



## *Classroom Handbook*



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## **BUS INFORMATION**

**EEU Kindergarteners and Preschool students who are receiving Special Education Services through Seattle Public Schools qualify for bus service.**

A "School Year Bus Binder" located in the front office, can be referenced for detailed information about routes, drop-off & pick-up times, and which student is on which route or bus.

### **Schedules:**

- **Monday to Friday - Inbound Buses** Arrive at 8:35 am/Bell Time (Start) 8:40 am
- **Wednesday - Outbound Buses** Arrive at 1:40 pm/Bell Time (Release) 1:45 pm
- **Monday, Tuesday, Thursday, Friday - Outbound Buses** Arrive at 2:55 pm/Bell Time (Release) 3:00 pm

### **Day-to-day Responsibilities for Bussing:**

We work as a team. Administrative staff in the front office, the program coordinator, the classroom staff, the bus drivers and the SPS Transportation Department.

### **Bus Coordinator and Front Office Staff**

- Maintain and update bus notebook.
- Communicate with families regarding accurate pick up and drop off locations.
- Coordinate with district transportation on special pick-ups or changes to the weekly schedules.
- Provide updates on any late bus arrivals and communicate with classroom staff through the walkie-talkie system.
- Communicate with SPS Transportation and their dispatch regarding late or missing buses.
- Provide support to classroom staff, when possible, if buses are late, so that we can contact families as quickly as possible.
- Build rapport with and provide support to drivers and families.
- Be available to drivers for questions, concerns and/or incident reporting.
- Coordinate with teaching staff when there are behaviors on the bus that need redirection.

### **EEU Classroom Teams**

- Provide information to drivers and/or program coordinator regarding specific special needs for students.
- Work with and collaborate with drivers. There are many teachable moments 😊
- Maintain scheduled pick-ups and drop offs (see listed times above).
- If a bus is late, it is the classroom team's responsibility to keep the student(s) in their care and to wait for information on the walkie-talkie regarding the late bus. Once the late bus has arrived, a classroom team member will be designated to pick up their student(s).
- Classroom team members will let the driver know if a child went home with parent/guardian or family member.
- Classroom team members are responsible for buckling students.
- For students on safety plans, classroom team members put on and remove harness outside of bus.

- Classroom team members should check that children have their backpacks, coats, etc. When getting on or off the bus.
- Bus Driver
- Driver must remain on the bus when students are on board; loading & unloading.
- Students must remain on the bus until a teacher or responsible adult comes for them.
- Driver must check that all students are off the bus before leaving the bus zone.
- Students' seat belts must be on and secure at all times while riding the bus.
- Driver will not take photographs of children.
- Driver will not give food to kids on the bus without permission.
- If behavior issues arise, driver will discuss it with the students' teacher and/or bus coordinator.
- Driver will maintain confidentiality.
- No smoking. No Nuts.

### **Concerns or Issues with Buses:**

The EEU Program Coordinator is in charge of Bus Transportation Coordination. It is very important that any day-of changes or concerns are reported promptly to them in person, or by calling the front office at (206) 543-4011.

### **Communicating Absences of Bus Students:**

If Front Office Staff is unavailable when a parent calls to inform that their child is not attending school for that day, the staff member answering the phone is responsible for immediately informing the **Seattle School District Transportation line at (206) 252-0900** to give them the student's name and ID (if possible) and to cancel the route for that day. The School Year Bus Binder has detailed bus information about the bus routes, which student is on which route or bus, and the drop-off & pick-up timing. There is also a cheat sheet on some bus basics to refer to if questions arise.

## **EEU SCHOOL & CLASSROOM POLICIES & PROCEDURES**

### **Using Walkie-Talkies:**

- Each classroom has two walkie-talkies.
- Best practice is to keep one in the classroom and take one with you for transitions to play court, gym, arrival & departure, etc.
- Walkie-talkies are also held by at least one administrator, one front office staff member, and one additional staff member (i.e.: sub, family support team, nurse).
- Walkie-Talkies should be used to request assistance for restroom emergencies and/or back-up support in situations where physical intervention is needed.
- Walkie-Talkies should be turned off and plugged in to charge every day after school.
- If there is an issue with your walkie-talkie, please report it to the EEU Program Coordinator.

### **Intercom System:**

- The intercom system is for the whole building, so will only be used for emergencies between 8am-4pm. Before and after these hours, it can be used for general school-wide announcements.

### **Cell Phone Use:**

- Personal cell phones may be used by teaching teams for classroom purposes throughout the school day (ie: to play music for transitions, to use the TSG app, etc.). Please refrain from handing personal cell phones to children for any reason. Children should only handle approved EEU classroom devices (not a personal device).

### **Observation Booths:**

- Each classroom has an observation booth with one-way glass and may be used by Haring Center researchers or trainers, or College of Education supervisors to observe graduate students. As well, EEU administration may observe to support teaching teams, and parents are welcome to observe their own child.
- There are a maximum of 3 adults allowed in a booth at a time.
- There will be a booking calendar for the booths, managed by front office staff, for organizations and educators to sign up, based on availability. Scheduled observation times will be posted on each booth door every morning.
- Parents are welcome to take advantage of the booths when there are no previous reservations.
- Parents are asked to respect confidentiality and to be mindful of conversations about what they observe.
- Teachers will unlock their classroom booth each morning and should lock the booth door during all meetings held in the classroom and during break times to ensure privacy and to ensure students do not go into them.

### **Restrooms for Students:**

#### **Policy:**

We provide diapering, toileting and hand-washing facilities that are sufficient, clean, child-accessible and easily supervised.

#### **Procedures:**

- Bleach and disinfecting solutions must be refilled DAILY from main containers in the laundry room.
- Not all students need assistance in the bathroom, however, for those that do, please remember **a teacher should never be in the bathroom alone with a student.**
- In a student restroom with stalls, it is acceptable to have one teacher outside the door and one inside the bathroom as long as the teacher outside the door is able to see inside the bathroom.
- In a classroom bathroom, it is acceptable to have one teacher supporting the student in there with the door open, when the other adults and children are in the room (i.e., during free choice or other classroom activities).
- When possible, assist students in using the restrooms during group transitions, when there are multiple teachers in the bathroom and hallway outside of the bathroom.
- If you are out of the classroom, never send a **preschool** student to the bathroom alone. As a classroom team, determine if there is enough coverage to leave the group and who will take the student. Use the walkie-talkie for back-up support in a bathroom emergency situation.

## **Diapering:**

### **Policy:**

Training is provided at the beginning of the year. This information is for reference/review.

- Children are **never** left unattended on the diaper-changing table.
- Safety belts are not used on the diaper changing table (They are neither washable nor safe).
- **The diaper changing table is used only for diapering.** Toys, pacifiers, papers, dishes, blankets, etc., are not placed on diapering surface.
- Diaper changing pads are replaced when they become torn/ripped.
- No tape should be present on the diaper changing pad.
- We do stand-up diapering as appropriate.
- Stand-up diaper-changing takes place in the bathroom or diapering area.

### **Procedures:**

#### **Diaper Changing Using Diaper Changing Table/Pad:**

##### **1. Wash Hands with soap and water.**

2. Gather necessary supplies and put on gloves.

3. Place child gently on table and let them know that you are changing their diaper.

4. Remove diaper and stay with child. Do not leave child unattended.

5. Dispose of diaper in hands-free container with cover (foot pedal type preferred).

6. Clean the child's diaper area from front to back, using a clean, damp wipe for each stroke.

**7. Wash hands.** Remove gloves and wash hands. Please note: A wet wipe or damp paper towel may be used for this hand washing only. Do not leave child unattended.

8. If parent/guardian has completed a medication authorization for diaper cream/ointment/lotion, put on gloves and apply to area. Remove gloves.

9. Put on clean diaper (and protective cover, if cloth diaper used). Dress child.

**10. Wash child's hands** with soap and running water (or with a wet wipe for young infants).

11. Place child in a safe place.

12. Clean diaper changing pad with detergent and water, rinse, and then disinfect with bleach solution (kept in bathroom). Allow the bleach solution to air dry or to remain on the surface for at least 2 minutes before drying with a paper towel.

##### **13. Wash Hands with soap and water.**

#### **Diaper Changing Using Stand Up Method:**

##### **1. Wash Hands with soap and water.**

2. Gather necessary supplies (diaper/pull-up/underpants, wipes, cleaner and sanitizer, paper towels, gloves, plastic bag).

3. Put on disposable gloves.

4. Let the child know that you are changing their diaper.

5. Instruct child in pulling down pants and removing diaper/pull-up/underpants (and assist as needed).

6. Put soiled diaper/pull-up/underpants in plastic bag.

7. Instruct child in cleaning diaper area front to back using a clean, damp wipe for each stroke (and assist as needed).

8. Put soiled wipes in plastic bag (or assist child in doing so).

9. Close and dispose of plastic bag into hands-free covered trash can lined with a plastic garbage bag.

10. Remove gloves and dispose of properly (according to guidelines for Blood Borne Pathogens training).

**11. Wash hands with soap and water** (in sink) and **assist child in washing hands**.

12. If a signed medication authorization indicates, apply topical cream/ointment/lotion using disposable gloves then remove gloves.

13. Instruct/assist child in putting on clean diaper/pull-up/underpants and clothing and washing hands (in bathroom/hand washing sink).

14. Close and put any bag of soiled clothing or underpants into child's cubby.

15. Use 3-step method on floor where change has occurred:

A) Clean with detergent and water.

B) Rinse with water.

C) Disinfect with bleach solution (kept in bathroom). Allow the bleach solution to air dry or to remain on the surface for at least 2 minutes before drying with a paper towel.

**16. Wash hands** (in bathroom/hand washing sink).

### **Health & Safety Supply Locations:**

First Aid Kits are found...	<ul style="list-style-type: none"><li>• in grab and go kits in classrooms</li><li>• in nurse's office (kit supplies located in bottom drawers of white cabinet)</li><li>• on the play court (play court bin)</li><li>• in the gym (Room 116)</li></ul>
Spill kits (for vomit, blood or other bodily fluids) are found...	<ul style="list-style-type: none"><li>• laundry room (Room 139)</li><li>• K bathroom</li></ul>
Ice packs (disposable/instant) are found...	<ul style="list-style-type: none"><li>• in nurse's office</li></ul>
Thermometers are found...	<ul style="list-style-type: none"><li>• in individual classrooms</li><li>• in nurse's office</li></ul>

### **Sick students:**

Parents are notified of specific symptoms that indicate when a child should stay home. If at any time during the day you notice symptoms of sickness in a child, refer to your classroom Health & Safety flipchart for assistance in determining if a child should go home.

### **Staff Absences:**

**All staff members** are an integral part of our program and daily plans include having you as an active member of the classroom team. The EEU **does not** have a substitute pool available to cover absent school staff. When a classroom member is absent, staff may have to be pulled from another classroom to cover, which then impacts the service that is provided for that classroom as well.

### **Procedures for ALL classroom personnel (this includes salaried employees and volunteers):**

#### Planned Absence

- Request a planned absence, well in advance, by talking with or emailing admin. If approved, they will assist in coordination of coverage and determine hour and/or responsibility make-up as needed.
- The absence will be recorded on the all-school Google calendar.

#### Unplanned Absence

- In the event of an unplanned absence due to sickness or emergency, please inform us as early as possible (before the start of the school day) by e-mailing **eeu-absence@uw.edu**. Include your full name, the classroom(s) in which you work, and the hours you were expected to work that day. Admin will check to be sure there is adequate coverage in that classroom.
- The absence will be recorded on the all-school Google calendar.

**It is UW policy: that all salaried employees must enter ANY absence accurately into Workday.**

#### Attire/Dress Code:

While we have no formal dress code, we do remind staff to wear comfortable, functional and appropriate clothing. You will need to bend and get up and down from the floor frequently. Please make sure you can move easily and quickly in whatever you wear and choose footwear that is safe and comfortable.

#### Snow & Inclement Weather Policy & Procedures:

EEU follows Seattle School District on school closure.

- 1) **If Seattle School District is open and on time; but using emergency bus routes\***; then: EEU is open for Kindergarten and Preschool **using emergency bus routes**. Early Support Toddler Time is open.
- 2) **If Seattle School District is open & operating on a 2-hour delayed schedule; but using emergency bus routes\***; then: EEU follows a delayed school schedule for Kindergarten and Preschool **using emergency bus routes**. Early Support Toddler Time is open; depending on the duration of the late start. Toddler Time families will be contacted.
- 3) **If Seattle School District is closed: ALL EEU CLASSES ARE CLOSED.** Based on weather conditions, if Seattle schools buildings are closed with students at home engaged in remote learning, **we will use the remote learning plan below.**

The principal will send out an email to the parent listserv in case of school delay or closure. You can also check the internet or listen to radio or TV stations for announcements.

**\*** *Note: If students ride the school bus, the district sends families alternate locations for pick-up and drop-off for the emergency snow bus routes.*

**UW makes the determination on whether campus is closed.** UW students/staff will be notified by the UW email system.

**Remote Learning Plan for Staff:** when students are at home, engaged in remote learning due to inclement weather:

Below is our instruction plan for potential snow days. We want to be prepared for remote learning days by using technology to engage with students, even when winter weather makes it unsafe to go to school buildings.

Again, families will receive communication from Principal Matsumoto when we are switching to remote learning, in which case the building would be closed for all students.

**On the first day of remote instruction due to weather, there will be a two-hour delayed start.** This late start will ensure staff and students are ready to begin learning. If there are consecutive days of inclement weather, the following days will begin at the standard start time.

Teachers are asked to create a remote learning folder at the start of the year, similar to an emergency sub folder, so they are prepared. The folder contains things such as a copy of their daily schedule, class lists, activities/academic tasks, engaging read-alouds.

On a day of remote learning, families will receive communication from teachers with specific information about how the school day will look. It will follow the flow of the regular daily schedule as much as possible (ie: morning meeting time, academic lessons, student work time, story time, closing circle, with breaks throughout the day).

**Student Devices:** if a snow day is potentially in the forecast, families will let us know if they need a device and staff will prepare student devices to be sent home before inclement weather events.

### **Conflict of Interest Policy:**

Staff Members at the EEU who work with our children and/or families are allowed to have outside business interests and outside employment, so long as these do not interfere with job performance.

Employees of the EEU School may provide private services to children and families receiving services at the EEU under the following conditions:

- Private Services include, but are not limited to: educational, therapeutic or behavioral services.
- Employees must inform the Principal and Supervisors that they will be providing services.
- Employees are responsible for making it explicit to the family that they are NOT representing the EEU or any EEU Program while performing private services.
- Employees must consult with the Principal or Assistant Principal when conflicts or incidents occur that may impact the child or family's relationship with the EEU.
- If employees are providing home visit services to a child and family as part of the EEU program they may NOT provide private services to the same client.
- When families or other professionals associated with outside services have questions about school related issues (i.e., placement, behavioral interventions, curriculum, goals, objectives, etc.) they should be directed to the IEP team or school administration.

### **Field Trip Procedures:**

There are many opportunities to plan walking field trips, or even ones that use public transportation. Yellow buses for field trips have become prohibitively expensive, so to ensure everyone can have these experiences, please choose locations that are accessible by foot, metro bus, or light rail.

At least two to three weeks before the field trip, email EEU principal Chris [ctm@uw.edu](mailto:ctm@uw.edu) and/or assistant principal Lana [lsumner@uw.edu](mailto:lsumner@uw.edu) with the proposal, giving the location, date, time, and briefly describing the trip and its purpose. Admin will approve and it will be put on the school calendar. Once approved, you should also let families know location, date, time, and purpose. Ideally, they should have two weeks' notice as well.

Once approval has been granted, you can begin planning, using the following steps:

1) If the field trip extends over your lunch time, email Susan in the kitchen at [sravage@uw.edu](mailto:sravage@uw.edu) and let the kitchen team know if you will need sack lunches or a snack. Please give at least 2 weeks' notice for this order.

2) We created a blanket permission form for all **walking field trips** that families sign at the start of the year. Check your class lists to see the column that shows who does or does not have permission for these. If a child is not going on a walking field trip, check with the family on their plan for them. Will they keep their child at home that day? Will they bring the child to school and are they comfortable if the child goes to another classroom for the duration of the field trip?

3) If your field trip requires public transportation, please ask the office for a copy of the form to obtain a special permission form families for this type of field trip. You will be responsible for sending out and gathering the permission forms for this type of field trip.

4) Recruit adult family members as chaperones to come on the field trip. There are no specific adult to child ratios, but each team should determine how many adults should accompany them, based on student needs.

5) Let support staff, or other Haring Center staff that come into your room (ie: researchers), know the date and time that you will be out of the building.

6) Plan to take your classroom backpack and be sure it has the following items:

EEU phone number, current up-to-date class list with emergency contacts, any special medications for students (ie: epi-pens), minor first aid items (band-aids, latex gloves, wipes, etc.).

7) If you have a child with specific or unique medical needs, please check in with the EEU Nurse prior to the field trip.

8) On the day of the field trip, take attendance and let the office know if anyone is NOT going from your class. Ensure each adult has the EEU office phone number and the head teacher's phone number. Have a plan for where to go if they get separated from the group.

9) After the field trip consider sending a thank-you note. Consider writing an article for our monthly community newsletter.

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## **Student/Client Records Retention:**

We follow the University of Washington’s Records Retention Schedule written specifically for the Haring Center Experimental Education Unit.

Records (physical and electronic) are maintained confidentially and are either shredded or purged (deleted) at the end of their legally approved retention period. King County will be immediately contacted to report suspected data breach per requirement from the Department of Early Learning. If there is an audit, litigation, or public records request, records will not be destroyed until the retention period ends and the matter has been resolved. UW Records Management Services can be contacted at: **recmgt@uw.edu** with questions regarding retention requirements, filing structure, or for additional assistance in managing our records.

## **Student Attendance:**

### **Policy:**

Teaching teams must complete attendance daily.

### **Procedure:**

Classrooms may track attendance on paper if desired, for day-to-day operations. Otherwise please enter data directly into the file for Monthly Attendance found in **SharePoint (Admin – Student Information – Attendance – Current School Year)**.

## **Volunteer/Visitor Policy:**

The EEU welcomes **volunteers** from many different sources and values them as an important part of the work we do with our students. Families, community members, and college students are all eligible to volunteer at the EEU school. Interested people must go through the official application process with our administrative staff and complete required tasks before being allowed in our classrooms. These tasks include fingerprinting and signed acceptance of several policies and procedures aimed at keeping our students safe.

<b>Volunteers will</b>	<b>Volunteers <i>will not</i></b>
Apply with EEU administration Complete required onboarding tasks Sign in and out at the front desk for every shift Wear an identification badge for the duration of their stay Visit a classroom according to the teacher’s	Be eligible to volunteer in the classroom at the last minute  Be left alone with a student

schedule	
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***Classroom VISITORS who are coming for a one-time event (i.e.: attending a party, reading a story or presenting an activity to the entire class, playing a musical instrument for a classroom sing-a-long, etc.) need only sign in and out at the front office that day. It's appreciated if the teachers give the front office prior notice of these visitors so we can welcome them.***

**Kitchen Procedures:**

The kitchen is operated by kitchen staff and any use thereof needs to be done with respect to their space, procedures and equipment.