

# Fayetteville Street Elementary School



## Staff Handbook

2905 Fayetteville Street  
Durham, North Carolina 27707  
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**We Are Lions, Hear Us ROAR!**

# GENERAL INFORMATION

## 1. HANDBOOKS

Faculty and staff should be fully aware of the contents of all school-related handbooks, including this FSES Faculty/Staff Handbook, the FSES Student/Parent Handbook and the Durham Public Schools Employee Handbook. A copy of each handbook will be housed in the Media Center and the front office. Each faculty/staff member will be issued a copy of the FSES Faculty/Staff Handbook, and it will also be placed on the FSES website. At the end of each year staff is expected to leave the handbook in their classroom.

## 2. AESOP

Durham Public Schools has implemented a calling/on-line system for obtaining a substitute. **In the event of an emergency and or planned absence, all teachers are responsible for reporting their absence and requesting a substitute using the AESOP system.** To access the AESOP system visit <http://www.aesoponline.com> or by a toll free, automated voice instruction menu system at (1-800-942-3767). **The hours of operation for the AESOP system are (6:00 am – 11:59 pm).**

## 3. STAFF DEVELOPMENT

Staff development activities are defined as those designed to acquire or enhance skills and competencies that will enable the employees to perform their jobs more effectively.

Certified staff is expected to acquire staff development to maintain an active license status. All employees are responsible for maintaining accurate records of their participation in training activities. **All certified staff is required to participate in staff development mandated by FSES, DPS, or DPI.**

Certified faculty are encouraged to seek external sources of staff development, but are asked to consider doing so on teacher workdays and during the summer in order to support teacher attendance on school days. The principal/designee must approve all staff development expenditures. Individuals are responsible for submitting proper requests for registration, reimbursements, etc. Advance registration requests should be submitted in writing on the proper documents to the respective administrator at least four weeks prior to the registration deadline. Proper reimbursement forms must be secured from and returned to the school bookkeeper in a timely manner.

FSES strives to be a professional learning community. Staff development should not be considered only for personal gain, but for total school enhancement. Therefore, faculty may be expected to present or share staff development experiences and gains with colleagues.

#### 4. SECURITY

The safety of faculty, staff and students is a priority at FSES. Faculty and staff must wear DPS identification badges at all times. Visitors in the building are required to be in possession of either a DPS identification badge or a FSES visitors' sticker/pass. **Any visitor without either form of identification should be reported to the front office immediately.**

The school is protected by a security system and security cameras. The security system will detect a person in the building when the system is armed. The building is armed during the evening hours. An administrator must clear access to the building at any time other than regular school/activity hours.

#### 5. SCHOOL RESOURCE OFFICER (SRO)

The law enforcement officers assigned to FSES are under the direct supervision of the administration. The officers are safety officers, **not** disciplinarians. Teachers may not send students to the assigned SRO's.

#### 6. TEACHER PARKING

All faculty and staff are to park in the front and side lot. Do not leave valuables in your car; please **lock your automobile** on a daily basis.

#### 7. FACULTY/STAFF ATTENDANCE/SIGN-IN

Faculty and staff are expected to report to school on a **daily basis**. (**Faculty and staff are expected to maintain a 95% attendance rate.**) All staff members are to sign in on the computer and in the attendance log **upon arrival** at school in the morning. **Planning periods are to be spent at school with grade level teams and are not an acceptable reason to arrive late to work or leave early.**

*Should a faculty or staff member have a need to leave school before the end of the work day for any reason, an administrator must be notified, **IN PERSON**, prior to departing the building, and the faculty or staff member must sign out on the computer in the office. (See DPS calendar for protected workdays) We are all professionals and will be treated as such. We trust everyone to follow the listed procedures for leaving and returning to campus. **Individuals habitually not adhering to these procedures may be asked to conference with the principal, be placed on an action plan, and or have a notice placed in his/her personnel file.***

#### 8. INSTRUCTIONAL DAY

All faculty and staff must arrive by **7:00 a.m.** The professional day for teachers ends when professional responsibilities are completed. Teachers are required to be at their classroom doors or their duty stations at **7:10 a.m.** since students will be allowed to enter the classrooms at **7:15 a.m.** **Teachers are expected to be at their duty stations PRIOR to the arrival of students.** This ensures that

students are monitored adequately and safely. The teacher's workday ends at 3:15 pm. Teachers should not leave the building until all their students are dismissed from the classroom and or bus area. PLC early release days will end at 4:00 p.m. All team meetings will last until 4:00 p.m. *Please make arrangements to be at all meetings that are on our calendar.*

## 9. TEACHER WORKDAYS

Teacher workdays are 8-hour days from **8:00 a.m. until 4:00 p.m.** All faculty and staff are required to work a full day unless using approved annual leave. **Annual leave cannot be used on protected workdays.**

## 10. INCLEMENT WEATHER DAYS

When the Superintendent announces that DPS will be unexpectedly closed due to the weather, this announcement only applies to student attendance. DPS employees have the following options:

1. Work
2. Annual leave
3. Make up time (see principal)
4. Take leave without pay

## 11. SCHOOL SCHEDULES

Fayetteville Street Elementary School will use different schedules in addition to the regular school schedule. The principal or designee will inform the school community if a schedule warrants change.

**Schedules:** Two/Three-hour delay  
Two-hour early dismissal  
Assemblies  
Emergencies  
Testing

## 12. SUPPORT PERSONNEL

Teacher Assistants work seven and one-half (7.5) hours with one-half (.5) hour off for lunch. Teacher Assistants work from **7:00 a.m. to 3:00 p.m.** The Secretary, Data Manager, Bookkeeper, and Guidance Counselor work eight (8) hours with one (1) hour for lunch. Other classified staff work eight (8) hours which includes a half (.5) hour for lunch.

## 13. COMMUNICATIONS/VOICEMAIL

All faculty and staff are expected to check their e-mail no less than twice daily for communications. Please respond to all emails within 1 business day or less. Emergency/critical communications will be distributed in paper form or via announcements. If you are unable to receive email due to a technology issue, it is your professional obligation to check with the technology facilitator, office, grade level chair, or supervisor for email announcements. The media center is

also available for computer use. **We will not interrupt instructional time for telephone calls. Messages will be forwarded to voice mailboxes. If the teacher has contacted a parent and is expecting a call or visit from the parent, the office should be notified.**

The principal or designee will make announcements relating to school programs. All announcements must be approved by administration. Place announcements in the designated area of the main office **before 7:00 a.m. daily.** Announcements are made at the start of the school day. Last minute cancellations, school closings, and school bus changes will be made during afternoon announcements before dismissal.

#### **14. PLANNING PERIOD**

Teachers have one planning period each day. At times, administration may ask for assistance for class coverage. This time should be used for collaborative planning with your team. We will try our best to protect this time. Please ensure you follow the planning schedule and have documentation in your artifacts of meetings. All plans and meetings should be emailed to administration no later than 24 hours after your meeting. If you have immediate questions for administration please follow the FSES Communication Plan.

#### **15. MORNING SUPERVISION/CLASSROOM SUPERVISION**

Teachers assigned morning supervision must be at their stations by **7:10 a.m.** Students who ride the bus will enter the building at **7:15 a.m.** and report to the cafeteria. **Teachers will be at their classroom doors to greet their students by 7:15 a.m and should remain at their doors until 7:35. If late, please notify a member of administration or call the front office. Teachers should be in the classrooms at all times. At no given time should students be left unsupervised. Leaving students unsupervised is a liability on the classroom teacher and FSES. If an adult is needed to cover the classrooms please call the front office.**

#### **16. HALL MOVEMENT**

All teachers are **required** to stand at their doors and to monitor students both inside the classroom and in the halls as students arrive and are dismissed. **During dismissal, students are not allowed to visit classrooms, as this hinders dismissal procedures. Dismissal time is also not the time for students to visit the restroom. Restroom breaks should occur prior to dismissal.** Teachers are expected to speak to any student who is lingering in the hallway, being loud and disrespectful, and who is participating in any behavior that has been deemed inappropriate by the school. Keep in mind the diverse needs of our student population. Every child belongs to every adult at FSES. No child should be in the hall during instructional time without a hall pass.

## 17. DUTY ASSIGNMENT

Faculty and staff will be assigned specific duties. Please remember to include your specific duty assignment in your substitute plans. **Please report to your duty area on time. Substitute plans need to be in a binder in your classroom as well as a copy should be emailed or given to the assistant principal.**

## 18. DISMISSAL

Students **should not** be dismissed from the classroom until they are called. **Students are not to stand at the classroom door or in the hallway awaiting class dismissal. Teachers must close their classroom door every day for school dismissal. Students should be sitting quietly during dismissal.**

19. CAFETERIA DUTY: Schedule will be provide by administration.

## 20.CAFETERIA PROCEDURES

It is the responsibility of all teachers to monitor the cafeteria. **Students must be escorted to and from the cafeteria.** Please adhere to the arrival and departure times. Students are required to clean their areas before leaving. Each class should assign 2 rotating cafeteria helpers. Students are to stay in line and treat the cafeteria personnel with respect. Faculty/staff are assigned to the cafeteria to help with the lunch line supervision and assist with disruptive behavior. While supervising the food lines, faculty/staff should prevent students from breaking in line. Once students leave the lunch line they are not permitted to go back through the line. Please remind students to get everything they need when they go through the line. Primary teachers may want to get extra napkins and utensils to keep on the table. Once students are seated they must raise their hand and wait for permission from the adult on duty to get out of their seat. Trash will be thrown away at one time. Arrival to and from the cafeteria will be safe and orderly. Duty free lunch will be provided for teachers when coverage can be provided to safely monitor students. Student safety is of great importance.

Breakfast is available to all students from **7:15 - 7:45 a.m.** Students eating breakfast should go to breakfast first before going to their classroom.

They may also purchase one snack.

Child Nutrition Services lunch prices for the **2017-18** school year:

<b>Breakfast: K-5</b>	Free
<b>Adult</b>	1.85
<b>Milk</b>	.50

Lunch:                   K-5    Free  
                              Adults 3.50  
                              Milk   .50

## 21. SUPERVISION AFTER SCHOOL

FSES after-school activity programs and classes must be supervised by an **ADULT**, designated by the principal. Adult supervision will be maintained during the sponsored activity. All afterschool activities must be approved by administration. Please adhere to the events calendar procedures.

## 22. CLASSROOM/BUILDING FACILITIES

Teachers are responsible for the condition of the classroom assigned to them. Textbooks, notebooks, paper and other objects should not be left for the custodians to pick up. Windows and doors must be locked when you **EXIT**. Valuable and personal items must be secured at all times. Bulletin Boards must display relevant educational materials, relevant information, and/or student work (including Common Core Standard/Date/Rubric). All classrooms should be neat and clutter free at all times.

## 23. STAFF MAILBOXES/SIGN IN

Mailboxes are located in the teacher workroom. It is recommended you check your mailbox at least twice daily. Teachers are obligated to sign in to work upon arrival via the office computer. You **must** sign in and out daily, as well as any time you leave the building. The front office is the location for DPS courier service to all schools and office buildings in the DPS system.

## 24. WORKROOMS-FACULTY LOUNGES

The workroom/lounge is an extension of your professional workplace. Please help each other maintain a healthy and clean professional environment. Items found inside of the workroom, refrigerator, etc. more than three days old will be discarded. **Do not send students to the lounge to make copies, purchases, time-out or use the phone. Students should not be sent to run errands within the school for adults. This is a loss of instructional time for students.**

## 25. FACULTY/RESERVED MEETINGS

Please see the meeting schedule on our school master calendar.

We have included all meetings on the school master calendar. It is the expectation that all faculty be present and actively participate in all meetings. Staff members who find it impossible to attend scheduled meetings should inform their **administrator in person and the principal in writing** of the circumstances **prior** to the meeting. Individuals in this situation have a professional obligation to bring themselves up to speed, making arrangements to become informed of the meeting's contents.

## 26. TEXTBOOK INFORMATION

### Textbook Distribution

- 1) Teachers are responsible for any/all textbooks issued to individual students.
- 2) Teachers should distribute designated textbooks to each student with the student's name **written in ink**.
- 3) Teachers must record the book number and condition of each textbook issued on a **textbook log**.

### Beginning of Semester Textbook Inventory

- 4) Before books are distributed, each teacher must take inventory (count) and record the condition of each designated textbook and supplementary materials.
- 5) An accurate textbook count must be forwarded to your grade level chair for review to ensure adequate numbers are available to assign a textbook to each student.
- 6) The grade level chair will complete the FSES Textbook Inventory sheet (see appendix).
- 7) The grade level chair must submit the completed textbook inventory sheet to the designated textbook coordinator by the tenth (10<sup>th</sup>) school day of the semester.

### End of Semester Textbook Inventory

- 8) *Note: At the end of each semester a textbook inventory must be completed.*
- 9) Each teacher takes inventory (count) and records the condition of state-adopted textbooks.
- 10) An accurate textbook count must be forwarded to the grade level chair at the end of each semester.
- 11) The grade level chair will complete the FSES Textbook Inventory sheet.
- 12) The grade level chair must submit the completed textbook inventory sheet to the designated textbook coordinator.

### Textbook Fees for Lost or Damaged Books

- 13) Books are charged at full replacement costs (not pro-rated).
- 14) Check with the one who maintains the bookroom who will maintain a book price list.
- 15) Lost or damaged books must be paid for before a student is assigned another book. (The student will receive a refund if the lost book is recovered).
- 16) Fees received for lost and damaged textbooks are to be recorded in a school receipt book.
- 17) A receipt book can be obtained from the school bookkeeper. On the receipt, you will need to note that the collected fee is for a state-adopted textbook.  
(*Note: No money will be kept in the classrooms overnight.*)



Students who lose books will be charged full price before another textbook can be issued. Students will receive a refund if the lost book is recovered. **Turn in the receipt book and money to the bookkeeper each day money is received.**

## **27. TELEPHONES**

- 1) The office phones are for school business only. Please use phones in your classroom, teachers' workroom or conference rooms. No long distance or personal calls are to be made from school phones.
- 2) Telephone messages will be recorded via voice mail. You are expected to check your voicemail regularly. Secretaries will not take written messages unless in the case of a dire emergency. Calls will not be directed to classroom areas during instructional time.

## **28. ASSEMBLY POLICY/PROCEDURES**

Assemblies are an integral part of the education of the students. They are the means for teaching social interaction in group situations, as well as broadening the educational and cultural backgrounds of all students. **THE PRINCIPAL MUST APPROVE ALL ASSEMBLIES.**

No student or group of students should be made to feel slighted, neglected, or outcast because of the content of any assembly. Every assembly should be beneficial to all attending.

### **Assembly Procedures/Auditorium Guidelines**

- 1) Teachers will check attendance and escort students to designated locations.
- 2) Seating will be assigned.
- 3) Teachers will supervise their classes going to, during, and coming from assembly.
- 4) Teachers will supervise their classes during assembly.
- 5) Upon completion of the assembly, teachers will wait until the principal or designee dismisses each section.
- 6) The teachers in whose class emergencies occur will handle them in the assembly, and the students should be taken out the nearest exit.
- 7) In the event of a teacher's absence, the above procedures will be handled by the substitute. Teachers will assist in the supervision of those classes whenever possible.
- 8) Any teacher who has planning time scheduled during an assembly is required to assist with supervision in the assembly.

## **29. AUDITORIUM GUIDELINES( See Events Approval Form)**

- 1) All activities must be approved by the principal and meet board policies.
- 2) All activities must be entered on the school's activity calendar maintained by the instructional facilitator and the principal's secretary.

- 3) **NO ONE** is allowed to operate any of the equipment except those who have been trained.

### **HOUSE RULES**

1. No food, candy, gum, or drinks are allowed in the auditorium. This pertains to students, faculty, and staff.
2. Please assure students keep their feet off the seats.
3. No unsupervised groups are allowed in the auditorium.
4. Please dispose of any trash. (Trash cans are located on either side of the stage, in the lobby, and outside each downstairs side door.)
5. If you move anything, please put it back in its original place.
6. Groups using the auditorium are responsible for cleaning up all areas used.
7. At the conclusion of the activity, the person/group that reserved the auditorium is responsible for cleaning up and securing all areas used.

### **30. WORK-RELATED ACCIDENTS**

In the event of a work related accident, notify the FSES bookkeeper or secretary and complete a **DPS Report of Employee's Injury** form to receive compensation. The form must be completed the day of the accident/injury. The form does not satisfy the employee's obligation to file a claim. Employees seeking medical attention should go to: ***Please see Employee Packet.***

### **31. STUDENT ACCIDENT REPORT**

A **Student Accident Report** form must be completed any time a student is injured while on school grounds. This form is available in the front office and must be completed by the supervising teacher. The form must be filled out in its entirety and returned to the secretary before the end of the school day.

**Teachers should notify parents of the incident immediately.**

### **32. FIRST AID**

Band-aids are located in the main office. Always make sure the surface is clean before covering a wound. Remember that many types of wounds heal better with no covering. If an accident causing injury does occur, please report it to the office. Should you suspect an injury is severe, do not move the injured person. Call to the office for help. Please complete a student accident report and give it to Mrs. Andrews before you leave for the day. Always contact the parents/guardians when accidents are considered more than minor, or an injury has occurred to the head.

### **33. ISSUANCE OF KEYS**

Teachers will be issued keys for their classroom doors. Teachers should sign out a key from the main office on the first teacher workday. Replacement cost of the key is \$3.50. **If you lose your key, you must notify the main office immediately.**

Keys must be returned at the end of the school year or upon termination of employment.

#### **34. SALARY/COMPENSATION**

Teacher, teacher assistants, ten month custodians, and ten month office personnel may receive their pay in (twelve) equal installments. The election to receive eleventh and twelfth month installment pay must be made in writing to DPS payroll by each employee prior to the first required workday of the year. If the employees are currently receiving installment pay, it is not necessary to send in the written request unless they take a leave-of-absence or go off the payroll for any reason. (Teachers may elect installment pay if their licenses have not been issued and are receiving substitute pay.)

#### **35. GUEST SPEAKERS**

Please notify the principal of any outside speakers who are invited to talk to your class or school organization. Have the guest speaker sign the Durham Public Schools form for guest speakers. Forms are available in the main office. **The Principal must approve all speakers. A copy of the guest approval form is included in the packet.**

#### **36. PARENT CONFERENCES**

**Parent conferences will occur each nine weeks.** If you have difficulty contacting parents conferences may be arranged through guidance, administration, or school social worker. When notified of a conference, **teachers are required to attend.** Please be prepared with grades, all relevant data, attendance information, recommendations for improvement, and a follow-up plan. Any follow-up plan made is part of the professional responsibility of the faculty and administration; thus, it is required that this plan be followed. It is always appropriate to request that a counselor and/or administrator be present for a parent conference. All teachers must keep a record of their parent conferences.

#### **37. SCHOOL EVENTS**

Staff members are expected to support school sponsored activities as they can manage. These include PTA meetings as well as special productions or athletic events. Not all meetings are mandatory, but specific meetings may require the assigned attendance of everyone. Teachers who are unable to attend a required event should notify the principal or assigned administrator prior to the event. If a meeting or events requires teachers please attend.

#### **38. MASTER CALENDAR**

Check the master calendar in the main office or website.

Complete a request for event form **to ensure no conflicts or an abundance of activities are going on during the requested date.**

Receive written approval from the principal for the event.

Ms. Andrews will then post the event on the hall calendar, update the web page calendar and notify DPS Public Affairs Office if and when necessary. The main office staff will write the event on the master calendar. Only Ms. Andrews is permitted to call or contact the DPS Office. Events include anything held inside or outside of school that involves our students.

### **39. ATTENDANCE**

**Attendance will be taken in Power School each morning by 8:30.** If there is any difficulty with the system, notify the Data Manager. If a teacher is out, the Data Manager needs to be aware so that she can prepare for the substitute to take attendance on paper. **Do not give out your Power Schools access information to anyone, including Teacher Assistants, substitutes, and students.**

### **40. COURIERS AND U. S. MAIL**

DPS has a courier service to all schools and office buildings in the system. This service operates a pick-up and delivery service five (5) times a week. The local post office collects mail daily. Postage for U.S. mail will be metered only for school-related items. Both of these mail containers are located in the teacher workroom.

### **41. FAX MACHINE**

A fax machine is located in the office. The school's fax number is 919-560-3489. Fax cover sheets are located in a tray beside the fax machine.

### **42. TELEPHONE USE FOR STUDENTS**

Before coming to school in the morning, students are expected to make all arrangements regarding after-school pick-up, doctor appointments, early dismissal, lunch money, and/or changes in transportation. Students should not be dismissed to use the office phone during school hours unless it is an emergency. The administration asks parents to submit any changes in transportation for students before 1:00 p.m.

### **43. EMPLOYEE DRESS CODE**

All faculty and employees of the Durham Public Schools serve as role models for students with whom they work and as leaders in the community. Consistent with these roles, all faculty and employees will dress in a manner and have an appearance that is appropriate and professional in light of their jobs and work environment. *(DPS Policy 5105)*

*Additionally, teachers may not wear jeans or leggings (leggings will not be prohibited if a long blouse is worn that extends midway down the thigh. Jeans may be worn outside of Friday's at a \$2 fee. Fayetteville Street Elementary*

*T-Shirts and T-shirts representing a college of your choice may also be worn on Friday's. No other T-shirts may be worn unless administrative clearance is provided.*

#### **44. ABSENCE PROCEDURES/ SUBSTITUTES**

Durham Public Schools has implemented a calling/on-line system for obtaining a substitute. **In the event of an emergency and or planned absence, all teachers are responsible for reporting their absence and requesting a substitute using the AESOP system.** To access the AESOP system visit <http://www.aesoponline.com> or by a toll free, automated voice instruction menu system at (1-800-942-3767). **The hours of operation for the AESOP system are (6:00 am – 11:59 pm).**

In the event of an absence, teachers are expected to follow the steps listed below:

##### **Emergency Absences (Unexpected):**

1. Access the AESOP system by internet or phone to report the absence as well as to request a sub for the absence. The AESOP system will give you a confirmation number after a request is complete. Keep track of this confirmation number. You will need to include it on your leave request form.
2. Notify the Principal by speaking directly with her of the emergency and confirm that you have used the AESOP system to report the absence and request a sub. Ms. Hopkins cell phone number is 984-227-1770. Call before 7:00 pm and after 6:00 am if the emergency occurs after school hours. In the event that you are unable to speak directly with the principal, you can also send a text message or an email. In addition, you can leave a message on the school voicemail.
3. Ensure lesson plans and important class details/procedures are available to the sub. It is mandatory for all teachers to have at least 5 days of emergency lesson plans available in the classroom at all times.
4. **Upon your return, submit a leave form to the treasurer's mailbox. Include the confirmation number on the leave form.**

**Please Note:** Although the hours of operation for the AESOP system are (6:00 am - 11:59 pm), keep in mind that if you make a request for a next day sub after 9:00 p.m. or for a same day sub after 6:00 am there is a strong possibility that a sub may

not be obtained by 7:30 am. If this occurs, we will use the emergency IA substitute rotation. **Each teacher is allowed three emergency absences. Repeated emergency absences may result in a letter in your personnel file, and/or different procedures for future absences.**

**Planned Absences (including workshops/trainings):**

1. Complete a leave form and submit the form to the school treasurer to secure principal approval.
2. Use the AESOP system by internet or phone to report the absence as well as to request a sub for the absence. The AESOP system will give you a confirmation number after the request is complete. Keep track of this confirmation number.
3. Ensure detailed lesson plans and important class details/procedures are left available for the sub.
4. Inform a grade level/team member of your absence.

**Other Important Information Regarding Absences**

1. We will have an emergency substitute rotation. Instructional assistants may be asked to cover a class, but this will be used only as a last resort not a routine. Pulling IAs is disruptive to other classroom routines. Administrators are the only people allowed to implement the on-call emergency sub rotation plan. Mrs. Andrews will notify the Principal or Assistant Principal when this is necessary.
2. **If a teacher/employee leaves campus for more than one hour, a leave form will need to be completed and the teacher should complete a leave form taking ½ a day,** request a sub using the AESOP system, notify an administrator and Brenda Person in the main office.
3. Any time a teacher/employee leaves campus, the teacher/employee should sign out in the front office and get permission from the Principal or Assistant Principal.
4. Detailed lessons plans must be left visible in the classroom for the substitute. Lesson plans should include a seating chart, schedule, policies/procedures, roster/class list, and a thorough description of the assignment. Videos must have pre-approval from the principal and must be

related to the curriculum. Easy to comprehend, detailed, step by step emergency lesson plans for 3 days should be left in the classroom.

5. All coverage/absences (even for short periods) must be approved by administration.

6. After a teacher/employee accumulates more than 5 absences (personal or sick leave), a conference with the principal may be required. The principal may require: doctor's documentation, new procedures for future absences, or additional lesson plans.

7. Any teacher who is out for an extended amount of time must submit lesson plans for the absences.

8. Teachers must take Personal Leave for an absence that is not due to sickness (or the sickness of a family member).

**Please make sure that the following information is in your Emergency sub folder as well as the sub folder you may keep in your room:**

- a) Daily time schedule, including planning periods and lunch time (state whether or not you have lunch duty or other duties during the day)
- b) Updated seating charts and class rosters for each class (indicate how you would like for the substitute to inform you about absences and tardies)
- c) Notes on any special students (if they need to go to specialists, take medication, etc...)
- d) Helpful notes about each class
- e) The names and location of the other teachers on your grade level or the name and location of another teacher that could be of help to the substitute
- f) Fire and tornado drill procedures
- g) Location of your hard copy attendance roster (leave directions with the substitute about when to take roll and where to return the roster)
- h) See Sub. Folder Requirements

First year teachers, please remember that you will have to work all in-service days because you will only earn ten annual leave days during the year. You will need five (5) during winter break and five(5) during spring break.

If school is closed due to inclement weather, we have the following options:

- 1) Come to work
- 2) Take annual leave

- 3) Make up time (arrange with principal)
- 4) Take leave without pay

All inclement weather closing announcements apply to students only.

#### **45. PAYROLL**

We are required to sign in and out, via the computer, daily. Make sure that the School Treasurer is aware of any absences so that the payroll can be as accurate as possible a “Leave of Absence” form and “Verification of Treatment” form must be completed if you are out more than 10 days. A verification form must be completed by your doctor.

##### *Sick Leave*

Permanent employees who are working or who are on paid leave for half or more of the workdays in a monthly period earn sick leave at the rate of one day per month. Sick Leave may be granted for (1) periods of temporary disability, (2) illness in the employee’s immediate family that necessitates the employee’s attendance, (3) death in the immediate family, and (4) medical appointments. A doctor’s letter may be required at the principal’s discretion. The DPS Benefits Office must be notified of all employees who use in excess of ten (10) successive sick days. A Leave of Absence form can be obtained from the treasurer.

##### *Long Term Absences*

Teachers are expected to have lesson plans prepared for the first five days of an extended absence. Further, instructional units are to be provided by teachers for all other days of paid leave. The units will specify content and objectives of the proposed instruction, as well as available resources and proposed timelines, and must be satisfactory to the principal. Teachers, at their option, may provide daily lesson plans beyond the first five days of extended absence.

In long-term situations, the principal may use other staff to assist the substitute teacher in developing lesson plans from identified instructional units if the principal finds such assistance necessary and/or advisable.

##### *Annual Leave*

Permanent full time employees earn vacation leave at a rate of one day per month. To earn vacation leave in a given month, employees must be working or be on paid leave during half or more of their workdays that month. Instructional personnel and bus drivers are not permitted to take vacation leave on days when students are scheduled to be in class unless the employees’ absences are due to catastrophic illness and all sick leave has been exhausted.



#### **46. FIELD TRIPS**

Field trips are designed to stimulate student interest and inquiry. These trips should provide opportunities for educational growth and development and are appropriate extensions of the classroom. Teachers may use Durham Public School yellow buses, activity buses or charter buses. All proposals for overnight trips must be approved by the Administration before proceeding with any planning.

#### *Procedure for Planning a Field Trip*

**See Field Trip Packet Procedures giving out during the first faculty meeting. FIELD TRIPS**

Proposed trips must first be discussed with the principal three weeks prior to the trip, and must support the instructional program. They should also be in line with the school wide plan for trips at each grade level. If approval is given, the following steps are to be taken:

- a. Place trip on school calendar using the *schedule an event* slip.
- b. Complete a check request form prior to field trip if you need to pay in advance. Accompany an itemized list of prices that result in the final cost requesting with the check request.
- c. Complete proper form to request buses three weeks prior to trip if school buses are to be used, and submit it to the assistant principal.
- d. Notify the cafeteria manager three weeks in advance if school lunch will be missed. Place order for bag lunches if needed.
- e. Send home a full description of the proposed field trip explaining the educational value. Be sure to include this message, "Once the field trip fee has been paid to the school, the money cannot be refunded."
- f. Obtain written permission for students participating in the field trip.
- g. Prepare and carry a mini first aid kit on every field trip.

#### **47. STUDENT MEDICATION**

Medication may only be administered to students if the front office has received a **Request for Medication Form** filled out and signed by the students' parent or guardian and physician. This medication will be kept in a secure area and the student must come to the front office to receive his/her medication. *Teachers are not permitted to administer any medication.* All medications and times administered will be on the student's Medication Administration Record located in the front office. **NOTE: This includes all medications.**

#### **48. SCHOOL AND COMMUNITY USE OF FSES FACILITIES**

We are privileged to have an outstanding facility at our disposal at all times to enrich our academic and extra-curricular programs. We schedule the use of the auditorium, cafeteria, gym, etc. after normal school hours through the principal's office. Scheduling the facility for all non-teaching days, (including teacher workdays) and for all times after 3:30 p.m. is handled by an assigned administrator. A Facility Request form must be on file. These forms are available from the Community Schools Office of DPS.

## **49. CELEBRATIONS**

Board Policy 3021, the School Wellness Policy, includes guidelines around the foods and beverages that can be offered to students during and after the school day.

### **School day and school-sponsored events**

Except for permissible celebrations, staff doesn't serve any food or beverages to students during school hours or at school-sponsored events that couldn't be served in the school cafeteria. Food based activities are included in the classroom only when the use of food is a necessary part of an instructional objective. DPS does not use food as a reward or a punishment unless documented for a particular student's Individualized Education Plan (IEP).

### **Birthdays and special occasions**

DPS officials recommend these alternatives to providing food for your child's birthday or special occasions:

- Come enjoy lunch with your child.
- Donate (and read aloud) a birthday book to your child's class.
- Bring a big card or picture frame matting for classmates to sign.
- Lead the class in a craft or recess game related to your child's birthplace or interest.

### **Parent-provided snacks (for students other than their own child)**

- Foods approved in advance by the principal
- Peelable whole fruits or vegetables
- Pre-washed unpeelable whole fruits or vegetables
- Bottled water
- Prepackaged or restaurant/ catering foods that meet all applicable food safety and sanitation requirements,
- *Suggestions*
- Almonds, pumpkins seeds, sunflower kernels
- Fresh or dried fruit and vegetables
- Whole grain pretzels, popcorn, low-sugar granola bars, cereal bars, fruit bars, animal crackers, graham crackers, trail mix
- Yogurt cups or cheese sticks

- No soft drinks or sweetened beverages; water is encouraged!

#### **Fundraising and after-school programs**

- Food sold for fund-raisers are not to be sold during school hours
- Snacks provided during after-school and summer programs meet DPS nutrition standards

#### **School stores and vending machines**

- *Elementary schools*
- Do not have stores that sell food to students
- Do not have vending machines that are accessible to students
- *Middle and high school vending machines*
- Operate after the end of the school day unless stocked only with water
- Stock only snack items containing less than 200 calories
- Sell beverages that are low-fat or non-fat milk, water, 100 percent juice with no added sweeteners and sports drinks with 100 calories or fewer

### **50. CHARACTER EDUCATION**

We believe that in order to have well-rounded programs, it is important to reinforce and sometimes to teach those values that we expect good citizens to uphold. This effort supports our district's Character Education policy.

August: Self-Discipline

September: Self Discipline

October: Respect

November: Honesty

December: Kindness

January: Responsibility

February: Fairness

March: Courage

April: Perseverance

May: Citizenship

### **51. ASSESSMENTS**

Students are assessed at every grade level. Assessments should be used to drive instruction and check progress. Parents should be kept in the loop of how their child is doing and assessments are an excellent source of informational data.

### **52. BEHAVIOR (STUDENT)**

Everyone wants a safe and orderly school - an environment where teachers can teach and students can learn. Schools, which have been identified by research as effective schools, have structure, order, and high expectations for student behavior and academic performance.

Positive Behavior Intervention Support is an application of a behaviorally based system approach to enhance the capacity of schools, families, and communities to design effective environments that improve the fit or link between research-validated practices and environments in which teaching and learning occurs. ([www.pbis.org](http://www.pbis.org))

PBIS is a system of support that improves lifestyle results for all children by making problem behavior less effective, efficient, and relevant, and desired behavior more functional. It replaces inappropriate behaviors with positive behaviors.

### **FSE Expectations and Guidelines**

#### a. ROAR Expectations

**Respect**  
**Ownership of our School**  
**Achieve Success**  
**Rise above negativity**

#### b. ROAR Pledge

**Respect yourself!**  
**Respect others!**  
**Respect your school!**

#### c. Give Me Five

- 1. Eyes forward**
- 2. Mouth closed**
- 3. Ears listening**
- 4. Hands still**
- 5. Feet still**

#### d. Quiet Hallways at all times. No student or adult talking.

#### **e. Monthly Character Traits**

The following will be the character traits for each month of the year. Together with the guidance team, teachers build character in the following ways through various activities and lessons. These traits will be used when selecting and recognizing classroom “ROAR Students of the Month.”

**SEPTEMBER—SELF-DISCIPLINE**

**OCTOBER—RESPECT**

**NOVEMBER—HONESTY**

**DECEMBER—KINDNESS**

**JANUARY—RESPONSIBILITY**

**FEBRUARY—FAIRNESS**

**MARCH—COURAGE**

**APRIL—PERSEVERANCE**

**MAY—CITIZENSHIP**

#### f. Referral Process (attached PBIS packet)

### **53. CLASSROOM INTERRUPTIONS (Board Policy 3055)**

Principals shall enact guidelines that will ensure protection of instructional time and keep interruptions to an absolute minimum. At a minimum, the guidelines should include the following terms:

**3055.1** School personnel should use the public address system sparingly. Except in emergency situations, announcements should be scheduled to avoid interference with instructional time.

**3055.2** School and central office personnel, parents/guardians, and visitors should, when possible, schedule conferences/appointments with teachers when they will not interfere with instructional time.

**3055.3** Parents/guardians are welcome in the Durham Public Schools but should schedule visits through the principal's office, when possible. The principal may decline or reschedule visitations that would be unduly disruptive.

**3055.4** Parents/guardians should, when possible, make prior arrangements with the school principal for early dismissal of their children. Unexcused, chronic early dismissal or late arrival of students may result in action under the school system's compulsory attendance policy.

**3055.5** Sales people shall not be permitted to interrupt teachers during the school day, and must have prior permission from the principal before meeting with school personnel or others at any time on school property.

**3055.6** Students enrolled in other school systems, including private schools, are not permitted to visit or attend Durham Public Schools during the instructional day except as approved by the principal.

### **54. COMMUNICATION**

In order to facilitate effective communication within our school and between home and school, it is required that you:

- a. Check your voicemail daily, return all calls and or email messages within 24hrs.
- b. Check your email daily when you arrive and at the end of the day after 2:15 pm.
- c. Send a Monday folder home each week with a newsletter.

- d. Make positive phone calls home each week with the goal of making at least 2 positive phone calls regarding every child each month of every other month.
- e. Make calls home that solicit support regarding their child's inappropriate behavior.
- f. Connect-Ed can also be a form of communication
- g. Websites need to be updated with homework and newsletters by Monday afternoon at 2:30 pm.
- h. Homework for the week should be typed and sent home to parents weekly. Students can also write homework in agendas but a copy of the homework should still be sent home weekly.
- i. Behavior log and reading log should go home daily.

### **55. CONFERENCE ROOMS**

The conference room in the EC /Guidance department will be used for meetings involving parents, teachers, and support staff (i.e. SAP, IEP, 504, Behavior, etc.) The conference room will be used primarily for SAP, IEP, and 504 meetings. To schedule a meeting, or reserve the conference room please see Mrs. Andrews and or sign-up on the calendar posted outside the door.

The main office conference room will be made available to all collaborative teams wishing to plan together. To schedule a meeting, see Mrs. Andrews and or sign-up on the calendar posted outside the door. *The principal reserves the right to reschedule anyone if necessary.*

### **56. CUMULATIVE FOLDERS**

Cumulative folders are housed in the records' room in the main office. You may take them to your classroom; however they must be back in the records' room by 3:00 pm. They may never be taken from the building.

### **57. DAILY SCHEDULE/SCHOOL**

- 6:00 Doors unlocked
- 6:45 School office opens
- 7:00 Teachers and Instructional Assistants Report
- 7:10 Duty Personnel report to duty stations
- 7:15 Breakfast begins, Unload buses and cars
- 7:40 Morning Announcements
- 7:45 Instruction begins
- 2:15 End of instructional school day for students and dismissal begins
- 3:00 End of school day for Instructional Assistants

- 3:15 End of Instructional day for Teachers
- 3:30 Office will be locked

### **59. Monday folders and Daily Folders**

FSES Monday folders(Blue/Nicky ) should be sent home on a weekly basis. Your classroom newsletter should be included as well as daily classwork and homework. This is your primary communication home. You should also use the yellow Nicky Folders for Daily Communication.

### **60. GRADE LEVEL CHAIRS**

Grade level chairs and workgroup leaders are responsible for the nuts and bolts of school procedures, but also rallying a collaborative team. They work to build cohesive, collaborative teams and effective workgroups. They are directly responsible to the administrators and duties include:

1. Keeping the team focused on collaboration and student learning.
  2. Providing support for new teachers.
  3. Conducting workgroup meetings and seeing that minutes are turned in.
  4. Coordinating any other meetings of grade level.
  5. Handling concerns relative to the workgroup and/or interaction with other grade levels.
  6. Coordinating budget for workgroup.
  7. Organizing materials for the grade level - storage and access for all.
- Communicating directly to administrators regarding team.

### **61. HOMEWORK**

Homework is intended to enrich, reinforce, and extend the curriculum, and students have the responsibility for their own homework. Grade levels have the option of offering homework hotlines on your voicemail or websites.

Policy Guidelines:

1. Assignments will be specific and based on previously studied concepts for enrichment and/or review purposes.
2. Homework is considered an integral part of class instruction and is used to guide instruction. It is reflected in a student's work habit grade.
3. Research-based guidelines for minutes of homework per day:
  - o K-2 – 30 minutes per day
  - o 3-5 – 60 minutes per day

**Student's Role:**

Although grade-level specifics vary, students are expected to make sure they understand the assignment and have the required materials to complete it before leaving school for the day. Students are also responsible for returning independently completed homework to school by the assigned time with any required signatures.

**Parent's Role:**

Parent involvement is an important part of the total program. The parent's role should be one of interest, praise, encouragement, and support.

**62. MAILBOXES (BOARD POLICY 5260)**

Please check your mailboxes at least two (2) times a day – in the am and pm. Mailboxes should not be used for solicitation or for spreading gossip.

Boxes for the use of local school faculty and staff for receiving notices, mail, etc. are part of school property and are under the jurisdiction of the Durham Public Schools, as are other school equipment items.

Official school communications distributed through regular administrative channel do not require prior approval. System wide distribution of materials through local school boxes, except items received from the U.S. Postal Service, must be approved in advance by the Superintendent or his designee. Distribution through local school boxes of local school materials, other than official school business and items received from the U.S. Postal Service, must be approved in advance by the respective principal.

Personal notes among teachers and communications from school-related professional associations are excluded from the above prior-approval requirements. All such communications, however, must contain the name of at least one person responsible for sending the materials.

At no time may personnel boxes be used for political purposes such as endorsing political candidates, not even in communications such as newsletters. This does not include internal elections of any school-related organization or group.



### **63. MAINTENANCE**

If there is a maintenance issue or repair needed in your classroom, please notify the office by means of a "Maintenance Request" form. These forms can be obtained in the office and should be returned to the assistant principal or receptionist.

If a request is not completed in a reasonable time period, please let the assistant principal or receptionist know.

### **64. OFFICE PERSONNEL**

The school's office personnel serve many different functions. They take care of the clerical duties associated with the general school operation, keep the school's financial records, attendance records, handle school correspondence, and greet the public. These specific duties should help you know to whom specific questions should be addressed.

We ask your cooperation in keeping a professional and neat area at all times. In order to protect your privacy, students should not be in these areas for any reason. Please do not conference with parents in the front office.

We are committed to ***5-Star Ritz Carlton Customer Service***. Our office staff understands that families, students, teachers, and all visitors are our customers. Please contact the Principal or Assistant Principal anytime you experience service that is not friendly, timely and or helpful.

### **65. PAPER USE/COPIERS**

Copy machines located in the teacher centers are to be used by teachers and teacher assistants. The copy machine located in the office is to be used by the office staff only. If a copy machine breaks down, please alert Brenda Person as soon as possible. DO NOT try to fix the copier yourself.

To get the most efficient use of our duplicator and supplies, please get together and run copies for the entire grade level whenever possible. Please do everything you can to cut down on paper and copier use.

Supplies: Please complete a Supply Request Form and return to Mrs. Person. She will ensure you get all needed supplies

## **66. PROFESSIONAL LEARNING COMMUNITIES**

We are building upon our professional learning community at FSES. The conceptual framework consists of these themes are: (1) a solid foundation consisting of collaboratively developed and widely shared mission, vision, values, and goals, (2) collaborative teams that work interdependently to achieve common goals, and (3) a focus on results as evidenced by a commitment to continuous improvement.

Professional Learning Communities focus on 4 critical questions:

1. What do we want students to learn?  
(Common Core Curriculum Standards)
2. How will we know they have learned it?  
(Through Common Assessments.)
3. What will we do if they don't learn? (Pyramid of Interventions.)
4. What will we do if they have learned it?

## **67. PHONE TREE**

The staff phone tree should be used for work issues ONLY. Please report anyone using the phone tree inappropriately to Ebony Hopkins.

## **68. SCHOOL IMPROVEMENT PLAN**

Federal guidelines require Title I schools to develop a School Improvement Plan. This plan will involve all stakeholders. This plan will be our living document of how we, as a school community, will pull together to support one another and focus on student learning and achievement.

## **69. SCHOOL PICTURES**

Students will take school pictures three (3) times a year: individual in the fall, full body and class pictures in the spring. Staff is encouraged to have their picture taken in the fall so your picture will be in the school yearbook.

## **70. RECESS (BOARD POLICY 3021.2)**

- A. Physical activity is critical to a child's healthy weight and healthy lifestyle, as well as to his/her ability to focus in the classroom. To ensure that all children are

staying active, physical activity needs to be incorporated into the daily school curriculum and prioritized as essential to each child's social and academic achievement.

- B. Schools must provide a minimum of 30 minutes of moderate to vigorous physical activity for all K-8 students daily. This requirement can be achieved through a regular physical education class and/or through activities such as recess, dance, classroom energizers, or other curriculum based physical education activity programs. In addition, physical activity will be integrated across curricula and throughout the school day, utilizing the above-mentioned strategies.
- C. Structured/unstructured recess and other physical activity (such as, but not limited to, physical activity time, physical education or intramurals) shall not be taken away from students as a form of punishment or for any unapproved reason. In addition, severe and/or inappropriate exercise may not be used as a form of punishment for students. Please monitor all students at all times!!! It is your responsibility.

#### **71. REPORT CARDS**

See the district calendar for dates for report cards and progress reports. Dates are also included in the master calendar for the school.

#### **72. RESTRAINT & SECLUSION (Board Policy)**

#### **73. TEAM/COLLABORATIVE PLANNING**

Teachers are expected to meet and plan together weekly. Grade level teams are expected to separate business items from collaborative planning meetings. Minutes should be taken at every grade level meeting and turned into the principal and assistant principal on a weekly basis. Individual teachers will be directed to take all grade level concerns to their grade level team meeting. Grade levels should work together to resolve individual concerns.

#### **74. TESTING (End-of-Grade & Pre-EOG)**

We will follow the state calendar for standardized tests which include the BOG Testing (Grade 3), Next Generation/NC Ready EOY Testing. Locally, we have

established local assessments for grades 3-5 and will follow the DPS calendar for these assessments. During testing time, it is expected that all staff be in attendance and work to ensure proper testing conditions.

#### **75. TITLE I SCHOOLWIDE - What is Title I?**

Title I, the cornerstone of the No Child Act, is the largest federal education program. It is intended to help ensure that all children have the opportunity to obtain a high quality education and reach proficiency on challenging state academic standards and assessments. Many of the major requirements in No Child Left Behind are outlined in Title I - Adequate Yearly Progress (AYP), teacher and paraprofessional requirements, accountability, sanctions for schools designated for improvement, standards and assessments, annual state report cards, professional development, and parent involvement.

Title I, begun with the passage of the Elementary and Secondary Education Act of 1965, provides federal funding for schools to help students who are behind academically or at risk of falling behind. Services can include: hiring teachers to reduce class size, tutoring, computer labs, parental involvement activities, professional development, purchase of materials and supplies, pre-kindergarten programs, and hiring teacher assistants or others.

About half the schools in North Carolina receive Title I funding as do all 115 of the state's school districts. Funding supports Title I Schoolwide Programs and Targeted Assistance Schools, depending on the level of poverty in the school and how the school wants to function. Schoolwide Programs are in schools that have at least 40 percent of their children on free or reduced-price lunch and go through a one-year planning process. Schoolwide Programs have flexibility in using their Title I funds, in conjunction with other funds in the school, to upgrade the operation of the entire school. Targeted Assistance Schools use Title I funds to focus on helping the students most at risk of academic failure on state assessments.

Title I Targeted Assistance Schools with 40 or more students across the tested grades have options to determine AYP differently from other schools. AYP can be determined

using all students in the school, using students actually served in the Targeted Assistance Program, or using students eligible to be served in the program.

#### **76. TUTORING FOR PAY (BOARD POLICY)**

A teacher shall not tutor a child for a fee who currently is enrolled in a school where the teacher works.

#### **77. VIDEO USE**

All teachers must get advanced approval from the principal before showing any video (including videos maintained in the school library). Movies or videos should be used for instructional purposes only and correlate with the Standard Course of Study. Use of movies or videos for entertainment or reward purposes violates Board Policy and may violate copyright laws. **Movies should be rated G, PG-13 and R - rated movies are prohibited.** A copy of the school-wide video request form is located in the media center, and main office.

**78. WEEKLY BULLETIN: A weekly bulletin is sent to staff members on Sunday via email.**

#### **79. VISITATION/PARENTS (This is the communication to parents)**

The administration, faculty, and staff at Fayetteville Street Elementary appreciate parents' interest in our school and their desire to visit a classroom to look at the following:

1. The instructional program in preparation for your child's first enrollment here, or
  2. The instructional program in your child's classroom.
- North Carolina Public Schools operate under a law that stipulates that schools maintain an instructional day of five and one-half hours. Please help us with the intent of this legislation by practicing the following:
1. Check with the classroom teacher for the most appropriate time to visit.
  2. Younger children should not accompany you during classroom visitation.
  3. Upon arrival at the school office, pick up a visitor's badge and sign in on the Parent Visitor's guest book. Wear the visitors badge at all times during visitation. Since campus security is

important, we ask parents to please observe this practice. This record of your visit will also furnish data for annual state reports.

4. Please respect the teacher's need to instruct and supervise her class, including during lunchtime.
5. Teachers are available for conferences during their planning time and before and after school.
6. Parents are welcome to have lunch with their child; however, lunchtime is not an appropriate time for a parent-teacher conference.
7. Please keep in mind that visitors to a classroom during instructional time are a distraction to young children. Every effort should be made to prevent/minimize interruptions to the instructional program.
8. Please observe the following courtesies: a) avoid talking with your child, the teacher assistant, or teacher while instruction is in progress, and b) respect the privacy of children's work and teacher materials.
9. If you wish to talk to anyone at FSE, please ask the secretary to make an appointment with the proper person.

#### **80. VOICEMAIL**

Please check your voicemail daily. Voicemail is source of communication with parents and parents appreciate prompt responses.

#### **81. VOLUNTEERS**

We welcome volunteers in our school! In order to become a volunteer, applicants must be cleared by Durham Public Schools. This entails filling out an application that is sent downtown to be processed. The process involves a background check. Downtown will inform our volunteer coordinator (Assistant Principal) of who is *cleared* or *not cleared* to volunteer, and then she will proceed to inform the applicant and classroom teachers. All parents/guardians/relatives wanting to chaperone field trips, work in the classroom or any position where you are working with multiple students MUST fill out a volunteer application. No exceptions.

#### **82. WEATHER WARNING DEFINITIONS**

In order that actions recommended in this analysis be effected in the correct time frame, the following storm

warnings used by the Weather Bureau are defined in order of severity.

1. **Severe Thunder Storm Watch** - means that weather conditions are such that a severe storm may develop.
2. **Severe Thunder Storm Warning** - means that a severe thunder storm has developed and will probably affect those areas stated in the bulletin.
3. **Tornado Watch** - means that weather conditions are such that a tornado may develop.
4. **Tornado Warning** - means that a tornado has been formed and sighted and may affect those areas stated in the bulletin.

NOTE: If a tornado should strike while the students are in the cafeteria, students should be advised to get under the tables for protection. They should face each other and cover their faces with their hands. Hopefully some of the flying objects will be blown away from the tables. If time permits, the cafeteria will be evacuated.

### **83. WORK ORDER REQUESTS AND CUSTODIAL ASSISTANCE**

If you observe problems with the maintenance, cleanliness, or repair of your classroom or other areas of the campus, alert either the custodial or maintenance staff of the situation. Ebony Hopkins/Kawarda Andrews should be notified of facility work requests and custodial issues. There is a log book in the front office to note any custodial issues.

The following chart should help differentiate between facility work orders and custodian requests:

#### **Facility Work Request**

Heating and cooling problems  
Window blind repair/replacement  
Electrical problems  
Pest control  
Plumbing problems  
Plumbing and

#### **Custodian Requests**

Room cleanliness  
Light bulb replacement  
Air filter changes  
Moving requests  
Restroom and cleaning supplies

### **84. BOY Trainings**

The BOY Trainings will be given before the first student week of school:

Please go to <https://central.dpsnc.net>

### **85. CUSTODY ISSUES**

We comply with legal documentation only. If we do not have legal documentation of custodial rights, then we cannot comply with parent/guardian directives.

### **86. DAILY SCHEDULES/CLASS**

Will be given to all teachers

## **SAFE AND ORDERLY SCHOOL CLIMATE**

1. FSES Faculty and staff are assigned duty stations/areas to help maintain a safe and orderly learning environment. The administration will provide a duty list.
2. Fayetteville Street Elementary PBIS Matrix, Minors and Majors, Rewards/Consequences, School Store Classroom Promises, Give Me 5 Posters School Pledge are **required** to be posted as well as Fire/evacuation map. Each teacher should also have a clip system that is our preferred classroom management system.

### **Procedures:**

#### Discipline

Classroom management and school expectations/discipline are some of the most important factors controlling the learning environment of a child. It is important that each staff member be conscious of the total atmosphere of our school. Discipline is a **team** effort which supports each individual staff member. Together, we can/will establish a positive approach toward discipline.

Each teacher must set the stage for strong classroom management within his/her classroom. The students should know exactly what is expected of them and what they can expect from the teacher in return. Once the parameters of a solid management plan are in place, the teacher can expect an atmosphere conducive to learning. One of the major aspects of effective teaching is order and discipline in the classroom.

Teachers are expected to handle student discipline problems as much as possible. Set up a good plan of action for problems that arise, make sure that each student is aware of what your plan is, and then follow through on all aspects of this plan. Be consistent. Teachers should be up and monitoring students at all times. **DO NOT LEAVE STUDENTS UNATTENDED IN THE CLASSROOM.**



When a student must be sent to the office for discipline, it should be of such a nature that one of the more infrequently used means of correction is applicable. This does not mean in any way that the administration will not help you solve your problems. It does mean, however, that the administration is of the opinion that being sent to the office can happen so frequently that it loses its effectiveness.

When it becomes necessary to send a student to the office, realize that you are asking for additional help. Please try to be patient and understanding, as well as supportive, of the measure(s) taken by the administrator. If you feel it necessary to discuss what has taken place between student and administrator, please feel free to talk with an administrator. If you feel the administrator needs more input before talking with the student, please see that administrator before referring the student to the office. If we do not know the total circumstances surrounding the problem, we may not be in agreement about the course of action.

Anticipate your discipline problems in advance and pay close attention to planning for them. Students should be actively engaged at all times with work that is meaningful to them. Interest and enthusiasm are contagious. If the teacher possesses these traits and conveys them to his/her students, many of the students will acquire them; and the discipline problems are few.

If the use of consequences does become necessary, choose a consequence that is appropriate to the misbehavior. The following are some suggestions which might be helpful in dealing with problems.

*When handling discipline problems:*

- 1) Avoid speaking to a student more than once if possible. You should have already set a plan of discipline for your classroom about which all students are aware; therefore, remind the student once of the rule. Getting into an argument with students is very undesirable and inappropriate.
- 2) Be patient. Never display a show of temper or frustration.
- 3) Be consistent and always follow through with your stated policies.
- 4) Students will act according to your expectations of them; therefore, expect them to behave.
- 5) Again, set up a disciplinary plan of action making sure that each offense has an appropriate consequence and parents are kept informed.

There are certain points on which we should all agree and keep in mind when you are devising your classroom management plan. Uniformity in adhering to these points is essential once we have agreed upon them.

- 1) Please make sure we are following our school PBIS Procedures that will be given to you in this packet.

- 2) Major and Minors are listed in our PBIS Expectations.
- 3) If a student needs to be dismissed from class for disciplinary reasons, please call an administrator to your class. No other school personnel is allowed to remove a child from the classroom unless it has been approved administration.
- 4) Please make sure you have followed all PBIS Procedures(PBIS Safe and Orderly BOY Handout)
- 5) A teacher should not make a student late to catch the school bus by holding the student beyond the end of the scheduled school day. Set up a time before or after school or at lunch time to talk with a student if necessary.

In summary, it must be pointed out that the administration feels very strongly that school is a place where learning takes place. Therefore, everything necessary will be done to ensure that Fayetteville Street School produces a climate conducive to learning. Working together, we can accomplish this end. Include parents of your students as part of this working relationship. **Please contact parents for positive as well as negative reasons.**

## **EMERGENCY PREPAREDNESS PLAN (Please refer to CERT BOY Training)**

### **DRILLS**

#### Fire Drill Procedures:

The state law requires monthly fire drills and evacuation routes to be posted in every room.

- b. The signal shall be the fire alarm.
- c. Turn off lights.
- d. Line up students and proceed quietly to your designated areas.
- e. Assign the last student out to close the door.
- f. Maintain an orderly and silent single file line while waiting in your areas.
- g. Take roll when outside to determine the whereabouts of all students.
- h. Have an alternate plan in mind in case your regular exit is blocked.
- i. If the drill occurs while your class is outside, collect all students in a quiet line. Be prepared to exit from any part of the building regardless of activity.
- j. Students who are working elsewhere with assistants or specialists should stay with those adults. Be sure to discuss with all your students what to do when they are in rest rooms or any place without the rest of the class when the alarm sounds.
- k. An “all clear” signal will be given when it is safe to re-enter the building.

#### Bomb Threat Procedures:

60. The signal shall be the same as a fire drill with additional directions over the intercom to go as far from the buildings as possible.
61. Take the children out exits as designated for fire drills to areas far from buildings and buses.
62. Remain calm and move children out quickly. Do not gather personal possessions-just get out.
63. The principal will give a signal when it is safe to return.

#### Tornado Drill Procedures:

- a. The signal shall be a voice warning over the intercom.
- b. Line children up quietly.
- c. Leave windows slightly open and doors closed.
- d. Take the children to the designated area within the building (inside walls).
- e. Children and adults should squat down facing the wall. The head should be bent down and the arms and hands placed over the head and neck for protection.
- f. The principal will signal the end of the drill.

#### Snow Emergencies:

Snow emergencies can vary so much that instructions will be reserved for last minute directions via the intercom. In such an emergency, all personnel must remain on the job until dismissed by the principal.

### **PROCEDURE FOR HANDLING EMERGENCY ILLNESS, ACCIDENTS, INJURIES**

A student accident or illness that occurs at school during school hours or at a school-sponsored events should be reported as soon as possible to the parents or guardians of the student, except:

- 1) When, in the judgment of the person in charge, a pupil is injured to the extent that, or becomes so ill, it is a critical situation requiring immediate attention, the person in charge who stands in loco parentis must act in a responsible manner. The person in charge must render whatever aid or assistance is necessary in order to preserve the well-being of the pupil. Parents or guardians are to be notified as soon as possible.
- 2) When it is impossible to locate or report to parents or guardians, the person in charge must use his/her best judgment as to the proper handling of the situation.

**Injuries** – The teacher is responsible for carrying out the following procedures.

- 1) Notify the principal or assistant principal yourself, send a student or send an available teacher.

- 2) Take necessary first aid measures.
- 3) The teacher or designee will notify the parents. If the principal is not available, a counselor will make the call.
- 4) See that the remaining students are in the care of a responsible person.
- 5) If an ambulance is needed, the principal will make the request. If the principal is not available, a counselor will make the request.
- 6) If parents cannot be reached, the teacher, principal and counselor will use his/her best judgment.

**NOTE:** A completed student accident form must be completed by the teacher at the time of the accident. You may pick up this form in the office.

## **CURRICULUM AND INSTRUCTION**

Teaching and learning are the priorities at FSES. We are committed to providing quality learning experiences for all students at all times to ensure high student achievement. It is imperative that the written, taught and tested curricula are aligned in order to support our goal. Careful planning and reflection on instructional delivery are also essential actions required by all instructional personnel. All instructional staff should be very familiar with the NC Teacher Evaluation System major functions as they relate to curriculum and instruction. Teachers are responsible for knowing and implementing the Common Core State Standards and the Durham Public Schools (DPS) curriculum/directives in their subject areas. Such information is found in the curriculum and pacing guides and other materials published by the Department of Public Instruction (DPI) and DPS.

Teachers are encouraged to use varied curricular resources and instructional methodology. Textbooks are to be used as instructional resources, and classroom instruction should reflect *Learning Focused* best practices, cooperative learning, and other forms of engaging instruction. **It is expected that all teachers will maintain a minimum 80% passing rate each grading period and on both formal and informal assessments.**

### **EXCEPTIONAL CHILDREN'S PROGRAM (EC)**

A referral to the exceptional children's programs may be initiated by a parent or staff member through RTI. The RTI committee provides a team framework for evaluating data and strategies used for recommending the most appropriate next steps. If the data provided indicates that an EC referral is the most appropriate next steps, then a referral will be made with the team's consent. The EC team is responsible for receiving referrals, obtaining parental permission for assessment, initiating evaluation procedures, evaluating information, and seeing that an individualized

education plan (IEP) is developed and reevaluated annually, if a placement is made.

### **EXPECTATIONS, INSTRUCTIONAL**

Teachers are expected to follow the Common Core Curriculum Standards for all subjects and the DPS suggested tools for literacy instruction (Literacy Framework and Math Framework) Teachers are expected to differentiate instruction for all students regardless of ability level.

Teachers are expected to create a PEP for any student that is below grade level academically or struggling academically and/or has behavior issues.

Teachers are expected to ensure all IEP, 504s, and PEP's are followed consistently.

Teachers are expected to regularly communicate with parents to solicit support and guidance with academics and behavior. All communication should be documented appropriately. Please contact the school social worker if help is needed in contacting parents or to schedule a parent conference.

Teachers may or may not recommend students for retention, but a teacher does not decide retention. All students that are not performing at or above grade level, regardless of EC label, may be considered for retention.

### **EXPECTATIONS, INSTRUCTIONAL PLANS & INTEGRATION**

Planning is essential for effective teaching and should be based on CCCS. Each teacher is required to have typed lesson plans in the school-wide format that can be followed by a substitute and understood by an administrator or other interested school personnel. Each teacher is also expected to integrate curriculum daily due to our shortened time for cores subject instruction. Teachers will maintain lesson plans at least 3-4 weeks in advance for each subject taught. **We will use the LP format discussed in the BOY Summer Planning Institute.**

## **FINANCE: PROCEDURES and POLICY RECEIPTING MONEY AND DEPOSIT TICKETS**

Each teacher will be assigned a receipt book. You will be responsible for maintaining this book. Receipt books will be returned to the office at the end of the school year.

**ALL MONEY MUST BE RECEIPTED AND GIVEN TO THE TREASURER DAILY BY 11:00 A.M.** The treasurer will receipt money received after 11:00. If The treasurer is unavailable, Mrs. Andrews is the backup person. **The money should not be held in your classroom. Money cannot be held overnight.**

There are three copies in your receipt book. Make sure that your carbon is behind the pink copy before you begin the receipting process. The white copy is given to the student or parent at the time the money is collected. The yellow copy should be attached to the back of the deposit ticket and the pink copy remains in your receipt book. Receipts must match the money given to the office. Remember to complete the receipt. We cannot use check marks to indicate the breakdown of money collected.

Teachers, if you delegate receipting to your assistant, you are still responsible for your receipt book. The assistant may sign his or her name only if it is followed by the teacher's name. Example: Brenda Person for Cindy Shinn. This indicates that Brenda Person is the assistant and Blandine Rogers is the teacher.

Receipts must be used in sequence. If a receipt is skipped, you must void all three copies and continue. Be sure to fill out all information on your receipt. This includes name, date, amount, code, and signature.

A deposit ticket must be given when money is submitted to the office. Money composition at the bottom must be completed. We cannot use check marks. Please indicate the breakdown of cash and checks. Your deposit ticket should record your beginning receipt number and your ending receipt number. Deposit tickets are available in the top tray of The bookkeeper's door.

After verifying the amount submitted, a computerized receipt will be placed in your receipt book on the ending receipt number.

Remember, we only receipt money for Fayetteville Street. We do not receipt picture money or PTA money.

Look carefully at all checks collected. They should be made payable to Fayetteville Street School. Checks should be returned if they are not made payable to the school.

There is a \$10 service charge for all returned checks.

## STUDENT REIMBURSEMENT

Refunds are given if approved by the principal. Typically, we do not give refunds for a field trip unless the child is sick.

If a refund is given, a copy of the receipt given to the student from your receipt book should be attached to the "Request for check" form. The check will be written to the parent or guardian. Please include the parent/guardian's complete address and phone number on the request for check.

## PURCHASING PROCEDURES

**Principal and chairperson approval is REQUIRED.**

**Note:** All bills/invoices must be paid by the last school day whether FSES accounts/state funds or local funds. When using State funds (1) or Local funds (2) a requisition must be used to activate these monies. Requisition forms can be acquired from The treasurer.

### **Steps to Follow for Purchase Orders:**

1. Obtain approval from your chairperson before spending any money. Make sure your account has the balance to cover the bill incurred.
2. Complete a Requisition Form from the bookkeeper. .
3. A requisition that totals \$2500.00 will require three (3) obtained bids.
4. You are required to order from the lowest bidder.
5. THE PRINCIPAL MUST APPROVE ALL REQUISITIONS

**NOTE: The only exception to the above rules and steps:**

1. If you spend the PRINCIPAL.
2. Reimbursement can not exceed \$100.00 for any day.
3. Complete and submit a Reimbursement Form to the treasurer.

### **Steps For Check Request:**

1. Before a Fayetteville Street Elementary School check is written or distributed for an invoice or a bill incurred prior approval is required from the principal.
2. Complete a Check Request form (see appendix). **State exactly what this purchase entailed.**
3. Attach the signed and dated invoice to the signed and dated check request form and submit to Mrs. Andrews.
4. If you wish to spend your own money, **again** prior approval from the school principal is required.
5. Do Not expect to receive your reimbursement if prior approval was not obtained.

## **MEDIA CENTER**

All videos will need to be approved by administration and follow the CCCS. Please complete a video approval form 10 days in advance for approval.

### **Some Notes on Copyright**

Copyright and intellectual properties are very serious matters. Please do not ask the Media Center staff to perform any services in violation of U.S. copyright law. If you have any question about the legality of a request, please ask. As a guideline: If you own the copyright (i.e. if it's something you filmed or produced yourself, such as sports highlight tape), we can make as many copies as you want, within reason (you must supply your own blank tapes or disks). If it's a commercial video that you purchased, you're allowed one working copy. Rental videos may **NOT** be copied. If you'd like to digitize some commercial music for presentation, you are entitled to use up to 30 seconds or 10 percent of the whole work, whichever is shorter. The Media Center will **NOT** burn copies of commercially recorded music for students, but may do so for student-produced work, as considered case by case.

To the extent possible or necessary, the Media Center staff will monitor suspected instances of plagiarism. Any student observed representing copyrighted work as his or her own may be reported to the administration for discipline.

### **Internet Acceptable Use Policy**

Students and staff have access to information through electronic networks. These services offer vast, diverse and unique resources to students and staff. The goal in providing technical resources to students and staff is to promote educational excellence in our schools to support research, resources access, innovation and communication. The staff is expected to blend thoughtful use of the internet throughout the curriculum and to provide guidance and instruction to students in its use.

Students will be permitted access to the internet through school district electronic resources unless a parent/guardian has signed and returned a "A Student Electronic Resource Restriction Form" (See attached form) which indicates that the student does not have parental permission in use of the internet.

## **STUDENT SERVICES**

### **Testing Program**

In North Carolina, Durham Public Schools, and Fayetteville Street Elementary School, standardized testing is an integral part of the educational experience for third, fourth, and fifth grade students. When properly administered and



interpreted, test results provide an independent, uniform source of reliable and valid information. Testing should be conducted in a fair and ethical manner. Because standardized tests provide only one valuable piece of information, such information should be used in conjunction with all other available information known about a student to assist in improving student learning. The administration of tests required by applicable statutes and the use of student data for personnel/program decisions shall comply with the Testing Code of Ethics.

## **STUDENT ATTENDANCE**

### **ATTENDANCE/STUDENT (BOARD 4100 POLICY)**

The Durham Public Schools Student Attendance Policy 4100.1 is as follows:

A student who is absent from school shall within three days of returning to school furnish a written excuse from the student's parent/guardian, custodian, or doctor stating the dates and reason for the absences. After five consecutive or ten accumulated absences in a semester, the principal may require a written doctor's excuse for any additional absences attributed to illness.

When a student has been absent from class or school ten times in a semester or twenty times in a school year, the principal or designee shall notify the parent/guardian or custodian of the absences in writing. The notice shall include a warning of the possible consequences of additional absences and/or a copy of this policy.

Where a student exceeds the absence limits set by this policy, the principal shall notify the parent/guardian or custodian that the student will be retained or denied course credit.

#### **Definition of Terms:**

**Attendance** - To be considered in attendance at school, a student must be present for at least half of the school day or at a place other than the school with the approval of the appropriate school official for the purpose of attending an authorized school activity. Such activities may include field trips, athletic contests, student conventions, musical festivals, or any similar approved activity. These absences from instructional classes will be excused and will not count toward the total absences from those classes missed.

**Absences** - A student shall be considered absent from school for attendance purposes, if the student is not present for at least half of the school day.

**Tardiness** - A student shall be considered tardy to school/class if the student is not attending an authorized school activity. Such activities may include field trips, athletic contests, student conventions, musical festivals, or any similar approved activity.

Excused Absences - The principal or his/her designee shall have the right to excuse a child temporarily from attendance due to sickness or other unavoidable cause which does not constitute unlawful absence as defined by the State Board of Education. The following shall constitute valid excuses for the temporary nonattendance of a child at school provided satisfactory evidence of the excuse is provided to the appropriate school official.

- a. Illness or injury. An absence is excused when the absence results from illness or injury which prevents the child from being physically able to attend school.
- b. Quarantine. An absence is excused when isolation of the child is ordered by the local health officers or by the State Board of Health.
- c. Death in the immediate family. An absence is excused when it results from the death of a member of the immediate family of the child. For purposes of the regulation, the immediate family of a child includes, but is not necessarily limited to grandparents, parents, brothers, and sisters.
- d. Medical or dental appointments. An absence is excused when it results from a medical or dental appointment of a child. A written excuse should be presented with a doctor's signature or stamp.
- e. Court or administrative proceedings. An absence is excused when it results from the attendance of a child at the proceedings of a court or an administrative tribunal if the child is party to the action or under subpoena as a witness.
- f. Religious observances. An absence may be excused if the tenets of a religion to which a child or his/her parents adhere require or suggest the observance of a religious event. The approval of such absences is within the discretion of the school principal, but approval should be granted unless the religious observance or the cumulative effect of religious observances is of such duration as to interfere with the education of the child.
- g. Educational opportunity. An absence may be excused when it is demonstrated that the purpose of the absence is to take advantage of a valid educational opportunity, such as travel. Approval of such an absence must be gained prior to the absence.

Unexcused Absences - All absences for reasons other than those identified under the section entitled "Excused Absences" will be considered unexcused. Any absence for which the proper school official does not receive valid, written documentation within three (3) days of the student's return to school shall constitute an unexcused absence. A student suspended pursuant to G.S. 15-391 shall not be considered unexcused for purposes of the Compulsory Attendance Law. These absences shall be unexcused absences for purposes of makeup work and co-curricular activity eligibility.

Waiver of Minimum Attendance Requirements - A waiver request to the Appeals Board must be made prior to the fifth school day after maximum

allowance for absences occurs. A waiver may be granted outright or with conditions. If conditions are not met by the student, no credit will be granted for the course.

#### NOTIFICATION OF EXCESSIVE ABSENCES

The law requires that the school notify parents of excessive absences under the conditions that follow:

- a. After the third unexcused absence:
  - The principal or his designee shall contact the parent/guardian within a period of three school days.
  - If unable to contact the parent/ guardian, the principal shall refer the matter to a school social worker or his designee for immediate investigation.
- b. After not more than six unexcused absences, the principal shall notify the parent/guardian of the student's excessive number of unexcused absences from school.
  - Notification of the parent shall be by mail and shall state that the parent may be in violation of the North Carolina Compulsory Attendance Law and may be prosecuted if the absences cannot be justified under established attendance policies (see G. S. 1 15C-378).
  - A copy of the notice will be directed to the social worker, school attendance counselor, or other appropriate school personnel, who will work with the student and the family to remedy the problem (see G.S. 1 15C-378).
- c. After a student has accumulated 10 unexcused absences in a school year, the parent/ guardian shall be notified by certified mail of the student's excessive number of unexcused absences. The principal shall also review any reports or investigation prepared pursuant to G. S. 1 15C-378 through 1 15C-381 and shall confer with the student and his/her parent/guardian if possible to determine whether the parent/ guardian received notification pursuant to the requirements of the Compulsory Attendance Law and made a good effort to comply with the law. If the principal determines that the parent/guardian has not, he shall notify the district attorney.

#### PROVIDING SUPPORT TO STUDENTS WITH EXCESSIVE ABSENCES

The principal and staff shall take appropriate action to help prevent excessive absences and/or provide counseling for students with a history of excessive absences.

Parents must be notified of their child's excessive absences and the teacher and/or counselor shall then work with the student and his family to analyze the causes and to determine the steps to eliminate the problem.

All early dismissals must sign out in the main office before leaving. Never allow a student to leave early with an adult unless the child has been called for by intercom or has a dismissal slip.

## **ATTENDANCE POLICY and PROCEDURES**

If a student is late to school in the morning a phone call from our Connect Ed will be made to the parents notifying them of their child's tardiness.

### **Early Dismissal**

A student who must leave school early will present a note from a parent or guardian. This note must be turned in to the office before 9:00 on the day of dismissal. Notes must include the reason for leaving, valid parent's/guardian's phone number, and parent's/guardian signature. Each note will be verified by the attendance office or an administrator. No student will be allowed to leave school early without parental contact and documentation or special approval from the administration.

Students must have a computer pass to document early dismissal. In the event a student returns to school after he/she must check back in and show his/her teachers a computer generated pass.

### **Pre-Arranged Absence Form**

Family trips and vacations should be planned with the consideration for the school calendar. In the event that a conflict cannot be avoided, the school should be notified as far in advance as possible, so that make-up work can be completed before the absence (as applicable). To be considered as unexcused absence, prior approval is required. Pre-Arranged Absence forms can be obtained from a principal.

Emergencies will be handled on an individual basis.

### **Tardies**

#### **A. Tardies to Class**

When a student is late to school, he/she will sign in at the main office.

#### **B. Medical Tardy Needs**

Those students who initially come to school, or return to school for medical reasons, will be permitted to return to class once they have checked in with the main office. The student must have a note from a medical provider stating that they have received services from their practice. Students will be responsible for making up missed work. It is the responsibility of the parent/guardian to notify the principal in writing of any medical condition, medication taken or special equipment needed at the school. The principal and staff will make

attempts to speak with the parent/guardian regarding the need for further assessment.

# Fayetteville Street

## Elementary School Pledge

Respect yourself!

Respect others!

Respect your  
school!



**Behavior Plan**

A behavior plan is an outline of expected behaviors, outcomes, rewards and consequences for students who exhibit negative behaviors.

**Counselor Referral**

Students may be referred to a counselor for individual counseling for personal or school related concerns. These concerns may include but are not limited to: dropping out of school, career counseling, behavior concerns, and personal or family related issues. Counselor referral forms are located in the mailroom or you may see a counselor to get a form.

**Exceptional Children Program (ECP) Referral**

See EC Referral Guidelines

**In School Suspension (ISS)**

See PBIS Procedures

**Out of School Suspension (OSS)**

SEE PBIS Procedures



