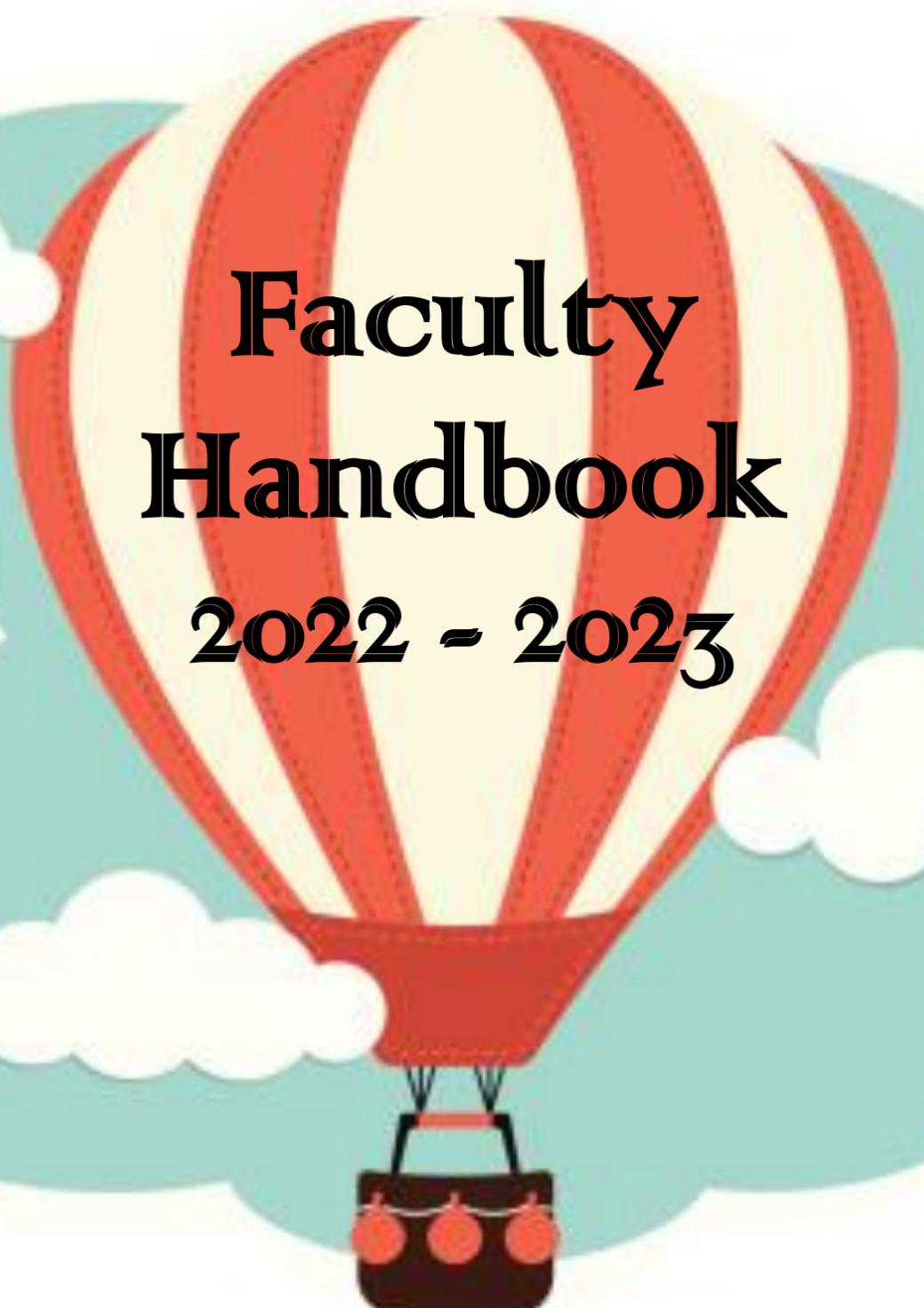


Hamilton County Elementary School



**Faculty
Handbook
2022 - 2023**

“Together we will Rise to Excellence”

TABLE OF CONTENTS

Page #

Principal's Message		3
Code of Ethics		4-5
Length of School Day	Student Day	6
	Staff Day	6
Personnel	Evaluation	6
	Certification	6
	Smoking	6
	Payroll Procedures	6
	Staff Absences	6
	Sick Leave	7
	Temporary Duty Leave	7
	Emergency Leave	7
	Miscellaneous Leave	7
	Leaving Campus	7
	Soliciting	7
Instructional	Pupil Placement	7
	Lesson Plans	7
	Instructional Time	8
	Testing Program	8
	Field Trips	8
	Media Center	8
	Film AV/Equipment Services	8
	Physical Education	9
Grades and Reporting	Report Cards	9
	Progress Reports	9
Miscellaneous	Lunch Room	9
	Faculty/Staff Dress	9
	Classroom/Campus Maintenance	9
	Approval for Purchase	10
	Responsibility for Funds	10
	Collection of Money	10
	Duties Outside Classroom	10
	Parties	10
	Discipline	11
	Planning Time	11
	School Telephone	11
	Cell Phone Usage	11
	Teachers Lounge	11
	Releasing Children from School	11
	Absentees	12
	New Student Records	12
Communication and Input	Open Door Policy	12
	Faculty Meetings	12
	Grade Level/Chairperson	12
	School Advisory Council	12
Copy Services	Copying	13
	E-mail System	13
	Textbooks	13
Crisis Action Plan	Emergency Evacuations and Procedures	14-16

Hamilton County Elementary School

Dear Faculty and Staff:

I want to personally welcome all faculty and staff back for the 2022-2023 school year and say how very proud I am of each of you for your commitment to the students of Hamilton County. We, as the educators, shall strive to provide a well-rounded educational experience for all of our students. With making our decision to work with children, we have taken on the tremendous responsibility of shaping the future of our community, our nation, and our world.

Our goals will be to work as a team to ensure 100% of our students will:

- 1. Be safe**
- 2. Make learning gains in ELA & Math**
- 3. Engage in Science and Social Studies**
- 4. Receive standard-based instruction**

Please refer to this operational manual as a guide for school policies and procedures. Some of the procedures listed may be reviewed and revised each year by teachers, paraprofessionals, parents, and the principal. The goal is to ensure specific written procedures which are identifiable and understood by all faculty and staff. In order for our schools to run effectively, well-established routines and guidelines are necessary. If, at any time, there are questions or further clarification is needed, please let me know.

Remember in Hamilton County Elementary School, we are
“Ensuring a Successful Future for Every Student”!

Kathy Griffin, Principal
Hamilton County Elementary School

6A-10.081 Principles of Professional Conduct for the Education Profession in Florida.

(1) Florida educators shall be guided by the following ethical principles:

(a) The educator values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.

(b) The educator's primary professional concern will always be for the student and for the development of the student's potential. The educator will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.

(c) Aware of the importance of maintaining the respect and confidence of one's colleagues, of students, of parents, and of other members of the community, the educator strives to achieve and sustain the highest degree of ethical conduct.

(2) Florida educators shall comply with the following disciplinary principles. Violation of any of these principles shall subject the individual to revocation or suspension of the individual educator's certificate, or the other penalties as provided by law.

(a) Obligation to the student requires that the individual:

1. Shall make reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety.

2. Shall not unreasonably restrain a student from independent action in pursuit of learning.

3. Shall not unreasonably deny a student access to diverse points of view.

4. Shall not intentionally suppress or distort subject matter relevant to a student's academic program.

5. Shall not intentionally expose a student to unnecessary embarrassment or disparagement.

6. Shall not intentionally violate or deny a student's legal rights.

7. Shall not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable effort to assure that each student is protected from harassment or discrimination.

8. Shall not exploit a relationship with a student for personal gain or advantage.

9. Shall keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.

(b) Obligation to the public requires that the individual:

1. Shall take reasonable precautions to distinguish between personal views and those of any educational institution or organization with which the individual is affiliated.

2. Shall not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression.

3. Shall not use institutional privileges for personal gain or advantage.

4. Shall accept no gratuity, gift, or favor that might influence professional judgment.

5. Shall offer no gratuity, gift, or favor to obtain special advantages.

(c) Obligation to the profession of education requires that the individual:

1. Shall maintain honesty in all professional dealings.

2. Shall not on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization.

3. Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.

4. Shall not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and, further, shall make reasonable effort to assure that each individual is protected from such harassment or discrimination.

5. Shall not make malicious or intentionally false statements about a colleague.

6. Shall not use coercive means or promise special treatment to influence professional judgments of colleagues.

7. Shall not misrepresent one's own professional qualifications.

8. Shall not submit fraudulent information on any document in connection with professional activities.

9. Shall not make any fraudulent statement or fail to disclose a material fact in one's own or another's application for a professional position.

10. Shall not withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment.

11. Shall provide upon the request of the certificated individual a written statement of specific reason for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.

12. Shall not assist entry into or continuance in the profession of any person known to be unqualified in accordance with these Principles of Professional Conduct for the Education Profession in Florida and other applicable Florida Statutes and State Board of Education Rules.

13. Shall self-report within forty-eight (48) hours to appropriate authorities (as determined by district) any arrests/charges involving the abuse of a child or the sale and/or possession of a controlled substance. Such notice shall not be considered an admission of guilt nor shall such notice be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial, investigatory or adjudicatory. In addition, shall self-report any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea of guilty or Nolo Contendere for any criminal offense other than a minor traffic violation within forty-eight (48) hours after the final judgment. When handling sealed and expunged records disclosed under this rule, school districts shall comply with the confidentiality provisions of Sections 943.0585(4)(c) and 943.059(4)(c), F.S.

14. Shall report to appropriate authorities any known allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 1012.795(1), F.S.

15. Shall seek no reprisal against any individual who has reported any allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 1012.795(1), F.S.

16. Shall comply with the conditions of an order of the Education Practices Commission imposing probation, imposing a fine, or restricting the authorized scope of practice.

17. Shall, as the supervising administrator, cooperate with the Education Practices Commission in monitoring the probation of a subordinate.

Rulemaking Authority 1001.02, 1012.795(1)(j) FS. Law Implemented 1012.795 FS. History—New 7-6-82, Amended 12-20-83, Formerly 6B-1.06, Amended 8-10-92, 12-29-98, Formerly 6B-1.006, Amended 3-23-16.

POLICIES and PROCEDURES

I. LENGTH OF SCHOOL DAY

- A. **Student Day:** The school day for students will extend from 8:10 AM to 2:50 PM. Parents/Guardians must check students out through the office if students depart prior to regular dismissal. However, **no checkouts will be made after 2:20 PM** unless approved by the principal or designee.
- B. **Staff Day:** **Staff will be expected to report by 8:00 AM and remain until 3:30 PM.** Some staff will have their reporting and departing times modified based on duty assignment variances. **Excessive tardiness of staff will result in disciplinary action.**

II. PERSONNEL

- A. **Evaluation:** Teachers will be evaluated according to procedures outlined in the contract for certified employees. Other staff will be evaluated according to the procedures outlined in the non-certified contract. The performance appraisal for each position is available as a link on the district website.
- B. **Certification:** Certification is a **personal** responsibility. Renewal of certification must be completed before recommendation for reappointment will be made.
- C. **Tobacco:** Faculty members may **not** use tobacco in any building or grounds on campus according to state law.
- D. **Payroll Procedures:** All staff members will sign in and out daily using TrueTime through Skyward Employee Access. It is the employee's responsibility to personally sign in each morning and sign out each afternoon. Any deviation of the schedule must have principal or designee approval. If staff members are late or depart early, you must have principal or designee's approval and must document the leave through Skyward Employee Access. Excessive tardiness will result in disciplinary action. It is the employee's responsibility to ensure time worked is documented accurately and in a timely manner.
- E. **Staff Absences:** Notify the Principal by 6:30 a.m. on the day of occurrence for emergency absences. For scheduled absences, please notify the Principal as soon as possible, but no later than two school days prior to the absence. It is the teacher's responsibility to leave detailed substitute lesson plans that are readily available in the classroom.

- F. **Sick Leave:** Sick leave is authorized at the rate of ten days per school year with unlimited accumulation. Immediately upon return from an absence, the staff member shall submit sick leave on Skyward. All sick leave needs to be documented on the time sheet accurately.
- G. **Temporary Duty Leave:** Requesting for Temporary duty leave must be approved by the principal to ensure the funds and availability of coverage is available. Once you have been given approval, then you must submit paperwork to the Principal and Superintendent **ten days prior to leave date.** Requests for temporary duty shall fulfill Professional Development Plans goals.
- H. **Miscellaneous Leave:** Comply with district policy.
- I. **Emergency Leave:** Leave can be taken based on need using one and one-half (½) hours, (5) times per year. Please turn the emergency leave form in to bookkeeper.
- J. **Leaving Campus:** Under no circumstances will an employee be authorized to leave campus during assigned work hours without the authorization of the principal. Once leave has been authorized, you must sign out on the appropriate document located in the front office of the school. You must also sign-in upon your return to campus. **Any unauthorized leave may be subject to disciplinary action.**
- K. **Soliciting:** There shall be no soliciting by teachers, students, or any other person for any purpose during the school day except when approved by the principal or designee.

III. INSTRUCTIONAL

- A. **Pupil Placement:** Class rosters will be arranged by the principal. Student academic needs and scheduled programs will influence student rosters. Students may not be changed from one class section to another without the approval of the principal.
- B. **Lesson Plans:** Each teacher will participate in Lesson Planning and Professional Learning Communities weekly to work with school personnel and grade level team members to discuss and develop lesson plans. Lesson Plans shall be completed prior to the date of implementation. All lesson plans will be posted to Oncourse, and will be monitored by the principal or designee.
- C. **Instructional Time:** The class period is scheduled for instruction. Class interruptions will only be authorized in cases of an emergency.

- D. **Testing Program:** A variety of progress monitoring assessments will be administered throughout the school year to analyze student progress and achievement. The principal will designate a testing facilitator and assign testing responsibilities according to need.
- E. **Field Trips:** Any field trip must be pre-approved by principal, superintendent, and school board. Scheduling of field trips will require advanced preparation to ensure that the field trip packet is completed in a timely manner (standard time frame is 30 days prior to anticipated date of the field trip) with respect to approval requirements, transportation arrangements, and lunch arrangements. Field trips must have an educational value that relates to student achievement. The cost of transportation (bus driver fees as well as mileage charge) must be included in the total cost; therefore, field trip sponsors need to obtain transportation cost **before** determining the cost per student. Students must have all documents required **by the due date or they may not be able to participate.** Teachers have the responsibility to collect any monies due. Teachers are also responsible for the completion of required documentation (monies collected form and deposit form) and submit to the Bookkeeper on the day of collection. Teachers are required to pay for their own personal associated costs. In other words, we do NOT collect monies from students to pay for school personnel costs.

******Unless the behavior or academic status of a student is extremely severe, teachers have the responsibility to ensure that ALL of their students participate in a field trip experience and parents must be notified accordingly. ******

ALL STUDENTS MUST RIDE THE BUS TO THE EVENT. Parents and/or community members must be a school board approved volunteer in order to act as a chaperone. Family members, siblings, friends of the family and other students from other grade levels are not allowed to attend field trips. If such persons decide to attend "on their own", they are not entitled to benefit from any discounts offered to the school group. School personnel who take personal leave to go to the same location as the field trip are not entitled to benefit from any discounts offered to the school group.

- F. **Media Center:** Any request for library services and resources should be coordinated with the media specialist. All classes will have a scheduled period to visit the library. However additional time can be requested/scheduled with the media specialist.
- G. **Film, Instructional Television Videotapes, and Equipment Services:** Films and videotapes must be correlated to and identified in lesson plans to meet a specific

instructional objective. **ANY VIDEO SHOWN IN CLASS MUST BE APPROVED BY THE PRINCIPAL.**

- H. **Physical Education:** State law requires 150 minutes weekly for physical education, of which 30 minutes must be uninterrupted, unless a student is enrolled in a remedial course. The master schedule allows for this requirement.

IV. GRADES AND REPORTING

- A. **Report Cards:** Report cards will be issued following the district calendar. A copy of the final report card will be included in the cumulative folder. Academic grades are not to be affected by a student's conduct. Grades entry **MUST** be completed weekly. **Grades will be entered with the appropriate standards documented.**
- B. **Progress Reports:** Progress reports will be processed mid-grading period for the purpose of activating teacher assistance, conferences, and parent involvement through telephone calls or parent/teacher and/or principal conferences. A student's conduct grade must be documented for each class on the progress report.

V. MISCELLANEOUS

- A. **Lunch Room:** Teachers will accompany their children to the lunch room in an orderly manner and with respect to other students and teachers. The amount of time allotted for lunch is thirty minutes, *which includes transition time.* **PLEASE MAKE SURE YOUR STUDENTS ARE PICKED UP FROM LUNCH AT THE APPROPRIATE TIME.**

Students will be expected to follow cafeteria guidelines for appropriate behavior and cleanliness of their seating area. Staff on duty will have the responsibility of supervision and accountability of students. Whenever possible, teachers will have a duty-free lunch. The principal or designee will inform teachers when their supervision will be required during lunch.

- B. **Faculty & Staff Dress:** As professionals, employees are expected to dress professionally and appropriately for their job assignments. Personal hygiene and appearance set examples for students. When building-level questions arise pertaining to professional dress, employees should contact the immediate supervisor. All employees must wear name badges while on duty.

- C. **Classroom/Campus Maintenance:** Faculty members are directly responsible for the organization and care of the classroom and property assigned. All faculty members and all students are to ensure that our schools are kept clutter/litter-free and organized. Teachers shall instruct students in the proper maintenance of classroom areas regarding student desk organization, trash disposal in garbage cans, supplies stored properly, spills cleaned up promptly, etc. Although custodial services will be conducted daily, faculty must assume responsibility to minimize unnecessary cleaning issues. In addition, chairs will be placed on top of desks when cleaning services are scheduled. Trash cans identified as “**Food Only**” shall be used **ONLY** for food disposal.
- D. **Approval for Purchases:** Approval **must** be obtained from the principal or designee prior to the purchase of any materials to be charged to the school or expected reimbursements (unauthorized purchases will not be reimbursed.) Purchase Request forms may be obtained from the Administrative Secretary--exact material descriptions, vendor names, and pricing, should be included with the Purchase Request forms.
- E. **Responsibility for Funds:** Full responsibility for funds shall rest with each person collecting the funds. Under no circumstances should any money be left in the school overnight or in a classroom without teacher supervision and such person shall be responsible for completion of all required paperwork before submitting to the Bookkeeper; this includes money collected forms and deposit slips.
- F. **Collection of Money:** No money will be collected from students for any purpose unless directly and specifically authorized by the principal. When collecting money from students, a form for REPORT OF MONIES COLLECTED must be used. Student names must be listed separately. All monies collected must be deposited in the internal accounts of the school; again, the person collecting the funds will assume full responsibility for completion of required paperwork.
- G. **Duties Outside the Classroom:** Teachers and paraprofessionals will be assigned morning and afternoon bus and supervision duty. It may be necessary for teachers and paraprofessionals to perform other special duties from time to time during the year as assigned by the principal or designee.
- H. **Parties:** The principal or designee shall be responsible for all school-sponsored activities. A school-sponsored activity is any activity planned at school or under the supervision of school personnel.
- (1) The individual teacher shall not give a party (**a party is defined as serving**

more than one treat) or other social function for students without the approval of the principal or designee.

(2) **STUDENTS ARE NOT TO TAKE CANDY / FOOD FROM HOME OR SCHOOL ONTO THE BUS.**

(3) Any activity not listed above shall be subject to approval of the superintendent upon request of the principal.

I. **Discipline:** The Positive Behavior Support Program will be utilized to set and monitor behavior expectations. The Student Code of Conduct will be referenced for noncompliance of behavior expectations.

J. **Planning Time:** Planning time is included in the master schedule for the purpose of preparing lesson plans, participating in conferences, grade-level meetings, data analysis meetings, and RtI/progress monitoring documentation, etc. Teachers will be expected to participate during the designated date and time when meetings are held concerning students.

K. **School Telephone:** The telephone is for transacting school business, not personal use. No personal long-distance calls are to be billed to the school. Student use of the phone will be only in cases of **emergency**. Classes will be interrupted for phone calls only in cases of emergency. Staff members will be expected to check their boxes for messages during planning time and at the end of the school day.

L. **Cell Phone/Social Media:** **Use/display of cell phones by the faculty should be limited to emergency situations only and not used during instructional time. Students are not to use/have a faculty member's cell phone number under any circumstances.** Faculty and staff should not engage in social media activity during work hours. In addition, any inappropriate comments or actions posted/listed on social media by faculty and/or staff will be investigated and may result in disciplinary action if deemed necessary.

M. **Teacher Lounge:** The lounge is provided as a lunch area for school personnel. It will be the responsibility of those using the lounge to keep it neat and clean.

N. **Releasing Children from School:** **PLEASE DO NOT ALLOW A CHILD TO BE RELEASED UNTIL NOTIFIED BY THE OFFICE.** The principal or designee shall determine the identity and authority of any person who requests the release of a child from school. If the person requesting the release of the child is other than the parent or guardian, the principal or designee shall be satisfied beyond a reasonable doubt that the request conforms to the wishes of the parent or

guardian. It may be necessary to communicate with the parent to determine the legitimacy of requests for a student's release. All students who are released from school early must report to the front office when called and be checked out at the front desk. After a student is checked out from school, he or she must leave campus.

- O. **Absentees:** Absentees will be documented by 8:20am. If a student is absent for three (3) consecutive days, the office/truancy officer should be notified. A student in school less than 4 hours is considered absent for purposes of computing Perfect Attendance awards. More than three tardies will also result in penalties toward perfect attendance calculations. Teachers shall keep a hard copy of students' attendance in the roll book provided and tardies must be entered into Skyward daily by the teacher.
- P. **New Student Records:** When a new student reports from another school, the following procedures are in effect:
 - 1. The guidance counselors shall receive new students and process in accordance with established procedures.
 - 2. Once records are received, teachers shall review the records for their own awareness of student's educational history and their own responsibilities regarding any special conditions and/or supports required by an IEP, 504, ESOL plans, or any other program.

VI. COMMUNICATION AND INPUT

- A. **Open Door Policy:** The principal has an Open-Door Policy. Faculty, staff, parents, and students shall always have access. The expectation is for all staff to also maintain an Open-Door Policy in which students and parents are welcome to discuss any issue(s) of concern in a timely manner.
- B. **Faculty Meetings:** Faculty meetings will be determined by the principal. All faculty and staff will be expected to attend. Meetings are to adhere to a specific agenda. An emergency faculty meeting can be called by the principal.
- C. **Grade Level Committee:** All teachers are members of their grade-level committee. The grade-level committee will meet regularly to plan and coordinate efforts and share information regarding students' academic and behavioral achievements/expectations.
- D. **School Advisory Council:** The School Advisory Council is an organized group that

includes the site-based administration, teachers, parents, students, business members, and community members. The purpose is to create a plan for school improvement and to advise the principal on school operations. All staff should be involved in the scheduled advisory council meetings whether formally as a member or as a visitor providing input and guidance to members of the School Advisory Council.

VIII. COPY SERVICES

Materials to be copied are to be kept at a minimum as our instructional delivery system requires authentic tasks and student work. Please make sure all student copies are always legible prior to implementation. Copyright laws will be honored and respected.

IX. E-MAIL SYSTEM

The electronic mail system shall be used for communications with faculty, staff, principal, and, as appropriate, parents. Messages should be checked when it does not interfere with instructional time.

For all (including parental) communications, please be VERY aware of what you include in your message as the email is a public document when sent through a school computer! If there are any concerns about the topic and its impact on a student and/or personnel, plan to communicate in person or by phone. In addition, maintain awareness of your professional ethics obligations if emailing or electronically communicating about ANY student and/or ANY school business via either computers belonging to the school district or your personal computer.

X. TEXTBOOKS

Textbooks are issued to each student by the classroom teacher. It is the teacher's responsibility to ensure that textbooks assigned are properly issued, inventoried, and collected. Please use the Textbook Inventory Form to document student assignment of textbooks. The numbering of textbooks is encouraged for accountability purposes. Additionally, teachers shall provide all students with instruction for accountability and care of textbooks. Parents will be provided a letter requiring payment for lost or damaged books. No replacement text shall be provided without payment for the lost or damaged textbooks.

CRISIS ACTION PLAN

When an emergency situation is encountered in the classroom, the “Classroom Emergency Procedures Guide” will be followed.

The following personnel will be responsible for ensuring proper procedures are followed during all drills and emergency situations:

1. Principal
2. Assistant Principals
3. Guidance Counselors

**STUDENT ACCOUNTABILITY CARDS MUST BE USED FOR ALL EMERGENCY PROCEDURES!!
BE READY TO COMMUNICATE ANY MISSING STUDENTS!!**

A. Emergency Evacuation Procedures: The signal will be an Emergency Evacuation is in effect”.

1. **KNOW YOUR EVACUATION ROUTE.**
2. Exit immediately after announcement.
3. Do not remove anything from classroom.
4. Teachers must take roster of current classroom/students.
5. **STUDENTS SHOULD EXIT IN A SINGLE FILE LINE WITH NO RUNNING AND NO TALKING.**
6. Go to appropriate designated area.
7. Teacher should take roll and ensure all students have evacuated.
8. Display appropriate color card for student accountability.
9. NO ONE may re-enter the building until proper notice is given.
10. If students are going home early, all employees must remain until released by the principal or designee.
11. If teachers and staff are to be dismissed early, notification will come from personnel at the superintendent’s office via the principal.
12. If any member of the press or media asks about the evacuation, refer them to the principal.

****The evacuation diagram MUST be posted in all rooms.** Each classroom must have a diagram posted of the evacuation route, both the direct route and an alternate route.

- B. **Lock Down:** The signal will be “an Emergency Lockdown is in effect”.

THE PRINCIPAL WILL BE RESPONSIBLE FOR CHECKING PROCEDURAL COMPLIANCE- ALL OTHER STAFF MEMBERS MUST BE LOCKED-IN.

1. Lock all doors –**DO NOT OPEN FOR ANY REASON UNTIL THE “ALL CLEAR” IS GIVEN!**
2. Lock and cover all windows and close any blinds.
3. All staff members must stay inside. Do not let any students leave the classroom.
4. Move all students to the “Safe Zone” in the classroom.
5. The media specialist will phone the front office. If there is no answer or indication is given that problems exist in the office, the media specialist will call the sheriff’s department immediately.
6. An announcement over the intercom will authorize the clearance.

- C. **Severe Weather Drill/Warning:** The signal will be a “Severe Weather/Tornado Warning is in effect”. All students and staff will stay in current area with the following exceptions:

1. All students/personnel in the cafeteria will position against interior walls.
2. Any students/personnel outside will move to the closest building.
3. Any visitors on campus will follow the procedures of the group that they are visiting.

Display appropriate color card for student accountability. Students, faculty, and staff shall go to a crouched position putting hands over their heads. Everyone must stay in crouched position until the “ALL CLEAR” is given.

- D. **Emergency Health Needs:** An emergency information card for each student is on file in the school office. Each card must be updated annually at the beginning of the school year. In the event of sudden illness or injury at school, the following guidelines will be followed:

1. Any student’s health-related concerns should be referred to the nurse.
2. The parent or guardian will be called if it is an immediate emergency.
3. At no time should a classroom teacher (or designee) administer any kind of medication to a student. The written consent of the parent/guardian **AND**

physician is necessary for all prescribed medication- **ONLY** the nurse will be authorized to administer any medication.

4. All potentially serious injuries, such as a head injury, excessive bleeding, or loss of consciousness should be reported to the nurse and the principal/designee immediately.
5. An accident report must be filled out by the school nurse and teacher if a student is injured at school.
6. An accident report must be completed by the school nurse and any witness(es) for any staff/faculty injury. Principal must also sign the form.

E. Fire Alarm Information: Fire drills must be completed monthly with one being held each semester and one must occur within the first five days of school.

1. All fire drills are documented and recorded.
2. Please be aware of your surroundings, fire extinguisher, pull handles, window exits, Emergency Exit Lights and Emergency Lights.
3. All window exits need to be clearly marked and unobstructed. Keep glass doors and panels clear.
4. Be prepared to use a secondary exit scenario if necessary.
5. Fabric of any kind in the classroom must have been sprayed with Flame Resistant Treatment and a document must be filled out and completed before hanging the following: Draperies, Curtains, hanging furnishing, decorations, and upholstered furniture shall all be flame resistant.