

EAST RUTHERFORD SCHOOL DISTRICT

East Rutherford, New Jersey

FACULTY MANUAL



2014 – 2015

PREFACE

Welcome to the 2014-2015 school year! As a member of the East Rutherford School District staff, it is important that you are thoroughly familiar with the school district policies and regulations, state law, educational philosophy and general information related to the day-to-day procedures. The information contained in this manual must be read and understood by everyone in contact with students to ensure consistent implementation of all policies and procedures. Changes or additions to the information in this manual will be issued throughout the year.

This manual is not a finished product, but rather, it is a continual work in progress. Future revisions to this manual will depend on changes to Board policies and administrative regulations as well as your thoughtful consideration of ways to improve the operation of our school district. Please contact your school principal if you have any questions or concerns or if you have any suggestions for improving the contents of this manual.

EAST RUTHERFORD BOARD OF EDUCATION

PHILOSOPHY OF EDUCATION

The primary goal of this Board of Education shall be to offer each child in this district the educational opportunity that will enable him/her to function politically, economically, and socially in that democratic society. The Board, as the agent responsible for the education of the children of the district, will provide a planned program of learning that incorporates into its curriculum the lessons and experiences, within and without the classroom, needed to realize the educational goals of this district. The Board appreciates the need for constant improvement of the instructional program and will strive unremittingly to provide an educational system that assists each pupil in becoming a self-respecting individual who can function effectively and satisfyingly. It is the expectation of this school district that all pupils achieve the New Jersey Core Curriculum Content Standards at all grade levels.

The purpose of education in the schools of this district is to facilitate the development of each child to his/her greatest potential. The school staff shall recognize individual differences among pupils and encourage their achievement and progress, not only in basic skills but in the ability to think independently and critically. The school staff shall help pupils to understand our democratic society; to believe in it and to act fairly in their relationships with others; to develop in themselves attitudes of respect and helpfulness toward others; to want, and to be able to perform well, some portion of the work of the world; to acquire knowledge and skills necessary to do this with satisfaction to themselves and society; to understand and use effective methods in framing the questions and tackling the problems that they encounter in their lives to the end that they may function politically, economically, and socially in a democratic society.

DISTRICT MISSION STATEMENT

“The East Rutherford Public Schools are committed to the achievement of individual academic excellence by achieving the New Jersey Core Curriculum Content Standards through high quality teaching, learning and community involvement, which results in students being well prepared to meet future educational challenges and to contribute to society.

Recognizing the needs of students, The East Rutherford school community strives to teach pupils how to learn effectively and attempts to motivate them to continuous learning throughout life. Students are encouraged to understand themselves, accept their worth, fulfill their potential and become effective and responsible citizens in a democratic society and in a multicultural world.”

STATEMENT OF NON-DISCRIMINATION/AFFIRMATIVE ACTION

The East Rutherford School District complies with Title VI of the Civil Rights Act of 1964 Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990 and the Age Discrimination Act of 1975, and their respective implementing regulations which prohibit discrimination on the basis of race, color, national origin, sex, disability and age, respectively. The District provides equal access and opportunity in employment, as well as enrollment in all of its programs and activities, regardless of race, color, national origin, sex, disability or age. Through the designated responsible personnel, the District will guarantee that no persons shall, on the basis of sex, race, religion, creed, ancestry, national origin, affectional or sexual orientation, social or economic status and/or handicap, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity.

Anyone who feels that his or her rights have been violated may file a grievance or complaint with the East Rutherford School District through the Affirmative Action/Title IX Officer pursuant to Board policies and Administrative Regulations (copies of which are available in the school offices and library/media centers).

Affirmative Action/Title IX Officer: East Rutherford School District Affirmative Action/Title IX Officer: Mr. James Olobardi, A.S. Faust Intermediate School, 100 Uhland Street, East Rutherford, New Jersey 07073 Phone 201-804-3100 Ext. 2002
E-Mail Address: jolobardi@erboe.net

ACCEPTABLE USE OF COMPUTER NETWORKS

The Board of Education recognizes that as telecommunications and other new technologies shift the manner in which information is accessed, communicated and transferred, that those changes will alter the nature of teaching and learning. The Board expressly limits the use of its computer network. Users may NOT use the District systems for other than an educational purpose as defined in Policy No. 2361.

ACCEPTABLE USE OF CELLULAR TELEPHONES

Staff members may NOT use a personal cellular telephone to make personal telephone calls, send or receive text messages or use any other feature of a cellular telephone while a staff member is performing assigned duties and responsibilities. Personal calls are to be made outside of the presence of students. Refer to Policy No. 3322.

AFFIRMATIVE ACTION

As indicated in Board of Education Policy No. 2260, the Board shall comply with the law in its effort to monitor district procedures to ensure continuing compliance with anti-discrimination laws and regulations. All matters of alleged discrimination based on race, color, creed, religion, national origin, ancestry, age, marital status, affectional or sexual orientation or sexual, social or economic status or disability should be reported to the Affirmative Action Officer.

AFTER SCHOOL ACTIVITIES

Any student in Grades PK – 8 who is staying after school for any reason MUST have a note giving permission which is signed by the parent or guardian. Any student who is kept after school for any activity MUST be at the designated activity and at no other location (unless previously arranged by a teacher or parent/guardian).

ANIMALS IN THE SCHOOLS

The Principal must approve, in writing, the use of any animal in a course of instruction or the establishment of an animal habitat in a classroom. The use of live animals in the schools must be in accordance with Policy No. 2560.

ASSEMBLIES

Classroom teachers are required to escort their classes to the assembly area in an orderly fashion and insure that the class remains together by sitting with the class. Classroom teachers are further responsible both for taking attendance at the assembly and monitoring the behavior of their students. In addition, teachers who are scheduled to teach or scheduled for duty during the assembly time period are required to report to the assembly to provide supervisory assistance.

ATTENDANCE (STAFF)

Sick Leave

No teaching staff member shall be discouraged from the prudent and necessary use of sick leave. A physician's note will be required to document any absence in excess of three (3) consecutive days (see Policy No. 3212).

Absence Notification

All staff members are to follow Source 4 Teachers protocol.

Personal Leave

Unless an emergency results in the need for an unanticipated absence, personal leave must be arranged for in advance.

Emergency Lesson Plans

It is expected that all teachers will prepare emergency/contingency lesson plans that will provide for two (2) days of instruction in the event of an unforeseen emergency. These plans must be updated regularly and kept in a file folder in the teacher's desk.

Please leave the following in a file folder that is marked **“SUBSTITUTE INFORMATION”**

- Homeroom procedures
- Room assignments and schedule
- Active discipline referrals
- Duty assignments
- Special instructions
- Seating charts and class lists
- Bus list

Lateness

Staff members who determine that they will be late must contact the Main Office and notify the Principal of the circumstances and projected time of arrival. Notification should occur prior to the beginning of “homeroom”.

BATHROOM USE

Students should NEVER be denied the opportunity to use the bathroom. Please contact the School Nurse, School Counselor or Principal if a problem arises. Teacher MUST maintain a bathroom sign-out sheet recording day and time that a student is excused to use the bathroom.

BELL SCHEDULE

The bell schedules for McKenzie School and A.S. Faust School are provided below. Staff members are expected to be at their assigned areas prior to the time that students are scheduled to arrive.

Bell Schedule – McKenzie

PERIOD	REGULAR	HALF SESSION	**DELAYED OPENING
		NO LUNCH SERVED	NO LUNCH SERVED
HR	8:30 – 8:45	8:30 – 8:45	11:00 – 11:10
1	8:45 – 9:31	8:48 – 9:18	11:12 – 11:39
2	9:33 – 10:19	9:20 – 9:50	11:41 – 12:08
3	10:21 – 11:07	9:52 – 10:22	12:10 – 12:37
4	11:09 – 11:55 lunch	10:24 – 10:54	12:39 – 1:06 snack
5	11:56 – 12:42 lunch	Snack	1:06 – 1:33 snack
6	12:44 – 1:30	10:56 – 11:26	1:35 – 2:02
7	1:32 – 2:18	11:28 – 11:58	2:33 – 3:00
8	2:20 – 3:00	12:00 – 12:30	2:33 – 3:00
Extra Help	3:06 – 3:28		**Buses on 2-1/2 hour delay
	Pre-K AM 8:35 – 11:05 Pre-K PM 12:45 – 3:15	Pre-K AM 8:35 – 10:30 Pre-K PM 10:35 – 12:30	Pre-K AM 11:05 – 1:00 Pre-K PM 1:05 – 3:00

Bell Schedule – Faust

PERIOD	REGULAR	HALF SESSION	**DELAYED OPENING
HR	7:54 – 8:04	7:54 – 8:08	10:30 – 10:40
1	8:06 – 8:48	8:10 – 8:36	10:42 – 11:10
2	8:50 – 9:32	8:38 – 9:04	11:12 – 11:40
3	9:34 – 10:16	9:06 – 9:32	11:42 – 12:10
4	10:18 – 11:00	9:34 – 10:00	12:12 – 12:40
5	11:02 – 11:44	Lockers	No Lunch
6	11:46 – 12:28	10:04 – 10:30	12:42 – 1:10
7	12:30 – 1:12	10:32 – 10:58	1:12 – 1:40
8	1:14 – 1:56	11:00 – 11:26	1:42 – 2:10
9	1:58 – 2:40	11:28 – 11:54	2:12 – 2:40
Extra Help	2:40 – 2:54		

BOOKS

All students should receive the textbooks and workbooks for each subject. Any shortages should be reported to the Main Office immediately. An inventory of all books must be maintained. This will include: student name, book #, date and condition. The student's name and school year must be written on the inside cover (in ink). It is the responsibility of each staff member to ensure that school property is properly maintained (e.g., books should be covered).

BUILDING SECURITY PROCEDURES

The following procedures should be followed by all aides, teachers' custodians, and administrators:

- Doors to the building will be locked throughout the day.
- All staff members are to have their district ID visible.
- All visitors must report to the Main Office/Desk, sign in, and receive a visitor's pass which must be displayed. This will allow the administration to control the presence of non-school personnel in the building.
- It is the responsibility of each staff member to ask to see a visitor's pass. If the person cannot produce a pass, escort them to the Main Office. If you have students in your room and cannot leave, contact the Main Office with a message.
- Anyone seeking entrance to the schools must enter through the front doors.
- Staff is reminded to lock personal belongings in your room and keep your classroom locked at all times.
- All rooms are to be secured after instruction is completed.

BULLETIN BOARDS

Bulletin boards (in classrooms and hallways) should be kept current and attractively arranged. They should reflect instructional activity as well as general announcements and seasonal motifs. It is hoped that all classroom will have vital, interesting and informative bulletin boards which reflect the curriculum and student accomplishments.

CHILD ABUSE AND NEGLECT

Allegations of child abuse and neglect are matters of serious concern. N.J.A.C. 6A:16-10 establishes uniform statewide policies and procedures for public school personnel to report allegations of child abuse and neglect to the Division of Child Protection and Permanency (CP&P), New Jersey Department of Children and Families (formerly DYFS) and to cooperate with the investigation of such allegations. Any allegation of child abuse and/or neglect MUST be reported to the Principal, CP&P and the East Rutherford Police.

CLASS TRIPS/FIELD TRIPS

Trips are considered to be a very important part of the instructional program. Trips should be educationally viable and appropriate to the age and development of the students. All field trips require Board of Education approval. Trip approval forms must be submitted to allow sufficient time for BOE review. Trip approval forms are available in the Main Offices.

CORPORAL PUNISHMENT

Corporal punishment, as defined by New School law, is not an acceptable form of discipline at any time. Any staff member using corporal punishment as a form of discipline will be subject to possible criminal charges and other action, as prescribed by law, up to and including termination of employment.

CUSTODIAL SERVICES

Requests for custodial and/or maintenance services are to be submitted through the on-line work order system and will require approval by the building Principal.

COPYRIGHTED MATERIALS

The Board of Education expressly forbids the use of any school equipment, supplies and/or materials for the illegal reproduction of copyrighted materials.

DETENTION

Any teacher keeping a student after school for *detention* must notify the parent/guardian. It is the staff member's responsibility to ensure that the student is dismissed to a parent and/or guardian or to a designated person.

DISCIPLINE OF STUDENTS

It is expected that staff members will manage student behavior in accordance with board policy. The management of pupil discipline begins with the teacher. Parent contact should occur as necessary.

Students who display anti-social behaviors that disrupt the educational process, or pose a threat to the health and safety of others, or who are insubordinate, should be sent to the Main Office. The Main Office should be notified, in advance, that a pupil is being sent. In emergencies, another staff member or the Principal should be contacted to escort the student to the Main Office.

DISMISSAL

Dismissal from class and/or school must be accomplished in an orderly manner and entirely the responsibility of the teacher. The bell is merely a reminder that the period has concluded and is not the "starting gun" to race out of a classroom or the building.

Procedure: Students should be seated and quiet; students should walk to the doorway; students should enter the hallway or stairwell in a quiet and orderly manner; and, most importantly, students should not be dismissed with voice direction from the teacher.

DRESS AND GROOMING

The Board of Education has established specific guidelines regarding dress and grooming. It is the position of the Board that dress and grooming guidelines are necessary in order to ensure respect for staff and establish a safe and secure

environment that is conducive to maximize student learning. The Board has established these guidelines in Policy No. 3216.

EMERGENCY PROCEDURES

Staff members must review the procedures outlines in the Safety and Security Plan. Drills will be held as required by law during the school year.

FIRST AID

In all cases, the primary responsibility for the care and treatment of students and staff should be shifted to the School Nurse (and/or police, fire or EMS personnel).

Procedure: Contact the Main Office; send someone to the School Nurse to report the event; keep the student or staff member immobile (prone), quiet; attempt to determine the nature and extent of the incident; remain calm; remain in place until the School Nurse or other personnel arrives. Escort students to another area at an appropriate time.

Overview of Code Blue and Medical Emergency procedure: Instituted 2014

Please refer to Addendum "A" at the end of the Faculty Manual

GRADING

Grade books must be maintained for all classroom assignments. As indicated in Policy No. 2624, grading should reward pupils for positive efforts and minimize failure.

Assessments used for purposes of grading should be varied, and sufficient in frequency, to allow for multiple opportunities to determine a student's proficiency. Grading should be appropriate to the course of study and maturity of the students.

HOMEROOM TEACHER RESPONSIBILITIES

Homeroom procedures are described below:

- Teachers are to be in homerooms by the time specified by the building Principal
- Attendance: Pupil attendance must be recorded electronically without exception each day. Attendance/absence notes should be sent to the office daily.
- Students arriving late to homeroom must have a pass from the office
- Flag Salute: Students are expected to stand and should be encouraged to recite the flag salute in a respectful manner
- Collection of monies and/or materials: Homeroom teachers must maintain a written log to track the collection of monies, forms, letters, survey materials, etc.
- Teachers should read and post bulletins and circulate notices as needed
- Teachers must take the attendance personally, as required by law
- Dismissal: As outlined previously

HOMEWORK

Homework shall be assigned according to the following guidelines Policy No. 2330. As a rule of thumb, homework should be assigned to engage a student for 10 minutes per grade level (e.g. Grade 4 – 40 minutes). Homework may not be used as a punishment.

IEPs/504 PLANS (RESPONSIBILITIES)

All staff is required to be aware of their responsibilities regarding the education of classified students and students with a 504/I&RS Accommodation Plan. These responsibilities are directed by NJ Administrative Code and federal law:

1. All teachers are required to read, be knowledgeable of and implement the modifications and accommodations in the IEP or 504/I&RS Plan of the students in their classes. These plans are available for teachers to read and sign.
2. Special Education Individualized Education Programs (IEP's) and charts are located in the Child Study Team Office. Students IEP's can also be accessed on the Oncourse website. I&RS and 504 plans are located in the Guidance Office.
3. The Special Services Department will track teacher review of IEP's.

INTERVENTION AND REFERRAL SERVICES

The Pupil Intervention and Referral Services Committee has been established to assist pupils who are experiencing learning, behavior or health difficulties and to assist staff who have difficulties in addressing pupils' learning, behavior or health needs. The Intervention and Referral Services Committee is available to aid pupils in general education, but may also provide assistance to pupils who have been determined to be in need of special education programs and/or services. The building Principal will attend all I&RS meetings. Staff members should refer to Policy No. 2417 and the informational pamphlet.

MANAGEMENT OF LIFE-THREATENING ALLERGIES

During the course of the school day, the school staff has the responsibility for protecting students from allergens that could trigger life-threatening allergic reactions. The school nurse will inform staff of student allergies. Staff members are to be aware of the allergens that could impact their students and provide for their safety (including the provision of substitute for the items that contain the allergens). This includes allergens that may be present in food, educational and/or instructional materials and resources and/or incentives. Policy No. 5331 provides guidance in managing life-threatening allergies and also outlines procedures to be used in the event that holiday, birthday and/or other school celebrations occur.

MEETINGS

The attendance at any school meeting is mandatory. Conflicts must be resolved with the Principal prior to the meeting.

OBSERVATION/EVALUATIONS

The East Rutherford Board of Education believes that effective district staff evaluation coupled with a positive program of staff supervision results in improved instruction and learning opportunities for all students of the school district, and enables teaching staff members to expand their potential.

The BOE believes the primary purpose of teacher evaluation is to enhance professional performance so that pupil learning will be maximized. In keeping with this purpose, evaluation shall be carried out in such a way as to:

- Improve the quality of instruction
- Promote teaching staff members' excellence and individual strengths
- Provide a continuing process for teaching staff member growth
- Determine goals and objectives for the Professional Development Plan
- Provide a basis for personnel decisions

The ERBOE has selected the Danielson Model for evaluation. All staff is expected to be familiar with the Danielson format.

All observations will be aligned to Achieve NJ observation requirements during the academic year. All staff is required to have an Annual Evaluation prior to the end of school. As part of the annual evaluation, all staff members are required to submit a Professional Growth Plan (PGP) for the upcoming year. The Superintendent shall be responsible for developing the evaluation program. The program shall assure complete articulation and communication between staff and supervisor/evaluator. All non-tenured staff will be required to assemble a professional portfolio for review during the annual evaluation process. All procedures for the evaluation of teaching staff members shall be in complete compliance with law and regulations of the state of New Jersey.

PARENT CONTACTS

It is expected that staff members will communicate with parents/guardians frequently. Teachers should maintain phone logs for future reference or communicate in person or electronically. All staff must adhere to our BYOE Policy #2363.

PARTIES/SPECIAL EVENTS

Parties/special events must be approved by the Principal. Staff members should refer to Policy No. 5331 regarding the management of life-threatening allergic reactions.

PLAN BOOKS

Plan books must be maintained by all teachers. Plan books are to be submitted electronically to the building Principal through Oncourse software. The building Principal will determine when plans are to be submitted. At a minimum, the daily plan must include:

- Instruction goal(s) and/or objective(s) stated in terms of observable behaviors;
- Method/process of delivery of instruction;
- Evaluation/assessment; and
- Appropriate State Standards
- Homework
- Accommodations/modifications when appropriate

PROFESSIONAL DEVELOPMENT

The BOE has provided for ongoing professional development in a variety of ways. The staff, faculty, administration and BOE respond to an annual Professional Development Survey, which provides direction for the yearly development opportunities. Specifics of the district's support for professional development are found in the Master Agreement. The appropriate forms for Professional Leave; applications for course approval; and request for graduate course approval may be found in the Main Offices or online.

All staff will establish and maintain a "Professional Development Log" to record their activities for the school year. A copy of this is to be submitted during the annual review conference.

Procedure:

- Staff members wishing to participate in professional development opportunities must submit the required form (Request for Professional Leave, Application for Course Approval, etc.) to their building Principal.
- Staff members are responsible for registering and processing the application for professional development activities.
- Staff members are responsible for arranging for their substitute by following the district procedures for absence.

- All professional development activities require administrative and BOE approval.
- It is the staff member's responsibility to assure sufficient time is allotted (3 – 4 weeks) for BOE review and approval. The staff member will submit a purchase requisition request for payment prior to the activity.
- Any graduate course work that will be reimbursed or counted for movement on the salary guide must be approved by the Superintendent in advance of the courses being taken.

PROFESSIONAL DEVELOPMENT HOURS

All approved professional development activities will be counted in the staff member's cumulative hours. All activities will be reviewed and approved by the building Principals. Professional development activities must reference the standards, be incorporated into professional growth plans and be reflected in annual evaluations. It is the staff member's responsibility to accumulate twenty (20) hours annually.

RELIGION IN THE SCHOOL

The school district will not permit any activity that advances or inhibits any particular religious expression that is protected by the First Amendment of the United States Constitution. The Board believes that an understanding of religions and the contributions that religion has made to the advancement of civilization is essential to the thorough education of young people. To that end, the curriculum may be developed to include, as appropriate to the various ages and attainments of the pupils, instruction about religions of the world (see Policy No. 2270).

SEXUAL HARASSMENT

The Board of Education recognizes that every employee has the right to freedom from employment discrimination including the opportunity to work in an environment free of sexual harassment. Sexually offensive speech and conduct are inappropriate and unacceptable. The sexual harassment of any employee of this district is strictly forbidden. Board of Education Policy No. 3362 provides a clear definition of sexual harassment and outlines the complaint procedure.

STUDENT HANDBOOK

The Student/Parent Handbook for each building will be available online. Teachers are to be familiar with the information in these Student/Parent Handbooks. Please review it prior to the opening of school.

SUBSTANCE ABUSE

The Board of Education prohibits the unlawful possession, use or distribution of illicit substances, drugs, alcohol and/or anabolic steroids on school premises or as a part of any school-related activity. The Board also strictly prohibits an employee from reporting to the workplace under the influence of any illicit substance, drug, alcohol and/or anabolic steroid. Compliance with this standard of behavior is mandatory. It is expected that staff members will review Policy No. 3218 for purposes of information and clarification.

NOTE: Smoking in school buildings and on school grounds is prohibited.

PUPIL SUICIDE PREVENTION

Suicide is the leading cause of death for young people in New Jersey. The Board of Education recognizes that suicide can devastate a community. Moreover, many attempts at suicide which do not result in death nonetheless end in serious injury to the victims and lifelong trauma to their families and those who know them. A person who is considering suicide may exhibit behavioral warning signs. If someone notices the warning signs of suicide, it may be possible to avert a tragedy. With the possible exception of a parent, no one is better situated than a teacher to detect these signs and to initiate appropriate steps to prevent a suicide attempt. As such, staff members must report any behavioral warning signs to the School Nurse, Guidance Counselor and/or Principal immediately. In order to maintain their certification, staff members *must* participate in suicide prevention training as part of their continuing education requirement (N.J.S.A. 18A:6-112).

SUPPLIES/MATERIALS

Requests for teaching supplies/materials should be forwarded to the building Principals for approval.

For all requisitions over \$350.00, teachers must use:

- Ed-Data OR
- State Contract OR
- (3) quotes

All requisitions under \$350.00 do not require the above-noted process.

TEACHER RESPONSIBILITIES (GENERAL)

- * Daily lesson plans are to be maintained and readily available according to the format established in this handbook.
- * Teachers are to establish and maintain a file of emergency plans and information to be used in the event of an unexpected absence.
- * Faculty members are to be actively involved in the teaching process from the time they reach the building until they leave. This requires an awareness of all student activity in the parking lot, the halls, and the lavatories and after school, as well as between classes.
- * Help maintain an orderly learning environment by maintaining your teacher station (keeping them neat and clean).
- * Regardless of the teaching assignment, all faculty members instruct students on communication skills. All staff should encourage and assign tasks/activities, which require oral and written expression.
- * A record of grades, work accomplished, work missing must be part of your grade book.
- * Classes will be dismissed only by the teacher.
- * Windows and physical equipment should not be adjusted by students without instructions from the teacher.
- * Pupils and staff are not permitted to drink beverages or eat food in classrooms or hallways.
- * Classes are to begin on time in order to take advantage of "prime time" learning.

- * Never leave your class unattended. Should an emergency arise, notify the Main Office immediately. (Send a student you trust.)
- * Between classes, faculty members are to be in the hall outside their classroom so as to ensure effective supervision of the students.
- * If a teacher is late to school, the office must be notified so that class coverage can be arranged.
- * Teachers are to remain in the building until the time specified in the Master Agreement.

WEBPAGES

All teachers will be required to create and maintain a webpage. The webpage is another form of student/parent communication. The webpage will include general class information, homework, long term assignments and project, class support information (study guides, class-related web links, etc.), teacher contact information, and other class-related materials. Websites will be updated accordingly with the Oncourse Lesson Planner.

OVERVIEW OF CODE BLUE AND MEDICAL EMERGENCY PROCEDURE

(Instituted 2014)

Background:

Protocols were developed as a result of teachers and staff calling "for a nurse to their classroom". This led to delays in treatment, lack of preparation for specific situations, need to send runners to retrieve needed proper equipment, etc.

Over all, the lack of specificity in situations led to improper care and inefficiency in first response treatment.

First Steps:

2 specific procedures were delineated (Code blue *(BLUE SIGN) and Medical Emergency *(RED SIGN)

Mass Trainings in CPR and AED took place school-wide for any staff member interested in being a first responder and on our team.

Team members were designated in different parts of the campus to aid in first responder's action.

Teachers and staff were trained and informed regarding the difference between these two protocols and procedures.

Code Blue: Code Blue is the universally accepted term for a person in need of immediate assistance for a life-threatening situation. Usually cardiac arrest or impending loss of consciousness which could require CPR or AED use. Other examples include: severe difficulty breathing, anaphylaxis, seizures, etc.

Medical Emergencies: Classified as a student or staff member in need of medical treatment. After a fall, someone bleeding, someone ill, injuries which require a nurse to provide care and treatment. Other examples, sprains, etc.

ADDENDUM "A" (continued)

Follow-Up Steps:

Signs were developed by the Nurse in blue and red print, which were posted.

Signs for staff were posted in each classroom to make it very simple and step-by-step when teachers or students were faced with an emergency situation. These signs were posted in every area of the school under the intercoms. Teachers follow steps in red or blue depending on the needs of the student or staff member.

Signs were posted in the main office for secretaries and office personnel.

Main offices are the first call site and so the person who first gets the call puts into motion the protocols needed red or blue signs. (see attachments)

Protocols are followed by all as listed on the sheets.

Teachers who are trained and in the vicinity of the emergency respond and the nearby teachers cover classes.

Team members all are delegated a task, i.e., open doors for EMS, direct EMS, assist nurse, make calls to parents, etc.

Drills are conducted regularly in schools to ensure all staff is comfortable with protocols. New staff is trained yearly by the nurse in code blue and medical emergency procedures.

Classrooms are checked frequently to ensure signs are posted and readable.

- **Policies/Regulations**

Staff members are required to review the BOE policies listed below. All policies are available on the district website (www.erboe.net).

- Acceptable Use of Computer Networks (Policy No. 3321)
- Attendance Policy (Policy No. 3212)
- Code of Ethics (Policy No. 3211)
- Dress and Grooming (Policy No. 3216)
- Evaluation of Non-Tenured Teaching Staff (Policy No. 3221)
- Evaluation of Tenured Teaching Staff (Policy No. 3222)
- Grading (Policy No. 2624)
- Highly Qualified Teacher Information (Policy No. 2415.03)
- Intervention and Referral Services (Policy No. 2417)
- Management of Life-Threatening Allergies (Policy No. 5331)
- Pupil Suicide Prevention (Policy No. 5350)
- Sexual Harassment (Policy No. 3362)
- Staff Use of Cellular Telephone (Policy No. 3322)
- Substance Abuse (Policy No. 3218)
- Use of Technology (Policy No. 2360)
- Use of Copyrighted Materials (Policy No. 2531)
- Harassment, Intimidation and Bullying (Policy No. 5512)
- Student Discipline (Policy No. 5600)
- Electronic Communication Between Teaching Staff Members and Students (Policy No. 3283)
- Electronic Communication Between Support Staff Members and Students (Policy No. 4283)