



Mountain View Elementary School

2017 - 2018

**Teacher
Handbook**

Philosophy

The primary concern of the faculty of Mountain View Elementary School is the development and education of the total child. Realizing the uniqueness of each child's abilities and experiences in his/her home surroundings and community environments, we strive toward awakening self-awareness and building self-confidence so the child may become a well-adjusted and productive member of society.

The educational design of our school's program provides opportunities for intellectual, emotional, physical, moral, and social development of each child.

By using a diversity of approaches to learning, while highlighting the areas of technology and the arts, we provide instruction in the basics and practical experiences that relate to the child and his/her environment. We attempt to be flexible in adapting our instructional program as conditions change and new needs arise.

A meaningful, non-threatening environment is provided through a warm caring atmosphere among staff and children. We firmly believe, that in this environment, the teacher serves as a facilitator, providing learning experiences in not only the subject matter, but in the interests and needs of the individual child.

Realizing the child is a product of his community; we feel it is important to draw from the resources of the community. We strive to accomplish this through awareness of its history, its organizations, its businesses, and individual citizens.

Absences by Staff

All staff members are required to contact an administrator in the event of an absence from school. Leaving a message does not constitute notification. You must speak with either Mr. Blackburn (336-977-2876/336-846-5249) or Mrs. Williams (336-977-5221). If at all possible, contact should be made by 6:00 a.m. so that arrangements can be made to have your position covered for the day. In the event of a planned absence, a blue Request for Absence form should be completed and submitted to the office for administrative approval. After the absence is approved, teachers should secure an approved substitute for the days needed. Once the substitute has been confirmed, please turn in the blue sheet with the name of the substitute listed to Ms. Jenkins. The Board of Education must approve all extended leaves. Detailed lesson plans must be provided for your substitute teacher. (Reference – Lesson Plans, p. 11-12)

The principal will adhere strictly to the guidelines published in the booklet Sick Leave and Substitute Teacher Regulations when coding the payroll. *Leave cannot be granted on calendared teacher workdays. (Reference – Leave of Absence, Policy #7510)

***Remember, there is no substitute for a teacher!!!**

A-B Honor Roll

It shall be the policies of the Ashe County Board of Education to encourage the publication of an A honor roll list and an A-B honor roll list. After each nine weeks, teachers can publicize class honor rolls in many ways (on their doors, on bulletin boards, in newsletters, etc.)

PROCEDURES ON HONOR ROLLS:

1. A honor roll shall consist of only grade A.
2. A-B honor roll shall consist of students having an average of B or better.

*Students who maintain all A's will be recognized at an honor society reception.

Accidents/Illness/Medical Services - Children

Any time a child is hurt in an accident the school nurse is to be notified immediately. In her absence, the front office should be contacted. Be prepared to give the student's name and type of injury. Staff members should render only emergency first aid until the nurse or administrative staff instruct otherwise. Every effort should be made to calmly remove other students from the area. Staff will work with the nurse to complete any required reports related to the incident. Please remember that preventive measures are a part of the teacher's daily planning.

The school nurse is on hand to deal with emergencies and illnesses. She is also responsible for healthcare plans, medications, and health education. She will provide classrooms with first aid supplies. A referral slip should be completed and sent with any student referred to the nurse. **Parents will be notified by the nurse when a student's condition is deemed serious enough for the child to be taken home, to a doctor, or to the hospital.**

Teachers are responsible for sending students requiring scheduled medications to the nurse at the correct time.

Accidents/Illness/Medical Services – School Personnel

School personnel are protected under the provisions of the Workmen's Compensation Act. Any accident must be reported to the School Safety Officer, Regan Perry, so that the appropriate report can be completed. There is a 5-day window to file accident reports. An amended or supplementary report covering all fees paid and time lost can be added later.

The school nurse is on hand for medical emergencies for staff. In the event of such an emergency, contact the nurse or office immediately. Be prepared to give the individual's name and type of injury, illness, etc. The nurse or administrative staff will provide you with further instructions. Should such an emergency take place in the presence of students, staff members are to keep students calm and remove them from the area. Administrative staff will make every effort to relieve instructional staff to return to their duties.

Announcements

Announcements must be written and turned into the office by 7:40 a.m. or 2:00 p.m. Announcements will be made in the morning and in the afternoon. The moment of silence and school pledge will occur every morning. Staff are expected to model appropriate behavior during this time.

Attendance - Staff

The workday for teachers, assistants and all other personnel will begin at 7:30 a.m. and will end at 3:00 p.m.

All teachers are expected to sign in and be in their rooms ready for students by 7:30 a.m. If an emergency occurs that causes you to be late, please contact David Blackburn at 977-2593 or Lindsey Williams at 977-5221. Student supervision is the paramount concern of the Mountain View administration during the morning routine. Teachers arriving after 7:30 a.m. will need to sign in with Mrs. Angie Gambill. Remember, no one may sign in for you.

Exceptions to the normal work hours will be at the discretion of the superintendent. Changes to the work hours will be announced via the Connect5 System and local media.
(Reference – Workday, Policy #7500)

Attendance Reporting

Classroom teachers must have attendance completed in PowerSchool by 8:30 each day. Accurate reporting of student absences is very important; School funding is tied to attendance reporting. It is the expectation of county and school administration that attendance be completed on time each day. Failure to report attendance in a timely manner will be addressed, by administration, on a corrective action form which will be placed in the employee's school level file. Please notify the principal, or his designee, if an absence is questionable or if a student is accumulating a number of absences or tardies. After 3 days, absences become unexcused without a note. Teachers are responsible for maintaining an attendance file for every student.

Bad Weather/Early Dismissal

In the event of bad weather an announcement will be made via AlertNow and local media. The duty schedule must be maintained – i.e. 7:15 duty will be moved to 9:15 on a 2-hour delay. On teacher workdays staff report on a **regular** schedule. (Reference – Absences Due to Inclement Weather, Policy #7550)

Every child must have a plan for early dismissal. A form, filled out by the parents stating what the child should do in case of early dismissal, will be kept on file in the classroom and the office. Please discourage parents from calling to change student arrangements; this causes distress for students and the office. **TEAM LEADERS WILL BE NOTIFIED OF EARLY DISMISSAL AND THEY IN TURN WILL INFORM MEMBERS OF THEIR TEAM.**

Bell Schedule

Bells are scheduled for the following:

7:50 a.m.	Classes begin
2:40 p.m.	Students released
3:00 p.m.	Teachers released

Breakfast Monitoring Schedule

Staff will be assigned to monitor breakfast on a scheduled basis. Breakfast will be served from 7:15 until 7:45 am. Breakfast will be provided to all students at no charge.

Bus Loading/Unloading

Teachers and assistants will be assigned specific areas or responsibilities for loading and unloading buses. Teachers will escort primary students to the bus loading area each day. Please do not load buses early. Children should not be in the hall until you dismiss them.

Cafeteria

The cafeteria will operate a regular schedule beginning the first day of the school year. Teachers will need to plan to have lunch with their students the first week of each school year, and when necessary, at other times during the school year. Teachers and assistants are asked to model proper cafeteria behavior. Students are to be supervised by staff traveling to and from the cafeteria.

Soft drinks, candy, take out, etc., are not to be taken into the lunchroom.
(Reference Board Policy #6230)

Lunch prices: \$2.25 Paid \$.40 Reduced \$3.50 Adults

Breakfast prices: No charge for students \$1.25 Adults

A cafeteria employee will collect breakfast, lunch, and extra milk monies. Every family is asked to complete a free/reduced lunch form. These forms are directly related to our federal monies.

Car Riders and Student Drop Off

Buses will be loaded at 2:40 and released as quickly as possible. Car riders will be dismissed at 2:40 and be picked up at the front door. All car riders will be dropped off at the front door in the mornings. All students and visitors are to use the front entrances. Please encourage students and parents to not park and come in. Assure parents that we will take care of their children.

Cell Phones

Cell phones should not be used during instructional time or when supervising children and should not be on during school hours to receive calls.

Classroom Care

The classroom is a home away from home for teachers & students. Teachers should try to create a warm and relaxing atmosphere. Each staff member is responsible for helping keep the building, grounds, and equipment clean and in the very best condition. Each teacher is responsible for locking their own classroom door when leaving for the day. Food and drinks are not permitted in the carpeted areas of the classroom. Liquids should not be placed in trashcans, and spills should be cleaned. Classrooms are to be dusted weekly. This includes encore classes, media, and computer areas. Chairs should be placed on student desks in order for the custodians to sweep. Large items, such as pencils and papers, should be picked up prior to rooms being swept. Please do not place items in the window sills. Do not tape anything to your doors.

Report needed maintenance to Mrs. Williams.

Compensatory Time

The Workday Policy/Procedure 7500 defines compensatory days for teachers and teacher assistants.

Guidelines for Summer Compensatory Time for 10 Month Employees:

Teachers are eligible:

- to earn up to 5 comp. days during the summer by attending professional development opportunities, or,
- preparing classrooms for the beginning of school (limited to 2 of the 5 days)

Teacher Assistants are eligible:

- to earn up to 3 comp. days during the summer by attending professional development or,
- assisting their supervising teacher in the classroom to which they are assigned or in a combination of both

As a TA, the policy reads supervision by teacher is required. If you elect to work in the classroom during the summer when your supervising teacher cannot be present, the supervising teacher, with permission from the principal, shall prepare a list of duties to be completed and verified.

Compensatory time *is not* cumulative. It must be used within the school calendar time frame. If a staff member receives a stipend, that day *cannot* be used as a compensatory day. All comp. time is to be recorded in the log book located in the office by the first day of school for students.

Computer Lab

The computer labs have been set up and are ready for classes to use. In order to maintain supervision and protect our investment, the following procedures will be followed.

- Teachers must sign up in advance for labs and carts on-line. Make sure that you charge laptops when you finish using them so they will be ready for the next user. Anything below 50% must be charged.
- Entrance to the labs is from the hallway entrances.
- Teachers must accompany students to labs and supervise them during lab time.
- Teachers are responsible for leaving lab clean, neat, and orderly with all monitors off. Do not shut down computers.
- Any problems encountered with labs should be directed to Michelle Keith.
- The lab is for instructional use only, no one is allowed to add software or change settings, except our technician.
- All students must have a signed AUP Policy on file to use the Internet.
- Substitute teachers cannot take students to the lab, or use mobile labs.

Copy Machine Operation

All staff members will use copiers in the workrooms. Each staff member will be assigned a code to use with the copier and a set number of copies for the year. The copier has been reset to show “0” copies for each staff member. Please keep copies to a minimum. No students are allowed to use copiers. Please teach student teachers and interns how to properly use the equipment.

Cumulative Folders

The maintenance of records for each student is a vital part of a teacher’s job. Make sure to keep accurate and up-to-date information in each child’s folder. A sign-out sheet will be on top of the filing cabinet in the Data Manager office for school personnel to sign out cumulative folders. Under the Federal Educational Rights and Privacy Act, only school personnel with responsibility toward a student or having a specific need related to the student may view the file. This file should never be shared with non-school personnel or with a doctor or therapist without parent consent. If you have any questions regarding who may view a file, please consult an administrator. Exceptional Children and Academically/Intellectually Gifted files fall under these same regulations.

Daily Schedule

A master schedule has been developed for our school. Each teacher is expected to follow the master schedule.

Discipline

Mountain View Elementary School believes in the PBIS philosophy. Classroom expectations and behaviors should be taught and modeled to all students. In the rare case that a behavior issue cannot be addressed at the classroom level, a teacher may request the assistance of an administrator.

Daily Bell Schedule

7:15	Breakfast begins
7:35	Classroom opens for students
7:50	Instructional day begins
10:45-1:05	Lunch
2:40	Car riders dismissed
2:40	Buses released
3:00	Teachers are dismissed

Dress Code for Staff

All staff are expected to dress in a professional manner. Blue jeans and tennis shoes may be worn on Good Works Fridays (for a donation of one dollar) or on occasions where fieldtrip activities warrant. On field trips, professional attire should be the norm unless the activities necessitate blue jeans. (If you question the appropriateness of any attire, do not wear it.) Tennis shoes may be worn on the playground. **All dresses and skirts should be no more than 3” above the knee.** Casual flip-flops are not acceptable. (Reference Board Policy #7270)

Email

Most communication will be conducted via email. Staff should check their email at least twice a day. Please check your email before school starts and before you leave in the afternoon. If possible, check your email midday as well. Please do not print emails unless it is absolutely necessary.

Employees with Children

Employees who have children at Mountain View, may keep their child in their room before and after school. That child is to be supervised by the employee at all times. The children **may not** be out of the room or in other parts of the building. A teacher assistant will provide supervision of staff children during faculty meetings. No child is to be left unsupervised by an adult at any time.

Faculty Lounge and Workrooms

All staff is responsible for keeping the workrooms and lounge areas clean, neat, and in good working order. Please make it a habit to clean up after you have completed your activity. Students and employee’s children are not allowed in the lounge areas. No student is allowed to make purchases from vending machines.

Faculty Meetings

Faculty meetings will be held subject to the need for them. Keep Wednesday afternoons open for meetings/workshops. Each teacher is expected to attend unless excused by the principal.

Field Trips

There are two types of permissible field trips:

1. For educational purposes
2. For rewarding class or individual behavior

If the trip is for educational purposes, by law, a teacher may not deny the right of the child to an educational experience/opportunity.

In-county field trip forms will be sent home at the beginning of the school year. These should be kept on file in the classroom. These eliminate the need for a permission slip unless you travel outside of the county. Permission slips must be taken on each field trip.

All field trips must be approved by Lindsey Williams. Once a trip is approved teachers are responsible for providing a copy of the information letter containing specifics of the trip to the office. The cafeteria manager is to be notified at least two weeks in advance of any field trips. It is the teacher's responsibility to request Mrs. Williams to schedule an activity bus as far in advance as possible.

Any overnight trip or any trip that takes students from other teachers' classes must have the approval of the principal and the Board of Education. A teacher will be responsible for getting on the board agenda and making the presentation to the board.

Plans for all field trips must be filed with the office and will include the following: (1) list of students, (2) chaperones, (3) name and phone number of facility being visited (4) departure and arrival time, (5) mode of travel (6) agenda of activities, and (7) list of students remaining in school and the where they are housed.

Parental permission is a responsibility of the sponsoring teacher. You are required to let parents know if you will be taking their child on a field trip whether it is in-county or out of the county.

All aspects of a field trip are the responsibility of the sponsoring teacher. A copy of the Ashe County Schools Field Trip Procedures has been provided to all teachers. It is the expectation of the Mountain View administration that these district procedures be followed.

(Reference – School Trips, Policy #3220)

Fire Drills and Regulations

Emergency drills are a part of the routine at Mountain View. All staff have been trained on the crisis plan, fire drill evacuation plan, and tornado plan. Teachers are to review these plans with students. Unannounced fire drills are required each month of the school year. All other drills will be announced in advance. All drills are to be treated as if they are a true emergency situation. Teachers are required to have a class list in hand, close all doors, and maintain quiet order during all drills. All staff is expected to participate every drill – modeling appropriate behaviors for students.

Fund Raising

Mountain View will sponsor various fund raisers during the school year. Teachers will be asked and expected to participate. All fund raising activities will be in accordance with the policies of the Ashe County Board of Education. Monies received from these activities must be properly accounted for in the regular accounting books for the school.

No sub-division of the school may open and maintain a separate bank account.

No sub-division of the school may conduct fund raising projects without first coordinating the activity with the principal.

Mr. Blackburn must approve all fund raising. The bookkeeper is to be notified in advance of any fund raising activity.

Grade Level/Department/PLC Chairs

Grade Level Chairs will meet with the principal or designee as needed.

Grade Level Chairs responsibilities include:

1. communicating needs/issues of their grade level/department teachers
2. keeping and compiling a list of material needs for individual teachers as well as storage area supplies
3. providing feedback on procedural issues/schedules/school operations
4. weekly group meetings with your grade or department (notes to principal)

Teachers should know their representative and communicate needs directly to them. These representatives will serve as a liaison between teachers and school administration.

Grade Level/Department Chairs

Pre-K and Kindergarten

Jenny Johnson

Office/Media

Amy Tsolis

First Grade

Luci Jackson

Teacher Assistants

Pam Potter

Second Grade

Kelly Mullis

Encore

Stephanie Spencer

Third Grade

Lori Hensley

Exceptional Children

Melinda Lyons

Fourth Grade

Kathy Maloney

Literacy

Holly Roten

Fifth Grade

Frances Eller

Sixth Grade

Kera Rumfelt

Homework Policy

The policy on homework of the Ashe County Board of Education shall be consistent with the needs and instructional level of the child. The following guidelines concerning homework will be observed.

Procedures on Homework

1. Homework must be suited to the needs, interests, and abilities of the individual child.
2. Homework should never be used as a substitute for good teaching (material should be taught before sending it home for students to do).
3. When written homework is given, a reasonable time limit should be set for completion.
4. Homework over holidays and weekends is not recommended.
5. In assigning homework, the teacher should keep in mind that the child may be involved in meaningful activities outside the classroom.

6. Care should be taken that homework assignments avoid meaningless, repetitive experiences and busy work. Homework should never be used as punishment of a child. All homework should be checked by the teacher.
7. The work of the student, for the most part, should take place in the school under direction of the professional staff.

(Reference – Homework, Policy #3135)

Lesson Plans

All lesson plans should be available online so that they can be easily viewed during walk-throughs and observations. All teachers have been assigned a PlanbookEdu.com account. Planning should be done on the provided account. You may keep an additional copy on your desk if you would like. At the minimum, lesson plans should include the following:

1. Objectives/Learning Targets – What, specifically, do you want your students to be able to do (or know) after your lesson? These should align with your pacing guides. Objectives may be pulled from the drop down menu on Planbook.edu. The written objective, not just the objective number, should be pulled down.
2. Methods – How will you teach the lesson? List the activities, content, and strategies.
3. Assessment – How will you assess whether your students “got it”? A quiz, an activity, an exercise, a paper? What will you use to know whether your objectives were met?

In addition, all teachers will be expected to maintain a red folder on your desk throughout the year. This will be an emergency lesson plan folder that will be used in the event that you cannot get lesson plans here by 7:30. The red folder should be used in emergencies only. Regular lesson plans are expected to be at school by 7:30 if you are going to be absent. Within this folder there should be a scripted lesson, which anyone could easily follow, for each subject you teach. Also include a class list, daily schedule, and a list of special circumstances, such as students that need medications & the times, students that may be pulled from the regular classroom, etc... In case of an absence from school, the lesson plan/emergency lesson plan for that day should be detailed enough for a substitute to have a successful day. Mrs. Williams and Mr. Blackburn have rights to all Planbook.edu accounts. In extreme emergencies they can print plans from your account to give to the substitute teacher.

(Reference – Lesson Planning, Policy #3120)

Media Center

The media program is to provide support services for your instructional program in language arts, social studies, science, music, health, dance, and art. The media specialist will help you in planning units and lessons and locate materials that will help make your lesson plans more meaningful and interesting for the students. Classes may be scheduled by contacting the media specialist. Open circulation for students and staff will be from 7:30 AM until 2:40 PM.

Medication Policy

No student will be given medication at school by school personnel, the school nurse, or the public health nurse, or nurse assistant except as outlined below.

- A physician or dentist must prescribe all medication.
- Non-prescription medicines require a written physician's order and must be retained in their original container (i.e., Tylenol, Advil, etc.)
- Signed parental permission must be on record for any medication to be administered at school.

School responsibilities

- Medications shall be locked in a secure place (health room in office). Exceptions may be made for medications that require refrigeration. These must be refrigerated in the nurse's office.
- In the absence of the school nurse, at least two people shall be designated to be responsible for the security and administration of medications.
- An individual record of medications will be maintained on SH101, Medication Log (located in the forms section of this handbook). This log should be filed when it is full and at the end of each school year in the students cumulative record.
- No student will be denied the use of an emergency drug if a permission slip is not found, but the necessary forms will be obtained as soon as possible.

Parental responsibilities

- Parent must provide medication in a prescription labeled container that contains the name of the child, the name of the medication, dosage, and time and method of administration.
- Parent must supply written order from physician for changes to occur in prescription administration.
- Parent Consent form for Administering Prescribed Medication (SH101) must be filed with school personnel.
- Delivery of medication to the school is the parent's responsibility. All medications must be signed in with the nurse/designee. No medications can be sent with students.
- School personnel should be advised of emergency medications (glucagons, epinephrine, etc.) that students must keep with them.

Monies

Money should be receipted and turned in the day it is received. Substitutes cannot receipt money. Once money is receipted, a Receipt Detail Slip must be completed. Money, receipt book, and slip will be counted and checked by the bookkeeper in the presence of the teacher. The bookkeeper is to be advised anytime a grade level plans to collect money for field trips, t-shirts, social events, etc.... No monies can be collected without approval from Mr. Blackburn.

Office

The office is available to all staff members of the school. We are here to assist you in every way possible. All staff members should enter the office from the cafeteria hallway into the mailroom to alleviate congestion and traffic. The main office is a place of business, to be kept open for parents and visitors.

Parent-Conferences

It shall be the policy of the Ashe County Board of Education to encourage and expedite parent-school personnel conferences to improve the performance of the student and the work of the school. Each teacher is to contact every parent in their homeroom within the first 10 school days. Please document contacts in a parent contact log. The contact log should be available upon request by administration and will be collected at the end of each school year.

Personal Mail

Please take care of personal correspondence through your home mailbox. Board procedures do not allow the school to sell stamps, envelopes, etc...

Phone Use

Phones are in classrooms for school business. All calls will be forwarded to voicemail during instructional time. Teachers are required to check voicemail each day prior to dismissal. Personal calls should not be made or received during instructional time. Any school business that warrants long distance phone calls must be made in the office and recorded on the log sheet.

Printer Use

Teachers should monitor printer use. Students may only use printers with permission. In order to cut costs, print to the Toshiba copiers located in each workroom whenever possible. Only print necessities and limit the number of pictures. Please do not print emails or any other unnecessary documents. **Confidential information (test scores, etc... should only be printed to printers that students do not have access to, and should be picked up immediately).**

Procedures for Out-Of-State Travel

- Cannot interrupt instructional time.
- Total funding is to be provided by specialty federal or state grants (i.e. Digital Learning PRC 030) – standard operating funds from federal, state, and local revenues cannot be used.
- Employees may not request or circumvent funding for out-of-state travel from local sources (i.e. Endowment, Bright Ideas, PTA, PTO, etc.)
- Travel must be within the confines of the southeastern United States.
- Any questions will be directed to the Superintendent.
- Travel must be pre-approved by the Superintendent.

As recommended by the Superintendent and approved by the Board April 7, 2014

Promotion/Retention Policy

Realizing that growth and positive change are essential elements in the learning process and that it is essential to set standards for learning to accomplish reasonable goals in the lives of students, the Ashe County Board of Education has established Policy #3420 – Student Accountability Standards. All teachers are expected to be familiar with this policy and adhere to its guidelines. It is essential that students who are at risk for being retained be brought to the Student Assistance Team. Parent contact should be made prior to the last grading period, with procedures as determined by the committee, being completed and documented by the last week of school. Please schedule a meeting with Mr. Blackburn if you feel that retention may be called for. Final decisions concerning retentions are at the principal's discretion.

PowerSchool

Teachers are expected to keep grades and attendance updated in PowerSchool. All grades should be updated each Thursday. Attendance should be entered each day by 8:30am.

PTSO

The PTSO will be organized and meetings will be scheduled on a regular basis.

Report Cards

Report cards will be sent home at the end of each grading period. All grade levels will send report cards on the same day. Mr. Blackburn will advise staff of the exact date at the end of each nine weeks. Board policy concerning grading should be followed. Parent/teacher conferences are scheduled when necessary by parent or teacher.

Reference – Evaluation of Student Progress, Policy #3400)

School Volunteers

Recognizing that volunteers play a vital role in the education of children, the Ashe County Board of Education encourages their use. PIE (Partners in Education) has been designed to aid in the identification, screening, training, and assignment of school volunteers. All volunteers must sign-in and obtain a pass from the front office. Volunteers should be given specific tasks to complete. Volunteers are not allowed to bring younger siblings to stay in the classroom while they work.

Safe Schools/Crisis Plan

The Safe Schools Plan should be reviewed by all staff members and filed in the classroom. The SRO will conduct crisis plan trainings.

Safety Procedures

It is everyone's responsibility to ensure Mountain View is a safe school. Students must be taught the proper and expected behavior that will insure their safety. All staff is expected to model safe behaviors at all times.

***Every staff member must wear his/her ID tag.**

Student Assistance Team

The Mountain View Student Assistance Team will be available to help teachers make instructional decisions regarding students. It will meet on a regular basis. A schedule will be made soon after school begins.

Social Dues

Social dues will be collected at the end of the first month of school. Dues of \$20.00 per person should be paid to Penny Greer. She will put a reminder in your box at the end of the month if you have not already paid. Please notify your grade/department chair, administration or someone on the hospitality committee when circumstances warrant.

Students Staying After Dismissal

Students who stay after school should be either enrolled in the After School Program or remain in an assigned area with a teacher. Students may be required to stay after school to work on back assignments after other strategies have been attempted. Before staying after school, parents should be called and plans should be made about picking up students. Students should not stay after school unless a teacher or the principal has given permission.

Tardy Procedure (*Policy Code: 4400*):

The Ashe County Board of Education recognizes that regular school attendance plays a significant role in the academic performance of all students. It is a reasonable expectation that in order for learning to occur, each student must arrive to school on time. Students who are tardy excessively fall behind in academic achievement. A student who is continually tardy not only places his/her own learning in jeopardy, but also interrupts the learning of other students. Teachers take roll each morning and students are considered tardy if they are not in the classroom when the bell rings **OR** if a student leaves before the end of the instructional day. Students will have three school days to provide a written excuse for the tardy. Written excuses will be accepted up to 6 unexcused tardies or 10 accumulated tardies. After 6 unexcused tardies or 10 accumulated tardies, a medical excuse will be required. The following procedures will be followed for frequent and excessive tardiness in Ashe County Schools:

K-6

- After **3 unexcused tardies, 1 unexcused absence** will be assigned to the student. The classroom teacher will contact the parent or guardian of the student to address the tardies and provide possible solutions and educate parents or guardians of possible consequences of continued tardiness.
- After **6 unexcused tardies, an additional unexcused absence** will be assigned to the student. An administrative conference will be scheduled with both the parent/guardian and the student.
- After **9 unexcused tardies, an additional unexcused absence** will be assigned to the student. Both the parent/guardian and the student will be referred to mediation to establish an agreement.
- If the mediation agreement is not upheld, the parent/guardian will be referred to the Ashe County Schools Student Services Department.

Teacher Assistants

Teacher assistants are a valuable part of the school team. They are assigned to the principal. At the beginning of each school year he will assign them their school responsibilities.

Teacher Evaluations & Expectations

Teachers will be evaluated using NCDPI's Online Evaluation System. Administration will conduct walkthroughs and formal evaluations as required.

Teachers are professionals and are expected to complete assigned tasks on time and in a professional manner.

Visitors

All visitors must report to the office. Parents who pick up students early should sign them out in the office. Students will not be allowed to ride with anyone except parents/guardians unless the school has been notified by note or phone call. Visitors/parents/volunteers that do not have on a nametag must be escorted back to the office. (Reference – Visitors to the Schools, Policy #5020)