

Fanny Edel Falk Laboratory School
University of Pittsburgh
Faculty Handbook
2023-2024



Welcome to the Fanny Edel Falk Laboratory School at the University of Pittsburgh. Whether you are new to the school, or have been with us for many years, we are truly happy that you have chosen to teach at Falk, and to offer our community your unique set of skills, understandings, and competencies.

This Handbook is intended to provide an outline for teachers to follow when settling in and developing professionally, as educators, at Falk School. The handbook includes policies and norms for faculty. You are expected to familiarize yourself with, and abide by, the content of this document. Feel free to ask questions and/or make suggestions, as we encourage open communication in working together to maintain a positive atmosphere and a successful school.

The Falk School Faculty Handbook serves as an addendum to the University of Pittsburgh Faculty Handbook, which contains useful and relevant information about your employment status at our institution. You may access the University of Pittsburgh Faculty Handbook here: <https://www.provost.pitt.edu/faculty-handbook>.

Because Falk Laboratory School is a largely self-funded (through the tuition paid by families/caregivers) and, because of our 1931 legal charter, a semi-autonomous unit of the University, some aspects of faculty appointments at Falk differ from those in other units which serve undergraduate or graduate students and programming at Pitt.

I. Our School

Falk School's mission is to be a progressive, experimental, and demonstration elementary school.

To give yourself a comprehensive view of our school familiarize yourself with our website. First read the "Overview" and the "Director's Welcome." Develop a good sense of who we are by reading our history, mission, and philosophy. Be able to speak to the functions of a laboratory school (see also: IALS: International Association of Laboratory Schools, <http://www.laboratoryschools.org/>) and the tenets of progressive education (read: <http://www.alfiekohn.org/article/progressive-education/>). Take time to talk with colleagues, your mentor, your team leader, and the administration to help develop your knowledge and understanding of our school.

When you are ready to develop your own bio page, contact our Communications Manager for assistance.

A. What We Wish for Our Children

Falk's "Wishes for Our Children," created collaboratively by the faculty and staff of our school, are the principles that guide the instruction we provide and the relationships we forge with our students and their families.

Since these wishes embody a philosophical disposition in how we see the developing and learning child while they are students at Falk, we ask that you spend some reflecting of each wish.

1. We want our children to understand that any learning endeavor depends primarily on them.
2. We want our children to have a deepening relationship with something that arises out of their own personal interests.

3. We want our children to have a growing and deepening intellectual interest in at least one curricular area.
4. We want our children to make their best effort in their academic course work.
5. We want our children to have a successful organizational style.
6. We want our children to use educational tools in developmentally appropriate ways to deepen understanding.
7. We want our children to have a balanced perspective on contemporary trends and world issues.
8. We want our children to have reverence for the natural world.
9. We want our children to have a deepening understanding of the aesthetic dimension of the world.
10. We want our children to be aware of the space around them and share in its maintenance.
11. We want our children to appreciate the uniqueness of individuals and celebrate the differences.
12. We want our children to grow in the experience of doing for others.
13. We want our children to acknowledge their debt to the work of others.
14. We want our children to understand how to make and maintain a friendship.
15. We want our children to know how to handle themselves appropriately in social situations.
16. We want our children to understand the validity of their feelings and their responsibility for their actions.
17. We want our children to know how to make healthy decisions concerning diet and nutrition.
18. We want our children to engage in physical activities that become meaningful in their lives.
19. We want our children to experience the satisfaction of working with their hands.
20. We want our children to see quiet and relaxation as necessary components of learning.
21. We want our children to develop the ability to be attentive.

II. Policies and Procedures

The majority of resources for faculty can be found on the Resource Page in Blackbaud.

Blackbaud is the online hub for the Falk community. Upon joining the Falk community, you should receive an invitation to Blackbaud. All links for relevant school-related apps and websites should be found on the 'Resources' tab within Blackbaud. If you are having difficulty accessing your Falk Blackbaud account, contact the Falk Technology Coordinator.

A. Attendance (including Arrival and Departure Times for Faculty)

Faculty hours are 7:45 am to 3:45 pm Tuesdays through Fridays, and 7:45 am to 5:00 pm, on Mondays to allow for weekly faculty meetings. If you will be arriving late to school for any reason, contact your Division Director and your teaching partners as soon as possible. This is essential in order to ensure coverage is in place for student arrival.

i. Arriving or Departing during School Hours

When arriving after 7:45 am or leaving before 3:45, remember to sign in or out at the kiosk in the lobby near the Front Desk. Any questions concerning the use of the kiosk, including your log-in information, should be directed Technology Coordinator.

ii. Faculty Absences

Discuss planned absences with your Division Director at least one week in advance, so coverage can be arranged as needed. Requests for consecutive personal days should be directed to the School Director for approval. For planned absences, you must supply all the necessary lesson plans and materials. It is best to speak with your substitute directly if possible.

If you are ill, or have an emergency, text or submit your absence on Instasub to your respective Division Director, preferably before 8:30 PM the night before, or no later than 7:00 am the morning of, to give as much time as possible to arrange a substitute. Upload your Substitute Teaching folder* to the shared Google Drive for emergencies.

If you need to be out for an extended period due to personal illness or to care for a family member, contact your Division Director and/or Director of Administrative Operations, to discuss your options under the FMLA act. Information can also be found in the Resource Board in Blackbaud in 'Faculty Employment Resources'.

Note: Avoid requesting days off immediately before or after extended school breaks (e.g., Thanksgiving break, winter break, spring break). These requests will only be granted in extreme cases.

***Falk Substitute Teacher Packet should include:**

1. Class List
2. Necessary Information and plans for students with special learning needs
3. Seating chart(s)
4. Description of class routines

5. Schedule
6. Classroom Management Ideas
7. Extra Time Fillers
8. Emergency Lesson Plans
9. Names of faculty team members, administration, and staff
10. Other Duties (dismissal, lunch, etc.)
11. Location of Emergency Folder/Flip Chart
12. Select Falk School Policies

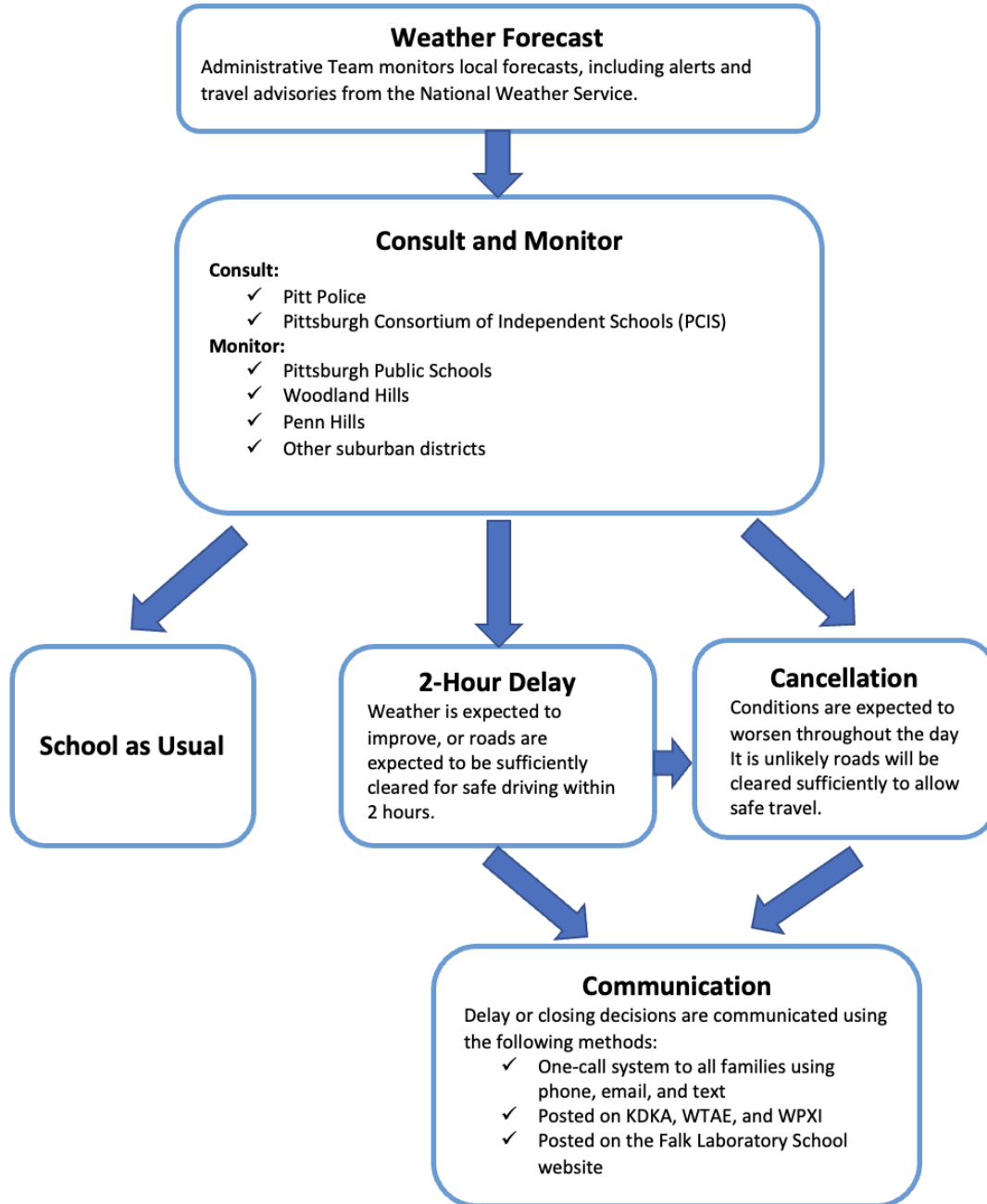
iii. School Delay/Cancellation Due to Inclement Weather

In the case of inclement weather, the decision to close, or delay the opening of, the school and offices will be determined by the School Director (in consultation with other administrative staff and emergency preparedness personnel). Decisions to close, delay, or maintain normal hours of operation are independent of the University of Pittsburgh's operational policies. Due to our dependence on public busing for many of our students, if Pittsburgh Public Schools cancel or delay a school day, Falk School will usually (but not always) cancel or delay that day as well.

Falk School uses an automated message system for notification of school closures or delays. You will be notified with our **Ruvna** system via text or phone call. Falk will also post any delays and cancellations on our website, as well as the major local television stations (KDKA, WPXI, WTAE). On two-hour delay days, faculty and staff will be expected to arrive by 9:45 am for a 10:00 am arrival for students. Faculty and staff are not expected to report when the school day is canceled unless otherwise notified.

Falk Laboratory School

Inclement Weather Decision Flowchart



Updated February 2022

iv. Evening & Weekend Duties

All Falk School teachers will be required to attend some evening functions, and far less frequently, a weekend function. These duties will usually be related to your role as a member of a specific teaching team or as an instructor within a particular curricular/content area.

Some examples:

1. K-8 classroom teachers host conferences that involve an evening component
2. Primary teachers have a two-day Kindergarten visit event, one day of which is held on Saturday
3. Middle School's four-day, three-evening environmental trip
4. Concerts, musical performances, and other student-centered evening events

The Falk School administration will from time to time need to add or delete from the list of required weekend or evening obligations, as circumstances dictate, but every attempt will be made to keep changes to a minimum.

v. Attendance Records for Students

- a. The instructional day begins at 8:30 am for all students.
- b. Each classroom teacher and middle school advisor is responsible for classroom attendance. Attendance will be taken using Blackbaud. The instructional day begins at 8:30 am.
- c. Students will be issued a tardy slip at the Front Desk beginning at 8:30 am.

If parents have told you their child(ren) will be absent, make note of this in the comments section of Blackbaud. **Student Travel Requests:** All travel requests from families should be directed to the Travel Request Form found on the Blackboard Resource Tab.

A backup paper copy of the classroom student roster will be provided in the case of technical difficulties and for substitute teachers. The paper copy should be delivered to the Front Desk by 8:40 am.

A daily attendance report will be emailed to all faculty and staff for verification once the attendance recording is complete.

B. Faculty Growth, Evaluation, and Expectations

Demonstration Teachers are provided with yearly, renewable contracts and therefore are under yearly review. The same is true for Visiting Demonstration Teachers. Master Teachers are granted three-year contracts and are reviewed in the penultimate year of each contract. Consult the Conditions of Employment for detailed information on the requirements and expectations of your contract.

The most important aspect of professional development at Falk is the faculty growth process. All faculty members are expected to fully engage in a process of reflection and growth

regarding their multiple roles as educators. Faculty members will meet with their assigned Division Directors annually to establish goals and a personal action plan for the coming school year. Faculty are then expected to meet with their respective Division Director at regular intervals to discuss progress towards identified goals.

Planning & Preparation for Instructional Duties

Teachers are expected to have well-developed unit plans for each unit they teach, as well as individual lesson plans. Units that come ready-made in texts such as mathematics, do not have to be entirely rewritten, though there should be evidence that these units were thoughtfully followed and supplemented, when and where necessary, with additional activities or assessments based on a teacher's understanding of the needs of their particular group of students.

Teachers should be able to articulate the lesson objectives and provide unit plans at the request of administrators, content specialists, and/or curricular chairs.

Professional Development

Falk School is a community of professional educators passionately engaged in the collaborative work of working with children and adolescents. As such, there is a recognition that attention must be paid to the professional and personal needs of each teacher. Falk is committed to providing the structure and financial resources necessary for the professional growth of its faculty.

Each year the Director allocates funding for faculty interested in participating in professional learning and growth opportunities, including:

- Local, regional, and national workshops and conferences
- On-site workshops and presentations, ones featuring invited outside speakers or in-house presentations made by fellow faculty members and administrators
- Summer curriculum development work

The coordination of professional development efforts is the collective responsibility of the Director and others on the administrative leadership team. Faculty who are interested in attending a workshop or conference should follow these guidelines when asking for funding:

- Discuss the possibility of presenting at a workshop or conference with your Division Director before submitting a proposal.
- If the proposed event is one directly related to professional development priorities articulated in one's professional goals or an official school initiative, faculty members should discuss the possibility of attendance with the Division Directors and Curriculum Chairs and then submit requests to the Director.

C. Dress

Our dress expectations for faculty and staff at Falk School are casual, yet professional. We trust you can determine this for yourself. If you have a question about any aspect of professional dress, consult with your team leader, or Division Director.

We have a “school attire” policy for students that is included in our Family Handbook. We are the role models for this code. We should not wear items of clothing that our students are not allowed to wear.

We must also set the standard for our individual classrooms. Anyone working in our classrooms, such as interns, student teachers, and volunteers, must also dress appropriately.

If an intern or student teacher is not dressing appropriately it is best to address this matter with another teacher present. Since personal choice in clothing is a delicate issue, you should protect yourself by having a colleague present during the discussion.

D. Scent-Aware Policy

Falk School is committed to a safe and healthy environment for faculty, staff, students, and visitors, and as such has developed a set of scent-aware guidelines. Exposure to perfumes and other scented products can trigger serious health reactions in individuals with asthma, allergies, migraines, or chemical sensitivities. Avoid using overly scented or aggressively scented personal hygiene products. Likewise, refrain from using plug-in room air fresheners, burning scented candles, or essential oil diffusers in your classrooms or offices.

E. Cellphone/Computer Usage

As cellphones have become a more ubiquitous feature of our society, they have likewise been an incredibly distractive force for us all. In keeping with our responsibilities, adults should be thoughtful of their cellphone usage. We ask that you do not use your cellphone for personal matters whenever you are with students, whether teaching, at recess, walking through the halls, in the cafeteria, in an assembly, and so on.

We expect student teachers, interns, and student workers to follow the above policy concerning cellphone use.

F. Parking & Transportation

Falk School/University of Pittsburgh does not provide parking for its employees. We have some parking locations for emergencies, drop-offs, and visitors, but these spots cannot be relied on for an employee's daily parking needs. Everyone must secure parking for themselves, from some privately owned lots in the neighborhood or through the University of Pittsburgh. The University provides free bus service from various parking locations across the Pitt campus and throughout the city through the Pittsburgh Regional Transit system.

Parking on the University of Pittsburgh Campus

The Parking Services Office is responsible for assigning parking permits. Detailed information is available online at <http://www.pts.pitt.edu/parking/permits/faculty-staff>. In addition, the office offers a Motorist Assistance Program to unlock and jump-start vehicles free of charge when parked on or near campus locations.

Parking Services: 412-624-4034 or parking@bc.pitt.edu

SafeRider Service

Van Call is the University's evening escort service. It is available from 7:00 p.m. to 3:00 a.m. Sunday through Wednesday, and from 7:00 p.m. to 5:00 a.m. Thursday through Saturday to transport riders from locations in the Oakland area to campus buildings. This service is provided by calling 412-624-1700.

Visitor Parking

Short-term visitor parking is available and should be arranged with the Front Desk Administrative Assistant.

University Transportation System

Faculty members are entitled to ride the University of Pittsburgh's buses and shuttles at no charge by presenting their valid University of Pittsburgh identification card to the driver. Most buses and shuttles have a 20- to 30-minute loop. If there are any questions, call the 24-hour information line at 412-624-8800 or e-mail at transsys@pitt.edu.

G. Benefits

As a faculty member at Falk School, you are an employee of the University of Pittsburgh. Pitt's benefits offerings are among the region's best. Among other benefits, Pitt offers a variety of medical plans, tuition remission, life insurance, optional dental and vision coverage, and a retirement plan matching \$1.50 for every \$1 you invest.

Visit the Human Resources website to learn more: <http://www.hr.pitt.edu/benefits/>

H. Emergency & Safety

Falk School has established procedures for a variety of emergency situations including fire, lockdown, evacuation, active shooter, and severe weather. These procedures will be reviewed with all faculty and staff at the start of each school year. Familiarize yourself with the Emergency Management “Quick Guide” laminated flip booklet and the Evacuation Route Map for your room. Any questions should be directed to the School Nurse.

Confidentiality

In compliance with HIPAA (Health Insurance Portability and Accountability Act) and FERPA (The Family Educational Rights and Privacy Act), medical and educational information must be kept confidential. At the start of every school year, Falk’s school nurse will provide information within the Blackbaud Student Information System regarding medical conditions, allergies, and parental requests for each child that you teach. Information about individual learning plans will be provided by the Student Services Team and also noted in the Blackbaud system. This information must be kept confidential and should only be shared with the professionals who work directly with the individual students.

Employees are expected to use appropriate judgment and caution in communications concerning students, families, employees, and alumni to ensure that personally identifiable information remains confidential. **Conversations about specific students must not take place in communal areas such as the teacher workroom, hallways, or the cafeteria, and never in the presence of other students.**

Peanuts & Tree Nuts

Falk School does not allow the consumption of peanuts, tree nuts, or peanut/tree-nut-based food products anywhere in the school building other than our cafeteria during lunch. This is an essential policy to keep our community safe. **There are no exceptions to this policy.**

Fire Drills

A fire procedures sheet will be posted in your area. Familiarize yourself with the procedures. We have several unannounced fire drills each year. Take your emergency backpack with you to your designated waiting area.

Security

The safety of all persons in the building depends on your attention to security in your area. Before you leave the building, ensure that all windows and doors in your classroom are closed securely and locked. **DO NOT prop open any doors for easy access during or after school hours. This includes the door from the mulch playground.**

School-provided teacher laptops and Chromebooks must be secured at all times. Student and teacher laptops not in use, as well as all valuables, should be stored in a locked classroom or office. Upon leaving the building, remember to turn off any machine/equipment that you used.

If you plan to be in the building during non-school hours, use the swipe-card to gain entry.

If you are working late at night on your own, note the University of Pittsburgh offers a SafeRider program. This free service operates during the fall and spring semester and provides a reliable, safer alternative to walking alone at night. More information can be found here:

<https://www.pts.pitt.edu/transportation/shuttle-services/saferider>

As always, be aware of your surroundings while in the building and surrounding areas. Report any suspicious activity to the Pitt police as soon as possible.

Emergency Numbers:

4-2121 (412-624-2121)	Campus Emergencies
4-4040 (412-624-4040)	Campus Non-Emergencies
800-222-1222	Poison Control
800-932-0313	Childline
412-360-6911	VA Hospital Police Operation

Clearances & Background Checks

The State of Pennsylvania requires anyone who works or volunteers in a school to maintain certain clearances and background checks in order to work with children. Falk School and the University of Pittsburgh must legally abide by all of these directives. Consult page one of the Conditions of Employment for the complete, detailed list.

All Falk Lab School employees, volunteers, and many visitors, are required to possess the following mandatory Child Protection Clearances:

- Pennsylvania Criminal History Report (PATCH)
- Pennsylvania Child Abuse History Clearance (ChildLine)
- FBI Criminal History Report

Beginning in the 2022–2023 school year, Falk Lab School will utilize ProVerify to collect and monitor all Falk volunteer and visitor clearances. ProVerify will contact all future visitors and volunteers directly with directions for either (1) obtaining new clearances; or (2) uploading existing clearances. Additionally, if an individual’s clearances expire during the duration of the program (i.e., the school year), ProVerify will also contact that individual to inform them that they need to renew their clearances.

Clearances are required, however, for the following situations:

- Celebrating a birthday with your child in school
- Eating lunch with your child
- Giving a classroom talk or reading to your child's class

Visitors

During the school day, only one entrance to the building is available to the public. That area is strictly monitored, and access is permitted only when the visitor has been identified and the door is electronically released. All visitors are required to register and are issued barcoded name badges using visitor software. Visitors are checked out before they leave. **Do not let anyone into the building that you do not recognize.**

Keys & Identification Cards

The Assistant to the Director will provide you with external access via swipe card and, when necessary, internal keys (most spaces in the building are currently accessible by swipe cards, including classrooms). Keys and I.D. cards belong to Falk Laboratory School and must be returned on the final employment day. Keys issued are the responsibility of the employee, and not subject for loan to a third party. An administrative fee will be assessed for any lost or stolen keys. Report lost I.D. immediately to the Director of Administrative Operations. Your building access will be disabled until you obtain a replacement ID card through Panther Central.

Two-Way Radios

Anytime you take students outside for recess or a class, you must take a two-way radio from the cabinet located in the lobby. Notify the front desk prior to leaving the school grounds with students.

Return the unit to the cabinet when you come back in from recess. If you have an assigned radio in your classroom office, use that specific radio for your class recess or dismissal duty.

The two-way radios should be set to the channel assigned below.

Channel Assignments:

Channel 1 (A) Main – administration, custodial, and emergency (also used for dismissal)

Channel 2 (B) Falk Woods - class

Channel 3 (C) Outside – outdoor recess, gym, any class leaving the building but on school grounds

Channel 4 (D) Extended Day Program

I. Event Scheduling

Field Trips and Events

All events occurring in shared spaces or off-site, must be scheduled using the FMX, internal event management website: falk.gofmx.com. Discuss field trips and larger events with your Division Director prior to scheduling or entering into any agreements with outside organizations. Once field trips are approved, staff can help in supporting transportation, funding, and service agreement requests.

Room Set-up

If you plan to use a shared space that will require special setup (e.g., chairs, sound equipment), this must be included in your FMX request. This is required so there are people available for set up.

IMPORTANT REMINDER: You must take a first aid kit with you on your field trip. You must also be aware of your student's allergies in case you need to take medicine along such as Epi-pens. The School Nurse will prepare specific allergy medications for individual students as needed.

J. Building Maintenance

All non-emergency building maintenance requests should be submitted through the FMX, internal event management website: falk.gofmx.com. This link can also be found on the 'Resource' page in Blackbaud. Report emergency building maintenance issues to the Front Desk.

in the event of a facility emergency after hours or during the weekend, call the University of Pittsburgh Facilities Management Emergency line at 412-624-9512.

K. No Solicitation or Distribution

Falk School prohibits the solicitation, distribution and posting of materials at Falk or via email by any employee, except as may be permitted by the administration. Individual classrooms and/or student groups must seek approval from the Division Directors and/or the School Director for any solicitation or fundraising initiatives.

L. Faculty & Staff Lounge

The Faculty & Staff Lounge (i.e., mail room) is for the exclusive use of the faculty and staff of Falk School. This includes student workers and contract employees (tutors, substitute teachers, student teacher supervisors, etc.). Students and other visitors are not to access the lounge and mail room without an accompanying faculty or staff member.

M. Mail

All mailboxes are located in the Faculty & Staff Lounge, Room 113. Mail arrives daily and is distributed to the mailboxes. All outgoing mail must be placed into the outgoing mail bin in the workroom. All personal mail must have a stamp.

N. Teacher Workroom

All Faculty must be trained on workroom equipment prior to first use.

Check over your work area prior to leaving to ensure you have returned unused materials and discarded used materials.

Report any maintenance issues for the workroom equipment to the Front Desk.

O. Lost and Found

All displaced personal articles are placed in the school lost and found chests located on each floor.

Several times throughout the school year, Lost & Found items will be consolidated and displayed, with families receiving notification in the newsletter to retrieve their items by an assigned date. All unclaimed items will be donated.

P. Telephone Usage for Students

Students must have their teacher's permission to use the phone to make outgoing calls at the Front Desk or in a classroom. Students should not use their personal devices to make calls at any point during the school day.

Q. Meals/Cafeteria

As part of Falk's compensation and benefits package, all faculty and staff receive free lunches in our cafeteria. Orders for lunches must be placed in advance through **LunchTab**. This link can be found on the Resources page in Blackbaud.

R. Legally-Mandated Reporting & Trainings

Every Falk School faculty member must complete the trainings listed below. New and current employees will receive notification of trainings through Human Resources.

i. Conflict of Interest (to be completed in the spring of each year)

The University of Pittsburgh has outlined specific areas of conflict of interest that pertain directly to our faculty. In general, Falk School faculty do not work for current Falk School families outside the school and outside the school day for reasons of conflict of interest. Two exceptions are for reasons of academic services provided to our families: instrumental lessons and tutoring (tutoring has its own guidelines: see Conditions of Employment, Appendix 3).

ii. Preventing Discrimination and Sexual Violence: Title IX, VAWA, and Cleary Act Training

iii. Child Abuse Recognition and Reporting

iv. CPR Training Policy: Faculty and Staff

CPR training is mandatory for all Falk School faculty and staff. All employees are required to obtain CPR certification every two years. Falk School typically provides on-site training opportunities each fall for faculty and staff to obtain the required certification. Employees who are unable to attend one of the on-site training opportunities will be required to obtain CPR certification at an off-site facility within a specified time period and at the employee's expense. Not completing the CPR training by the specified time period may be grounds for disciplinary action.

S. Committees & Clubs

There are many opportunities to become involved in life at Falk Lab School outside the classroom in the form of committee work and professional learning communities. A presentation of our current committees and professional groups will be shared in early September. Chairs of these committees meet with the administration as needed.

T. Important Websites

My Pitt: my.pitt.edu

To access this site you must log in with your Pitt username and password. On this site you have access to many important features:

1. Pitt email
2. Pitt Works
 - a. benefits information
 - b. monthly pay statements
4. 401K contributions
5. Pitt Directory

Our member organizations

IALS: International Association of Laboratory Schools, <http://www.laboratoryschools.org/>

NAIS: National Association of Independent Schools, <http://www.nais.org>

PAIS: Pennsylvania Association of Independent Schools, <https://www.paispa.org>

PCIS: Pittsburgh Consortium of Independent Schools, <http://pcis.info/>

PEN: Progressive Education Network, <https://progressiveeducationnetwork.org/>

Y. Appendices

Photo and Video Consent

Each academic year, Falk asks parents to fill out a photo and video permission form. This form allows Falk to use student photos and videos in our external publications, ads, and on our website. This form does not cover permission for student teachers/interns and other non-Falk faculty to take or use

photos and pictures. Interns and student teachers who want to take photos or videos must create a permission form and ask parents to sign it. In the form, the reason for the photo/video should be clear as well as all ways in which the photo/video will be shared or used. Teachers, student teachers, interns, and researchers must ensure that students who are not permitted to be photographed are not in shared images. Student names are NOT to be included in any external publication.

Guidelines for When the Nurse is Out

If at any time you believe that emergency medical care is necessary, call 412-624-2121 (on Univ. phone dial ext. 42121).

These guidelines are provided to manage the usually minor illnesses and injuries that may arise during the school day when a nurse is not available. (In addition, very minor cuts, scratches, hangnails, paper cuts, and bumps may be managed by the teacher in the classroom anytime you are comfortable with doing so.)

The shelf to the right of the refrigerator in the Health Office contains commonly used first aid supplies and is accessible to everyone. Baggies are in the second drawer from the refrigerator and ice can be found in the freezer. An ice pack can be kept on a minor bruise or bump for 15-20 minutes.

Always use common sense and the first aid training you received at the beginning of the school year. Decide if you can manage the student's complaint in the classroom. Provide simple first aid for minor injuries. For complaints of illness (sore throat, stomachache, headache, etc.), cool water and rest are advised. However, keep in mind: Observation of the student tells a lot about what is really happening. Does the child look and/or act sick? Does skin feel hot? (Students often complain of "feeling hot"; this is rarely an indicator of a fever. Fevers are more likely to be accompanied by chills.) If you suspect a fever, a thermometer is available in the Health Office.

Headaches, fatigue, etc., that occur before lunch or snack often disappear with some food. Encourage students to eat breakfast every morning. Many stomach aches are actually empty stomachs. Encourage drinks of cool water as the first treatment for any of these complaints. Crackers are available in the drawer next to the refrigerator in the nurses' office if needed.

If the nurse is out and you feel the student is too ill to remain in school, you may call the parent to pick up the child. You must also notify the front desk to inform them the child will be picked up. Allow the student to remain in the classroom until the parent arrives or to rest in the Health Office if an adult is available to supervise. Physical space and staffing limitations in the school office do not easily lend themselves to the care of ill children, and your willingness to manage minor illness/injuries in the absence of a nurse are greatly appreciated.

Be aware that PA medication laws require a licensed health care professional to dispense any medication, either prescription or over the counter.

Parent/Caregiver Interaction Guidelines

Guidelines for professional interactions between Falk employees and colleagues who are also parents and close family members

As you know, Falk School places a very high value on the concept of community. As such, we are fortunate to be able to provide faculty and staff with the opportunity to have their children and/or other relations attend the school as students. While it is undoubtedly a joy to have faculty/staff children at our school, at times relationships and partnerships that are rather straightforward with our typical families can become complicated and, at times, challenging, when they are with families whose children and relations attend the school.

The following is a set of basic guidelines designed to help establish and maintain positive relationships between colleagues in order to ensure best possible learning experiences exist for all our students.

	Should:	Should not:
Faculty/Staff Member who is working with a colleague's child(ren) or relation(s)	<ol style="list-style-type: none"> 1) Communicate, formally and not informally (via email or phone call), all information about a faculty/staff colleague's child or relation; refrain from approaching a faculty parent/relative at any point in the academic day to discuss an issue regarding their child(ren) 2) As with all student information that is confidential, handle information about colleagues' children or relations with care and discretion 3) Handle colleague's children or relations disciplinary or social-emotionally-related needs as one would with any other family in the school 4) Involve, when the situation affords, a second, non-colleague parent in all correspondence, discussions, and meetings regarding their child's needs 	<ol style="list-style-type: none"> 1) Stop a faculty/staff parent or relation to discuss their child's behavior or performance at any time during the school day 2) Share confidential information about a colleague's children or relations with another member of the faculty or staff Send colleague's children to them when they are having disciplinary or social-emotionally-related challenges.

	Should:	Should not:
Faculty/Staff Member who is also a parent/relation of a current student or students	<ol style="list-style-type: none"> 1) Communicate, formally (via email or phone call), all information about their child or relation, to that child's teacher(s) and advisor; do not approach a teacher or advisor at any point in the academic day to discuss an issue regarding your child(ren) or relation 2) Communicate changes in dismissal plans to the Front Desk, not to the homeroom teacher or advisor 3) Have conversations with their children/relations regarding when it is appropriate to visit them during the school day; remind children that they must ask their teacher or advisor for permission to visit and must receive a written pass when doing so 	<ol style="list-style-type: none"> 1. Stop their child's/relation's teachers or advisor to discuss their child's/relation's needs or to discuss any concerns that they may have about the colleague's classroom, or professional role with their child(ren) 2. Share dismissal changes and the like with the classroom teacher or advisor 3. Allow their own children or relations to visit whenever they wish

Parents and teachers must be respectful of each other's time and responsibilities. The ease of stopping a colleague to mention something makes it easy to forget that this is the parent's/colleague's place of employment and that they are immersed in their own professional responsibilities. It can also be difficult for children to understand that boundaries at home and school are different when it comes to seeing/interacting their parents.

Both parent and teacher can benefit by remembering to ask themselves if this is something they would interrupt another parent's workday to report or would they wait and send an email at the end of the day? Interruptions by both faculty/staff colleagues and parents who are faculty/staff colleagues should be kept to a minimum.

When situations arise in which parents or faculty/staff (or both) feel uncomfortable bringing up concerns with the other party, they should always feel free to consult with the school counselor or an administrator.

Aesthetic Guidelines for Public Spaces and Displays

Displays in public spaces should follow the guidelines below.

Defining Spaces:

- *Public space* refers to hallways, hallway bulletin boards, windows (hallway, classroom, and doors), classroom doors facing hallways, stairwells, and rooms used by most members of the community (restrooms, cafeteria, work room, mail room, etc.)
- *Private space* refers to your room/classroom. There, you have the agency to design the space as you see fit.

Guidelines for Public Spaces:

- **Do:**
 - o In hallways, use bulletin board space, the hanging lines, or bulletin board strips for **authentic student work**.
 - o Be sure to include the context of the project when displaying and documenting student work.
 - o If possible, include photos of students in the process of creating the project.
 - o If possible, invite colleagues to dialogue with you about the display.
- **Do Not:**
 - o Put anything on the outside of the wooden classroom doors.
 - o Put anything on the inside or outside of classroom windows that obscures the view into the classroom space.
 - This includes furniture that may block the upper part of the window.
 - *Exception:* Authentic student artwork on transparent materials
 - o Display any commercially made posters/signs or teacher store visuals.

Remember, the children's authentic work should be the centerpiece of what we display in public spaces. **Authentic work refers to children's own writing, images, and representations in any content area or humanity; it's unique and individual; there are no pre-prepared dittos/coloring book images that children fill in.**