across all subjects
Grades 1, 2 and 3:	30 minutes per day total across all subjects
Grades 4, 5 and 6:	45 minutes per day total across all subjects
Grades 7 and 8:	90 minutes per day total across all subjects

Also, all students should read 20 minutes every night as part of their homework assignment.

Students are expected to complete all homework assignments carefully and accurately and to turn them in by the due dates. They should make necessary corrections on the returned homework and share with their parents the teacher's evaluation of homework assignments. They are to seek help, as needed, from parents and teachers.

Parents are to provide space and a quiet time for their child to complete the homework each night. They should monitor to ensure that the homework is being done and review the corrected homework returned by the teacher. They should be signing their child's planner every night. Parents should assist their children in the utilization of community resources such as libraries, which can be helpful to the student when completing homework. Finally, parents should contact the teacher if there are any problems with homework.

Teachers are responsible for planning and implementing the homework policy in their classroom. Teachers are also responsible for checking that student planners are signed by parents. Homework for students must appear in the daily lesson plans for teachers. These plans will be monitored by the principal for compliance with this policy. **Teachers are to develop a record-keeping/monitoring system and review all homework.** Teachers are to plan for the coordination and scheduling of assignments with other teachers to meet the suggested homework time allocations. Teachers are to share the homework plan with students and provide instruction in appropriate study habits and strategies.

INCIDENT REPORTS

Incident Reports (Appendix 11) must be completed whenever there is an occurrence (incident) involving the safety of students or staff. The incident report should be completed on the day of the Incident. The following types of situations require an Incident Report:

1. Any incident involving crime or destruction or loss of CPS property
2. Violation of the 4,5 or 6 categories of the Uniform Discipline Code
3. Anytime an employee is assaulted on school grounds
4. Injury or alleged injury to a CPS employee

All Incident Reports are to be submitted to the Disciplinarian in Room 108A. Ensure that the Principal or the Assistant Principal are informed of serious incidents immediately.

INCLEMENT WEATHER

On a daily basis, the Principal or the Assistant Principal will make a determination on whether to allow students early entry into the school building during extreme inclement weather. Students are to enter the building and sit in the student cafeteria.

INTERCOM SYSTEM POLICY

At Nightingale, the Intercom System will be used only as necessary. An **All Call** will be used sparingly; only in emergencies. Teachers can reach the main office at any time by calling from their rooms. The school clerks will communicate with individual rooms *as needed*.

INTEREST CENTERS/CLASSROOM LIBRARIES

Every classroom should establish work stations/centers that contain a variety of reading, writing, and math activities and with a purpose for the center. The make-up and arrangements for these centers will be determined by class grade level and student interests. The classroom library should be shelved by genre, interest, topic and a system for checking out books.

INTER-ROOM TRANSFERS

All inter-room transfers must be approved by the principal. Teachers are not to transfer students from one homeroom to another homeroom without authorization. Accordingly, teachers are not to swap rooms without authorization from the Principal. (Appendix 12) When a child is moved from one room to another the office is to be notified as well as prep teachers.

ITEMS NOT ALLOWED IN SCHOOL

The following items *are* NOT allowed in the school building; iPods, portable tape/CD players, pagers, collector cards, Game Boys, games, laser pointers, basketballs, footballs, baseballs, skateboards or cell phones (unless there is a permission slip on file and they remain off). It is the responsibility of ALL staff to enforce this rule and to confiscate any of the above mentioned items. Once these items are confiscated you must contact the parent and keep the item locked in your classroom until the parent comes to retrieve the item.

Students are not to eat candy or chew gum while on school grounds. All teachers are to enforce this school policy.

LOCK ROOMS

All classrooms doors should be closed and the doors locked during the school day, even when the classroom is occupied.

LOCKERS

Classrooms without coatrooms will use lockers. All classrooms have assigned lockers. Please supervise all students while at lockers and work with your colleagues to stagger classroom locker times.

LOCAL SCHOOL COUNCIL

Local school council meetings are held every third Tuesday of each month at 8:30 a.m. in Room 306. Please encourage parents to attend.

MEDICATION FOR STUDENTS

Only those students who require medication to maintain school activities may have medication in school (i.e. insulin, asthma medication, behavior medication). Current medical forms and permission forms for self-medication must be on file in the nurse's office. All medication is to be kept in a secure (locked) area in the office. Students should not carry medication on their person except for in *rare* incidences.

Students who require administration of medication during school hours shall administer medication through one of the following methods:

- Self-administration of medication by the student with monitoring by the school nurse;
- Administration of medication by a nurse;
- Students with asthma may carry their inhaler on their person or in their book bag (providing they have proper approval and documentation on file in the office).

Students that self-medicate must know the correct name, dosage, and route in which the dosage must be taken. At the appropriate time, the student will come to the office to take his/her medication and initial the medication schedule under the careful monitoring of an adult. Any changes in the type, dosage or discontinuation of medication requires written notification from the parent and the physician and will involve the school nurse and the counselor convening an IEP meeting to amend the student's IEP/504 PLAN. The parent/guardian is responsible for providing and bringing the medication to school. The student may not transport his/her medication.

MONEY COLLECTIONS

Teachers must obtain approval from the Principal prior to collecting money from students. Teachers must issue a receipt to the student (or keep a Payor List) at the time the money is received. Payor Lists forms *can* be obtained from the office. Teachers are to submit money on a daily basis to the school treasurer (**before 9:00 a.m.**) who in turn will give the teacher a receipt for money received. Teachers are responsible for any money received until they submit the money and receipts to the School Treasurer in the School Office. Never leave money in a desk drawer or classroom cabinet. Board policy requires that all money collected from students must be processed and deposited with the school treasurer on a daily basis. **NO MONEY IS TO REMAIN IN THE CLASSROOM OVERNIGHT. (Appendix 13)**

MORNING OPENING EXERCISE

At Nightingale, we will begin our school day by reciting the Pledge of Allegiance over the PA system by 8:10 a.m. followed by morning announcements. DEAR time is scheduled to begin at 8:15 a.m. and end at 8:30 a.m. every morning.

PARKING

The primary parking lot is located off Rockwell and 52nd. Only park in the designated spaces, **do not** park in the center or block other cars in. If the lot is full when you arrive you **MUST** park on the street. Handicap spaces are reserved for staff with valid handicap plates or a placard which has been issued to you and **NOT** a family member.

PERSONAL BUSINESS DAYS

Familiarize yourselves with the personal business day (PB) guidelines as stated in the Agreement between the Board of Education and the City of Chicago. PB days may not be taken on the last day of school. PB notice must be given as far in advance as possible. If the leave was for an emergency, the employee must give the Principal proof of the emergency immediately upon returning to work.

- Half day absences, absences before and after a holiday, and absences during testing days are strongly discouraged and *are* not in the best interest of the children.
- Early dismissal is allowed only on an emergency basis and must be approved by the principal, or in her absence, the assistant principal.
- All staff members are required and expected to attend all staff development in-services and special meetings unless otherwise directed by the principal.

Attendance, punctuality and staff development participation will be considered on teacher and ESP evaluations.

PREPARATION PERIODS

This school year, teachers must swipe-in by 8:00 a.m. Below is an excerpt from the legal department in regards to Teacher-Directed Preparation Periods.

During the 2017-2018 school year, elementary and middle school teachers are scheduled to have the following self-directed professional development and preparation time:

- Three full days of self-directed professional development
- A minimum of 71 fifteen (15) minute start-of-the-day self-directed preparation periods
- Up to four 60-minute self-directed periods per week (will vary depending on the week).

Professional development and preparation time is paid work time set aside for teachers to engage in important professional activities to enhance their practice and improve student outcomes. This time allows teachers to plan/prepare for instruction and other student services and to do the things described in domains 1 and 4 of CPS Framework for Teaching.

Professional development and planning /preparation activities generally must take place at the school unless the teacher and the principal have agreed on an off-site activity.

For guidance, the following activities are types of appropriate professional development or planning and preparation activities:

- Lesson/Unit planning, development or study
- Creating assessments, grading assessments

- Classroom environments set-up/adjustments (e.g., bulletin boards, library spaces etc.)
- Grading assignments, entering grades
- Participation in IEP meetings, writing IEP goals
- Meeting with colleagues regarding instruction or services (e.g., meetings with clinicians, grade level or department colleagues)
- Review of student data
- Meeting with parents and students
- Professional Study
- Attending on-site professional development seminar (may be teacher created and delivered at the school level or delivered at the school) or teacher and principal may agree upon off-site professional development (e.g., a professional conference, a CTU Quest Center seminar or series)

The list is not a comprehensive list but intended to generally describe the types of professional development and preparation and planning that is appropriate. If teachers have questions about whether a particular planned activity is appropriate, please discuss it with the principal.

Teachers should be prepared to discuss their development and preparation/planning during pre-observation conferences.

PROGRESS MONITORING AND TRC

All Kindergarten through 2nd grade teachers are required to administer TRC (three times per year) to their students. Test data will then be reviewed and analyzed so that instruction can be planned towards the needs of the students. DIBELS/IDEL progress monitoring needs to occur for intensive and strategic students. Strategic students should be monitored two or more times in one testing period. Intensive students need to be monitored 3 or more times.

RECORD KEEPING

Attendance Folders

Attendance folders must be kept current and must match the information submitted in IMPACT. DAILY ATTENDANCE IS TO BE ENTERED INTO THE IMPACT SYSTEM BY 8:30 A.M. EACH DAY (Appendix 6).

Membership vs. Attendance

Membership is the number of students who have attended your homeroom at least once. Students remain on Membership, even if they are absent the following day(s). Membership cannot go down in number unless the Main Office officially notifies you that a student has been moved from your room to another, or that the student has transferred to another school.

Attendance, on the other hand, is a record of the number of days a student is present in class. A student can be absent only after he/she has been enrolled and physically appeared in your classroom at least once.

During the month of September, class membership must be reported to the main office on a daily basis until an announcement is made to the contrary (Appendix 14). Along with class membership, a "No Show" list must be provided daily (Appendix 14A). A student is considered a "No Show" if you have never physically met the student in your classroom. Once the student reports to your class for the first time, you are to discontinue adding his/her name to your "No Show" list, even if they *are* absent after their first present day of school.

REFERRAL FOR SCHOOL SOCIAL WORK/COUNSELOR

Please do not refer students for services without anecdotal records and proper consent from the counselor or Colleen Cassidy. (Appendix 15)

REPORTING DAILY ATTENDANCE AND LUNCH COUNT

Daily attendance sheets and the lunch count is to be completed by the classroom teacher and placed outside the classroom door by 8:35 a.m. Do not send children to the office.

REQUESTS FOR ADMINISTRATION

In an effort to better meet the needs of staff and parents the administration is asking that all non-emergency requests be put in writing *and* placed in mailboxes. They will be read at the end of the day, and to the greatest possible extent, answered by the next business day. The use of e-mail is **strongly encouraged**.

REQUEST FOR REPAIRS

Request for building repairs, moving of furniture, etc., must be submitted to the Principal who will then forward the repair request to the Chief Engineer. (Appendix 16)

SCHOOL CALENDAR

An updated school calendar will be in the office next to the Kronos machine. Teachers are urged to check the school calendar prior to planning any activities. This calendar is updated continuously, and is the most up-to-date listing of school activities. An Activity Request Form must be completed and approved before scheduling any activities.

SCHOOL PRIDE

Encourage the students to have pride in their school by keeping it clean, which is part of our PBIS program. Litter should be placed in the garbage cans, instead of the hallway floors, classroom floors, and bathroom floors or on the school grounds. Establish a routine so that students will automatically pick up any debris adjacent to their desk prior to exiting the classroom. Remind them to also straighten out their desks and chairs. Students should be reminded and encouraged to wear their uniforms on a daily basis.

All school staff members should also have pride for and in their respective work areas. Please maintain a clean, organized, non-cluttered environment for your students. Do not use tape or other adhesives in your classrooms that will destroy walls, shades, etc. Please adhere to the engineering departments request to refrain from hanging posters on shades or in the hallways. It strips the paint and damages the shades.

SPECIAL EDUCATION

In order to meet the needs of students receiving specialized education services, some students may have *services* provided in their homerooms and others, requiring more specialized instruction, may have that instruction provided in a self-contained setting. The teachers who instruct special education students will provide the homeroom and subject area teachers with copies of the summary page and copies of the IEP as necessary. Please read and review these documents. Ensure that you understand any modifications and any accommodations that must be provided to the students needing specialized services.

Based on the collaboration minutes specified in section 106 of the IEP homeroom and subject area teachers should give a copy of their weekly lesson plans to the special education teachers. This will support everyone's efforts to provide appropriate instruction to special needs students in a team approach in the least restrictive environment.

The homeroom/subject area teacher, in collaboration with the special education teacher, is to issue the grade for a student receiving special education services when the special education instruction, and any instructional modification and accommodations, are being provided primarily in the homeroom.

The special education teacher, in collaboration with the homeroom/subject area teacher, is to issue the grade for a student receiving special education services when the special education instruction, and any instructional modification and accommodations, are being provided primarily by the special education teacher.

STAFF ATTENDANCE

Our goal is to maintain a high rate of attendance among staff and students. Staff members with excessive tardies and absences will be subject to the Employee Discipline Code.

All staff is expected to report to work on time. (See Employee Discipline Code 1-4,1-5,2-4,3-9. Please be sure to "swipe" in and out of the building. It is your responsibility to inform Mrs. Cruz if you forget to swipe in or out. If you forget to swipe the clerk will provide you with the appropriate form. Should the need arise to leave the building; permission must be given by the principal or assistant principal.

Nightingale School is an open campus school; therefore, teachers, aides, and security are allowed to leave the building during work hours for lunch. If you leave the building for lunch you must sign-in and out using the 'Daily Lunch Log'. The log *can* be found on the counter in the main office.

STAFF IDENTIFICATION CARDS

All staff members are required to wear (visibly display) their CPS issued identification cards for safety and security purposes. If one is needed, a temporary identification card *can* be obtained in the office.

STANDARDIZED TESTING DATES

All teachers and ESP staff are expected to be *in* attendance during testing dates.

-ACCESS testing takes place in January

-PARCC testing will take place in March

-NWEA testing will take place in December and in April/May.

Exact dates will be given to you each school year. Please do not schedule conflicting activities or field trips during those dates.

STICKERS, DECALS, SIGNS, ETC.

Under no circumstances are stickers, decals, signs, door hangers, etc. expressing teacher views or affiliations to be affixed on school property. Personal affiliations, views, etc. are to be kept **PERSONAL**.

STUDENT ATTENDANCE

Parents must notify the school for all absences. Students are expected to bring a note signed by the parent/guardian indicating the cause of absence on the day of return. An absence of more than one school day necessitates the teacher making a phone call home to the parent to assure that the child is not truant. An anecdotal of such phone calls should be maintained. Keep all absence notes on file in the student's attendance folder. **When students have 5 and/or 10 days of unexcused absences teachers are required to inform Mrs. Fonseca so that the appropriate notification may be sent to parents/guardians.**

The following are considered valid excused absences:

- Illness
- Death in the immediate family
- Family emergency
- *Observation of a religious holiday*

STUDENT DESK NAMEPLATES

All students are to have nameplates for their desks. It is helpful to students to have the nameplates that might give them extra support such as the alphabet or a number line on the name plate. These can be purchased with your supply money at a teacher's store.

STUDENT EMERGENCY FORMS

Please ensure that we receive a completed *Student Emergency Form* for every student. The original should be sent to the office and a copy should be maintained in the homeroom. Notify the office any time you obtain an additional phone number, change of phone number (regular or cellular), or change of address for the student. Forms will be sent home in August/September. They should be updated at report card pick-up in November and April.

STUDENT LUNCH APPLICATION FORMS

Students at Nightingale are required to submit a *Lunch Application*. NCLB and State Chapter I funds are generated depending on the number of students enrolled at the school and on the number of free and reduced lunch applications on file by a specific date. Those are the only discretionary monies the school receives. Please ensure that we have a completed *Lunch Application Form*, signed by the parent or guardian, for every student.

STUDENT RETENTION

The CPS promotion policy is for third, sixth and eighth grade. More information will come as the policy is reviewed.

For grade levels not covered by CPS policy, a blanket retention policy will not fit all individual situations for promotion and retention; however, insofar as it is possible, the following guide shall be in effect.

1. Promotion rather than retention is the objective to seek; however, automatic promotion of all pupils is not justified.
2. Possible retention cases should be studied with a view toward making the best possible decision for the child. Each case should be decided on its own merits.
3. In consideration of a child's retention or promotion, the items which should be

studied, not necessarily in order of their importance, are:

- a. chronological age
- b. academic achievement
- c. mental capacity
- d. social adjustment
- e. emotional stability
- f. frequent or prolonged absence
- g. work habits
- h. physical development
- i. academic requirements for the next grade.

4. Automatic retention because of failure to reach certain academic standards with regard to all factors listed above can seldom be justified. A student outside of the grades covered by CPS policy will only be retained if, after several documented meetings during the course of the year regarding the student's attitude and academic progress, the teachers and school administration feel that retention is warranted.

STUDENT DISCIPLINE

Teachers are encouraged to develop a positive relationship with their students and parents at the beginning of the school year, before any behavior issues occur.

Teachers are responsible for the instruction, progress and discipline of their classes. The teacher who is prepared and has interesting, student-centered activities, and establishes routines for daily repeated procedures, usually is able to manage the classroom with fewer problems. Never threaten students. Students tend to respond better when a teacher remains calm, does not yell, and in a quiet but firm manner, addresses the infraction, while keeping instruction as the primary focal point.

Every teacher will have classroom rules/expectations posted in their classroom. Students and their parents should understand the rules and expectations of the classroom. Classroom rules that are reasonable and consistently enforced will minimize discipline problems during the instructional program. It is strongly recommended that five classroom rules be established with the children. The rules should be stated in positive terms. Children should also be made aware of the consequences if the rules are not followed. At least three levels of consequences should be established. Discuss with your class the behavior that is expected in your room, in the lunchroom, in the corridors and on the school grounds. Together, develop the classroom rules with your class but do not contradict the rules in the Student Discipline Code or school rules. Post your classroom rules and consequences in your room.

Parental notification/communication by all teachers is key to successful classroom management system. A phone log of calls made to parents should be maintained for each child in your class. It is important, also, to communicate positive news home to parents. (Appendix 17 and 17A) Detaining a child from a field trip or school assembly of any kind is NOT an appropriate form of discipline and is not allowed without administrative approval.

Role of Teachers- Effective, strong and consistent discipline begins with the classroom teacher. Every teacher must enforce a discipline program in his/her classroom. Teachers must keep accurate and up to date anecdotal records for students who consistently fail to follow established rules. (Maintain a binder solely for anecdotal records.) This anecdotal record should contain a brief description of the behavior and the action taken by the teacher. (Appendix 18)

Most infractions will take place in the classroom and should be dealt with by the teacher. Once every available resource has been exhausted, a student may be referred to Room 320. At that time the disciplinarian will request the complete student anecdotal for review prior to contacting the parents and requesting a formal conference. (Appendix 17 and 17A) Action will not be initiated unless there is a completed student anecdotal detailing the incident and the action taken by the teacher/staff member. Notify the office if the student refuses to go to the office for discipline reasons. Security or administrative staff will come to collect the child.

Serious infractions must be reported directly and immediately to Room 320:

1. Physical fighting
2. Damaging school property
3. Possession of drugs or weapons
4. Verbal or physical assaults

Role of Administration

Support for the teacher in dealing with discipline problems is the key to the administrative role. Administration will support any staff member that seeks assistance concerning discipline issues. **However, it is crucial that the teacher is perceived as the authority figure in the eyes of the students.**

In an emergency, misbehaving students are to be sent to the school disciplinarian, under escort, with a complete listing of the infraction. The disciplinarian will counsel the student and return the student to class, or will proceed with additional disciplinary action (detention or suspension) per the *Student Discipline Code*. Teachers cannot send a student home. Only the Principal, Assistant Principal, or their designee *can* suspend students. (Appendix 19)

Teachers *are* to distribute and review the *Student Code of Conduct* with students when these arrive at the beginning of the school year.

STUDENT DISCIPLINE CODE

All students *are* expected to conduct themselves in an orderly manner. Students are expected to come to school ready to listen, obey and follow the instructions of the teacher. Teachers must familiarize themselves with this *Student Code of Conduct* and both the teachers and the Disciplinarian are to discuss this Code with students when copies of the *Student Code of Conduct* are given to students in September. Teachers

are responsible for maintaining discipline in the *classrooms, hallways, etc.* Remember when you send a *discipline* problem out to someone else you weaken your position *as* the "boss" of the classroom. The teacher who is prepared and has interesting lesson can manage the classroom more effectively. When disciplining a child be Firm, Fair and Consistent. Do not make threats that you cannot carry out. **Be careful of verbal abuse, sarcasm, and insults. Be sensitive to the child.**

STUDENT UNIFORMS

All staff members are to enforce the school uniform. The school uniform is a white polo shirt or blouse (collar preferred) with navy blue pants or skirt. Students should not have gym shoes that show any gang colors. (Appendix 20)

SUB CENTER- AESOP

Teachers must notify Nightingale School when they are going to be absent. This must be done as soon as you know you will be absent. The absence does require pre-approval from the principal. Once the absence is approved, you must enter the AESOP website and secure a substitute. In case of an unexpected absence call Nightingale at 773-535-9270 beginning at 6:30 a.m. and notify the clerk. *Once the call has been made login to AESOP and report your absence.* If you know that you will be out the following day, enter your absence no later than 2:30 p.m. After a three-day absence a doctor's note will also be required. Remember to also call the office and notify the clerk if you are going to be tardy.

IF YOU ARE ATTENDING A MANDATORY PROFESSIONAL DEVELOPMENT SESSION OFF-SITE PLEASE NOTIFY DEBBIE CRUZ.

SUPERVISION OF STUDENTS

Students must be supervised at all times. Never leave your classroom unsupervised. A teacher should ask another teacher or an ESP to temporarily cover his/her class during an emergency.

SUPERVISION OF STUDENTS/VISITORS IN HALLWAYS

All teachers and all staff members are to help supervise students during passing times. Teachers are to stand in front of their respective classrooms; a welcome and a smile can make a difference for the rest of the day! Also, assist in getting other students to move along and enter their respective classrooms.

Homeroom teachers and non-homeroom teachers should actively supervise students *as* they go from the cafeteria to their home rooms in the morning after breakfast, as they travel from room-to-room during the day, and as they are dismissed at the end of the day. Homeroom teachers are to escort their home rooms to the exit doors at the end of the day.

Please ensure that there is order during these times. There should be no running in the halls.

When the homeroom teacher is escorting the students from one location to the next, they are to ensure that the class remains as a group and that this process is quiet and orderly. Establish these routines on the first day of school. Students should know how far to walk before having to stop to allow the students behind them to catch up. Teachers must escort the students to the cafeteria for lunch, to the gym, to computer classes, to library classes and to the exit doors on the ground floor at dismissal times. There should be no talking during these passing times. At 3:00 p.m., teachers can escort their homerooms to the building exits. **The school day ends at 3:00. Please do not line up by the Kronos machine before 3:00 p.m.**

SWIPE-IN. SIGN-IN: SWIPE-OUT. SIGN-OUT

All employees *are* required to swipe-in and swipe-out every day. Please note that teachers at Nightingale School are on *an Open Campus* and work *seven* hours from 8:00 a.m. to 3:00 p.m. Teachers may swipe-out at 3:00 p.m., **but not before said time**. ESP's are on varied schedule; their work day is seven hours and 45 minutes. ESP's may swipe out per their individualized schedules. Any employee that leaves the building for lunch should sign out and then back in on the clip board in the office.

TARDIES

Students who arrive after 8:07 a.m. are considered tardy and should report to class with a tardy slip. **Students arriving in the classroom after 8:00 a.m. but before 8:07 a.m. will not be issued office tardy slips BUT ARE TO BE MARKED TARDY IN IMPACT.** It is the responsibility of each classroom teacher to properly document all tardies for their classroom. Contact must be made with the home/parents for students showing patterns of consecutive tardies. Chronic tardies should be reported in writing to the assistant principal (see form).

TECHNOLOGY

Our school technology coordinators *are* available to provide assistance with integrating technology into the curriculum and your classroom. Please see the coordinators for any help or information. If you have any technical problems, please fill out the service request (Appendix 22) and turn into an administrator.

TELEPHONE

Classroom telephones *are* to be used to contact parents or the office when necessary. Teachers/Staff should not make personal phone calls during class time when students are in front of you. Likewise, personnel phone calls will not be transferred to the classroom, or you will not be paged to receive a phone call unless it is an emergency. This policy also applies to personnel cell phone usage in the school.

TEXTBOOK/CHROMEBOOKS/LAPTOP NUMBERS AND ASSIGNMENT

Teachers must assign and record the textbook, Chromebook and or laptop number distributed to the student. Also record the condition of the book and devices. Encourage students to treat their text books and devices with respect. Let them know that they are responsible. Remind students that they will have to pay for the books if the books are damaged or lost before they *are* entrusted with another book. (Appendix 24 and 24A)

TRANSFERS

The Main Office will notify teachers when a student transfers to another school. Teachers must enter the attendance information on the transfer form and must enter the date of transfer, and the name of the receiving school.

VISITORS

All visitors must have a pass indicating their final destination. We do not allow parents to visit classrooms while school is in session unless they are accompanied by the Principal or the Assistant Principal. Parent Teacher Conferences should be scheduled during common preparation periods, or after school. All visitors to classrooms must be pre-approved by administration. Please inform the office of scheduled appointments.

WASHROOMS

1. Students are to be **ACTIVELY SUPERVISED** during washroom breaks.
2. Teachers and staff members are to check the conditions of the washrooms prior to and after each class/group of students have used the facilities. Report any problems to the office immediately!
3. Children are **NOT** to be sent to the washrooms except in the case of an **EXTREME EMERGENCY!**
4. If something is not working in a washroom notify the office immediately.

WATCHING AN EDUCATIONAL MOVIE/DOCUMENTARY

In order to view an educational movie/documentary you must apply for written permission from administration. (Appendix 21)

WEBSITE- www.nightingaleschool.com

Please visit the school website for updates, etc. Encourage parents to visit our school website. All teachers *are* to incorporate the website into a lesson for their classroom students. See our Tech Coordinators if you are need of assistance.

WEEKLY BULLETINS/INFORMATION

Weekly Bulletins will be sent out via email by the principal. Please make sure to read the bulletin in its entirety as it is full of important and useful information.

WORK ORDERS FOR TECHNOLOGY

All technology needs are to be addressed using work orders. (Appendix 22) This includes troubleshooting needs. Please do not stop the technology coordinator in the hallway with requests and do not send students to the computer lab. All technology related work orders are to be completed and placed in the principal's mailbox.

HAVE A WONDERFUL SCHOOL YEAR!

