

First Flight Elementary

2017-2018
Staff Handbook



SCHOOL IMPROVEMENT

First Flight Elementary

Vision: At First Flight Elementary School, students, staff, and parents will be a collaborative learning community preparing students with strategies to be successful in their educational journey and to navigate and operate through the changes in the world and their futures.

Mission: Provide rigorous, relevant instruction in a caring, cooperative, creative, and safe environment in which students, staff, and parents experience growth and success.

Dare County Board of Education Goals

- Recruit, train and retain quality teachers and administrators.
- Prepare all students for college, careers, and life.
- Follow sound, efficient financial procedures and provide resources and auxiliary services that support the instructional program.
- Provide responsible maintenance of facilities and grounds.
- Engender community support through an active public relations program

North Carolina State Board of Education Goals

- Every student in the NC Public School System graduates from high school prepared for work, further education and citizenship.
- Every student has a personalized education.
- Every student, every day has excellent educators.
- Every school district has up-to-date financial, business, and technology systems to serve its students, parents and educators.
- Every student is healthy, safe, and responsible.

AdvancED Standards

1. Purpose and Direction
2. Governance and Leadership
3. Teaching and Assessing for Learning
4. Resources and Support Systems
5. Using Results for Continuous Improvement

The 2015-2017 School Improvement Plan can be accessed by clicking:

[FFES-SIP-15-17](#)

Dare County Schools Calendar 2017-2018

[2017-2018 DCS Calendar](#)

Master Schedule 2017-2018

[FFES_masterschedule_2017-2018](#)

Related Arts 2017-2018

[Related_Arts_2017-2018](#)

Lunch Schedule 2017-2018

Time	Class
10:50-11:20	Pre-K
11:00-11:30	1st Grade
11:20-11:50	Kindergarten
11:30-12:00	3rd Grade
11:40-12:10	5th Grade
11:50-12:20	2nd Grade
12:10-12:40	4th Grade

Healthy Active Children Time (HACT)* 2017-2018

Grade	Time
Kindergarten	9:30
First	1:00
Second	12:20
Third	10:30 or 11:00 (½ each time)
Fourth	11:40 or 12:40 (½ each time)
Fifth	1:30

* Students may not be kept inside nor denied Healthy Active Children Time as a punishment or consequence or to complete work (Please see State BOE Policy [#HSPS000](#))

11:45 DISMISSAL SCHEDULES

Early Dismissal Lunch Schedule

A lunch schedule will be customized for each Early Dismissal date.

Related Arts Schedule for 11:45 Dismissal

A class schedule for Related Arts will be customized for each Early Dismissal date.

KSCR P and Student of the Month (SOM) Schedules

KSCR P	SOM
Friday, September 29, 2017	Tuesday, September 26, 2017
Friday, October 27, 2017	Tuesday, October 24, 2017
Wednesday, November 22, 2017	Tuesday, November 21, 2017
Friday, December 15, 2017	N/A
Friday, January 26, 2018	Tuesday, January 30, 2018
Friday, February 23, 2018	Tuesday, February 27, 2018
Thursday, March 30, 2018	Tuesday, March 27, 2018
Friday, April 27, 2018	Tuesday, April 24, 2018
Friday, May 25, 2018	Tuesday, May, 29, 2018

End-of Year Assembly - Wednesday, June 6, 2018

Meeting Schedule

Grade Level Team Meetings

Grade level teams are required to meet at least once per week. Minutes of these meetings will be recorded on a form that will be shared in Google Docs. The school administration will meet with each team regularly.

Staff/Team Meetings

All meetings will be held after school on Wednesdays at 2:45 PM. **Keep Wednesdays open.** (Do not schedule appointments on these days.)

Who Meets	Wednesday
Safety Team	September 6, 2017 November 1, 2017 February 7, 2018 April 11, 2018
Science Team	October 4, 2017 December 6, 2017 March 7, 2018 May 2, 2018
All Staff	September 20, 2017 October 18, 2017 November 15, 2017 January 17, 2018 February 14, 2018 March 14, 2018 April 18, 2018 May 16, 2018
SIT & Leadership (Other dates if needed)	September 27, 2017 October 25, 2017 January 24, 2018 April 25, 2018
Literacy/Math (other dates as needed)	September 13, 2017 (Math) October 11, 2017 (Literacy) November 29, 2018 January 31, 2018 February 28, 2018 March 28, 2018 May 30, 2018

All meetings are posted on Google - FFES Calendar

Flyer Council Meetings

Location and times will be sent prior to each meeting.

Dates
Friday, October 6, 2017 @ 2:00
Friday, December 8, 2017 @ 2:00
Friday, March 9, 2018 @ 2:00
Friday, May 18, 2018 @ 2:00

Supervision Duties

Classroom Teachers should be at their classroom door ready to receive students when the 7:30 AM bell rings.

K-1 Teacher Assistants should be at their classroom door at 7:30 AM to supervise students coming down the hall from the bus area.

Staff members without homeroom responsibilities have a variety of duties.

[Duty Schedule 17-18](#)

****Note:** All areas of supervision are important. Please do not schedule meetings or activities during your supervision time. If it is necessary that if you miss an assigned duty, **you are responsible** for arranging coverage. If you are out of the building your substitute should take your duty.

EMPLOYEE LEAVES AND ABSENCES

Policy Code: 7510

Employees will be granted any leave in accordance with personal policies adopted by the State Board of Education and the board of education. If a reduction in force occurs during the time of any approved leave of absence, the employee will be considered in active status for purposes of the reduction in force.

When vacation leave is granted to instructional personnel who do not require a substitute, the following will apply:

* The primary consideration in deciding whether to grant vacation leave will be in the continuity of the instructional program. Leave will be granted in such a manner to ensure the least amount of interruption to instruction and to school operation.

* The school principal will be responsible for granting vacation leave. Vacation leave for teacher assistants may be granted only after consultation with the classroom teacher to whom the teacher assistant is assigned.

* Within any given year, instructional personnel who do not require a substitute may be granted a maximum of five vacation days when students are in attendance. Such days will not be cumulative.

Legal Reference: G.S. 115C-302.1, -316(a)(3); North Carolina Public Schools Benefits and Employment Policy Manual.

Cross Reference: Administrative Personnel – Professional Leaves and Absences (Policy 7515), Employee Leave/Voluntary Shared Leave (Policy 7540), Child Involvement Leave of Absence (Policy 7560), Employee Leave of Absence with Pay-Sabbaticals (Policy 7570).

Adopted: February 8, 1994

Revised: November 12, 1996

Revised: December 13, 2011

Staff Leave

Staff attendance is very important. Students perform at a higher level when taught by their regular teachers. Please do your best to be there for the children.

Employees are granted leave in accordance with State and Dare County personnel policies. Annual leave and personal leave and leave without pay is granted upon authorization of an employee's immediate supervisor and **must be requested five (5) days in advance**. Leave without pay will not be approved unless all other leave is exhausted, and can only be granted for emergencies.

Certified staff members who require a substitute may NOT take annual leave at any time that students are scheduled to be in attendance (unless the leave is due to a catastrophic illness of the employee and if all the employee's available sick leave has been exhausted) or if qualified for FMLA under Section 08.2.10 of the Dare County Personnel Manual. Instructional personnel who do not require a substitute may, with their supervisor's approval, take annual leave on any day school is in session as long as requested five (5) days in advance.

Personal leave (only available to teachers) may be taken only upon the authorization of the immediate supervisor. Unless approved by the principal, a teacher may not take personal leave on the first day teachers are required to report for the school year, required teacher workdays, or the last working day before or the next working day after holidays or annual leave days scheduled in the calendar. Staff who request personal leave at least five (5) days in advance cannot be required to provide a reason. Personal leave may be used on any instructional day or workday except as noted above. (Personal leave is a \$50.00 per day deduction).

Trips and vacations should be planned so you do not miss student days and only **personal** leave may be used for this. If you do not have personal leave, trips and vacations may not be approved.

Sick leave may be granted for the following: (1) personal illness, injury or other 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. Sick leave may be accumulated indefinitely and is transferable among local school systems, and may be transferred to a state agency, community college or technical institute if the receiving agency is willing to accept the sick leave.

When you need a Substitute

Anita Levy will secure substitutes. You may not find your own. For all planned absences your leave slip must be completed and approved by administration prior to your absence. Please complete a slip as soon as you are aware of the need for substitute. Be sure to check with the office to find out who will be working in your classroom during your absence.

If you are out due to an emergency the office may have completed a leave slip for you. Please check upon your return to ensure that your absence is properly recorded.

If you have an illness or emergency which occurs after school hours or on the weekend, call Anita Levy at 252.599.1722. If you cannot reach her, call Jodie Mitchum at 252-423-0328.

If your position does not require a substitute and you have an unplanned absence, call Jodie at 252.441.1111, ext. 2002 or 252-423-0328. Please be sure to identify yourself if it is necessary to leave a message or text.

**** More information to come regarding an electronic leave form.**

SUBSTITUTE FOLDER

Your substitute folder should be available in the location indicated on the electronic form titled **2017-2018 Substitute Folder and Emergency Plans Location**.

The folder should contain the following items:

- Class list
- Class list used for marking attendance
- Directions for taking attendance
- Daily class schedule
- Schedules of children who go out to other classes
- Special instructions which may be needed for some students (medical information, etc.)
- Copies of all emergency procedures
- A school map
- Directions for your class procedures such as:
 - Bathroom breaks

- o Behavior plan (group, individual if applicable)
- o Student classroom duties
- o Dismissal
- The name of a colleague who may be helpful
- The name(s) of a student(s) who may be helpful
- Other things that you feel someone coming in might need

Please have this folder completed and on your desk at the earliest date possible, and no later than **September 22, 2017**.

EMERGENCY LESSON PLANS

At this time we are not requiring emergency lesson plans. If we find they are needed we will let you know. If you decide to have them on hand, please notify the front office of the location.

Random Inspections of Vehicles on School Property

In accordance with Dare County Board of Education Policies 4342, Investigations, and 7240, Drug Free Workplace Environment Staff Right and Responsibilities, all vehicles parked on the property of Dare County Schools are subject to random inspections conducted by local law enforcement with the use of trained dogs. Random inspections of this nature include vehicles operated by students, employees, and the general public. The purpose of these inspections is to ensure safe schools by attempting to identify illegal, unauthorized or contraband materials in school parking lots. The interior of a vehicle parked on school property may be searched if a school official has reasonable suspicion to believe that the vehicle contains prohibited material.

Staff Dress Code

The instructional and support staff at First Flight Elementary School recognizes that appropriate dress in the workplace helps set the tone for the instructional environment. Each teacher/staff member is expected to model appropriate dress standards.

All staff members should always dress as role models.

***Rule of thumb:** Remember that you are in the public eye everyday. Your personal appearance should reflect professionalism.*

School Spirit Days

Staff members are encouraged to wear school colors or school logo clothing on Fridays.

Severe Weather Procedure

All announcements for severe weather or tornadoes will be made over the intercom. There will be a watch issued, which means that there is a potential for tornadoes or severe weather. If necessary, a warning will be issued, meaning that everyone should take cover.

When a watch is in effect all paraphernalia blocking the tornado safety areas should be removed. When a warning is announced, students and staff should proceed to their appointed places. Students should face the wall, get on their knees, bend over and cover their heads with their hands.

Once a warning is in effect and students and staff are in the appropriate places, they should remain there until an all clear is given.

Lightning 30-30 Playground Rule

If you cannot see lightning but hear thunder, you are within striking distance. Leave the playground area and seek shelter.

Use the 30-30 rule where visibility is good and there is nothing obstructing your view. When you see lightning, count the time until you hear thunder. If that time is 30 seconds or less, the thunderstorm is within 6 miles of you and is dangerous. Leave the playground area and seek shelter.

Wait at least 30 minutes after the last clap of thunder before leaving shelter.

Visitors and Volunteers

The faculty and staff of First Flight Elementary School are dedicated to the safety of all children. As per our Safe Schools Plan, all exterior doors to the building remain locked at all times. **All adults must enter at the main entrance.** Visitors will ring the bell and be given access upon identification. During the school day, they must sign in at the office and obtain a school pass (and wear it) before going anywhere else in the building. Please inform your parents and volunteers of this and check to see that they are wearing identification badges.

Do not let anyone in any other entrance during the day. **Remind your students they are not to open doors for adults.** If someone signals you to do so, tell him/her to go to the front entrance.

If you see an adult in the building who is not a staff member and who is not wearing a badge, ask if you can help him/her and direct them to the office to sign in and obtain an identification badge.

Dismissal Procedure

2:30 Bell signals dismissal

Teachers/Assistants working in teams will accompany students to the buses or parent pick-up or ASEP.

Discipline Guidelines

General:

- The basic principles of KSCRП should serve as guidelines for a clear system for behavior management in your classroom.
- Choose a few simple expectations. State them in a positive manner. Discuss them with students. Share them with parents.
- Post these classroom expectations.
- If you use a system of rewards and consequences, explain the system to students and share it with parents.

Parental Involvement:

- Communicate regularly with parents about student behavior.
 - All behavior concerns should be addressed by phone or in person.
- Contact parents immediately if there is a pattern of misbehavior.
 - No e-mails are to be sent regarding behavior concerns.
- Keep a log of parent contact.

Remember:

- Students are never to be placed in the hallway for discipline purposes.
- Adhere to the state law and county policy on physical activity and discipline.

Office Referrals

- Office referrals should be made only when there is a pattern of chronic misbehavior that has not been stopped by your efforts to intercede and:
 - Parents have been included in efforts to change the behavior
 - The student's behavior is disruptive to the classroom learning environment
 - The behavior is a safety issue for the student and/or his/her peers.
- Do not send or bring a student to the office, administration will come to the location and determine next steps.
- The office should be notified of any situation that needs administrative attention.
- A *Behavior Intervention* form must be completed for any child who requires administrative intervention.

Behavior Intervention forms are available electronically.

KSCR

FFES has a unique positive behavior program, KSCR, which teaches students to behave with **K**indness, **S**afety, **C**ooperation, **R**espect, and **P**eace. Through a process of identifying children who are demonstrating positive behaviors and then recognizing those children in a variety of ways, children throughout the school begin to live the behavioral expectations. Positive behaviors are given center stage. The message inherent in KSCR - "Be powerful in a positive way" – encourages children to gain attention through positive behaviors.

KSCR nominations are made when positive behaviors are witnessed. School spirit and positive behaviors are reinforced at monthly KSCR assemblies where nominations are drawn and selected students are recognized for their positive influence throughout the school.

The KSCR Way is extended to the community through radio broadcasts each morning on 102.5 The Shark. During the broadcast student announcers spotlight positive behaviors their peers have demonstrated at school.

First Flight Elementary is committed to providing a learning environment that is safe and orderly. Students are expected to behave in a manner that shows respect for others. Bullying and harassing behavior will not be tolerated. (DCS Board Policy 1760 and Code of Conduct 4300)

Be Powerful in a Positive Way!

Multi-Tiered System of Support - MTSS/RTI

The MTSS/RtI is a group of teachers that meet weekly to brainstorm strategies, accommodations and/or interventions to help individual students experiencing difficulties in school, using the MTSS/RtI pyramid model. The ideas that are generated are then utilized within the classroom to help students learn. Learning difficulties may include, but are not limited to, academic, behavioral, emotional, speech/language, motor skills and developmental concerns.

When you first have concerns about a student, check to see if the student has been previously referred to the MTSS/RtI by looking in the cumulative folder for a pink or yellow cover sheet indicating a previous referral.

Start a file on the student. The file should contain work samples that reflect the concern and documentation of pre-intervention student work and post-intervention student work. Interventions should be research-based and measurable. Documentation of parent contacts is necessary and you need at least two contacts prior to the MTSS/RtI referral. **Teachers must conference with the parent to explain the referral process before referring the student to the team.**

Parent Contacts are:

- Conferences (must be held prior to referral)
- Phone calls
- Note on interim
- Report card

Referral forms will be housed in the Principal's office. Once the forms are completed, return them to **Blair James/Jeanne Kitchin**. MTSS/RtI meetings will be scheduled and a parent notification letter will be sent home.

FIELD TRIP PROCEDURES

- Make sure that your trip can be justified as a part of the curriculum for your grade level and that the entire grade level is participating. Choose your trips thoughtfully.
- All field trip ideas must be submitted for approval as follows:
 - **1st semester by October 6, 2017**
 - **2nd semester by February 9, 2018**
- Complete the **Travel Tracker** form (See Jodie Mitchum if you need assistance).
 - Prior to completing a request in Travel Tracker, check with Mary Koenig about funding for your trip and alert Jodie Mitchum of your plans.
 - It is important to check the Travel Tracker calendar before choosing a date to determine whether buses will be available. Choose a date that is not already heavily booked.
 - Submit the form no later than 10 days prior to the trip. If you wait until the last minute, your electronic form will not forward.
 - Costs will be modified when transportation cost has been figured.
 - Return time should be no later than 2:15 PM.
 - **The Travel Tracker form must be filled out any time you plan to take students off campus, including walking field trips.**
- The submitted Travel Tracker form will automatically be forwarded to the principal and then Central Office for approval.
 - DO NOT discuss travel plans with students or send home permission slips until these approvals have been made. You will receive an email when these steps are completed.
- The Assistant Principal will arrange for buses when the form is forwarded to her after the above approvals.
- Check with Mary Koenig to confirm student cost and the window of time needed to collect money.
- Notify any related arts teachers whose schedules will be affected by your trip.
- Notify the cafeteria of your planned absence.
- If your grade level has assistants who perform supervisory duties with another grade level, they need to notify that grade level and make arrangements for someone else to cover those duties.
- Obtain a Field Trip Permission form for each child (located on the J drive – Student Related Forms folder)
- Take up money, receipt it, and turn in to Mary Koenig as per state law and local guidelines. Collect money from all students during the prearranged window.
- Fill out a Check Request Form in order to get a check at least 3 days before your trip. Do not do this on the morning of the trip.

- **Two weeks prior to your trip meet with administration to confirm all details.**
- All students are expected to go on field trips. Only an administrator can determine that a student may not participate. Special arrangements will be made for students who cannot pay any costs.
- Make sure that you are equipped to deal with emergency medical situations for any child in your class who has a chronic illness.
- Leave your itinerary, your attendance folder, and a cell phone number (if available) with the front office.

Things to remember:

- Take a class list with parent names and phone numbers.
- Parents do not ride the buses for field trips.
- Parent chaperones should not be charged for the trip.
- Children must ride the bus to the field trip. A parent may take their child home by car but they can not transport any other students. (This is strongly discouraged.) Ms. Levy will give you a sign out sheet to take in the event a parent wishes to take their child.

Protection of Instructional Time

- Maximize instructional time – teaching and learning should take place from “bell to bell.”
- Advise/remind parents regarding the protection of instructional time. Parents should not call the classroom. A telephone call significantly interrupts student learning. Advise parents to contact the front office.
- The use of cell phones, email, etc., should take place during times when you are not with students.

Use of video:

Check with administration before showing any full length or nearly full-length video. A video approval must be submitted to and approved by administration before it is shown. The form can be found on the “J” drive in the “**Teacher Forms**” folder within the “**Forms**” folder.

Guest Speakers:

Prior to scheduling a speaker from outside the school to come to your classroom you must have it approved by administration.

Medical Information

Accident/Injury Reports

Accident/injury reports are kept on file in the finance and nurse's offices. **The student's teacher** will complete these reports at the time of injury. Please contact the school nurse and an administrator concerning any serious injuries. The nurse will come to the student at the injury site if needed. The teacher, the supervising staff at the time of the incident and the nurse, must sign the form.

The teacher must notify parents and this must be documented on the form. (Form on G drive)

Medications

All medications will be dispensed in the office under the supervision of the school nurse. Proper forms must be on file. These are in the *Dare County Code of Student Conduct* sent home with each student.

Over-the-counter medications (including Tylenol, Advil, etc.) can not be dispensed by the nurse unless prescribed specifically by a doctor for that child. See Policy 6125 - [Administering Medicines to Students](#)

Other medical concerns

Be sure to check your student's records for medical conditions of which you need to be aware. The school nurse will also be contacting you about these. **Make sure all Related Arts teachers and other staffs are aware of areas for concern.**

Consult the school nurse with any concerns you have about a child's health, or any serious illness, which occurs during the school day. Do not send students to the nurse unless they have a valid medical need.

Note the field trip guidelines for medical concerns

School Immunizations

State law requires all students must have all immunizations complete within the first 30 days of their enrollment to First Flight Elementary School. Teachers, report any discrepancies to the office immediately.

School Buses

Please send any student notes about school bus changes to the office in your attendance folder each morning. Changes should not be made by email or over the phone. Any changes that are not requested in a note from the student's parent or guardian should be directed to administration.

- School level administrators may grant permission for a student to ride a different bus on an emergency basis only.

For a student to ride a bus to an address other than his/her home (day care, relative's house, parent's work, etc.) on a regular basis, the Dare County School's Department of Transportation must grant permission. In order to have this done the parent must fill out a form provided by the school.

Copyright and Fair Use Guidelines

[Copyright in an Electronic Environment](#)

[Copyright and Fair Use Guidelines for Teachers](#)

Joy Fund

Dues are \$20.00. Checks should be made to FFES and given to Leah Basnight.

Critical policies to be read and acknowledged in the first 10 days:

Code of Ethics for North Carolina Educators - [Policy: QPC014](#)

Information Technology Resources Use – [Policy 3225/7320](#)

Extracurricular and Non-instructional Duties - [Policy 7504](#)

Line and Staff Relationships – [Policy 7308](#)

Non-school Employment - [Policy 7732](#)

Teacher Performance Appraisal Process - [Policy: C004](#)

Other important policies to read:

Administering Medicines to Students – [Policy 6125](#)

Authority of School Personnel – [Policy 4301](#)

Child Abuse – Reports and Investigations - [Policy 4240](#)

Confidential Information - [Policy 7315](#)

Criminal Arrests and Convictions - [Policy 7367](#)

Drug Free Workplace Environment– [Policy 7240](#)

Harassment and Bullying – [Policy 1760](#)

Healthy Active Children Time Policy ID Number: [HSPS000](#)

Investigations – [Policy 4342](#)

Lesson Planning – [Policy 3120](#)

Licensure – [Policy 7130](#)

Parental Inspection and Objection to Instructional Materials – [Policy 3210](#)

Political Activities – [Policy 7720](#)

Protection of Instructional Time – [Policy 3200R](#)

Responsibility for Compliance with Board Policy - [Policy 7305](#)

School Trips – [Policy 3320/3320R](#)

Sexual Harassment – [Policy 1758](#)

Special Education Programs/Rights of Disabled Students - [Policy 3520](#)

Student Records - [Policy 4700](#)

Student Safety – [Policy 1510](#)

Student Wellness - [Policy 6140](#)

Staff/Student Relations – [Policy 7310](#)

Staff/Community Relations – [Policy 7450](#)

Tobacco Free Workplace Environment - [Policy 7250](#)

Tutoring for Pay - [Policy 7736](#)

Critical Corollary Questions: If We Believe All Kids Can Learn

- What is it we expect them to learn?
- How will we know when they have learned it?
- How will we respond when they don't learn?
- How will we respond when they already know it?

Keys to Effective Teams

- Collaboration, with FOCUS ON LEARNING, is embedded in routine practices
- Time for collaboration build in school day and school calendar
- Teams focus on key questions
- Products of collaboration are made explicit
- Team norms guide collaboration
- Teams pursue specific and measurable performance goals

Advantages of Teachers Working in Collaborative Teams

- Gains in student achievement
- Higher quality solutions to problems
- Increased confidence among all staff
- Teachers able to support one another's strengths and accommodate weaknesses
- Ability to test new ideas
- More support for new teachers
- Expanded pool of ideas, materials, methods

SMART Goals Contribute to a Results-Orientation

- Strategic and specific
- Measurable
- Attainable
- Results-Oriented
- Time-Bound

DuFour, DuFour, Eaker, Solution Tree 2007