

STAFF HANDBOOK 2019-2020

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TBA



PENGUINS

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Laurel Park Family Values

1. **We will focus on our five Core Commitments:** a.) Rigorous, meaningful standards-aligned units of instruction, b.) Safe, orderly environment, c.) Data-driven decision making/TIPS, d.) Cultivating positive relationships, e.) Celebration of diversity, f.) Consistent communication systems and procedures between school and home. **Remember that we have the wonderful opportunity each day to shape the lives of young children! We will practice being intentional in our decision making and mindset.**
2. We are committed to providing our students with a morning greeting and healthy start to each day. We will allow students to bring their breakfast to the classroom in order to provide structure for all students in the morning.
3. We will maintain an attractive and organized learning environment. Teachers will limit the use of stapling to post items to classroom walls only. We will share responsibility for notifying the front office when something is broken or out of place. We will not place unwanted items in random places throughout the building.
4. We will hold a shared responsibility for student learning. This includes teaching students about academics and behaviors. Our School Improvement Plan, MTSS structure, Master Schedule, AIG, Special Education program, and PLTs are all designed to positively impact student learning.
5. We will teach the North Carolina Standard Course of Study for our assigned grade level. Focus on ensuring your instruction is rigorous and appropriately differentiated. All standards should be taught to their intended depth. In addition to teaching the standards, it is an expectation that teachers collaborate together to design rigorous instruction, assessments, homework, and will share resources with all team members.
6. We will implement the Daily Café K-1 and EL 2-5 for literacy instruction. **We will implement Seesaw and Google Docs/Sites for student digital portfolios.**
7. It is the expectation that all staff members report on time to work each morning (8:30 am). Expected work hours are 8:30 am to 4:00 pm. In addition, it is expected that personnel arrive on time to scheduled meetings, classes and events.
8. Teachers of students with IEPs, 504s, BIPs, and LEP Plans are responsible for understanding the plan and implementing the classroom accommodations.
9. **We will progress monitor with fidelity, and will seek guidance and support from Instructional Facilitator/ Intervention Facilitator as needed.**
10. We will dress professionally. No flip flops. Remember the "three finger rule" for tops. City shorts and capris are acceptable during warm months, but they should have a "dressy" look. Denim is acceptable on Fridays with spirit wear or school colors.
11. We will behave professionally with students, staff, and parents within our school community at all times. We will be mindful that we are judged differently because we are school representatives. We will separate personal and professional social media accounts. If using student images/pictures on your professional social media, follow the WCPSS policy for student privacy.
12. We will ask anyone not wearing a badge or name tag to check in at the main office. Keep exterior doors closed and locked.
13. We will notify specialists, intervention, and the front office in advance when we have special events in our classrooms.
14. We will request personal leave in advance. If you must leave campus early, you must have prior administrative approval prior to your departure. If you require more than 60 minutes of coverage, you will need to schedule a half-day absence in AESOP. Please sign-in and sign-out with Becky.
15. All staff will build positive relationships with parents and establish consistent communication with parents. Teachers will contact parents regarding academic and/or behavioral concerns arise before those issues are formally documented. Nothing on a student's interim or report card should be a surprise. Please ask for help if you are having trouble making contact with a family. Report cards, interims, email messages, and attempts to leave phone messages are the minimum level of communication. If a student is sent to the main office to see an administrator, **both** the teacher and supporting administrator will contact parents. Please make note of the section regarding parent/teacher conferences below.

16. We will document parent contacts. Please ask for a second staff member or administrator involved in a conference with a hostile parent. If a parent unexpectedly becomes hostile during a conference get help from a staff member or the office.
17. We will be active members of the PTA. **Being a member of the PTA isn't just about paying your dues.** It's about showing support of the school by attending a few school-based events throughout the year.
18. We will not discuss parents, students, or staff with another parent. We will respect and care for our school "family."

ABSENCES (STAFF)/SUBSTITUTE TEACHERS

Please schedule routine appointments (e.g. doctor, dentist, etc.) during your track-out times or before or after school. Any scheduled absence (professional leave, jury duty, personal leave) should be requested by filling out a "Request for Leave" form (available online or in the crate in the mailroom) and putting it in Becky's mailbox. Personal leave must be approved in advance for consideration. After the leave form has been approved, Becky will place a copy in your mailbox. Absences of three days or longer will require a doctor's note for documentation by HR. All leave forms for maternity leaves must be submitted 30 days prior to anticipated due date.

When absences are unavoidable you are expected to contact AESOP as soon as possible to arrange for a substitute. Becky has a list of preferred substitutes for Laurel Park. Do not schedule a specific substitute if you have not communicated with him/her in advance of your absence. If you're attending a district workshop and will require a substitute, complete your leave form in advance. Attach a copy of your eSchools registration information to the form. When you sign in at the workshop, indicate that you need a substitute. You will receive a copy of the signed Funding for Professional Development leave form from the workshop instructor. ****Give Becky the form when you return because your sub cannot be paid until she receives that form.**

K-1 Teachers: In addition to the steps mentioned above, please notify your assistants when you will be absent. **Instructional Assistants:** notify the front office and your teachers when you will be absent. IA's are responsible for making sure their duty is covered when absent.

Substitute Folder: All teachers will create a "**Substitute Folder**" that contains a class roster, directions for recording attendance, your daily schedule, information about students who receive special accommodations, and how to respond in case of emergencies. This folder must be readily available in your classroom.

Emergency Plans: Good news! Teachers will no longer need to submit individual Emergency Lesson Plans during the 2018-19 school year. Instead, grade level teams, specialists, and student support personnel will prepare Emergency Lesson Plans for two continuous days of typical instruction. Plans should include work for all portions of the day. Emergency Lesson Plans should be placed in a 3-ring binder and labeled with your designed grade level/speciality area. **These emergency lesson plans are due to Becky by the end of your first week in school.** Emergency lesson plans are stored in 's office.

ARRIVAL:

- 8:45 AM (first bell) - Doors open
- 9:10 AM - announcements
- 9:15 AM (second bell) - School Day/ Community Time begins
- 9:30 AM - Instructional Time begins

ATTENDANCE (STUDENT)

Teachers report attendance daily using PowerSchool. See Elana with questions. School hours for students are 9:15 AM to 3:45 PM. Students will be encouraged to be in their classrooms by 9:00 AM. Announcements will begin at 9:10 AM for the 2018-2019 school year. Students who arrive after 9:15 should report to the office for a tardy slip. Students must stay in school for half of the instructional hours on a school day, an early release day, or make up day to be considered present for the day.

Absence from school is excused for the following reasons: illness or injury; quarantine; death in the immediate family; medical or dental appointments; court when a student is under subpoena; religious observances; and participation in educational opportunities that receive prior approval (Principal reserves the right to approve any request submitted for prior approval). Parents must send a note to school explaining the reason for a child's absence. If you don't receive a note explaining that the absence was for one of the reasons listed, record the absence as unexcused. To be considered present at school, students must be in attendance at least one-half of the student school day (3 ¼ hours).

** When students miss school for vacations, there is no requirement that you provide them with work before they leave. You can give students their make-up work when they return to school.*

BUDGET

The school's instructional budget will be posted after state and local allocations are finalized and it is approved by the School

Improvement Team. Any classroom spending will need to be aligned to the School Improvement Plan and approved by the CIT Committee. Once the final state budget is approved, we will be assigning each grade level a small budget. Grade level money may be used to purchase items for the whole grade level, or can be used by individual teachers within a team. Consumables (construction paper, glue sticks, etc) will be purchased with school funds and will be stored in the supply closet. Please do not ask parents for monetary donations for the classroom. Do not allow parents to collect money for a "class fund." Any unsolicited donations must be receipted through the office. **Items obtained through grants or supplies sent in by parents are school property.** You cannot collect money for book orders (Scholastic, etc.) unless you give official receipts. Unless you want to do that, designate a parent to handle the book orders for you or check into direct purchase programs for parents available online.

BYOD

Fifth grade students will have the option of participating in the school's Bring Your Own Device (BYOD) program. A parent/guardian must sign a copy of the BYOD permission form and liability waiver in order for a student to participate. The school is not responsible for damage or theft, but teachers should make reasonable efforts to ensure that all devices are properly stored throughout the school day. Classrooms should be locked when leaving for lunch, recess, and specials classes. Specific rules and procedures will be developed to help facilitate BYOD within the fifth grade classrooms, and all fifth grade teachers are expected to implement those rules and procedures with fidelity. "Red and Black Zones" will be identified throughout the building to help students and teachers know when/where technology use is acceptable. If not used properly, students will lose the privilege of bringing their device to school. In those instances, the administration will notify parents. No other students are permitted to bring personal electronic devices to school for instructional purposes.

CALENDAR/SCHEDULE OF EVENTS

A master calendar of school events is maintained on the school website (LPES Community Calendar powered by Google). To avoid conflicts when planning activities, consult the master calendar. Grade levels should submit items they want added to the master calendar to **Lori Baysden** well in advance so information about grade level and school-wide events can be posted.

CANDY/GUM/FOOD

Candy may be used as an occasional treat, but may not be used as a reward or motivation to learn. Gum is not allowed at school, unless approved as part of an individual student plan. At Laurel Park, we will not use food as a reward, and we will not withhold food as punishment.

CELL PHONES

Please do not use your cell phone during instructional time, **unless you are using it to connect with the front office.** Ringers should be off/vibrate during the day.

CHILD ABUSE/NEGLECT

Please remember that we are all Mandatory Reporters. However, if you suspect instances of child abuse/neglect, please report those concerns directly to our Student Support Team (Caren, Ashley, or Maria/the new School Social Worker). These individuals are trained to recognize and assess a variety of student risk factors. Do not question a child who you suspect has been abused or neglected, as this compromises the investigation. The Student Support Team will inform Administration about all suspected instances of abuse/neglect. The same procedures should be used for students who are suspected of being suicidal or self-injurious.

COMMUNICATION-EXTERNAL

All classroom teachers are expected to:

- Send home **RED** Monday folders every week.
- Send weekly preview emails to parents by Sunday evening, detailing instructional focus (Math, ELA, Science, SS, Positivity Project), specials schedule, homework, and special events (field trips, volunteer opportunities, PTA spirit nights, etc.)
- Respond to parent emails within 24 hours during the school week. During track-out periods and on weekends, teachers are not expected to check or respond to email. However, they should ensure all emails are reviewed during track-in workdays.

Teachers are not expected to have a professional website. However, if you do have a website, it is expected that time-sensitive information is kept up-to-date. **Teachers are expected to use digital portfolios to document student learning (Seesaw and Google Docs/Sites)** The use of school letterhead must be approved in advance by administration.

COMMUNICATION- INTERNAL

- **ALL staff are expected to read and process the Week Ahead memo from administration each week**
- **ALL staff are expected to read and process Penguin Press Newsletter information.**
- **Staff members are expected to check their mailbox and email each morning and before leaving in the afternoon.**
- **Televised scrolling news will announce substitutes, schedule changes, the daily menu, Positivity Project message, and outstanding student accomplishments.**

- Please maintain a positive presupposition. When conflicts arise, please make an effort to resolve issues in person rather than sending email messages, which can be misinterpreted.

CONTINUOUS IMPROVEMENT TEAM (CIT)

- The Continuous Improvement Team consists of three main groups: The Academic Team, The Culture Team, and The Intervention Team.
- CIT meetings will take place on the 2nd workday prior to each track-in/out. Regular CIT meetings will begin at 8:00. Quarterly Review meetings will begin at 7:45am.
- Quarterly Review meetings are open to all staff members, but it is an expectation that CIT committee members attend.
- Intervention Team members will be expected to attend School Improvement Quarterly Reviews.

COPIERS AND OTHER MACHINES

Students may not operate the copiers, etc. Students should not enter teacher workrooms to pick up materials or items from copiers or printers. Be familiar with any machine you attempt to operate. If you notice that any copiers or office equipment is broken or malfunctioning, notify the front office immediately. Do not ask students to move equipment such as televisions, Smart boards, technology carts, document cameras, projectors, etc.

Be mindful of how much and what you are copying. Use the copiers (upstairs and downstairs) for 29 copies or less. Use the duplicator (downstairs) for 30 copies or more. A parent "copy crew" is available to assist you. Copy Request forms are in the mailroom. Do not use the printers as copiers! Do not take the ink cartridges out of printers from other classrooms!

CLASS COVERAGE

If you have an appointment before or after-school that may affect your arrival to campus or dismissal from campus, please inform administration. If you need class coverage, please plan in advance and locate coverage for yourself. Communicate the coverage plan with the front office team. If your time off campus is planned longer than 60 minutes, you will need to use leave.

CUMULATIVE FOLDERS

Cumulative folders are kept in the records room in the office, and the records room will be locked throughout the day. If you need access to a record, please see Elana, Lori, or Becky. If you need access to a student's file, please complete the sign-in/out form. They may not be left in your classrooms overnight, and they may not be taken home. Additionally, you may not copy records from a file without the supervision of the Data Manager. This is to ensure student confidentiality. The order for the contents of the folders is displayed on the wall in the records room. Instructional Assistants are assigned to assist teachers with cumulative folders at the end of each school year; however, each classroom teacher is ultimately responsible for the signatures and verification of the contents within the student's cumulative file.

CUSTODY/VISITATION AGREEMENTS

Court orders regarding student custody and visitation are kept on file in the school office so that staff are aware of who is authorized to pick up a child. Parents are encouraged to provide the school with an official copy of the judge's ruling. We are not required to honor a parent/guardian's interpretation of a court order. Any changes in court orders should be given to the office as soon as possible.

DAILY CAFÉ EXPECTATIONS (K-1)

CAFÉ Non-Negotiables

- Daily mini-lessons on unit content, CAFÉ strategies, and Letterland
- Conferencing for every student with documentation of goal for student and teacher.
- CAFÉ menu accessible to students and reflective of instruction.
- Small groups (guided and/or strategy) differentiated in focus and frequency based on student data.

Daily Five Non-Negotiables

- Classroom expectations for Read to Self (K-5), Word Work (K-5), Work on Writing (K-5), Read to Someone (K-2), and Listen to Reading (K-2).
- Anchor charts present
- Each student participates in all parts of Daily 5 (K-2)/Daily 3 (3-5) each week.
- Student rotations should be documented.
- Activities are tied to content standards
- Student choice will be maximized
- Individual supply of self-selected texts

EL EXPECTATIONS (2)

- One hour Module Lessons daily
- Use EL protocols
- Teach the topic of each module
- Have students engage in the performance task at the end of each module
- Post and unpack the learning targets with students as described in the lessons
- Follow the central and supporting texts outlined in the module

EL EXPECTATIONS (3-5)

- One hour Module Lessons daily
- Use EL protocols
- One hour ALL Block daily
- Teach the topic of each module
- Have students engage in the performance task at the end of each module
- Post and unpack the learning targets with students as described in the lessons
- Follow the central and supporting texts outlined in the module
- Students will only be pulled-out for intervention and support during the ALL Block
- ALL Block groups regrouped frequently (every two weeks is recommended)
- Student choice of two activities in the ALL Block when not at Teacher Guided

DAILY SCHEDULE

Follow the master schedule established for your grade level. Intervention teachers and Special Educators should provide the school with a copy of their daily schedule once groups are established. **Be sure to put an additional copy of your daily schedule with your emergency lesson plans. Any switch/teaming arrangements must be approved by admin.**

Subject	Grades K-2	Grades 3-5
English Language Arts	150 minutes	120 minutes
Math	60 minutes	60-70 minutes
Science/Social Studies	45 minutes	60 minutes
Strategic Intervention/ Enrichment	15-20 minutes	20-30 minutes

DELAY OR CLOSING OF SCHOOL DUE TO SEVERE WEATHER

A delay due to severe weather only applies to students. Certified employees should come to work at the regular time unless it is unsafe to do so. Timesheet employees are required to make up the time missed from a delay. Information on closings or delays are available at <http://www.wcps.net>, local television, and radio. No breakfast is served on days when there is a two-hour delay. **When school is closed, we all stay home.** The Saturday make-up day will be announced as soon as it is determined. No breakfast or lunch is served on a make-up Saturday.

DISMISSAL

- 3:40 PM (first bell) - **Dismiss carpool students and walkers**
- 3:45 PM (second bell) - **Dismiss YMCA students.** Buses (numbers) and cabs (colors) will be announced on the intercom and your classroom TV on Channel 8 in the order that they arrive on campus.
- If a teacher asks an individual student to stay after school or is supervising an activity for a group of students, that teacher assumes responsibility for the student(s) until parents pick them up.

BE SURE YOU KNOW HOW YOUR STUDENTS ARE GETTING HOME!!!! If a student from your classroom misses the bus or carpool in the afternoon you may be asked to contact the parents and wait with the child. Unless we receive written instructions from parents to the contrary, we always send children home their usual way. Any transportation changes must be requested in writing by a parent or legal guardian and submitted via the **RED** communication folder. If a parent needs to make an emergency chair

We are unable to accommodate requests from parents to have their child ride a bus home with another student. We cannot send children home on buses other than the one to which they are assigned. They cannot take the bus home "with a friend." If a child is going to another student's home after school, they must carpool and we must have written permission from both parents. On days when there are special events (field trips, assemblies, learning experiences, etc.), use a "Check Out log" provided by the front office so that parents can check out students in your classroom. Notify the front office in advance so they can be prepared for your guests. If the parent has additional siblings in other classes that they wish to check out, then the parent should go to the office prior to **3:15 PM** to check out the other child.

DRESS CODE

Staff members should dress professionally. You serve as a role model for students. As an employee of WCPSS you are expected you to exemplify high standards. Unfairly or not, you are judged and evaluated by visitors and parents based on the perceptions created by how you dress and communicate.

At the very least, staff members are expected to respect the dress code established for students, by WCPSS policy: *Shirts and blouses must cover the stomach. Caps, hats, or scarves may not be worn indoors except for religious or other cultural custom requirements. Spaghetti straps, strapless shirts, halter tops, bike shorts, sagging pants, see-through clothing, exposed underwear, inappropriate slogans, and any slogans on the seats of students' pants are not permitted. All shorts and skirts must be of a reasonable length. Skate shoes are not permitted at school at any time. For safety reasons, tennis shoes, sneakers, or some type of rubber-soled shoes must be worn for physical education classes and recess each day. Students who wear flip-flops, clogs, etc., will not be permitted to participate in recess or physical education activities.*

DUTY SCHEDULE

At 8:40 AM and 3:35 PM, staff will be assigned to duties to maintain a safe school environment. **During these times classroom teachers should stand at their doors as students enter and exit.** Specials teachers, resource teachers, and Instructional Assistants will have a schedule with regular posts to supervise students. **Please be at your assigned post at your scheduled time.** If you anticipate being absent or late, you are expected to arrange for someone to cover for you.

WORK DAYS

There are a total of four all certified staff work days throughout the year: September 30, October 21, February 17, and March 9th. These are mandatory workdays.

EVALUATION

Certified staff members are evaluated by an administrator. All Instructional Assistant evaluations will be developed by the supervising teacher and reviewed by an administrator prior to their end-of-year conference.

FACULTY MEETINGS

Faculty meetings will be conducted on the first track-in day of each month when all staff members are present. Meetings will begin at 8:00, and will be held in the media center. It an expectation that all staff members arrive on time for faculty meetings. A meeting agenda will be developed by the administration and shared with the staff prior to each meeting (via email). Meeting dates have already been scheduled, and staff members should not schedule appointments, parent/teacher conferences, or any other meetings on mornings when faculty meetings are scheduled. Administration reserves the right to schedule additional meetings and/or cancel faculty meetings as needed throughout the year. Changes to the meeting schedule will be communicated promptly with all staff.

FIELD TRIP INFORMATION

Each grade level is allotted two on-campus and two off-campus field trips each school year, not including those mandated by curriculum (i.e. Symphony). All field trips must be connected to grade level curriculum. For liability reasons, all in-house trips must be arranged through businesses on the Master Service Contract List. Becky and/or will help verify that on-campus field trip vendors are on the list. Grade levels should work together to compile a list of off-campus and in-house trips and submit that list (including applicable dates and entry fees) to for approval. All forms are due no later than the third week of the school year. From there, will review each proposed trip, schedule buses, and report final costs to grade level teams for their planning purposes. **As per Wake County Policy, all off-campus field trips must occur no later than 30 days prior to the start of the testing window for each track.**

Last Field Trip Day for Track 1: April 10, 2020
Last Field Trip Day for Tracks 2,3,4: May 8, 2020

All students must have a signed permission from a parent or legal guardian in order to participate in off-campus field trips. Permission slips must include information regarding transportation (buses, etc.). **Verbal permission (including over the telephone) is not sufficient. There will be no exceptions to this policy.** Field Trip permission forms should be sent home well in advance of each trip. **All forms should be turned in to the school nurse 30 days prior to each trip so that she can check medications, notify parents, etc.**

Scheduling notes: Grade level teams must make arrangements (worksheets, books, etc) for students without permission who remain at school. Mrs. Bame and our NEW AP will work to make appropriate class assignments for any child who is unable to attend a scheduled field trip. **Classrooms will need to follow their normal schedule upon return from field trips off campus. Recess may be altered to fit schedules upon return from field trips.**

FIELD TRIP CHAPERONES

As per Wake County School Board Policy, all chaperones attending field trips must be cleared through the Volunteer Registration System. **Parents who join classes on field trips may not bring preschool age siblings or siblings from other classes. Students participating in field trips must travel to and from the event with their classmates.** Students participating in field trips must travel to and from the events with their classmates, **unless parents who have volunteered to chaperone on a field trip have received prior approval to take their child home at the conclusion of the trip.** In this case, parents should submit a request in writing to the teacher (emailed or hand-written note) at least **24 hours in advance of the trip.** Teachers will review submit requests and share approved requests with our data manager and receptionist in order to document early dismissals. Field trip chaperones must complete the Volunteer Registration Application each year. The list of approved parent volunteers is available at the front desk.

It is the responsibility of classroom teachers to keep accurate field trip records for his/her class. Records should include whether each child has submitted a signed permission form as well as payment for EACH trip and the date in which payment was made. Becky can print reports to help you determine which parents have utilized the online payment system. Mr. Assistant Principal will send out a sample spreadsheet for keeping track of student permission forms and payments at the beginning of the school year.

Teachers should notify all staff who will be affected by upcoming field trips (cafeteria manager, resource, special ed., and specialists). If students will not eat lunch at school and/or if bag lunches are needed, the teacher should make arrangements with the cafeteria manager 3 weeks in advance. **All Field Trip lunch orders should be submitted to the cafeteria manager at least 3 weeks in advance.** Teachers should be sure to account for any track out time if they will be taking a trip soon after returning from a track out. Failure to do so could result in a problem where the cafeteria cannot accommodate your lunch order.

For each field trip, the school must submit all request forms one month ahead of time in order to arrange buses with WCPSS. If you will need to take a check with you for payment: let Becky know **at least one week in advance**, as checks require both Raleigh's and Becky's signatures. This allows time for the check to be ready in case someone is out of the building.

MEDICATIONS FOR FIELD TRIPS

On the day of the field trip, please arrive early enough to check out all student medications before the school day begins. During the trip, medications should be carried in the Red Medication Backpack you are given. Only members of the school staff are allowed to administer medications, regardless of whether the child's parent is present. In the event that medication (such as an EpiPen) is needed to counteract an allergic reaction you will need to call emergency services (911) as well as the child's parents and the school to ensure that the child receives proper medical attention.

When your class is going on a field trip, all Epipens, inhalers, and any other medications that are normally taken during the day must be packed to take with you. Please let the office staff know the day before the trip that you will need your medications. Then stop by the morning of the field trip for a first aid backpack and to sign out any medications that your students will need. Return the backpack and sign in the medication at the end of the day. Also, please be sure you leave your cell phone number with Becky, or let us know if you will not have a cell phone with you.

Field Trip Money Collection:

Each teacher will be issued a receipt envelope for field trip money. Your receipt envelope will contain directions on receipting, forms 1814, and 1823, a green laminated dollar bill, and possibly a receipt book. Money collected **MUST** be turned in daily to Becky along with your receipt book. Please do this by 11:30 am so that she has time to verify/deposit funds. Please know that students are not allowed to bring money or receipt books for field trips to the main office. If you cannot directly deliver money to Becky by 11:30, send a student down to the office with the green dollar bill and she will come to your classroom to collect the funds. Your receipt envelope will be placed back in your mailbox when she is done processing your receipts. All field trips **MUST** be paid for 14 days prior to the trip.

Utilize the Online School Funds system so that families can pay for field trips through the school website. Teachers will use receipt books to assist students who do not use the online payment system. At the beginning of the year each classroom teacher must see Becky and sign out a receipt book for collecting funds from students for field trips that cost \$20.01 or more. Once you sign out the receipt book it is your responsibility to keep track of the book till the end of the school year when you sign it back in. You will also receive a collection envelope for collecting funds that are \$20.00 and under.

The date at the top of the collection forms should be the day that the money is turned in. The auditors are very insistent that money be receipted daily. Each person who receipts money must sign a Collection and Receipt Procedure form each year. If you have any questions about collecting field trip funds see Becky for help. If you have students who cannot afford to pay for a field trip, please contact an administrator or counselor. There are funds for that purpose. If payment to a vendor must be made in advance, give Becky a copy of the invoice. Again, if you will need a check on the day of the trip, please let Becky know ahead of time so that the check can be ready. Some vendors will issue a receipt or invoice on the day you attend. The receipt/invoice should then be given to Becky. * Please work with to complete paperwork and verifications required for any "in class" field trips.

FIRE/TORNADO/LOCKDOWN DRILLS

Fire drills are held monthly. Severe weather and lockdown drills will be held quarterly. Fire Drills: Windows and doors must be closed and the lights must be turned off when your class exits. Evacuation maps are posted in each room. No running and complete quiet are a must. We will have two lines of students exiting and entering the school in order to exit efficiently. Once outside, students should line up and face away from the building. Take your red bag, and count your students when you're outside. After counting your students hold up either your green, blue, or red card to indicate the status of your class (Green=everyone is accounted for and safe; Blue=a handicapped student or medical need; Red= a student is missing). Severe weather drills: A copy of these procedures is posted in every classroom. **We must respond to all drills as though they're the real thing.**

FIRST AID/HEALTH ROOM/SICK CHILDREN

Below is a list of what is and is not allowed to be placed on a child in the health room:

ALLOWED- soap, water, ice, band-aid, medical tape, bandage

NOT ALLOWED- Vaseline, Calamine Lotion, alcohol, antiseptic spray, hand lotion, any medicine without a 1702 form.

As you can see, we're quite limited in what we can do. This should help you understand what can and can't be done when you send a child to the office. Staff members must complete a Health Room Form for any student sent to the health room. Paper cuts, chapped lips, runny noses, etc., should be handled in the classroom.

Children should be sent to the office if they are too sick to remain in school; parents will be notified by office personnel. Depending upon the severity of the illness, the child may wait in the office or be sent back to class to wait for his/her parents. A child who needs emergency assistance should be sent to the office *only if it is safe to do so and* an administrator should be notified immediately. If a child requires ice for an injury, then an accident/injury form (#2903) must be completed by the teacher and sent to Becky. The child must come to the health room and stay in the health room to be monitored.

Children should be kept home from school if:

- they have a fever of 100 or higher. (A student should be fever free for 24 hours before returning to school)
- they have nausea, vomiting, or diarrhea (A student can return to school if they have been free of symptoms for 12 hours)
- they have severe headache
- they have red, watery eyes with yellow drainage
- they have an undiagnosed rash

Students who need medications during the school day can only do so after their parents have a signed **Physician Order for Medication (Form 1702)** from a doctor on file. This includes medications such as cough drops, Motrin, and poison ivy creams which must remain in the original container with the original label. 1702 forms are available for parents to obtain in the front office. All medications must be brought to school and given to the office by a student's parent/guardian.

GRADING PLAN

All WCPSS Schools are expected to have a schoolwide grading plan that is communicated to parents. Please see the Grading Plan that is in the documents attached to the school handbook.

GUEST SPEAKERS

To secure a guest speaker complete the Request for Prior Approval for Guest Speaker forms and submit them to Raleigh at least five days prior to the visit by the guest speaker. Copies of this form are in a bin behind Lori Baysden's desk.

HOLIDAYS

Please avoid placing more importance on one holiday than another. Laurel Park students represent a variety of cultural backgrounds. Also, be careful of the word "we." Unless "we" includes everyone in the class, its use is inappropriate.

2920	TEACHING about HOLIDAYS

The board encourages reasonable recognition of holidays in the schools in the spirit of sharing different rites and customs revealing the many different religious, philosophical, and cultural practices and beliefs held by Americans. In recognizing the various holidays, school employees may display secular symbols associated with holidays and may display religious holiday symbols as part of the secular teaching about religions and about the history and practice of religions. The display of religious holiday symbols that would have the purpose or effect of promoting religion is prohibited.	
2900	SCHOOL CEREMONIES AND OBSERVANCES
The Wake County Public School System is committed to a position of neutrality in matters of religion. Although the schools and school employees shall promote understanding of religious diversity, encourage a spirit of brotherhood, and cultivate harmony among persons of various religious beliefs, the primary effect of any activity must neither advance nor inhibit religion.	
2910	TEACHING ABOUT RELIGION
The secular teaching about religions and about the history and practice of religions is permitted. The teaching of patriotic, historical, and literary documents having religious references embedded in them is permitted. Students shall be permitted to express religious themes through their natural artistic talents.	

HOMework

The format and content of homework must be the same in the grade level based on the week of instruction. That means that when you are teaching the 28th week of instruction, the homework you assign is the same as your teammate when he or she teaches the 28th week. When assigning homework, please consider whether or not all students have access to the materials/resources required to complete it.

Remember that homework must:

- Not require parent support
- Not require resources the student may not have access to
- Receive appropriate feedback

If you have weekly math homework, best practice would be that it is spiraled, constantly reviewing taught material (even from previous grade level at the beginning of the year). If included in grading, it is only applicable as a part a child's Work Habits grade.

The time required to complete homework should not exceed twenty minutes K-2 and fifty minutes 3-5.

2019-2020 Homework Expectations : [2019-2020 Laurel Park Homework Guidelines](#)

HOUSEKEEPING

Laurel Park is cleaned according to a weekly schedule. Please help keep our school clean, neat, and free of clutter. Take down the chairs of absent students in the morning and put them up in the afternoon. At the end of each day, be sure you have locked your classroom door, turned off your lights, and cleared your floor (including putting chairs up). Please show courtesy by keeping items for common use, such as the staff refrigerators, microwave, etc. clean. Report any problems with this equipment to the front office as soon as possible.

Maintenance requests should be submitted to **Maria Durango**. Forms to request custodial service are available in the front office. We have one custodian during the day and contracted services in the evening. In case of an emergency, contact the front office.

LESSON PLANS

High quality instruction is an expectation. All teachers should have a planning book of some type. Lesson plans should be at hand and available at all times. Plans are subject to review at any time by an administrator. **Grade level teams should also create emergency plans, to be kept in the Becky's office**. Emergency plans should cover all portions of a typical day (academics, lunch, recess, specials) and include classroom procedures for arrival and dismissal times. Please turn in emergency plans by the end of the first week of school.

LETTERLAND EXPECTATIONS (K-2)

All students receive daily Letterland instruction. Allow thirty minutes for whole group instruction and thirty minutes for small group instruction. Refer to the letterland teacher guide for specifics about implementation. Small group instructional groupings are fluid. Instructional decisions must be made using reliable student data.

LOCATOR CARDS

Locator cards are color-coded by track and contain contact information on each student. Please have parents complete the front & back. During the year, address and telephone numbers changes sent in by families should be given to the office so that locator cards can be updated. Teachers should make a copy of each child's locator card (front and back) prior to submitting them to the front office. **A copy of locator cards should be placed in each teacher's "Substitute Folder" and in your Emergency Red Bag.**

LOUNGE

The staff lounge is for adults only. Do not send children to pick items from the staff lounge.

MATERNITY LEAVE

Staff members using maternity leave during the school year should use the [Maternity Leave Checklist](#) to prepare. Checklists are due to administration at least two weeks prior to your planned maternity leave.

MAILBOXES/MAILROOM

Staff mailboxes are located in the workroom. When mailboxes fill up during track-outs, the office staff will store your mail in a large manila envelope in the office. The staff mailroom is for adults only. Do not allow children into the mailroom. **It is an expectation that staff check their mailboxes daily.**

MAKE-UP DAYS

When school is closed due to severe weather, we will make the day(s) up on Saturday(s). Saturday make-up days are scheduled by the Board of Education. Saturday hours are 9:15 AM -12:45 PM. We do not serve breakfast, lunch, or have recess on Saturday make-up days.

MEALS

Breakfast is served from 8:45AM-9:15AM. Students will **take their breakfast directly to their classrooms** so that they can be on time for instruction. Lunch times are designated by grade level unless otherwise noted. Information about the daily lunch menu will be posted on the scrolling news. Students use their Student Identification Number to purchase meals through an automated system. Teachers are expected to have students turn in lunch money prior to 9:15 AM each morning. If a student does not have money to purchase lunch, she or he may receive fruits and vegetables courtesy of WCPSS. Please notify someone in the office if you observe a student without lunch money repeatedly.

Teachers are expected to have students enter and exit the cafeteria at their scheduled time through the designated doors. To establish expectations for appropriate behavior, classroom teachers will attend lunch with their classes for the first week of school to ensure students understand cafeteria expectations. If a particular class develops a pattern of inappropriate behavior in the classroom, the classroom teacher may be requested to attend lunch with the class to re-establish expectations.

We do not microwave students' lunches, and students are not permitted to use microwaves in school. We do not store students' lunches in our refrigerators. When students' parents join them for lunch, they should meet your class outside the cafeteria and eat at the cafeteria table with your class.

***If, for any reason, your class will not eat school lunch in the cafeteria, please notify the cafeteria manager. If your class will need bag lunches for a special event or field trip, notify the cafeteria manager at least 3 weeks in advance.*

MEETINGS

Mondays :

- Admin PLT meetings at 9:15 AM weekly;
- Tier III meetings in the CoLAB at 3:45 PM

Tuesdays:

- Team Meetings for grades K, 1, & 4
- PLT Meetings for grades 2, 3, & 5 in the CoLab

Wednesdays:

- IEP Meeting Day
- We will reserve a regular education substitute to rotate through classrooms as meetings are conducted throughout the day.

Thursdays:

- Team Meetings for grades 2, 3, & 5
- PLT Meetings for grades K, 1, & 4 in the CoLab

Fridays:

- Tier III meetings in the CoLAB at 8:00 AM

****The schedule for PLTs, Team Meetings, and Early Release Days is already set so do not make appointments on these dates.** Attendance at faculty meetings is mandatory. A record of attendance will be kept on file. Staff members with children at Laurel Park should make arrangements for their supervision during those times.

MONDAY FOLDERS

Student **red** folders are sent home every Monday and contain information from the school and classroom teacher. It can also contain samples of student work, assignment sheets, and other important information about a student's progress.

MORNING WORK

Students will begin arriving in classrooms at 8:45 AM, and will continue to arrive until 9:15 AM. Our goal is for all students to be in the room by 9:00 AM. Teachers should be prepared for their students at 8:45 AM. As a result, 8:45 to 9:15 is not considered planning time. There should be something relevant (independent reading, classroom reflection, classroom meeting, practicing math skills) for students to do between 8:45-9:15, but there should be **no penalty** (for instance, having to make up morning work, etc.) for students who don't arrive at school until 9:15 AM.

MULTI-TIERED SYSTEM OF SUPPORTS (MTSS) [Resource: LPES MTSS Letter](#)

Kid Talk/Kid Action (Tier I)

Kid Talk/Kid Action is a structure within regular education that is designed to support students who are struggling to meet academic and behavioral expectations. Kid Talk is a collaborative process that occurs during PLT meetings in order to discuss specific student concerns and progress. The Kid Talk process is an additional layer to support teachers in ensuring that students who need intervention plans have them in place and to help in transitioning students from Tier II to Tier III or from Tier II to Tier I as indicated by data. During Kid Talk meetings, teachers look at data, decide if digging deeper assessments might be needed, decide on a skill to begin intervening, and determine whether adequate progress is being made.

Tier II Intervention Plans (Core + More)

A student should have an intervention plan in MTSS Explorer if any of the following apply:

- The student received a 1 on his/her report card in reading, writing, and/or math
- The student is new to WCPSS and is more than one year behind based on multiple sources of data
- The student received a 2 on his/her report card and has multiple sources of data indicating he/she is not meeting grade level benchmarks (mClass, K-2 Number Knowledge Test, CFAs, EOG, classroom assessments, digging deeper assessments, etc).

An intervention plan can also be written for students with significant behaviors that impede their learning.

Prior to creating a plan, it is the responsibility of the classroom teacher to communicate academic and/or behavioral concerns with the student's parents and guardians via parent/teacher conference.

Tier III Intervention Plans

A student that is unresponsive to more than one cycle of consistently implemented interventions documented on an Tier II Intervention Plan despite revisions to the plan, may be considered for referral to Tier III. Tier III plans require an increase in the focus and intensity of interventions.

***If the student has an IEP and you have concerns, speak with his or her case manager/CCR teacher.**

PARENT COMMUNICATION

Teachers are expected to share weekly academic and event updates by the start of the week. Websites are encouraged, but not mandatory. Please only create communication forums that will be purposeful and dynamic. Send home paper copies of newsletters for parents who do not have internet access readily available.

Teachers are expected to conduct student conferences at the end of the 1st and 3rd quarters. Please keep parents informed as to concerns regarding academics and/or behavior. Do not rely solely on weekly folders, behavioral referrals, report cards, interim reports, or email. Share details about the successes and learning within your classroom. We are all expected to return phone calls and answer emails and notes within 24 hours during weeks that we are in school. If you absolutely cannot get back to parents

within 24 hours, acknowledge their communication and let them know when you'll be back in touch.

PARENT TEACHER ASSOCIATION

Laurel Park staff members are highly encouraged to join the PTA and to support its programs. Each grade level or team should have at least one representative present at PTA Family Nights and General Meetings. Staff members interested in participating on PTA committees should see Raleigh.

PARTIES/BIRTHDAY PARTIES

Encourage families to consider healthy alternatives to the cake or sweets that some parents ask to bring in on student birthdays. Communicate this pro-actively in newsletters and your website. Simple alternatives like fruit, pencils, stickers, or participating in the Celebration Book Donation are preferred.

POSITIVITY PROJECT - Core Character Curriculum

All teachers are expected to teach the Positivity Project curriculum during the assigned time on the Master Schedule. All materials will be provided in advance. Staff will have access to resources and a calendar to organize our character trait lessons. [2019-2020 P2 Character Trait Instructional Calendar](#)

PROTECTED/REQUIRED WORK DAYS

Protected (*mandatory*) work days are scheduled at the beginning of the school year and also designated by your employee work calendar. Certified staff should plan accordingly. For all other work days certified staff should keep track of their other planning days in the notebook in Becky's office.

PLEDGE OF ALLEGIANCE

We say the Pledge of Allegiance every day at Laurel Park. Individual students and staff members may choose to refrain from reciting the Pledge but will be expected to maintain proper decorum while others participate. The curriculum at each level shall include instruction that promotes understanding of the history and meaning of the Pledge of Allegiance. If students do not choose to participate, we cannot require that they stand. We can require silence.

PROFESSIONAL LEARNING TEAMS (PLTs)

Teachers should work closely with the members of their Professional Learning Team (PLT) to monitor student learning and establish consistency with grading, homework, and assessments. PLTs meet weekly for 45 minutes in the **CoLAB** to collaborate and answer the following questions: **What is it that we want students to know, How do we know if they know it, What do we do if they do not know it or do know it?** All certified staff will meet weekly for this purpose during times designated by school administration. Do not schedule anything that will require you to miss your PLT time. PLTs will establish new norms at the beginning of each school year. Teams should rotate who completes the responsibilities of facilitator, recorder, and timekeeper. In addition, PLTs are required document the work from their meetings. A PLT folder will be created by administration that includes tasks that PLT groups must work through on a quarterly basis.

PROMOTION/RETENTION

WCPSS students are required to meet promotion standards. Promotion decisions are based upon multiple criteria including local assessments, and classroom performance, not simply standardized test scores. State law gives principals the authority to determine the appropriate grade level for each student. **Retention is a very serious intervention, and should be considered for very few children.** Each quarter data concerning student performance will be monitored. Students who are performing below grade level should be reviewed through Kid Talk. If necessary, a Tier II plan should be created for the child. Keep documentation of parent contacts. These will all be needed if a student is going to be considered for retention. If a decision is made to retain a student, Raleigh will notify the parents.

PURCHASING: Three Options

Basic provisions such as crayons, construction paper, glue sticks, and paper and ink cartridges for your printers will be available through the school supply closet. During the first weeks of school, teams will be allotted discretionary funds for materials and supplies once final budget figures are released from the central office. Please do not ask parents for monetary donations for the classroom. Any unsolicited monetary donations must be receipted through the office. Instead you may ask parents to send in supplies.

1. Supply Closet

Frequently used items are available in the supply closet. Quantities will be limited so our supplies can be available for everyone to use all year. The supply room will be made available upon request. If supplies are needed after 8:40, please feel free to email Becky your list.

**** Items not available from the supply closet can be purchased in a variety of ways:**

2. Warehouse

Items from the warehouse can only be ordered in bulk amounts. If everyone at your grade level is ordering the same items, your

combined order might be large enough for a warehouse order. The warehouse catalog is online, and we have a copy in the workroom. Fill out the online requisition form, print and give the order to Becky for processing. Warehouse orders normally arrive three weeks after they are ordered.

3. Purchasing Card

If you wish to purchase an item online or through a store, you will need to share the link with Becky. We will order the order the items for you to ensure proper delivery and documentation.

****Employee Reimbursements for Supplies/Materials**

Be cautious about your choices, especially if you choose to pay out of pocket in advance for an item prior to receiving approval from Raleigh because your expense may not be approved. Requests for reimbursement must be made within one month following the purchase. Receipts, invoice, or credit card slips must contain the following information: 1) Date, 2) Description of item purchased (general merchandise is not enough info, please indicate a detailed description), 3) Method of payment (if credit card list the last 4 digits of number), 4) Total amount paid, 5) Ship to Address. A receipt for reimbursement for a purchase using a personal credit card must show Laurel Park as the ship to address or you cannot be reimbursed. Receipts should only include items for reimbursement. Per the Finance Manual, all items ordered should be shipped to the school or other WCPSS location. Packing slips should be maintained on file for all goods shipped to the school to evidence receipt of goods. Should a packing slip not be available, the individual who received the good should sign and date the invoice indicating receipt of the goods.

RECESS

State Board Policy, HRS-E-000 states that Recess and physical activity shall not be taken away from students as a form of punishment; furthermore, exercise shall not be assigned for use as a form of punishment for students. Physical activity required by this policy must involve physical exertion of at least a moderate intensity level and last for a duration sufficient to provide a significant health benefit to students. Structured recess and other physical activity may not be taken away as a form of punishment.

Each day **teachers** are expected to monitor their students at recess. Each grade level has been assigned a 30 minute outdoor recess period. In the event of rainy/ inclement weather or extreme heat, administration will make a decision to hold indoor recess and communicate this decision in a timely manner. **Classroom teachers (not instructional assistants) are required to supervise students as recess, in case an injury or behavior incident/ social concern arises. We have found that teachers need to be able to speak to the dynamics that can occur during this time.** Teachers should spread out around the playground, rather than congregate in one area. Be sure you can see all the students and they all can see you. A student's recess time may not be taken away as a punishment under any circumstance.

REPORT CARDS

NOTHING on a report card should be a surprise! Interim reports should be sent for each student at the midpoint of each quarter, with the exception of Kindergarten 1st Quarter.

SALARY

Check the WCPSS website for current salary schedules and an online copy of your pay stub. We are paid on the last business day of each month. [WCPSS Salary Schedules](#)

SCHOOL BOARD POLICY

School Board policy information can be accessed through the district website. See an administrator with questions regarding laws, policies, or regulations. District personnel handbooks, which contain a great deal of information about district policies and procedures, can also be accessed via the district website. [WCPSS School Board Policies](#)

SCHOOL NURSE

Our school nurse is Claire Larson. The school nurse serves multiple schools and is typically at LPES twice a week. She can assist families of students who may require an individual health plan due to medical conditions or allergies.

SECURITY

Exterior doors should **never** be propped open. Students should **never** go outside without an adult, even to get something left on the playground. Instruct your students to never open an exterior door for someone who is knocking on it, and to report any visitor without a badge to the nearest adult. In addition, because of frequent after school activities please lock your door before you leave each day.

SOCIAL MEDIA

The use of social media at school is permitted for instructional purposes, still staff members should be cautious about what is

being posted each day. Please be mindful that we are judged differently because we are school representatives. **All staff members are expected to separate personal and professional social media accounts, and limit use of social media during the instructional day.**

SPECIALS/RESOURCE CLASSES

Specials and resource classes are part of a student's daily schedule. Homeroom teachers must send students to specials and resource classes at the scheduled times. These scheduled times may not be used for make-up work or for punishment. Specials and resource teachers may not send students back to the classroom during the scheduled times for disciplinary reasons. **Please provide opportunities for students to learn the names of our specialists.**

Resource classes include:

ESL (English as a Second Language)
CCR (Cross-Categorical Resource)
Speech/Language
AIG (Academically and Intellectually Gifted)
OT (Occupational Therapy)

Specials Classes are:

Art
Music
Physical Education
Social Thinking
Technology
Media (K-3)

STAFF MEMBERS' CHILDREN

Staff members' children are expected to follow the same rules as other students in the building. Children are not permitted in the lounge or workrooms. Staff members children are always welcome at school, however, please make sure they are appropriately supervised ☺

STUDENT BEHAVIOR

We are a PBIS (Positive Behavior Intervention Support) exemplar school and have committed to integrating the Positivity Project Curriculum for the 2019-20 school year. Our PBIS team provides ongoing support and structure in managing student behavior. **All** staff members have shared responsibility for consistently teaching and monitoring behavior for **all** students. Students are expected to know and demonstrate the principles of the Penguin Pledge.

Penguin Pledge

As a Laurel Park Penguin, I will be:

- o Respectful of myself, others, and school property,*
- o Engaged in all activities,*
- o Accountable for my actions,*
- o Determined to do my best all*
- o Year-long.*

Staff members are encouraged to reinforce individual student behaviors by using Positive Penguins and Respect Penguins. Grade levels should develop behavior plans that are aligned with the Penguin Pledge and PBIS values. Please send a copy to parents and a copy to the office by the end of your second week in school. Please use the online Discipline Referral Form when referring a student to the office. [Penguin READY Poster](#)

STUDENT/PARENT HANDBOOK

Each teacher should be familiar with information in the WCPSS and Laurel Park Student/Parent Handbooks. **During the first day of school each teacher should familiarize students with school rules and procedures.** This includes directly teaching and modeling expectations for how students follow classroom procedures, walk through hallways, use the cafeteria, use restrooms, and prepare for dismissal. Be sure to collect a WCPSS Student/Parent Handbook Verification/Agreement form from each student in your class. This form covers the district and school handbooks. [LPES 2018-19 Parent & Student Handbook](#)

STUDENT ROSTER/CLASS LISTS

We can post class lists on our doors, etc., but **we do not provide parents with any contact information for other parents or for students.** The school cannot give out personal information. Parents can share information with each other. Parents will have the opportunity to opt in or out of a PTA directory, but we cannot assist in this process in any way... not even by sending requests for information home in students' book bags. If parents persist in their requests, refer them to an administrator.

STUDENTS LEAVING SCHOOL GROUNDS

Students may not leave school grounds during the day without their parent or other authorized adult. Students must be signed out in the office. Do not release students to parents without being signed out on the "Check Out log" sheet after a special event, or field trip.

SUPERVISION OF STUDENTS

- Students must be supervised **at all times**. They should not be left alone in a classroom unless there is an emergency.
- In case of emergency, instruct a student to notify the office and we will send an adult to your classroom.
- Students should never be outside alone. Students should never use any exterior doors without an adult.
- Students should not supervise or monitor other students.
- Review your procedures for walking in line. Teachers and Instructional Assistants should position themselves at the mid-point of their line when transitioning throughout the building so that all students can be easily supervised. Don't allow them to go around a corner or through a door before you get there.
- Remind students to not open exterior doors for anyone.

TECHNOLOGY

Staff member use:

At the beginning of the year all staff members will have to sign an Acceptable Use Agreement. Read it carefully.

- School technology resources are for school use. Use of the equipment is expected to be related to WCPSS goals and/or WCPSS business.
- Some personal use is expected and is ok. Think of your school computer as a telephone which you might use briefly during personal time, or as a quick way to look something up.
- School technology (laptops, iPads, etc.) must be at school every school day.

Good points to remember and consider:

- There is no right to privacy.
- Would you want what you just wrote/looked up/printed on the front page of the News and Observer... with your name on it?
- When you take your laptop home, it's still a school computer. Everything said in the Board of Education Policy still applies.
- Don't put any non-WCPSS software on your laptop.
- Don't download music or other entertainment files for personal use. If you download music or other files for school use, do so LEGALLY... using the subscriptions we have for that purpose.
- Don't use school computers for personal or private gain.
- Don't use school computers for political reasons... either directly or indirectly.
- School computers may be used only by WCPSS staff and students and others authorized by WCPSS.
- Board of Education Policy 3013.4, 4013.4: Violations may constitute cause for revocation of access privileges, suspension of access to WCPSS computers, other disciplinary action, dismissal, and/or appropriate legal action.

Technology work requests:

Contact Tiffany Trent for support. Always have a backup plan in case technology doesn't work!

Classroom use:

Each teacher has a laptop; Students should use computers only for instructional purposes. **Instructional games are fine unless they involve blowing things up, shooting things, fighting, etc.** Please monitor student use of laptops and desktops carefully to minimize damage to these items. Once they break, they cannot be replaced. Report all damage and lost parts IMMEDIATELY! Laptops and Alphasmarts should be checked out to students by number and inspected and checked back in every time they are used.

iPads:

Each classroom teacher has an iPad assigned to them for teacher use. These should not be handled or used directly by the students, but should be used to conduct mClass assessments. They can be used as a tool to support classroom instruction as long as students are being shown what is on the iPad instead of using it.

Telephones/Intercom:

To call outside the school, dial **9-8-9**. Once you hear the dial tone, dial the number starting with 919. You cannot receive incoming calls on your classroom telephone. The office staff will take messages for you during the school day. We will not interrupt instruction unless there is an emergency. Please do not assign or allow children to answer the classroom telephone. **Call *1101 to report an emergency to the front office. Two-way communication among rooms is available by dialing * followed by the 4-digit room number.**

Videos/DVDs:

Videos/DVDs should be limited to use for instructional purposes; they may be used for entertainment, rewards, celebrations, parties, etc. as long as parent permission is obtained for all students. All *videos/DVDs must be G-rated!* Prior approval is required for all videos/DVDs that are not owned by the school. We are not permitted to show any Disney videos/DVDs unless they are owned by the school.

TESTING

**** Do not schedule vacations, appointments, etc., during EOG testing in the last 3 weeks of school.****

Requests for annual leave during EOGs will not be approved, so please check the spring testing schedule before planning vacations.

****Testing accommodations:**

Testing accommodations specified in IEPs, LEPs, & 504 Plans are applicable at all times. For example, a student who has read aloud, separate setting, and extended time for End of Grade Tests must have ALL tests ALL year read aloud (except reading tests), and take ALL tests ALL year in a separate setting with extended time. Please coordinate with the Case Manager in these instances to ensure that accommodations are being consistently provided.

TIME SHEETS (Non-Certified Staff, Hourly Employees)

Per the Fair Labor Standards Act (FLSA), WCPSS cannot release a paycheck without a signed timesheet from each non-exempt employee. Make sure that your timesheet is turned in by the due date. Any changes for the month such as holidays or snow days will be sent to you by email so that the time sheets can be adjusted. ****If time sheets will be due during your track-out, be sure to complete them and give them to Becky before you leave. ****

Time sheets should reflect the actual hours worked. For example, if you are observed walking to your car at 3:55 PM, then your timesheet should certainly not state 4:15 PM as your stop time. Additionally, in accordance with Board Policy, nonexempt employees shall not work in excess of 40 hours per workweek except in extraordinary circumstances and upon approval of the employee's immediate supervisor.

TOYS/ELECTRONIC DEVICES

Students should not bring toys of any kind to school. Trading cards and Nintendo 3DS are considered toys. Parents have been informed that school personnel cannot be responsible for the safety of toys or electronic devices brought to school.

Currently, Laurel Park has not adopted any BYOD policy. Electronic devices such as students' iPads, iPods, DS, Game Boys, radios, CD players, MP3 players, etc., are not permitted at school. Do not encourage students to bring these devices to school. If a parent feels his/her child must have a cell phone or pager, he or she may leave it in the office in the morning and may pick it up in the afternoon at dismissal time. Items brought to school in violation of this policy will be kept at school until a parent comes to school to get the items. In addition, fidgets (spinners, putty, etc) should truly be used intentionally and not as toys. Please make your best judgement when allowing these items in the classroom. We would rather they be left at home :)

TRACK-IN/OUT PROCEDURES:

Teachers are responsible for moving all items to and from their designated Track-Out location. Teachers may solicit parent/community volunteers to assist with this process, but we no longer have the option of utilizing our contract custodians as we have in the past. To ensure that this process is streamlined, please follow the procedures below.

- All classroom teachers are required to complete the TRACK-OUT CHECKLIST prior to each track-out. Please see Raleigh, or Becky if you have questions. [Track-out Checklist](#)
- Teachers will follow the designated room rotation list for their grade-level when tracking-in/out. All items should be clearly labeled with your name and grade level.
- Teachers will move their track-out cart and small file cabinet to their designated track-out location (see below). You may solicit assistance from parent/community volunteers, as long as those individuals sign-in at the front office.
- **All large, 4-drawer file cabinets will remain in classrooms. They should NOT be moved during track-outs.** Instead, teachers will remove files from the large file cabinets and place them into their 2-drawer file cabinet or in crates that will be provided for you. The crates can be stored with your other belongings in your designated track-out location or in your grade-level storage closet.
- Tracking-In staff will remove their items from storage on staff meeting days. Furniture can be placed in the hallway near the next track-in location.
- Tracking-Out staff will place their items in storage on each designated Continuous Improvement meeting days (SIP). Furniture should be labeled and placed in your designated track-out location.

TRACK-OUT LOCATIONS:

- K-1--Stairwell near Kindergarten playground entrance/exit
- 2nd/3rd--Room 2307
- 4th/5th grade--No track-outs required.

TUTORING

Per Board Policy tutoring of students for a fee on school property or with school supplies is prohibited. Any teacher who accepts pay for tutoring students shall provide such tutoring off school property and shall limit his/her practice to students other than

those in a school which he/she teaches.

VOLUNTEERS

The Wake County Public School System requires that all volunteers participate in a yearly online registration process. Volunteers must register each year! Parents who have received clearance in previous years need only re-enroll by completing a sign in process on the computers in the Media Center between July 1 - October 31, 2018. From November 2018 through March 2019, the volunteer registration system will only be open on Mondays.

Once returning parents have re-enrolled they may immediately begin to assist as volunteers. However, parents of new students must receive clearance through submitting the online registration process and passing a criminal background check. This process for new parents may take at least three to six weeks for approval. All parents must be approved as a volunteer before tutoring or chaperoning on field trips. Check with the front office to find out which parents are cleared.

Volunteers, who are providing academic support, should not bring younger siblings to school events. Communicate this in advance through your newsletters so that parents can plan accordingly. Please do not make exceptions to this policy. In the event that this situation happens, please notify Raleigh.

WELLNESS PLAN

Laurel Park Elementary Wellness Mission:

We will promote healthy lifestyles by teaching and encouraging our school community to eat healthy and be active.

We challenge our penguin family to:

- *Get moving for 45 minutes each day*
- *Eat a healthy snack and lunch every day*
- *Celebrate with healthy or non-food alternatives*

WORK HOURS

Unless other arrangements are made in advance with Raleigh or , **workday hours are 8:30 AM - 4:15 PM.

Certified staff: (Teachers)

Teachers are expected to arrive at least 30 minutes before the instructional day begins. At Laurel Park, we would like all staff to arrive by 8:30 AM. Staff members who have morning duty should be at their posts **before** the bell rings at 8:40 AM. If you must step off campus at any time during the day, you are expected to sign out/sign in on the clipboard at the front desk.

Teachers may leave after all Laurel Park bus, carpool, and daycare van students have left school grounds (usually by 4:10) unless school responsibilities require that they stay later for students who have missed the bus or carpool. Each afternoon, we will announce (on TV) when dismissal is complete. That will be your signal that you can leave.

Non-certified staff: (Instructional Assistants & Front Office)

- are **required** to take one 15-minute break for every four hours of work during the day. The 15-minute break cannot be taken at the beginning or end of the day and cannot be added to a lunch break.
- cannot work more than 40 hours in one week without prior approval from an administrator.

Instructional Assistants are scheduled for **37.5 hours per week** (7.5 hours per day with one 15-minute break), and cannot work more than 40 hours. Instructional Assistants who eat lunch with their students are paid for that time. Instructional Assistants who take a lunch break away from their students (in addition to their 15-minute break) are not paid for that time. For example, if you are a TA and take a 30 minute lunch break away from your students (in addition to your 15-minute break), you will leave work 8 hours after you arrive. If you eat lunch with your students and your only break is for 15 minutes, you leave work 7 ½ hours after you arrive.

WORK ROOMS

Do not remove any equipment from school workrooms unless you have received permission from an administrator. Report any problems with broken or malfunctioning equipment to the front office immediately. For safety reasons, children are not permitted in any of the work rooms at any time.

Whom To Ask

Approval of leave	Raleigh Bame
Attendance	Elana Murray
Benefits	Becky Lorenzen
Budget	Raleigh Bame
Buses	Assistant Principal
Cafeteria	Theresa Massa
Carpool Tags	Becky Lorenzen
Child Abuse/Neglect	Caren MacEntee, Ashley Waddell, (New Social Worker), Raleigh Bame, Assistant Principal, Amy Hawkins
Clubs	Assistant Principal
Computer Issues	Tiffany Trent
Copy Machines	Becky Lorenzen
Curriculum	Sherry Bourne
Custodial Requests	Maria Durango
Emergency Procedures/Fire Drills	Bame/ Assistant Principal
Extracurricular Duty	Raleigh Bame, Assistant Principal
Evaluations	Raleigh Bame, Assistant Principal
Field Trips and in-class trips	Assistant Principal, Becky Lorenzen
Formative Assessments	Sherry Bourne, Lorrie Sardiello
Gradebook in PowerTeacher	Jennifer Weiss
Grants	Becky Lorenzen
Guest Speakers	Raleigh Bame, Assistant Principal
Health Room	Lori Baysden, Elana Murray, Becky Lorenzen
Heating and Air Conditioning	Assistant Principal
Instructional Assistants	Raleigh Bame, Assistant Principal, Becky Lorenzen
Instructional Materials/iPads	Sherry Bourne
Keys/Security Cards/ ID Badges	Becky Lorenzen
Kid Talk/TIPS	Sherry Bourne, Lorrie Sardiello
Long-term Leave	Raleigh Bame, Becky Lorenzen
Lunch Cards	Assistant Principal
mClass Reading 3D	Sherry Bourne, Heather Millsaps
Maintenance/Facility Issues	Assistant Principal
Media Center	Allison LeSueur
Parent Concerns	Raleigh Bame, Assistant Principal, Counselors
PBIS	Melissa McGahey, Susannah Vitaglione, Lorrie Sardiello
Personnel Concerns	Raleigh Bame, Assistant Principal
Picture Days	Assistant Principal
PLTs	Raleigh Bame, Assistant Principal
PowerSchool	Elana Murray
Promotion/Retention	Raleigh Bame

Purchasing Card	Raleigh Bame, Becky Lorenzen
PTA	Raleigh Bame, New PTA President
Red Bags/First Aid Plans	Assistant Principal, Becky Lorenzen
Report Cards/ Standards Based Grading	Sherry Bourne
Room Assignments/Room Rotation	Assistant Principal
Master Schedule/Specials Schedule	Raleigh Bame, Assistant Principal
School Improvement Team	Raleigh Bame, Assistant Principal, Sherry Bourne
Special Activities/Guest Speakers	Raleigh Bame, Assistant Principal
Special Education	See Case Manager
Student Concerns	Raleigh Bame, Assistant Principal, Caren MacEntee, Ashley Waddell
Student Discipline	Raleigh Bame, Assistant Principal
Substitutes (one week or less)	Becky Lorenzen
Supplies	Becky Lorenzen
Technology/Website	Tiffany Trent
Testing	Lorrie Sardiello
Tier II/Tier III Plans	Lorrie Sardiello
Timesheets	Becky Lorenzen
Transportation Issues	Assistant Principal
Volunteer Registration	Lori Baysden
Walker Passes for Students	Assistant Principal