

Tyro Elementary Staff Handbook

Mission Statement: As we learn and grow together daily the staff at Tyro Elementary will create prepared, lifelong learners by providing a welcoming, inclusive, engaging environment for students, parents, and the Tyro Community.

Vision: The family of Tyro Elementary will collaborate to achieve a supportive educational environment that positively impacts our community.

General Schedule

MORNING

7:30 Doors Open

7:30-8:00 Breakfast

8:00 Tardy Bell/Class Begins



AFTERNOON

2:35 Bus Riders Dismissed

2:38 Car Riders Dismissed

***** NO STUDENT should be on the bus lot or in the car rider lobby before the dismissal bell**

Working Hours

The typical workday for Tyro teachers is from 7:30-3:00 or 7:45-3:15. As we know, the workday may be much longer. We only wish the job of teaching would be complete within a 7 ½ hour period. It is also expected that staff are working in their classrooms until their “clock out” time. If you have nothing to do in your classroom, please ask Principal for something to do.

The workday for Tyro teacher assistants:

- 8 hr TAs work 7:30-3:30
- 7 ½ hr TAs work 7:30-3:00
- 6 hr TAs work 8:00-2:00

It is imperative that everyone is here on time and teachers are in your rooms ready to begin the day no later than 7:45. Students will be entering your classroom at 7:50. If you are going to be late, this time must be entered into Frontline and communicated with Principal, Mr. Smith, and Mrs. Wood. Multiple tardies will be documented and sent to HR. No staff member can miss over 10 student days (partial days count in halves or full) during a school year. This will be reflected on your evaluation this school year.

Sign In/Sign Out Procedures

All staff need to sign in upon arrival using TimeKeeper. All classified employees need to sign in and sign out each day using TimeKeeper. Classified employees **MUST** leave the building as soon as they clock out due workers comp law. Certified employees need to sign in using TimeKeeper but do not need to sign out.

Anyone who has forgotten to sign in or sign out will need to complete a Google Doc form from Kim Wood for missing punches. **It is imperative that teacher assistants sign out at their specified time, unless making up time from driving a bus.** Comp time requires prior

approval through Principal and HR. If you have “trade time” to use, it must be used during the 2024-2025 school year.

Duties

You are expected to be on time for AM (in place at 7:30) and/or PM (in place by 2:38) duty. If you are absent, it is your responsibility to arrange coverage with your substitute or another staff member for your duty day and time. If you are going to be late, this time must be entered into Frontline and communicated with Principal, Mr. Smith, and Mrs. Wood. Multiple tardies will be documented and sent to HR.

Announcements

Announcements will be shown in the classroom each morning. Live announcements will be watched via a link provided by Ms. Lanning. If you have anything to be shared on the announcements, please get the information to Angie Lanning at least two days in advance. Teachers are responsible for making sure that students are in the room and attentive to announcements. Announcements will start at 8:00.

Mass Correspondence

Any mass correspondence to be sent home with ALL students of Tyro Elementary must be cleared through the principal's office. This includes anything sent home from school committees, grade levels and PTO. Make sure that field trip details are provided to Travis Smith and approval from Principal Little has been obtained. Once the field trip is approved, be sure to communicate with Kim Wood, as she will need to set up School Cash Online for the trip. This is required before you can communicate to parents about the trip.

Mailboxes and Email

All staff are asked to check mailboxes and email frequently. We will not interrupt classes for phone calls, unless it is an emergency, but will email you messages. If you do not check your email prior to students leaving for the day, you may miss important transportation changes, etc. Please check mailboxes at the beginning of the day, at lunch, and after 2:00. Students are allowed to check teacher mailboxes.

If you are expecting an important call that merits your immediate attention, please advise the office in advance, so that you will be notified when the call is received. Email will be the primary method of communication along with Google calendar. Please be sure to check both frequently. If you do not have access to the Tyro Elementary Google calendar, please let Principal know via email.

Leaving School During the Day

If an emergency requires you to leave campus, **you MUST have permission from Mrs. Little, Mr. Smith, or Mrs. Wood.** Sign in/out in the “Leave Early” folder located in Kim Wood's office. Classified staff needs to clock out in TimeKeeper as well.

Personal or Professional Leave

Requests for leave and absences should be made using the Frontline system. Principal Little **AND** Kim Wood should both be notified of any and all leave. **As soon as you know you will be absent, log into Frontline to add the absence and secure a sub.**

Required Staff Workdays

The Davidson County Central Office has stated that no one can use Trade Time, Vacation/Leave days, etc. on required workdays. Please mark your calendars now and do not make appointments/trips on these days. Required workdays are to include some form of professional development during the day. School aged children are only allowed to be at school on **optional** workdays. If your children come to school on an optional workday, they must stay in your room. If children disturb others, then they will not be allowed to return.

Staff Absenteeism

Davidson County School reviews staff absenteeism. Our children need consistent teaching with few interruptions. Please use your days wisely. If you miss 10 or more days in a school year, you will need to contact Angie Miller at the county office per DCS policy. This is for your protection as well.

No staff member should miss over 10 student days (partial days count in halves or full) during a school year. This will be reflected on your evaluation this school year.

Teacher Absences

Teachers who are absent from school are responsible for arranging for their substitute teacher. The following procedures should be used when utilizing a substitute teacher:

- Planned absences should be arranged in advance.
- Teachers should complete a leave request using the Frontline system. Do not assume that Frontline will secure a substitute teacher for your classroom. You must have a substitute in order for you to be out of the building.
- Arrangements for illnesses occurring overnight that require substitute teachers the next day should be made by the teacher. The office personnel should be notified of your substitute no later than 7:00 a.m.
- If you have a duty, make sure you have someone scheduled to cover the duty for you. **Substitutes work until 3:00, so they can cover PM duties; however, you must put this in your plans so they will know.**
- Arrangements for emergencies or illness occurring during the school day should be made by contacting the office for assistance in securing a substitute.
- Each time a substitute is used the following expectations apply - without exception:
 - Comprehensive, clear lesson plans
 - Prepared materials and resources
 - Daily schedule and class list
 - Emergency Information
 - Car/Bus Dismissal Information
 - Duty Schedule

Absences for Other Staff

Any staff member who is absent for any reason should notify Principal Little AND Kim Wood by 7:00 am unless an emergency occurs after that time. All teacher assistants **MUST** inform their teachers of any absence. **If you know in advance, let Principal know in advance.** Teacher assistants should complete their absence using the Frontline system. Get coverage for any duties you may have by switching days with another staff member.

Trade Time/COMP Time

Prior approval by Deana Coley is required. Trade time can only be used on optional days and does not carry over to the next school year. If you meet the trade time requirements in accordance with DCS Board Policy 4.1.9, let Principal Little know so she can submit the trade time to Dr. Coley for approval.

Teacher Assistants cannot go over their designed work hours for the week. You will need to adjust your work hours if you are required to stay for a staff meeting or TA training after school. Any COMP time due to required meetings must be used within the same work week. All COMP time must be preapproved by Principal and she will let Mrs. Wood know.

Staff Reporting on Delayed Schedule Due to Weather

Listen to the television for announcements for information regarding school closing and delays. You are expected to report to school at regular time if school is on a delayed schedule due to inclement weather conditions, unless told differently according to DCS Phone Message.

On days when students are not to report and teachers have a workday (optional or required) due to weather conditions, teachers should report to work by 8:00. However, use your good judgment for safety in traveling to school. You may choose to use a vacation day for an absence on a teacher workday due to weather conditions. Please call, text, or email Principal to let her know if you will not be coming to work or if you need to be late due to weather conditions in your area.

Guidelines for Completing Attendance

- Teachers are to take attendance on their computer each morning by 8:30.
- Teacher Assistants **ARE NOT** to do any attendance on the computer.
- A tardy bell will ring at 8:00 each morning.
- Make sure to look over the daily attendance and email Laura Southern with any corrections/mistakes.

If the classroom teacher is absent from school, the substitute or the teacher assistant should complete the Attendance Student List printout located in the Attendance Folder. Mrs. Southern will only put attendance in the computer when substitutes are present. New class rosters will be placed in teacher mailboxes at the beginning of each month. Make sure to have this available for a substitute.

- **CODES:**
 - 1 – Excused Absence** (doctor's note, sickness, death in family, pre-approved trip)
 - 2 – Unexcused Absence** (trips not pre-approved, missed the bus, mom/dad sick, grandmother sick, car broke down, out of town, etc.)
 - 3 – Suspension** (notification by Principal or Asst. Principal)

Phone Use

I know that there are times when one has to use the phone. It is preferred that you use the phone in the workroom areas or your classroom phone, especially during the day if needed. Please adhere to the following when making calls:

- Phones may be used for school business, such as calling parents, county office, etc.

- Phones may be used for **important** personal business. Try to take care of those matters after school unless it is an emergency.
- The office personnel have been notified to take messages or send the call to your voicemail as opposed to interrupting instructional time. If it is an emergency, we will call for you. **Please check your voicemail and email BEFORE dismissal.**
- Please notify the office if you are expecting an incoming call
- Please remember that texting and conducting personal email business is no different from making phone calls. This should not be done during the school day except for in the case of an emergency. Staff should not be on their phones in the cafeteria, in the classroom, or on the playground, unless you are posting to Dojo. The county reviews cameras when there is an accident, so be mindful of your cell phone usage.
- Staff should not be on social media sites while at work. This includes posting, viewing, etc.

Staff Children

There will be children that arrive early or will be staying after dismissal, for many different reasons. We must remember that we must accept responsibility to supervise these children. We cannot allow them the freedom to roam the halls, be in the office, visit the workrooms, to get snacks, hang out in the front of the school, etc. Most of all, we cannot allow them to distract us from using our time wisely in dealing with our responsibilities.

Please take time to talk with your child about what is expected and make sure the rules are followed. Talk with them about their responsibility not to interfere with other staff members as they do their jobs.

Children of Tyro employees must stay with the car riders until the staff parent comes to get their child from the car rider dismissal area. Students will not be allowed to be in the parent's classroom unattended. Children should not be in the teacher workrooms, in the lounge, in and out of the office, or up and down the halls. If you are called out of your room, ask someone to keep an eye on your children or take your child with you. No student (personal or professional) should be left alone.

Professional Dress

Being an educator does carry some expectations of dressing in a professional manner. We believe that a teacher's appearance does affect student attitudes and learning. Dressing professionally does not always necessitate a shirt and tie for the gentlemen or a dress for the ladies. Remember that you represent yourself, Tyro Elementary, and Davidson County Schools. Please adhere to the following DCS policy 4.11.2.B: Inappropriate Dress or Appearance.

Tyro School Spirit Day will be every Friday. You may wear your blue jeans/colored jeans (no holes) on these days. You should wear a Tyro shirt or Tyro colors (yellow and black). You may wear jeans/shorts and a Tyro shirt on field trip days. Leggings may only be worn with a dress or a shirt that comes mid-thigh.

Professional dress expectations apply when attending a workshop where you represent this school, whether it is in county or out-of-county. It is expected that each staff member would dress in a manner to promote themselves and their profession.

Staff Meetings

Faculty meetings and staff planning sessions bring us together to communicate information that strengthens our school. We will need regularly scheduled times to work on literacy, curriculum information, principals' meeting information, and staff development. **The monthly staff meetings will be held on the second (2nd) Wednesday of each month and monthly professional development for all certified staff will be held on the fourth (4th) Wednesday of each month.** All faculty and staff are **REQUIRED** to attend these meetings, unless approved by the principal. Pertinent information and dates will be placed on the staff meeting agendas. We will work with classified staff by adjusting time for the week on weeks of staff meetings.

Mark your calendars now for staff meetings and **DO NOT** schedule any other activity for the second Wednesday of each month (doctor appointments, dentist, hair, parent conferences, IEP Meetings, etc.). All staff meetings will begin at 3:00 in the Media Center, unless notified otherwise. Please plan for these meetings to last until 4:00. We will follow the meeting schedule below:

SIT - 1st Wednesday
BT meetings - 2nd Tuesday

Staff meetings - 2nd Wednesday
Professional Development - 4th Wednesday

Sick Students

If you suspect a child is sick, please call the office to let them know the student will be coming up. If you suspect the student is running a temperature, you will need to check the temperature using the thermometer in your medical bag. If the child's temperature is 100.4 or greater, please call the front office and let us know the child will be coming up to go home, along with who will be picking them up. You will need to contact the parent.

Teachers **MUST** complete an accident report to record any **accidents to be placed in the notebook** provided in the nurse's office. **DO NOT send a student up to the office for any reason without an accident report already completed and with the child. Copies of accident reports are in all medical bags.**

Medication

The Davidson County School System is committed to providing a safe and secure environment for the children in its schools. This commitment includes a procedure to monitor the distribution of medication(s) as approved by the child's parent and his/her physician. Prior to the distribution of any prescribed/non-prescribed drug, a completed medication form **MUST** be given to the office. The child's physician **MUST** complete the medication form for all prescribed medications and the medication **MUST** be administered from the labeled prescription bottle, with information regarding proper dosage. Parents may complete a medication form for all non-prescribed medications. **NO STUDENT SHOULD BE GIVEN ANY MEDICATION WITHOUT A COMPLETED MEDICATION FORM ON FILE.** All student medication will be **KEPT LOCKED** in the **STUDENT'S** classroom. It is the teacher's responsibility to give the child his/her medication at the appropriate time. **If your student has a self-carry inhaler or epi-pen, the teacher MUST log the administration time and date on the medication log (provided by our school nurse) – no exceptions!**

Lice Checks

It is necessary to have lice checks periodically throughout the school year. **Please check students out of sight of other children and be sensitive to this situation.** If you have a child with live bugs, please notify the office and follow the Davidson County guidelines. You will need to call for someone to pick up the child from school. The office will provide a packet of information for the child to take home. When a child is being sent home for lice, siblings must also be checked.

Student Transportation

Transportation changes should be placed in the attendance folder and sent to the office by 8:30 am. Students will not be allowed to ride a different bus and/or be a car rider without a written note from the parent. This communication must be hand-written and signed by a parent. It can take up to 10 days to get a student set up for a new bus stop. Students may not ride home with other students on the bus or ride to a stop that is not their designated stop. Please see Mr. Smith with any bus questions.

Money Collection/Valuables

Parents will be required to pay for school fees (\$7), technology fee (\$35), field trips, etc using the SchoolCash online system. Due to the use of SchoolCash online, teachers will rarely collect money from parents. If and when you do collect money, it must be turned in to Kim Wood via the money folder. Teachers cannot ask for cash to be sent in without it going through the office and recorded on money logs and in the receipt books. Money or valuables should never be left unattended or in an unlocked desk drawer, or unlocked filing cabinet. Teachers are encouraged to secure personal items or money by locking them in cabinets or desks or keeping them with you.

Student Absences and Leaving School Early

Students are to bring a written excuse from their parents or guardian when they are absent from school. The excuse should be brought to school by the third day after the student returns to school. If a note is not received, then the absence is coded as unexcused. We cannot accept a note after 3 days from returning to school.

Students leaving school before 11:15 a.m. or arriving after 11:15 a.m. are marked absent. No student should be allowed to leave school with anyone that is not on the student information sheet unless the parent/guardian has sent a note. All students **MUST** be signed out in the office before leaving school.

Trip Forms

If you have knowledge of a student trip (parent note, verbal notice, etc.), **send the Pre-Approved trip form home with the student.** These forms are to be turned into the principal for approval. **Pre-Approved trips are coded as an excused absence.**

Please be aware that family trips must be approved by Principal Little **at least 5 days prior** to the absence. Please inform parents of this. **One educational family trip (5 days) may be approved.**

Daily Schedule

Post a daily schedule outside your classroom. Please send Principal and Travis an email if your schedule will be changing massively for the day. We understand there will be times when you get behind on a lesson because of the current level of engagement. These types of changes do not need to be noted as they are rare occurrences. Major schedule changes should not occur as this affects the master schedule.

PLC Times

Each grade level will meet on Mondays for PLCs weekly in Room 403 during your enrichment time. Someone on the grade level team will be responsible for providing minutes for the PLC meeting and saving them in the PLC folder. The instructional coach will assist in common assessments planning and documents will be created and updated in the PLC drive folder.

K-5 Grade Level Planning

Each grade level will plan together weekly on Tuesdays and Wednesdays during your enrichment time. All grade level members are required to attend. Our expectation is that common assessments and data are used to drive instruction. Every classroom teacher and EC teacher will be responsible for collecting organized data on each student. We must know exactly where each of our students are and not an estimate (i.e., "They are probably able to do _____ about 40% of the time.")

Lesson Plans

One of the keys to being a successful teacher lies in the area of planning and preparation. This is very time consuming, but there is no substitute for effective planning. The lesson plans are for your personal use; however, it should be kept in such a manner that a substitute or the administration could determine not only the lessons for the day, but also where you have been and where you are going.

Daily preparation of teaching plans, schedules, procedures of instruction, and subject material should be carried out by all teachers. Be sure you have at least one week of plans in advance, in case a substitute teacher has to be called. **If a substitute teacher notifies the office that there are no plans, you will be called at home for this information.** A copy of the week's lesson plans will NOT be turned in to the principal; however, plans are expected to always be complete and in the grade level's PLC/lesson plan folder. Administration has the right to request that paper copies of lesson plans be turned in if they feel that proper planning is not taking place.

Use of Multimedia Clips/Videos

The key to effective teaching is direct interaction with students. In order to be a successful teacher, planning and classroom preparation is a must. Each clip should have an instructional purpose and an activity to follow. Videos should not be used for entertainment purposes or to give teachers planning time. Clips/videos should not exceed twenty (20) minutes as instructional time is extremely valuable. The teacher should be interactive with the students as clips/videos are being utilized. They should truly be a teaching tool, not a babysitter or a time filler.

Informal Classroom Observations

It is the goal of the administration to be in and out of classrooms on a weekly basis. On a regular basis, the principal and assistant principal will make informal walkthroughs and observe actual instruction for a brief moment. As instructional leaders of the school, we will be looking for effective instructional lessons in all components of the five standards of authentic instruction. It is critically important to grow and develop students in reading, writing and math proficiency. These visits are not to play "gotcha", but to assist in supporting teachers as they implement best practices. The digital walkthrough form will be used during some informal classroom observations.

Student Expectations

Good behavior is the responsibility of each and every student. Students are expected to abide by all rules and conduct themselves in a respectful manner at all times. Our school uses a PBIS/ROAR matrix. Make sure to communicate with parents/guardians early on to assist in parental support. **Staff members cannot send a student up to the office for an immediate office managed consequence. Make sure you have completed all three (3) classroom managed behavior write-ups before you complete the back side of the paper for an office managed behavior.** Once Principal or Mr. Smith receives the office level write up, we will come to get the student or call for the student when we are ready for them. This may not be the same day as the write up.

Students will:

- Be encouraged to take pride in our school. One way to do this is to take proper care of school facilities such as furniture, equipment, and materials. Please use and leave the bathroom in a proper manner.
- Take pride in your work. Remember, persistence will help you reach your goals.
- Remain quiet during announcements, school assemblies, after school dismissals, fire drills, and all crisis drills.

Classroom Management

Classroom management/discipline is one of the most crucial and complex issues in education. The more nurturing a teacher is, the more effective that teacher's discipline techniques are likely to be. Teaching is decision-making, as is establishing good discipline in your classroom. If you send your student(s) out of the classroom for the office to handle the behavior, this shows the student that you are not the one in control. Administrators are able to assist with extreme behaviors; however, **three similar classroom write-ups and parent contacts (at least one phone call and speaking directing with the parent) in one 9 week period must occur before administration will be able to address the situation.**

Establish classroom rules and procedures at the very beginning of the school year. Plan work and tasks that are at appropriate levels. MODEL effective time-on-task and good use of time. Monitor constantly both classroom behavior and classroom work. **Use more praise than criticism. Think 4:1!** Ridiculing and humiliating students is just as inappropriate for teachers as misbehavior is for students. Each teacher must provide a "calm down" area in the classroom. Sometimes students merely need a brief moment to get it back together.

Remember that we have over 400 students working and learning in our building. Respect the rights of others to learn by expecting your students to move throughout the building without talking and without disruptions from 8:00 to 2:35. If we ignore inappropriate behavior, we are showing that it is acceptable. Classroom behavior is basically a matter for the teacher. He/She is the one who is accountable for the general behavior of the students assigned to their roster. All staff should follow the school-wide Positive Behavior Management Plan we have in place. The behavior matrix developed by the staff will be used to guide decisions about consequences to inappropriate behavior. This behavior matrix should be taught explicitly to your students at the beginning of the school year, after breaks, and any time if it is additionally necessary.

As part of our trauma-informed and CRS training, incorporate the following regulatory strategies that focus on the body and mind:

- Movement breaks - Breaks have the potential to help students maintain appropriate behaviors and stimulate the flow of blood and oxygen to the brain.
- Breathing exercises, mindful moments and meditation help students regulate their mind and settle their thoughts to shift them back to a place of calm.
- Individual interventions are important for students who need extra support to maintain and balance their regulation throughout the school day. These interventions include but are not limited to: nourishment, rest, movement, differentiated seating, calming corner, calming kit, and breaks from the classroom.
- Restorative chats

Drills

All emergency procedures are to be posted by the classroom door. Please review all drills and emergency procedures with your class at the beginning of the school year and periodically throughout the year. Fire drills will take place at least once a month. Other drills will be practiced quarterly.

Display of Student Work

Displaying student work is extremely important to the students and parents. **All student work should be changed frequently; at least every 3 to 4 weeks (including the hall bulletin boards and cork strips).** Students should feel pride in their work when it is recognized as being of good quality. They enjoy reading and seeing one another's work. Student work should reflect what is being taught in each classroom at the current time.

Every room should have many examples of student writing displayed. Every classroom should be RICH in literacy!

Worksheets or anything copied from a copier should NOT be displayed. Grades should never be on any paper that is displayed.

Parent Conferences

Parent conferences are an extremely important and necessary aspect of education. Conferences develop good rapport with parents, keep lines of communication open, and help to establish the school as an open, caring, and professional organization. Please remember that the purpose of the conference is to inform the parent of the student's progress. It is inappropriate for teachers to "diagnose" learning problems. **Parent conferences should be offered to all parents by the end of the 1st and 3rd nine weeks.** The expectation is that all parents will receive a sign-up opportunity at least these two times a school year. It is the parent's choice on whether they take advantage of the conferencing opportunities. Parent conferences are on an as needed basis at all other times during the school year. Conferences can be in person or virtually. Report cards will be sent at the end of each quarter.

Fall conference week: November 3-6 Spring conference week: March 30-April 2

Communication with Parents and Progress Reports

I simply ask that you communicate and be in touch with the parents of your students in the same manner you would like to have teachers communicate with you about your own children or about your teaching. When writing notes, Dojoing, or conferencing in person or over the phone, be careful, be courteous, and make contact before problems become too large. Notes sent when you are angry or exasperated tend to sometimes create further problems. At all times reread and proofread carefully. Try to remove the possibility of being misinterpreted. Classroom teachers are expected to send home newsletters and/or post them on the class story of Dojo at a minimum of bi-weekly. Progress reports will be sent mid-quarter. **Grades must be entered into PowerSchool each week.**

The numerical scale for progress reports:

A: 90-100 B: 80-89 C: 70-79 D: 60-69 F: 59 and below

Confidentiality

All staff members are expected to refrain from discussing the status of students with people other than parents, the principal and the teachers who work with the student. Student progress is discussed only at school. Be careful what you say and when and where you say it! Do not put anything in writing that could come across as ugly or degrading.

Grading and Homework

Homework or “At home” projects **cannot** be counted as a major grade.

Please refer to DCS Board Policy 6.16.7 --Criteria For Homework Assignments.

- Does the homework serve a valid purpose and is it basically a review or extra practice?
- Is the assignment actually homework and not classroom assignments that were incomplete?
- Is the length of the assignment within the school expectations?
- Are students clear about what they are to do?
- Can they do the work without the help of parents or others?
- **No grades should come from homework;** only completes and incompletes.

Maximum Homework Time Allowed: “Grade level of a student should help be a general guide to the amount of homework assigned each night. While realizing that time may vary for an individual student that works at a slower or faster pace than classmates, research and best practices suggest that the total amount of homework assigned to an individual student each night should generally follow the “10-Minute Rule.” This rule conveys to students and parents the expectation that homework assignments combined last about as long as 10 minutes multiplied by the student’s grade level. For example, first graders could expect 10 minutes per night, second graders could expect 20 minutes, third graders 30 minutes, etc.

Physical Education

The NC “Healthy Active Children” legislation REQUIRES that all children have at least 150 minutes of physical education each week (30 minutes per school day). On enrichment day, your class will not have recess since they have PE with Coach Brown. Each teacher has a designated time for outside physical education. Please take your students outside to play during your scheduled time. **It is imperative that structured activities be planned to minimize the number of student accidents on the playground. ALL AREAS of the playground, including the equipment MUST BE SUPERVISED AT ALL TIMES.** Outside physical education **IS NOT** a time to socialize with other staff members. You are legally liable if there is an accident and your students were not being properly supervised. Teachers are expected to be involved with their children during recess. It is an expectation that teachers take advantage of this time to play with and get to know their students.

Recess or physical education MUST NEVER be taken away from a student for punishment or to complete work. It is inappropriate to assign an entire class to walk laps for punishment or have a student walk laps for the entire recess period. Be sure you are consistent on your grade level with punishment on the playground.

Cafeteria

All students will receive and are highly encouraged to get a FREE breakfast and lunch each day. Breakfast will be served in the cafeteria each morning until 8:00.

There should be NO glass or can drinks brought to school. No commercial food items are to be brought to the cafeteria (McDonald's, Burger King, Subway, etc.). No student lunches will be heated in the microwave. It is for staff use only.

Students are allowed to purchase "extras" if they have cash on hand or money in their lunch account. No adult charges are allowed. Students cannot share food or purchase food for another child.

Proper behavior is expected of all students. Students **ARE NOT** allowed to talk in the serving lines. Staff must monitor the entrances to the serving line. Students are to respect cafeteria rules, follow directions, talk quietly after eating, walk, clean and pick up their own trash off the tables and floor. Please teach students how to wipe food off the tables into a container rather than on the floor. Staff **MUST** enforce appropriate behavior in the cafeteria. Teachers are responsible for making sure the cafeteria is clean after their students leave the tables.

Class Parties

Each class may have two (2) parties per year, one at Christmas and one at the end of the school year. Parties should not exceed one hour and must begin after the last cafeteria lunch is served for the day. Please remember that food products and drinks brought to school must be commercially prepared and packaged. No birthday parties are to be allowed. Birthday party invitations can be sent home only when they are provided for all students and given to the teacher for distribution at dismissal time. Snacks may be purchased and sent into the office for this event. The office will notify the classroom teacher or teacher assistant so they can get the snack on the way back from lunch.

Room Responsibilities

It is important to have pride in our school. Having pride includes keeping a clean, well-kept school. This takes teamwork and will require the effort, concern and cooperation of all.

- Be energy conscious and make sure to turn off all lights, electrical equipment, etc. when you leave for the day or when not in use.
- Keep desks, cabinets, storage areas neat and orderly.
- Get rid of clutter!
- Report repair needs to Mr. Smith. You **MUST** complete a work order form to Mr. Smith in order for the repair to be made. These forms will be available through Mr. Smith.
- Help students learn to accept their role in keeping the school clean. If there is trash on the floor in the hallway or the classroom, pick it up. This is our second home!
- Place all chairs on the desks/tables and have students pick up crayons, pencils, and large pieces of paper at the end of the day, so your classroom can be vacuumed, swept, or mopped efficiently. It is not the responsibility of our custodians to clean up the trash from the floor.
- Staff cannot hang hooks on the wall. This is something that the county maintenance staff will do. We are liable if something happens to a child that gets hurt.

School Maintenance Items

- Keep all emergency exits clear, including the box in the ceiling if your classroom contains one.
- Do not use outside chemicals, soaps, and sprays. We must use what the county maintenance department provides.
- Do not hang anything from the ceiling or curtains from the doorways.
- The rule is that 20% of the classroom wall space may be covered. This includes what is taken up by bulletin boards. Hallways may contain 50% of wall space coverage.
- Do not piggyback any electrical cords. No drop cords of any kind are to be used; only power strips may be used.
- Keep hallways clear at all times; no chairs, tables, children's work on the floor in the hallways.
- All materials, such as curtains, cloth bulletin boards, tablecloths, etc. MUST have a flame retardant tag on them.
- No working lamps, microwaves, toaster ovens, plug-ins, refrigerators, or coffee pots in classrooms or closets.

Field Trips

Field Trips should be an outgrowth of the curriculum and an educational experience from which students can grow academically. Teachers who wish to take students on field trips need to follow these procedures:

- Trips should be well planned and approved by Principal before scheduling. The DCS Proposal for School Trip form/request must be submitted to Principal at least four (4) weeks prior to the trip. She will give the approved form to Mr. Smith.
- Use the Travel Tracker Trip Permission Form and personalize for your classroom, charges, etc.
- All students should have the DCS Parental Permission/Insurance Form completed. Even so, remember that a signed permission form is not a legal waiver that relieves the teacher of responsibility.
- Field trips should be taken by Thursday, May 1st. Anything afterwards will not be approved.
- Activity buses will be scheduled by Mr. Smith after the Field Trip Request has been submitted and approved through Travel Tracker. No Field Trips are to be taken in cars.
- **Keep costs to a minimum.**
- Field trips will be paid for through SchoolCash online. Each grade level chairperson will be expected to complete a Request for Payment/Disbursement Form at least 3 days prior to the field trip.
- You must give the cafeteria manager three (3) weeks notice if you will not be eating lunch in the cafeteria. They will be glad to pack bag lunches for field trips with a 3 weeks notice. Coolers will be used for milk and perishable items.
- Students must return from a field trip no later than 2:00.
- Teachers/Teacher Assistants are to closely supervise students on the trip. No one but our students and staff are allowed to ride on the activity buses.
- Teacher Assistants are to go on field trips with the classes with which they work. If the teacher assistant has their CDLs, they will be expected to drive on the field trip.
- Field trips should not be taken from a student as a means of punishment without prior administrator's approval and discussion with the student and parents.

Tobacco Policy for Employees

According to DCS Board Policy, all school employees shall not smoke, dip, chew, or otherwise use any form of tobacco products:

- In the presence of students or on school property at any time; this includes personal vehicles
- On school sponsored transportation which is used to transport students
- At school sponsored activities with students

Any staff member found abusing this No Tobacco Policy will receive a written reprimand and then face dismissal.

Board Policies

Employees who desire to review current Davidson County Board Policies can view a complete policy manual online at www.davidson.k12.nc.us.

Davidson County Schools Grievance Procedures

1. Employees who desire to file a grievance concerning the decision of a principal or supervisor or report illegal or improper behavior including any form of illegal discrimination or harassment should follow policy 4.13 in the Teachers' Policy Manual. This is available in the school office or the personnel division of the central office.
2. Students who desire to file a grievance or report of illegal discrimination or harassment should report the concern, in writing, to the school principal. If the student finds it inappropriate to file the grievance with the principal, he/she may submit the concern in writing to the Office of the Superintendent, Davidson County Schools, P.O. Box 2057, Lexington, NC 27293-2057.

*This is to meet compliance with Title IX, Section 86(B) and Section 106.8; Section 504, 104.7 and 104.8.

Hiring Employment and Student Placement Practices

The Davidson County Schools do not engage in any employment practice that discriminates against any employee or applicant for employment based on sex or disability. The Davidson County Schools do not engage in any employment or placement practice that discriminates on the basis of race, color, or national origin if such discrimination tends to result in segregation, exclusion, or discrimination against students. Anyone who feels their rights as a citizen, student, or employee have been violated in relation to the above statement should contact:

Davidson County Schools
P.O. Box 2057
Lexington, NC 27293-2057

(This page will be printed and given out for staff to sign at our opening staff meeting.)

Tyro Elementary Staff Handbook Acknowledgement

Please read the contents of the handbook that is found in our staff Google Drive and return this form, signed and dated, back to Mr. Smith by Friday, August 22nd.

I have read and reviewed the TES Staff Handbook. I understand what is expected of me by the expectations and regulations set by the Davidson County School District and Tyro Elementary School.

Staff Signature: _____

Date: _____