

SOUTHWEST EDGECOMBE HIGH SCHOOL

“Expect the Best”



**FACULTY AND STAFF HANDBOOK
2018-2019**

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INTRODUCTION

SouthWest Edgecombe High School is committed to providing a quality student centered environment for all of its students. We are fortunate to have a quality staff who continually strives to find new and innovative ways to meet the needs of all students.

This handbook defines the policies and procedures, which will be used at SWEHS during this academic year. **The content of this handbook is meant to be neither absolute nor complete.** This is a **living document** and you are invited to offer suggestions so that future editions may be more useful in helping us perfect a student-centered environment where everyone associates SWEHS with the concept of Quality.

THE PRINCIPAL'S VISION

Education is no longer simply content facts that we are in charge of teaching our students, and teachers are no longer just content experts to provide those facts. We, as educators, must facilitate learning by expecting students to think for themselves and take ownership for their own learning. These skills are crucial for students to be productive citizens in our dynamic society. For educators, we are not only investing in the students' future, but we are investing in our own. We will be directly impacted by our efforts, successes, weaknesses, and failures by the future actions of those whom we educated. Therefore, we must step up to the challenge of thinking outside the box to prepare students to function successfully in a world where there are no limits.

We, at SouthWest Edgecombe, will come together to meet this challenge, and we will prepare our students to be the best they can be! Expect the best!!!

EDGECOMBE COUNTY PUBLIC SCHOOLS' VISION & MISSION

Vision: All ECPS scholars will graduate prepared to design their own futures, navigate change, and make the world a better place.

Equity Vision: ECPS will be a place where opportunities are no longer predicted by social, cultural, or economic factors.

Mission: We promote a community of learning that gives our students an "EDGE" in pursuit of the graduate aims:

- Empowerment
- Determination
- Growth Mindset
- Exposure

SOUTHWEST EDGECOMBE HIGH SCHOOL'S MISSION STATEMENT

All stakeholders plan, share, and implement our best practices that result in academic achievement and a safe, caring, and orderly environment.

SOUTHWEST EDGECOMBE HIGH SCHOOL'S VISION

All student will learn. All teachers will teach. Parents and community will be supportive. Everyone will be accountable.

2018-19 SCHOOL GOALS

- All faculty and staff will enforce all rules, expectations, and board policy that align with the school's mission and vision statements.
- All school staff will maintain and exemplify professionalism, integrity, and high ethical standards.

2018-19 INSTRUCTIONAL GOALS

- To understand and successfully implement the Common Core and Essential Standards.
- To utilize technology as a tool to enhance instruction, not to replace it.
- To improve student performance, we will customize, implement, and sustain a lesson plan template and assessment format for teachers and students that will make a connection between lesson planning, instructional delivery, and assessments.

2018-19 SCHOOL IMPROVEMENT TEAM

Dr. Tara Parker	Administration
Shavon Brown	Administration
Dominique Manson	Administration
Jennifer Savage	Chairperson / Process Manager
Alaina Ritter	History
Charles Griffith	Math
Shanna Shoemaker	English
Alison Baker	Science
Georgia James	CTE
Wayne Holloway	Electives
Wilma Cale	EC
Rose Harrison	Classified
Robin Amerson	Parent

PROGRESS REPORTS & REPORT CARD DATES

Progress Reports

September 13, 2018
October 23, 2018
November 29, 2018
January 28, 2019
March 11, 2019
May 7, 2019

Report Cards

October 9, 2018
November 13, 2018
January 10, 2019
February 21, 2019
April 11, 2019

GENERAL EXPECTATIONS

If we are to be successful in our goal of providing students with the educational and social skills they need, there are certain things we must understand. **The most important thing is that we are professionals, and we should conduct ourselves as professionals at all times.** We know that differences may arise among faculty and staff members, students, parents, district personnel or any combination of the above. These differences must be handled in a manner that will not reflect negatively on the integrity of the school day.

Secondly, we must protect the integrity of the school day at all costs. We must make sure that time is spent wisely for the purpose of educating our students. This means that professionals will leave their teaching stations only when it is absolutely necessary. It also means that professionals should not hinder the instruction of other professionals by causing them to take unnecessary time away from their class. Staff members should also protect the integrity of the school day by not allowing parents or others to use instructional time for unscheduled conferences.

Staff planning days or workdays are school days for professionals, the same as days when students are present. Therefore, the integrity of workdays should be protected and used for the purpose for which they were designed. Employee's children should not be brought to school on workdays.

PUBLIC RELATIONS

SouthWest Edgecombe High School is as effective as the public perceives it. It is the responsibility of all faculty, staff, and administrators to serve as positive public relations representatives for SouthWest Edgecombe High School. A positive image should be projected to the public at all times.

ASSEMBLIES

All students will be eligible for all assemblies. It will be the responsibility of the teacher to prepare their classes for assemblies. Positive and courteous behavior is expected and anything less should be handled as a disciplinary matter. Each class will enter the gym and sit in the designated area of the bleachers. Teachers are expected to sit with their students. All teachers should be present to help supervise all assemblies and encourage appropriate behavior. **During pep rallies, students are expected to remain in the bleachers until further directed by the teacher.**

HALL PROCEDURES

It is the duty and responsibility of the teacher to maintain orderly, quiet hallways. It will be considered a reflection of the teacher's management of student behavior. ***Teachers should only use official school hall passes that document the time, destination, and date on them.***

RESTROOM PASSES

Students have ample time to use the restroom before 7:35, within the four to five minute class change between classes, during lunch, and at the end of the day. **Teachers will allow restroom breaks during class time in emergency situations only.** Additional bathroom requests will require the student to provide documentation from a physician.

FUNDRAISING PROCEDURES

No staff member will initiate any SouthWest Edgecombe High School fund raising event **without the prior approval of the Principal.** Staff members can obtain approval for their clubs, athletic teams, etc. to raise funds by completing a *Request for Fund Raising Project Form* and submitting the form for approval by the principal. All fundraisers must be approved by the Board of Education. The club or athletic sponsor for the fundraiser must follow the Receipt and Deposit procedures for Edgecombe County Public Schools.

WORK HOURS

All teachers are expected to arrive at school by 7:15 a.m. unless you have a morning duty. Teachers on duty should report to their morning duty station by 7:05 a.m. Teachers will remain at school until 3:10 pm unless an after school meeting has been scheduled. Teacher assistants are required to work an eight-hour day. In case of personal emergencies, the principal may approve a request for an individual to leave early. All classified employees will be required to work eight (8) hours per day unless different work hours were established upon initial employment.

Classified employees who drive a bus will be paid extra pay only for the time beyond their eight-hour work day.

FEES OWES LIST

Students who are delinquent in paying fees are placed on a "Fees Owed List" that is compiled in the main office. Teachers should make every effort to collect money that is owed the school before including the student on the "Fees Owed List". The "Fees Owed List" lists the student's cumulative debts over the course of their high school career. **These debts must be satisfied before the student can participate in the prom, graduation ceremonies or before the student's transcript is released to any individual, college, business or other organization.** Teachers are to submit fees owed to Mrs. Harrison. Teachers should immediately notify Mrs. Harrison of any student indebtedness that has been satisfied by the student. Updated "Fees Owed Lists" will be periodically

e-mailed to the faculty. **This list will include all debts including lunch, media, athletics and any others that arise.**

Senior homeroom teachers should remind seniors not to delay paying their fees, but to handle these matters immediately. Failure to satisfy their indebtedness to the school could jeopardize their participation in graduation exercises. When students withdraw from school, faculty members should make certain to list on the student's withdrawal form, any current fees owed that have not been reported to the main office and incorporated on the "Fees Owed List".

LEAVING CAMPUS

No employee is to leave the school grounds between 7:15 a.m. and 3:10 p.m. **without approval from the administration.**

COMMUNICATION: FACULTY MEETINGS AND ANNOUNCEMENTS

School-wide meetings will be held on Wednesdays of each month. **All faculty meetings are mandatory unless excused by the principal. This INCLUDES coaches who are a part of the faculty.** The majority of communication between administrators and faculty members will be on a one-on-one basis, through e-mail, and use of memorandums. **All staff members are expected to check their email at least three times each day (morning, noon, and afternoon).**

Please set aside Wednesdays on your schedule in the event that a faculty meeting is scheduled or called at the last minute.

Use of the intercom disrupts classes and will only be used when necessary. A designated time for school-wide announcements will be announced at the beginning of the year. If you wish to have an announcement made, please secure an announcement form from the front counter, complete it, and submit it to Mrs. Killebrew.

WEDNESDAYS

We will reserve Wednesdays throughout the year as meeting day. Please do not make any appointments or plans for this day. Any personal business scheduled on Wednesdays should be approved by Dr. Parker **in advance** or you will be asked to reschedule. However, the majority of our business meetings will occur during planning periods.

1st Wednesday: School Improvement Team Meetings

2nd Wednesday: Staff Meetings

3rd Wednesday: Committee Meetings (Attendance, SSMT, PBIS, etc)

4th Wednesday: OPEN

STAFF ABSENCES

It is important that we, as school staff, set a good example for students. **Therefore, we ask that you only be absent when absolutely necessary. We also ask that you have detailed lesson plans with all needed materials for your substitute.**

Teachers will be responsible for logging their absences in the Aesop, the district's Substitute system.

State regulations specify the following legitimate reasons for employee absences.

1. Personal illness
2. Illness of a member of the employee's immediate family who requires the personal attention of the employee
3. Death of a near relative
4. Attendance at a professional meeting that has been approved by the principal
5. Personal leave (Must notify the principal at least 5 days in advance)

Only emergency absences are allowed before or after a holiday.

LESSON PLANS

Each teacher must prepare a written lesson plan **for each class** on a daily basis. This plan should be clear enough that another teacher could follow it in emergency and coverage situations. Lesson plans are very important and will be a part of your evaluation process. Lesson plans should be prepared weekly and placed in your data notebook for review by administration during observations and walkthroughs. **Please have all plans in your data notebook each Monday before 8:00 A.M. for the upcoming instructional week. Administration will be asking certain departments to turn in lesson plans ahead of time so that we can offer you detailed feedback before implementing the plans.**

The following items should be given consideration in planning:

- The Common Core or Essential Standards should serve as an aid for minimum requirements in each subject as you plan activities and unit work. **GOALS AND OBJECTIVES FROM THE COMMON CORE BEING ADDRESSED SHOULD BE DOCUMENTED.**
- You should constantly evaluate your plans. It is expected that they show evidence of very careful organization and execution on your part.
- Lesson plans should reflect a teacher's awareness of the need to change activities frequently and to have students actively involved in learning to increase the rate of student success.

- Each of your daily lesson plans should include the Common Core objective, planned activities with intervals of time, and how you will measure the outcome. Focusing on what the students will be doing rather than what the teacher will be doing will help ensure the role of student as worker in addition to your role as a preparer and facilitator of quality work.

Incomplete lesson planning or lack of lesson planning on the part of the teacher will be reflected in classroom management and in the teacher's evaluation.

SECURING SUBSTITUTE TEACHERS

Throughout the course of the year, the role of substitute teachers will be crucial in our school obtaining its goals. This is a very tough job and it is extremely competitive getting the best substitutes into our school. Therefore in an effort to assist them, all teachers are asked to leave detailed lesson plans if they are absent. **Please include class lists, daily schedules, duties, and any other pertinent information that you think would be helpful. Have these items in a clearly identified folder in your mailbox or on the corner of your desk.** These lesson plans should be aligned with the current topic of study. You should only include videos that relate to the unit of study. All lesson plans should be designed so that a substitute teacher can easily follow your plans.

It will be assumed that teachers will be present the morning after an absence unless an administrator receives notice to the contrary.

Teachers should **NOT** leave their grade books for substitute teachers to use.

- Remember to write substitute plans in a way they can be understood. Be aware that substitutes are not always teachers and may not know our educational jargon. Prepare more than enough for the students to do.
- Put your discipline plan with the substitute plans and offer several alternatives other than taking your students to the office. Work out a sharing program with another teacher for the substitute to use. Let the other teachers in your department know you will be out and ask them to assist the substitute. A lot of our substitutes only know to send students to the office when they have trouble with the class. **Please leave them other alternatives as well.**

EMERGENCY LESSON PLANS

Each teacher is expected to have a contingency plan that could be used on any given day in the event of an emergency, prepared, and submitted to Ms. Brown no later than September 14, 2018. **This should be done within the first three weeks of each semester.** Additional information that a substitute would need, such as a schedule of your classes, teacher's duty schedule, class rosters, seating charts, classroom and school discipline plan, etc. should be included. These plans will be used in case of an emergency only, such as a car accident. Also, make sure you include your crisis plan procedures. Emergency lesson plans are not for regular staff absences.

ABSENCE OF THE PRINCIPAL

When it is necessary for the principal to be away from campus, the assistant principals will act on her behalf. The assistant principals and the principal's administrative assistant will know of the principal's location and how to contact her.

FACULTY DRESS CODE

All employees should dress in a professional manner. Your dress is a direct reflection of how you are perceived by parents and students.

EMPLOYEES' RESPONSIBILITY WHILE ON LEAVE

If the employee takes any type of a leave of absence or maternity leave and a non-certified substitute teacher is employed, the employee is responsible for the following:

- All lesson plans should be left for the substitute in a detailed manner.
- Lesson plans must be prepared for each day the employee is on leave
- Grades are the responsibility of the employee on leave.
- All test papers are to be graded by the employee on leave.
- All report cards, progress reports, etc., are the responsibility of the employee on leave.
- All student records, six- week reports, semester and end-of-the-year reports, and all record keeping are the responsibility of the employee on leave.

If the employee on leave of absence or maternity leave takes a different type of leave through the Family Medical Leave Act that allows the employer to hire a certified teacher to fill the interim position, the employee is not responsible for any of the lesson plans, grades, or reports previously mentioned.

MESSAGES - TEACHERS

Any messages that are received for teachers by the office staff will be placed in your box. All emergency calls will be sent directly to you. Therefore it is important that you check your voicemail periodically throughout the day. **Staff members should respond to all messages, voicemails and emails, within 24 hours of receipt of them.**

INCLEMENT WEATHER

At certain times during extremely inclement weather, it is necessary to suspend the operation of schools in Edgecombe County, or if they are already closed to postpone the opening. This is usually done only at times when accumulations of snow or ice are on the roads which are traveled by school buses or due to other emergency conditions.

Prior to making a decision to close schools, weather officials are consulted, and school transportation and highway officials check the roads to determine safety for school buses.

If a decision is then made to close the schools, a Connect Ed message will be sent out by telephone and the following TV and Radio Stations are notified as soon as possible:

Radio:

WCPS – TARBORO
WCEC - ROCKY MOUNT
WEED - ROCKY MOUNT
WGTM - WILSON
WRMT - ROCKY MOUNT
WRSV - ROCKY MOUNT

TV:

WNCT - GREENVILLE
WITN - WASHINGTON

If school is to remain closed on another school day, the same stations will be notified. If no announcement is made, you may reasonably assume that schools are operating as usual. An exception, of course, would be a loss of telephone or electrical communication that could prohibit our contacting the stations.

If weather conditions warrant a delayed opening, school begins at 9:35 a.m. (2 hr. delay) or 10:35 a.m. (3 hr. delay) and dismiss at the usual time. In the event we are opening on a delayed schedule, it is very important that all buildings be open and that adequate supervision be provided for students who must arrive early due to family circumstances.

Bus drivers will adjust their departure time to coincide with the delayed opening for schools.

Whenever school is dismissed during the day, the faculty and support personnel will be excused at the regular hours unless special notification is received from the Superintendent's office. Every effort will be made to ensure the safety of all personnel.

Per the policy, if the school is closed, all school activities are automatically canceled.

Please do not call the central office or schools since unnecessary phone calls serve only to tie up telephone lines and slow down the process of getting news to proper authorities who can then notify the public.

Your assistance in following this procedure will be greatly appreciated.

TEACHER EVALUATION

There will be classroom visits, observations, and evaluations made of each teacher at SouthWest Edgecombe High. A uniform county-wide evaluation system will be established. Management of time, student involvement and monitoring of student performance are also essential criteria for effective teacher performance.

TEACHER PREGNANCY

Any teacher who becomes pregnant and wishes to apply for maternity leave shall apply in writing to the principal. At this time, the terms of the leave will be discussed and forwarded to the Central Office.

TEACHER DUTIES (115C-307)

(a) **Maintain Order and Discipline.** - It shall be the duty of all teachers, including student teachers, substitute teachers, voluntary teachers, and teacher assistants when given authority over some part of the school program by the principal or supervising teacher, to maintain good order and discipline in their respective schools.

(b) **To Provide for General Well-Being of Students.** - It shall be the duty of all teachers, including student teachers, substitute teachers, voluntary teachers, and teacher assistants when given authority over some part of the school program by the principal or supervising teacher, to encourage temperance, morality, industry, and neatness; to promote the health of all pupils, especially of children in the first three grades, by providing frequent periods of recreation, to supervise the play activities during recess, and to encourage wholesome exercises for all children.

(c) **To Provide Some Medical Care to Students.** - It is within the scope of duty of teachers, including substitute teachers, teacher assistants, student teachers or any other public school employee when given such authority by the board of education for its designee, (i) to give emergency health care when reasonable apparent circumstances indicate that any delay would seriously worsen the physical condition or endanger the life of the pupil, and (ii) to perform any other first aid or life-saving techniques in which the employee has been trained in a program approved by the State Board of Education: Provided, that no one shall be required to administer drugs or medication or attend life saving techniques programs.

Any public school employee, authorized by the board of education or its designee to act under (i), (ii), above, shall not be liable in civil damages for any such authorized act or for any omission relating to such act unless such act or omission amounts to gross negligence, wanton conduct or intentional wrongdoing. Any person, serving in a voluntary position at the request of or with the consent of the board of education or its designee, who has been given the authority by the board of education or its designee, who has been given the authority by the board of education or its designee to act under (i) above shall not be liable in civil damages for any such authorized act or for any omission relating to such act unless the act amounts to gross negligence, wanton conduct or intentional wrongdoing.

At the commencement of each school year, but prior to the beginning of classes, and thereafter as circumstances require, the principal of each school shall determine which persons will participate in the medical care program.

(d) **To Teach The Students.** - It shall be the duty of all teachers, including student teachers, substitute teachers, voluntary teachers, and teacher assistants when given authority over some part

of the school program by the principal or supervising teacher, to teach as thoroughly as they are able all branches which they are required to teach; to provide for singing in the school, and so far as possible to give instruction in the public school music.

(e) To Enter into the Superintendent's Plan for Professional Growth. - It shall be the duty of all teachers, including student teachers, substitute teachers, voluntary teachers, and teacher assistants when given authority over some part of the school program by the principal or supervising teacher, to enter actively into the plans of the superintendent for the professional growth of the teachers.

(f) To Discourage Non-attendance. - Teachers shall cooperate with the principal in ascertaining the cause of non-attendance of pupils that may report all violators of the compulsory attendance law to the school social worker in accordance with rules promulgated by the State Board of Education.

(g) To Make Required Reports. - Every teacher of a public school shall make such reports as required by the boards of education, and the superintendent shall not approve the vouchers for the pay of teachers until the required monthly and annual reports are made: Provided, that the superintendents may require teachers to make reports to the principals. Provided further, that any teacher who knowingly and willingly makes or procures another to make any false report or records, requisitions, or payrolls, respecting daily attendance of pupils in public schools, payroll data sheets, or other reports required to be made to any board or officer in the performance of their duties, shall be guilty of Class 1 misdemeanor and the certificate of such person to teach in the public schools of North Carolina shall be revoked by the Superintendent of Public Instruction.

(h) To Take Care of School Buildings. - It shall be the duty of every teacher to instruct children in proper care of property and to exercise due care in the protection of school property, in accordance with the provisions of G.S. 115C-523. (1955, c. 1372, art. 17, ss. 4, 6; 1959, cc. 1016, 1294; 1969, c. 638, ss. 2, 3; 1971, c. 434; 1981, c. 423, s. 1; 1985, c. 642; c. 686, s. 2; 1989, c. 585, s. 4; 193, c. 539, s. 884; 1994, ex. Sess., c. 24, a. 14(c).)

TEACHER RESPONSIBILITIES

- Teachers are asked to check their mailboxes and ECPS email at least three times daily (morning, lunch, and afternoon). It will be very important that each staff member keeps his/her mailbox clean and neat.
- Try to keep your rooms as clean and orderly as possible to help the custodians in their work. **Do not allow eating in the classrooms.** Make your room as attractive as possible. This includes the use of appropriate bulletin boards in relation to your subject.
- Teachers are to align their curriculum with the objectives of the Common Core and Essential Standards. A list of objectives, skills, teaching strategies, time tables, assessment and resources should be available to the administration.
- If you need any work completed by maintenance, please complete a Work Order form and submit it to Mrs. Harrison.

- Teachers need to make sure they teach objectives for end-of-the-year tests to ensure higher success rates.
- Teachers **will stand** at their doors during class change to maintain hall order.
- Teachers are required to provide an accurate reporting of student absences.
- Teachers will be expected to be in their classrooms when the bell rings. No teacher is to **dismiss class early**. If the bell does not ring, notify the office and an announcement will be made.
- **No class, club, or group is to have a party/cookout without permission from administration.** No class, club, or group is to order soft drinks or related items for consumption at school without permission from the administration.

ADMINISTERING MEDICINES

If a child must be given medication during school hours, the principal will designate two or more office support staff members to administer medication to students during school hours. The principal will assure that designated staff members receive appropriate training on administering medication. Teachers will not be asked to administer medication except in special circumstances and after receiving appropriate training. Medication will be administered in accordance with the guidelines as outlined in Board policy.

PROVIDING EMERGENCY HEALTH CARE

At the beginning of each school year, prior to the beginning of classes, and thereafter as circumstances require, the principal shall designate staff members to participate in the medical care program. Such persons will provide emergency health care as needed.

CAFETERIA REGULATIONS

Please go over the following cafeteria rules with your students, which are also printed in the student handbook:

- Walk to and from the cafeteria.
- Put trash in proper containers.
- Keep the floor and tables tidy.
- Students are not to "cut in line".
- Do not sit on tables.
- Talk and laugh quietly.
- Only the student to whom that number has been issued can use it.
- Use of cell phones is only permitted in the cafeteria during Breakfast and Lunch times only.

Teach students that a daily part of eating in the cafeteria is cleaning up after themselves. Leadership is by example. Please practice this approach in your work throughout the building.

All cafeteria questions or concerns need to be directed to the cafeteria manager.

SOCIAL NETWORKING

All staff members are **discouraged** from interacting with students on social networking sites such as Facebook, Twitter, Snapchat, Instagram, etc. You are also discouraged from calling or texting students' personal cell phones. There are secure programs for texting student assignments. **DO IT AT YOUR OWN RISK!!**

GRADES AND CLASS RECORD BOOK

Each teacher will be required to maintain class records/grades for the entire school year. As professionals, we are expected to maintain a high level of efficiency in all of our work. Teachers are to record all grades regularly and accurately.

Every teacher will record a sufficient number of grades each marking period to give a true picture of each student's progress. If subjective judgments of things like class participation are to be considered part of the grade, they are to be identified as to the date recorded and the nature of the evaluation.

The class record/grade book will contain an explanation of the teacher's method of grading. The explanation will include information regarding the nature of the evaluation methods used (test, quizzes, class work, etc.), the method of averaging utilized and the relative importance of each grade for any two people to look at the grading explanation and the grade book and arrive at the same final average.

Due to the importance of grading in the academic area, every teacher is expected to be able to justify every evaluation with sufficient records. The teacher should bring his/her grade/record book to all parent-teacher conferences, and there should be enough tests, class work and/or homework grades to justify the report card grade.

Tests are to be graded as soon as possible. They are to be returned to the students for discussion. The teacher may collect tests again and file them for possible parent conference.

Under no circumstances should an academic average be lowered arbitrarily because of poor citizenship.

There will be three (3) grading periods in both semesters, each consisting of approximately six (6) weeks. The grades assigned for each period are for that period only; they are not cumulative.

1. Progress reports will be issued for each class according to the Edgecombe County Public Schools' calendar. Any teacher who anticipates a deviation from the County's progress report schedule should contact the principal at least three (3) days before the reports are to be distributed.

2. It is each teacher's responsibility to prepare the progress reports carefully for every student and indicate to parents those students who may be heading toward failure. In this way, the parents will have ample time to meet with the teacher and to prevent failure in many cases.
3. No average below 50 should be submitted for the first marking period in each semester. In other words, if a student fails a course with a grade between 0 and 49 for the first marking period of a semester, a grade of 50 will be awarded. However, each teacher should note the student's actual grade in the record/grade book.

DANCES, ATHLETIC EVENTS, AND OTHER AFTER-SCHOOL ACTIVITIES

Students are reminded that they are responsible for their own actions at all after-school activities (Dances, Athletic Games, Concerts, etc.). A student will be disciplined for any infraction of the Student Code of Conduct that occurs during these after school activities and face possible restriction from attending school-sponsored events and suspension from school.

FINANCIAL PROCEDURES

Bookkeeping, purchasing, and financial procedures are perhaps the most supervised, audited, and legislated areas in the operation of our school. Accuracy is essential.

Collecting and Receipting Money

- All school money is to be turned in to the school treasurer. When turning in money, you must have your receipt book and money counted.
- State law requires that teachers turn in money to the treasurer on the same day that the student's receipt is dated. You must turn in all monies by 1:00 p.m. each day. The daily school deposit will be done at this time; therefore, absolutely no money will be accepted or receipted after this time. All receipts must be written and signed by the authorized teacher only.
- If it is not practical for money to be turned in at the time of collections, it must be placed in a locked depository bag and stored in the night depository for safekeeping until the next working day. The receipts must be dated for the day the money is turned in.
- Do not leave money in your classroom or take home overnight because you are personally responsible. It does not matter if it is \$1.00 or \$1,000.00. You are responsible.
- **Never send money to the office with a student. Only teachers may turn in money to the school treasurer. Teachers are responsible for all money until a receipt is given to them by the bookkeeper. All money turned in must be counted in front of the teacher.**
- Make sure you sign your receipt books in and out and initial the Receipt Book Log.
- When writing receipts, tear out the white sheet and leave the yellow sheet in the book. If you void a receipt, you must have both the white copy and the yellow one. Write VOID on both items and staple the two together.

- One receipt book must be completely used before starting a second one. When a receipt book has been closed out, it should be turned in to the bookkeeper. Teachers should never share receipt books with anyone.
- Collected funds cannot be used to cash personal checks for employees or students.
- Two-party and/or second-party checks will not be accepted.

If it is found that money is being held or improper procedure is consistently being used, Board policy stipulates the following:

- ✓ The school treasurer is required to notify the principal immediately when any teacher fails to submit collected money on the required daily basis.
- ✓ The principal will submit a written reprimand to the teacher.
- ✓ After the second reprimand, the teacher will be cited for insubordination.
- ✓ If the problem continues, the principal will recommend disciplinary actions.

Authorizing Expenditures

The following procedures must be followed whenever a purchase needs to be made using club, athletic, grant, and/or departmental funds:

- Before ordering or buying anything, you must verify that funds are available in your account and request a purchase order from the school treasurer. All purchases made for the school must have a purchase order signed by the principal. After the principal approves the purchase, bring the original purchase order back to the bookkeeper and she will assign a Purchase Order Number. Please do not call in any orders without a purchase order number. **SouthWest Edgecombe High will not be responsible for any purchase made without an authorized, numbered purchase order.**
- Adequate funds must be available in club or departmental accounts before a check will be written. No checks will be written from a fund with a negative balance without prior approval from the principal.
- If you need to have a check written, please notify the school treasurer at least five (5) days in advance (only exception: athletic games). No checks will be written without prior approval from the principal.
- A signed invoice and approved, numbered purchase order is required to verify all expenditures of school funds. If an invoice is not available, a memo from the person requesting the check will be sufficient. It must state the purpose of the check, the amount of the check, and from which funds the check will be drawn.
- **Do not expect reimbursement for personal purchases or purchases that do not follow this procedure. State law forbids reimbursement of purchases made outside of these procedures.**

District Funding from County Allocations

- To utilize county funds, you must fill out a requisition, get it approved with the proper budget code and submit it to the school treasurer for entry into the LINQ system.

- As soon as the district finalizes school allocations, you will be notified as to how much money is available for each department to spend.
- Remember, these funds pay for professional leave, substitutes, travel reimbursement, copier supplies, instructional supplies and any other departmental activity requiring funding.
- Warehouse orders are placed quarterly and are submitted each March for the following school year.
- If something is needed outside of your yearly order, contact the school treasurer.
- Never call in your own order.

Travel Reimbursement

- A “Prior Approval Form” must be filled out and approved before the trip is taken. Please fill out prior approval forms at least 2 weeks before the trip, so the bookkeeper can get them back from the county office on time.
- Travel reimbursement request forms must be submitted on a monthly basis.
- Submit the original travel form to the treasurer; copies and faxes are not acceptable
- A separate form must be submitted for each calendar month.
- Regular travel and staff development reimbursement requests should be submitted on separate forms.
- The current mileage reimbursement rate will be provided by the Central Office.
- Reimbursement request forms must be properly coded and signed by the employee and principal.
- Travel reimbursement forms must be totaled, and the total must be put in the “Total Expense to be Reimbursed” box.
- Coaches are not eligible for reimbursement for travel for their sporting event.

Valuables

Keep purses, money, and mobile phones locked away at all times, even during class when you are in the room.

Fundraising Procedures

- Prior to order, a “Request for Fundraising Project” form should be secured from the bookkeeper
- The sponsor should complete the form in detail and give it to the bookkeeper. The fundraiser is not approved until the principal has signed it and the Board of Education has approved it.
- After approval, a requisition must be completed and then the order may be placed.
- When completing the “date of activity” portion, allow ample time to complete the project. The project must be completed by the date that is written on the form.
- An account will be established by the bookkeeper. You personally must receipt all money received.
- Individual student records for fundraisers must be turned in with the summary sheet.

- *IF THESE PROCEDURES ARE NOT FOLLOWED, THE INDIVIDUAL TEACHER WILL BE RESPONSIBLE FOR THE BILL.*

USE OF TELEPHONE (INCLUDING EXTENDED DIALING)

It is understood that from time to time it is necessary to place business related long distance phone calls and this is completely acceptable. However, when you need to place a personal long distance phone call, please use your cell phone.

DAILY ABSENTEE REPORT

The absentee report is most essential in checking for skippers and the accuracy of this report is crucial. The administration asks that you take attendance at the beginning of each class to ensure that your rolls are checked and all absentees listed. Teachers are asked to have all attendance completed by 2:00 p.m. daily so that the Powerschool Manager can print the daily reports as required by Central Services.

CARE OF ROOMS

Teachers and students should work together to keep a clean and attractive room.

- If you have something that you do not use, throw it away.
- Floors should be free of litter at all times.
- Bookshelves, desks, and files should have a neat, organized appearance.
- At the end of the day, all windows are to be closed, and doors should be securely closed and locked.
- No eating allowed in classroom unless medically necessary.
- If something is spilled on the floor, get it up immediately. Get the help of a custodian if necessary.
- Use bright colors to decorate classrooms and bulletin boards.

STUDENT DISCIPLINE: GENERAL GUIDELINES

SUPERVISION

Supervision is a must! Undesirable things are more likely to happen when students are without it. We are responsible for students from the time they arrive at school until they leave. The questions that administration has to answer if a child is hurt are: Where was the teacher? Why wasn't the teacher with them? Who was there? How did it happen? We must be able to answer these questions satisfactorily.

DISCIPLINE

“NOTHING IMPROVES A CHILD’S HEARING MORE THAN PRAISE”

Effective discipline centers around effective relationships, stimulating lessons, and high-time on task. Whenever possible, try to incorporate technology into your lessons. Students love technology and **students who are actively engaged do not cause problems**. Also, if the student likes the teacher then the student will not cause a problem for the teacher regardless of the lesson. I feel there are three things that you can do with a problem: 1- ignore it, 2-remove it, 3-solve it. In education, we cannot ignore problems because of the effect on other students and accountability. If the problem is removed, then it will return. Effective discipline centers on solving problems and the reasons why the behavior is occurring.

There is a difference between discipline and punishment.

MOTIVATION

The key to motivation is building effective relationships. The teacher must be one of the top four or five reasons why the student attends school and performs well. Motivation is a must for effective teaching, learning, and discipline. Teachers should use varied techniques. There is something that will interest each child. Discover what it is and use it to help you teach and to help the student to learn and to eliminate discipline problems before they occur.

Discipline Referral Process

CLASS LEVEL DISCIPLINE

The School Improvement Team has developed a building level discipline plan. This plan should contain several steps to recognize misbehavior. Parent contact is included in the plan. Before classroom discipline referrals will be processed, the parent must be contacted, unless it is a spontaneous incident that requires immediate attention by an administrator. Also, steps must be in place and adhered to before students can be sent to Chill Out.

General Rules:

- Describe the incident in detail, but do not write a narrative, do not use two referrals, the back of the referral or the sides of the referral to complete details
- Keep in mind that once you write a referral, you may see it again in court
- Each parent will receive a copy of each referral so be careful with grammar
- Always one referral per student (Ex. Three students fighting = Three separate referrals)
- A discipline file will be kept on each student who receives a referral
- **Do not use another student’s name on a referral (Ex. John Doe’s official referral but in describing the incident “John hit Bud while he was walking”).**
- Administrator may ask you to rewrite the referral if it is not correct
- Discipline referrals will be handled before the student returns to a teacher’s class or contact will be made with the teacher.

Chill Out Referral

- Student misbehaves and teacher discipline plan is implemented. Classroom discipline plan decided upon by the School Improvement Team includes:
 1. Verbal Warning
 2. Teacher Conference
 3. Chill Out Referral

This plan should be put into action before a Chill Out referral is to be processed.

- Teacher completes referral with explanation of infraction and sends it with the student to Chill Out. The teacher will contact Chill Out to let the coordinator know the student is on the way, and gives the student a class assignment to complete for the rest of the class.
- Chill Out Coordinator will handle the referral.
- A copy of the referral will be placed in the student's discipline folder.

Office Referral

- Student misbehaves and teacher discipline plan is implemented, which includes a parent contact.
- Teacher completes referral with explanation of infraction and gives it to the appropriate Administrator. If possible, please keep the student in your room, turn in the referral when you have an opportunity and administration will handle it. If it is necessary for the student to leave your classroom, send him/her to the office, and call the front office to let the administrator or secretary know the student is on the way.
- Administrator will handle the referral.
- A copy of the referral will be given to the student. The teacher will get a completed copy of the referral, and a copy will be placed in the student's discipline folder.

IN SCHOOL SUSPENSION

- In School Suspension (ISS) will be assigned for the entire day.
- Students assigned to ISS must report to the designated area on time or will be given a tardy
- Students must have assignments with them or assignments must be sent by the teacher.

SouthWest Edgecombe High School

Student Consequence Chart

Student Name: _____			Grade: _____	HR Teacher: _____		
Bus Referrals	Tardy Referrals	Chill Out (Period Detention)	Level 1	Level 2	Level 3	Consequence
						1 Day ISS
						1 Day ISS
						2 Days ISS
						2 Days ISS
						3 Days ISS
						4 Days ISS
						5 Days ISS
						3 Days OSS – Possible Long Term Recommendation
						5-10 Days OSS – Possible Long Term Recommendation
						5-10 Days OSS – Possible Long Term Recommendation
						5-10 Days OSS – Possible Long Term Recommendation
						5-10 Days OSS – Possible Long Term Recommendation
						10 Days OSS – Possible Long Term Recommendation

Parent meeting Date: _____

Administrator: _____

BIP Meeting Date: _____

Administrator: _____

*Students can only be assigned to Chill Out six times per semester. Upon the 7th Chill Out referral, all infractions will be written as an office referral.

SWEHS CONSEQUENCE CHART

The consequence chart denotes the severity of the infraction and the consequence applied. Level one is interpreted as minor disruption and disrespect infractions, etc.; level two is interpreted as more serious infractions such as threats, theft, and fighting, etc.; level three is interpreted as major violations such as assaults, bomb threats, use of a weapon, drugs or alcohol offenses, etc.

Discipline consequences will be based on the severity (level of offense) and the total number of times a student has been seen in the office for discipline.

The following violations will result in a 10-day suspension regardless of offense number

- Assault on a faculty member, staff member, or volunteer
- Assault on another student, including fighting
- Bomb Threats
- Threats against students, faculty, staff, or volunteers, regardless of intent
- Possession of a weapon or explosive device
- Possession of drugs or alcohol
- Distribution of drugs or alcohol
- Gross Disrespect to a staff member

*The administration reserves the right to alter the behavior consequences depending on the individual situation.

*It is the student's responsibility to take a copy of the discipline referral home for parent review.

*Bus incidents may result in suspension from the bus or losing bus privileges to preserve instructional time.

ECPS DISCIPLINE POLICIES

Board Policy 4300

Level One Violation

1. **Dress Code Violations** - No student's appearance or clothing will be accepted if it is disruptive, provocative, indecent, vulgar, or obscene, or if it endangers the health or safety of the student or others. (Specific dress code rules are set forth in Board Policy 4340.)
2. **Gambling** - No student may participate in any unauthorized gambling or betting including but not limited to any action or statement which relies on chances for the monetary advantage of one participant at the expense of others. This rule does not apply to authorized raffles.
3. **Inappropriate or Disrespectful Language** - No student may use words that disrupt school functions or the learning environment. Examples of prohibited conduct include: cursing, using vulgar, obscene, or abusive language including slurs or insults intended to mock a person's race, religion, sex, sexual orientation, national origin, disability or intellectual ability, or using sexually offensive or degrading language.
4. **Lying** - No student shall provide false information to a teacher or any other school staff member.
5. **Integrity** - Cheating, plagiarism or falsification of student work is prohibited. Violation of this rule may result in academic penalties and other discipline. Students may not violate software copyright laws or gain unauthorized or prohibited access to computers.

6. **Disruption** - No student shall, by use of passive resistance, noise, threat, fear, intimidation, coercion, force, violence, or any other form of conduct cause the disruption of any lawful function, mission, or process of the school, nor shall any student urge any other student to engage in such conduct.

7. **Protests** - No student, on or off any school campus, shall engage in any protest, march, picket, sit-in, or similar activity, which has as its purpose the disruption of any lawful function, mission, or process of the school.

8. **Boycotts** - No student shall participate in any boycott or walkout of any lawful school function at which attendance is required.

9. **Disruptive or Obscene Literature and Illustrations** - No student shall possess or distribute literature or illustrations that are obscene or that significantly disrupt the educational process.

10. **Skipping School /Truancy from Class** - Students may not leave school grounds or fail to report to an assigned class during the instructional day unless authorized to do so in accordance with school rules.

11. **Damage to Property** - No student may intentionally damage or attempt to damage or deface school property while under school jurisdiction. Students and their parents or legal guardians will be held financially responsible for the cost of the damage, as provided by N.C.G.S. § 115C-523. Students will be subject to disciplinary actions as well.

12. **Tobacco Use** - Students shall not smoke or possess any tobacco product or paraphernalia or otherwise violate Board Policy 2505, 100% Tobacco-Free Environment. Disciplinary consequences for tobacco violations will include interventions to help students discontinue tobacco use.

13. **Possession of Cellular Telephones, Pagers, Beepers or Other Disruptive Objects** - Except as permitted by this policy, no student shall use, display, transmit or have in the “on” position during the instructional day any wireless communication device or personal entertainment device, including but not necessarily limited to, cell phones, pagers, two-way radios, CD/ MP3 players, and electronic games or similar devices. Laser pointers are prohibited. The Edgecombe County Public Schools is not responsible for any devices lost, stolen or damaged while on school property or at school events.

Electronic devices may be used by students for instructional purposes with the permission and under the supervision of the teacher. School principals may authorize individual students to possess and/or use for personal purposes wireless communication devices if, in the opinion of the principal, there is reasonable need for such communication.

For a first or subsequent offense, the device will be confiscated and returned only to the student’s parent or guardian. For a second offense, the student may be suspended from school. In addition to these consequences, repeated violations or disruptive use of such devices may result in a student losing the privilege of possessing the device on campus or on school transportation at any time.

14. **Trespassing** - No student shall be on the campus of any school except the one to which the student is assigned during the school day without the knowledge and consent of the officials of that school. Students who loiter at any school after the close of the school day without special need or proper supervision are trespassers and may be prosecuted if they do not leave when instructed to do so. A student under suspension from school is trespassing if he/she appears on the property of any school during the suspension period without the express permission of the principal.

15. **Misconduct on the School Bus** - No student, while riding a school bus or other school vehicle, shall fail to follow the directives of the school bus driver and the rules and regulations of school bus safety as well as the rules of the Code of Student Conduct. Violation of these rules may result in temporary or permanent suspension from the privilege of school transportation services as well as from school.

16. **Failure to Report Any Acts that Jeopardize the Orderly Operation of School** - No student shall fail to report to the school administration information that could jeopardize the orderly operation of a school such as but not limited to knowledge of a planned fight, guns, false alarms, or drugs.

17. **Failure to Comply with Lawful Directive** - No student shall fail to follow a directive given to the student by school personnel.

18. **Misuse of Technology** – No student shall violate the Edgecombe County Public Schools Internet Use Policy (Policy 3460), school rules regarding computer use or Laptop Use Agreements if applicable. Sanctions for misuse of district-owned computers or the computer network may include short- or long-term revocation of computer privileges in addition to other disciplinary consequences applicable under this Code. Users who engage in criminal activity using district-owned computer resources are subject to applicable state and federal criminal laws.

Level I Penalty - Grades 6 - 12

Except as otherwise noted, violation of any of the Level One offenses may result in in-school disciplinary action, up to short-term suspension. No suspension for truancy or tardiness may exceed two days. For serious or repeated offenses or in the presence of other aggravating factors, long-term suspension may be recommended.

Level Two Violations

1. **Fireworks** - No student shall possess, distribute, ignite or use any fireworks on school premises.

2. **Inappropriate Peer Relations** - No student shall engage in behavior which is immoral, indecent, overly affectionate, or of a sexual nature in the school setting

3. **Threats** - No student shall direct toward any person within the school context any language, sign, or act which constitutes a threat of force or violence.

4. **Fire Alarms** - No student shall set off, attempt to set off, or aid and abet anyone in giving a false fire alarm. No student shall interfere with or damage any part of a fire alarm, fire detection, smoke detection, or fire extinguishing system.

5. **Fighting** - No student shall hit, shove, scratch, bite, block passage of, or throw objects at another person. No student shall take any action or make comments or written messages which might reasonably be expected to start a fight. Provided: A student who is attacked may use reasonable force in self-defense but only to the extent to get free from the attack and notify proper school authorities. A student who exceeds reasonable force may be disciplined even though someone else provoked the fight.

6. **Sexual Harassment or Harassment including Bullying or Cyber-bullying (Non-physical)** – No student shall engage, verbally or through other non-physical means, in sexual harassment, as defined

in Board Policy 4315, which includes, but is not limited to, any unwelcome and/or offensive comments or gestures of a sexual nature, the display of sexually suggestive objects or pictures, or in other forms of harassment, including bullying as defined in Board Policy 4315.

7. **Hazing** - No student shall participate in hazing. Examples of hazing include requiring a student to wear abnormal dress or undertake dangerous or ridiculous activities, frightening, scolding, swearing, harassing, or subjecting another to personal indignity.

8. **Intimidation/Extortion** - No student shall attempt to extort money, personal property, or personal services.

9. **Theft** – No student shall steal, attempt to steal, or knowingly be in possession of stolen property.

Level II Penalty – Grades 6-12

For violation of any of the Level Two provisions, a student shall be short-term suspended and may be long-term suspended from the Edgecombe County Public School System for the remainder of the school year.

Level Three Violations

1. **Assault** - No student shall attack or cause or attempt to cause physical injury to a teacher or other adult, or to another student.

2. **Drugs** – No student shall possess, use, transmit, sell, or conspire or attempt to transmit or sell, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, other controlled substance, any alcoholic beverage, malt beverage, fortified wine, other intoxicating liquor, drug paraphernalia, or counterfeit drugs, or inhale or ingest any chemicals or products with the intention of altering the student’s mood or behavior. This provision does not prohibit the possession and use of medication taken in accordance with a prescription from a licensed physician.

3. **Possession of Weapons other than Firearms** - No student shall possess, handle, or transmit any weapon or facsimile of a weapon (including firearm facsimiles). Examples of weapons include knife, razor, bludgeon, BB gun, pepper spray, or any sharp-edged or pointed instrument except for instructional supplies or unaltered nail files and clips. Principals may give advance permission for use or display of weapons for educational or ceremonial purposes.

4. **Sexual Harassment or Harassment including Bullying (Physical)** - No student shall physically engage in sexual harassment as defined in Policy 4315, which prohibits, among other things, any offensive touching of another person’s private parts, including buttocks or breasts, or forcing or attempting to force another to engage in a sexual act against their will. Further, no student shall physically engage in harassment, including bullying, as defined in Board Policy 4315.

5. **Arson** - No student shall burn or attempt to burn any school building or property. No student shall possess pyrotechnic or incendiary material which could result in the burning of school property.

6 Aiding a Bomb Threat or Hoax - No student shall fail to report to school administration a bomb threat or hoax being discussed or planned to occur on educational property or at a school sponsored curricular or extra-curricular activity.

7. Prohibition of Gangs and Gang Activities – No student shall commit any act which furthers gangs or gang related activities. A ‘gang’ is defined as any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities, the commission of criminal acts and having a common name or common identifying sign(s), or symbol(s). Conduct prohibited includes:

- (1) Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblems, badges, symbols, signs, or other items which may be evidence of membership or affiliation in any gang;
- (2) Communicating either verbally or non-verbally (gestures, handshakes, slogans, drawings, etc), to convey membership or affiliation in a gang;
- (3) Tagging or otherwise defacing school or personal property with gang or gang-related symbols or slogans;
- (4) Requiring payment of protection, insurance, or otherwise intimidating or threatening any person related to gang activity;
- (5) Inciting other students to intimidate or to act with physical violence upon any other person related to gang activity;
- (6) Soliciting others for gang membership;
- (7) Committing any other illegal act or violation of school rules and/or school district policies that relate to gang activity.

NOTE: An established list of gang-related items, symbols, and behaviors shall be secured from law enforcement. The school principal shall maintain this list in the main office of the school and shall notify students, parents/guardians, and staff of the items, symbols, and behaviors prohibited. This notice shall be included in the Student Handbook.

8. Use or Threatened Use of a Weapon - No student shall use in a threatening or dangerous manner any weapon or other object that can be considered a weapon or a facsimile of a weapon.

9. Bomb Threat or Hoax - (a) No student shall make a bomb threat by making a false report that a device designed to cause damage or destruction by explosion, blasting, or burning is located on school premises. (b) No student shall perpetrate a bomb hoax by placing or concealing on school premises a device intended to cause any person to believe the device to be a bomb.

10. Terrorist Threat or Hoax – (a) No student shall communicate by any means to any person or group of persons, a report, knowing or having reason to know the report is false, that there is located on educational property or at a school-sponsored curricular or extracurricular activity off educational property any device, substance, or material designed to cause harmful or life-threatening illness or injury to another person; (b) No student, with intent to perpetrate a hoax, shall conceal, place, disseminate or display a device, machine, instrument, artifact, letter, package, material, or substance on educational property or at a school-sponsored curricular or extracurricular activity off educational property, so as to cause any person reasonably to believe the same to be a substance or material capable of causing harmful or life-threatening illness or injury to another person; (c) No student shall threaten to commit on educational property an act of terror that is likely to cause serious injury or death, when that threat is intended to cause a significant disruption to the instructional day or a school-sponsored activity, or causes such a disruption; (d) No student shall make a report, knowing or having reason to know the report is false, that there is about to occur or is occurring on educational

property, an act of terror that is likely to cause injury or death, when that report is intended to cause a significant disruption to the instructional day or a school-sponsored activity, or cause such a disruption; (e) No student shall conspire to make a terrorist threat or hoax within the meaning of this policy.

Level III Penalty - Grades 6 - 12

Level Three violations generally result in long-term suspension, although a principal may impose a short-term suspension based on the circumstances of the offense.

For the first violation of item (7), when not involved in any kind of altercation, a student shall receive up to five (5) days suspension.

Level Four Violations

Firearms or Destructive Devices - Students shall not bring onto school property or possess a firearm or destructive device.

A firearm is any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, or any firearm muffler or firearm silencer. The definition of firearm under this rule does not include an inoperable antique firearm, a BB gun, stun gun, air rifle, or air pistol.

A destructive device is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or similar device.

Level IV Penalty – All Grades

Level IV rule violations compromise the safety and welfare of students and staff and require a recommendation for 365-day suspension under the North Carolina General Statutes. The Superintendent or Board of Education may modify the suspension on a case-by-case basis.

STUDENT ABSENCE WAIVERS

Students absent over 10 days and not making any attempt to make up time during Buy Back will not be considered for a waiver. **Per board policy, any student missing over 20 school days in the courses in which they are enrolled, automatically fails that course.**

ABSENCES & TARDIES

TARDY TO CLASS (per semester)

Students who are late for your class nine (9) minutes or less will be considered tardy. Students who are 10 minutes late or more will be considered as skipping. A tardy will be issued to students not in your classroom when the tardy bell sounds.

STUDENT ABSENCES

Upon arriving back to school, students should give their first period teacher or the front office (Mrs. Killebrew) a note explaining his/her absence.

The following are the only valid/lawful excuses that can be used for tardies or absences. All other excuses will be considered an unexcused.

- **Illness or Injury:** When the absence/tardy results from illness or injury, which prevents the student from being physically able to attend school.
- **Quarantine:** When isolation of the student is ordered by the local health officer or by the State Board of Health.
- **Death in the immediate family:** When the absence/tardy results from the death of a member of the immediate family of the student. For the purpose of this regulation, the immediate family of a student includes, but is not necessarily limited to, grandparents, parents, brothers, and sisters.
- **Medical or Dental Appointments:** When the absence/tardy results from a medical or dental appointment of a student.
- **Court or Administrative Proceedings:** When the absence/tardy results from the attendance of a student at the proceedings of a court or an administrative tribunal if the student is a party to the action or under subpoena as witness.
- **Religious Observance:** When the student is absent due to a religious observance in accordance with local school board policy.
- **Educational Opportunity:** When it is demonstrated that the purpose of the absence/tardy is to take advantage of a valid education opportunity, such as travel. Approval for such absence/tardy must be granted by the principal prior to the absence/tardy.

**While doing your daily attendance, if you notice that a student has missed 10 consecutive days in your class, please notify the Powerschool Manager, Student Services, and Administration. There are some processes that would need to be put in place before the school can officially withdraw the student.

TOBACCO-FREE ENVIRONMENT

The Board of Education recognizes that it has a legal obligation under federal law to provide smoke-free schools. Accordingly, on December 10, 2007 the Board adopted the following policy:
505

100% TOBACCO-FREE ENVIRONMENT

The Board of Education believes employees and students of the Edgecombe County Public School System have a right to work and study in a tobacco-free environment. The Board recognizes that the use of tobacco products is a health, safety, and environmental hazard for students, employees, visitors, and school facilities. In addition, the Board recognizes that it has an obligation to promote a healthy learning and working environment, free from unwanted smoke, for the students, employees, and visitors of the school system.

The use or display of any tobacco product by any person in school buildings, school facilities, or school vehicles; on school campuses; and in or on any other school property owned, operated or contracted for by the school system is prohibited except as provided in this policy. This prohibition

also applies to the use or display of tobacco products by any person at any other location during a school sponsored event when in the presence of students or school personnel.

The exceptions to this policy are as follows:

- A. The display of tobacco products does not extend to a display that has a legitimate instructional or pedagogical purpose and is approved by a teacher or school administrator, and
- B. A principal may permit tobacco products to be included in instructional or research activities in the school building if the activity is conducted or supervised by the faculty member overseeing the instruction or research and the activity does not involve smoking, chewing, or otherwise ingesting the tobacco product.

School personnel, students, and parents will be provided notice of this policy through personnel or student handbook, or in any other manner deemed appropriate by the principal or supervisor. In addition, principals or other persons in charge of a facility will ensure that signs are posted in a manner and locations that adequately notify staff, students, parents, and the public of this policy.

Principals and supervisors are responsible for enforcing and ensuring that school personnel comply with this policy. An employee's failure to comply with this policy, whether by enforcement or otherwise, shall be grounds for disciplinary action up to and including dismissal.

For the purposes of this policy "display" is defined as having any tobacco product in a location or position that is visible to students or school personnel. "Tobacco product" is defined to include cigarettes, cigars, pipes, chewing tobacco, snuff and any other items containing or reasonably resembling tobacco or tobacco products. "Tobacco use" includes smoking, chewing, dipping, or any other use of tobacco products.

SOURCE: Edgecombe County Public Schools

ADOPTED: December 10, 2007

REVISED: February 11, 2008

Staff Tobacco Intervention Plan

According to the North Carolina Tobacco Free School Program guidance, emphasis should be on eliminating staff tobacco use on campus. When staff are caught using tobacco, it is a chance to get them the help they need to quit. The following sanctions and consequences must be implemented:

1st violation: Staff are to be directed to the on-line NC Quitline site (www.quitlinenc.com). Staff must implement strategies identified on the site. The date of completion of the smoking cessation course (within two weeks after violation) must be documented by the school principal and notice of completion sent to the Associate Superintendent for Human Resource Services.

2nd violation: Staff should participate in tobacco education classes at Edgecombe County Health Department for Tobacco Education Classes (8 weeks, one class per week).

3rd violation: Staff will have mandated participation in Health Department Tobacco Education Classes and letter of policy violation in personnel file.

4th violation: A written reprimand will be placed in the personnel file.

EMERGENCY PROCEDURES

Emergency security measures will be taken in case the general welfare of the school is in question. An announcement will be made to signal this situation. With the announcement of “CODE RED”, the teachers should lock their classroom door, close the blinds, have the students sit on the floor, and allow no one to leave the room for any reason. If the announcement of “CODE BLUE” is made, students and staff are to evacuate the building. When the announcement of “CODE GREEN” is made, the normal daily schedule and activities are to be resumed.

Fire Drills

Teachers will emphasize the seriousness of fire drills and how hazardous it could be in the case of a real emergency. We must have an organized plan of exit. Please go over the following steps of procedure carefully with the students in all classes during the day.

One fire drill will be conducted within the first 10 days of school and one will be conducted each month thereafter. North Carolina Fire Code Safety regulations require each room within a school building to have fire escape maps posted that inform students and staff of the appropriate exits. If you need an additional map, please see an administrator.

Below are the procedures to follow:

1. The emergency signal will be a continuous ringing of the bells or bull horn.
2. There should be one student for each class appointed to see that windows are closed, lights are off, everyone is out of the room and to close the classroom door.
3. The first student to reach the outside doors should hold doors until all groups are out of the building and then see that the outside door is closed then go out to be with the group
4. In each building a male and female should be appointed to check restrooms and see that no one is left behind. Notify an administrator if there should be a student too sick to vacate the building.
5. There is to be absolutely no running during the fire drills.
6. Students should be quiet and orderly during the fire drills.
7. Students should be in a straight line while leaving and returning to the building
8. When students are outside, they should remain in line, turn around and face the building, remain quiet and listen for other instructions which may be given by the principal or assistant principal. Teachers should check class rosters to ensure that all students are accounted for.
9. Students should leave all books in the classroom during fire drills. Only take valuables (pocketbooks, etc.). Coats should only be taken when weather is extremely cold or wet. **GET AT LEAST 200 FEET FROM THE BUILDING.**
10. Each group will remain outside until given the signal to return to class by the principal
11. There will be absolutely no pushing or shoving during the fire drills.

12. When two teachers are using the same exit at about the same time, one teacher should lead the group and one should follow so that all students will be supervised.
13. Teachers are responsible for seeing that drills are quiet and orderly and that buildings are cleared safely and as quickly as possible.
14. Drills will be practiced at unannounced times throughout the year. We hope that we never have a real emergency but let's be prepared in case we do.

ALL PERSONS IN THE BUILDING AT THE TIME OF THE FIRE DRILL ARE REQUESTED TO LEAVE THE BUILDING.

Teachers should march their class out of the building to their designated area and have the students stand in a single file line so attendance can be taken.

Tornadoes

A TORNADO WATCH STATING THAT CONDITIONS EXIST THAT ARE CONDUCTIVE TO PRODUCING TORNADOES IS RECEIVED:

1. The superintendent or designee will notify the principals
2. The principal will turn on his weather alert radio and listen for weather advisory information.
3. The principal or his designee will notify all teachers
4. Teachers will continue regular classroom activities
5. Students will be informed of the tornado watch
6. School will be dismissed at the regular time, and bus drivers will follow regular routes, using due caution

B. A TORNADO WARNING – TORNADO HAS ACTUALLY BEEN SIGHTED

1. The principal or his designee will notify all teachers
2. Leave windows closed, Close blinds
3. The clerical and guidance staff will secure all records
4. All students and staff will immediately proceed to tornado shelter in accordance with tornado shelter plan posted in each room and assume a curled position so as to protect their eyes and heads once in the tornado shelter
5. The custodial staff will turn off all utilities
6. All teachers will take roll and notify the principal if someone is missing
7. Search party will follow up
8. All qualified personnel will render first aid as necessary
9. It shall be the teacher's responsibility to assign other students to move handicapped students to a place of safety. This place most likely would be an inside wall. If they are in a wheelchair, they should be rolled near an inside wall with hands covering their heads, if possible.
10. Students and staff will not return to their classrooms until the principal or his designee declares it safe to do so
11. School bus drivers will not be permitted to leave on their bus routes as long as a tornado warning is in effect

IF THERE IS NO WARNING, BUT A TORNADO IS SIGHTED APPROACHING THE SCHOOL

1. All classes will be notified by the intercom emergency horn or runners
2. If time permits, tornado warning instructions will be followed
3. Things to remember:
 1. avoid windows, auditoriums, gymnasiums, or other structures with wide and free span roofs
 2. take a position near an inside wall-avoid windows and doors
 3. assume a curled position with arms and hands protecting the eyes and head
 4. get under any heavy furniture available

B. IF THERE IS NO WARNING, BUT A TORNADO IS SIGHTED AND APPROACHING YOUR BUS

1. If a ditch or other relatively safe place is available and time permits, bus driver will unload students there and all will assume protective positions
2. As soon as it is safe to move, students will be reloaded on the bus. The driver will stop at the first available telephone and call the appropriate school principal and make a report.
3. If no safe place is available, but driver will drive at right angles away from path of the tornado, if possible.
4. Students will take the curled position within the bus, leaving windows closed, until advised to leave the bus or until the emergency passes.

TORNADO EVACUATION / LOCATION PLAN

THE SIGNAL FOR THE TORNADO DRILL WILL BE FIVE SHORT BELLS.

DO NOT USE THE ELEVATOR!

- A. Physical Education classes will report to the gym locker rooms. When classes are assembled outside, students will report quickly to the inside gym locker rooms.
- B. All upstairs classrooms will need to relocate to a downstairs location. The following classrooms will report to the following locations:
- I. M237, M238, M233, M236, M234, M202, M207, M205
(EXIT USING STAIRCASE NEAR ELEVATOR)
M237, M238, M233, M236, M234 – Line hallway from outside of Art classroom and Band classroom. Keep ten feet back from front entrance window glass.
M202, M207, M205 – Line main hallway opposite of the guidance /student services department.
 - II. M206, M208, M227, M228, M229,

(EXIT USING BACK STAIRCASE NEAR FOREIGN LANG. DEPT.)

M206, M208 – Line the walls of the BOY’S BATHROOM outside of the Principal’s office.

M227, M228 – Line the walls of the GIRL’S BATHROOM outside of the Principal’s office.

M229 – Line the wall outside of the Principal’s office.

III. M211, M213, M212, M214, M217, M219, M220, M218
(EXIT USING THE FRONT STAIRCASE THAT EXITS INTO THE CAFETERIA.)

M211, M213, M212, M214, M217, M219, M220, M218 – Line the “Short Hall” (both sides).

IV. M223, M224, M225, M226
(EXIT USING THE BACK STAIRCASE THAT EXITS ONTO THE “SHORT HALL” AND
“H HALL.”

M223, M224, M225, M226 – Line the Hallway on the opposite side of the classrooms on the “H
Hall.”

C. All Art and Band classes will remain in their classrooms. Art students should
assemble on the floor and away from windows.

D. Students in In-School Suspension shall report to the hallway outside of the Principal’s office on
the wall immediately outside of the BOY’S BATHROOM.

E. H102, H104, H105, H107 – Report outside of classrooms onto the H Hallway. Students should
be placed immediately outside of the classroom doorways and line the hallway from H102 down
to the stairwell (stairwell near the teacher’s lounge).

F. M114, M115, M116 – Remain in place.

G. Media Center – Report to the laptop secure storage area.

H. M101, M104, M108 – Remain in place. M101 should take care to avoid glass in window and
door area.

I. M107 – Report to hallway outside of science classrooms.

J. M103, M109, M112, M111B, M111C – Remain in place.

K. M111A – Report to M111C.

L. M113 – Report to M111C.

M. S101, S103A, S103BS104, S105, S108, S109, S111A, S111B – Report to hallway outside of
classrooms.

N. T117, T116, T115, T114, T113, T112, T136, T139, T134, T135, T130, T131, T133, T110, T137
– Report outside of classrooms and into the hallway. Teachers should take care to

locate students approximately ten feet from glass in windows and doors. Students should occupy approximately the area that encompasses the outside wall of their classroom.

In the event that a tornado occurs during the lunch period, students should utilize the hallways in the “Shop Area,” Main Hallway, and “Short” and “H Hallways.” All quiet will be called for in the cafeteria and an announcement made to indicate as to which areas portions of the cafeteria should report for shelter.

Cafeteria staff shall seek shelter in the storage areas of the cook prep. area.

Office staff and guidance personnel shall seek shelter in their offices.

False Alarm

It is unlawful for any person to pull the lever of the fire alarm system or to misuse a fire extinguisher except in case of fire. Any person violating this policy shall be guilty of a misdemeanor punishable by a fine not to exceed five hundred dollars (\$500.00), imprisonment for not more than six months, or both. The student may also be subject to disciplinary action at the discretion of the administration.

Lockdown

- Classroom windows **should be covered** during a lockdown only. During a regular instructional day, windows should be free from obstructions.
 - Exterior blinds facing the outside should be open.
 - Schools should only have **red cards** posted in classrooms. *(All green cards should have been removed effective with the 2013-14 school year.)*
 - ALL staff whether they have students or not should go into drill mode once a lockdown has been announced.
 - Prior to shutting their doors, staff should very quickly peep into the hallway, look to their left and to their right to pull any students into their classrooms before locking doors
-
- Emergency security measures will be taken if the general welfare of the school is in danger. The word LOCKDOWN will be the signal for this emergency. Whenever possible, the intercom will be used to signal this type of situation. If intercom use is not possible, an administrator or staff member will circulate the building and verbally notify you and your students of the Lockdown.
 - Teachers will lock their classroom doors, close all blinds, and have students sit on the floor away from windows and doors until the crisis is over.

- It is imperative that students and teachers do not leave their rooms until an administrator or police officer visits the room and provides them with specific instructions.
- The color-coded placards that are utilized in the Lockdown situation should be placed by your door so that you may slide the appropriate colored side under your locked door. Only the red placards will be utilized. Red side up means that you have injuries in the room or there is an intruder in the room.
- Once the evacuation of the building begins, make sure you have a class roster with you to keep track of your students when they are transported to the safe site. You will be directed at the time of the evacuation to which exit you are to take and where to go from that point for campus evacuation.

Code Blue

- Code Blue will be the phrase utilized to notify the staff /student body of a bomb threat.
- If a Code Blue is called, utilize the same exits you would normally use for a fire drill. On your way out of the room and building, look for any suspicious packages or items not normally there. If you see something, please let the principal know you may have spotted something out of the ordinary.
- Once you are clear of the building, proceed to the stadium if it is not raining.
- If we are experiencing heavy rain, sleet or snow, proceed to the bus parking lot but do not board any bus until an administrator instructs you to do so. Other buses from other schools will be brought in if necessary.
- Do not use cellular phones or two-way radios during a code blue. The frequencies used for transmitting signals could cause a bomb to blow up. Don't allow students to go to their cars.
- Wait until we ring a bell or signal you before you go back into the building.

EMERGENCY EVACUATIONS/BOMB THREATS

A person will be appointed to be responsible for plans and training for the faculty and staff.

DO NOT USE RADIOS. We will announce “**At this time, we are under our code blue emergency evacuation plan. Search Team members please report to the office. Students and staff will exit the building like we do for a fire drill and then report to the stadium. No one is to leave the campus. No one is to use a cell phone. A cell phone can possibly cause an explosive device to go off if one is on campus**”.

Teachers are to do a quick search of your classroom/workstation before exiting. You should look for anything out of the ordinary (box, package, envelope, book bag, etc.)

Teachers are to check roll in the stadium. Students and staff will remain in the stadium until further notice.

If weather is bad, students will be informed that they may sit in private vehicles if they drive or if they ride with another student. Cell phones are not to be used. No one may leave campus. All other students may sit on buses; if necessary we can bring in buses from another school). Counselors and non-teaching staff will monitor students in Student Parking Lot. All other teachers will be in bus area.

Search Team

Edgecombe County Police Department

Buses to Block School Entrances

Cafeteria workers and teacher assistants who have a bus license will use buses to block the entrances to the school.

VIDEOS

DVDs/Videos should be used for educational purposes only and should be reflected in the weekly lesson plan.

TEACHERS' MAILBOXES

The mailboxes are used for communication and passing along materials to teachers and assistants. The boxes are arranged in alphabetical order. They should be checked regularly upon arrival at school, before leaving, and at any other time during the day when a teacher passes by the lounge, such as at lunch time.

Many confidential items are left in these boxes - - notes, grades, etc. A teacher is never to authorize a student to put in or take out materials directly from the box. This way, we can protect the confidential nature of the teacher's mailbox and its contents.

COPIES

Each teacher will be responsible for duplicating his/her own materials. With cuts in office personnel and lack of office assistants, *it is necessary to ask that you do not send work to the office to be copied.* Please remember **students are not allowed to use the copiers.**

SUPPLIES

Supplies will be delivered as they arrive and teachers will be responsible for storing them in their rooms. We do not stock a supply room so be sure to plan ahead.

KEYS

Distribution

All keys will be distributed by Mrs. Harrison at the beginning of the school year.

Loss

Teachers should report the loss of any key(s) immediately to the principal. A charge for a replacement key may be assessed.

Collection

All keys will be collected at the end of each school year. When collected, they should be tagged identifying what each key fits.

ACCIDENTS

When a student that is under a teacher's supervision has an accident, the teacher must fill out a Student Incident Report and turn the completed form in to Mrs. Harrison. The first responder for athletics will fill out the Student Incident Report for athletes injured at athletic events.

If a student is hurt and not under supervision of the teacher, the student should notify Mrs. Harrison immediately. Students with school insurance have to file their claim within 90 days, or the claim may not be paid.

AUDIO-VISUAL EQUIPMENT

Each teacher will have full access to all of our audio-visual equipment and may use it as much as is needed. In order to do this, each teacher is going to have to take special care of the equipment. This means when equipment is not in use, it should be stored properly.

USE OF SCHOOL FACILITIES

When it is necessary to use the gymnasium, cafeteria or other areas for which you are not totally responsible, prior approval by the principal is required. Any time the facilities are used, they must be supervised. Make sure all doors are locked when you leave.

VISITORS ON CAMPUS

Upon arrival, all visitors must report directly to the office. If permission is granted by an administrator, a visitor's pass will be issued. Staff members should remember that this is their place of employment and should not expect to have personal visits from friends or relatives during the instructional day. This applies to work days as well as days when students are in attendance.

Please be advised that we cannot permit outsiders to visit students at school.

Teachers, if you see a visitor, who does not have a pass, report it immediately to the office. Do not allow a person to visit your class without a pass.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are the primary channel of communication to understand a student's needs and problems. Should you or a parent feel the need for a conference, please try to schedule it before 7:35 a.m. or after 2:50 p.m. Planning times, however, may be an option. Remember, Wednesday afternoons are saved for meetings.

If you need to see a parent and have been unsuccessful getting him/her to school, ask the guidance counselor or social worker for assistance. If there is a social worker involved with the student and his/her family, he or she may be asked to bring parents without transportation to school for conferences.

CHANGING CLASSES

Teachers should hold students in the classroom until the bell rings. DO NOT LET STUDENTS STAND IN THE DOORWAY. DO NOT RELEASE STUDENTS EARLY. Teachers are to stand in halls to assist during class changes.

If the bells are not ringing at the correct times, notify the office. In these cases, the office will use an alternate way to notify teachers when to change classes.

LOITERING

There will be NO LOITERING NEAR THE ADMINISTRATIVE COMPLEX AT ANY TIME. Enter this area only if you have a specific reason to come to the office.

Students are asked to consider this area to be a "Quiet Zone" at all times. Loitering and loud talking is disruptive to the office personnel and will give visitors a false impression of the school.

There will be no loitering around restroom entrances in any building on the school campus at any time.

MAKE-UP WORK POLICY

1. Allowances for making up work due to absences will be made.
2. After a student is absent from school, he/she will have two (2) days upon returning to school to contact the teacher concerning written class work, homework and announced tests. At this time, a request should be made to make up the work missed. The 2 day make up period begins on the 1st day back at school.
3. The student will contact the teacher during the regular class period only concerning make-up work.

4. A time to make up written class work, homework and announced tests will be agreed upon by the teacher and student.
5. If the student has been informed of a test and is absent the day that the test is given, the student will make up the test the first day he/she returns to school.
6. If a student cannot take a final exam during the regular scheduled time, the student should contact the teacher prior to the exam date or the first day he/she returns to school. Students must get permission from an administrator to make up a final exam. The student will have two (2) days to contact the teacher after receiving permission from an administrator. It is the responsibility of each student to take the exams as scheduled, if possible.
7. [Students making up work after suspension.] SouthWest Edgecombe High School will abide by the State and Federal Laws pertaining to suspension. According to G.S. 115C-147, "A student suspended ten (10) or fewer days shall be provided an opportunity to take any quarterly, semester, or grading period examination missed during the suspension period.
8. G.S. 115C-374 requires that a child with special needs who is suspended or expelled be provided services outside school if his disruptive conduct was caused by the lack of proper medication or appropriate educational or ambulatory services. In those presumably few cases, the school is legally obligated to help the student master the work that went on during his absence. The principal should remember that federal regulations require schools to treat pregnancy and childbirth like any other temporary disability. Therefore, pregnant students must be allowed to make up work missed just as other disabled students.

MEDIA CENTER POLICIES

1. The Media Center will be open from 7:35 a.m. until 2:50 p.m.
2. Upon entering, students must present their pass at the Circulation Desk.
3. No food, drink, or chewing gum is permitted.
4. All materials are to be returned to their proper places. Books should be checked out at least five minutes before the end of the period. Dispose of waste paper and leave the chairs in place.
5. Students who do not use their time in the Media Center properly or who cause disturbances will be asked to leave.

MESSAGES - STUDENT

It is impossible for the office staff to do their jobs and carry messages to students. Students should not receive calls except in cases of an emergency. Calls of a personal nature will not be handled.

USE OF TELEPHONE

Students

Except in emergency situations, students will not be allowed to use the phone during their classes. If a student has an emergency, he or she should secure a pass to the office from a teacher. The office staff will determine if an emergency situation exists and whether or not the student will be allowed to use the telephone. Students caught using the telephone during class time without a pass will be considered out of place and will be referred to the office.

If a student plans to sign out of school, his or her parent or guardian must call in advance or send a note on the day in question. Only students with true emergencies (as verified by the office staff) will be allowed to use the phone.

SIGN-IN/SIGN-OUT PROCEDURES (STUDENTS)

Sign-In

1. Any student arriving to school late, should report to the office to determine whether the tardy is excused or unexcused. Students who report to class more than 10 minutes late without a pass will receive a referral for skipping.
2. The student must bring a note from a parent/guardian with a phone number where parents can be reached.
3. If a parent or guardian brings a student to school later, he or she must come inside the building to sign the student into school. Otherwise, a parent or guardian must call the school to verify the student's late arrival.

Sign-Out

1. If a student expects to sign out of school during the day for any reason, it will be necessary for the student to bring a note from the parent/guardian giving the student permission to leave.
2. The note must be presented to the office prior to 7:35 a.m. with the following information:
 - A. Student Name
 - B. Date
 - C. Time requested to sign out
 - D. Phone number where signing parent may be contacted
 - E. Parent signature
3. A phone call must be received in the office from a parent/guardian to verify the note. Parents must call well in advance. (THE OFFICE PHONE WILL BE USED ONLY IN EMERGENCIES.)
4. The student should check back to the office to get his/her approved sign-out slip.
5. The student must present the approved slip from the office to the subject teacher when it is time to sign out.

6. The student must bring the signed slip to the office and present it to office personnel who will complete the process by signing the student out on the Sign-In/Sign-Out Sheet.

If a student is sick, he must be excused from class **with a note** to the office to call home.

STUDENT SCHEDULE CHANGES

Valid reasons for schedule changes are:

1. Attendance at a summer school program
2. Not being enrolled in courses required for graduation
3. Glaring errors (i.e., two periods of the same course)

The administration reserves the right to change schedules to balance class sizes and to bring classes in line with state laws on class size. Any changes for reasons other than those listed above must be approved by the principal.

Any student who has an extreme reason for a schedule change must pick up a Schedule Change Form from their homeroom teacher, who will turn it in to Student Services.

The schedule change is not complete until the Schedule Change Form is returned to Student Services and has been either approved or denied.

HALL PASSES

A hall pass is required during class and lunch time for any student who leaves a classroom.

Students are permitted to go to their locker before the school day, between classes, and at the end of the school day. It should not be necessary for a student to go to his/her locker during class for homework, etc. If the teacher feels that it is absolutely essential that the student go to his/her locker, he/she must be given a hall pass.

REFERRAL PROCEDURES: EXCEPTIONAL CHILDREN'S PROGRAM

LD, EMH OR TMH CLASSES

SSMT is an interdisciplinary team that consists of student services personnel, selected classroom teachers, and administrators who assist at-risk students. Members of the SSMT will review referrals received from the school counselors concerning students who are experiencing severe problems that substantially limit the students' learning. The team will make recommendations and take appropriate actions to eliminate or reduce these problems where possible. Referral Process: Teacher, Counselor, SSMT (1 or 2x) Screening (forms and screening) SBC. SBC checks accuracy of RE forms. Students referred for LD, EMH or TMH should have been through SSMT first.

Teachers who wish to refer a child to the Exceptional Children's program should pick up an Initial Referral Form (EC-1) from guidance office or from an Exceptional Children's teacher, and return it after supplying the requested information. Teachers may be requested to attend a placement meeting when the referral is discussed.

NURSE

When completing referrals to the nurse, teachers are asked to write a brief description of the nature of the problem and put the information in the nurse's mailbox. Please attach the student health card to the referral paper. If it needs immediate attention, please inform our counselor.

FIELD TRIPS/SCHOOL-RELATED ACTIVITIES

Field trips are very desirable and encouraged. However, in scheduling these trips, it becomes necessary and mandatory for a teacher to consider many areas which are not considered in planning regular classroom activities. Management and behavior of students, educational advantages as opposed to regular classroom work, safety, and the public reaction to trips all have to be considered in administrative decisions. Also, the effects of a trip on other teachers, other classes, cost, and scheduling transportation have to be considered in administrative decisions. Therefore, all trips should be well planned and the principal should be consulted well in advance relative to your plans. **Students must have parental permission on file in the office on a form provided by the school. Teachers are responsible for students until parents arrive.** The field trip guidelines are as follows:

- All activities involving taking students off campus are to be cleared through the principal's office before publicly announcing to students and parents.
- Each student going on class or school sponsored trips must fill out and have a signed Parental Permission Form to be left on file in the office prior to departure.
- Students who are not enrolled at SouthWest Edgecombe High will not be permitted to go on a SouthWest Edgecombe High sponsored trip.
- The cafeteria should be notified of the number of students that will be involved and absent for lunch.
- A roster of the students involved in the field trip and the times for the field trip should be printed in the daily bulletin.
- Field trips that are beyond the school day and outside of Edgecombe County must be submitted at least two months in advance in order to gain Board approval.
- Students must be supervised at all times on a field trip.
- When transporting students by bus, the supervisory function continues to be the responsibility of teachers and chaperones. Adults should be seated near the back and middle of the bus in addition to the front and be cognizant of student activity during transport.

All students will be eligible for all programs and field trips. All questionable students must be discussed with Dr. Parker at least two weeks in advance to notify parents. Situations will be handled on an individual basis. **All chaperones should meet in the office and join the classes on the way to the buses. All buses should be cleaned after each trip.**

MRS. HARRISON WILL HELP SET THE PRICE FOR ALL FIELD TRIPS.

All out of state, overnight or extended-day trips must be approved by the Board of Education two (2) months before the trip. Make sure you include funds for the cost of the bus to reimburse the school.

ACTIVITY BUSES AND MINI BUSES

Please see Mr. Manson for all activity bus requests for field trips.

SCHOOL BUS EXTRA TRANSPORTATION

TO: PRINCIPALS AND ASSISTANT PRINCIPALS

FROM: TRANSPORTATION DEPARTMENT

RE: SCHOOL BUS EXTRA TRANSPORTATION

State transportation funds are appropriated to cover the expense of transporting students to and from school. These funds are not adequate to finance transportation for the many extra programs and events that are currently being offered by our schools. Therefore, we will be charging each department or school for any extra transportation incurred.

Please complete a copy of the "Transportation for Extra Programs" for each program that you currently have at your school and return the form to me. You will also need to update the form any time changes are made to the program. The bus driver for the extra program needs to keep a separate time sheet for the extra program. The time sheet for the extra program will be charged to the department responsible for the program. You will need to get with the department head and get a code for their extra program timesheet. The only charge I will be making will be for mileage cost. The billing will be done by semester so you will need to fill out a form for each program for each semester. Please complete the Extra Program Transportation Request and send to me by September 8.

Enclosed you will also find "Request for Extra Transportation-Single Trip" and a "Follow-Up Report". The request form needs to be completed prior to using a yellow school bus for a single trip. The follow-up form needs to be completed as soon as the trip is over. When I receive a request and no follow-up form, you will be charged by estimated mileage plus a \$25.00 fee for not reporting the mileage. After submitting the request and the trip is canceled, please call me and cancel your request to avoid being charged. Thank you for your help and cooperation.

ATHLETIC SCHOLASTIC AND ATTENDANCE REQUIREMENTS

1ST SEMESTER

1. A student must have passed a minimum load of three (3) courses during the preceding semester to be eligible at any time during the present semester. A student must also meet the promotion requirements at the end of the second semester to be eligible the following fall semester.

2. A student, upon first entering grade nine (9), is eligible for competition on a high school athletic team.
3. A student who is academically eligible at the beginning of the semester remains eligible academically throughout the semester.
4. A student should not miss more than 10 days in a preceding semester to be eligible during the present semester.

2ND SEMESTER

A student must have passed three out of four courses during the 1st semester to be eligible to participate in the athletic program.

ATHLETIC GATE COVERAGE

Athletics are a crucial component of our school culture, and the school must utilize our faculty to assist with the games. All teachers will be expected to work a minimum of 5 gate duties during the 2018-2019 school year. Sign-up sheets will be provided as they are available for each season, and a deadline will be set for signing up. Once the deadline passes, administration will assign gate duties to those teachers who have not satisfied the required gates for the year. Once assigned to cover a gate duty, it is the teacher's responsibility to find coverage if s/he is unable to complete the duty. If teachers do not show up for their assigned duty, they will receive a formal reprimand from administration. Positions that require staff to work games will receive a modified requirement based on their time commitment with their position (i.e. coaches, marching band director, JROTC, etc.). Please see Dr. Parker if you have any questions.

COURSE CRITERIA

Students will have the opportunity to enroll in several different levels of courses. Selecting and enrolling in the proper level course should enable them to work at their own level of ability. Their decision to take Honors and/or AP courses should be based on their interests, their willingness to apply the increased time and effort required for these courses, and their previous success in school.

Standard- These courses are designed for students who are planning to pursue education beyond high school or want to enter the workplace immediately after high school

Honors- Honors courses include the same competencies taught in the standard courses, but they are taught in greater depth and at a much faster pace. Homework, research, outside assignments, and advanced-level reading lists are demanding and require a great deal more of a student's time than regular courses. Strong parental support is important. In order to enroll in an honors course, several prerequisites (identified with the course description) must be met and students must have parental approval.

Advanced Placement (AP)- AP courses are designed for motivated students who want to receive college credit by taking an advanced placement exam. The Edgecombe County Public Schools Board of Education pays the fee to take the required Advanced Placement examination. The decision to grant college credit and give college-level placement is made entirely by the colleges and universities participating in the Advanced Placement Program. Students must meet the college or university's requirements for the credit and/or placement to be awarded.

The availability of AP courses depends upon the number of students who pre-register and are identified through the AP potential data. In addition to the exams given for any AP courses that might be offered through your high school, the College Board offers Advanced Placement exams in other areas. Quality points are often revised and may change based on state policy.

Where possible, extra quality points are also awarded for eligible college transfer courses articulated by Edgecombe Community College.

CLASS RANK

Each high school will provide a rank in class for all students. Rank in class will be based on the cumulative grade point average (GPA). To determine class rank, the GPA for each student will be calculated to the third decimal place. A student's rank will be calculated as "1" plus the number of students in the same grade whose GPA is greater than that student's GPA.

End of semester numerical grades shall be converted to GPA's according to the Standards for Calculating the Weighted Grade Point Average and Class Rank of North Carolina Public High School Transcripts as specified in North Carolina State Board of Education Policy. An extra quality point is assigned to passing grades earned in Honors course, and two additional quality points are assigned to passing grades in Advanced Placement or International Baccalaureate courses. Extra quality points shall be assigned to courses according to State Board policy and procedure. Quality points for grades earned prior to implementation of the State Board of Education Standards have been preserved according to the method used by each school during the period in which the grades were earned.

The student(s) with the highest rank in the graduating class based on 7.5 semester grades shall be named the valedictorian(s) of the graduating class. The student(s) with the second highest rank in graduating class shall be named the salutatorian of the graduating class. To be declared the valedictorian or the salutatorian, a student must have been enrolled in the school the final two semesters during which credit toward graduation is earned.

If after calculating GPA to the third decimal point, students are tied for valedictorian or salutatorian, the school shall name all students eligible as valedictorian or salutatorian. If there is a tie for valedictorian, there will be no salutatorian.

EXAMINATION POLICIES AND PROCEDURES

1. Students who miss exams due to absence, etc., must present their excuse to the principal or assistant principal for approval to make up the exam(s). No student is to be permitted to take a make up exam without written and signed approval of the principal or assistant principal.
2. Make up examinations (for those with administration approval only) will be scheduled.
3. Students missing an exam without an excusable reason will not be permitted to make up the exam and will receive a "0" for any exam missed.
4. Students who come to school late or leave early must follow the regular procedure for signing in or out.
5. All students are required to remain in the examination classroom for the full exam period. (There should be no students permitted to leave the classroom for any reason unless an apparent emergency exists.)
6. All teachers are expected to proctor their exams carefully and to follow the exam schedule. No exams are to be started early or given at a different time without approval of the administration.
7. Review the exam schedule and procedures with your students.

The testing manuals this year state the following with regards to cell phones and testing:

"Any person found or observed with a cell phone/electronic device during testing time must be dismissed from testing and a misadministration declared."

NORTH CAROLINA ACADEMIC SCHOLARS PROGRAM

Beginning with the 1983-84 school year, the students satisfactorily completing requirements as identified by the State Board of Education shall be named North Carolina Scholars and will receive special recognition by the State Board of Education. This recognition will include the areas listed below:

1. Students meeting all the requirements for the North Carolina Scholars Program will receive from the State Board of Education an appropriate seal of recognition to be affixed on the diploma.
2. Special recognition events should be held in the school and community to honor the students and their parents. These should include appropriate special recognition and graduation exercises.
3. The State of North Carolina as well as business and industry should consider awarding other special recognition to these students.
4. Colleges and universities should consider the North Carolina Scholar's achievement when making decisions concerning acceptance by their institutions.

5. An identification of potential candidates for this achievement should be made at the end of grade 11. Candidates should include those students who, after completing their selected senior courses with the designated grade average, would be eligible for recognition. This identification of candidates would reinforce the student's effort to achieve the recognition and could also be included on their application forms and/or transcripts to colleges and universities.

BOARD POLICIES

Please familiarize yourself with the Board of Education Policies. They are available online at www.ecps.us.

ADMINISTRATIVE RESPONSIBILITIES

<u>Dr. Parker</u>	<u>Ms. Brown</u>	<u>Mr. Manson</u>
Observations & Evaluations	Observations & Evaluations	Observations & Evaluations
General Discipline	Discipline (N-Z)	Discipline (A-M)
Long Terms	Testing Backup	SSMT
Staff Attendance	EC	Cafeteria
EVAAS	Student Services	Buses
CDM	Emergency Lesson Plans	Field Trips
Athletics	PEPs	Custodians
Teacher Evaluation Process	BTs	PBIS
HOPE Referrals	Locks/Lockers	Class Coverage
22 credit Program	CASE 21	Fire/Tornado Drills
Handbooks	Duty Schedule	Crisis Kits
Master Schedule	Mastery Connect	Student Attendance
Summer School	Clubs	Game Coverage

See Dr. Parker for all other responsibilities

OFFICE RESPONSIBILITIES

<u>Mrs. Harrison, Office Manager</u>	<u>Mrs. Killebrew</u>	<u>Ms. Quincy</u>
Book-keeping	Meet & Greet Visitors	Powerschool
Timesheets	Answer Phones	Discipline reports
Payroll	UPS Deliveries	PBIS reports
Collection of daily money	Record Phone Messages	Office backup
Workman's Comp.	Sign in/Sign out	Transcripts
Substitutes	Send/Receive Faxes	Absentee Letters
Student Fees	Secretary to Administration	
Purchasing	Distribute daily mail	
Staff Supply Requests	Announcements	
Office Back Up		
Work Orders		
Accident Reports		
Keys		
Student Parking		