

**Middle Creek YR Elementary  
Staff Handbook  
2016-2017**



**Home of the Bluegills!**

Dear Staff,

***Welcome to the 2016-2017 school year!*** The Staff Handbook is your reference guide for protocol we have in place at Middle Creek. It is important that we are efficient, not only instructionally, but in other areas as well. This handbook will be a useful guide in understanding how our school is organized and how procedures are implemented.

Please read this handbook in its entirety. Sign the signature page (the last page) of the document and return it to Cindy Batten, on or before **October 24th**, as confirmation that you have read/understand our policies.

### ***Mission Statement***

Our school community will provide meaningful learning experiences that enable students to become productive citizens in the 21<sup>st</sup> Century.

### ***Vision Statement***

Middle Creek Elementary is a safe, nurturing, and enthusiastic culture where students achieve academic success and develop character.

### ***Value Statement***

We: Collaborate as professional learning teams to shape data driven instruction. Respect diversity where all talents are celebrated and appreciated. Promote positive constructive relationships amongst school, home, and community. Maximize achievement and community involvement. Provide differentiated instruction in academics and the arts through research based strategies to promote student growth.

# Table of Contents:

*Preface    School-Wide Norms*

Section 1: Standards for Staff

Section 2: Office and Administrative

Section 3: Instruction

Section 4: Duty Assignments

Section 5: Positive Behavior Support

Section 6: Cafeteria

Section 7: Student Support Services

Section 8: Emergency and Safety

Section 9: Teacher Assistants

## School-Wide Norms

### Student & Staff Safety:

- ✓ Staff members are responsible for wearing a WCPSS ID badge in a visible spot at all times.
- ✓ Walkie Talkies: Must be taken out at recess. \*\*\*One cell phone is permissible for recess, per grade level. **Cell phone use is for EMERGENCY only! CODE RED and/or 1<sup>st</sup> Aid Response**

### Instructional Expectations:

- ✓ The school improvement plan drives the decisions we make.
- ✓ The instructional day begins at 8:30 and ends at 3:00. All deadlines are expected to be followed.
- ✓ Cellular phone (talking, texting, surfing) use is prohibited during instruction, any time students are under your supervision, recess time, & school meetings.
- ✓ End of Year Celebrations: Entering pre-k/kindergarten and outgoing fifth grade classes may have end of year celebrations. (These are milestone years in elementary) Grades 1-4 will not have end of year celebrations. Alternate curriculum related activities are permissible.

### Early Arrival Activities

In order to ensure that all our students receive 270 minutes of instructional time, as designated by Wake County, morning practices have been modified to the following:

Students are expected to arrive ready for instruction by 8:30 a.m., and therefore we cannot make students accountable for any work that occurs before the start of the instructional day. Any activity given for students to complete during the 8-8:30 a.m. time frame should not extend into the instructional day or become homework.

Here are some examples of early arrival activities that can be completed prior to 8:30 a.m.:

- Independent reading
- Independent writing; Ex: Journals, free writing
- Unfinished class/homework assignments
- Digital Content; Ex: Achieve 3000, Discovery Education, etc.
- Skills Practice; Ex: Sight words, flash cards, folder games, FCRR (Florida Center for Reading Research) resources

This list is not exhaustive, but activities should be stand alone, purposeful, aligned with your curriculum (not requiring multiple copies) that do not need any follow up or have completion requirements.

### Unfinished Work Sent Home

- Unfinished work should be sent home in a timely manner.
- Please do not send several days/weeks worth of work home in one packet.
- Work that is sent home should have clear directions for completion. This can be accomplished by calling the parent, sending an e-mail etc.
- Be sure to include an expected completion date on any communication.

### Professional Responsibilities:

- ✓ Be on time for the school day. Be on time for all assigned duties.
- ✓ Maintain student-parent confidentiality. (Conversations held in the halls/office in the presence of visitors, staff, or students).
- ✓ The school improvement plan drives the decisions we make.
- ✓ Please do not leave prior to the "All Call" for our car-pool & bus dismissal, even if you do not have students in your room.
- ✓ All staff are responsible for being knowledgeable of the contents of our MCES Handbook **and** the 2016-2017 Wake County Employee Handbook

### Fostering a Positive School Climate:

- ✓ The school improvement plan drives the decisions we make.

- ✓ Treat all students, staff, & parents with RESPECT. (Respect does not include: Sarcasm, Humiliation, Negative tone of voice, Yelling, Inappropriate facial expressions, & Expressions of frustration-verbal/non-Verbal).
- ✓ Cellular phone use is prohibited in the presence of students and parents/visitors.
- ✓ Adhere to norms in ALL meetings.

## Section 1: Standards for Staff

### Standards of Conduct

2305 R&P		2305 R&P
3005 R&P	CODE OF ETHICS AND STANDARDS OF CONDUCT	3005 R&P
4005 R&P		4005 R&P

### Dress Code

2304		2304
3004	FACULTY/EMPLOYEE DRESS	3004
4004		4004

All faculty and employees of the Wake County Public School System serve as role models for the students with whom they work and as leaders in the community. Consistent with these roles, all faculty and employees shall dress in a manner and have an appearance that is appropriate and professional in light of the environment in which they work, the duties of their jobs, and the impressionable youth they serve. Supervisors and school level administrators are authorized to interpret this policy and their interpretations shall be given deference.

### **Professional Expectations - MCEs**

All employees in the school are expected to conduct themselves in a professional manner. As we establish a working climate that is comfortable and appropriate for working with young children, we must maintain a level of professionalism as we interact with the community and with each other. Please be mindful of the following:

- Staff members are expected to follow the same dress code that we have for the students. If wearing spaghetti straps, halters, strapless top, etc., please wear some type of additional shirt or jacket that meets dress code. Warm-up attire (exceptions in PE) is not accepted. Undergarments should not be visible and hemlines should be appropriate. **May 1 – September 30**, shorts may be worn, but must be no more than 2 inches from the knee. **Ex:** Bermuda style shorts
- We do not allow students to have gum. Adults should not chew gum during the instructional day whenever in the presence of students.
- On Tuesday Meeting Days, staff may wear jeans **only** if you are wearing an MCE and/or Team spirit-wear.
- On Fridays, staff may wear jeans with or without MCE spirit-wear. You may also wear spirit wear that promotes college readiness.
- Staff members having a workday may dress “casual Friday”.
- Tattoos should be covered up to the maximum extent possible.
- If leggings are worn, **the top/dress must meet be no more than 2 inches from the knee.** (Leggings do not include workout attire)
- Skinny jeans and/or jeggings are not professional attire for school.
- Plan Pajama activities on a non-assembly day.
- Pajama tops & bottoms must cover the adult appropriately and be of adequate material & thickness.

### **Deadlines**

- Deadlines are set for a reason (either by school or district). It is your responsibility to adhere to them.

### **Staff Children**

- Children must remain in your direct supervision before 8:30 am and after 3:00 pm. Children of staff members are not allowed on workdays and early release days. Appropriate care should be arranged in advance.

### **Staff Lounge**

- The lounge is reserved for **staff only**. Students and children of staff are not allowed in the lounge at any time for any reason. This includes students from the elementary, middle and high school. Please clean up behind yourself including the refrigerator.



## Cell Phones

- Because your family cannot call directly to your classroom, it is understandable that family members may call your cell phone to reach you during the school day when there is an emergency or urgent situation. However, we must comply with school board policies to minimize interruptions during the instructional day, so please ask your families to refrain from calling you on a cell phone during the school day unless it is a true emergency. Likewise, please refrain from using a cell phone at school during school hours unless it is during a free period **without student supervision responsibilities**. Teachers shall not be on their cellular phones (either talking or texting) while with children (i.e. Instructional time, hallways, recess, etc...) In case of an emergency, please call the main office so that coverage can be provided for your classroom.

## Cumulative Folders

- Teachers will be given a cumulative folder check sheet in the spring. This check sheet should be followed strictly and all cumulative folders must be filed properly before a teacher tracks out for the year.
- Teachers will be called in from track out if their cumulative folders are not completed properly.
- Prior to the opening of school each teacher should review student records and note any special concerns. This is especially important when a child has a confidential folder that contains a legal IEP document or a Section 504 plan.
- The **teacher** is responsible for cum folders. Check at the beginning of each year for immunization compliance, medical alerts, custody issues, etc...and notify Tanisha Reed of any necessary issues.
- It is expected that classroom teachers will provide specialists with the appropriate IEP, SST, behavioral and legal information pertaining to the students.
- Cumulative folders are not to be checked out overnight. All folders must be completed and returned to the record room before you leave campus.
- Folders will be checked at the end of the school year.

## Inclement Weather

- Watch the local news or check [wcpss.net](http://wcpss.net) for updates.
- An inclement weather day will be made up on a Saturday.
- One hour delay: Staff is to be at school no later than one hour before the normal start time. Breakfast will be served to students from 9:00-9:30am. For lunch, classrooms will report to the cafeteria at their normal lunch time.
- Two-hour delay: Teachers will report to the school no later than two hours before the normal start time. Breakfast will not be served that morning. Lunch will be served beginning at its normal time on both a one hour delay and two hour delay.
- If we have an early dismissal due to inclement weather, we will adhere to the normal lunch schedule if at all possible.

- If you are having trouble making it to school on an inclement weather day, please call the front office and alert us of your delay ☺
- If you feel roads are safe for you to drive you may come in at your normal time (if you choose).

## Video Protocol

- Teachers may show videos with their students as long as they are tightly aligned with the curriculum.
- Showing full-length movies is prohibited.
- Any and all Disney movies are prohibited.
- Films other than those from the school library media center, grade level/department collections, or Wake County System's central video collection, must have a video authorization form filled out and signed by an administrator. This needs to be planned ahead of time and submitted to an administrator at least one WEEK in advance.

## Weebly Websites

- Grade levels are required to have a website to maintain communication with parents.
- Grade levels/teachers are required to maintain & update their websites.

## Early Release Days

- There will not be recess on early release days.
- Follow early release lunch schedule.
- Staff members are not to take off on early release days, except for emergency situations.

## Saturday Make Up Day

- Saturday Make-Up Day: staff will arrive at the normal time and students will be dismissed at Noon.
- Teachers may leave when ALL bus students, carpool students, and walkers have left campus.
- Teacher Assistants will have the option of taking leave for a half day, working the full day on Saturday, or making up that time within the current pay period.
- Teachers must provide 3 hours of instruction in core classes on a Saturday make up day. Activities such as "pajama day", showing videos, "learning experiences", DEAR Time, etc. are strictly prohibited. Activities such as special science projects/social studies projects, reading activities, math activities, and writing activities that are tied to the curriculum are highly suggested.

## Section 2: Office and Administrative

### Student dismissal/Arrival

- **Sign In/ Sign Out:** Students should be in their classroom prior to 8:30am.
- If they arrive later than 8:30am, they must come to the office for a tardy slip.
- Please do not admit any tardy student without a tardy slip (these slips should be kept along with the absentee notes).
- **Students are not to be penalized for non-completion of morning work before 8:30.** Give students reasonable time to complete during the instructional day. (This does not include recess).
- If a student is leaving prior to the end of the day, the office will call your room for the student to come to the front. Please do not release the child directly to the parent.
- Do not send a child to the office until they are called for (even if you know what time they are supposed to be checked out).
- If a student is not picked up on time, or missed their bus, *it is the teacher's responsibility to contact the parent and wait until the child is picked up. The student will be sent back to his/her classroom to wait for the parent.*
- If a child indicates there is to be a change in transportation, the parent should send a note. Under no circumstances should teachers approve transportation changes.

### Emergency Arrival/Leave Book

- You must check with Administration to use emergency arrival/leave. Staff is responsible for finding their own coverage prior to using this privilege.
- You may use emergency leave no earlier than 2:00pm and arrive no later than 9:00am and must sign the book in Cindy's office.
- All other late arrivals/leaving early extending past those times must be used with a leave day (either ½ or full).
- For Teacher Assistants, it is extremely important that you record on your time sheet the exact time you leave/arrive. All time must be made up within the work week to comply with the minimum 37.5 hours work week.
- All staff using the emergency arrival/leave book must swipe in or out using their access card.
- Staff who abuse this privilege or fail to get permission from the administrator will be asked to meet with the principal and the privilege will be suspended for that individual.

### Workdays - Certified Staff (Professional Planning Days and Teaching Days)

- Teachers' hours at school have been uniformly established in the Wake County Public School System for all elementary, middle/junior and high schools.
- Hours on professional planning days will be 8:00 am to 4:00 pm.
- On teaching days, the minimum hours for all Middle Creek Elementary teachers will be 30 minutes prior to the students' arrival until completion of professional responsibilities.

- **Professional responsibilities include remaining in the classroom or on duty until all of the students in your charge have left either by car or bus and other professional obligations have been completed (supervisory duties, parent conferences, teachers' meetings, lesson planning, etc...)**
- **Children of staff are not allowed to come to school on workdays.**

You must sign in on workdays. The book is color coded. You should not ask for time off on protected workdays.

## Parent Volunteer Protocol

- Teachers will inform their parent volunteers of what these specific activities will be, as each class will have unique needs.
- Parents are prohibited from bringing siblings of students under the age of 5 into the classroom while they volunteer during "instructional times". Our instructional blocks are taken very seriously, and it is extremely important that teachers and students are not distracted during instructional time by younger siblings.
- Parents are welcome to bring younger siblings below the age of 5 with them to "learning experiences" or other non-instructional activities that may occur throughout the year.

## Volunteer Registration

- Volunteers are requested to use a designated computer to submit their registration on the WCPSS Intranet site or go to the WCPSS Customer Service Department and register on one of the designated computers for customers.
- Teachers are responsible for verifying volunteer status of a parent prior to **ALL** volunteer opportunities.

## Leave Forms

- Leave forms must be turned into Cindy Batten in a prompt manner.
- If you are absent and cannot fill out a form that day, please do so on the day you return.
- When teachers are absent, they should follow the AESOP protocol for securing a substitute.
- Absences are checked at 7:00 am daily. **Please call in your absence prior to 7:00 a.m.**
- If you find that you need a sub after 7:00 a.m., call into AESOP and notify the front office.

## Bus Dismissal

- Teachers should supervise their students to their respective dismissal areas. See Board Policy 3220 below:

*Non-instructional duties:* All duties performed by a teacher that are part of the professional responsibilities of the teacher but that are not directly involved with the instructional program or the implementation of the standard course of study. (Examples: monitoring the cafeteria, hallway and student transportation pick-up and drop-off.)

- **All personnel should remain on campus until the all-call has been made.**

## Health Room Procedure

- If you have a student who you suspect is sick, please take their temperature in class.
- If they have a fever of 100.6 or higher, you must send them to the office with a completed health room slip to call their parents.
- If you call the parents from the classroom and are expecting a return phone call, please let the office know.
- Do not send students to the office with all their belongings unless you talked to their parents and know they are going home.
- You must complete the health room form if sending a child to the office.

## Medications

- All students needing medication must have a 1702 form completed by the parent.
- Medication *cannot* be administered without this completed form.
- *All* medication must be kept in the locked cabinet in the health room.
- Students will need to come to the office at their respective time to receive their medication.
- At the elementary level, students are not allowed to take over the counter medication. This includes cough drops and aspirin.
- Remember if a child is on a field trip during the administration time for medication, the medication needs to be carried on the trip. You must come to the office to pick up and sign out any medications before you leave for your field trip. You must sign them back in the office as soon as you return.

3260		3260
	ADMINISTRATION OF MEDICATION	
4260		4260

The administration of medication to students by employees shall be permitted only upon the proper authorization by a physician and the student's parent or guardian. The Superintendent may develop procedures to implement this policy.

## Intercom

- Intercom communication will be kept to a limited basis during the instructional day.
- Under no circumstances are students to answer the intercom phone.
- Please be sure that the classroom is quiet while talking on the overhead intercom as the microphones in the ceiling are very sensitive. Please reinforce silence in the cafeteria for intercom announcements.

## Student Accident Reports

- The staff member who witnessed the injury must completely fill out an accident report and email it to Roxanne Carter. (In her absence, the front office staff)
- The person who witnesses the incident should also contact the parent as soon as possible.
- These reports are VERY important documents legally so they should not be taken lightly. It should be top priority to make every effort to contact the parent as soon as a child is injured.
- To access the accident report on the network: Go to the shared folder “office” and click on the “student/visitor accident report”. Make sure you save a copy to your desktop to work on and leave the original. Please see Mrs. Carter with any questions.
- Teachers may not send students to the office for ice. The decision is made solely by the school nurse or office staff.
- It is always in your best interest to let the parent know of any accident regardless of how big or how small - prior to the student arriving home and informing the parent of the incident themselves.

## Staff Accident Reports

- Any staff injured on the job should fill out a “work compensation” form before you see a physician for the injury. Please see Cindy Batten immediately if you are injured on the job.

## Lamination

- Any laminating must be handed in to the office through a “laminating request” ticket.
- Allow for a 2-3 day turnaround time for laminating.
- Due to the high cost of laminating paper, we are not allowing “student work” to be laminated.

## Keys/Access Cards

- A room key and access card will be distributed to you.
- Always be mindful that your emergency lockdown key (on yellow yarn) is accounted for & out of reach of students.
- Please see the front office staff to receive your key and card.
- All staff must swipe their Access card when they arrive in the morning and when they leave in the afternoon.
- Students must have a key (or be accompanied by someone with a key) when moving between cabanas and main building. Pounding on the door for someone to open it is a disruption to classrooms and student learning.

## Long Distance Telephone Calls

Long distance telephone calls are frequently a difficult condition to address, track and financially support. We would appreciate your following these procedures when you make a long distance telephone call:

- Long distance calls are only made from the office.
- Long distance calls must be recorded on the log sheet (this includes long distance fax calls also) before the phone call is made.
- Credit card calls: please log the date and the number and indicate you used your credit card under reason, this way we can make sure we are not getting charged twice for the call.
- If you reach a wrong number or an answering machine, and you call again, you will need to log the information each time you call.

## Paychecks

- If you have any questions with your paycheck email Cindy Batten.

## Daily Attendance

- **Attendance must be completed no later than 8:45am each morning.**
- **Excused/ Unexcused Student Absences:** Parents need to send a written note that explains the student's absence. If you have any questions as to whether an absence is excused or unexcused, see Kim Rich. Remember to keep absentee notes the parents send in. If you become concerned about a child's attendance, please contact the counselor and she will address the situation.
- **Educational Leave:** If a parent plans to take a child out of school for a trip, or other outing, there is a form (Request for Excused Absence for Educational Reasons) they can complete (Refer parent to office) This form must be completed by the parent prior to the trip and submitted to the principal for approval.

## Child Abuse/ Neglect

- Any suspected (not confirmed) child abuse cases need to be reported immediately to the counselor.
- If the counselor is not available, please find an administrator.
- It is not your responsibility to determine legitimacy; it IS your responsibility to report any suspected abuse.

## Time Sheets

- All teacher assistants, custodial/ clerical/ cafeteria staff are required to maintain a time sheet.
- Exact time is to be recorded. Remember no teacher assistant may indicate they have worked over 40 hours.
- Teacher assistants work hours are as follows: **7:45 – 3:45 p.m.**
- Questions should be directed to the lead secretary, Cindy Batten.

## Money Collection

- **Receipt Books/ Collection Sheet:** Cindy Batten will provide answers to questions regarding how to receipt monies. All money (with the exception of picture money) collected from students has to be receipted. All money must be handed in to Cindy Batten by noon on the day you collect it. You may not keep receipted money in your room overnight.
- **Field Trips:** Money for field trips will need to be collected from the students. The monies collected for the field trip will need to be receipted daily (please follow appropriate procedures: collection sheet or receipt book). **There's also a new on-line collection procedure that parents will have the option to use.** Questions should be directed to Cindy Batten.
- **Picture Money:** At various time throughout the year, a photography studio takes student pictures. You are not responsible for receipting any of this money, as checks are made payable to the studio. Money should be turned into the office daily. Please do not keep money in your classroom overnight.

## Student Information Sheets

- Information sheets need to be completed on each child.
- Teachers need to keep a class list of who turns in their sheets and turn in that class list no later than 10 days after the start of their school year.
- It is the teachers' responsibility to make sure that the office receives a sheet from each of your students. It is important to have these sheets for easy access in the event of an emergency.
- The front office staff will make a copy of these sheets and return all originals.



## Clocks

- The entire school will utilize the clock on the television as “real time”.
- This is the time used for start/end of school day and lunch/specials schedule.

## Supplies/ Materials

- If you need materials for your classroom, you must fill out a “supply request form” and place it in the appropriate box.
- Please allow 1-3 days for completion (plan ahead).
- Supplies can be picked up between 8:00-8:30 each morning.

# Section 3: Instruction

## Instruction

If it is worthy of class time, it MUST have an instructional purpose, and the learning should be facilitated in some way.

Teachers need to ask:

- What is my instructional purpose?
- How does it connect to the Common Core Standards?
- As a result of the experience, what do I want students to know/understand?
- What methods/activities will I use to determine that the students learned what I intended.

5000

INSTRUCTIONAL PROGRAM

5000

The Board subscribes to an instructional program and such courses of study that will enable each student to function effectively and responsibly in a changing world. The Board believes that the opportunity for student participation in a broad and varied program of interscholastic and intramural athletics and student activities, clubs, and performance groups is a desirable and integral component of an effective instructional program. The instructional program of the Wake County Public School System shall include, therefore, in addition to the standard course of study prescribed by the State Board of Education and such other academic and vocational courses as are approved by the Board, a program of interscholastic and intramural athletics and extracurricular student activities that offers maximum opportunity for participation by all students. The details of the entire instructional program are to be consistent with the continuing goals and specific objectives developed by the Superintendent and approved by the Board.

**R&P 5100****CURRICULUM MANAGEMENT****R&P 5100**

## School Ceremonies and Observances

2900 SCHOOL CEREMONIES AND OBSERVANCES 2900

2910 Teaching About Religion 2910

2920 teaching About Holidays 2920

**R&P 3610****PROFESSIONAL LEARNING TEAMS****R&P 3610****R&P 4510****R&P 4510****R&P 5040****R&P 5040**

✓ See MCES PLT Binder

## Class Schedule

- A copy of your daily schedule is due to the office on the designated due date. Let the office know of any changes from your regular daily schedule.
- Let the office know of any class activities (learning experiences, plays, etc...) in advance. This will help with parent's inquiries.
- Schedules are to be posted in the hallway outside classroom doors.

## Track Out Days

- Track out days are still considered instructional days.
- Learning and teaching is to occur on these days.

## Lesson Plans

Teachers are expected to have a weekly instructional plan that reflects state and county goals and objectives. Daily lesson plans should be clearly related to curriculum objectives. Daily lesson plans should minimally include: well-defined objectives, specific activities, timelines, and differentiated assignments for students based on ability/achievement levels. Learning objectives should be posted for reading, writing and math.

Detailed daily lesson plans are required by all teachers per Wake County Policy 3222.

**During the school day, the plan book should be accessible.** The principal and assistant principal will review plan books during classroom visitations and during formal observations. Plan books may also be periodically submitted to the principal for review without prior notice.

- A detailed substitute folder needs to be developed and kept in the classroom for use.
- It is recommended that lesson plan books be left on teachers' desks at the end of each day to assure that they are there for the next day.
- If this is not done and an unexpected absence occurs, it is required that the completed plans be brought to school no later than 8:15 am for the substitute to review them prior to beginning the school day. The office should not be expected to have them dictated over the telephone.
- **Updated** Emergency lesson plans must be turned in to the IRT at the beginning of each school year and updated immediately if they have been used.

## Playground

- Teachers must watch their classes closely while students are on the playground.
- For each play area, teachers should position themselves on alternate sides of the playground, as noted on playground supervision map, so they can view all students at all times to monitor behavior and social interactions. **DO NOT** allow students to stand on top of playground equipment, i.e., monkey bars, etc...
- While on the playground you are expected to supervise by moving among your students. Teachers are not to stand or be seated together and observe from one area. **Teachers must be situated to ensure constant visual supervision of all students within the assigned area map.** Remember that this is for the protection of your students and YOU.
- Please adhere to your assigned recess time.
- Teacher Assistants should not supervise students at recess on a regular basis. It is the teacher's responsibility. **The first class out to recess must take the walkie-talkie. Communication between front office and grade levels is through walkie-talkies only.**
- Cell phone use is for **EMERGENCY** only! (**CODE RED and/or 1<sup>st</sup> Aid Response**)

## Recess

5120 R&amp;P

HEALTHFUL LIVING

5120 R&amp;P

5120.1

Healthful Living Education

5120.2

Elementary School Healthful Living Education

- A Each elementary student shall participate in daily physical activity (classroom physical education, Physical Education Pupil Instructor class, and/or recess) for a minimum of 150 minutes per week; one day per week with a certified specialist. Instruction in health will be delivered by the classroom teacher as part of the regular instructional program.
- B Physical Education is not to be withheld as a form of punishment for misbehavior or used as work make-up time.**
- C Students shall be given fitness assessments as defined by a system-wide plan.
  - . Assessment results will be used to determine areas for program emphasis.

## Homework

5510 R&amp;P

HOMEWORK

5510 R&amp;P

## Pledge of Allegiance

6880

PLEDGE OF ALLEGIANCE TO THE FLAG

6880

## Student Dress Code

6410

INAPPROPRIATE STUDENT BEHAVIOR

6410

## Conferences

- The school system requires that teachers have at least two conferences per year with parents at the elementary level. Wear professional attire during planned parent conferences.
- These conference dates and outcomes should be documented by the teacher as a record of what transpired during the conference.

## Character Education

- Wake County Schools supports a character education program, which highlights one character education trait per month. The traits are Courage, Self-discipline, Perseverance, Integrity, Respect, Responsibility, Good Judgment, and Kindness.
- **Teachers are expected to remain in the room and be attending to the lesson to ensure that the speaker is adhering to the lesson plan/message.**
- More information regarding our Character Education program will be shared with staff throughout the year.

## Tuesday Folders

- Every Tuesday a folder containing student work and various communications from the office, district, and PTA, will be sent home.
- Teachers should also keep samples of the student's work at school. This is to be used in conferences with the student and/ or parents in planning a continuing, effective program for the student.
- **Remember, birthday invitations cannot be sent home through the classroom** (parents must do this outside of school).

## Field Trip Plan

- No field trips should be taken on cultural arts days, Early Release days, or testing days. (even if your grade level is not testing, as the teacher assistants are often used for proctors)
- Do not plan to be off on the day your class is taking a field trip.
- Field trips must be tightly aligned with the grade level curriculum and should adhere to the board policy.
- The Assistant Principal's office will provide a packet that fully explains these procedures.

# SECTION 4: DUTY ASSIGNMENTS

## Carpool Duty

The safety of our students is our primary goal. Please be certain that when you are on car pool duty, you are paying close attention to the children rather than talking with other adults.

- **Morning carpool duty begins at 7:55am at the front entrance of the school.** The duty ends at 8:30am.
- Be on time for duty. If staff members come late to duty, it can disrupt the flow of carpool traffic.
- The staff members at carpool duty may assist with car doors and keep traffic flowing smoothly.

- Staff should show up for their afternoon carpool duty at 2:55pm and staff members on duty will supervise the students waiting to be picked up.

## Breakfast Duty

- Breakfast duty begins at 8:00 a.m. and ends at 8:30 a.m.
- All students who arrive after 8:25 a.m. for breakfast will be instructed to eat in their classroom.
- Staff members on breakfast duty should return to their classrooms at 8:30 a.m. to begin instructional time.

## Bus Duty

- All staff members must come to afternoon duty on time. During bus duty, staff members are asked to monitor students in the hallway.
- Students are expected to walk to the buses quietly while walking on the second square in the hallways.
- If students are not following these expectations, the staff member should stop the line and correct the students immediately.

## Hall Duty

- Students should be instructed to transition quietly in the hallways to and from specials, recess and cafeteria. Students should be cognizant of SWIM expectations for hall behavior and be respectful of artwork and displayed work. Teachers and staff should reinforce positive behavior and consistently enforce this with any Middle Creek student.

# SECTION 5: Student Behavior

## Student Behavior Support (SBS)

- Teacher discretion will be used in determining appropriate consequences for misbehavior. ***Teachers should not raise their voice to students during disciplinary interactions, nor use any type of sarcasm or demeaning humor.***
- The designated Office Referral Behavior Form should be utilized with all appropriate discipline infractions. The office will keep “office referral” behavior forms and track them in the database.
- Teachers will handle inappropriate behavior for minor infractions.
- Repeated incidents of minor offenses may require the involvement of the principal, assistant principal, counselor and/or psychologist.
- As for major offenses, the administration has the authority to establish and maintain appropriate student behavior in accordance with Wake County Public School System Board Policy.

- You are not to drop students off in the office. If you have an emergency situation, call for administrative assistance and someone will pick up the child. **Emergency situations constitute the child being a danger to themselves or others. Discipline issues will be prioritized and handled accordingly.**
- Please maintain the dignity and respect of the student. **The student and/or students should NOT see or hear the adult's frustration.**

## SECTION 6: CAFETERIA

### Lunch Protocol

- Please drop your class off and pick them up on time.
- Being late by a few minutes can cause a ripple effect that will disrupt lunch for the entire school.
- Teachers should wait until their class is entirely into the line before leaving the cafeteria.

### Lunchroom

- Follow all healthcare plans.
- Please refer to the cafeteria map for seating and movement patterns.
- Teachers are to post on the wall their list of cafeteria helpers.
- Once the student has been seated, they should not get up again without permission.
- The student should raise their hand for assistance, and the teacher assistant assigned to the class will respond. Students should talk to those students only seated at their tables, not across the lunchroom.
- Follow SBS cafeteria matrix expectation.
- **Parents and/or teacher assistants are not allowed to distribute birthday treats during lunch. The classroom teacher is solely responsible for distribution of these treats in the classroom.**

## SECTION 7: SUPPORT SERVICES

### Response to Intervention

- Information will be updated and distributed yearly.

### Individual Education Plan (I.E.P.)/ Responsibilities

- IEP's are a legal responsibility to provide alternative educational strategies to a student.

- Please check the cumulative folder for a green label; this indicates the student has an active IEP.
- It is the classroom teacher's responsibility to be familiar with the IEP and ensure the necessary modifications are made.
- Classroom teachers and specialists are required to adhere to the IEP.
- Please do not keep parents waiting and be on time for all IEP meetings.

## SECTION 8: EMERGENCY and SAFETY

### Safety on Campus

- We must make every effort to ensure safety for all persons on our campus.
- All visitors must go to the office to sign in.
- If you see an adult that does not have a badge, please ask them to return to the office to get one. If you see an individual on campus that you feel is out of place, please contact the office so an administrator can investigate.
- If you hear the all call, **"Students and staff we are in a code red, please lock down immediately."** Immediately move your students to the nearest safe place. Stay in position until notified of the all-clear. The all-clear signal will be, "Students and staff we are now in a code green." In the event of a code red drill, the word **"drill"** will be used in the all-call announcement.
- Code yellow indicates that you may still go about your day inside the school building, but teachers should not take students outside of the building. **There is no movement between buildings.**
- No visitors will be able to enter or exit the building during a code red or code yellow lockdown.
- Training will be held during the year to review the Emergency Operations Plan and its protocol. If you have questions, please don't hesitate to ask.
- Follow all procedures distributed at the beginning of each school year.

### Personal Safety

- Teachers may arrive as early as 7:00 am on any student day.
- Teacher Assistants may arrive no earlier than 7:45am.
- Please do not place rocks and/or any other objects in front of outside doors to prop them open.
- Middle Creek YR Elementary has contractual custodial services that begin at 4:00 p.m. each afternoon. They will be in the building until approximately 11:00 p.m.
- The YMCA after school program will also be in the building from 3:00 p.m. - 6:00 p.m. Monday through Friday. Please alert the front office of any suspicious behavior that you encounter after-hours.



## Student Safety

- When you allow students to leave your room for any reason, it is expected that you monitor the timeliness of their return.
- Please be extremely sensitive to any legal situation with parents that may involve custodial rights.
- Students need to have a key when traveling between the building and the cabanas.
- If you are aware of a potential problem, notify an administrator.
- Every student who is dismissed early must be checked out through the office.
- Follow the “Missing Child Protocol”.

## Fire Drill/ Tornado Drill Protocol

- Emergency maps must be posted in all areas. Please make sure you hang this in your classroom.
- Students are not to start the drill until the alarm sounds.
- We have monthly fire drills (one occurring within the first five days of school). Please review procedures for a successful drill with your students: Students need to exit through the designated door, there should be no talking, and students should stand single file and turn and face the building.
- The teacher needs to ensure all students are accounted for. Remain outside until the all clear is given.
- Bring the red emergency bag outside with you during the drills.

## Tornado Watch

- A tornado watch is defined by conditions where weather conditions are such that a **tornado may develop**.
- Teachers will be notified of this condition.
- Please refrain from playing outside during a watch.

## Tornado Warning

- A tornado warning is defined by conditions where a **tornado has been formed and sighted**.
- Students will need to assume their safety positions until the “all clear” is issued.
- Staff will be notified over the intercom when they are able to resume normal activities.
- This warning will come via the designated bell signal.

## SECTION 9: Teacher Assistants

### Job Description

**4204**  
**5421**

#### TEACHER ASSISTANTS

**4204**  
**5421**

The primary role of the teacher assistant is to support the teachers in providing adequate instruction for the students. The teacher is responsible for planning the daily schedule of the assistant to obtain maximum benefit for the instruction program.

If an assistant is absent, he/she must call the office and the teacher. Annual leave days should be communicated to the teacher prior to using them. Sick leave or annual leave forms are legal documents and must be given to Mrs. Batten when an absence occurs. The teacher is responsible for ensuring that his/her assistant understands the procedures and expectations that have been developed for his/her classroom. Teachers should provide assistants with clear expectations, directions, and feedback throughout the year. **Good communication is the basis for a good working relationship, optimal instruction, and effective discipline.**

#### **Suggested Responsibilities for Assistants:**

1. Help children understand the directions.
2. Reinforce skills and concepts.
3. Help children who are experiencing difficulties in their work.
4. Supervise a learning center.
5. Listen to children read.
6. Read stories to small groups or individual children.
7. Record dictated stories.
8. Help children move from one place to another.
9. Assist with art, cooking, or hobby experiences.
10. Listen to children. Talk with children.
11. Share interests and talents with children.
12. Assist with housekeeping chores.
13. Prepare materials.
14. Make teaching aids, such as games, charts, etc...
15. File materials.
16. Assist with record-keeping tasks.
17. Reinforce/praise students for appropriate work and behavior.
18. Other duties as assigned by the teacher and administration.

**It is important to remember that assistants work for the school, not an individual teacher. Assistants will also assist with class changes, classroom emergencies and regular classroom programs in addition to the duties listed below. Special duty assignments will be made with the principal and assistant principal.**

- AM/PM duties – buses, carpool, and hallway, others as assigned.
- Lunch duty – supervision/assistance in cafeteria as assigned.
- Clerical duties (copying/laminating/etc) duties as requested..
- Annual mass vision screenings.
- Vision screenings for SST and Spec. Ed as assigned.
- Assist with cumulative folders as requested by teacher.
- Collect and receipt money as requested.

TAs may be assigned to one track or work with multiple tracks.

## Hours

All staff is required to be on campus prior to student arrival at 8:00 a.m. For timesheets, TAs need to report to their classrooms **at 7:45**. TAs must work a minimum of 37 ½ hours per week. At no time should more than 40 hours be recorded on a time sheet.

## Timesheets

Timesheets are to be completed monthly and submitted to Cindy by the assigned date. Cindy will provide a calendar of these due dates. ***Correct, timely completion of timesheets is critical to getting paid the right amount and on time.*** All questions regarding timesheets need to be directed to Cindy Batten.

## Inclement Weather

If school is delayed, TAs may adjust their arrival time to coincide with the delay. (If you normally record 7:45 on your timesheet and there is a 2 hour delay, you would record 9:45) As TAs, you will need to make that time up so hours worked during the week reflect a minimum of 37.5.

## TA Expectations / Evaluations

All TAs and the teacher(s) they work with will complete an expectation contract that specifies the expectations for the year. This will be discussed, signed by teacher and TA, and turned into Mary Wendland by the assigned date to be determined. At the end of the year, teachers will evaluate their TA based on the above expectations. (Sooner, if needed)

**SIGN, DETACH AND SEND BACK TO Cindy Batten**

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**MIDDLE CREEK YEAR ROUND  
STAFF HANDBOOK SIGNATURE  
PAGE  
2016-2017**

Staff Member Name: \_\_\_\_\_  
(Please Print)

By signing below, I acknowledge that I have read the  
Middle Creek YR Elementary School Staff Handbook and  
will abide by the contents of this handbook.

Staff Member Signature:

\_\_\_\_\_

Date: \_\_\_\_\_