Name of Handbook:	Tri-City Staff Handbook		
Building / Department:	Tri-City Day School		
Page of Handbook	**Current Verbiage of Handbook**	**New / Proposed Changes to Handbook**	**Additional Notes**
4	Certified Staff Procedure – Remove Frontline add Administrative Assistant will add the job to Frontline	Remove	
4		List out individuals needed to be contacted	
4		Add under Major Incident…"while in the Bayou"	
4		Add under Major Incident…."bring materials and Chromebook"	
4		Add under Minor Incident…"cubicle in Bayou" and remove "ISS"	
5		Remove Behavior Levels	
6		Remove (formerly Intake)	
6		Add "Students that refuse to complete Bonjou will be required to go to the Bayou until it is completed"	
6	0.2	Change 0.2 to 2	
6	Remove Intake	Change Intake to Bonjou	
6	Name	Initials on point sheet instead of name	
6		Add, "Water bottles need to empty or if a purchased bottle of water it must be sealed."	
6		Certified Staff Hours changed to 7a-3p	
6		Students need to be escorted/monitored within the school at dismissal as they go to the bus	
7		Add, "You are not required, but it is preferred" to mandated reporting	
8		Daily Point Sheets – Sleeping results in 0 this does not necessarily include target behaviors	

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8		Certified Staff will be responsible for ensuring students have their Point sheets prior to dismissal for the day	
9	Remove “At the end of the school week….”		
9		Add - All staff are expected to present a clean professional appearance. Everyone is expected to appear well-groomed. Clothing with offensive or inappropriate designs are not allowed	
10		Add - Last, documentation is required to include what was done with the student in order to get them back to a ready to learn state, begin academic work, or rebuild rapport.	
11	Weekly Lesson Plans	Remove	
11	Everyday	Change to Every day	
11		Add Parent Communication	
12		Add: Staff are to role model appropriate interactions at all times using positive words and appropriate tone	
12		Staff-Student Relations: Student initiated hugs should be avoided, if it is not avoidable, always utilize a side-body hug position’	
13		No student is allowed to open an outside door for anyone	
14-15	Appendix A	Appendix A – Deleted – No longer using Behavior Levels	
16		Minor Behavior Problems; Interventions: Change 3 to 2 prompts	