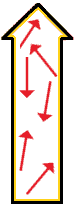
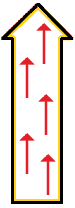
**CHARLES R. BUGG**

**CREATIVE ARTS AND SCIENCE MAGNET ELEMENTARY SCHOOL**

**“AN A+ PLACE TO BE”**

**STAFF**

**HANDBOOK**



**VS.**

**TABLE OF CONTENTS**

**SECTION I – GENERAL INFORMATION**

Mission / Vision / Values 3

Staff Roster 4

Report Card/Interim Schedule 5

Principal Job Description 6

**SECTION II – POLICY AND EXPECTATIONS**

Accidents 7

Appointments 7

Arrival & Dismissal 7

Artist-in- Residence 8

Assessments 8

Assemblies 8

Assembly Conduct Expectations 8

Attendance 8

Before/After School Care 9

Behavior 9

Bell Schedule 9

Bulletin Boards 10

Carpool Procedures 10

Certification 11

Children of Staff Members 11

Communications 12

Conferences 13

Confidentiality 14

Corporal Punishment 14

Copyright Policy 15

Cumulative Records 15

Curriculum Maps 16

Daily Schedules 16

Dress 16

Duties 16

Extended Study 16

Facilities 17

Field Trip Procedures 17

Fire Safety 18

Food 18

Gossiping 19

Grading 19

Gum/Candy 19

Homework 19

Housekeeping 21

Illnesses 21

Leave 21

Library/Media Center Use 22

Locator Cards 24

Medications 24

Office 25

Ordering Supplies 25

Parties 25

Planning for Instruction 25

Purchases 26

Recess 27

Red Bags 27

Resource Speakers 27

Sign-In Policy 28

Smoking 28

Substitutes 28

Supervision/Safety of Students 29

Teacher Attendance 30

Telephone Use. 30

Testing 30

Tornado Drills 31

Visitors 31

Workday for Faculty and Staff 31

**APPENDIX A – WEATHER GUIDELINES**

Summer Weather Guidelines for Outdoor Activities 33

# GENERAL INFORMATION

# MISSION

“At Bugg, we are empowered to creatively explore our smarts.”

VISION

Our school envisions a safe and caring family of parents, staff, and community members who will work together effectively to provide a creative and inviting learning environment. By assessing and monitoring each student’s progress, we will identify and implement strategies for improving student achievement, which will prepare them for the challenges of the 21st century.

## VALUES

As we work to attain our vision as a Professional Learning Community, the staff of Bugg Creative Arts and Science Magnet School has made the following commitments:

1. We will utilize differentiated learning experiences, arts integration, research-based strategies, and resources to meet individual needs to ensure the growth of all students.
2. We will communicate effectively with parents/families by providing resources, strategies, and training to foster student success.
3. We will create a positive school climate through acceptance and commitment to our school’s vision by modeling the qualities and characteristics we hope to instill in our students.
4. We will participate in professional staff development through state, county and school-based initiatives.
5. We will analyze and interpret data to develop strategies to improve student achievement.
6. We will provide continual formative and summative assessments to monitor and effectively evaluate student growth and guide instruction.
7. We will collaborate through team planning to integrate the arts with the core curriculum and tailor individual needs by recognizing multiple intelligences.

**STAFF ROSTER**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **KINDERGARTEN TEAM** | |  | **FIRST GRADE TEAM** | |
| Badger, Khalilah (Pre-K) | 511 |  | Tholand Eva | 517 |
| Emelle, Ryan | 502 |  | Hill, Stacey | 518 |
| Hemink, Jenna | 510 |  | Kearns, Nicole | 513 |
| Mitchiner, Sonya | 512 |  | Reddick, Ashley | 516 |
| Sheehan, Regina | 506 |  | Terry, Kristen (K/1) | 515 |
|  |  |  |  |  |
| **SECOND GRADE TEAM** | |  | **THIRD GRADE TEAM** | |
| Brown, Kim | 605 |  | Daughtry, Heather | 612 |
| Freeman, Leigh Ann | 603 |  | Fogle, Demetria | 609 |
| Hood-Rouse, Ninethia | 608 |  | Joyner, Jennifer | 611 |
| Lightfoot, Victoria | 606 |  | Nunamaker, Deborah | 610 |
|  |  |  | Sykes, Roxann | 604 |
|  |  |  |  |  |
| **FOURTH GRADE TEAM** | |  | **FIFTH GRADE TEAM** | |
| Kisielius, Andrea | 121 |  | Burrell, Tanika | 117 |
| Robinson, Shawan | 118 |  | Eby, Maria | 116 |
| Walters, Heather | 120 |  | Macon, Nieshia | 110 |
| Williams, Gina | 119 |  | McDonald, Lori | 114 |
|  |  |  |  |  |
| **MI TEAM** | |  | **INTERVENTION TEAM** | |
| Hartley, Susan | 205 |  | Brower, Marcia | 410 |
| Hook, Jessica | 713 |  | Burch, Deborah | 115A |
| Miazga, Karen | 411 |  | Delaney, Renata | 607B |
| Patillo, Crystal | 203 |  | Hennessy, Monica | 106 |
| Robbins, Catharine | 301 |  | Hewitt, Tara | 115 |
| Todd, Jennifer | 602 |  | Jenkins, Frances | 410/412 |
| Umstead, Charlotte | 207 |  | Joyce, Cecelia | 414 |
| (Technology) | 401 |  | Knight, Ursula | 412 |
|  |  |  | Kroll, Alicia | 607A |
| **SPECIAL PROGRAMS TEAM** | |  | Murphy, Kevin | 607A |
| Allen-Jackson, Patricia | 614 |  | Newkirk, Catherine | 115F |
| Biggs, JoAnn | 613 |  | Proctor, Nancy | 601B |
| Gumpper, Diane | 507 |  | Santiago, Jorge | 601A |
|  |  |  |  | |
| **ADMINISTRATIVE TEAM** | |  | **INSTRUCTIONAL ASSISTANTS** | |
| Adebimpe, Iyabo | 101C |  | Clark, Nakima | 613 |
| Armstrong, Michael | 101G |  | DeJesus, Irma | 511 |
| Fraley, Karen | 102 |  | Dublin, Terry |  |
| Freeman, Ruth Ann | 101L |  | Evans, Franchelle | 614 |
| Mason, Antionette | 101F |  | Evans, Shervoneda | 507 |
| Rogne-Percy, Maureen (Mo) | 103 |  | Hunter, Brenda |  |
| Scanlon, Justine | 101B |  | Johnson, Melody |  |
|  |  |  | Powell, Holly |  |
| **RESOURCE TEAM** | |  | Shah, Shilva |  |
| Nurse |  |  | Skiba, Danielle |  |
| Social Worker |  |  | Tangherlini, Colleen |  |
| Psychologist |  |  | Williams, Phyllis |  |
| Physical Therapist |  |  | Yon, Lovely | 507 |
| Occupational Therapist |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**REPORT CARD/ INTERIM SCHEDULES**

**REPORT CARDS**

|  |  |  |  |
| --- | --- | --- | --- |
| **End Of**  **Quarter** | **MI Grades**  **Due** | **Cards Due To Admin** | **Cards Go**  **Home** |
| Oct. 28 | Oct. | Nov. | Nov. 4 |
| Jan. 21 | Jan. | Jan. | Jan. 28 |
| Mar. 31 | Apr. | Apr. | Apr. 7 |
| Jun | Jun. | Jun. | Jun. 10 |

**MI GRADES do the Friday before quarter ends. Due to admin the Friday after quarter ends.**

**INTERIMS**

|  |  |
| --- | --- |
| **Period** | **Send Home On:** |
| 1st Quarter | Sept. 20 |
| 2nd Quarter | Dec. 6 |
| 3rd Quarter | Feb. 28 |
| 4th Quarter | May 9 |

Intervention members and Special Programs CCR teachers will attend grade level Retention meetings. All attendees should bring copy of report cards and work samples to these meetings. Appropriate forms should also be completed for each student being considered.

**Michael Armstrong**

**Principal**

***My mission is to empower others to manage best practices, proactively prevent crisis, and improve the image & academics of our school.***

**Lead best teaching practices through modeling.** Every time I stand before a child, parent, staff member or community member I will use this opportunity to showcase our high expectations for learning and teaching.

**Create systems that support high academic achievement and growth for all students.** Systems should include monitoring how we spend our time, money, human resources and utilize our facility.

**Build relationships with all stakeholders**. I will focus on getting to know the needs and strengths of our students, teachers and community.

**Communicate expectations to our school community.** It is essential I am aware of any activity that involves individual students or our school image, prior to the event. Communication is two way: I must be informed to inform others.

**Support the longevity of our A+ Magnet Model.** Support includes providing staff development, hiring practices, recruitment of families, and implementation of the model.

**Address the root cause and immediate concerns created by behavior issues.** My focus will be on the top 10% in the school.

**Advocate for the best interest of individual children.** I will be an active member of PLTs, SST, and IEPs to support interventions and enrichment.

**Monitor academic growth for the school.** This includes collaboratively working with teachers to create common assessments, ways to display data, disaggregation of data, and addressing concerns in the data.

**Align our budget to support our goals.** We have limited resources and I will work with the Leadership team to prioritize how we use our resources in accordance with WCPSS policy and state law.

**Serve as an active member of the Leadership Team and SIP committee that will govern our school.** The systems of improvement and management of our school should be streamlined.

**POLICY AND EXPECTATIONS**

**ACCIDENTS**

All classrooms should have first aid supplies kept in their red emergency bags. When there is a slight injury, the teacher or teacher assistant may apply a band-aid. Do not move a student who is seriously injured. The teacher or other adult will notify the office and an administrator. The classroom teacher should call the parent for all injuries. Even if the injury is minor, the parent should still be notified before the child goes home. Fill in an accident form on-line (to include the bottom portion) and email it to Ruth Ann Freeman.

In case of an accident involving a staff member, the staff member must report the work related accident to an administrator IMMEDIATELY. Ms. Mason will also provide a list of eligible doctors in order to qualify for Worker’s Compensation insurance.

**APPOINTMENTS**

If it is necessary for you to schedule medical appointments on a school day, please schedule them for a time after the students have been dismissed. It is important that we protect the instructional day. Also, all Monday afternoons should be protected for staff meetings, committee meetings, staff development, and/or leadership team meetings. The day may change if there is an emergency. If you are unable to be at a required meeting you must share this information with Ms. Mason, prior to the appointment. She will share this information weekly with Mr. Armstrong and Ms. Freeman. Discuss the interest in morning meetings.

**ARRIVAL & DISMISSAL**

The first bell will ring in the morning at 8:40 a.m. Teachers should stand at the door of the classroom to welcome students to school. There should be a routine established at the beginning of the year. Students should have a morning assignment that is ready at 8:40 a.m. daily. The official day starts at 9:10 a.m. Students arriving after that time should have a pink tardy slip from the office before being admitted to class. The teacher should stand at the classroom door so he/she can monitor the students in the hall and in the classroom.

Students should be lined up before being sent out of the classroom. This year, car pool riders will come to the cafeteria at 3:40. Walkers will be dismissed at 3:50 and will be dismissed from the media center. Bus riders will be dismissed from the classroom. We are using a software program this year that will be on the screen. Please watch this closely so that all students will get to the bus in a timely manner. If a student misses the bus, then the teacher is responsible for staying with the student until parents are notified and the child is picked up to go home.

**ARTIST-IN-RESIDENCE**

This is a school program in partnership with the United Arts Council of Raleigh, Wake County Schools, and the North Carolina Arts Council. Each grade level will work with an Artist-in-Residence during the school year. Grade level teams will choose the artist for their level. Classroom teachers should prepare students for the experience and remain with students the entire time they are with the Artist-in-Residence. The Artist-in-Residence cannot be responsible for the safety, well-being or behavior of our students. Remember, this person is not a Wake County Employee. Please discuss appropriate behavior with your students before the residency begins.

**ASSESSMENTS**

We will discuss in detail and update as we start our PLTs. There are High Expectations for this process to be followed with fidelity.

**ASSEMBLIES**

We will have regular assemblies to throughout the year Parents of students should receive invitations to the assembly one week prior to the assembly.

In addition, we will have assemblies that will focus on behavior and academic achievement. Students will be recognized for working beyond expectations, each teacher will choose students each quarter who meet benchmarks and are able to apply the acquired knowledge in other situations. The names of students to be recognized should be submitted by the deadline so awards can be prepared in a timely fashion.

**ASSEMBLY CONDUCT EXPECTATIONS**

Students should come in quietly and sit in line on the floor while being monitored by their classroom teacher. Classes should sit in assigned area, refer to map in handbook. They should maintain appropriate conduct at all times. Students who do not follow school rules should be moved to a location that is near the teacher. We are all responsible for the behavior of all students. We need to have consistency across the school when it comes to acceptable behavior.

**ATTENDANCE**

Teachers are expected to keep accurate records of daily attendance. The Data Manager will instruct new staff members at the beginning of the year. All attendance should be taken on the computer by 9:30 daily. In case of an absence, the student should bring a note from their parents explaining the reason for the absence. NCWISE requires that a reason be given for any student absence. Classroom teachers are responsible for updating the absence reason in NCWISE. All absences are unexcused if you do not receive a note signed by the parent citing the reason for an absence within two (2) days of the student returning to school. You will need to code the student with the appropriate reason. Tardy slips and absence notes should be kept in the large brown attendance envelope and kept until the end of the year. All changes affect the Principal’s Monthly Report to Central Office and DPI. It is important that our Data Manager is able to complete reports in an accurate and timely manner.

**BEFORE / AFTER SCHOOL CARE**

Students may not enter the building until 8:40a.m. unless enrolled in the Early Arrival Program. All students enrolled in this program should report to the MPR where they will remain until the 8:40 a.m. bell. Students may be dropped off as early as 7:00 a.m. by parents. The cost is $91.85 per child, plus a Registration Fee of $15.00. Applications for the program are available from the office. The fee for a returned check is $15.00.

Students who are staying in After School Care will be dismissed from their classrooms at 3:50 p.m. After-school staff members should escort students to the Multi-purpose room where they will complete homework. After School Care staff members will work with small groups and give students assistance when needed. Students who do not have homework will read quietly until the homework period is over. All students will have the opportunity to complete their homework with help during After-school Care.

**BEHAVIOR**

Guiding questions.

1. Does the student know the expectation? Has it been stated, modeled, role played, explained what it does not look like, praised when observed.
2. What is the root cause of this behavior? Low confidence, struggling learner, home life, cry for help. The cause is not an excuse, but rather our most important way of addressing the behavior.
3. Do you have a strong relationship with this student? How can you build a relationship?
4. Are ALL staff members holding ALL students accountable ALL of the time?

**BELL SCHEDULE**

8:40 a.m. Students can enter the building and go to breakfast, then to their classrooms. (*Teachers are standing by their classroom doors*.)

9:10 a.m. The bell rings for the instructional day to begin.

3:40 p.m. Carpoolers are dismissed to the Bugg Cafe. Bus / Van riders are to stay in their classrooms until their bus / van arrives.

3:50 p.m. Walkers and Worthdale students are dismissed to the media center. There should be a line for Bell Drive Walkers and Little John Walkers. After School Care students are dismissed to the gym.

4:10 p.m. Final bell rings. Dismissal is complete when all carpool students and bus riders have departed. If applicable, an announcement will be made when all remaining students can be sent to the office. Perfect

Children of staff members should stay with their classroom teacher until their parent returns from duty.

**BULLETIN BOARDS**

Your bulletin boards are a window into your classroom. Therefore, you want to make certain that you showcase the wonderful things that are happening in your classroom. The boards should be changed throughout the year. Your outside bulletin board should change at the beginning of each quarter and should reflect what is being taught. You should also identify the multiple intelligences that were being used when students worked on the task.

###### CARPOOL PROCEDURES

Parents who bring their children to school and who pick up their children after school should unload/load in the designated car pool lane in front of the building. Parents are asked not to park on the street or tell their child to dismiss as a walker and meet them on Bell Drive or Little John Road.

The following is a list of rules and procedures regarding car pool that have been sent to parents. Your cooperation is needed to ensure a safe and efficient car pool system.

1. Use one lane only (right lane). This is for the safety of the students. Parking in the carpool lane is not permitted.
2. To ensure that only authorized adults are picking up students, parents should remain in their vehicles and follow all procedures. Any adults needing to by-pass carpool pick-up must check out their children in the office after 4PM. The front doors will be locked at 3:15PM.
3. Students must walk at all times during carpool arrival/dismissal.
4. All vehicles in the carpool lane must display a school-issued identification tag with the carpool number assigned to their child/children being picked-up. Anyone wishing to pick up a child without an ID card will be required to park and to report to the office to verify authorization to pick up the child after 4PM.
5. Carpool tags may be obtained at the Carpool Registration table at Meet the Teacher. During the first week of school, cards may be obtained from Mrs. Scanlon.
6. No child will be released to persons not on the locator card.
7. If there is a change in the person picking up the child, notification must be made in writing (not telephoned in to the office), and the person picking up the student must display the carpool tag. (For your convenience, you may fax a written request to 250-4753 prior to 2:00PM.)
8. To ensure optimum traffic flow and student safety, students and vehicles picking them up should watch staff members and safety patrol as they move up in the line to pick up their child.
9. Students must stay in their designated pick-up point until a member of the Safety Patrol or a staff member opens the door for them.
10. If a student is not ready to load on time, vehicles will pull down the curb as far as possible and wait there so that others can load quickly.
11. Students should not be dropped off before 8:40AM, and must be picked up by 4:10PM. Any student not picked up on time must be signed out in the office. Repeated tardiness will result in a call from the principal and / social worker.

**CERTIFICATION**

Teachers are responsible for maintaining a current teaching certificate. The administrators and human resources will be happy to help you in any way possible but it is your responsibility to keep up with the expiration date and renewal requirements on your certification.

**CHILDREN OF STAFF MEMBERS**

We are so excited that you want to bring your children to Bugg. By doing this, you are validating that Bugg is an A+ place to be. However, with this comes the responsibility of coverage for your children when you are teaching and/or performing a required duty. Children should not walk with parents when they have a duty that requires monitoring other children. Your entire attention has to be on the children that are being monitored. If you have duty, your child can stay in his/her classroom until you complete your duty. The office area is not the best place for large groups of children. We are looking at an alternative for required staff meetings. We are looking into coverage for Early Release days for staff members. Discuss child care on workdays. Leave this in.

## COMMUNICATIONS

*Announcements*

Announcements for staff/students will be read during the morning beginning at 9:00 a.m. each day. The names of students who have birthdays will be announced and a pencil/ribbon will be delivered to them to minimize loss of instructional time.

*Courier Service*

Courier service to Wake County Public Schools and State Government Offices is available in the main office. Mail to be sent by courier should be clearly marked with the recipient’s name and department and placed in the appropriate box located on the credenza in the office. Courier mail is picked up and delivered before 8:00 a.m. each day.

*Faculty Mailboxes*

Because bulletins, mail and phone messages, etc., are placed in boxes throughout the day, teachers should personally check their boxes in the morning before school, at lunch, and in the afternoon before leaving. Do not send students to check your mail boxes. Personal telephone messages and confidential information may be in your box. However, personal phone calls should be limited. We will inform you of any emergency personal messages.

*Faculty / Staff Meetings:*

Attendance at faculty and grade level meetings is required of all teachers. Staff meetings will usually be held on Monday afternoons at 4:10 – 5:00 p.m. All staff members s hould reserve all Monday afternoons for meetings. Teachers should not schedule personal appointments on Mondays unless an emergency arises. If a staff member is unable to attend a Monday meeting, he/she should personally notify one of the administrators prior to the meeting. If a grade level meeting must be missed, the grade level chairperson should likewise be notified. Teachers, assistants, and other support personnel are required to attend Full Staff meetings. An announcement will be made if TA attendance is not required for a specific meeting. The following schedule will be followed monthly: (Please check the schedule section of this handbook for dates). Leave this section for now.

*PLTs*

Professional Learning Communities will meet during the 90 minute block twice per month. These days will be designated and must be followed. We will meet one morning or afternoon each month for one PLT in the Media Center. We will try this for one semester. If it does not work and PLTs are not being held by everyone, we will go back to before or after school Wednesdays each week. Attendance is required at PLTs. This is a School Board Mandate and will be noted in your Teacher / Teacher Assistant evaluations. Please do not make doctor appointments on these days unless you are sick. Only teacher assistants who have to go with students to specials will be excused from the 90 minute meetings. Teacher assistants who are not working in Before or After care are required to attend the one meeting that will be held Before or After School each month.

\* All grade levels have common planning time. Please use that time for grade level meetings and curriculum planning. Teams should have a planning meeting each week. This is required for all staff members. Please email minutes to Mr. Armstrong within 48 hours after your meeting. Please do not be late in turning these minutes in to the principal. UPDATE AFTER SCHEDULE MEETING Leave this the way it is.

*Public Address System (Intercom)*

The intercom generally will not be used for announcements during the day except to inform students of transportation changes in the afternoon. Any announcements that must be made on the intercom will be made between 9:00 and 9:15 a.m., with the exception of emergency announcements of extreme importance. The principal or the assistant principal must approve use of the intercom between 9:05 a.m. and 3:15 p.m. Teachers will be notified of bus or car transportation changes for the day after 3:15 p.m.

*U.S. Mail*

A box for the U.S. Mail is also found in the main office. Mail should be placed in the box by 12:00 p.m. for pick up on the same day. You may want to check the box at the end of the day to make sure any time-sensitive material was picked up by the mail carrier.

### *Weekly Memo*

In order to keep our entire staff up-to-date and informed on a regular basis, a bulletin will be issued from the office, by email, on Monday of each week. Teachers are expected to read their email daily. However, you should not be on the computer when your students are in the classroom. You have ample time to check email messages when they are out of the classroom. Bulletins should be read on Sunday evenings or Monday mornings. Announcements to be placed in the Weekly Memo should be sent to the Principal for inclusion in the memo by noon on Friday. Leave this comment. Interest in posting on blackboard verses email.

**CONFERENCES**

Teachers will not disrupt instruction to hold parent conferences. Teachers may schedule parent conferences during planning time, or before and after the student day.

Preparation for a parent conference when there is a problem:

* Determine the purpose of the conference. (Academic, misbehavior, peer relationships, teacher-student relationship, faculty communication between home and school.)
* Have an in-depth discussion with an administrator and/or counselor concerning nature of problem.
* Acquire pertinent information. (Grades, specific behaviors, attitude, test results.)
* Decide who should participate in the conference. (Total involvement is advantageous).
* Have a possible suggestion in mind to aid in eliminating the problem. (Contracts, learning labs, referral services, testing).
* Decide in advance who will facilitate and start the conference.
* Encourage parents to arrange for childcare for any conferences, IEP meetings, SST meetings, etc.

General guidelines for conducting a parent conference:

* Begin with a friendly welcome and introduction of all persons present.
* State the purpose of the conference.
* Start and end the conference with a positive, encouraging comment about the child and his school activities.
* Be careful with the language used. Use the simplest and cleanest words, but at the same time, don’t “talk down to parents”.
* Keep the atmosphere pleasant and friendly. Avoid any tinge of an argument.
* Be tactful.
* Be honest with parents, but not brutal.
* Encourage the parents to do most of the talking. Be a good listener.
* Find out how the parents are thinking and feeling about their child.
* Encourage suggestions from parents.
* Provide a climate that parents would feel free to seek additional help if needed. Suggest possible referral agencies.
* End the conference with a desire to maintain an open line of communication.
* See the parents to the door and thank them for coming.

**CONFIDENTIALITY**

Confidentiality is of great importance. Never discuss a student with a classmate or another student’s parents. Students should not be discussed in the teacher’s lounge / workroom/ or office area since there are parents who substitute and/or volunteer and are often in these areas. You may receive phone calls requesting information about a student. Never give out any information over the telephone. You may refer the caller to the school’s administrators if there is a problem.

**CORPORAL PUNISHMENT**

Teachers and administrators will not use corporal punishment at any time.

* Never hit a child in any way.
* Do not touch a child for disciplinary purposes

The only reason to use any physical force is to keep a student from hurting himself or others. Not adhering to this policy is grounds for immediate dismissal.

**COPYRIGHT POLICY**

The copyright law clearly prohibits educators from legally copying and disseminating ‘at will’ any materials even if the materials are deemed appropriate for instructional use. Read the materials to make certain that they are allowed to be copied.

**CUMULATIVE RECORDS**

It is the responsibility of each classroom teacher to maintain and be familiar with the cumulative record for each student assigned to his or her classroom. It is important for each teacher to review the files to discover any vital information that may be pertinent to the student’s health, academic and or social needs. The 2nd grade level PLT meeting will focus on reviewing your students cum folders. Records will be checked in August and again at the end of the school year. Please let Mrs. Adebimpe know if you are missing files for any student.

The following color-codes for folders are used to identify records:

Yellow Academically Gifted (AG)

Green Learning Disabled, Other Health Impaired, etc. (Qualifies for Special Education)

Pink Student Support Team paperwork

Red Inactive records of students who were screened but did not qualify for Special Education services.

Purple Student is on a 504 plan

Blue LEP students

The parent or legal guardian is entitled to review the student record upon request. When a formal review of a student’s complete record is conducted with a parent, guardian, or student, the presence of an administrator, data manager or guidance counselor is required. A parent’s request for copies of record materials should be honored in a timely fashion. The school shall not provide any party other than a parent, including a parent’s lawyer, with copies of the student’s record without a signed release from the custodial parent.

*Cumulative records are not to be removed from the office unless signed out by the teacher on the form on top of the file cabinet. Cumulative records should never be left in a classroom overnight or taken home.* All files are to be returned to the file room by 4:30 p.m. on the same day they were removed. Not adhering to policy and confidentiality expectations in regards to cum records will not be tolerated while an employee at Bugg.

At the end of the year the teacher assistants will need to put the report cards, attendance sheets and assessments in the cum folders. In addition, all cum folders need to be separated by grade level and alphabetized at the beginning of the year.

**CURRICULUM MAPS**

Grade level teams should collaborate in the formation of their curriculum maps. A typed and reduced form of the map should be placed outside each classroom. Teams should also send home the grade level curriculum for each nine-week period. Parents should know what their children are being taught each nine weeks. This will allow them to give students more assistance at home.

**DAILY SCHEDULES**

Our schedule being followed with fidelity is the number one strategic change this year to help us reach high academic growth for all students. Changing your schedule must be discussed and approved by Mr. Armstrong prior to the change.

**DRESS**

Teachers are professionals and should dress as professionals. This sets the tone for instruction in the classroom. Your dress and appearance says that you think your job is important. Dress also affects classroom behavior. Fridays will continue to be dress-down days. Jeans and t-shirts or school shirts are appropriate dress for these days. Jeans are not appropriate for regular school days. Female teachers should wear business casual attire and male teachers should wear pants and shirts. Teachers should also adhere to the dress rules for students. (Please look at Student Handbook). Strapless and spaghetti strap tops should not be worn during the school day. Teachers should model the type of dress that should be worn. You are the leader and will set the tone for your classroom. For example, students should not wear short shorts and neither should adults.

**DUTIES**

Afternoon and morning duties are assigned to assure that our students are safe. We are legally liable if a child is hurt due to poor supervision. Please report to your duty at least five minutes before the designated time. It is your responsibility to get coverage for your duty if you are unable to be there. Please do not expect the office to find coverage for you (except in the case of an emergency).

**EXTENDED STUDY**

The purpose of Extended Study is to offer the fourth and fifth grade students an opportunity to take a course that allows them to participate in an interest-based study with flexible grouping. This course extends the Standards Course of Study while integrating the arts. In an effort to give the students an opportunity to learn in a reduced-sized learning environment, there will be more teachers teaching an Extended Study lesson. Each teacher will offer an Extended Study each quarter or semester. The study should be interwoven with the Standard Course of Study and integrate the arts. It is the responsibility of the MI Team to assign the students to their choice of study based on a top three-selection system.

We will be discussing ways to use this time to support our behavioral expectations. Students love this time and we can use it as an incentive

**FACILITIES**

Building hours for faculty and staff shall be from 7:00 a.m. until 6:00 p.m. The need for maintenance or repair work in classrooms, other than routine custodial work, should be directed to Mrs. Freeman who will submit the work orders. Unsafe conditions in classrooms or elsewhere on campus should be reported immediately to Mr. Armstrong or Mrs. Freeman.

**FIELD TRIP PROCEDURES**

1. Each grade level chairperson is responsible for preparing a projected list of field trips planned by members of their grade level for the school year. All field trips have to be approved by the Leadership/SIP Team. Although planning for the field trip may not be completed, please place anticipated trips for the upcoming school year on the submitted lists. Lists are due to Mrs. Freeman by September \_Friday after labor day\_ th. . Please do not discuss field trips with parents or students before receiving approval from the Leadership/ SIP Team.
2. If the school trip is approved, the parent of each student who plans to go on the trip must sign the permission form. Parents are not allowed to ride on a yellow school bus due to insurance purposes. Please make parents aware of the fact that they will need to provide their own transportation. You may want to encourage the parents to carpool together. Parents who are chaperoning students for the trip will need to complete a Volunteer application for a Background Check. Please ask parents to sign the “No Return Funds” form that ensures that they understand the policy that funds cannot be returned after a specified date. The permission forms must be turned in to the office on the day of the trip. Since field trips are an extension of the curriculum, all students should attend unless the student’s presence presents a danger to himself and/or others. Teachers should call parents if the permission slip is not returned within a timely manner.
3. Teachers who plan to have their class miss lunch because of a school trip should notify the cafeteria manager at least four weeks in advance. A form will be sent to the cafeteria when the trip is approved by the Leadership/SIP team. Students who are on free lunch are entitled to a bag lunch. The sponsor should notify the cafeteria manager if bag lunches are needed.
4. All monies collected for trips need to be receipted by the classroom teacher and given to Ms. Mason at least three weeks in advance of the trip. Additionally, she will need a check request two weeks in advance. Money must be turned in by 10:00 a.m. daily to Ms. Mason as per system wide policy. This money will be deposited in a school-wide Field Trip Account, with funds available upon request.
5. **Field trip money cannot be returned to grade levels for other end-of-year expenses and activities. All remaining funds will roll over to next year’s field trip budget.**
6. Siblings may not attend grade-level field trips with other family members or ride the field trip bus.

**FIRE SAFETY**

The General Fire Safety regulations of the National Fire Codes prohibits the use of Christmas trees in public schools unless treated chemically with an approved fire retardant.

Space heaters are not allowed in the school building per WCPSS Board Policy.

Fire drills contribute to the safety of a school building and should be observed seriously by everyone in the school. Fire drills are practiced each month. Drill procedures are as follows:

* The alarm will sound constantly until all students have exited the building.
* Teachers are to take their red emergency bags.
* All windows and doors are closed and lights are off.
* Students will exit the building in a quiet and orderly manner.
* Students will return to the building when they hear the blast from the air horn.

Please practice walking out quietly for a fire drill at the beginning of the year with your class. Model the expected fire drill behavior. Teachers should count or take roll to make certain that you can account for all students. We will have a practice lockdown drill during the first and second semester. There will be a fire drill within the first five days of school per WCPSS Board Policy.

**FOOD**

Teachers should be very careful in distributing food items to the entire class. The Health Department has issued a policy that home-cooked meat items should not be given to students in school. Cookies, cakes and other baked items are allowed if they are commercially prepared.

Please do not keep a coffee pot or microwave oven in your classroom

**GOSSIPING**

Please refrain from engaging in gossip about other staff members. It is hurtful and can destroy staff morale. We need to build each other up and be supportive of everyone’s efforts. We have a great staff. Let’s get to know each other. It is not enough to turn a deaf ear and ignore the rumors. Have confidence and consideration. Your response should be, “Let’s go talk to her about this, it is an obvious concern.”

**GRADING**

Students will be graded according to their progress and achievement. Our IRT will give a review of Standards based grading for all certified staff members during the beginning of the first quarter. We will grade according to the guidelines of Standards-based Grading set by Wake County Public schools.

**GUM/CANDY**

Students and staff members are not to chew gum during school hours. Adults need to set an example for the students by not chewing gum during school hours. Please do not give gum or candy to students as a reward. Parents should not send candy to school in goody bags at Halloween or Christmas.

###### HOMEWORK

Homework, school-related instruction to be completed outside the classroom, is an important part of our students’ learning experience. It should be a purposeful continuation of the instructional program, designed to extend and enrich school experiences. It should reinforce learning by providing opportunities for practice and application of what is taught in school. It should stimulate effort and achievement and help students become independent, responsible, and self-directed.

In order to provide for more appropriate home learning opportunities, each teacher shall observe the following guidelines:

* The teacher will introduce a concept or skill and provide guided practice before making a homework assignment. The concept should be well explained.
* Homework assignments should be specific and within the students’ ability. Students should know what is expected of them, and care should be taken to ensure that they understand the assignment.
* Homework assignments should not be given as a punishment or busy work.
* Homework assignments should not require the use of books or materials not readily available in the home or accessible to the student.
* It is assumed that homework will be done by students outside of school hours. All students should have some form of homework to take home each day. However, you should observe weekends and holidays as family time. Students should not be given homework on Fridays unless it is a long-range project that falls over a weekend. The amount of time required for students to complete this work shall increase as grade levels increase:

Kindergarten 5 minutes

First Grade 10 minutes

Second Grade 20 minutes

Third Grade 30 minutes

Fourth 40 minutes

Fifth Grade 50 minutes

Homework should NOT exceed the times listed above. Nightly reading independently or with a parent is not included in the above times. We will discuss how to best utilize Worthdale Community center, Bugg Before/After School, and CONCERT as a remediation time verses solely a homework time.

Homework is designed to cover a wide range of subjects and skills, and to be completed by students with varying abilities. Assignments should be varied and might include:

* Continuations: doing further work on assignments begun in class.
* Reading: using textbooks, library materials, and reference works.
* Writing: creative writing projects, compositions, and summaries.
* Experimental: working to uncover further findings of an experiment already initiated in class.
* Research: working on long-term projects.
* Observation: purposefully seeking ideas and information through such activities as viewing television programs or plays, and preparing evaluations of them.
* Memorization: committing to memory such materials as poems, speeches, plays, words, and their definitions, math facts, mathematical formulas, and theorems.
* Exhibits: collecting and preparing material for others to view and examine.
* Make-up: completing essential or appropriate work missed due to absence.
* Interviews: gathering information from authoritative sources through personal contact.

Special assignment procedures are as follows:

* Assignments should be written on the board daily.
* Students shall be required to record homework assignments in their agendas.
* Kindergarten and first grade assignments will be provided as appropriate.
* Homework assignments will be made weekly in all curriculum discipline areas, but all do not require daily assignments. Assignments may be integrated.

### HOUSEKEEPING

### Students need to assume responsibility for the tidiness of their classroom. At the end of the day, please ensure that they pick up all sizeable paper, pencils, and crayons, put away textbooks and supplies, and stack their chairs in sets of 6 or 7. An organized classroom contributes positively to the effectiveness of your classroom management strategies and it makes our custodial staff very happy. We have lost 12 months (2 people) of custodial help. It is essential that we all do our part.

**ILLNESSES**

When students have been determined to be ill by the teacher or teacher assistant, they should be sent to the office for a temperature check with a completed Office Pass. Sick children of staff members should be sent to the office and not to the classroom of the staff member. The office will notify the staff member and arrange for classroom coverage.

Teachers should call the office for serious illnesses (nosebleeds, broken bones, etc.). For minor injuries/illnesses, the student and a student escort should be sent to the office. The nurse will be notified for serious illnesses. If the nurse is not available, parents will be called and the office staff will meet the students’ needs. A Student/Visitor Accident Report must be filled out for all student injuries. The form should be completed by the staff member that was supervising the student when the accident occurred. The form will located on the shared drive and must be emailed to Mrs. Freeman.

**LEAVE**

All staff that require a substitute must put their absence into AESOP. All other staff members need to leave a message on the main number (919)250-4750. It is your responsibility to arrange coverage for your duty.

If you have a teacher assistant, that person must also be called. Teacher assistants should always call your supervising teacher when you are going to be out. Please notify him/her as soon as possible.

*Off Campus Leave For Emergency Reasons*

When a member of the faculty or staff must leave school for any reason before the end of the day, prior arrangements are to be made with the principal or the assistant principal. In addition, you must sign-out in the “Off Campus Sign-Out” book in the Main Office and sign back in when you return. Once a staff member has reached four hours in the sign-out book, he/she will need to fill out a leave form for one-half sick day. Do not call the office personnel and ask them to sign out for you.

In case of an emergency and you must leave school during the day between 8:40 a.m. and 3:40 p.m., you should notify the principal and secretary to secure a substitute for you. Please call Mr. Armstrong if there is an emergency after school hours and you need to be out. Call him at home at 919-771-8430. If you are unable to reach Mr. Armstong, leave a message and call Mrs. Freeman at 604-4107.

*Professional & Personal Leave*

This type of leave may not be taken without Prior written consent by the principal.

*Sick Leave*

Leave forms are due to Ms. Mason prior to taking leave or 24 hours after you return from leave, before noon. All leave forms should be typed and signed in blue or black ink.

*Teacher Assistant Absences*

Teacher assistants are required to call the school voice mail, 250-4750, between 6:30 and 7:30 on the morning of your absence. Substitutes are not provided except in the case of Special Programs assistants. After calling the voice mail, please call the classroom teacher you are assigned to work with so that they may be aware of your absence before they arrive at school.

Teacher Assistants who need to leave during the day for reason of illness or emergency must see the Assistant Principal or Principal before leaving the building. If it is more than 2 hours, a leave form for ½ day needs to be completed.

Special Program’s teacher assistants must put any absence into the AESOP System (1-800-942-3767) in order for a substitute to be assigned. Teacher assistants should notify their teacher of expected absences in advance and arrange coverage for extra duty assignments.

**LIBRARY/MEDIA CENTER USE**

We will be updating this section as the year progresses and we better understand our need.

*Scheduling*

The media center schedule remains as flexible as possible to accommodate the many uses of the media facility: checking out materials, individual and group study, leisure reading, listening and viewing, teaching basic media classes, etc. The media coordinator will be available to assist students and teachers individually and in groups during the day.

*Circulation*

The media center will be open Monday through Friday for teachers, students and parent use. A media coordinator will be available during these hours unless noted otherwise. Please coordinate times and curriculum needs with Ms. Robbins. Schedules are posted in the media center. Staff will be shown how to check out materials independently to facilitate their curriculum/class needs.

*Checking Out Material*

Teachers may sign up for group circulation (checkout) time for their students. The checkout times will vary according to the needs of each class and scheduled events in the media center.

Individual students may check out books at any time during the day (known as “open circulation”). The media center is open for circulation from 8:35 a.m. – 9:05 a.m. and 3:00 – 3:25 p.m. each day. Students may also check out books during their scheduled class time. Teachers should not send more than five unaccompanied students to the media center at a time. All students must have a media center pass.

Kindergarten students may begin checking out books at the start of school. First and second grade students may check out two books a week. If books are not returned at the end of the week, the books are overdue and students will not be allowed to check out other materials until overdue books are returned. All other students may check out two books per visit unless more books are required for projects.

Encyclopedias and other reference books may not be checked out to students, but may be checked out by teachers. (Exceptions based on maturity of students will be made by Media Center Staff.) Non-print materials are to be checked out only by teachers. Faculty members have unlimited circulation time, but are encouraged to return materials as soon as they are through with them.

*Media Sources*

Please feel free to ask the media coordinators for assistance. Ms. Robbins will meet with the MI Team and classroom teachers to plan support for students. Media coordinators can assist in planning curriculum units, gathering reading lists and many other activities. Resources include books, children’s and professional magazines, newspapers, information file, records, CD kits, games, models, etc. If you need something, please ask the media coordinators.

Wake County Public School System videos, films, and kits can be borrowed on a weekly basis. The AV Catalog listing resources and ordering directions is available in the media center. Please give coordinators as much advance notice as possible when requesting WCPSS materials. Teachers should not bring personal movies from home without prior approval. We are liable if caught showing a film that we do not have permission to show to children. We can only show“G” movies and the movie selected should be used to enhance what has been taught in the classroom. When in doubt, ask the media specialist.

**LOCATOR CARDS**

Classroom teachers should send home new locator cards for the students assigned to their classrooms. These are to be collected, alphabetized and sent by class to Mrs. Adebimpe by Friday, September 2nd. Kindergarten cards should be turned in by Friday, September 9th. Pre-school cards should be turned in by Friday, September 16th. (Make sure the teacher’s name is on students’ locator cards before sending them to the office.) Locator cards will be kept in the Main Office. This is especially important in the event of an emergency, when parent contact must be made quickly. Each child must have an emergency contact and phone number. Please notify the office if you are unable to get this information from parents in a timely manner. Send the “straggler” cards to the office as soon as they come in. Teachers should also keep each student’s emergency contact numbers in their grade books.

### MEDICATIONS

* Wake County dictates policy for medication.
* All medication requires the original prescription bottle and FORM 1702.
* ADULTS ARE RESPONSIBLE FOR TRANSPORTING MEDICATION TO SCHOOL. In the event that this presents an undue hardship, the parent must make alternative arrangements approved by the principal, i.e., authorizing the school bus driver to transport the medicine. The person receiving the medication at school must record the number of tablets or the amount of liquid measure received on the Medication Check-in Log. The person receiving the medicine should sign their name and indicate the date received on the Medication Check-in Log.
* Parents are asked not to send medicine to school with students! If you have a parent that sends medication to school with a student, please let the office know so that an administrator can get in contact with the parent.
* Form 1702 is also required for all over-the-counter (non-prescription) drugs.
* Form 1702 is available from the WCPSS website and from the school office.

*Storage of Medications*

ALL medications will be kept and distributed from the office and are stored in a locked cabinet. If a waiver to this policy is necessary, please discuss this with the principal and the school nurse. Teachers are responsible to get any medications needed when going on a field trip.

**OFFICE**

The office personnel take pride in supporting you in any way they can. Please be considerate of those working in the office area by keeping your voices down as you transition through the office, especially while those in the office are talking with parents or speaking on the telephone. The mission of the office staff is to serve the teachers. We will clearly communicate how we are serving teachers and students with our flip cards.

**ORDERING SUPPLIES**

The ordering of supplies and materials is to be coordinated by each grade level chair and individual specialists. Orders from warehouse must be combined by grade level and submitted on a Warehouse Order form to Mrs. Adebimpe. Order forms will be located next to Mrs. Adebimpe’s desk.

**PARTIES**

All school employees shall discourage and decline the giving of parties by anyone during school hours for students. Do not allow students to distribute invitations to birthday and other parties while at school unless the entire class is being invited. This practice often results in hurt feelings, etc. of students who are not included. Parents may send in snack items for special celebrations with prior approval of the classroom teachers. Creative “learning experiences” may include food that revolves around a central theme that has been covered in class. (Please refer to the “Food” section of this handbook) Please do not refer to “parties” in any home-school communication to parents.

### PLANNING FOR INSTRUCTION

Lesson plans must be written for at least one week. Plans must indicate the concept/objective for each subject area being taught.

Plans must be in a visible place in the classroom. The principal and assistant principal will periodically review lesson plans during a classroom observation or visit. Plans do not necessarily need to be written in the plan book that is provided by Wake County. Please feel free to use another format if you desire.

Please be careful of using prewritten plans that are on the Internet. Check to make certain that all materials used will match the curriculum in the Standard Course of Study for your grade level.

**PURCHASES**

* All orders must be placed on a Purchase Order Requisition or Warehouse Order form and must be approved by Mr. Armstrong, prior to ordering.
* Complete a requisition (Form 1927) giving complete information including vendor’s address, etc. and turn in for approval to the grade level chairperson (if this is a grade level request), or to the principal. Sign the bottom of the form and subtotal your order, adding shipping and handling to get the total. Wake County Schools are not tax-exempt, so include the sales tax.
* A warehouse requisition form may be completed, following the same process, but you do not have to add shipping and sales tax.
* After receiving merchandise or services, Ms. Mason will determine that the packing slip or invoice agrees with the requisition. It is your responsibility to make sure that Ms. Mason receives the invoice and/or packing slip for the order.
* **Purchasing Card:** All certified staff members will be allowed to spend $50 on the purchasing card for classroom instruction materials. Members of a team can pool their money together to purchase a large item. When a staff member wants to make a request larger than their allotted money they will make a presentation to the Leadership Team for approval. We will discuss how the purchase aligns with our school goals.

The extra convenience, however, involves stronger accountability and caution when using and possessing the school’s card.

* Use it to order by phone.
* Use it to go to local vendors and make purchases.
* Use it to order by grade level.

See Ms. Mason to check out a purchasing card and purchasing card order form. You must actually sign out the purchasing card. At the time you sign a card out, you are agreeing to adhere to the Policies and Procedures for using the card. Talk to Ms. Mason to see how much money you have to spend. Do not go over your specified amount.

The card will only be checked out to one (1) person. That person cannot “give” the card to another person. If you sign it out, you must sign it back in. The person signing the card out is the responsible party, however groups may shop together and use the card as long as it is returned to the staff member that signed it out. ITEMIZED RECEIPTS must be attached to the Purchasing Card Order form and submitted at the time you sign the card back in. Only school purchases should be listed on the receipt, any personal items should be purchased on a separate receipt.

**Lost / Stolen Card:** The person who signed out card must notify Mr. Armstrong. The office will notify the bank of the missing or stolen card.

If you make a purchase by telephone, please complete a Purchasing Card Order form, list vendors’ name, and phone number. Attach the order form and give to Ms. Mason.

### RECESS

Recess is an important part of the school day. Please plan to take your students out daily (weather permitting). Be sure to review playground rules and expectations with them. They are:

Please *do not* use recess as a “consequence”/punishment with them. Students may need to miss 5 minutes from recess, but not the entire session per WCPSS Board Policy. They “need” recess. Also, please *do not* have students complete assignments while the others are playing. We can discuss other arrangements. *Attentive adult supervision is a must!* Teachers should spread-out so that they can properly observe all students. Accidents/incidents that occur on the playground need immediate administrative assistance. Be sure to complete an accident report if the child has gotten hurt in the accident/incident. Parents should always be called if a child is hurt on the playground. Make certain that an adult is in close proximity to all play areas. Teachers and teacher assistants cannot monitor students safely from the benches or while on cellular phones. Teachers are encouraged to organize and play games to teach teamwork skills.

Please see Appendix A for Summer Weather Guidelines as they apply to recess.

**RED BAGS**

Staff members should always take the red emergency bag on trips, to recess, and outside during fire drills. Make certain that you have a class list with parent phone numbers in your bags. Bags are filled with materials that you will need during an emergency. Please let the office know if you need replacement items in your bag.

**RESOURCE SPEAKERS**

Many resource speakers visit our school each year to complement the instruction provided by the teacher. We need to make the most effective use of all available human resources. In order to do this the following guidelines must be followed:

* The principal must approve any resource person who is invited to speak to students. See School Boards Policy #
* The resource person should have a copy of the curriculum objective.
* Prior to the scheduled visit, the teacher will prepare students for the presentation.
* The teacher is present at all times during the presentation. Administrators should be notified and will attend whenever possible. RESOURCE SPEAKERS CANNOT PROMOTE OR SELL ANY COMMERCIAL PRODUCTS TO STUDENTS.

## SIGN-IN POLICY

Be at your assigned duty and location on time. Students and staff members are counting on you. If this is an issue, individuals will need to sign in with Ms. Mason when they arrive. It is best to ALWAYS inform Ms. Mason if you are unable to be at your assigned location.

**SMOKING**

Smoking is not allowed on school property. No student, parent or staff member should observe any staff members smoking. Please follow this district/school board policy.

**SUBSTITUTES**

Parents who work as substitute teachers should not sub in their own child’s classroom.

*Long Term Substitute*

If you know you will be out for a long-term absence, see Mr. Armstrong before calling a substitute. A long-term substitute must be a certified teacher. The requirements for a long-term sub are not the same as a daily sub. We will need to secure a sub that is qualified to serve as a teacher.

*Emergency Substitute Teacher*

Teacher assistants will serve as an emergency sub on a rotating basis for classroom teachers. You will be notified if it is your turn by Ms. Mason and you are expected to serve as needed.

Unless there is an emergency, Teacher Assistants will substitute in ½ day increments.

A teacher assistant who subs for a teacher may take a non-paid day and instead receive beginning teacher’s pay. Please discuss this with Ms. Mason on an individual basis.

*Preparation For Substitute Teacher*

In order to provide better services to students by substitute teachers during planned and/or emergency absences of regular teachers, all regular teachers will complete an Emergency Substitute Teacher Folder. The emergency substitute teacher folder will be submitted to Mrs. Freeman and should be updated as necessary. **Completed emergency substitute lesson plans are due to Mrs. Freeman by September 2nd.** Lesson plans will not be accepted over the telephone but may be faxed in @ 250-4753 in an emergency or emailed to a member of your team.

The Emergency Substitute Teacher Folder should include the following information per/class group, as applicable:

* Class Roll
* Seating Chart
* Appropriate, easy-to-implement plans
* Texts, guides, manuals, answer sheets
* Necessary forms for discipline, contracts, etc.
* Emergency routes/procedures
* Schedule (updated quarterly)
* Extra-duties for teacher/substitute
* Discipline/management procedures
* Designated student helpers
* Designated teachers, assistants, administrators who can assist
* Medical or Physical problems/procedures
* Hall Passes (bathroom, phone, etc.)
* Lunch Procedures, money, etc
* Accident procedures and reports

**SUPERVISION / SAFETY OF STUDENTS**

The safety of students is our first priority. Teachers are ultimately responsible for supervising the students assigned to them. Students are to be supervised at all times and every precaution must be taken to ensure safety. If you must leave your students for any reason, notify the office and the teacher next door. Do not leave students in your classroom unsupervised. Your supervision protects the safety of the students and is your legal responsibility. Not adhering to this policy will be documented in your evaluation and is a reason to be placed on an action plan.

Please report any dangerous situations in the building to the principal/assistant principal immediately. Students should not leave the classroom unless the teacher gives permission. Passes are available for hall, media, office and bathroom. See Mrs. Freeman for hall passes. These passes, indicating the student’s destination, should be given when allowing any student to leave the room. The teacher or teacher assistant must accompany the students to and from their special classes, recess and lunch. The adult in charge should always lead from the middle of the line. Students should never be allowed to “roam” the halls. Teach your students to stop at the designated “STOP” places when walking down the halls.

If you keep a student in your classroom after dismissal, you are responsible for seeing that the student gets home safely. If the student is a walker, do not send them home alone. However, you cannot take a student home in your car without parental and administration permission. If a student stays late, you should have made prior arrangements with the parents.

**TEACHER ATTENDANCE**

Teacher attendance is extremely important to the success of the school program. The regular teacher can always provide better education for our students than a substitute. Consistent instruction will also raise student achievement and test scores. Your students need you!

**TELEPHONE USE**

The telephone should be used wisely. Phones are available in the classroom for making outgoing calls to and receiving calls from the office. There is a phone in the office for making outgoing calls. Please remember that student issues are confidential and should be made from a private location. Please do not use the clerical assistant’s phone for personal calls. This phone is used for school business. Please let the office know if you are expecting an important phone call. If there is an emergency, you will be notified.

Students and staff members will not be called to the phone during school hours except for an emergency. Mrs. Scanlon will place the phone message in your mailbox and/or send you an email alert. No long distance calls are to be made on school phones except for school business. If you need to make a personal long distance call during school hours, please use your personal phone. Students must have a telephone pass from their teacher in order to use the office phone. Please screen these requests before sending students to the office.

Cell phones should not be on during the school day. The ringing of the telephone is very disruptive to instruction. However, you can use the phone during your break. Phone devices for the ear should not be worn during the school day. This is a pet peeve of Mr. Armstrong’s because it has a direct negative impact on student learning.

Students should not have a cell phone or any other electronic devices at school. If they do, you should collect it or send the child to the office. Some students who walk or ride buses can bring a cell phone that is kept in the office all day and returned to the child at the end of the day.

**TESTING**

We will follow the standardized testing schedule included in this book for grades 3-5. All other grade level assessments will take place when scheduled by grade levels (with collaboration of Administration) and Wake County.

**TORNADO DRILLS**

Teachers should know ahead of time where their students are going to kneel in the hallway along the wall prior to a tornado drill. The signal will be a designated bell that will be shared when we practice this drill. All clear to return to the classroom will be the “all clear” bell.

All students and staff should proceed quickly and quietly to the hallway area nearest your location when the tornado signal is given. No one should be within twenty feet of windows or outside doors. Kneel in tornado positions with head down toward the wall. Students should be in rows of 3 or 4 deep, if necessary.

**VISITORS**

We have an open-door policy at Bugg regarding parent visitation. However, we do ask that parents let teachers know in advance if they are coming in to visit. Sometimes the teacher may be conducting informal assessments or has changed the schedule for the day. This prior notice will keep parents from making a wasted trip. Many parents do come in to eat lunch with their children. Parents should sign in at the front desk before coming to the classroom.

Parents should not interrupt instruction by talking to the teacher during classroom visits. If a parent wants to talk to you, they should send a note to the teacher and set up a conference before or after school.

Parents should sign in at the office to get badges if they are walking students to classrooms. It is important that we know who is coming into the building. Teachers should be standing by their classroom doors and other staff members should be on duty. If you see someone without a visitor’s badge, please ask them to go to the office to get one. If parents ask to talk to you about their child when you are teaching or welcoming students to school, please inform them that you are supervising students and can not hold a conference. Give the parent a better time that you can meet to discuss their child. Be courteous at all times.

**WORKDAY FOR FACULTY AND STAFF**

*Certified Staff*

Teachers are required to be at school by 8:35 a.m. and remain one-half hour after the dismissal of students has concluded or until his/her, professional responsibilities have been completed. However, it is preferred that teachers arrive at school by 8:15 so that you are ready to welcome students into your classroom. All materials and equipment must be ready for student use before students come into the classroom. Teachers should not leave school before 4:00p.m. unless there has been prior clearance with the principal or assistant principal. Examples of activities that may require the continuation of professional service beyond the departure time of students are program development, professional growth activities, staff, committee and grade-level meetings, bus duty, parent conferences, special help for students (individual or group), and care of school property and equipment.

*Teacher Assistants:*

Should be at school by 8:15 a.m. and remain until 4:15 p.m., a total of 8 hours per day. The workweek for teacher assistants cannot exceed 40 hours Teacher assistants must keep an accurate account of the hours that they work on individual time sheets. Teacher assistants work for 37.5 hours per week excluding lunch.

*Office Staff*

8-hour workday, excluding lunch.

*Custodial Staff*

8-hour workday, excluding lunch. (unless part-time).

*Cafeteria Staff*

Varies according to the size of the cafeteria operation.

*Professional Workdays*

On scheduled professional workdays, the workday for professional staff shall be eight hours from 8:00 a.m. until 4:00 p.m. or 8:30 – 4:30 when the time change is announced.



##### Instructional Services Division

Summer Weather Guidelines for Outdoor Activities

Below please find weather related precautions recommended by the National Federation of State High School Associations and our North Carolina High School Athletic Association.

These recommendations assist school-based staff in preventing potential causes of heat stroke or heat exhaustion during summer temperatures.

|  |  |  |  |
| --- | --- | --- | --- |
| **Temperature (Fahrenheit)** | **Humidity** | **Precaution**  **Level** | **Procedure** |
| 80 – 90 degrees | Under 70% | YELLOW | Observe those students or staff members susceptible to heat illness (e.g., obese individuals). |
| 80 – 90 degrees | Over 70% | ORANGE | All students and staff should be under constant and careful supervision. Breaks from physical activity should be every 20-30 minutes with unlimited water available to all. Fluid replacement is vital! |
| 90 degrees  or above | Over 50% | RED | Shortened outdoor physical activities are recommended. Additional unlimited water replacement breaks are necessary (e.g., every 10 minutes) for everyone. Fluid replacement is vital! |

**Please do not take students outside during Code Red or Orange!**