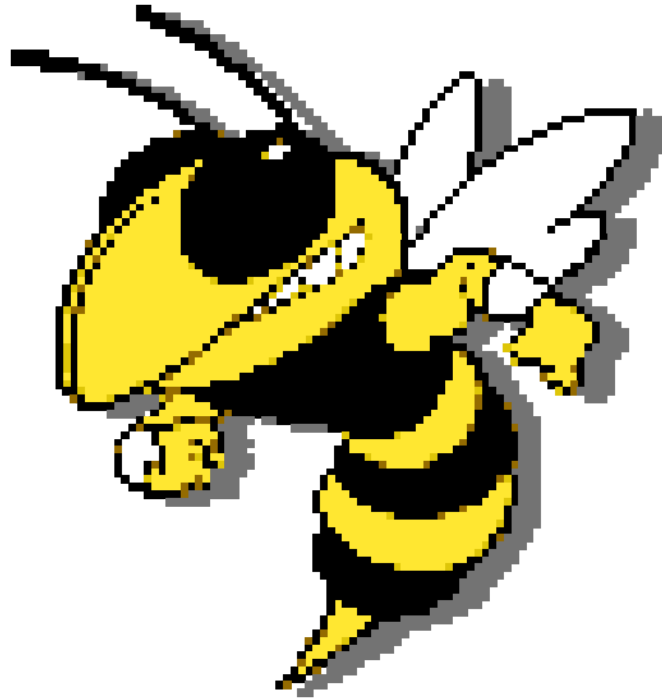


# Edneyville Elementary School



## Faculty Handbook 2010 - 2011

Certified Staff

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15. Student Sign-Ins and Student Sign-Outs
16. Subs and Supervision
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## Phone Numbers

Chad Auten	828-674-1605
Brooke Ballard	828-421-7418
Tracy Horne	828-779-6933
Catherine McMurray	828-606-7878
Allyn Noel	828-606-3439

# HCPS Calendar

## 2010-2011 TRADITIONAL CALENDAR

JULY 2010						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

OCTOBER 2010						
S	M	T	W	T	F	S
				1	2	
					27	
3	4	5	6	7	8	9
	28	29	30	31	32	
10	11	12	13	14	15	16
	33	34	35	36	37	
17	18	19	20	21	22	23
	38	39	40	41	42	
24	25	26	27	28	29	30
	43	44	45	46	P	
31						

JANUARY 2011						
S	M	T	W	T	F	S
					1	
2	3	4	5	6	7	8
	78	79	80	81	82	
9	10	11	12	13	14	15
	83	84	85	86	87	
16	17	18	19	20	21	22
	88	89	90	91		
23	24	25	26	27	28	29
	P	92	93	94	95	
30	31					
	96					

APRIL 2011						
S	M	T	W	T	F	S
				1	2	
					139	
3	4	5	6	7	8	9
	140	141	142	143	144	
10	11	12	13	14	15	16
	145	146	147	148	149	
17	18	19	20	21	22	23
24	25	26	27	28	29	30
	150	151	152	153	154	

AUGUST 2010						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
				P		
22	23	24	25	26	27	28
			1	2	3	
29	30	31				
	4	5				

NOVEMBER 2010						
S	M	T	W	T	F	S
	1	2	3	4	5	6
	47	48	49	50	51	
7	8	9	10	11	12	13
	52	53	54		55	
14	15	16	17	18	19	20
	56	57	58	59	60	
21	22	23	24	25	26	27
	61	62				
28	29	30				
	63	64				

FEBRUARY 2011						
S	M	T	W	T	F	S
		1	2	3	4	5
		97	98	99	100	
6	7	8	9	10	11	12
	101	102	103	104	105	
13	14	15	16	17	18	19
	106	107	108	109	110	
20	21	22	23	24	25	26
	111	112	113	114	115	
27	28					
	116					

MAY 2011						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
	155	156	157	158	159	
8	9	10	11	12	13	14
	160	161	162	163	164	
15	16	17	18	19	20	21
	165	166	167	168	169	
22	23	24	25	26	27	28
	170	171	172	173	174	
29	30	31				
	175					

SEPTEMBER 2010						
S	M	T	W	T	F	S
			1	2	3	4
			6	7	8	
5	6	7	8	9	10	11
			9	10	11	12
12	13	14	15	16	17	18
			13	14	15	16
19	20	21	22	23	24	25
			18	19	20	21
26	27	28	29	30		
			23	24	25	26

DECEMBER 2010						
S	M	T	W	T	F	S
			1	2	3	4
			65	66	67	
5	6	7	8	9	10	11
	68	69	70	71	72	
12	13	14	15	16	17	18
			73	74	75	76
19	20	21	22	23	24	25
	27	28	29	30	31	
26						

MARCH 2011						
S	M	T	W	T	F	S
		1	2	3	4	5
		117	118	119	120	
6	7	8	9	10	11	12
	121	122	123	124	125	
13	14	15	16	17	18	19
	126	127	128	129	130	
20	21	22	23	24	25	26
	131	132	133	134	P	
27	28	29	30	31		
	135	136	137	138		

JUNE 2011						
S	M	T	W	T	F	S
			1	2	3	4
			176	177	178	
5	6	7	8	9	10	11
	179	180			P	
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## HENDERSON COUNTY PUBLIC SCHOOLS



### AUGUST 2010

First Day of School August 25

### SEPTEMBER 2010

Labor Day Holiday September 6

Early Dismissal - 1:00 pm September 24

### OCTOBER 2010

Optional Teacher Workday October 29

### NOVEMBER 2010

Early Dismissal - 1:00 pm November 2

Veterans' Day November 11

Thanksgiving Break November 24 - 26

### DECEMBER 2010

Optional Teacher Workday December 20

Christmas Break December 21 - 31

### JANUARY 2011

Martin Luther King Holiday January 17

End of First Semester January 21

Optional Teacher Workday January 24

### FEBRUARY 2011

Early Dismissal - 1:00 pm February 25

### MARCH 2011

Optional Teacher Workday March 25

### APRIL 2011

Early Dismissal - 1:00 pm April 8

Spring Break April 18 - 22

Easter April 24

### MAY 2011

Memorial Day - Optional Workday May 30

### JUNE 2011

Last Day of School June 7

10 OPTIONAL WORKDAYS
5 REQUIRED TEACHER WORKDAYS
10 HOLIDAYS
10 ANNUAL LEAVE DAYS
180 INSTRUCTIONAL DAYS
EARLY DISMISSAL AT 1:00 PM

P - PROTECTED TEACHER WORKDAY

Approved by the Henderson County Board of Public Education  
on January 11, 2010

1/11/2010

Respect Yourself. Respect Others. Respect Your Community.

# Staff Meeting Dates

@ 3:15 - Media Center

August 26

September 22

October 20

November 17

January 19

February 16

March 16

May 18

June 08

## SIT Meetings

@ 3:15 - Media Center

September 15

October 13

November 10

December 15

January 12

February 09

March 09

April 13

May 11

## Principal's Advisory Council

@ 3:15 - Media Center

September 23

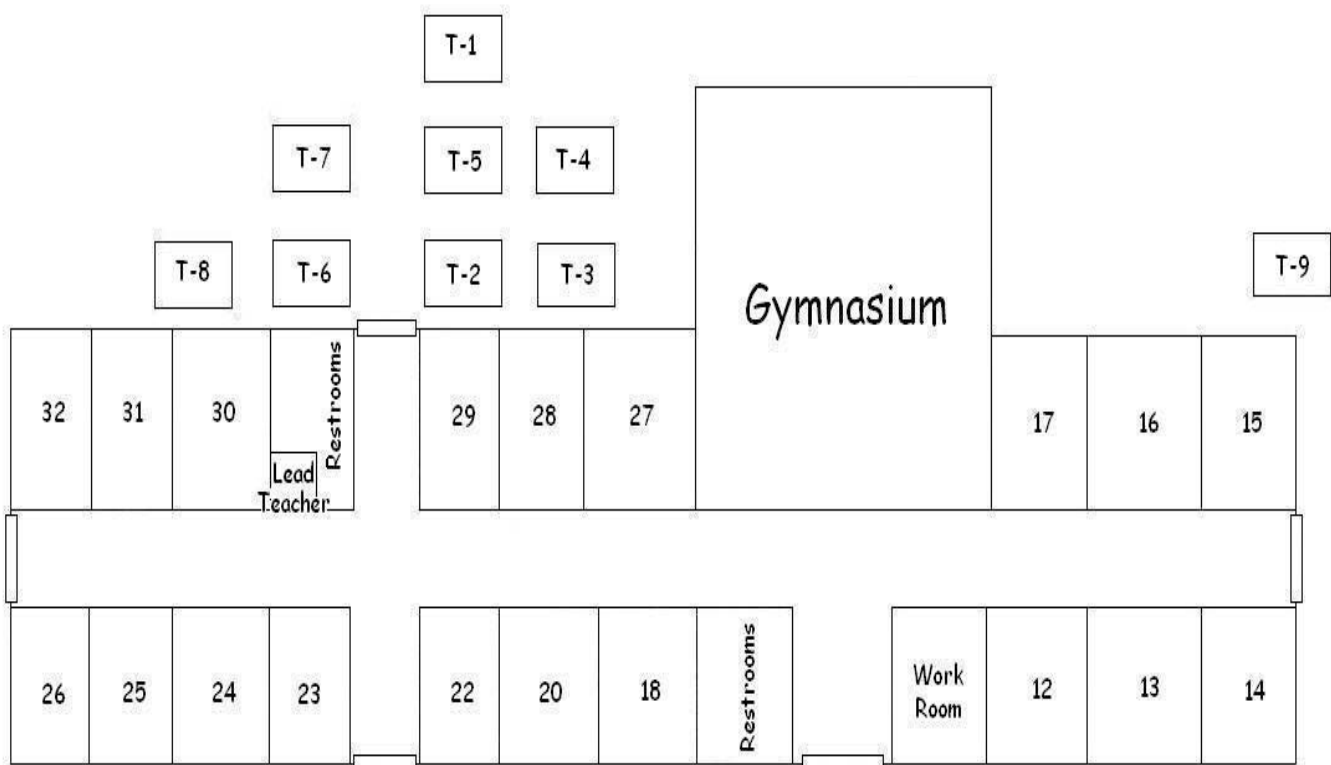
November 18

February 17

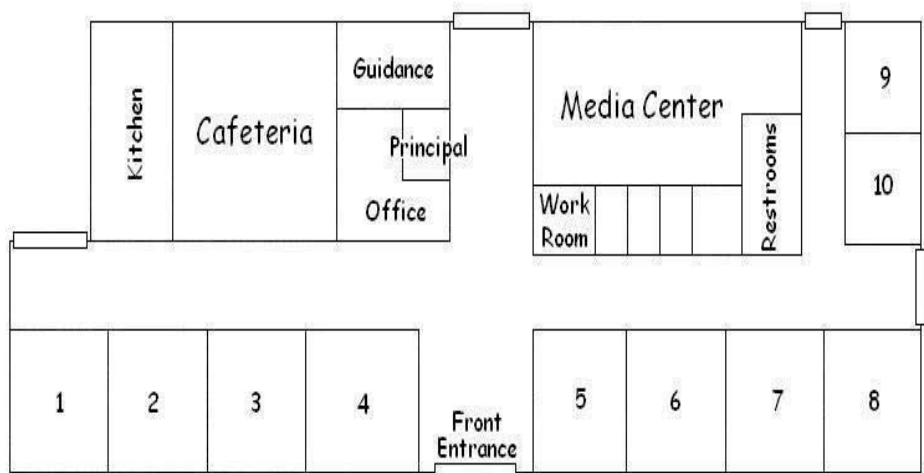
May 19

Respect Yourself. Respect Others. Respect Your Community.

# Edneyville Elementary School Map



Edneyville  
Elementary



Respect Yourself. Respect Others. Respect Your Community.

# Henderson County Public Schools

## Core Values

- We are here for the children we serve.
  - We value each child.
  - We value the development of the whole child.
  - We value a safe, supportive, and caring learning environment.
  - We value respect, honesty, and integrity.
  - We value the commitment of quality employees.
  - We Value effective learning through high-quality instruction.
  - We value the pursuit of excellence.

## Edneyville Elementary School

### Mission Statement

Edneyville Elementary is committed to fostering a community of students, parents, and staff dedicated to ensuring that today's students are prepared for tomorrow.

## Edneyville Elementary School

### Core Values

- All students from all cultures, backgrounds and creeds are valued and can learn and grow when given an equal opportunity for quality instruction.
- Extremely high expectations are set for all students and we are dedicated to challenge and inspire each child to achieve those expectations.
- A safe, nurturing environment is an essential foundation for every child's academic success.
- All children can learn when given a variety of appropriate instructional strategies.
- Children must have sufficient time to become academically proficient and to develop their social and emotional skills.

Respect Yourself. Respect Others. Respect Your Community.

# Teams

<b><u>Kindergarten</u></b> Andrea Burleson * Stephanie Jarvis * Stephanie Fouts *Chris Green* Melissa Hayes *Louellen Owen* Sharon Salantino *Nancy Lyda* Lisa Souther *Tammy Crawford*	<b><u>1st</u></b> Genee' Dalton *Janet Barnwell* Melissa Duncan *Jayne Stepp* Rene'e Descant * Leslie Nawrocki * Michael Eriksen * Leslie Nawrocki * Malanie Lisdero *Terry McGaha*	<b><u>2nd</u></b> Angelia King *Terry McGaha* Candi Mains *Donna Overcash* Michelle Mays *Janet Barnwell* Malene Taubert *Jayne Stepp* Jenny Taylor *Donna Overcash*	<b><u>3rd</u></b> Deborah Haddad Lena Huntley Ally Myers John Rhodes Lorraine Thomas  *Robin Phillips*
---	---	--	---

<b><u>4th</u></b> Kristen Fowler Elizabeth Kelly Beth Queen Amy Stertzbach Beverly Tolar  *Amber McDade*	<b><u>5th</u></b> Charity Burgess Sarah Kies Ruth Roope Bonita Siedentopf  *Joan Street*	<b><u>EC</u></b> Courtney Maillis Frank Sacho *Laura Stearns* Jane Ollis *Deborah Alexander* *Iris Hyder* Josephine Strobel *Jean Leatherman*	<b><u>ESL</u></b> Sherry Miller *Nelly Carland* *Adrienne Key*
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<b><u>Office</u></b> Chad Auten - Principal Brooke Ballard - Lead Teacher Maggie Donahue - Counselor Tracy Horne - NCWISE Eileen Maness - Instruct. Coach Catherine McMurray - Finance Allyn Noel - Reception	<b><u>Reading</u></b> Dartha Ashe Melinda Bryan Karen Huntley Arlene Young	<b><u>Specials</u></b> Kyle Barker - PE Polly Crabtree - AIG Laurel Crowell - Music Adam Duncan - PE Liz Harmon - Art Martha Sommer - Speech Mary Webber - Media *Leslie Stott* - Comp Lab *Kelly Randall* - Media
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Respect Yourself. Respect Others. Respect Your Community.

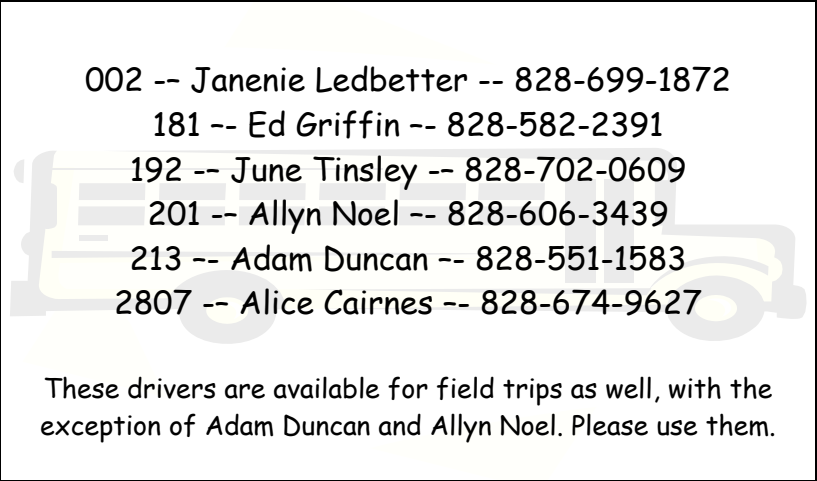
# SIT Team

## SIT



Chad Auten  
Brooke Ballard  
Michelle Mays (chair)  
Kathy Revis (c.o. rep.)  
Maggie Donahue  
Mary Webber  
Stephanie Fouts  
Melissa Duncan  
Angie King  
Debbie Haddad  
Beth Queen  
Bonita Siedentopf  
Jane Ollis  
Sherry Miller  
Adam Duncan  
Arlene Young  
Nancy Lyda  
Terry McGaha  
Jayne Stepp  
Aylln Noel  
Margaret Gilbert (PTO President)  
Janine Splawn (parent)

# Bus Drivers



002 -- Janenie Ledbetter -- 828-699-1872  
181 -- Ed Griffin -- 828-582-2391  
192 -- June Tinsley -- 828-702-0609  
201 -- Allyn Noel -- 828-606-3439  
213 -- Adam Duncan -- 828-551-1583  
2807 -- Alice Cairnes -- 828-674-9627

These drivers are available for field trips as well, with the exception of Adam Duncan and Allyn Noel. Please use them.

Respect Yourself. Respect Others. Respect Your Community.



# Absences

Immediately upon your return back to work everyone must complete either a Certified or Non-Certified Record of Leave form and give it to an Administrator.

## Alert Now

AlertNow is a rapid communication service that HCPS has provided us with in order to better communicate with parents and staff as necessary. The AlertNow system allows us to call an unlimited number of people in seconds.

AlertNow can also serve as a great tool for you as a classroom teacher, club sponsor, etc. Staff members are encouraged to take advantage of the tool to keep parents informed of upcoming events, current happenings, etc.

We have the option of delivering messages to the entire school community, staff, students, or select groups of students. To assemble a special list of people to call, follow the Excel Spreadsheet example below.

REF	ADDR
Last Name, First Name	(828) 555-555
Last Name, First Name	(828) 555-555
Last Name, First Name	(828) 555-555
Last Name, First Name	(828) 555-555
Last Name, First Name	(828) 555-555

After completing the Excel list, you need to record your message. To record your message, simply follow the directions below. Make a note of the date and time that you record your message.

Message Assistant Phone Recording

Dial (800) 947-1515  
and follow instructions on phone.

MA User ID: 1119413  
MA Password: 5595

[www.alertnowlogin.com](http://www.alertnowlogin.com)  
Customer Support - (800) 914-1817

When you have completed both the Excel Spreadsheet and audio recording e-mail an administrator the Excel file and also let them know when you recorded your message and finally when you want it to be delivered.

Respect Yourself. Respect Others. Respect Your Community.

# Early Dismissal Procedures - Weather

In the event of an emergency early dismissal, Mr. Auten or his designee will alert the staff. If lunch is to be served, that information will be given over the intercom.

Parents will be contacted via the AlertNow System from HCPS. It is not necessary to contact parents, unless you need to confirm instructions for students to get home. Please make sure that our NCWise is current with students' contact information.

All students must immediately return to the regular classroom. Students should not be allowed to leave the classroom, however use your judgment in emergency situations. All specials, testing, counseling sessions, therapy, etc. will cease.

**All teachers are to complete the Emergency Dismissal forms as students are released. Once a form is completed, the teacher should give the completed form to Tracy Horne.**

Specialists will proceed to the assigned classrooms to assist with emergency contacts:  
Specialists must stay with the classroom until all students are released.

## Kindergarten Assistants Remains with Regular Classroom Assignments

<u>1st Grade</u>	<u>2<sup>nd</sup> Grade</u>	<u>3<sup>rd</sup> Grade</u>	<u>4th Grade</u>	<u>5<sup>th</sup> Grade</u>
Dalton - Barnwell Descant - Nawrocki Duncan, M - Stepp, J Ericksen - Ashe Lisdero - Phillips	King - McGaha Mains - Overcash Mays - Young Taubert - Carland Taylor - Miller	Haddad - Key Huntley - Harmon Myers - Stearns Rhodes - Bryan Thomas - Maillis	All - Duncan, A, Huntley, McDade	All - Street

Brooke Ballard, Maggie Donahue, Kelly Randall, and Mary Webber will assist in the office.

Michelle Mays is the upper building representative. Kristen Fowler is the lower building representative. Please direct all inquiries and concerns to these people.

Rose Colecio and Teresa Norris will monitor the hallways to make sure that all students are in the classrooms.

Mr. Auten will call for bus and car riders. Teachers must supervise their students. Teachers must document with whom the student leaves and the time of departure. After all students from a classroom have left, the teacher must turn their list in to Tracy Horne.

All staff must remain at school until dismissed by Mr. Auten.

Respect Yourself. Respect Others. Respect Your Community.

# Facility

Custodians are assigned the task of the daily maintenance and cleanliness of the facility. However, maintaining a clean and orderly facility is the responsibility and obligation of every staff member.

Staff has the duty to report maintenance issues to the lead custodian. The custodians will either clean or repair the problem, or submit a work order. If issues are not addressed in a timely manner through the custodians, then they should be brought to the attention of the Principal.

If a spill or other matter that needs immediate attention occurs, please notify the front office immediately.

If you need to complete a work order yourself please use the attached form and give it to a custodian. Work Order Request forms are also located in the forms section of your handbook.

Custodians: Rose Colecio, John Mays, Teresa Norris (lead custodian)

Work Order Request	
Requested by:	_____
Date:	_____
Location:	_____
Description:	_____ _____ _____
<hr/>	
Date Entered:	_____
Work Order Number:	_____
<hr/>	
Please date and return to Mr. Auten when work is completed: _____	
If work is not completed in a reasonable amount of time please let Mr. Auten know.	

# Field Trips

1. The teacher submits the form to Administration for approval. (form should be submitted for approval at least two weeks prior to trip)
2. The teacher obtains a copy of the approved form.
3. The teacher completes the correct bus form, completes that form (forms are located on the T: drive), and e-mails it to Mr. Auten.
4. When calculating mileage use <http://www.mapquest.com/directions/>, this is a good resource for mileage. Do not mark section of form regarding funding.
5. The teacher procures drivers. (staff with other responsibilities during the time of the field trip must be cleared through the Administration)
6. The teacher alerts Angela Lancaster, Cafeteria Manager, of the trip if it is affecting normal lunch routine.
7. Parent permission forms need to be sent out and signed by parents. (forms are located in the forms section of your handbook).
8. The teacher collects the money for the trip from students (if applicable) and turns the money in to Catherine McMurray.
9. After the field trip the teacher submits "Field Trip Bus Checklist" to Mr. Auten.

The actual number of total miles (times \$2.50) is deducted from the mileage allotment OR the money is collected and submitted to Catherine McMurray.

The driver's pay is separate. The driver's pay must come from money collected from the students. See Catherine McMurray for a salary schedule for drivers.

The following is a list of approved field trips that will be paid for by the School Board:

**Kindergarten**

NONE

**1<sup>st</sup> Grade**

NONE

**2<sup>nd</sup> Grade**

NONE

**3<sup>rd</sup> Grade**

Hendersonville Symphony (required)

**4<sup>th</sup> Grade**

Johnson Farm

**5<sup>th</sup> Grade**

Outdoor Education  
6<sup>th</sup> Gr. Orientation(required)

# HCPS Board Policy #708

<b>HENDERSON COUNTY SCHOOL BOARD POLICY</b>	<b><u>PERSONNEL</u> Professional Standards of Conduct and Performance for Teachers</b>	<b>708</b>
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## **PROFESSIONAL STANDARDS OF CONDUCT AND PERFORMANCE FOR TEACHERS**

The Henderson County Board of Public Education ("Board") is dedicated and committed to providing all teachers with opportunities and resources to further their growth as professional educators. To that end, the performance of every teacher is assessed and the teacher is provided with constructive feedback through a formal evaluation and review process targeted to enhance professional growth. In addition, it is the Board's expectation that all teachers, regardless of their years of experience, are capable of and must adhere to certain minimum professional standards of conduct and performance as set forth in this policy.

Therefore, all teachers employed by the Henderson County Board of Public Education shall comply with and adhere to the following professional standards of conduct and performance:

1. Adhere to the Code of Ethics for North Carolina Educators.
2. Comply with all Board policies regarding appropriate and/or prohibited behavior with students including electronic communications with students directly or through the internet.
3. Direct all complaints regarding the work environment to the appropriate supervisors and/or file grievances instead of acting to undermine or diminish the authority of co-workers and supervisors.
4. Avoid confrontations with co-workers, including but not limited to, engaging in actions or conversations, which the teacher knows or should know will result in an actual disruption.
5. Manage students' classroom behavior to minimize disruption to the educational environment and refer students, when necessary, to the administration for disciplinary action.
6. Respond to all parent inquiries, complaints and/or concerns in a timely and professional manner.
7. Comply with all administrative directives in a timely and professional manner, including written directives regarding specific issues or behaviors.
8. Perform all assigned and/or accepted extracurricular and non-instructional duties in a timely and professional manner.
9. Participate in and complete any required professional development activities.
10. Participate in all required staff meetings and student academic meetings, including required meetings for students with special needs, in a professional manner.
11. Complete and transmit all required reports and other documentation in a timely and professional manner.
12. Arrive at school each day at an appropriate time designated by the principal ready and prepared to complete all assigned duties.

The failure or unwillingness of a teacher to comply with the professional standards of conduct and performance listed herein may result in contract non-renewal or disciplinary action up to and including dismissal from employment. In all matters concerning a teacher's compliance with this policy, consideration shall be given to the impact on the education of a student or group of students and on the overall educational environment of the school.

# Parking

All staff is expected to park in the front parking lot. Any exceptions must be cleared through Mr. Auten.



## Recess

Supervision of recess is extremely important. When supervising students at recess it is essential that you continually monitor all students. The playground located to the south of the buildings is for 3<sup>rd</sup>-5<sup>th</sup> grade students only. The playground to the north of the buildings is for kindergarten-2<sup>nd</sup> grade students only.

## Staff Expectations

All staff members shall act in accordance with the **"Code of Ethics for North Carolina Educators"** and **"The Standards of Professional Conduct for NC Educators"**, both of which you can find in the back of your handbook.

The workday for staff members is **7:45 to 3:45** unless otherwise arranged with the administration. If a situation arises where you need to leave work unexpectedly you need to let an administrator know before leaving.

Non-certified personnel are required to clock in and out each working day using the TACS system on the computer. The bookkeeper will print employee's report at the end of each pay period. Employee needs to sign the report and return it to the bookkeeper. If the TACS system is down or an error is made logging in or out please send an email to the bookkeeper or complete a TACS edit sheet and give it to the bookkeeper requesting an edit. Only the administration or the bookkeeper may edit a timecard. Do not log in or out for any other person. No person is allowed to work more than 40 hours per week without permission from the administration.

Staff is expected to dress in a professional manner. Jeans are to be worn on Fridays only.

Respect Yourself. Respect Others. Respect Your Community.



# Student Discipline

Each student shall receive a copy of the HCPS Student Code of Conduct. Classroom teachers should go over the document with students in language appropriate for their grade level. This should be done during the first week of school.

Teachers are responsible for establishing rules and guidelines to manage student behavior within their classroom. Parents should be active participants in dealing with challenging students. If intervention from the Administration is needed do not hesitate to send students, however remember that you are the disciplinarian for your classroom. When necessary to send a student to the Administration use the form below. Discipline forms are also located in the forms section of your handbook.

## Never:

- yell at a student.
- take away snack time as punishment.
- take away a student's right to attend a special class: P.E., Media, Art, Music, etc.
- take away recess as punishment.
- take away a field trip as punishment.
- embarrass or degrade a student.
- put your hands on a student.

## School-wide rules:

- Students need to walk on the right side of the hallways, stopping at each intersection.
- Students should never run in the hallways or in the breezeway between buildings.
- Adults should supervise children at all times.
- At lunch an appropriate level of noise needs to be maintained.
- Exhibit appropriate behavior in the bathrooms.
- Put litter in trash cans; pick up litter when possible.
- Be courteous to everyone.

<h2 style="margin: 0;">Discipline Referral</h2>		<div style="border-bottom: 1px solid black; margin: 0;">Student Name:</div>
<div style="display: flex; justify-content: space-between;"><div>Teacher: _____</div><div>Date: _____</div></div>		
<div style="display: flex; justify-content: space-between;"><div>Time of Incident: _____</div><div>Location of Incident: _____</div></div>		
<div style="text-align: center;">Type of Incident: _____</div>		
<div>Description of Incident: _____</div> <div>_____</div> <div>_____</div> <div>_____</div>		
<div>Actions Previously Taken by Teacher: _____</div> <div>_____</div>		
<div>Has Previous Parent Contact Been Made: _____</div>		

Respect Yourself. Respect Others. Respect Your Community.

# Student Sign-Ins

Students arriving after 8:15 need to sign-in with the office. Students will be signed in and given a "Student Sign-In Pass". Students arriving after 8:15 without a sign-in pass should be sent to the office.

Edneyville Elementary School Student Sign-In Pass	
Name:	_____
Teacher:	_____
Date:	_____
Time:	_____
Office Signature:	_____
O excused O unexcused	

# Student Sign-Outs

In order to ensure students are being picked up from school by the proper individuals, the following steps will be followed.

1. Individual picking up student must report to front office.
2. Individual tells staff who they are picking up.
3. Staff pulls students information card to identify those individuals allowed to pick the student up.
4. Staff requests to see the individuals ID if they do not know the individual. (students will not be removed from school without a valid ID - contact administration or sheriffs dept. if needed)
5. The individual picking the student up signs the "Student Sign-In/Sign-Out Log"
6. Staff will call to the classroom for student to be sent to the office.

If individuals show up at your classroom to pick up students you need to send them to the office. Do NOT release students to individuals without sending them through the office. Occasionally individuals will be sent to your classroom to pick students but they must have a completed "Student Sign-Out Pass" from the office.

Edneyville Elementary School Student Sign-Out Pass	
Name:	_____
Teacher:	_____
Date:	_____
Time:	_____
Office Signature:	_____

Respect Yourself. Respect Others. Respect Your Community.



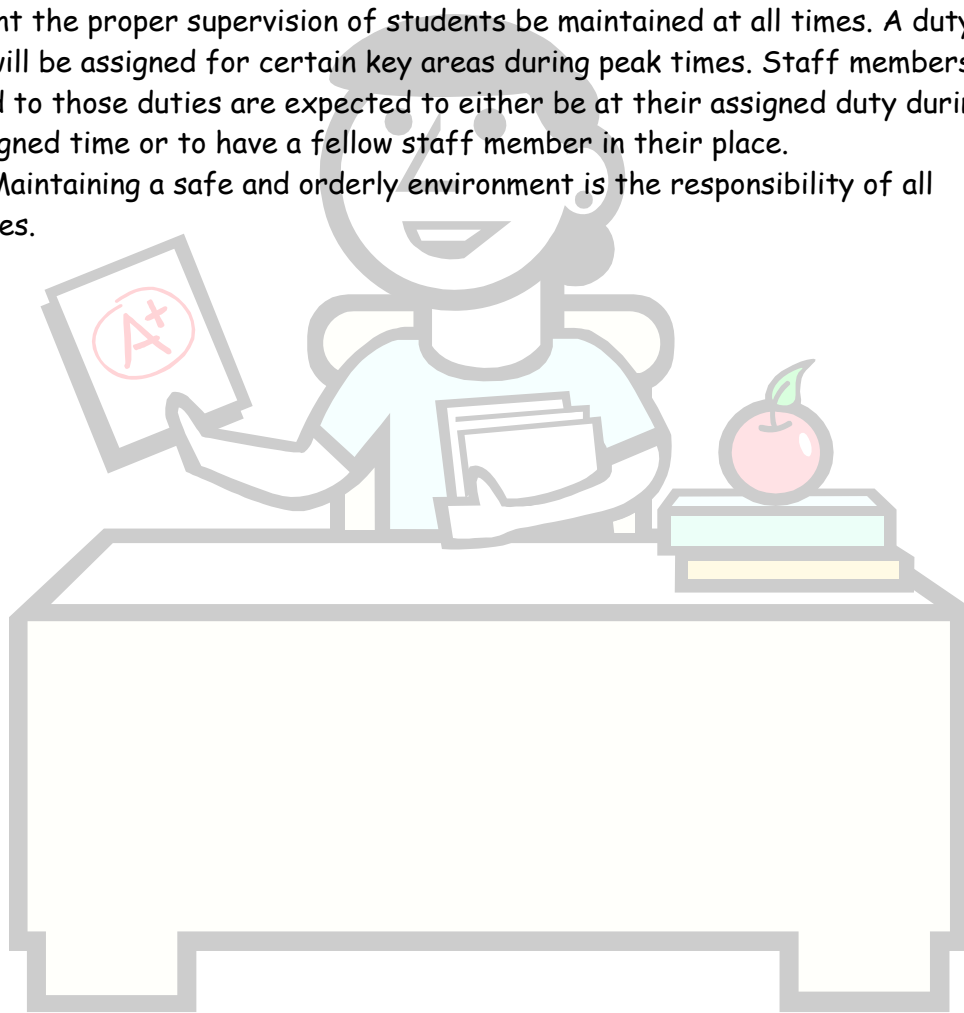
# Subs

If you need a sub please refer to Brooke Ballard's "Sub Procedures". Any planned absence longer than two consecutive school days must be approved by the Principal. Teacher Assistants can only be used as subs with approval of the administration.

## Supervision

In order to ensure a safe and orderly learning environment for all, it is important the proper supervision of students be maintained at all times. A duty roster will be assigned for certain key areas during peak times. Staff members assigned to those duties are expected to either be at their assigned duty during the assigned time or to have a fellow staff member in their place.

Maintaining a safe and orderly environment is the responsibility of all employees.



Respect Yourself. Respect Others. Respect Your Community.

# Visitors

While we strive to have active involvement in the school from parents and community members it is vital to student safety that all visitors sign-in in the office. Visitors are required to sign-in at the front office and will receive a badge at that time (picture of a badge is attached below). If visitors show up at your classroom or you see a visitor on campus without a badge you need to send them to the office.

