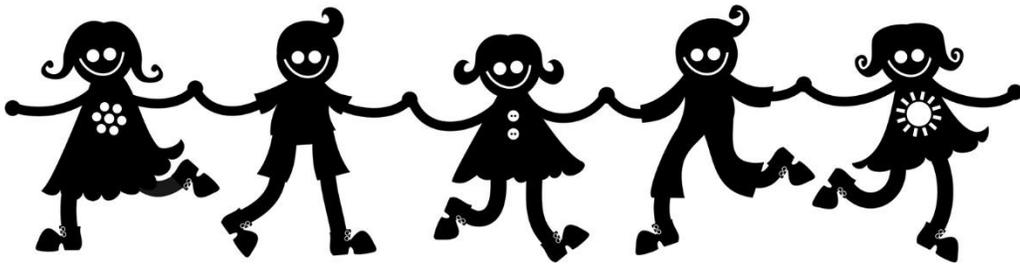


# Dodge

# Pre-Kindergarten

Staff Handbook

2022-23



## Mission Statement and Philosophy of School:

The faculty and staff at Dodge Pre-Kindergarten accept that all children need love and support, and that all children have varying degrees of need. We believe that everything starts at home and that parents are their child's first and foremost teachers. The school and home must work together for the child to receive the full benefits of the educational system. It is our goal to prepare students academically and help him/her meet the challenges of the future with confidence and courage. It is our desire that every student graduate high school.

**Dedicated to Our Desire to Graduate Everyone!**

Our vision is "Success leading to graduation is a portal to lifelong learning".

Office Phone Numbers:   374-6496 (Joyce)  
                                  374-1484 (Keri)  
                                  374-6751 (Nurse)  
                                  374-6499 (Lunchroom)

### **Lunchroom Schedule**

Room 118

Room 115

Room 114

Room 108

Room 110

This schedule will be followed for breakfast (beginning at 8:15) and lunch (beginning at 11: 00).

## **Program Information**

An on-site orientation for all teaching and administrative staff and parents shall be provided within 20 working days of beginning Pre-K services to children.

Classes with enrollment of 22 students will receive full funding. Budgets for classes with fewer than 22 students will be reduced by 1/22 for each child below 22.

The purpose of the Pre-K program is to provide 6 hours and 30 minutes of instructional time, five days per week, 180 days per year for four and five-year-old children. During the additional 1.5 hours of the eight hour funded day, staff should be involved in a variety of pre-kindergarten program activities, such as parent conferences, instructional planning, and staff meetings.

**Two adults must be present at all times during the hours of instructional time each day** of operation. In order to maximize instructional activities, nap time should not exceed one hour. During the one hour scheduled rest period a ratio of one adult providing direct supervision to 22 children is acceptable.

Lunch, snacks, nap and supervised outdoor play are part of the pre-kindergarten program. No part of the Pre-K day may be religious in nature. A “moment of silence” is an acceptable practice at mealtimes.

The pre-k provider shall provide a complete educational program in accordance with age appropriate practice and use of Bright from the Start approved curriculum. Dodge Pre-K uses High Scope Curriculum. Child created art work will be used as a majority in classroom display.

Bright from the Start does not require or provide extended day services.

Training opportunities will be available throughout the year. All levels of administrative, teaching, and support staff are required to attend training.

## **Teacher/Assistant Teacher Responsibilities**

All teachers should be in classroom ready to teach at 7:45 unless assigned other duties. Everyone must sign in and out daily. Hours are 7:45 to 3:45 daily unless otherwise assigned by director. All staff is required to attend staff meetings.

Should a teacher find it necessary to leave school before 3:45 P.M., he/she must receive permission from the administration and sign out in the front office. If a teacher is going to be gone for an hour or less, a substitute will not be called and the teacher is

responsible for making arrangements to cover his/her classes. Remember that adult student ratio is 2:22 at all times except naptime. If a teacher is going to be gone for more than an hour, leave must be taken and the proper forms submitted to the office. **Every effort should be made to avoid scheduling appointments during the school day. Personal business should be conducted before or after work.**

In order to effectively teach young children, daily lesson plans should be written and turned in on Friday of each week for the next week. If teacher plans to be absent from work on Friday, he/she should turn in plans on the last day teacher is at work that week. Written lesson plans containing specific instructional activities are required for a maximum of 5.0 hours. These plans should be based on the Georgia Early Learning and Development Standards (GELDS). Lesson plans are to reflect the needs and interest of the children as determined by teacher observation. Also, lesson plans should reflect responsibilities of the lead teacher and teacher assistant. Differentiated instruction should be noted on the plans. If plans change that day, it should be noted on lesson plans that morning before instruction begins.

Each teacher will be expected to make weekly child observations and anecdotal notes. Assessments should incorporate information from multiple sources, including health records, parental input, input from parents and support staff and child observations. Use of pass/fail criteria or letter grades are inappropriate practices.

Each teacher is expected to send home an informative newsletter at the beginning of each month (first Friday of the month) highlighting what was taught at Pre-K and information on future events to come. A copy of the newsletter will be turned in to the Director. All notices to parents must be approved by the Director before being sent home.

Two individual conferences per year between the lead teacher and parent/guardian should be offered and documented in each child's file. Teachers should encourage parents to volunteer in the classroom and to participate in meetings, activities, etc. offered by the Pre-K provider or Bright from the Start. Parent conferences should be scheduled during naptime and after school when possible.

Each teacher is expected to maintain accurate child attendance records that document the number of children present each day. Attendance should be marked at the beginning of each day and a report should be turned into the office by 9:00 a.m. Children should be marked tardy and the time noted in roll book. Children leaving early should have time noted when they left.

Pre-K provider goal is to assist families in establishing and maintaining regular school attendance patterns. These guidelines will be followed in dealing with absenteeism, early pick up and tardiness: After (3) unexcused tardies and/or unexcused absences and/or early pick ups, the child's teacher will contact the parent to find out the reason(s)

for these. After a student has been absent, tardy or picked up early for (6) unexcused times, the Site Director or Project Director should be notified by the teacher. A letter will be sent to the parent to try to resolve the problem. If the child continues to miss school or report late or leave early, for a total of (8) times, a parent conference will be scheduled. After (10) absences/tardies/early pick ups, the Pre-K Consultant will be contacted to determine if disenrollment should be considered. Children who do not attend class for (10) consecutive days without a medical or other reasonable explanation, must be removed from the roster, and Bright from the Start must be immediately notified in writing that such action has been taken.

Curtains on doors must be kept open at all times in classrooms with the exception of when building is on lock down.

Computers should not be used for anything other than instruction during instructional time. Teachers must not be documenting WSO on the computer, writing lesson plans, or browsing the internet during instructional time.

TV viewing/projector movie viewing must be limited to only on days that are too cold or wet to go outside or as a Friday reward. TV/projector should not be used to entertain children while teachers do computer work, lesson plans, etc. TV/projectors should not be used as an early morning activity (at 8:00 a.m. it should be turned off and not turned on again until 2:30 if at all.)

Every child must be allowed to participate in activities (such as field day, field trips) unless sick or suspended. Teachers must attend these special activities with their class. It is the teacher's responsibility to supervise students. Field trip forms must be completed and approved and lunchroom staff will need to be notified.

Various additional duties are required and will be assigned. Some of these duties include: early morning or late afternoon building duties, supervision of bus loading, restroom and hall duty, monitoring drinking fountains, lunchroom duty, etc. If distance learning is required, teachers will follow the Dodge Pre-K Handbook, the Dodge County School System's policy, and guidelines from the Department of Early Care in Early in implementing instruction.

Teachers are expected to be at work every day, however, in the event that it is necessary to be absent, they should call the secretary as soon as possible so that a substitute can be contacted. Call the secretary before 9 p.m. and after 6:30 a.m. DO NOT TEXT! A leave form must be completed and signed. Teachers are not to save up days expecting to take them the last 2 weeks of school. Teachers assigned to duty are expected to be at their post at the appropriate time and remain for the duration of the time assigned. If a teacher is going to be absent or unable to perform his/her duty, arrangements should be made to have the duty covered.

Consistent failure to perform or to be punctual for an assigned duty will be addressed by the administration.

Teacher assistants will rotate morning bus/car duty. The week of duty, assistants can leave early to offset early arrival. If an assistant plans to be absent, it's the teacher assistant's responsibility to get someone to fill in for him/her.

The early morning room will be in room 116 from 7:25 to 7:45. Teachers are to get their students on or before 7:45 from this room so the teacher responsible for that room can go to her room. If the teacher covering the early morning room is absent, she should ask another teacher to fill in for her unless it is an emergency absent and the early morning teachers/assistant teachers will fill in.

The office telephone can be used by staff members for important calls. This privilege should not be abused. No personal long distance calls should be made unless they are collect or billed to the teacher's home phone. Unless it is an emergency, teachers and staff will not be called to the phone during the school day. Instead, a message will be taken and put in his/her box. Cell phones should be used only before or after school or during planning. They are not to be used during instructional times and while supervising children.

Staff members should dress professionally at all times. Knee length shorts are appropriate for field day, field trips and professional development days (if not attending a meeting). When in doubt about attire, don't wear it!

Teachers should not leave campus unless approved by the Director. They must sign out in office.

Mailboxes should be checked daily and throughout the day.

Faculty meetings are held on the first Wednesday after the Board of Education meeting on Thursday night and on as needed basis. Employees are required to attend.

Teachers should supervise their class at all times including bathrooms and lunchroom. These times should be a learning experience for the students. In the lunchroom, students should be taught table manners and encouraged to try new foods. Teachers should go with students to the bathroom and not just stand at classroom door and "supervise". This bathroom time should be used to teach them about health and safety, washing hands, flushing commode, etc.

Teachers will put students' cots down when they return from lunch. All students must have a cot to use at naptime. No student should lie directly on the floor at any time.

Teachers need to eat their meals in the lunchroom. No soft drinks in cans or bottles are allowed in lunchroom and teachers should eat school lunches or lunches brought from

home. The lunchroom manager should be notified by 9:00 if the teacher is eating in lunchroom. No charging by staff is allowed.

Children should be supervised very carefully on the playground. Teachers should rotate on the benches so **ALL areas** of the playground are covered. Teachers are not to congregate in one area. Playground time will include organized play with props from the room. Snacks served outside should be served in the grassy area where the picnic tables are and trash should be disposed. The outside classroom and garden areas are to be used for outside time also. Teachers should be involved with students during outside time.

Good communication between staff members is essential. A planning meeting will be held weekly or as the lead teacher deems necessary. Teachers need to remember to keep their assistants informed of developments which might affect children in their classroom.

All visitors are to report to the office before coming to the classroom. Personal visitors should not visit in your classroom during the 6 ½ hours of instructional time. Volunteers must be approved to participate in the classroom with the students. This procedure includes a background check from Heart of Georgia RESA and completing the required Compliance Director Training modules. Parents of students should make appointments to come during non-instructional times if they need to talk to teachers.

Check to see that all electrical appliances and lights are turned off before leaving your classroom each day. Please turn computers off before you leave.

Lead teachers will be evaluated by the Teacher Keys Effectiveness System Instrument and noncertified staff will be evaluated by the Dodge County Board of Education Evaluation Form for Non-Certified positions.

## **Discipline of Students**

Discipline is primarily the responsibility of the classroom teacher. Teachers who clearly set rules and are consistent in their enforcement rarely have serious discipline problems in their classrooms. Students should always be treated with fairness and impartiality. Belittling, derogatory, or sarcastic remarks should not be used with students. Classroom rule infractions should be addressed by the classroom teacher. Every effort to involve parents in addressing behavior problems with students should be made by the teacher. However, serious or continual discipline problems should be referred to an administrator. An office referral in Educator's Handbook describing the offense must accompany every student referred to the office for discipline.

No employee shall use any form of corporal punishment (which includes but is not limited to paddling, striking, or hitting) as a method of discipline in the Pre-K program. Teachers should try to handle discipline problems first. If there is a severe problem,

follow the discipline policy in the Pre-K handbook. If necessary, bring the student to office and complete the EH referral form.

A child's behavior should never be discussed with a parent or another teacher in front of the child. His/her behavior should not be discussed with anyone other than the parent, director, or committee member. RTI referrals will be made based on behavioral and developmental concerns.

Yelling at a class or child is unacceptable. The teacher is not to yell across the room or lunch table at a child to get his/her attention. He/She should go to the child first and never argue with child. The right attitude with a student can often defuse the situation.

Children will become what is expected of them. They will do whatever they are allowed to do.

Teaching assistants should support the teacher and help with discipline at all times. Expectations should be stated on the first day of school and the STAR positive behavior intervention program should be implemented the first day of school.

## **IQ Guides**

Teachers will follow Bright from the Start Department of Early Care and Learning guidelines. Instructional Guides will be completed and turned in to Director at assigned times through the year.

WSO Assessments need to be child specific and individualized and documented weekly. The use of the template on developmental checklist will help the teacher complete the narrative summary. He/She should be positive in writing narrative summaries.

## **Complaints and Grievances**

The administration of Dodge Pre-K maintains an open door policy to all employees. Any employee who has a concern, suggestion, complaint, or grievance about any policy, procedure, or activity of Dodge Pre-K is encouraged to address their concern to the administration.

## **Chain of Command**

The chain of command should be followed by all employees when filing complaints or grievances and/or sharing concerns or suggestions. The chain of command is as follows: Pre-K Project Director, Superintendent, Board of Education. Attempts to circumvent or disregard the chain of command by employees will hamper a timely response to their concern, damage credibility, and under certain circumstances may be considered insubordination.

## Corrective Action / Employee Discipline Procedures

The following procedures will be followed by the administration of Dodge Pre-K when addressing the actions and/or activities of employees who fail to comply or willfully disobey the policies, procedures, and or directives of the administration, superintendent, and Board of Education:

- Step 1: Informal conversation
- Step 2: Verbal Warning. Dated and noted in personnel file.
- Step 3: Formal Written Warning. Dated and copied to the employee and personnel file.
- Step 4: Formal Disciplinary Action. Dated and copied to the employee, personnel file, and superintendent. Unsatisfactory noted on annual evaluation

\*The Dodge County Schools Personnel Handbook is kept onsite in the Director's office. All employees will follow these guidelines.

### Daily Schedule

GROUP 1	GROUP 2
Room 109	Room 114
Room 115	Room 110
Room 118	Room 108

### EMPLOYEE DRESS CODE

**Updated by the DC BOE Monday, March 22, 2021**

There is abundant research to show that personal appearance has a significant effect upon other people. School system personnel are professionals. The dress, grooming, and mannerisms of school system staff members have an impact upon the way students and parents respond to our leadership. Staff members are expected to dress in a **professional manner at all times**. **Without fail, all staff should know the student dress code and go above and beyond to meet the expectations of the student dress code.**

Teacher dress and personal appearance while attending the schools of Dodge County, and while representing the schools in connected activities, should be such as to reflect dignity and pride in the schools. Dodge County School System employees are expected to dress in an appropriate and professional manner as dictated by job duties

and responsibilities. The building level administrator has the authority to make exceptions on “special days.”

The following are considered inappropriate professional dress and are unacceptable:

Sweat suits and wind pants;

Any oversized or tight fitting clothing;

Low-cut tops, bare and midriff outfits;

Any see-through garments;

Bedroom slippers, house shoes, or flip flops (No rubber slipper type sandals/flip flops) --  
-Shoes should be appropriate for safe participation in all job related activities.

Body piercing (eyebrows, nose, lip, tongue, etc.) is not permitted. No other visible body piercings are allowed. No employee is allowed to wear gauges. No earrings for males. Dresses, skirts and shorts must be ***no higher than one inch above the knee and must look professional***. Leggings, jeggings, yoga pants, or spandex pants may be worn ***only under*** appropriate length (no higher than one inch above the knee) dress, skirt, shirt, etc. No baggy, sagging, ragged pants, or pants with holes may be worn. PE instructors may wear coaching shorts of an appropriate length only in the gym and on the field.

More casual dress may be worn during pre-planning, post-planning and on teacher work days, but must be an appropriate length and fit the dress code. (No mini-skirts or short-shorts.)

Each principal or supervisor is responsible for maintaining an acceptable standard for employees under his/her supervision. The first time a staff member is dressed inappropriately, he/she will receive a warning and the incident will be documented. The second time a staff member is dressed inappropriately, he/she will be sent home, the incident will be documented and his/her personal leave will be docked for the time away from school related duties. Schools’ maintenance, janitorial, cafeteria, and custodian employees are required to wear nonskid closed-toe shoes.

## **Tardies**

### **Corrective Action / Employee Discipline Procedures**

The following progressive discipline procedures will be followed by the administration of Dodge County Schools when addressing the actions and/or activities of employees who fail to comply or willfully disobey the policies, procedures, and or directives of the administration, superintendent, and Board of Education:

- Step 1-1 to 4 Tardies: Verbal Warnings. Dated and noted in personnel file.
- Step 2- 5<sup>th</sup> Tardy: Formal Written Warning. Dated and copied to the employee and personnel file.

- Step 3- 6<sup>th</sup> Tardy and any subsequent tardies: Formal Disciplinary Action. Reflected in staff member's annual evaluation and possible PDP. Dated and copied to the employee, personnel file, and superintendent. Failure to correct may result in termination

## **Dodge County Wellness Policy**

To provide school meals that are consistent with the dietary guidelines and USDA standards for school meals and to make all foods and beverages available on campus during the school day consistent with an awareness for a healthy lifestyle.

1. Child Nutrition Program complies with federal, state, and local requirements.
2. Child Nutrition Program is accessible to all children.
3. Vending machines and school snack bars shall not be open in pre-K and elementary schools until that time when the last class/group of students eating lunch is scheduled to return to class.
4. Food or beverages within the school meal program shall not be withheld from students as a punishment.
5. Foods served in the school meal program are developmentally appropriate and encourage consumption within the time allotted.
6. A la carte food sales by the school's nutrition program shall be limited to foods offered as part of the school meal and shall be served in the same portions as served in the school meal. A reimbursable meal must be purchased in order to purchase a la carte food items.
7. A la carte beverage sales by the school's nutrition program shall be limited to milk, 100% juice, bottled water and flavored water.
8. Sanitation deficiencies cited on local inspections are corrected accordingly, including facility deficiencies.
9. Each school kitchen has at least one person certified in food safety.
10. Drinking water is available to students throughout the day.
11. School sponsored fund-raisers should promote healthy lifestyles. Every effort will be made to sell, purchase, or deliver food items before or after school. Nonfood items will be encouraged.
12. Beverages and foods sold in vending machines accessible to students during school hours will be Smart Snack Compliant. All fundraising foods sold to students on campus during school hours will be Smart Snack Compliant.

School Nutrition Meal Charge Policy Emphasis on federal regulations has required the Dodge County School District to establish a procedure for meal charges. Meal charges cannot exceed \$10.00 for any student or adult. ALL charges must be paid prior to the last school day of the month. An Alternative Meal will be served once this charge threshold is reached. An Alternative Meal consists of a sandwich and a carton of milk. Please view all account activity at [myschoolbucks.com](http://myschoolbucks.com) or contact the School Nutrition Cashier at the school.

School Nutrition Meal Payment Information: Please take advantage of the options to prepay your student's meal accounts. Prepaid meal accounts help the lunch lines go faster and gives students more time to enjoy lunch. It also gives you the peace of mind of not having to worry about looking for lunch money every day or worry that it might get lost, stolen or used for other things other than lunch. Online payments are a simple, safe and secure way to make payments to your students account 24 hours a day at your convenience. You can always bring money personally or send it with your student. Please place it in an envelope marked clearly with your student's name, their ID #, their teacher's name, the \$ amount and the check #. Turn in prepaid deposits to the cafeteria cashier(s) or school office

### **Dodge Pre K Meal Procedures:**

Meal Prices (Adults) ***No Charging Available at Dodge Pre K***

Breakfast \$2.00

Lunch \$4.00

Students eat free.

*For more detailed information, you can access staff handbook at <https://www.dodge.k12.ga.us/staff>*