

# The BOBCAT Staff Handbook

## School Information

Instructional Expectations  
*Needs district updates*  
Lesson Plans *needs district updates*  
Promotion & Retention (*needs the spreadsheet*)  
Classroom Expectations  
Transportation  
Dress Code  
Grading  
Calendar

## CURRICULUM AND INSTRUCTION

Canvas  
Child Nutrition  
Classworks  
Core Plans  
**CURSIVE HANDWRITING in Grades 3-5**  
District Collaborative Team Meetings  
for teachers  
Grading: K-2  
Grading: 3 - 5  
Grading: Resource  
Instructional Resources

## CURRICULUM AND INSTRUCTION

Intervention  
Individual Intervention Plans  
(IIPs)  
Instructional Frameworks  
Kindergarten Early Learning Inventory (ELI)  
mClass  
MTSS  
NC Check Ins  
Pacing Guides

## CURRICULUM AND INSTRUCTION

Professional Learning Communities  
Project Based Learning  
Reading Horizons  
Retention Process  
Seesaw  
STEM Initiative

## MTSS

Multi-Tiered System of Supports (MTSS) is a systemic, continuous-improvement framework in which data-based problem solving and decision-making is practiced across all levels of the educational system for supporting students.

Character Education  
Building Relationships  
PBIS  
TIPS

## Safety & Drills

Medical  
Emergency Drills  
Recess  
RAVE app

## Other Information

Bulletin Boards  
Celebrations  
Promoting Products  
Cafeteria  
Receipting Money (Judy will review)  
Building Access  
Copiers & Fax

## County & State Policies

Code of Ethics  
Code of Professional Practice  
Harassment  
Social Media Policy  
Restriction Upon Use of Force

## New Teachers

Buddy Teachers

Forms/Resources  
Master Schedule  
Yearly Duty Roster  
Rainy Day Dismissal  
Staff/Call Roster

## Attendance

Student Attendance  
Staff Attendance  
Leave Types  
Teacher Workdays

## Communication

Classroom Phones & Mailboxes (add code to disable)  
Student Led Conferences  
HOLD  
Email  
Cell Phone Usage

HOKE COUNTY SCHOOL BOARD POLICIES CAN BE FOUND BY [CLICKING HERE](#)