



AMERICAN ACADEMY

EDUCATE | INNOVATE | EXPLORE

AMERICAN ACADEMY KINDIEPREP

Employee Handbook

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SECTION 1: SCHOOL ORGANIZATION

KindiePrep Mission

American Academy KindiePrep will prepare children with an early foundation for educational success, emphasizing a whole child approach to academics, social emotional development and creative play.

KindiePrep Purpose and Philosophy

The goal of American Academy's KindiePrep program is to prepare young children for Kindergarten and beyond with an early foundation for educational success, emphasizing a whole-child approach to academics, social-emotional development and creative play.

American Academy Organization Structure

Visit the American Academy website to view the [American Academy Organization Chart](#).

Board of Directors

The Board of Directors (BOD) oversees the Executive Director of Schools, and is responsible for upholding the mission, vision, and policies of the school as well as oversight of financial matters. If you are interested in learning about the composition, regulations and limitations that govern the BOD, please download the [American Academy By-Laws](#).

BOARD OF DIRECTORS MEMBERS

Please visit the American Academy website for the [current list of directors](#).

BOARD OF DIRECTORS MEETINGS

The BOD holds regular meetings on each month at 7:30 pm at the school. Specific dates and agendas are posted on the [BOD Meetings](#) page of the school website at the beginning of each school year. Anyone is welcome to attend.

In order to get on the agenda for a Board meeting, a [Submission for Agenda Consideration Form](#) needs to be completed and [emailed to the BOD](#) (board@aak8.org) with all the appropriate attachments no later than 10:00 am the Monday before a BOD meeting. You will be notified within 24 hours if the agenda item is accepted. Please carefully consider the [American Academy Parent Communication Policy](#) before submitting a request for an agenda item.

If you would like to be personally notified about all regular and special board meetings, please email the [BOD](#) to be added to our distribution list. For more specific information about the requirements and limitations of the Board, please review the [American Academy By-Laws](#).

[STAFF DIRECTORY](#)

SECTION 2: EMPLOYMENT PRACTICES

Equal Employment Opportunity

American Academy is committed to compliance with all applicable equal employment opportunity laws, prohibiting discrimination on the basis of race, color, religion, ancestry, national origin, sex, marital status, disability, or age. This applies to all employment practices, including hiring, promotions, training, disciplinary action, termination, and benefits.

American Academy expects all employees to show respect and sensitivity toward all other employees and to demonstrate a commitment to the school's equal opportunity objectives. If you observe a violation of this policy, you should report it immediately to the Deputy Executive Director of Schools (DEDS), Executive Director of Schools (EDS), or the President of the Board of Directors (BOD).

Violation of this policy may result in disciplinary action, including possible termination of employment.

Staff Member Employment Agreement

Staff employed by American Academy will be required to sign an employment agreement annually, defining specific terms and conditions of their employment, so long as they remain employed, in the ensuing year. This agreement then becomes a commitment made between American Academy and the staff member.

Employment at-will is incorporated in all employment agreements, for all faculty and staff. Therefore, employees under such written agreements have no property interest in continued employment.

Fingerprint/Background Checks

Upon hire, all American Academy employees will be required to visit state mandated facility to get fingerprinted, and that will be submitted to the Colorado Bureau of Investigation and the Federal Bureau of Investigation, and the State Department. Information obtained through this check or subsequent checks may be cause for termination of employment.

SECTION 3: EMPLOYMENT BENEFITS

Group Insurance Plans

Employees of American Academy may be entitled to group insurance plans as defined by the [Employee Leave and Benefits Policy](#).

Employee Leave

Employees of American Academy may be entitled to leave as defined by the [Employee Leave and Benefits Policy](#). Employees must follow the aforementioned policy when using personal days.

Public Employees Retirement Account

American Academy is affiliated with [PERA, the Public Employees Retirement Association](#), as per Colorado Statutes 24-51-101 - 24-51-1511. All employees shall become members as a condition of employment with American Academy; PERA membership is a substitute for Social Security. More information on this plan may be requested from [PERA](#).

SECTION 4: JOB DESCRIPTIONS AND EVALUATIONS

Job Descriptions

Employees are given a job description which summarizes the employee's duties and responsibilities and gives important information about the position. Please read and study the job description carefully and discuss it with your supervisor if there are any questions.

[American Academy Job Descriptions](#)

American Academy reserves the right to revise and update job descriptions from time to time, as it deems necessary and appropriate.

Employee Evaluations

Employees will be assessed in accordance with the [Employee Evaluations Policy](#).

Employee Conduct

Employees will conduct themselves in accordance with the [Employee Code of Conduct Agreement](#) signed by each employee when joining American Academy.

Harassment

American Academy is committed to providing a work environment that is free of unlawful discrimination. In keeping with this commitment, American Academy maintains a strict policy prohibiting unlawful harassment, including sexual harassment. It is important for you to understand that jokes, stories, cartoons, nicknames and comments about appearance may be offensive to others and may constitute harassment.

Sexual harassment of employees by supervisors, co-workers, or vendors is prohibited under the law. Unlawful sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature when:

- submission to the conduct is made a condition of employment;
- submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee; or
- the harassment has the purpose or effect of unreasonably interfering with an employee's work performance or creates an intimidating, hostile, or offensive work environment.

If you believe that you are being, or have been, harassed in any way, we would like to investigate the matter and take appropriate corrective internal action. Therefore, please report the incident or incidents to your supervisor or the DEES or the Deputy Director of Schools or the BOD immediately, without fear of reprisal. In determining whether the alleged conduct constitutes unlawful harassment, the totality of the circumstances, such as the nature of the conduct and the context in which the alleged behavior occurred, will be investigated and considered. If it is appropriate, corrective action will be taken.

Violation of this law may result in disciplinary action, including possible termination of employment.

Employee Grievances

When an employee has an issue, concern or grievance, the employee must communicate in accordance with the [Employee Communication Policy](#).

SECTION 5: GENERAL PERSONNEL POLICIES

Access to American Academy Property

It is important that the BOD, EDS, DEDS, and staff have access at all times to space, storage areas, containers or any other property, as well as other records, documents, and files. As a result, American Academy reserves the right to access staff member classrooms, workstations, filing cabinets, desks, and any other property on school grounds at its complete discretion, with or without advance notice or consent. Therefore, American Academy employees have no expectation of privacy on school grounds.

Staff members may only allow *front office-screened and supervised* visitor access into the building during school hours. Staff members may not allow any visitor access into the building, *supervised or unsupervised*, after school hours or on weekends.

Acquisition and disposal of assets valued at more than \$1000.00 require approval of the BOD, per the [Property Disposal Policy](#).

A misplaced or lost building key badge or room key must be reported immediately. A replacement badge or room key will cost the employee \$40. If the lost badge or room key is found later and turned in undamaged, then the \$40 fee may be refunded.

Alcohol, Drugs and Controlled Substances

The use, sale, transfer, possession, or being "under the influence" of alcohol, drugs, or controlled substances when on duty, on American Academy property, or in school vehicles is prohibited. In addition, off-duty conduct that may adversely affect the reputation or interests of the school is prohibited. "Under the influence", for the purpose of this policy, is defined as being unable to perform work in a safe or productive manner, and/or being in a physical or mental condition that creates a risk to the safety and wellbeing of the affected employee, other co-workers, the public or school property. American Academy follows all applicable DCSD policies and requires all employees to agree to these terms upon hire through completion of the [Drug Free Workplace Agreement](#) signed by each employee when joining American Academy.

Violations will result in disciplinary action, including possible termination of employment.

Attendance, Punctuality, and Absences

If an employee is unable to report for work for any reason, the employee must submit request for supervisor approval of your time-off dates and initiate the substitute request process, if necessary. Personal time-off must be requested according to the rules in the [Employee Leave and Benefits Policy](#).

Business Expense Reporting

Employees will be reimbursed for all preauthorized (as defined in the [American Academy By-Laws](#), the [Fiscal Accounting and Reporting Policy](#) and the [Expenditures Procedures](#)) and approved business-related expenses, upon submission of accurate and receipted expenses to American Academy. Employees must submit these reports within 30 calendar days to ensure proper accounting and prompt reimbursement.

Classroom Budgets

Teachers may be allocated a modest classroom budget determined each year to be used specifically for curriculum support or other preauthorized items. It is the responsibility of the staff member to keep records of expenditures and reimbursements. The office maintains master records and staff members are encouraged to compare balances frequently. **Items purchased with classroom budgets or any other school monies are the property of American Academy.** Items categorized as Classroom Budget purchases do not require a Purchase Order or advance approval.

Computer Usage

American Academy supplies the software needed for staff computers. Software owned by American Academy may not be loaded on a computer owned by an employee without the written permission of the American Academy IT department. Further, software owned or used by American Academy may not be duplicated (without the written permission of American Academy's IT Department) and may not be given to any third parties.

American Academy reserves the right to monitor employee computer use and Internet communications, including emails, in its sole discretion, and employees have no expectations of privacy in such matters. An employee's personal use of the Internet is permissible during breaks, so long as such use is non-disruptive and not during instruction time and does not involve access to or transmittal of pornographic or obscene material. Further, no one may transmit any communication or material where the material or meaning of the communication would violate any applicable law or would be offensive to any recipient. Make sure the Internet has been logged-off after usage.

Employees must have a signed [Computer Use Agreement](#) on file with the school, acknowledging computer and internet acceptable uses at American Academy. The agreement shall be signed at the beginning of employment.

KindiePrep uses an "opt out" policy for student media releases - in other words, American Academy KindiePrep can publish student images and information electronically or otherwise *unless* a KindiePrep media waiver has been completed for that student during registration in the fall. Teachers are responsible for checking the student files for student media waivers prior to publishing any student information (names, work) or images anywhere outside of classroom use (bulletin boards in the hallway are ok for all students).

Staff members are responsible for monitoring student internet activity at school. Though American Academy has a web filter, some sites have been unblocked for educational use. These areas can pose a risk if use is not monitored closely by a staff member. If a staff member identifies a website needing to be blocked or unblocked at school, the staff member should report that site to the IT department.

Student Data Privacy

Staff members are responsible for reading and following the [Privacy and Protection of Confidential Student Information Policy](#) when using online or web-based teaching tools.

To request approval of online software or subscription service, free or paid, intended for use in the classroom to which student must log in, staff must use the [Request on Online Software/Subscription Approval Form](#). Additionally, it is recommended that staff watch and review the [Student Data Privacy Act Staff Presentation](#).

Weapons

Staff members may not bring guns or other weapons to school for any reason, even with a permit.

Information Updates for Employees

The primary source for staff information and updates is the Staff Portal page on the American Academy website. Each employee is responsible for reviewing information on a regular basis.

Meetings

Staff meetings will be held on an as-needed basis. The KindiePrep Director and/or Assistant Director will indicate who is required to attend. Meetings may be held after school or in the evening. KindiePrep teachers are also expected to meet with the lead teacher on a monthly basis.

Normal Reporting Hours

These are the normal reporting hours for most American Academy employees with the understanding that some employees will have additional job responsibilities outside of these hours.

KindiePrep Teachers: 7:30 am - 3:30 pm

KindiePrep Teacher Assistants: Varying schedules 7:00am - 5:30pm

KindiePrep office: 7:00 am - 4:30 pm

Opening and Closing Procedures

It is the responsibility of each staff member to make sure that their classroom/work area is neat, clean and organized at the beginning and end of the day. The teacher is responsible for maintaining the classroom and having the room ready each day before the students arrive. All required materials need to be in the room at the start of the day. Doors need to be locked with the door block in place.

Closing teachers are responsible for putting the room back in a clean and orderly manner. Floors, both classroom and bathroom, are to be clean of any papers, chairs stacked on the tables, tops of shelves and desk top clutter free, electrical equipment turned off, all toys returned to their proper place. Classrooms, outdoor play area and bathrooms must be checked to ensure no students are present.

Parking of Employees

Employees park at their own risk. American Academy will not be responsible for theft or damage to any vehicles parked on or near American Academy premises. American Academy will not be responsible for personal property left in vehicles that is lost, damaged, stolen, or destroyed. Parking spots may not be reserved.

Payroll

All employees are paid monthly per the [American Academy Payroll Procedure](#).

Personal Appearance

Your appearance is not only a reflection of you as an individual, but of American Academy as well. We expect you to take pride in your appearance and strive to achieve a positive educational and professional, business-like image when representing the school. Employees should use good judgment in accordance with the standards set forth in the [Employee Dress Code Policy](#).

Personnel Records

It is important that American Academy always has current information about its employees. If you have a change in name, address, phone number, or marital status, etc., please complete the [Employee Information Change Form](#) and turn it in to the Human Resources Assistant within one month of the change. If for some reason there is a need to change name and/or Social Security number, the employee will be asked to provide original documentation authorizing the change.

Please keep in mind that some personnel records, such as salary information, are open to the public per law.

Upon request, an employee will be allowed to review his/her personnel file and any of his/her own personnel records that have been used to determine qualifications for employment, promotion, compensation, termination, or other disciplinary action. Please talk to the administration for more information.

Transfers

Because the Douglas County School District (DCSD) was not involved in the interviewing and hiring approval of American Academy personnel, they have no obligation to place, transfer, or promote American Academy employees. To gain employment in another DCSD school, employees must interview with the DCSD personnel office.

School Closures and Delays

If any feeder area of the Douglas County School District closes, American Academy will close. American Academy reserves the right to close, even if the school district remains open. Closures will be posted on the American Academy website and broadcast on local television and radio stations. This includes school delays (late start) or complete closure of the school. Should there be an early release due to weather, parents will be notified via email. In the case of an early release, dismissal will run as usual.

Staff Kids

Many American Academy employees also have students (“staff kids”) enrolled at American Academy. While the school is supportive of a family-friendly work environment, it is also critical to the professionalism of the work environment that the appropriate boundaries and rules be observed by both the employee and their staff kids.

- **BEFORE-SCHOOL AND AFTER-SCHOOL SUPERVISION:** Staff kids are welcome in employee workspaces before and after school hours *only as long as they are not disruptive, affecting anyone else’s work environment, or parents are not supervising enrolled children*. Employees may send their staff kids to Morning Club (before school) and Homework Club (after school) as part of their employment benefits – see Human Resources for details. Employees may also ask teachers to keep staff kids upstairs in class until carpool All Call. Staff kids who are capable of quiet work and self-control may stay with the employee. Before or after school hours, the employee is responsible for the supervision of their own staff kids unless they are enrolled in an extracurricular activity.

- **SCHOOL-DAY SUPERVISION:** During school hours, the employee is primarily responsible for doing their job and the student is responsible for going to and staying in class. Once school is in session, the school is responsible for the supervision of students, not the parent. Within reason (and with the exception of emergencies), the primary roles of “parent and child” must change to “employee and student” with all the related expectations and boundaries. Staff kids should not expect to leave class to visit the employee. During school hours, employees should not expect to take over supervision of their own students unless the school has released them, as in the of illness or appointments, and employees should expect to check their students out with the front office, like all other parents, so that the school can account for the student’s safety and whereabouts.
- **SICK STAFF KIDS AND MEDICATION:** If a staff kid doesn’t feel well or needs medication please make sure they know that their first stop is the clinic, not your room/office. If a staff kid must take any kind of regular medication, it is critical (and it’s also the law) that the employee give the school nurse the records and the medication to manage. In the case of illness, the clinic will notify the employee if a staff kid is not feeling well (and/or send them back to class if they are ok). Employees are encouraged to take sick staff kids home but must first make certain to notify the supervisor and make any necessary arrangements to cover their work responsibilities.
- **LUNCH WITH STAFF KIDS:** Employees may join their students for lunch in the cafeteria or by checking them out for lunch through the front office and take them off-campus as long as their shift permits. Students are expected to be with the rest of their grade during throughout the entire school day, including lunch and all recesses.
- **STUDENT CONCERNS AND TEACHER ACCESS:** Employees should not abuse the more casual access to teachers that a schoolwork environment provides by engaging in “drive-by conferences” while at work, at lunch or in the halls. As required of all other American Academy parents, employees with concerns about their own students or wanting to discuss a student’s progress with his/her teachers or other staff should make an appointment to do so and/or plan to attend parent teacher conferences. Employees should not initiate discussions about their student concerns by dropping into a teacher’s room or by bringing it up over lunch in the teachers’ lounge.
- **EMPLOYEE-ONLY AREAS:** Employee restrooms and kitchens are for employees and adult guests of the school ONLY. Employees should not allow staff kids to use employee-only restrooms, kitchens or other employee-only areas. This includes the admin suites, the kitchen areas of the admin suites, the teachers’ lounges and staff restrooms on each floor. Staff kids should not use employee microwaves to heat up lunches, etc.

Telephone Usage

Cell phone usage should be limited to breaks. No texting or cell phone use is permitted in the classroom with students present.

SECTION 5: CLASSROOM PROCEDURES FOR STAFF

Accident Reports

When a student is injured at KindiePrep, an accident report must be filled out immediately. The form must be filled out completely with the student's full name and date of birth. The form must be signed by both the staff member filling out the form and the parent/guardian. All accidents must be reported to the director/assistant director, no matter how minor. If it is a head injury, no matter how minor, the parent must be informed by either email or phone that the injury occurred. A copy of the accident report must be given to the parent/guardian and the original put into the student's KindiePrep file.

Checking In and Out

As a courtesy to the school administration and office, please inform the front office and/or a colleague when you leave the building during school hours and upon your return. If there were an emergency, it is imperative to know if anyone is missing so that rescue workers do not do unnecessary searches.

Classroom Environment

Staff is responsible for the entire environment in their classrooms. In every respect, rooms must be kept clean, orderly, attractive, and stimulating for a positive learning experience.

At the end of each day, staff and their students will be responsible for generally "picking up" their room. Please see to it that all trash is picked up and chairs are stacked or placed on desks. Anything that you can do to help our custodial staff save time would be appreciated.

Classroom Management

COURTESY AND RESPECT

Children are expected to behave respectfully to both adults and peers in words and actions. All staff are required to implement American Academy Manners and the Core Virtues programs to support this expectation.

NOISE

Generally, the noise level in the classrooms and the halls should be maintained at a level of respect for the others in the building. Planned activities which require livelier student interaction should be conducted with the same respect.

DISMISSAL

All classes will be dismissed at 3:00 pm.

Dispensing and Administering Medications to Students

Medication can only be given by staff members that have an up-to-date medication certificate and current CPR/First Aid certification. Prescription and non-prescription medications will only be given out if the [KindiePrep Medication Request and Release Form](#) is filled out by the parent and doctor, and a medication plan is written and signed by the nurse consultant. All medications will be kept in the director's office, except for rescue medications will be kept in student's classroom, easily accessible to staff but out of the reach of students.

After medication is given, the medication log must be filled out completely, and signed by the staff member who dispensed it.

MEDICATION ADMINISTRATION POLICY

In accordance with the Nurse Practice Act, C.R.S. 12-38-132, medication administered by trained school personnel with oversight by a registered nurse shall be inaccessible to children and shall be stored in the original container in a controlled area separated from food, cleaning compounds and other toxic substances. Emergency medications such as epinephrine shall be inaccessible to students, immediately available to trained school personnel and in an unlocked location (e.g., emergency kit or bag, cabinet). If refrigeration is required, the medication shall be stored:

1. In a separate refrigerator maintained for that purpose only, or
2. In an impervious secondary container in a designated area of a food storage refrigerator, separated from food and inaccessible to children

Medications acquired by the school or abandoned by parents shall be disposed of in accordance with 6 CCR 1007-3, *Regulations Pertaining to Solid Waste Sites and Facilities* and 6 CCR 1007-3, Parts 260-268, and Parts 99 and 100.

Dress Code

Staff members are required to uphold and enforce the student [Dress Code Policy](#).

Drop-off/Pick-Up Procedures

PICK-UP AUTHORIZATION

Anyone other than a KindiePrep parent picking up a KindiePrep student must be on the child's current [KindiePrep Pick-Up Authorization Form](#). All contacts on the KindiePrep Pick-Up Authorization Form must be 18 or older. If an unfamiliar adult arrives to pick up a KindiePrep student, KindiePrep staff will refer to the KindiePrep Pick-Up Authorization Form completed by the parent to make sure that the adult is authorized for pick-up by the parent.

Identification is required and will be checked to be sure that it matches the information on the Pick-Up Authorization Form. The information on the Pick-Up Authorization Form can only be changed in advance by the child's parent *in writing*. If an unauthorized adult attempt to pick up a KindiePrep student, the parents will be notified immediately.

At pick up, if a KindiePrep staff member has reasonable belief that the authorized person picking up a student is under the influence of drugs or alcohol, and the authorized person leaves with the child either by walking or by motor vehicle, they will notify law enforcement and/or social services.

Emergency Procedures

Each faculty member is always required to have their emergency clipboards with updated rosters when with students. Be mindful that student roster changes occur all year long and rosters will need to be reprinted intermittently as students are added to or dropped from your classroom. Additionally, when outside with students, staff are always required to have a charged walkie-talkie with them. Staff are expected to know the procedures for all emergencies, including lockdown, lockout, shelter in place and evacuation.

Safety drills will be conducted on a monthly basis.

Field Trips

All teachers are required to follow [Field Trip Procedures](#).

Flag Display and Ritual

The flag of the United States of America will be permanently displayed in each classroom. The Pledge of Allegiance will be said in every classroom each day.

Guidance of Students

It is the responsibility of the teacher/assistant teacher to teach/model the students problem-solving skills to use in situations as they occur. The guidance policy is based on the principal of supporting a positive learning environment for all children. Positive reinforcement is used in an effort to obtain good behavior. Teachers work closely with the student and are responsible for the guidance techniques used throughout the classroom. It is important that the teachers work closely with the parent concerning guidance issue and communication is open and honest.

Setting limits

Students are given basic clear rules to guide their behaviors. Boundaries and expectations are clear and followed.

Consistency

Expectation are consistent, in the classroom, with all adults responding in a similar way.

Tone

A kind but serious tone is to be used by all adults when dealing with a guidance issue.

Modeling

Teachers demonstrate compassion and caring behaviors that set an example for the children to follow.

Passive Intervention

Teacher gives the students time to work through problems independently but also to offer support as well as intervention if the child becomes destructive or aggressive.

Physical Intervention

Students may be separated by a teacher if a student is causing bodily harm to himself or others.

Validating Feelings

Acknowledge the feelings of the children and adults in all situations.

Redirection

When guiding a child through a negative behavior that request is accompanied by a suggestion of a more appropriate behavior.

Natural Consequences

Children will be informed of natural consequences as they occur. This will help the student see the results of their own behavior.

GUIDANCE DO'S AND DON'TS

- **DO** speak in a calm, kind voice.
- **DO** speak directly to the student.
- **DO** speak in short meaningful sentences, using the student's name.
- **DO** get down on the student's level so that the student can see your face.
- **DO** keep your emotions under control.
- **DO** praise the student when doing an appropriate action.

- **DON'T** make fun of the student by name-calling, or by embarrassing or humiliating the student.
- **DON'T** give the student a choice if there is not really a choice.
- **DON'T** compare the student to another student.
- **DON'T** make a student feel guilty. *Example: "I'm ashamed of you."*
- **DON'T** make a student feel inferior. *Example: "Only babies cry."*

Identification Badge

You will be issued a photo identification badge from American Academy at the beginning of each school year. You are required to wear your American Academy ID badge at all times when on school grounds or attending school-related activities.

Illness Guidelines for Students

Students will be sent home if the student:

- has a temperature of over 100 degrees.
- isn't fever-free for at least 24 hours without the help of medication before returning.
- has diarrhea more than two times.
- isn't diarrhea-free for 48 hours before returning.
- isn't vomiting-free for 48 hours before returning.
- has inflammation of the eyes.

If any of the above occurs during the day, the student should be taken to the KindiePrep front office, and a parent will be called by the KindiePrep Director or Assistant Director. The time and the reason that the student was picked up should be documented.

Messages

As a rule, anyone calling the office wishing to leave a message for a staff member will be asked to call that staff member's voice mail. Exceptions will be made for urgent phone calls. If you are expecting a phone call from a doctor, etc., please advise the office staff and the call will be forwarded.

Money Collection

Any and all money collection should be done by the director.

Parent Communication

Regular communication is critical in the educational process. Frequent communications will take place to keep families well-informed.

- Staff will check their email and voicemail daily and respond to parent emails or voicemails within two business days.
- When news and information become available, teachers should post news on their grade-level web pages.
- Because the web is a powerful communication tool, appearance, warmth, and completeness are extremely important.
- Make sure you are familiar with the [Parent Communication Policy](#), which specifies where parents are to go with questions and concerns. Please help guide the parent to the proper channel.

Substitute Process

See Director for the KindiePrep Substitute Procedure form.

Supervision of Children

- All students must be under the direct care of qualified teachers at all time. Teachers must count students throughout the day and during all major transitions to assure that all students are accounted for. All staff must have an accurate count of students when asked.
- Student will never be treated harshly. Physical punishment, verbal threats or abusive language either directed to or in the presence of students will not be permitted and can lead to termination.
- All interactions, either individually or in group situations, with the students will be positive.
- Teachers must sit with the students during meal and snack times having meaningful conversations. If help is needed during the meal and snack times, the teacher will assist the students by modeling or showing them, sometimes using the hand-over-hand method.
- When students are napping, staff must remain attentive.
- During outside time teachers must remain standing and be at the opposite ends of the play area. Staff are to be interacting with the students during outside activities.

Visitors and Volunteers in the Classroom

All visitors and volunteers must comply with the [Visitor and Volunteer Policy](#).