



**Mountain View
Elementary School**

2017 - 2018

**Substitute, Student
Teachers & Interns
Handbook**



Mountain View Elementary

2789 US Hwy 221 North
Jefferson, North Carolina 28640
(336) 982-4200

David Blackburn
Principal

Lindsey Williams
Assistant Principal

To Our Substitute Teachers, Student Teachers, and Interns:

Welcome! The staff of Mountain View Elementary School welcomes you to our campus. As a substitute teacher, student teacher, or intern, we appreciate the important contribution you make to our learning community.

To make sure your time at Mountain View goes smoothly, we have put together this booklet of information to assist you with our procedures and schedules. Please take note of the **emergency plans** which are included and review the specific guidelines for the classroom in which you are assigned.

You will find the Mountain View Elementary staff to be friendly and supportive. Please feel free to ask any questions that may arise during your time with us.

Thank you for being an important part of our school.

Sincerely,

David Blackburn

David Blackburn
Principal
Mountain View Elementary School

NOTE: The material contained in this handbook is a supplement to the Substitute Teacher Handbook provided by the Board of Education. Each substitute should become familiar with the information in both handbooks. The Ashe County Board of Education Substitute Teacher Handbook may be found online at: http://ashe.k12.nc.us/human_resources/employee_links/links.html. It is also recommended that you familiarize yourself with the Parent/Student Handbook.

Announcements

Announcements will be made at the beginning and end of each school day. Any student or staff member who would like an announcement made should complete an announcement form and turn it in to the office. Other announcements will be made only on an emergency basis. All announcements are subject to the approval of an administrator.

Attendance

Substitutes will need to secure their PowerSchool password at sign-in with Angie Gambill, Data Manager. (Ext. 228) Attendance must be completed in the PowerSchool Program no later than 8:30 am.

Beginning of the School Day Procedures

All substitute teachers must check in and obtain a Substitute Pass and classroom key from the front office. Substitutes must also sign-in with Angie Gambill and obtain their PowerSchool attendance password. Any mail or handouts should be collected from the teacher's mailbox in the sign-in room. Teacher's names are located on the bottom of the mailboxes. Unless there are handouts which need to go home, leave everything on the teacher's desk.

Interns and student teachers are required to check in daily on the sign-in sheet provided for certified staff. The ID provided by Mountain View Elementary School should be worn at all times.

Cafeteria

Soft drinks, candy, take out, etc... are not allowed in the cafeteria. Each teacher has established a routine and orderly system of going to and from the cafeteria. Teachers should always escort students to the cafeteria and pick them up promptly at the designated time.

Fees:	Student Breakfast	Free for all students	Adult Breakfast - \$1.25
	Student Lunch	\$2.25 – Paid \$.40 – Reduced	Adult Lunch - \$3.50

Classroom Ethics

Information obtained about students, including grades/performance must be kept confidential. It is against the law to disclose information contained in a student's personal folder, a student's grades, or the fact that a student has a special need or disability. In addition, personal information regarding other teachers should not be publicly disseminated. Personal religious or political beliefs, philosophies, and opinions may not be imposed upon the students. You may not distribute religious, political, or commercial materials to students without prior approval from the principal.

If for any reason you are unable to be at school, call Stacey Jenkins, the school receptionist, at 336-982-4200. She will inform your paired teacher. Student teachers and interns are also required to notify their supervising professor of any absence.

Daily Student Schedule

Students are released to the classrooms at 7:35 am each day. In an effort to make our school as safe as possible, all car riders are to be dropped off at the front entrance and allowed to walk in on their own. The instructional day begins at 7:50 am. Any student not in the classroom at this time are considered tardy. All late arrivals must report to the office with a parent/guardian to sign in for the day. Any student arriving after 11:18 am is considered absent. Any student picked up before 11:18 am is considered absent. The instructional day ends at 2:40 pm. Students should be loaded onto buses and released to the carline by this time.

Daily Staff Schedule

All teachers, substitutes, student teachers, and interns are to be in their classrooms ready for students to arrive by 7:30 am. The car line and breakfast begin at 7:15 am. Substitutes, student teachers, and interns may be used to cover these duties if necessary. Staff are released at 3:00 pm.

Dress Code for Staff

When determining appropriate dress, we, as part of the educational team, must set an example. Neat appropriate dress on the part of staff will encourage appropriate dress on the part of the students. All dresses and skirts should be no more than 3" above the knee. Casual flip flops are not acceptable. Blue jeans and tennis shoes may be worn only on Good Works Friday for a donation of \$1.00 or when warranted for a field trip. On field trips, professional attire should be the norm unless the activities necessitate jeans. Tennis shoes may be worn on the playground. Please refer to the Ashe County Board Policy # 7270 for further information.

End-of-Day Procedures

Classrooms should be left in order (papers picked up, desks cleared, etc...) Turn off ceiling fans, heat register, air conditioner, computers, and lights Close and lock windows and doors.

Substitutes must sign out and return their classroom key to the office before leaving for the day.

Medication Policy

All student medications must be delivered to the nurse's office by a parent or guardian. Medications other than emergency medications cannot be transported on the bus. Teachers and office personnel cannot accept or release medications. The school nurse, Regan Perry, serves as the primary resource for clarification of any questions related to medications (Ext. 224).

Monies

When collecting monies from students for fundraisers, fieldtrips, etc... you should seek assistance from another teacher in the grade level to which you are assigned. Specific policies and procedures must be followed.

Parking

Interns, substitutes, and student teachers should park in the first parking lot on the left as you enter the school. Please refer to the attached school map. Do not park in visitor parking.

P.B.I.S.

All classrooms have behavioral expectations that are positive and modeled by adults. These expectations are the same throughout the school. Please see the Mountain View Behavioral Expectations Matrix for more information.

Restrooms

All staff should use the adult facilities located at each end of the building if at all possible. Student restrooms are subject to misuse and damage. Staff are asked to check the facilities after classroom use. It may be appropriate to appoint a student monitor. Remember that restrooms are a QUIET ZONE!

Student Phone Use

Students are not permitted to use the phones in the classroom to make calls. If there is an emergency situation requiring a student to use the phone, please send them to the office. Cell phones may not be used by students at any time during the day.

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.

Tobacco Use

No students, staff members, or school visitors are permitted to use tobacco products on any school property, at any time. This includes athletic fields and parking lots owned, leased, rented, or chartered by the Ashe County Board of Education. This includes any school-sponsored or school related event on or off campus. No student is permitted to possess any tobacco product while in any school building, while on school grounds or property, or at any school-sponsored or school-related event or at any other time students are under the authority of school personnel.

Workrooms/Lounges

There are two workrooms/lounges for teacher use at Mtn. View. One is located in the K-3 wing and the other is in the 4-6 wing. These rooms are for staff use only. Students are not allowed in these areas. Vending machines are available in both workrooms and the staff sign-in room. These are for adult use only.

Ashe County Guide to School Closings

Winter weather requires school administrators to make very difficult decisions involving delays, school closings, and limited bus routes.

The Ashe County School Board plans to have school on a regular schedule every day that the roads are judged to be safe for bus travel. However, during hazardous weather conditions the Superintendent will determine whether school will be delayed, cancelled, or dismissed early.

When can we expect a decision?

By 6:00 am, at the latest, unless conditions are changing rapidly, requiring delays or changes in status.

Where can I get the best information about school closings?

You can usually get the best information by calling 877-9575, or by accessing our Ashe County Schools website at http://www.ashe.k12.nc.us/weather/closings_delays.html

Radio and Television Stations Broadcasting Closings

WATA Radio	1450 AM	Boone
WKSJ Radio	580 AM	W. Jefferson
WMMY Radio	106.1	Deep Gap
WECR Radio	102.3	Boone
WMEV	93.9 FM	Bristol
WQUT	101.5 FM	Tri Cities
MTN TV	CH 18	Boone
WBTB	CH 3	Charlotte
WCYB TV	CH 5	Bristol
WXII	CH 12 (Cable 2)	Winston Salem
WJHL	CH 11	Johnson City
WGHP	Fox 8 CH 8	High Point
WSOC	CH 9	Charlotte

If school is one hour late then faculty may report one hour late. When school begins two hours late, faculty may arrive two hours late. On teacher workdays staff report on a regular schedule.

Early Dismissal

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 refer to the information on this form when dismissing students, unless you hear otherwise from the office.

EMERGENCY PROCEDURES

Armed Intruder

- Follow lockdown or evacuation procedures based on principal directions.
- Take roll.
- Notify the office of any missing students.
- Keep students calm and quiet.

Bomb Threat

- Follow lockdown or evacuation procedures based on principal directions.
- Take roll book and check roll when outside.
- Notify administration of any missing students.
- Look for unusual or suspicious noises, devices or disturbances during evacuation, but do not touch anything that looks suspicious.
- Reassure students and keep them calm. Ensure no students use cell phones.
- Await further instructions from emergency personnel and principal before returning to the building.

Dealing With Media in a Crisis

- Only designated school spokespersons should speak to the press regarding school issues.
- Staff members are free to speak to the press regarding personal or individual matters, but may not speak for the school and should refer reporters to the principal.
- If approached by the media on school grounds, staff should refer the press to the principal or spokesperson.

Early Dismissal

- Principal will notify teachers and inform them of any schedule changes.
- Neither students nor staff leave classroom to make phone calls unless it is a true need. Students should remain in classroom until dismissal.
- Teachers will remain in school until the Central Office dismisses them.

Fire – REPEATED HORN BLAST

- Evacuate the building immediately using the directions included in the school's predetermined evacuation plan. (This should be near your door.)
- Take roll and report any missing students to the principal or emergency personnel.
- Do not re-enter the building until the All Clear Tone.

Hazardous Materials

- Maintain student safety and security.
- In the event of an evacuation, ensure all students are evacuated from the building.
- Take roll and report any missing students to the principal.

Hostage Situation

- Notify the office.
- Avoid confrontation with the intruder.
- Keep students in room.
- Wait for directives from the office.

Intruder

- School staff will stop all unidentified strangers and inquire as to their business in the building. Contact the office to be sure they have registered.
- If the intruder becomes violent, teachers will be told to lock their classroom doors. The phrase is "**lockdown**".

Out of Control Students

- Try to calm the student and determine the problem.
- Alert the principal of disruption.
- Isolate other students, if necessary.

Threats of Runaway/Missing Students

- Take all threats seriously and provide close supervision of student.
- Notify the Principal/Designee.
- Furnish detailed information about the child's appearance and clothing.

Threats of Violence

- Take all threats seriously.
- Notify the Principal of any threat.

Tornado/Earthquake – CONTINUOUS RING

- Students should proceed to their designated position against the wall in the hallway and assume a kneeling position, head down, with hands covering their heads.
- Teachers are to close classroom doors after students exit into hallways, taking with them their class rosters. Verify student classroom counts. Notify the office of any missing students.
- No students are to be in the gym, cafeteria during a tornado/earthquake or tornado/earthquake drill.
- Reassure students and keep them calm and quiet.
- Stay in position until the All Clear Tone.

(Lockdown Procedures and Weapons ... page 2)

Lockdown Procedures

- School administrators should notify the school resource or other law enforcement officials and the lockdown should begin immediately.
- The lockdown announcement will be made over the school's PA system simply stating "**lockdown**".
- Teachers should immediately clear students from the hallway and have them report to the nearest available classroom.
- All doors and windows should be locked.
- Move students away from windows and doors.
- Take roll and turn off all lights.
- Notify administration of missing students.
- Reassure students and keep them calm. Ensure that no students use cell phones.
- Teachers/staff should place one red communication card in the window of their classroom facing outside and slide one under the door to inform emergency responders of their classroom situation.
 - ***Red card** – Emergency assistance is needed as soon as possible.
- Follow evacuation routes as directed by law enforcement.

Weapons

Possession of weapon

- Follow lockdown or evacuation procedures based on principal directions.
- Take roll.
- Notify the office of any missing students.

Student is threatening to do bodily harm to himself or others

- Immediately notify the Principal's Office.
- Try to calm the students and others.
- Don't try any physical restraint.
- Keep anyone from entering the crisis area and evacuate other students from crisis area if allowed.
- Follow directives from the office.