



Broughtton High School

Early Childhood Education

Student/Parent Handbook



“In a completely rational society, the best of us would be teachers and the rest of us would have to settle for something less, because passing civilization along from one generation to the next ought to be the highest honor and the highest responsibility anyone could have.”

– Lee Iacocca

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Wake County Public School System programs are staffed and offered without regard to race, gender, age, color, religion, national origin, citizenship status, political affiliation, or disability.

Early Childhood Education is a Public Services Technology Career Pathway in Family and Consumer Sciences



Course Descriptions:

❖ **Early Childhood Education I Course Number 7111 – 2 credits**

Early Childhood Education I is the first course in a two-course, four-credit sequence designed to prepare students to work with young children in early education and child care settings. The focus is on children from infancy to age twelve. Major areas of study include personal and professional growth, observation and teaching methods, guidance techniques, health and safety policies and procedures, child development from birth to age twelve, developmentally appropriate activities and programs, history of the early childhood field, and opportunities in early childhood education. This is a two-credit course with work-based learning comprising 50 percent of instructional time.

❖ **Early Childhood Education II (HONORS) Course number 7112 – 2 credits**

Early Childhood Education II is the second course in a two-course, four-credit sequence designed to prepare students to work with children in preschool, childcare, and elementary education and/or after school programs. Students receive instruction in early education and care pertaining to teaching methods, career development, program planning and management, health and safety issues, entrepreneurship skills and technology. This is a two-credit course with work-based learning comprising 50 percent of instructional time.

❖ **North Carolina High School to Community College Articulation Agreement & Other**

High school students successfully completing the revised Early Childhood Education I and II courses, with the grade of “B” or higher and standardized VoCATS post-assessment raw score of 80 or above, meet sufficient competencies to be awarded articulated college credit for EDU 119 *Introduction to Early Childhood Education*.

Students who complete both levels of Early Childhood Education maybe be recognized as “teachers” in accordance with B.S 110-9118; 143 B- 168.3. The Child Care Regulations of NC define “teacher” as the caregiver who has responsibility for planning and implementing the daily program of activities for each group of children in a day care facility. These completers are entitled to the same benefits and are bounded by the same requirements as other teachers in child care centers.

Special Requirements for Early Childhood Education

1. Internship Requirements for Students:

- Obtain Parental Permission – WCPSS Parental permission form **1713a**
- Have a **current negative TB screen** or chest X-ray to participate in work based learning.
- Complete an emergency information form to have on file with the ECE teacher and internship site.
- Students are required to have **health insurance** to participate in off-campus work related experiences, per WCPSS form 1713a. Students may have a personal policy or purchase one through the Wake Co. Public School system.
- Adhere to the **dress code policy**, demonstrate professional appearance *and* behaviors, at all times.
- **Maintain confidentiality** concerning any information they acquire about children and their families.
- **Complete permission forms** for all transportation that must be on file at the school.
- Register with the Volunteer Program and since Early Childhood Education interns come into contact with children on a regular basis, they may be required to have a criminal background check if the childcare center at which the student wishes to serve his/her internship requires it for volunteers.

2. Dress Code Policy for Internship Site:

- “**Uniforms**” are required for professionalism.
 - **Top:** Clean ECE t-shirts or professional dress, as explained by Mrs. Jones & Mrs. Rossi
 - **Bottom:** Clean/Plain khakis, black pants, or jeans – holes/rips are unacceptable.
- Sweatshirts and “hoodies” are not professional and are not acceptable for internship.
- Leggings/Jeggings, yoga pants, short skirts and shorts are **prohibited** at the internship site – *exception*, shorts that come to (or no more than 2 in. above) the knee or just above the knee are acceptable.
- Due to safety issues, flip-flops, backless sandals, and high heels are prohibited.
- Facial jewelry is prohibited. (Specifically: nose, tongue, and eyebrow rings).
- When working with infants and toddlers, dangling earrings and necklaces are prohibited for safety reasons.
- Proper coverage of all body parts is expected and required.
- **Points will be deducted for non-adherence to the Professional Dress Code Policy.**

3. Other Internship Policies:

- **Chewing gum and candy** at internship sites are prohibited.
- **It is inappropriate to eat or drink** (anything but water) in front of children in child care, preschool, or at elementary schools.
- Purses may not be taken to internship sites for safety reasons – unless proper storage with teacher permission is available.
- **Cell phones and other nuisance items** are **NOT** permitted at internship sites.

4. Attendance Requirements:

- Students will follow the WCPSS attendance policy.
- Skipping – see #7.
- **Excellent attendance is critical in achieving success in the Early Childhood Education career pathway program.**
- If a student is sick and unable to come to school on a work-based learning day, she/he **must call or email their internship site teacher, as well as their ECE teacher to report the absence.**
 - Make-up assignments are available for *any* missed internship. Points for missed internship will be “returned” once the make-up assignment is submitted.
 - Students who miss the internship due to improper dress will be assigned to work with our students at BHS with special needs or an alternative assignment and dress code policy points will be deducted.

5. Grading System

Classroom Assessments 50%

Class work, quizzes, Learning Logs/Journals, projects, presentations, group work, tests, CTE Post-Assessment, and **capstone portfolio** – hard copy and/or electronic (ECE II Honors).

Work-based learning Assessments 50%

Final Grade

1st Semester Average 40%

2nd Semester Average 40%

Comprehensive Final Exam 20%

Final Grade = .40*(1st Semester Average) + .40*(2nd Semester Average) + .20*(Final Exam grade).

*See Mrs. Jones'/Mrs. Rossi's syllabus for more information regarding grades.

6. Student Internship Responsibilities

- Students will **promote the development of the domains of children** as per **NCFoundations: Early Learning Standards for North Carolina Preschoolers and Strategies for Guiding their Success. (P.L.A.C.E.S.)**:
 1. Physical development and health
 2. Language development and communication
 3. Approaches to Learning
 4. Cognitive development
 5. Emotional development
 6. Social development
- **Students will work with FACS/ECE teacher and internship teacher to plan and implement developmentally appropriate lessons/activities.** Students will communicate with teachers and adhere to deadlines for lessons/activities.
- **ALL Students will:**
 - Arrive on time with a positive attitude
 - Have good attendance/attend program on assigned dates
 - Dress appropriately
 - Manage time wisely and work diligently
 - **Show initiative** in helping with the children's activities and other classroom duties
 - Maintain confidentiality
 - Demonstrate a caring interest in children and use a positive approach with children
 - Get to know the children and their names
 - Use positive communication with children, peers and all adults at the program
 - Follow directions and accept suggestions for improvement
 - Help maintain a **safe and healthy** environment
 - Respect **family/child/staff diversity**
- Students will apply **professional development skills** and demonstrate **professionalism** in work-based learning.

7. Noncompliance

Students must comply with all requirements and policies of the internship site and WCPSS. Students, who do not comply, **will be removed from their assigned internship site and given an alternative on-campus assignment.**

- Skipping or any discipline referrals are subject to consequences within the program and removal from the internship site.
 - Removal from internship site will result in an alternate internship assignment/placement with the highest grade possible being a 70%/D.
 - Other policy violations including but not limited to: **Any gang-related activity, verbal and/or physical altercations** in school or at internship site will result in automatic removal from the internship site, impacting student grades. This will be based on the teacher and administrator's decision.
8. **Expectations for ECE I students:** Students planning to continue on to ECE II must receive an acceptable grade in level 1, as well as, a recommendation from the ECE 1 teacher.

Statement of Confidentiality

For Early Childhood Education Interns

As an Early Childhood Education student intern, you are probably very much a “people person.” You are likely to be interested in every aspect of the children and families with whom you work. Your position allows you to learn all kinds of information about them. You’ll know about good things and bad --- health problems, family problems, promotions, firings, new babies, new spouses, and other things that could be simply called “gossip;” however, your position as a developing professional in early childhood education requires that you not discuss this information. The only people with whom information about children and their families may be discussed are the other professionals who work with the children --- specifically, the early childhood program director, the cooperating teacher, and the high school ECE teacher.

If you hear other student interns sharing confidential information, you should not join in. Instead, remind them as tactfully as possible that this kind of information is confidential. If parents or other teachers try to tell you gossip about other parents or children, let them know in a diplomatic way that you have been advised not to listen to such information.

You should not talk with parents about their children when the children are present. These conversations are confidential and can be damaging to a child’s self-concept. If a parent starts talking with you about his/her child while the child is standing nearby, tell the parent you prefer to talk at another time or that perhaps the child can play in another area while you talk. It is more appropriate that you share concerns about a child with your cooperating teacher or director since they are the professionals in charge and this is part of their professional responsibility. Parents and staff will respect you when they notice how professionally you treat information about the children, their families, and the program.

Please read carefully the above description of how to professionally handle information. Sign your name below to indicate that you will treat information that you gain about children, teachers, parents, and other aspects of the early childhood education program in a confidential manner. You are being depended upon to act in a professional way with regard to confidentiality.

YES, I understand the above information and intend to treat all confidential information obtained at _____ (Internship location) in a professional manner.

X _____

Signature of Early Childhood Education Student Intern

Date

X _____

PRINT NAME

Broughton High School Intern – EMERGENCY INFORMATION

~On file at Internship site and with ECE teacher at all times~

STUDENT NAME _____

ADDRESS _____

NAME OF DOCTOR _____ PHONE _____

HOSPITAL PREFERENCE _____ PHONE _____

NAME OF DENTIST _____ PHONE _____

To avoid any adverse drug reaction during an emergency, please list medications you are taking:

ALLERGIES _____

BLOOD TYPE (if known) _____

List operations/hospitalizations within the past year _____

List chronic medical problems requiring a doctor's care _____

EMERGENCY CONTACT PERSONS

NAME _____ RELATIONSHIP _____

ADDRESS _____

HOME PHONE _____ CELL PHONE _____

EMAIL _____ WORK PHONE _____

NAME _____ RELATIONSHIP _____

ADDRESS _____

HOME PHONE _____ CELL PHONE _____

EMAIL _____ WORK PHONE _____

OTHER INFORMATION (may continue on the back):

Parent-Student Signatures Required

We have read the **Student-Parent Handbook** for Early Childhood Education in its entirety and understand the requirements listed below:

- WCPSS Parental permission form **1713a**
- **Health insurance** to participate in off-campus work related – Students may have a personal policy or purchase one through the Wake Co. Public School system.
- Signature on **Statement of Confidentiality**
- **Emergency Information Form** for internship site and BHS
- **TB test results**
- Appropriate Attire
- Professional behavior
- ***Criminal Background Check:** Since Early Childhood Education interns come into contact with children on a regular basis, they may be required to have a criminal background check if the childcare center at which the student wishes to serve his/her internship requires it for volunteers.

*The provisions of *G.S. 110-91(8)* exclude persons with certain criminal records or personal habits or behavior which may be harmful to children from operating, being employed, or serving as a volunteer in a child care center.

I have read the ECE Student-Parent Handbook in its entirety AND understand its contents. I understand that the above list contains items, forms, etc. which are course requirements.

Parent/Guardian Signature	Date	Daytime Phone Number	Email address
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Student signature	Date	Cell Phone Number	Email address
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