

Scotland Neck Elementary School

2017-2018



Staff Handbook

2017-18

Christina Williams, Principal

Scotland Neck Elementary School

“We Are One”

2017-2018

901 Jr. High School Rd.* Scotland Neck, NC 27874

Phone: (252) 826-4413 * Fax: (252) 826-4309

Dr. Eric Cunningham
Superintendent

Ms. Christina Williams-DeBrew
Principal

PRINCIPAL’S MESSAGE

Dear Staff:

It is my pleasure to welcome you to Scotland Neck Elementary School. I am happy to have you as part of the SNE family. My goal is to join you in providing the best possible educational experience for our students. I hope this will be a successful year for you as we work together to positively impact learning outcomes for every child.

It is my desire that every student at SNE will continue to make progress in meeting academic standards and becoming responsible citizens. In order for this to be done, our educational program must be academically challenging, engaging, and exciting to promote problem-solving, critical thinking, and the exploration of new ideas and concepts. My mission is to provide expanded opportunities for our students to acquire skills to become citizens in a changing society.

We can accomplish our goals for our children by working as a team. Our team includes staff, parents, children, and community. When all of these constituents come together as a force I know we will be successful.

I look forward to working with the dedicated staff here at Scotland Neck Elementary!

Believing that
“We are One”,
Christina Williams-DeBrew

MISSION STATEMENT

The mission of Scotland Neck Elementary School is to educate, enlighten, and empower students by delivering effective instruction, setting high expectations, and connecting home and school that will result in continued improvement for every student.

VISION STATEMENT

Scotland Neck Elementary School will encourage and support students to become life-long learners who are independent, problem solvers that are prepared to compete successfully in a global society.



Halifax County Schools

Mission Statement

To create a supportive and positive learning environment that addresses the needs of the whole student in partnership with educators, staff, parents and communities.

Vision Statement

Halifax County Schools will focus on empowering students to become successful global residents.

Halifax County Schools of Board of Education

Superintendent of Schools

Dr. Eric Cunningham, Superintendent

Board of Education

Ms. Claude Cooper, Chairperson

Mrs. Joyce Lashley, Vice Chairperson

Mrs. Susie Evans

Mrs. Carolyn Hawkins

Mr Jimmy Davis

Mr Tyrus Few

Mr. Charles Hedgepeth

Address

P. O. Box 468

9525 Highway 301 South

Halifax, NC 27839

Telephone Number

(252) 583-5111

Fax Number

(252) 583-1474

Board Meetings

The Halifax County Schools Board of Education meets the 1st Monday of each month at the Central Office Administration Building. The building is located at 9525 Highway 301 Halifax, North Carolina.

Code of Ethics for Scotland Neck Elementary School

It shall be the policy at Scotland Neck Elementary School to establish this Code of Ethics as a standard for all persons responsible for the education of our children.

“As a professional person, I will be an example to our students. I will not be satisfied with less than excellence in everything I do. It will be my responsibility to:

1. Exemplify the highest moral character, behavior and leadership.
2. Respect the integrity and personality of the individual person.
3. Abide by the policies of the school in letter and spirit.
4. Promote high standards of conduct and scholastic achievement among all students.
5. Respect the integrity and judgment of my colleagues.
6. Demonstrate my own commitments to continue learning and growing through professional improvement.
7. Encourage respect for learning and dedication to quality work.
8. Promote ethical relationships with people.
9. Respect the values of education.
10. Exhibit fairness, modesty and graciousness toward others.
11. Strive to develop worthy habits and to promote the qualities of leaderships, initiative, good judgment, and justice.

Scotland Neck Elementary

"We are One"

	Classroom (Library, Computer, Gym)	Cafeteria	Bathrooms	Hallways	Playground	
R-responsible	<ul style="list-style-type: none"> Do your best work Actively Listen Actively Participate 	<ul style="list-style-type: none"> Stay at designated table Clean up your eating area 	<ul style="list-style-type: none"> Take care of business and leave 	<ul style="list-style-type: none"> No talking Keep hands and feet to yourself 	<ul style="list-style-type: none"> Stay with your class 	<ul style="list-style-type: none">
O-own your actions	<ul style="list-style-type: none"> Keep my workspace neat and organized. Turn in assignments 	<ul style="list-style-type: none"> Clean up your area Talk quietly 	<ul style="list-style-type: none"> Wait your turn No talking 	<ul style="list-style-type: none"> Respect space of others 	<ul style="list-style-type: none"> Actively participate in organized activity. 	<ul style="list-style-type: none">
A-accepting of self and others	<ul style="list-style-type: none"> Cooperate with others Congratulate yours and others successes Be positive towards yourself and others 	<ul style="list-style-type: none"> Use good manners 	<ul style="list-style-type: none"> Respect privacy of others 	<ul style="list-style-type: none"> Use manners 	<ul style="list-style-type: none"> Cooperate with others Play fairly 	<ul style="list-style-type: none">
R-respectful	<ul style="list-style-type: none"> Follow Directions Wait your turn to speak Use appropriate language Ask permission to use supplies 	<ul style="list-style-type: none"> Do not touch others' food Use good table manners 	<ul style="list-style-type: none"> Respect privacy of others Keep bathroom clean 	<ul style="list-style-type: none"> No talking Follow directions 	<ul style="list-style-type: none"> Use appropriate language Use assigned equipment 	<ul style="list-style-type: none">
S-safe and orderly	<ul style="list-style-type: none"> Keep your hands and feet to yourself Remain in assigned area Follow all emergency procedures 	<ul style="list-style-type: none"> Remain seated Stay in line Keep area cleaned 	<ul style="list-style-type: none"> Keep bathroom clean Keep hands and feet to yourself 	<ul style="list-style-type: none"> Walk on the right side of the hallway No talking Keep hands and feet to yourself 	<ul style="list-style-type: none"> Use equipment properly Follow directions Stay with your class 	<ul style="list-style-type: none">

SCHOOL HOURS

School hours are from 7:30 a.m. sharp until 3:45 p.m. each day. Each staff member is to sign-in and sign-out when arriving in the morning and leaving in the afternoon. The non-certified staff members are required to check out and check in from lunch. Staff members are to be present each day of the work-week. If you are absent, please notify the office and complete a **Leave Request**.

SCHOOL DAY SCHEDULES

Regular School Day

7:40am Breakfast	Universal
8:00-8:10am	Morning Activities
8:10-11:40am	Instructional Block
11:00am-12:30pm	Lunch
12:30-3:30pm	Instructional Block
3:45pm	Staff Dismissal
3:30-5:00pm 1 st Monday of month	SM /Vertical PLCs
3:30-4:30pm 2 nd Monday of month	SIT Team Meeting
3:30-4:30pm 3 rd Monday of month	Parent Conferences
3:30-5:00pm 4 th Monday of month	Professional Development

Work Day Schedule When Students Are Not In School

8:00am Report	Teaching Staff
12:00-1:00pm	Lunch
4:00pm	Staff Dismissed

You are expected to be prompt in arriving to work on time. You will be **cited after three times of being late for work**. Personal business should be handled before/after school hours (doctor/dentist appointments, etc.). It is my goal to preserve our instructional time. **You should not use instructional time to handle your personal business and to make personal cell phone calls**. You will not be called to the office to answer a phone call unless it is

deemed necessary or as an emergency. The office personnel will take a phone message for you. Therefore, it is important that you check your mailbox during your lunchtime for phone messages.

Operational Procedures

Bus Duty

Selected staff members will be on hand to monitor students' departure from the bus and entry into the building. Individuals serving bus duty should be in their appointed positions by 7:40 a.m.

Unloading Buses

Buses will unload upon arrival at 7:40 a.m. Drivers will approach the building and let students unload the bus.

Loading Buses

Dismissal will begin for elementary students starting with Pre-K at 3:30 p.m. followed by kindergarten, first, second, third, fourth, and fifth graders. Teachers will accompany students to the bus area upon dismissal at the end of the school day. Students should walk to the right of the hallway and in an orderly fashion to the buses. All teachers and assistants are responsible for monitoring students to the buses. Teachers should remain outside until students have loaded the buses. A designee will dismiss buses from the campus at approximately 3:38 p.m.

Rainy Day Dismissal

On days of heavy rain drivers will pull up to the building and students will load the buses.

Breakfast

The breakfast schedule will run from 7:40 a.m. -8:10 a.m. for Pre-K & Kindergarten students. For grades 1 -5 breakfast should be over by 8:00 a.m. Pre-K and Kindergarten teachers should accompany and strictly monitor their students to, from and during breakfast.

Lunch

The lunch schedule will run from 11:00-12:30. Teachers/Support staff are responsible for monitoring students in the cafeteria for use of time, behavior and cleanliness. It will be very important to adhere to your scheduled lunch-time. Lunch will begin at 9:30 a.m. on early dismissal days.

Hall

Students will be expected to walk in the hallway to the right and in a quiet and orderly manner. Please emphasize to students to walk to the right at all times, unless otherwise instructed. **Students in the hallway without their class must have a hall pass.**

Enhancement/Resource

Students will receive enhancement classes per semester. PE will be offered at SNE. Classes are to adhere to their scheduled time. Any changes or adjustments to the schedule must be approved by the principal.

Discipline/Classroom Management

The first two weeks should be devoted exclusively to establishing expectations for routines, schedules, and behaviors. Self-control/discipline is one of the most important lessons we teach. IT IS CRITICAL to begin the school year by explaining, in detail, to parents/guardians and students the procedures and the steps included in your classroom management plan. Disciplinary matters are best resolved by the combined efforts of the classroom teacher, the parent, and the student. Matters that cannot be resolved are referred to the office by the teacher, and the solution becomes the principal's responsibility.

Structured Physical Activity

Teachers must have structured outside activities. The outside time must be planned, supervised, and included in lesson plans. There should not be excessive "free time."

Halifax County Schools
Scotland Neck Elementary-Work Schedule

The Halifax County Board of Education established the minimum length of the workday for all professional personnel.

Current Policy:

Teachers and Teacher Assistants Workday:

The workday for teachers begins at 7:30 a.m. and ends at 4:00 p.m.

The workday for teacher assistants begin at 7:40 a.m. and ends at 3:45 p.m.

Teachers will remain in the afternoon as long as necessary when professional meetings and/or other activities are planned by the school and/or by persons from the supervisory and administrative staff of Halifax County Schools.

Teachers may leave the school after students leave on days they are attending school functions in the evening, on Fridays, and on pay days.

Student Holidays/Workdays

The workdays for faculty/staff and school-based administrators on days when school is not in session will be eight hours, inclusive of lunch.

Staff Development/Mandatory Workdays:

Staff Development, Mandatory Workdays, and optional workdays are scheduled from 8:00 am-4:00 pm.

- All petty leave must be documented with a school form for petty leave.
- Family leave is used for employees attending their child(ren) school matters. There must be prior approval and class must be covered.
- Early dismissal for attendance to professional development meeting or classes must have prior approval.

Staff Expectations

1. **To Teach:** It is the responsibility of all staff members to teach and make sure that learning is taking place.
2. **Supervision:** All staff members are responsible for all students at all times.
3. **Absences/Tardies:** Teachers planning to take annual leave, personal leave, or workshops must let the secretary know in advance in order to avoid inaccurate records.
4. **Temporary Absence:** Staff members should leave class or duty only when it is absolutely necessary. Supervision and planned work should be provided for students. When it becomes necessary to ask another to serve in your place on extra duties, the office should be notified.
5. **Work Hours:** Teachers are to report to duty by 7:30 a.m. and are dismissed at 4:00 p.m. Teachers are expected to be in their classroom by 7:40 a.m.
Every staff member must sign in and out every morning and afternoon!
6. **Lesson Plans:** Lesson plans will be monitored. Teachers should have available daily lesson plans for inspection. A copy should be placed on the teacher's desk in a lesson plan notebook as well as saved on the Google Drive by Friday at 12:00 noon.
7. **Substitute Folder Should Contain:**
 - Seating Chart
 - Daily Schedule/Special Schedule
 - Itinerant Teacher's Schedule
 - Location of Equipment and Supplies
 - If you need help form
 - Daily Attendance Sheet
 - A Complete Lesson Plan for One WeekSubstitute folders are due to the principal **Sept. 8, 2017**.
8. **Mailboxes:** Mailboxes should be checked every morning and afternoon by every staff member. Staff should **check email** at least twice daily.
9. **Bus Duty:** Staff members will be assigned bus duty morning s and afternoons. All teachers, instructional support, and/or assistants should supervise students to the bus loading area.
10. **Pay Day:** Check stubs will be hand delivered on the last day of the month unless otherwise notified.
11. **Parent Visits/Visitors:** Parents/Visitors should be welcomed in a friendly way. Make sure visitors have reported to the main office and received a visitor's pass before visiting your classroom. In addition, make sure parents have entered the office to sign out before dismissing a child from your classroom.

12. **Administrative Visits:** Teachers may expect a visit from the Administrative Staff at any time. When visiting your classroom, the following expectations should be observed:
- Objectives visibly posted
 - The teacher is teaching
 - The students are orderly and involved in rigorous activities
 - Lesson plans are available and prepared for up to one week
13. **Attendance:** Attendance is to be checked by the teacher using Powerschool no later than 8:30 a.m.
14. **Records:** When records are checked out, they must be returned to the records room the same day. Under no circumstances are students to have access to records. Parents/Guardians have a right to access student's records. Any questions should be referred to the guidance department.
15. **Grading:** All teachers must keep sufficient and accurate grades each grading period. Grades reported to students and parents must be justifiable. Grades are to be left in such a manner that they can be interpreted if the teacher is not present. Electronic grade books will be checked periodically during each grading period. Grades should be posted every week.
16. **Collecting Monies:** It is especially important that teachers keep accurate accounts whenever collecting monies. PLEASE PROTECT YOURSELF! Collect no monies without receipting. ALL SCHOOL MONIES MUST BE TURNED IN DAILY TO THE OFFICE BY 10:00 a.m. Fundraising is to be conducted by the fundraising committee only and with the principal's permission.
17. **Cleanliness:** The school personnel are responsible for the general cleanliness of the building at all times. **Classes should not be dismissed until the classroom is in order. This includes the removal of all paper and rubbish from the floors. All chairs should be placed on the top of desks at the close of the day.**
18. **Staff Development.** PLCs and Professional Development: Mondays have been designated as meeting days in the district. Meetings will most likely last at least one hour. Please keep your calendars clear. All members of the staff are expected to attend staff meetings. You are held accountable for any information missed during your absence.
19. **Grade Level/Departmental Meetings:** Grade level planning will be scheduled on a weekly basis. The group is expected to meet on the scheduled days and time to plan collaboratively. Meeting reports/minutes should be submitted to the principal 1 day after the meeting occurs.
20. **School Telephones:** School phones and fax machines are primarily for school business. Students and staff will be called to the phone only in case of emergency. Messages will be taken and placed in the mailboxes for all other situations.
21. **Student Passes:** Students are to have an officially issued pass when in the halls. Whenever a student is late to class, the student must present an admittance slip from the office.

22. **Communications:** The principal will issue a weekly memo in order to keep the staff abreast of school business. If teachers would like to include any information in this weekly memo, please submit it in writing to the principal's mailbox by the close of business on Thursday.
23. **Discipline:** Teachers are expected to handle typical student behaviors or situations. The administration stands ready to support and assist with individual problems. Please refer to the list of inappropriate behaviors that is to be referred to the principal. To involve the administration in student discipline, the teacher must fill out a discipline record form and place it in the principal's box. **Teachers are not given the authority to suspend students from the classroom or school.** Keep in mind that threats should not be made which cannot be carried out. Disciplinary action taken by the administration will be reported to both parents and teachers by way of the discipline report.
24. **Bulletin Boards:** Attractive, interesting bulletin boards create an environment conducive to teaching and learning. Bulletin boards should reflect either best work or work in progress. At least one board should be an informational board. It should be captioned and contain schedules, fire, and tornado drill plans, monthly calendars, honor roll, student activities, data walls, and class rules. Boards should be updated regularly.
25. **Attendance:** Teachers are required to notify the Administrative Assistant or Counselor after the child has accumulated six unexcused absences in a school year. The principal shall then notify the parent by mail that he/she may be in violation of the Compulsory Attendance Law and may be prosecuted if the absences cannot be justified under the established attendance policies of the state and local boards of education.
26. **Calling Tree:** The school's calling tree will be utilized in the event that all staff members need to be contacted. Each staff member is responsible for calling the person/persons assigned to them. The ALERT NOW communication system will be used as needed.
27. **Dress Code:** Dress should always reflect the professional position of the employee, therefore all staff members are asked to refrain from wearing:
- Jeans
 - Shorts
 - Leggings
 - Stirrup pants
 - Tennis shoes
 - Flip flops
 - Low cut blouses/shirts
28. **Celebrations:** **Team/class and birthday celebrations must be approved by the administration and be placed on the school calendar.**

29. **Confiscated Items:** If a staff member confiscates non-educational items from students, they must turn these items into the Principal's office on the same day with the student's full name on it as well as the teacher's name. Do NOT leave these items in your classroom. You will be held liable for these items if they are stolen.
30. **Corporal Punishment:** Corporal punishment is not a part of our discipline policy at SNE. **In fact we advise staff members to refrain from putting their hands on students under any circumstances.**
31. **Sexual Harassment:** Harassment of employees or applicants by other employees is strictly prohibited. Harassment includes, without limitation, verbal harassment, epithets, derogatory statements (slurs), physical harassment, and visual harassment. Our contact person is Ms. Williams-DeBrew. A complaint should be reduced to writing and should describe what happened in as much detail as possible, including the names of any witnesses. All of the parties in the complaint. Including witnesses and third parties are to be interviewed.

School Climate

Parents/ Guardians, students, and all school personnel share the responsibility for maintaining a school climate conducive to working and learning. Each stakeholder is expected to work positively toward this goal, to respect individuality and the responsibility of each person, and to deal effectively with misunderstandings or misbehaviors.

***School discipline** should always be for the constructive development and intelligent self-control of each student in your class.

***Teachers are expected** to handle most of their discipline problems

***General Statute 115C-307**

***Students are not to be sent out of class.** Whenever a teacher feels that a student can no longer remain in the assigned classroom, the teacher should confer with administration.

***Consider the student's mental and physical conditions.** If your actions are influenced by the way you feel, then the same is true of the students.

***Manage your classroom through an interest of work.** Not only should the instructor provide enough work for the individual student at all times, but this work must challenge his ability. It cannot take the form of busy work. Work must have a meaning that is important to the student.

***Stop disorder at its origin.** Stop an argument or horseplay before it develops into worst actions, perhaps a fight. Immediately break up any groups who are congregating or students who are loafing.

***Recognize that a student's work is just as important to him as your work is to you.** To belittle the work or interest of a student may discourage him from coming to you for advice and counsel in the future.

***Do not assign schoolwork as punishment.** To punish one with a hard extra job in the place where he should be happy and constructively engaged is an error. To force a student to copy several pages of poetry as punishment for a misdeed will hardly help him appreciate poetry.

***Make no threats.** Threats are often difficult or impossible to carry out. Threats not carried out become meaningless in a short time and lower the student's respect for the instructor.

***Refuse to get excited over misdeeds.** It is literally fun to a class when a teacher gets excited. Theatre patrons pay admission to see the same comedy based on angry reactions from the quick temper to the slow burn. In short, don't allow students to get under your skin.

***Grades should not reflect inappropriate behavior.** Do not punish students for misbehavior by taking away points from their grades.

***The best classroom management is effective instruction.**

***Miscellaneous**

*Guest speakers must have the written approval of the Principal before being allowed to speak on the school campus.

*Classroom doors should be locked at all times when classes are in session.

*Former students are not allowed to visit teachers during school hours.

*SNE is a smoke free facility. There should be absolutely no smoking on these premises.

Effective Instructional Non-Negotiables

Teacher Instructional Focus:

- ✓ Lesson Plans submitted on the Google Drive by 12 noon every Friday.
- ✓ Intervention Plan documented on Intervention form weekly.
- ✓ Update your class webpage (bi-weekly)
- ✓ Utilize your daily planning to complete some of these requirements
- ✓ Response to discussion post weekly
- ✓ Read the principal's post
- ✓ Mind the schedule
- ✓ Limit worksheets

Student Instructional Focus:

- ✓ Progress Monitor students according to the calendar
- ✓ Elimination of snack time during the instructional day (snack is allowed only during recess)
- ✓ PLC meetings must occur every week
- ✓ Class/Family projects (aligned with standard being taught)
- ✓ Rubrics with assignments posted in hallway
- ✓ Update the student work in classroom and hallway
- ✓ Use data to drive instruction
- ✓ Lights on for instruction and student engagement
- ✓ Technology Accountability Document used weekly

Teacher Administrative Responsibilities:

- ✓ Complete a leave request sheet when absent
- ✓ Waiting for students at your door at 7:40 AM
- ✓ Contact parents for conferences
- ✓ Grades entered in Powerschool Weekly

✓
✓ **Technology Rotation – Week of May 29th**

	Math	Reading	Science	Social Studies
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Monday	Study Island 3.OA.5 and 3.OA.8 _____ *Complete 10 questions and record score	____Study Island 3.L.4a Practice		iXL – E.1 - Culture Score _____
Tuesday	Schoolnet -3.NF.2 _____ *Complete iXL practice	Study Island _____	Study Island – Science Review _____	
Wednesday	Study Island Practice – 3.NF.3 _____	Study Island Practice Quiz – _____ iXL – VV.1-Context		iXL – E.3 – State government Score _____
Thursday	Schoolnet -3.MD.7 _____ *Complete iXL practice	Schoolnet – 3.L.4a	Quia – Vocabulary _____	
Friday	Study Island Assessment – 3.OA.9 _____	Study Island Assessment – _____		iXL – E.5- Local government Score _____

✓ *When completed choose an additional skill from technology charts based on subject.

✓
✓

✓ **Technology Rotation – Week of May 29th**

Monday	Study Island 3.OA.5 and 3.OA.8 _____ *Complete 10 questions and record score	____Study Island 3.L.4a Practice		iXL – E.1 - Culture Score _____
Tuesday	Schoolnet -3.NF.2 _____ *Complete iXL practice	Study Island _____	Study Island – Science Review _____	
Wednesday	Study Island Practice – 3.NF.3 _____	Study Island Practice Quiz – _____ iXL – VV.1-Context		iXL – E.3 – State government Score _____
Thursday	Schoolnet -3.MD.7 _____ *Complete iXL practice	Schoolnet – 3.L.4a	Quia – Vocabulary _____	
Friday	Study Island Assessment – 3.OA.9 _____	Study Island Assessment – 3.RI.7 _____		iXL – E.5- Local government Score _____

✓ *When completed choose an additional skill from technology charts based on subject.



Scotland Intervention Block Lesson Plan Template 2017-2018



Teacher's Name: N.Y.

Support Personal: Grade: 3rd

Intervention Time:

Intervention Cycle for learning targets (dates): Fall 2

Math Groups (Monday, Wednesday)	Reading Groups (Tuesday, Thursday)
<p>Group 1:(161-170) Jaborie, Zymira*, Yahnasia* Jalen, Devon, Jacari Group 2: (171-180) Christopher, Kinzell, Malik, Jayonna, Evan, Nevaeh, Swanzetta, Jaden Group 3: (181-190) Zamiyanique, Kashmek, Serena, Na'Asia, Juana, Diego, Jamel, Qua'Zier, Rayshawn Group 4:(191-200) Jordan, Ny'Quaveon, Destiny, Kenasia, Makayla, Alyssa, Tianiajah, Carolina, Alex, Rekala, Markayla *No test scores Based on (what data?): MAP, and Weekly Assessments</p>	<p>Group 1: (159-170) Christopher, Zymira,* Yahnasia, Nevaeh, Jalen, Devon, Swanzetta, Diego, Jamel, Qua'Zier, Jacari Group 2: (171-180) Alyssa, Kashmek, Zamiyanique, Kinzell* Jaborie, Juana, Jaden, Rayshawn Group 3:(181-190) Destiny, Malik, Kenasia, Jayonna, Evan, Serena*, Alex Group 4:(191-200) Jordan, Makayla, Ny'Quaveon, Tianiajah, Caroline, Markayla (203) Based on (what data?): MAP, Reading 3D, and Weekly Assessments *Future planning to include STAR Reading Test</p>

<p>Group 1 Learning Target: <u>Numbers and Operations:</u></p> <p>*Adds 1 and 2 digit numbers with/without regrouping.(horizontally) *Subtracts 2 digit numbers with/without regrouping (horizontally) *Uses models to calculate whole number sums through 99. *Use strategies for addition facts</p> <p>Direct Instruction: Step by step procedure (Triumph learning Common Core Mathematics 3) Model,(I do), Guided (We do), Practice (You do) *Once the algorithms are mastered, add</p>	<p>Group 1 Learning Target: <u>Informational Text/ Vocabulary</u> (3.RI.1, 3.RL.1, 3.RI.4)</p> <p>Direct Instruction: Strategy for decoding, Question strategy, and Vocabulary</p> <p>Group Practice: Skilled response with strategic application of remediated learning target.</p> <p>Independent Practice: Word sort, quick write with illustrations, poster, or tri-fold.</p> <p>Assessment: Accelerated Reader with Student Portfolio, ELA/Reading Common Core, and Schoolnet</p>
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<p>word problems.</p> <p>Group Practice: Use the workbook for practice Working with a partner, students will complete practice.</p> <p>Independent Practice: IXL, Study Island, various apps for subtraction and addition.</p> <p>Assessment: Schoolnet, Common Core Math Sheets,</p>	
<p>Group 2 Learning Target: Number and Operations in Base Ten *Adds 3 digit numbers with/without regrouping *Subtracts 1,2,3-digit numbers with/without regrouping. *Use models to calculate whole numbers through 999. *Uses strategies for addition facts Direct Instruction: Model, (I, We, You) Use of technology</p> <p>Group Practice: Work with partner, or group and practice skill.</p> <p>Independent Practice: IXL, Study Island, various interactive websites and tutorials.</p> <p>Assessment: Schoolnet, Triumphlearning CC Assessment, Common Core Sheets</p>	<p>Group 2 Learning Target: Writing/ Informational Text/ Vocabulary</p> <p>Direct Instruction: Vocabulary in context, Reading selection with comprehension strategy for main idea and referring to text.</p> <p>Group Practice: Multiple meaning words, synonyms, vocabulary in context, informational reading selection, and</p> <p>Independent Practice: Accelerated Reader, vocabulary and comprehension strategy, Comprehension response for referencing text for answer. (3.RI.1, 3.RL.1, 3.RI.4)</p> <p>Assessment: k12 leveled reading comprehension with written response, Spectrum Vocabulary, Accelerated Reader, and Schoolnet.</p>
<p>Group 3 Learning Target: Number and Operations *Adds 3 digit numbers, with/without regrouping-sums under 1000. *Compares whole numbers through 9999 *Identifies the number that is less than a given number. *Performs mental computation with 2,3,4 addends. *Subtracts 2-3 digit numbers with regrouping. *Uses strategies for sums and differences with 2 digit numbers.(decompose, compatible, counting on, etc.)</p>	<p>Group 3 Learning Target: Writing/ Literature/ Informational Text/ Vocabulary (3.RI.1, 3.RL.1, 3.RI.2, 3.RL.2, 3.RI.4)</p> <p>Direct Instruction: Poetry, Vocabulary, Synonyms, Context Clues, Referencing Text (3.RI.1 and 3.RL.1)</p> <p>Group Practice: Students complete with Teacher progress monitoring and formative assessment of skill taught.</p> <p>Independent Practice: Accelerated reader, Study Island, Vocabulary Word Sort, and</p>

<p>Direct Instruction: Model, (I, We, You) concept. Use technology, tutorials, learning videos, etc. Step by step Instruction</p> <p>Group Practice: Work with a partner, practice and discuss</p> <p>Independent Practice: IXL, Study Island, Prepdog and other interactive sites</p> <p>Assessment: Schoolnet, Triumplearning CCpractice,</p>	<p>Quick write with illustrations.</p> <p>Assessment: Accelerated Reader, ELA/Common Core selections, Student Workbook skill set for Vocabulary in context, and Schoolnet.</p>
<p>Group 4 Learning Target: Number and Operation</p> <ul style="list-style-type: none"> *Adds multiple-digit numbers with sums less than 1000. *Add multiple-digit numbers with regrouping, with sums over 1000. *Multiplies 1 to 2 digit numbers *Perform mental computations with multiplication. *Subtracts 1,2,3-digit numbers with/without regrouping. *Use rounding to estimate answers to addition and subtraction problems. *Apply (CUBES) strategies for solving word problems. *Use strategies for sums and differences *Introduce fractions <p>Direct Instruction: On-line tutorial, Use the step by step approach-Triumplearning-CC</p> <p>Group Practice: Work with partners/group, write how to solve the problem, discuss what strategy would be the best to use.</p> <p>Independent Practice Use of Technology, workbook</p> <p>Assessment: Schoolnet, projects, various review checks</p>	<p>Group 4 Learning Target: <u>Writing/ Literature/ Informational Text/ Vocabulary</u></p> <p>Direct Instruction: Comprehension strategy, question stems, vocabulary in context, multiple meaning words, and leveled selections.</p> <p>Group Practice: Student monitored reading, written comprehension skill, and vocabulary – context clues.</p> <p>Independent Practice: ELA/Common Core workbook selections, Vocabulary skill builder online, Accelerated Reader practice</p> <p>Assessment: K12 Reader comprehension passages with written response, Spectrum Vocabulary, Schoolnet, and Accelerated Reader.</p>

<p><u>Materials Needed:</u></p> <p>Group 1: Grade 1-2 Common Core Workbooks manipulatives</p> <p>Group 2: Common Core Workbook, Math programs Anchor Charts</p> <p>Group 3: Common Core Workbook Anchor charts Apps for various standards</p> <p>Group 4 Common Core workbooks Apps for Numbers and Operations</p>	<p><u>Materials Needed:</u></p> <p>Group 1: - Accelerated Reader login - Vocabulary skill workbook – NC Common Core or aligned to Common Core, - Anchor chart and highlighters</p> <p>Group 2: - Accelerated Reader login - Vocabulary skill workbook – NC Common Core or aligned to Common Core, - Anchor chart and highlighters</p> <p>Group 3: - Accelerated Reader login - Vocabulary skill workbook – NC Common Core or aligned to Common Core, - Anchor chart and highlighters</p> <p>Group 4: - Accelerated Reader login - Vocabulary skill workbook – NC Common Core or aligned to Common Core, - Anchor chart and highlighters</p>
<p>Reflection (Note observations based on academics: misconceptions, learning patterns, learning styles, etc.)</p>	<p>Reflection (Note observations based on academics: misconceptions, learning patterns, learning styles, etc.)</p>

Halifax County Schools

Parent/Guardian Classroom Visits

Who May Visit: The right to observe a child's instructional program during classroom time resides solely with a child's parent, legal guardian, or foster parent and does not extend to grandparents, other interested close relatives, or caregivers.

Who May Be Observed: The sole purpose of a classroom visit by a parent is to observe their student and the instructional program being presented. At no time should a parent's motive for or focus of a classroom visit be to observe another student or students in the classroom. If the Principal has knowledge of or suspects that the focus of a parent's classroom visit is to observe another student, he/she reserves the right to deny a requested visit or to end a visit in progress.

Scheduling: Visits must be scheduled through the Principal for a time and date convenient to both the parent and the teacher. The parental observation date shall be within a reasonable time frame following the initial request. A request for a specific date must be made no less than 48 hours in advance. No visits will be allowed while students are participating in assessments, quizzes or tests.

Duration: To minimize potential interruptions and distractions during instructional time, the Principal reserves the right to limit the duration of classroom observations.

Conduct During Classroom Visitation: Parents visiting classrooms should arrange their schedules to enter and exit the classroom in a manner that would not interrupt the instructional activities in progress. While visiting the class, the teacher will designate an area for parents to sit, generally in the back of the classroom. (Parents are asked NOT to sit with their student as this could create an unnecessary disruption for other students.) Once in the classroom and seated, parents are asked to remain seated and refrain from interacting with students or the teacher unless the classroom teacher initiates the interaction. Unnecessary noise and /or movement must be kept to a minimum.

Parents wishing to discuss their students' behavior or academic performance after observing him/her during class should schedule a parent conference with the teacher. Parents who fail to observe the stated guidelines during their visit may be asked to leave the room if their presence or conduct unduly interferes with the orderly operation of the classroom. Any concerns or complaints may be addressed directly to the classroom teacher after regular school hours or to the Principal.

No Audio or Video Taping of Classroom: Video and/or audio recording of classroom visits by the parent or guardian is prohibited. Electronic devices which could be used to video or audio record should not be visible during the visit. Violation of this guideline can result in dismissal from the classroom visit, and/or school site.

School Administration: In certain cases, the Principal or his/her designee may also be in the room during the parent observation to protect the learning environment for all students.

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Assistant Superintendent: Tyrana Battle