

RVCS PSP Campus Day Co-op Teacher & Helper Handbook 2017-18

Keep this handbook with you at all times during Campus Day. If you have questions, please refer to this handbook first. Thank you for investing in this ministry to our PSP students.

Teacher Requirements: Prior to first time teaching, all teachers and helpers must fill out a RVCS volunteer application, attend teacher meeting, and show proof of negative TB test. If only adult teacher in the class, teacher will also need to complete a LiveScan fingerprint check. Each year all teachers and helpers must read, sign, and follow Teacher Handbook & Contract as well as update TB test if needed. TB test is good for four years; if you are a returning Campus Day teacher or helper, our administrative assistant will notify you if you are due for another TB test. Reimbursement is available if TB test is not covered by your insurance. Cooking and baking teachers are also required to attend a kitchen orientation prior to working in the kitchen and follow RVCS peanut free rules in all recipes.

For security purposes, all teachers and helpers are required to wear their teacher ID when on campus. Each teacher or helper will be issued a picture ID card at the beginning of the year. If you forget your ID, you will need to obtain a visitor ID from the PSP office before proceeding to your class.

Teachers are not allowed to be alone in a room (including bathroom) with student(s); there must be at least two teachers or assistant teachers present at all times. If a teacher will not have an assistant or co-teacher, the teacher must complete LiveScan fingerprint background check prior to teaching. If a teacher, who has not been fingerprinted, unavoidably ends up in a room without another teacher, leave the door open during that time.

Budget & Reimbursements: Most classes have a per semester resource fee which all students pay to provide teacher books and classroom supplies. Janice Maples will e-mail you the budget available for your class. Please stay within that budget as we do not have extra funds to reimburse you. To be reimbursed, fill out the Payment Request Form, attaching receipts, and submit to Janice Maples in a timely manner. All reimbursement requests must be received within one week of the end of each semester. If you feel your class will need additional funds, please e-mail Linda Hoffman immediately to arrange an additional resource fee for your class.

Financial Questions: Contact Janice Maples at Campus Day or at janicemaples@comcast.net.

Class Preparation:

1. Linda Hoffman must approve all curriculum for Campus Day with any changes communicated in writing and approved prior to usage of different curriculum.
2. Class curriculum and teacher materials needed for class instruction will be purchased as early as possible by the PSP for the teacher's use during the duration of the class and is funded through your class budget. Please submit a list of materials needed to Shelley Gillette at least one month prior to the class start date. If the teacher's child is in the class, they must purchase any required textbooks for their student. All PSP purchased materials remain the property of the PSP and should be carefully maintained and turned in at the end of the class as they will most likely be used again for later Campus Day semesters.
3. A scope and sequence along with class grading rubric (7th-12th only) should be emailed to Linda Hoffman at least one month prior to class start date. Changes should be communicated in writing and approved prior to implementation.

Shelley Gillette: **529-2413** (cell), email st_gillette@comcast.net
Linda Hoffman: **696-2396** (cell), e-mail lhoffman@rvchristian.org

Behavior Issues/Classroom Rules: Establish rules early and enforce. Don't allow a child to rob another child of learning. Some universal classroom rules are: RVCS is a peanut free campus. Consumption of food and drink are not allowed in the classroom with the exception of breaks in the classroom due to rain. Use of gum, cell phones and music players are not allowed on campus. All students will respect other student's personal space; they will not shove, slap, tackle, kick, hug, throw items at, or kiss other students whether in fun or not. Verbally putting down another student is not tolerated. Public displays of affection "PDA" (boyfriend / girlfriend) are not allowed on campus. Cheating is also not tolerated. If you encounter an incident of cheating, consider the child's age and experience when determining if the child needs instruction regarding allowable behavior or grading consequences due to a willful act. If after speaking to the student, you still have a continuing behavior or academic issue of any kind please contact the parent that day via email, cc'ing Linda Hoffman on all correspondence. Our Campus Day policy is "better to contact the parent early than late". If an issue arises, follow up immediately before the behavior gets out of hand and affects other students. Disrespect of a teacher verbally or physically is not to be tolerated in any instance. If the e-mail with parent does not correct the situation, please contact Linda Hoffman.

Assignments & Grades for 6th-12th: Most secondary level (6th – 12th grades) teachers will be required to enter assignments and grades in EnGrade promptly throughout each semester. EnGrade is an online grading program which allows parents and students to see assignments due, grades received on assignments, and if any assignments are missing. Teachers will set up their grading rubric in EnGrade, then enter assignments as points earned out of total possible points; EnGrade will automatically calculate the grades (See EnGrade Manual for directions.). Linda Hoffman can also see all grades and have immediate access at the end of the quarter. If at any time a student falls below a C or is missing homework that would put them below a C, immediately e-mail the parent and cc Linda Hoffman. All grades for the quarter must be entered by one week after end of the quarter, see current PSP calendar, which can be found on our website, for end of quarter dates.

Grades for K-5th: Campus day grades for K – 5th students will be parent assigned, although the parent may ask for Campus Day teacher input or a verbal progress report.

Communication: *For K-5th grades, communication with parents will be primarily through e-mail; you will receive a contact sheet approximately one month before classes begin. For 6th-12th grades, communication with students and parents will be primarily through messaging within EnGrade (see EnGrade manual); this allows parents, students, and teachers to see all communication in one place. You will receive an e-mail notifying you when your class has been set up in EnGrade along with your user name and password if you are new to EnGrade.*

Please communicate with parents approximately one month before school begins, giving a list of supplies and curriculum needed for your class, your contact information, general scope of class, and classroom structure or rules. For 6th-12th grades also include your grading rubric. Once classes start, send a **weekly** group communication to your class communicating homework requirements and a brief overview of what was taught in the classroom. If e-mailing, place all student & parent e-mail addresses in Bcc instead of To....

Absences: If you will be absent, please contact Shelley Gillette as far in advance as possible. All substitute teachers or helpers must be scheduled through Shelley. If Shelley cannot be reached, contact Linda Hoffman.

Attendance: For K-5th grades, an attendance sheet will be e-mailed to you approximately one week before Campus Day begins. For 6th-12th grades, the teachers will print out an attendance sheet in EnGrade (see EnGrade manual).

Please take attendance each week at the beginning of class. In the case of a drill or emergency, the attendance sheet must be with you. If a student will be absent, the parent should e-mail or text you prior to class. If you are missing a student who you believe should be on campus, please contact Shelley Gillette immediately. If you are having a consistent problem with a student's attendance or tardiness which talking to the student and parent does not solve, please contact Linda Hoffman. If a student is attending or has dropped your class and you have not received official notification from the PSP via EnGrade, attendance sheet, or e-mail, please e-mail Linda Hoffman.

Restroom Needs: Students should use the bathroom during the break or during the transition between classes. If a bathroom need cannot wait for this time, K-2nd graders must do so with a buddy. Adults should not accompany the child(ren) unless help is requested by the student. If an adult does help with the bathroom, they must stand outside the doorway or in the doorway with the door open. Third and up can go to the bathroom on their own. Teachers needing to use the restroom should do so before or after class and use the restroom near the gym or near the Connection Point/Auditorium.

Classroom Needs: Please contact Shelley well in advance with any specific classroom needs. We have DVD / TVs and other equipment in the PSP office, which are available for check out. Please be sure to sign the item out and sign back in upon returning. Please leave all rooms in the same condition or set up as you when you arrived. If a broom or vacuum is needed, please obtain one in the PSP office.

Class Time: 1st period teachers must be in the classroom ten minutes before class begins; teachers for 2nd, 3rd, & 4th periods must arrive five minutes before class. Students are not allowed in the classroom without teachers. Start and end your class on time. Do not let your class out early as it is disruptive to other classes; students are not to be waiting outside classrooms for a class to let out. At the end of class, remind students to walk quietly to their next class using the middle breezeway without lockers if using a breezeway. K-2nd graders need to be escorted to their next class; staff will coordinate this.

Copies: We have a copy machine and white paper available in the PSP office. The copy machine is for Campus Day class use only. The code is 74123. Please record class and number of copies made on the log on top of the copier. We must pay for each copy made, so please be mindful of the number of copies made. For classes with secondary students, we'd like to encourage you to email assignments and paperwork each week, rather than making copies for the whole class and handing it out. This reduces your time, our expense, and gives access to the parent to print out the assignment when needed. At your discretion, you may send high school students to use the copy machine for your class. We are not allowed to use the copy machines in the church or school office.

Dress Code: All students and teachers must dress modestly and comply with the complete RVCS dress code which is in the RVCS Student Handbook and summarized in the PSP Policy Manual. A few highlights to take note of: No flip flops; students must wear shoes with enclosed heels or back straps. All dresses must be 2" below the fingertips when arms are extended at the side in a relaxed manner; shorts and tops over leggings or yoga pants must be fingertip length. Tank tops, spaghetti straps, and boys muscle shirts are not allowed. RVCS is a fragrance-free school. If you have a problem with a student not complying with the dress code, please contact Shelley Gillette. If a student's clothing does not meet dress code the parent will be contacted to bring suitable clothing.

Field Trips: All field trips must be arranged with Shelly Gillette ahead of time. If a field trip leaves from the school, the teacher must collect permission slips from all students riding with someone other than their parent (see Shelley for forms). If leaving from the school, prior to leaving Shelley must make a copy of the following documents for each adult driving someone other than their own child: valid driver's license, insurance with minimum coverage of 100/300, and current registration.

Guest Speaker: Please notify Shelley Gillette in advance of any guest speakers. All guest speakers must check in with the RVCS PSP office and receive a guest badge. We encourage Christian speakers whenever possible. If they are not a Christian then they should not directly speak against any SRBC Christian beliefs, for example, promoting evolution or other non-creation based beliefs.

Lost & Found Items: Please put any PSP lost & found items in the PSP office. If you are unsure if it belongs to a PSP student or on campus student, please place on lost & found rack in front of room 5.

Pictures: Do not publish your students' pictures online or send out via e-mail unless you have checked with our Administrative Assistant to see if all of your parents have given permission to publish their children's picture. All parents must sign a form granting or denying permission to publish pictures. Some parents have denied permission and we must legally follow that.

First Class: Establish classroom rules including academic and behavior expectations.

1st Period Classes: Please arrive 10 minutes before class. All grades will have their break after 1st period; **please do not let them out early**. Teachers of K-2nd grades will quietly walk their students to the picnic tables near room 51 at the end of class; do not leave students until PSP break supervisors have arrived. 3rd-6th grades do not release students without checking that PSP break supervisors are on duty.

Breaks When Raining: When it is raining or sprinkling, all K-5th students will stay in their 1st period classes during the break time and be supervised by their teachers from the class prior to break. Please make an opportunity for them to use the rest room. They may have their snack in the classroom (except computer lab). 6th-8th students will go to middle school locker area. High school students may go to the gym entry or covered high school eating area.

2nd Period Classes: K-2 teachers must have 1 teacher on the playground 5 minutes prior to the end of recess to escort their students to class. K-2 students must be escorted to their 3rd period class; staff will make arrangements for this.

Pick up Procedure for K-5th grades: It is important that all 3rd period classes end on time. The K-5th teacher will lead their class to the school side of the island near the Connection Point for car pick up; students will stay in their class area and be supervised by their teachers until picked up by their parent. Students are not to open their backpacks or be eating; they should be ready to be picked up.

6th-12th grade lunch: 6th-8th students staying for 6th-8th grade 3rd period will have their lunch break at the middle school picnic tables (tables at back, center of school). 9th-12th grade students staying for lunch will have lunch in the high school lunch areas (picnic tables near quad and gym entry). After the bell at the end of lunch, all PSP 6th - 12th grade students have 5 minutes to go to 3rd period.

3:00 Dismissal for 6th-12th grades: Dismiss from class at 3:00 bell. Do not dismiss early!

Last Campus Day: Please return all PSP curriculum, keys, left over PSP supplies, and ID to Shelley Gillette.

First Aid: If there is an injury with possible broken bone, concussion, or flowing blood contact the following PSP staff immediately, keep calling in the following order until you reach a live person: Shelley 529-2413, Linda 696-2396, Janice 495-5180. If you cannot reach anyone else, contact the RVCS elementary office 539-1486. If the injury will need a doctor's attention, PSP staff and the teacher must fill out an Incident Report. If you administered minor first aid that did not require a doctor's attention (band-aid or ice), please follow up with the parent by phone or in person at the end of Campus Day and notify PSP staff as well. Our First Aid Kit is located in the PSP office in the drawers under long counter.

Medical Concerns: Prior to the beginning of class you will receive a Medical Concerns sheet; **print and keep this with you at all times.** It lists all students with medical concerns, including any who need medication or are authorized to carry medication and their parent's phone number. If a student who has been authorized to carry emergency medication is in your class, Shelley Gillette will contact you regarding procedure. If a student not carrying emergency medication has symptoms which may require medication, call Shelley Gillette; she will come to your class, contact the parent, and have authorized person administer medication if needed. (K-8th students are not allowed to carry medication of any kind, including over the counter medication, unless it is emergency medication authorized by their doctor. 9th-12th students are allowed to carry over the counter medication; however, PSP adults cannot help administer.) If you see someone with medication they should not have, please contact Linda Hoffman or Shelley Gillette. If you ever need to call an ambulance, call 911 immediately, then right after call in the following order until you reach a live person: Shelley 529-2413, Linda 696-2396, or Janice 495-5180. If you cannot reach anyone else, contact the RVCS elementary office 539-1486.

Emergencies: *Always have Teacher Handbook, Attendance, and cell phone with you while teaching.*

Fire Drills: You must bring your attendance sheet with you! During a fire drill (alarm bell will sound), students must exit their class, without talking, in a single file line, which does not cross other class lines. The teacher is to be the last one out of the classroom, ensuring all students have exited, turn off lights, and then close and lock the door. If your classroom is in the elementary wing (north building), go to the playground. If your classroom is facing the back of the school, go to the sports field. If your classroom faces the front of the school, go to the large grassy area in front of the sanctuary. If during break or lunch, go with break supervisors to sports field. After your line is in place, take attendance. Remain in a silent line until all clear signal is given. At that time you may return to your classroom in a quiet, single line; take roll again after returning to your classroom. In the event of a major disaster, please stay with your students and await further instruction from school administration. Everyone on campus is to participate in drills. If you are on campus during a drill, but not teaching, evacuate to nearest area.

Earthquake Drill: All students are to immediately take cover under the nearest desk or table in a crouched forward position and cover their heads with their arms and hands. Students are to remain quiet. If outside, students are to drop to the ground and place their head between their knees, covering their head with their arms and hands. All students and teachers should keep away from windows. Once the all clear is given, students may return to their seats. In the event of an actual earthquake, student will remain under cover until shaking has stopped completely. In the event of a strong earthquake with visible damage, students will proceed to the fire drill location with teacher following fire drill protocol.

Lock Downs: (Be sure not to turn down the volume on the PA system in your room.) If a danger in the area requires a lock down, the principal will communicate the alert through the school's PA system; you will hear "YOUR ATTENTION PLEASE. LOCK DOWN". If your classroom is a card key door, facilities will automatically lock the doors; if your classroom is a standard key lock, you will need to physically lock the door yourself from the inside. Stay calm, quickly lock doors and windows, close shades, if you have a window in the door cover it, turn off lights, barricade door, have children take cover in a barricade in the farthest corner away from the door or windows, have children remain quiet, turn all phones to silent, and silently take attendance. If you are missing a student who was present earlier, text Shelley Gillette. If you hear a fire alarm during a lock down, do not act until directed to do so. Do not allow access to the classroom without direct, visible proof of law enforcement or RVC / SRBC personnel. When all is clear, a PA announcement will be made. Next time you are in your classroom, determine the method of locking the door, locking any windows, and closing of shades. Look around for your plan of where students would be located in the event of a lock down (which corner is farthest away from the door & windows, is there a bathroom or closet you can use). Communicate this info discreetly to your adult helpers. PLEASE NOTE THIS INFORMATION MAY CONTINUE TO BE UPDATED DURING THE YEAR.

Policies change as needed, so even if you have taught before, please print out and read the Teacher Handbook and Agreement thoroughly. Read, print, and keep Teacher Handbook, Class Attendance, & Medical Concerns with you.

2017-18 RVCS PSP Campus Day Co-op Teacher & Helpers Agreement

RVCS PSP Campus Day is a Co-op. Parents of students are required to volunteer on campus during Campus Day each semester for a minimum of 16 hours. Volunteering allows your student to participate in Campus Day. We do not pay our parent teachers and helpers or give discounts on their Campus Day fees or membership fee.

Note: Classes may be canceled due to low enrollment. If this happens, we will offer another volunteer position to the teacher and helper.

I have read all seven pages and agree to the RVCS PSP Campus Day PSP teacher requirements and obligations as stated in the 2017-18 Campus Day Handbook and Agreement. I also agree to keep pages 1 - 6, my attendance sheet, and Student Medical Concerns with me while teaching.

Name (Printed) _____

Name (Signature) _____

Date: _____

PSP Copy - Please complete, sign, and submit only this page (page 7).