

Table of Contents

A Message for RMHS Staff.....	4
Our Inspiration:.....	5
Organization	6
Philosophy	6
Objectives	7
General Information.....	9
Accurate Records.....	9
Assembly Programs.....	9
Classroom Materials	9
Complimentary Admission To School Events	9
Cumulative Records	9
Custodians	10
Daily Bulletin	10
Discipline in General.....	10
Discrimination	10
Donating Sick Leave/Annual Leave.....	11
Duty Assignments	11
Faculty Lounges	11
Faculty/Staff Meetings	11
Field Trips.....	11
First Aid.....	12
Fund-Raising Policy	Error! Bookmark not defined.
Guests	12
Hall Permits	12
Health Examination Forms.....	12
Long Distance Telephone Calls.....	12
Medicine	12
Money.....	13
Noise.....	14
Parent Conferences	14
Parties	14
Personal phone calls	14
Petty Leave	14
Posters.....	15
Public and Intra-School Relations	15
Requisitions/Purchase Procedures.....	Error! Bookmark not defined.
Room's Condition	16
Salary Arrangements	16
Schedule Changes and New Students.....	16
Scholastic Insurance (Accident)	16
School Day	16
Secretaries' Space.....	17

Six-Week Examinations	17
Student Assignment.....	17
Student Publications and Productions	17
Supplies	18
Teachers' Breaks	18
Teacher Certificates.....	18
Textbooks	18
W-2 and NC-4 Withholding Forms	18
Administrative Team.....	19
Leon Farrow	20
Herman Ivory.....	20
Richard Hutchinson	20
Michelle Royster.....	Error! Bookmark not defined.
Linwood Weeks.....	21
Department Chairpersons	22
Callplus+ System.....	23
Copy Room and Workroom	24
Courtesy Committee Guidelines.....	25
Crisis Intervention	27
Crisis Response Plan.....	28
Fire Drill Procedures	30
Fire Drill Evacuation	31
Tornado Drill Procedures	33
Tornado and Fire Procedures Differences	33
Duty Assignments	34
Morning and Afternoon Duty Assignments	34
Lunch Duty Schedule	35
Extra Curricular and Committee Assignments.....	36
Club and Activity Sponsorships	36
Faculty Committees.....	37
Fund Raiser Procedures.....	Error! Bookmark not defined.
IGPs.....	39
IGP Information.....	40
Library Services.....	41
Whole Class Research Assignments.....	41
Individual/Small Group Research	41
Computer Lab Guidelines.....	41
Media Retrieval	42
Scheduling & Showing Videos from Classroom Workstations	42
Other Library Services.....	43
Employee Political Activities	44
Schedules.....	45
First Two Days of School for Students	45
Homeroom Plans for August 25th and August 26th	45

Bell Schedule for August 25 th and August 26 th	46
Regular School Day	47
Homeroom School Day	48
Inclement Weather Schedule	49
One-Hour Delay	49
Two-Hour Delay	49
Lunch Schedule	50
Meal Prices	51
Meetings Scheduled for Faculty and Staff	52
Departmental	52
MTAC/Goal Teams/PBS.....	52
Full Faculty	52
SIT	52
ILTs	52
Mentor Report	52
Open House	52
Report Card Schedule.....	53
Required Workday Schedule.....	54
Sexual Harassment Defined	55
Sexual Harassment	57
Special Needs Students Referral Procedures	63
Employee Dress and Appearance.....	63
Student Attendance.....	66
Enrollment/Membership.....	66
Attendance of Students.....	66
Attendance Profiles and Homeroom.....	Error! Bookmark not defined.
Procedures for Reporting Period Attendance	66
10-Day Membership Reporting	68
Appendages.....	69

A Message for RMHS Staff...

Many hours have gone into the preparation of these materials with only one objective in mind – to make the school year run as smoothly and efficiently as possible.

Please read this handbook carefully, to be certain of your own particular responsibilities and to have a thorough and complete understanding of the overall program.

All questions are not answered in this publication, but you will find a surprising number of answers. Nash-Rocky Mount Schools publishes a Policy Manual that can be accessed on-line concerning items affecting all personnel in the system. Refer to it concerning questions of this nature.

The Nash-Rocky Mount Schools do not discriminate against any person on the basis of race, sex, age, disability or national origin in admission to, access to, and treatment in its programs and activities.

REMEMBER: *“Teaching is trying to interest a person in a subject that they are not presently interested in, but should be.”*

-Jack McCall

Our Inspiration:

One hundred years from now
It will not matter
What my bank account was
The sort of house I lived in,
Or the kind of car I drove,
But the world may be
A little different because
I was important in
The life of someone young

I shall pass through this world but once.
Any good therefore that I can do or any
Kindness that I can show to any human
being, let me do it now. Let me not
defer or neglect it. For I shall not pass
this way again.

The greatest thing in this world is not so much where we are, but in what direction we are moving.

- O. W. Holmes

ROCKY MOUNT HIGH SCHOOL

Organization

Rocky Mount High School consists of approximately thirteen hundred students in grades nine through twelve and a limited number of tuition students.

There are four 90-minute class periods per day and a 15-minute homeroom period each week.

Courses offered at RMHS are available to all students. Final course selections are determined by the students and/or their parents. RMHS endorses a policy of heterogeneous grouping.

Philosophy

Rocky Mount High School provides educational experiences that encourage students to reach their highest potentials collectively and individually. The school provides the opportunity for continuous growth of the students intellectually, morally, socially, and physically.

In cooperation with parents and various community agencies, the school attempts to enrich and expand the students' positive experiences, to help them understand their own interests and aptitudes, to guide them to make appropriate choices for their own lives, and to prepare them for responsible citizenship in the larger world.

Recognizing that education is never-ending and ever-changing, Rocky Mount High School will adopt new programs and approaches when necessary and will encourage students to continue successfully the on-going process of learning.

ROCKY MOUNT HIGH SCHOOL

Objectives

1. To develop the communication skills of reading, writing, speaking and listening
2. To develop skills in mathematics which will enable students to be effective consumers
3. To offer in-depth, advanced courses for students whose aptitudes and abilities indicate they could benefit from such courses
4. To provide remedial programs for students weak in basic skills
5. To offer adequate and appropriate opportunities to enable handicapped and disadvantaged students to gain basic program skills
6. To develop vocational skills
7. To provide supervised work experience
8. To prepare students for further education and/or for immediate employment after graduation
9. To initiate changes in programs, activities and courses of study to adjust to the changing needs of society
10. To develop an appreciation for and an opportunity to participate in the cultural arts: music, art, and drama
11. To provide opportunities for students to participate and to compete in extracurricular activities according to their individual abilities and interests, with the understanding that their academic performance takes precedence over these activities
12. To promote critical thinking skills: the ability to analyze and evaluate
13. To promote appreciation of the contributions of various ethnic groups to America's political, economic, social and cultural growth
14. To develop an understanding of the American heritage and the free enterprise system
15. To help students understand and appreciate the democratic process and allow opportunities for student participation

16. To promote awareness of the similarities and differences in cultures throughout the world
17. To maintain discipline and order and to promote proper behavior
18. To involve parents in a positive and supportive approach to the learning process and in helping students set priorities in their school activities
19. To encourage worthy home and family relationships
20. To help students to grow in morals, in ethics and in respect for others
21. To provide opportunities for students to work cooperatively
22. To promote health, physical fitness and emotional growth and stability
23. To help students develop a positive self-concept and an understanding of their own aptitudes and abilities in order to plan wisely for their future
24. To work with community groups and agencies in a cooperative effort wherever possible and desirable
25. To help students understand that learning is a lifelong process

General Information

Accurate Records

It is necessary that teachers keep current and accurate records of absences, tardies and scholastic progress of pupils in their classes. Before a permanent roll is made, use a notebook for keeping records, then copy records in the teacher's class record book. This procedure is necessary to facilitate schedule and homeroom adjustments.

Assembly Programs

One of the areas in the school, which should be of great concern to all faculty members, is the school assembly. A conscious effort on the part of all concerned will be necessary so that we can have orderly assembly programs. With this in mind, the following procedure will be in effect during the school year:

- ❖ Students will go to the assembly programs as a group and sit as a group.
- ❖ Teachers will sit with their groups to maintain control.
- ❖ Early in the year teachers are asked to begin stressing the importance of good assembly conduct. This should be a topic of discussion during homeroom.
- ❖ Any misconduct in an assembly program shall be reported directly to an assistant principal or the principal's office. We will do everything in our power to see that it does not happen again with that particular student. Your support is solicited in this area of concern. Proper guidance early in the year through homeroom groups and following the aforementioned procedures will reduce problems in this area.

Classroom Materials

Teachers will not be refunded for personal funds spent for classroom materials. See Tiffany Copeland in the main office for classroom materials and supplies.

Complimentary Admission To School Events

Teachers/staff are given complimentary admission to all school events. Teachers are always considered on duty and may be given definite responsibilities during school functions.

Cumulative Records

Student cumulative records must never be left where they are accessible to unauthorized persons and are to be stored in the appropriate file cabinet in the Guidance office when not in use.

- ❖ All records removed from the file cabinet and checked out to teachers must be done so by an office secretary. Please give the secretaries as much advance notice as possible. Return records to a secretary before leaving school each day.

Records are not to be kept out overnight.

Custodians

The custodial staff works for Rocky Mount High School. They are under the supervision of Assistant Principal Linwood Weeks. It would be impossible for them to comply with wishes of all teachers individually. All requests for custodial services should be channeled through Mr. Weeks. Emergency situations are exceptions. Teachers who need a custodian for an emergency may contact him/her directly. If a custodian cannot be located immediately, contact the main office.

Daily Bulletin

The morning bulletin is an excellent communication device for both teacher and student announcements. It can only serve this purpose if properly used. Please read the bulletin each morning and make note of teacher information. Read to your students during 1st and 2nd periods those announcements intended for them. Items for the Daily Bulletin must be submitted by 1:00 p.m. to Tiffany Copeland, preferably via email. Information is also broadcasted via monitors in the commons and cafeteria and via teacher workstations.

Discipline in General

Guidance and control of our student body is the responsibility of every teacher employed in our school. No teacher should ever hesitate to correct a student even if that student is not assigned to staff members at certain stations during school.

Teachers are to handle discipline problems as they develop. Consider what is best for the pupil. Be guided by a desire to help and understand. Be honest and fair, but be firm. Strict discipline at the beginning of the school year may well prevent the development of major disciplinary problems later. Special cases which reach the principal or assistant principal are expected to be above and beyond the normal duty of the classroom teachers.

Teachers cannot suspend a child from a classroom or from school. Instances which call for suspension should be turned over to the principal or assistant principals for review and appropriate action.

If you feel that a situation is out of your control, send the student(s) involved to Chill-Out with a statement of explanation. You may also accompany the student(s) if necessary. After the student(s) report to the office, it sometimes helps the principal, assistant principal, teacher and student(s) to provide a “cooling off” period before any action is taken. Student(s) should not be sent to the chill-out room for petty reasons.

Discrimination

The Nash-Rocky Mount Board of Education believes that all employees and students should be free of unlawful discrimination, harassment, and bullying, as a part of a safe, orderly and inviting working and learning environment. The Board commits itself to nondiscrimination in all its educational and employment activities. The Board expressly prohibits unlawful discrimination, harassment, or bullying, especially on the basis of race, color, national origin, sex, pregnancy, religion, age or disability.

The Board also prohibits retaliation against an employee or student who has exercised any rights made available through Board policy or state or federal law. Any violation of this policy is considered a serious violation and appropriate action will be taken in response to a violation.

Employees are encouraged to submit any complaints of unlawful discrimination, harassment, or bullying, through the grievance procedure established in Policy GAE, Complaints and Grievances and Policy form GAE/GAMA, Nash-Rocky Mount Schools Grievance Procedure for employees. The complaint procedure for sexual harassment is established in GAMA, Sexual Harassment.

Donating Sick Leave/Annual Leave

By local school board policy, only immediate family employed by the school system are allowed to be the recipients of donated sick leave. Annual leave may be donated to employees who have exhausted all personal sick leave and annual leave. However, it is in poor taste to personally request this donation from individuals. Therefore, requests for annual leave donation should only come from administration.

Duty Assignments

These assignments are made in an attempt to eliminate many of the problem areas in school operation. They are extremely important. When you have been given a duty assignment, please be in the proper place at the proper time without exception.

Faculty Lounges

The lounges are for faculty and staff only. Students are not allowed in the lounges for any reason other than to get a teacher in case of an emergency. No student is to be sent for drinks. Never should a student be sent to a teacher's lounge to use a telephone. Please see that the students observe this policy.

Faculty/Staff Meetings

Except for emergencies, school-wide meetings will be scheduled for **Wednesday afternoons**. Please reserve this day. Most administrative announcements will be made through daily and weekly bulletins. These should be read with great care.

Field Trips

Any teacher desiring to take his/her students on a field trip needs to do the following:

- a. ALL extracurricular activities must have a source of funding for all bus mileage and driver pay. Accounts will be billed from transportation, **only after it has been approved by the Principal.**
- b. Secure the necessary forms and permissions for the trip from Dean of Students, Herman Ivory before notification to others.
- c. Return the completed request form to Mr. Ivory for approval from administration, central office and transportation.

- d. **Overnight and/or Out of State trips (including athletics trips) MUST be presented for school board approval during a regular board meeting TWO MONTHS prior to the trip. Plan accordingly. The superintendent and board will NOT accept last minute requests.**
- e. Before the trip date, email ALL teachers the list of who is to be on the trip and what periods the students should NOT be counted absent.
- f. After the trip date, email ALL teachers a list of students not reporting for the trip so corrections may be made to attendance.
- g. Any vehicle used has to be returned clean and on the same day the trip was completed. Do not keep any transportation vehicle at your home without prior approval.
- h. If Chaperones are needed, they must meet the criteria set by the Nash-Rocky Mount Public School Board of Education.

First Aid

A school nurse is assigned to RMHS. All students who become ill or need first aid treatment may secure a corridor pass from their teacher to go to the office. Office personnel will contact the parent, school nurse, a first responder, or EMT help.

Guests

It is of great importance that all faculty members keep the principal informed of all plans or developments concerning the school. Inform your administrative evaluator if you plan to invite a guest to your classroom. Please make sure that any guest that you invite into your classroom is there for instructional purposes. All guests must report to the main office to sign in before going to your classroom. Please meet your guest in the front office and walk them to your classroom.

Hall Permits

All students out of class during a class period will be required to have a hall permit in their possession.

- ❖ The teachers are asked to complete these permits before the student leaves the room in each and every instance. **Please try to keep hall traffic during class periods to a minimum.**

Health Examination Forms

New teachers should turn in health records to school office by 4:00 p.m. August 1st.

Long Distance Telephone Calls

Long distance phone calls may only be made from certain locations in the main office where they can be logged. Personal calls must be charged to home phone numbers.

Medicine

Teachers who give any type of internal medicine to students are placing themselves in a dangerous position. If a child is too ill to remain in his class, he should be sent to the

main office if the nurse is not on campus. Office personnel will then decide to contact a parent, the nurse, a first responder or emergency medical professionals.

Money

- 1) In accordance with N. C. General Statute 115c-445, all moneys collected or received by an officer, employee or agent of an individual school **shall be deposited daily. There are no exceptions.** Cut off for money daily is 12:00. Funds collected shall not be left undeposited overnight. Funds shall not be taken home overnight by the collector, locked in desk drawers or file cabinets overnight, locked in vehicles or any other scenario other than a deposit in the school's bank account.
- 2) Pre-numbered receipt books shall be issued to and used by all individuals who receive or collect funds. Duplicate receipts shall be used.
- 3) Each and every receipt book issued must be accounted for and returned to the School Treasurer at the end of the school year. Individuals should sign indicating they received a receipt book. Only that individual can use that receipt book.
- 4) Receipts are to be prepared in ink.
- 5) Receipts must be neat and legible when completed.
- 6) Receipts are to be used in the numerical sequence issued.
- 7) Each section of the receipt must be completed. This includes date, **name of individual or company giving funds**, amount of receipt, a complete description of what the funds are for and whether the receipt is by cash or check. Finally, the receipt is to be signed by the collector of the funds and the original given to the individual or company giving the funds. Teacher receipts cannot be made out to a whole class.
- 8) If a mistake is made in writing a receipt, clearly mark the original and duplicate "void" and retain both in the receipt book. If you turn in a deposit with a void and you do not have both copies of the receipt, you are responsible for the money.
- 9) The teacher/collector must submit any funds collected on a Daily Deposit Report, along with their assigned receipt book to the School Treasurer each day funds are collected. Preferably, the School Treasurer will count the funds in the presence of the teacher/collector. Any difference should be fully explained and documented. The Treasurer will issue a receipt from the automated system that contains a reference to the related receipt number(s) in the teacher/collector's receipt book. The School Treasurer will then staple the original treasurer's

receipt to the related receipt(s) in the teacher/collector's receipt book and return to the teacher.

- 10) **All checks have to be made payable to Rocky Mount High, with no exceptions.** If you take a check payable to yourself, then you will have to make the funds good or void the receipt by proper procedures.
- 11) **NSF checks are returned to a new vendor "FARS".** They do the collection for Nash Rocky Mount Schools.

Noise

Noise always is a fact of life with students; however, an excessive amount is not allowed anywhere at school. Please see that noise in the classes, halls, cafeteria and outside near the building is kept to a minimum. Remember, others may be having class.

Parent Conferences

At various times during the year you will be asked to attend parent/teacher conferences set up by a member of the guidance staff. These conferences are a necessary part of our responsibility to the parents of the students we teach. The conferences are sometimes inconvenient but they are necessary and can serve to minimize problems between the home and the school. If you are asked to attend such a conference, it is expected that you attend unless excused by the principals. You will be given as much advance notice as possible to avoid a conflict with your personal schedule.

Parties

No class, club or group is to order soft drinks or related items for consumption at school without permission from the administration. Teachers should not sell fund raising items to students unless these items are school sponsored

Personal phone calls

- 12) In all cases, when the office receives a personal phone call for a teacher while he/she is in class, the caller will be asked to leave a number for the teacher to return the call. This phone message will be placed in the teacher's box. **It is the responsibility of each teacher to check his/her box three times a day – in the morning, at lunch and again just before leaving in the afternoon.** The secretary's responsibility for delivering the message ends when she places the note in the teacher's box. If the call is of an emergency nature, the teacher will immediately be called to the office and someone will be sent to stay with his/her students until he/she returns. All personal long distance calls

should be charged to your home phone. **Do not give the school number for reminders about appointments.** Teachers should inform the main office if an important telephone call is expected.

Petty Leave

This is a category of emergency short-term absence (10 minutes, 30 minutes, etc.) to cover those unexpected incidents that occur in all our lives. It has been our policy in the

past to be cooperative on these occasions. Most often these arrangements can be worked out with fellow teachers. We ask only that we be informed of all such occurrences when a teacher is out of the building and his/her class is being covered by a fellow teacher or a staff member. You will occasionally be asked to cover for others during your planning period because of meetings at the central office, athletic events, parent conferences, etc. Please remember that the very next day or week you may find yourself in need of someone to cover for you.

Procedure for Petty Leave: Inform an administrator of your need and sign out in the main office in person before leaving. Indicate approximate returning time. Please do not call the secretary.

Posters

Please do not put posters, tape, etc. on painted surfaces.

Public and Intra-School Relations

At all times everyone working in the school should attempt to be friendly and willing to assist and to cooperate. The actions of each should portray acceptable and agreeable relations to the public – the parents of our students. The worst breach of professional ethics that any teacher can commit is to discuss the merits of fellow faculty members with students. Please do not allow this to occur at Rocky Mount High School.

Remember also that we must be cautious about where and under what circumstances we discuss the problems of the students we teach. The halls and the lounge are not the proper place. Would you want your son/daughter's problems to be the subject for open debate in a faculty lounge?

Requisitions/Purchase Procedures

1. All school-based purchases require prior approval before funds can be spent. This approval comes only from the Principal.
2. A Requisition for Rocky Mount High School should be filled out. A completed requisition by staff will include vendor name and account number. Please sign as originator. If you do not know the shipping amount use 10% and tax is 7.75%. The requisition will then be submitted to the Treasurer, Karen Bryant, for the Principals approval. You will be notified if not approved.
3. After approval the purchase order number will be placed on the requisition form and the white copy of the form will be placed in your mailbox. You may then order. If you want your order faxed you will need to include the fax number. After it has been faxed the transmittal sheet of your fax will be attached to the Purchase Order and put in your mailbox. When your order comes in and you receive an invoice, fill out a request for a check form. Attach the white copy of your purchase order and return to the Treasurer for a check.

To receive a check by Friday, you will need to get your request in by Tuesday at 12:00.

Room's Condition

Turn off lights when not in your room. Close windows at the end of the day, and be sure your room is left in an orderly condition. Do not pile materials on window ledges. Please do not allow students to dust erasers on brick surfaces.

Salary Arrangements

If you plan to receive your salary in 12-month increments, the time to decide is before the August deadline date. This option is not available after then. Also indicate at this time the bank in which you prefer direct deposit of your check.

Schedule Changes and New Students

It is often necessary to change schedules and enroll new students during the school year. This is a normal part of school operations. A student's schedule is changed only for very good reasons. All new students must be given a class schedule. This means that during the school year you will gain and lose students from your homeroom and classes. The decision is based on what is best for the student and demands of the master schedule. If you have questions concerning class changes or additions, please discuss them with the principal.

Scholastic Insurance (Accident)

The student accident policy is available for students at a nominal cost. All athletes and cheerleaders will be supplied supplemental insurance by the Nash-Rocky Mount School System during competitions or practices. All school personnel are eligible to participate in the program. Please encourage all athletes to purchase 24-hour coverage.

School Day

The school day has been set by the Nash-Rocky Mount Board of Education as a 7 ½ hour day. Therefore, teachers in the Nash-Rocky Mount Schools will observe the following schedules:

- ❖ The teacher workdays when students are not in attendance will be from 8:00 a.m. until 4:00 p.m. with one hour for lunch (12:00 noon – 1:00 p.m.).
- ❖ The teacher workday during the 180 student days will be from 7:30 a.m. to 3:15 p.m..
- ❖ The above schedule will not apply on Friday afternoons, nor on the days when there is a night meeting which would require returning to school.
- ❖ The above schedule does not apply to teachers employed for half-days. They will meet with the principal and their hours will be set at half the time of those teachers employed on a full-time basis.
- ❖ We will continue the practice of allowing teachers who have emergencies to leave before the end of the workday if at all possible. We ask that you talk with an administrator before leaving campus. If an administrator is not available, please

see the secretaries. At no time during the workday, for any reason, are personnel to be off campus without the knowledge of an administrative or office personnel.

Secretaries' Space

The desk of a secretary is a private area. No one should "feel free" to thumb through anything on the desk, in the desk, or in the filing cabinets. The secretaries will be happy to help you, but it is not the responsibility of the secretary to prepare stencils, tests, nor do personal typing for anyone. Their time is spent in keeping school records. Please see a principal if you feel it is necessary for them to do an assignment for you.

Six-Week Examinations

Six-week examinations are not mandatory. If you choose to give examinations at the end of the 1st, 2nd, 4th and 5th six-week periods, use this schedule:

- 1 day before end of six-weeks - Elective Examinations
- 2 days before end of six-weeks - Math & Science Examinations
- 3 days before end of six-weeks - Social Studies & English Examinations

Examinations at the end of the third and sixth six-weeks are special circumstances. Schedules for these exams will be developed and distributed by school administrators.

Student Assignment

It is contrary to the school policy to change a child from one teacher to another except for a good reason. All schedule change requests must follow proper procedure with all forms properly filled out and signed before they will be considered. All schedule changes are approved by the principal or his/her designee before they are made.

Student Publications and Productions

Review Before Distribution – Students wishing to distribute any publication on campus must first submit the publication to the principal for review. The principal may prohibit distribution of a publication if the material in the publication falls into one of the following categories:

- a. is vulgar, indecent or obscene.
- b. contains libelous statements or abusive language such as language defaming a person's character, race religion, ethnic origin or disability.
- c. causes or clearly threatens to cause damage to material and substantial disruption of normal classroom activity, any normal school function, or other school activity.
- d. encourages the commission of unlawful, or other school activity.
- e. advertises any product or service not permitted to minors by law.

- ❖ The principal must decide whether or not to allow the publication to be distributed within five (5) school days of its submission for review. (The complete policy can be found in the Nash/Rocky Mount Policy Manual).

Supplies

Teachers should be constantly on alert to see that supplies are not wasted. Pay careful attention to see that that desks, gymnasium seats, library tables and other school property are not abused. Supplies ordered last spring will be issued to teachers as they arrive.

Teachers' Breaks

Our master schedule provides a planning period for all teachers. If you find it necessary to leave your classes, be certain that the students have been given something constructive to do and another teacher notified that you are leaving so that he can cover your class until you return. **Leaving your students unattended is unlawful.** If you are not familiar with Tort Liability, please refer to the copy of North Carolina Public School law in the principal's office.

Teacher Certificates

All teachers should have a teacher certificate filed with the superintendent's office. Contact the personnel department at the central office for more information.

Textbooks

See Department Chairperson.

The school name is not to be stamped in any state allotted books.

W-2 and NC-4 Withholding Forms

These forms are to be submitted by all teachers who:

- ❖ are new to the Nash/Rocky Mount School System, or
- ❖ have reason to change their number of dependents

Administrative Team

The administrative team approach at Rocky Mount High School is designed to utilize all administrators, to provide organizational clarity and to enhance classroom instruction.

The administrative team concept should be followed when possible; however, any administrator may be consulted in cases of emergency or administrative absence.

Responsibilities are listed on the following pages.

Leondus Farrow
Principal

Richard Hutchinson
Assistant Principal

Chanda Battle
Assistant Principal

Linwood Weeks
Assistant Principal

Herman Ivory
Dean of Students

Guidance Department

9th Grade Counselor
Margie Holt

10th Grade Counselor
Jenny Baysden

11th Grade Counselor
Phillip Curtiss

12th Grade Counselor
Aletha Hudson

Administrative Duties

Leon Farrow

Ultimately responsible for total operation of school

Graduation
Curriculum/Instruction
Evaluations
Social Studies Dept.
Secretaries
Media
Fiscal/Budget
NCWISE/Scheduling
Registration
AP Program
IB Program
Athletics

Herman Ivory

Lockers
Mediation
WL Greene Referrals
Middle College Referrals
Drop Out Prevention
Transportation & Payroll

Richard Hutchinson

Graduation
Curriculum/Instruction
Evaluations
English Dept.
Technology/Instructional
SACS Renewal
ILTs and Mentors
School Improvement
Student Government
AVID
Guidance
Communications
Newsletter
11th and 12th Grade Discipline (A-F)

Chanda Battle

Clubs
Graduation
Curriculum/Instruction
Evaluations
Testing
Math Dept.
Staff Development
Attendance
Supervision Duties
Novel Stars
Capstone Project
Academies of Reading and Math
10th and 12th Grade Discipline (P-Z)

Linwood Weeks

Graduation
Curriculum/Instruction
ILT's
Evaluations
Student & Faculty Handbooks
Science Dept.
Exceptional Children
Maintenance, Building & Grounds (Custodians)
Technology
Driver education
Plant operations/OSHA
Facility usage
Safe schools
Resource officer
Operational schedules
Textbooks/Supplies
Free lunch
Athletics
9th and 12th Grade Discipline (G-O)

Department Chairpersons

English	Rusty Wright
Mathematics	Deborah Keel
Social Studies	Linda Mosley
Science	Reba Fulghum
Student Support Services	Margie Holt
Cultural Arts	Matt Gibson
Business	Charlotte Holloway
Exceptional children	Louanna Buck
Foreign Language	Chantal Whelan
Home Economics	Tess Price
Library	Corrine Jenkins
Music	
Physical Education	Kent Cox
Trade & Industrial Education	Steve Keeter

Duties

1. To determine through department members what equipment and supplies each feels they need to do the job expected
2. To plan with teachers in the preparation of the budget for the department
3. To be aware of and keep staff informed of current projects, workshops, research studies and innovative instructional techniques and to encourage their implementation when possible
4. To evaluate and assist in selecting textbooks and instructional material, working within the framework of school policies
5. To assist teachers in recruiting resource persons
6. To file or store supplementary materials, catalogues, vendor names and supplies for the department and to advise in the use of materials
7. To plan department meetings as scheduled and prepare a brief summary of the topics discussed
8. To collect and critique quarterly unit plans to assure that instruction is aligned with SDPI curriculum guidelines, End of Course Testing, etc.
9. To inventory and compile textbook needs in priority order
10. To assure that teachers new to RMHS in your department are well versed in the procedures peculiar to our school
11. To communicate with Administration
12. Other duties as assigned by administration

Callplus+ System

When you call the school's Callplus+ System, you will hear this:

System:

- “Welcome to the Callplus+ Substitute Management System”
- “Please enter your 5-digit user ID code. If you make a mistake and need to start over, press the # (pound sign). Enter your user ID code now”
- “Enter your command or press 0 for the main menu”
- “To record and absence, press 1”
- “Press A to record your absence or *(star button) to exit”
- “Press 2 digits for starting month”
- “Press A for AM, P for PM, or F for Full Day”
- “Press #(pound sign) to save this absence, or to continue, press 2 digits for ending month. “If you have more absences, continue by entering the month and day.

Your absence will then be repeated for you to confirm the information.

- “You specified: Absent, October first, full day”
- “If this is correct, Press Y, if not press N” **Be sure to confirm with Y or N**
- “Your absence has been recorded”
- “Enter a command or press O for the main menu”

At this time, you may press * (star button) to end the call

- “Thank you for call CALLplus+”

NOTE: Do not hang up until you have heard your absence information repeated and have confirmed with Y or N. **If you do not confirm, the absence will not be saved.** Press the * (star button) to end the call.

After recording your absence, follow these steps to record, listen re-record, or delete your personal message:

System:

- “Enter a command or press 0 for the main menu. From the main menu, press 2 for the sub message menu. Press L to listen, R to re-record, D to delete your message or * (star sign) to exit”

Copy Room and Workroom

Guidelines for Copy Room (Located in Room 101):

- ❖ The workroom will be open from 7:30 a.m. until 4:00 p.m.
- ❖ Duplicating paper and stencils will be placed in the workroom for instructional assistants. If supply of paper becomes short, teachers will be asked to supply paper.
- ❖ Duplicating and thermal machines will be located in other areas for teachers. (Math-Science and 214A)
- ❖ For more than 125 copies of one page or non-instructional related materials need to be referred to an administrator for approval.
- ❖ The Copy Room is off limits to students.

Courtesy Committee Guidelines

Committee members:

Tiffany Copeland	Karen Bryant	Deborah Walston
June Dawson	Marlene Jones	
Greg Crudup	Bonnie Hathaway	

Dues: \$10.00

You may give your dues to any committee member.
Faculty refers to all staff working at RMSH.

Guidelines

1. If a person is hospitalized, an arrangement of carnations and a card are sent. The approximate cost is \$15.00
2. If a person is sick at home for an extended period of time, an arrangement of carnations and a card are sent. The approximate cost is \$15.00.
3. If a person is married and experiences a death in the family, a potted arrangement or dish garden and a card are sent. The approximate cost of the arrangement is \$20.00. (spouse, children and parents)
4. If a person is married and experiences a death in his/her family involving someone other than spouse, children or parents, a card is sent. (brothers, sisters, grandparents, aunts, uncles or in-laws)
5. If a person is single or divorced and experiences a death in the family, a potted arrangement or a dish garden and a card are sent. The approximate cost is \$20.00. (parents, brothers, sisters or children)
6. If a person is not married and experiences a death in his/her family involving someone other than parents, brothers, sisters or children, a card is sent. (aunts, uncles or grandparents)
7. If a faculty member dies, an arrangement of flowers is sent. The approximate cost is \$35.00 - \$40.00.
8. If a person receives special recognition, a card or an informal note is sent.
9. If a person has been hospitalized and must remain at home for a while after the hospitalization before returning to work, cards or informal notes are sent.

10. If a person has a baby, a baby gift and a card are sent. The approximate cost is \$20.00 - \$25.00.
11. If a person marries, a wedding gift and a card are sent. The approximate cost is \$20.00 - \$25.00.
12. If a person retires, the Courtesy Committee decides the type of present that the retiree will receive. The person will be honored at the end-of-year faculty luncheon. The approximate cost is \$40.00.
13. The Courtesy Committee will collect voluntary contributions from the faculty to purchase Christmas gifts of equal value for each of the administrators.
14. If a faculty member chooses not to pay the courtesy dues, then none of the mentioned apply, however a token of concern be administered.

Crisis Intervention

A crisis can be defined as an intolerable situation, unstable condition or sudden change that disrupts the normal operation of an individual, group, organization or community, and demands immediate attention and demands immediate attention and resolution. School populations are often affected by crises that occur within the school as well as in the community at large.

Examples of some crises/emergency situations are:

- ❖ accident (example: bus wreck)
- ❖ illness (example: heart attack)
- ❖ suicide
- ❖ natural disaster (example: tornado)
- ❖ hostage situation
- ❖ social disturbance (example: drug/alcohol)
- ❖ death (student/staff member)

Faculty/staff are reminded that we are concerned with emergencies that require a more organized response and not our everyday occurrences with which we routinely deal.

Examples:

- ❖ a police report might be filed
- ❖ the incident affects many students
- ❖ there is a death involved
- ❖ media attention is a possibility

In an effort to be better prepared to respond to a crisis should one occur, our Crisis Team, in conjunction with Edwards Junior High, has prepared these guidelines.

Members:

Margie Holt
Jeanne Bernat
Jenny Baysden
Aletha Hudson
Phillip Curtiss
Linwood Weeks
Herman Ivory

Crisis Response Plan

Teacher/Staff - If a staff member becomes aware of an emergency/crisis:

1. Send student/staff member to notify CPR person nearest the scene of the emergency.
 - a. A list of qualified CPR personnel will be issued to staff members.
 - b. Staff must be aware of the closest CPR qualified person(s).
2. Send one student to the main office to notify secretary of the situation (student stays with secretary).
3. Send one student to the Health Room to notify the nurse.
 - a. It is important to send the name of the student or staff member who has been injured.
 - b. Student will stay with the nurse.

Nurse - When the nurse is made aware of the emergency, she will:

- a. Pull health card noting any medical condition.
- b. Pull emergency card for parent's number and hospital.
- c. Go by office to leave emergency card with secretary.
- d. Direct student to stay with secretary.
- e. Notify student to carry card to scene of emergency.
- f. Report to scene of emergency.

Secretaries - If a secretary becomes aware of an emergency/crisis situation:

1. Have student who reported to office remain until principal or designee arrives.
2. Notify principal of situation.
3. Wait for further notification from principal.
4. Copy phone numbers from emergency card.
5. Send emergency card to scene (use student who came from Health Room).
6. Call EMS, if directed by principal, and give important facts:

- a. Location of emergency
 1. Address
 2. Building, street, entrance
 - b. Telephone number from which the call is being made
 - c. Caller's name
 - d. What happened
 - e. How many people injured
 - f. Condition of victim(s)
 - g. Help (first aide) being given
 - h. Do not hang up until the dispatcher hangs up**
7. Send someone to meet EMS.
 8. Secretaries not manning phone are available for back-up personnel (classroom, etc.).
 9. Notify Superintendent/Central Office.

Principal/Assistant Principal(s) - When administrator is aware of an emergency/crisis, he or she will:

1. Report to scene of emergency (or send student).
2. Direct any action needed (e.g. radio front office to telephone EMS & parent).
3. Remain at scene until emergency/crisis is over.
4. Make information available to staff and students.
 - a. Faculty (e.g. morning meeting)
 - b. Students (e.g. intercom or class visits)
 - c. Parents, if necessary (e.g. written form)

Media information will be issued by Central Office

Fire Drill Procedures

Fire drills are sponsored and directed by the members of the Fire Drill Committee of the Student Representative Assembly. The Fire Drill Committee is a standing committee. A fire drill will be held during the first week of school and at least once a month. The following general regulations govern fire drill procedures and specific changes will be announced as needed:

1. At the sound of the fire signal, follow the directions given on the Fire Exit Chart displayed in the room.
2. Leave the windows and doors of each room tightly closed. Teachers should take roll books for attendance purposes.
3. Leave the rooms quietly. No student should speak during the evacuation of the building.
4. Leave the room in single file and move in single file until you are out of the building.
5. If the evacuation of the building has been forced by actual fire, keep place in the lines on the streets until you receive further directions from the members of the faculty or from members of the fire department.
6. If the evacuation of the building has been for drill purposes only, return to the building quietly in single file, when the signal is given.
7. The teachers are asked to insist upon the single files moving rapidly but quietly so that in special cases two or three files from different rooms may leave the building by the same route. The emphasis placed upon absolute silence during the evacuation is necessary in order to prevent panic in case of fire. Panic almost always accompanies thoughtless noise. Each drill must be regarded seriously and must represent a beneficial practice for an actually dangerous situation.
8. In case of fire, the teacher has complete responsibility for his group. If he/she changes evacuation directions, students follow his/her directions without comment or questions.
9. In case of a drill while classes are changing, all students should fall into single file and walk, not run to the nearest exit.

10. Teachers will report to the principals the names of any students who seem unwilling to cooperate in carrying out fire drills in an orderly, quiet and serious manner.

Fire Drill Evacuation

When and if it becomes necessary to evacuate the building due to fire or during regular fire drills, the signal will be the continuous sound of the fire horns or a series of three short bells.

Tillery Building

- ❖ All students in rooms 002-010 will pass through the north exit to Tillery Street front sidewalk.
- ❖ Rooms 011-012 will pass through the east exit to the sidewalk on Tillery Street.
- ❖ Rooms 012A and 014 should exit onto the Tillery Street sidewalk.

Library

- ❖ All students in the library will pass through the east exit to the front sidewalk on Tillery Street.

“A” Building

- ❖ All students in rooms 102-104 will pass through the north exit to Tillery Street.
- ❖ Students in rooms 107-111 will pass through the north exit to Nash Street.
- ❖ Students in room 109 will pass through north exit to Tillery Street.
- ❖ Rooms 106-111 will pass through east exit to Tillery Street.
- ❖ Rooms 112-117 will pass through east exit south of the library to Tillery Street.

“B” Building

- ❖ All students in rooms 204-215 will pass through the west exit to the Athletic Field.

“C” Building

- ❖ All students in rooms 118-126 will pass through east exit south of the library to Tillery Street.
- ❖ Room 128, 129, 130, 131, 132, 134, 219 and 221 will pass through the south exit to Hammond Street.
- ❖ Rooms 216 and 217 will pass through north exit to Athletic Field.

“D” Building

- ❖ All students in rooms 301, 302 and 303 will pass through east exit onto the service drive and turn right to Hammond Street.
- ❖ All students in room 305 will turn left and exit to the staff parking lot.
- ❖ All students in rooms 304 and 306 will pass through the west exits of their classroom areas to the bus parking lot.

Math-Science Building

- ❖ Students in rooms 412-415 will pass through northeast exit and turn left to Athletic Field.
- ❖ Students in rooms 414-416 will pass through southwest exit and turn right to Athletic Field.
- ❖ Students in rooms 424, 426 and 427 will pass through southwest exit to Athletic Field.
- ❖ Rooms 422, 423 and 425 will pass through northeast exit to Athletic Field.

Art-Music Rooms

- ❖ Students in the Art and Band rooms will pass through the west exit to Nash Street.
- ❖ Students in the Vocal Music room will pass through the north exit at Nash Street.

Gymnasium/Auxiliary Gym

- ❖ All students on the south side of the gymnasium will pass through the southwest exit to Nash Street.
- ❖ Students on the north side of the gymnasium will pass through the northwest exit to the Athletic Field.

Auditorium

- ❖ All students in the auditorium will pass through the nearest exit to Nash and Tillery Streets.

Administrative Offices

- ❖ Staff members, office assistants and other students and teachers will pass through the north exit to Tillery Street.

Journalism Wing

- ❖ Students in rooms 015 and 016 will pass through the north exit to the front sidewalk on Tillery Street.
- ❖ Students in rooms 017A, 017B and 018 will exit the backdoor directly onto the Hammond Street sidewalk.

Tornado Drill Procedures

Follow these procedures during a tornado drill:

1. The signal will be a warble tone over the intercom system. If power is out, we will use air horns.
2. Students should leave their classrooms in single file and stand in the hall facing lockers with chins tucked to chest and hands over their heads.
3. Students in the Gym area, T & I Buildings, and Field House area will be directed to the safest location by their teacher.
4. Anyone in the cafeteria should enter the 200 hall.
5. Students on the second floor of the Math/Science Building will move to the hall on the first floor. **Do not remain on the second floor.** Students in rooms 412, 414 and 416 should remain in the classrooms and find security under the lab tables.
6. **Windows and doors should be open.**
7. Teachers are to discuss these procedures with each class.

Tornado and Fire Procedures Differences

Tornado

Windows & doors are left open.

Warning signal is a warble tone on the intercom.

Students seek shelter **inside** the building in areas to avoid flying particles of broken glass.

Fire

Windows & doors are left closed.

Warning signal is a continuous series of three short bells or the fire horns.

Students **evacuate** the building according to a Fire Exit Chart posted in each classroom.

Duty Assignments

As a member of the Rocky Mount High School faculty, included in the duties are the supervision of student activities both in curricular and co-curricular activities, and during other informal times of the school day. Please note that morning duties begin at 7:10 a.m. and afternoon duties begin at 2:35 p.m. All teachers must be in their rooms at 7:45 a.m.

Morning and Afternoon Duty Assignments

The chart below lists the duty assignments. Teachers need to be at their assigned duties on time. Their visibility assures that students act in a responsible manner. Be sensitive to profanities, excess noise, defacing property and violation of other school policies. Use good judgment in deciding whether a problem should be referred to an administrator.

Duty Location	7:10 AM	2:35 PM
Nash St. Entrance	Keith Barnes	Keith Barnes
Commons Area	Dickie Schock Kent Cox	Dickie Schock Kent Cox
Cafeteria	Steve Keeter	Steve Keeter
002-011 Wing	Linda Mosley	Linda Mosley
015-018 Wing	Elbert Thomas	Elbert Thomas
Main Office Area	Bonnie Kane Guidance Counselors	Bonnie Kane Guidance Counselors
100 Hall @ 119/120	J. Edmondson	J. Edmondson
100 Hall @ 106/107	Deborah Keel	Deborah Keel
Back 100 Hall Trophy Case	Gail Lapole	Gail Lapole
200 Hall @ 215	J. J. Jones	J. J. Jones
200 Hall @ 221	Rossie Tyler	Rossie Tyler
200 Hall @ 205/206	Michael Gainey	Michael Gainey
200 Hall Outside	Jason Battle	Jason Battle
304/305/306	S. Morgan	S. Morgan
400 Building (down)	Reba Fulghum	Reba Fulghum
Tillery Street (Auditorium)	Greg Crudup	Greg Crudup

Lunch Duty Schedule

Tillery Street - Front of Auditorium/Main Foyer				
	First Lunch	Second Lunch	Third Lunch	Fourth Lunch
Group 1				
Group 2				
Group 3				
Group 4				
Intersection 100 Hall (106-107)				
	First Lunch	Second Lunch	Third Lunch	Fourth Lunch
Group 1				
Group 2				
Group 3				
Group 4				
Lunchroom Commons (Room 501)				
	First Lunch	Second Lunch	Third Lunch	Fourth Lunch
Group 1				
Group 2				
Group 3				
Group 4				
Intersection 200 Hall (206-207)				
	First Lunch	Second Lunch	Third Lunch	Fourth Lunch
Group 1				
Group 2				
Group 3				
Group 4				
Gym Commons& Restrooms				
	First Lunch	Second Lunch	Third Lunch	Fourth Lunch
Group 1				
Group 2				
Group 3				
Group 4				

Extra Curricular and Committee Assignments

Club and Activity Sponsorships

AFS

Key Club

Literary Guild

Art Club

Math Club

**National Honor
Society**

Brain Game

Quiz Bowl

Ecology Club

Chess Club

SADD/SASI

FBLA

SAVE

FCA

Science Olympiad

FCCLA

SRA

**Foreign Language
Club**

STOP

Faculty Committees

A/B Honor Roll

**NHS Selection
Committee**

Awards Committee

Prom Committee

Wellness

Awards Program

Courtesy Committee

**Decorating
Committee**

Faculty Bulletin Bd.

Kwanzaa Choir

Memorial Gardens

Mary Fryar's TMD
Class

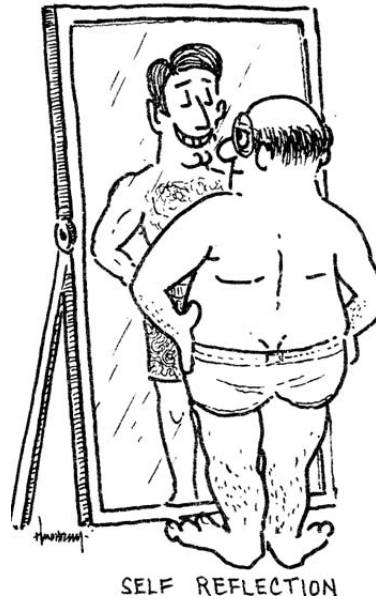
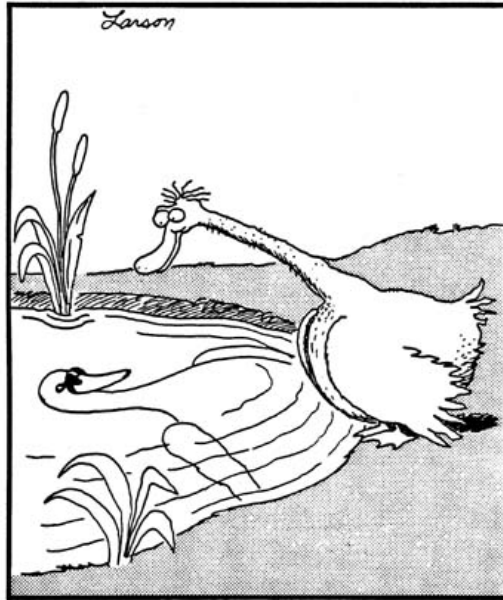
Fund Raiser Procedures

- 1) The purpose of Fund Raiser Procedures is to obtain permission prior to the beginning of a fund raising event.
- 2) Club sponsors will fill out a Fundraiser form and then contact Chanda Battle, Assistant Principal, to discuss and determine if you have permission to do the Fund Raiser.
- 3) Once approved by Mrs. Battle, you will submit your request to Karen Bryant, School Treasurer. If you do any fundraisers for athletics, Michael Gainey, Athletic Director will need to sign off on this activity before you give to it to Mrs. Battle. It is then given to Karen Bryant. Once Mr. Farrow has approved the form you will be notified by Karen Bryant and then you will meet with her to sign a Fundraiser Agreement Contract. You may then do a requisition to purchase items for the Fundraiser.
- 4) Follow the requisition procedures to purchase items being sold.
- 5) All purchases must be accounted for by inventory. You will need to do a spread sheet including items by name, count of the items purchased, amount you paid for each item, sale price of each item and planned profit for each item.
- 6) Make two copies of your invoices. Give one copy and the original to the Treasurer to attach to the purchase order and keep one copy to attach to your summary sheet at the end of the fundraiser.
- 7) You will also need to make a form and have each individual that sells for you sign, date and list what items they pick up.
- 8) Whenever money is turned in to a club sponsor it should to be receipted right then. You need to keep that receipt until the school year is complete. This is the only thing that proves that you turned in money to the sponsor.

The Club Sponsor completes the Summary of Fund Raising Activity Form after the fundraiser is completed and returns it to the School Treasurer for review and Principal's signature. The Club Sponsor must sign the form before turning it into the School Treasurer.

IGPs

How Do YOU See Yourself?



When you write your IGP goals and strategies are you looking at yourself realistically, asking yourself the right questions and aligning your efforts to system and school goals?

- All strategies should be aligned with the goals and support the school improvement plan.
- The outcomes should be measurable and related to specific strategies.
- Personal/professional strengths and areas to be strengthened should be identified. Personal/professional enrichment goals should be related to your overall performance on previous evaluations and/or school improvement goals.

At mid-year and at the end-of-year reviews, evidence should support consistent progress towards or achievement of the personal/professional enrichment goals and consistent progress towards or achievement of school improvement goals or justification for modifications of the original goals if the goals were not/can not be met.

All license renewal credits for continued employment and staff development should relate directly to personal, professional and/or school improvement goals.

ALL IGPs are due to your evaluating administrator before the end of August.

IGP Information

1. Open the IGP file for your level of experience.
2. Click **File** → **Save As**, name your new IGP and save it.
3. The IGP form will come up on the screen. You can type in the gray boxes only. Also, if you click on the check boxes, an X will appear (see below).

1. ABC's Plus Strategic Goals: A. High Student Performance

4. You can print from that computer, or take a disk to another computer and print. If you want to open it and change or print it later, you can open it like you would any other Word document.

Information for creating your Individual Growth Plan

- Remember that the plan is for the five years of your renewal cycle.
- If you started an IGP last year, but are still in your renewal cycle, you may continue that plan. (You do not need to fill out a new form until you begin a new five-year cycle. You do, however, have to revisit that plan and update it as needed.)
- You need to have at least two major goals: One for personal/professional growth and One which is tied to the School Improvement Plan.
- Both goals should be measurable.
- Refer to the School Improvement Initiatives sheet to help you decide which check boxes to choose. The majority of you will click on A. High Student Performance.
- Don't forget to list your strengths in the box provided!
- If your IGP runs to two pages, don't worry. Just print it and we'll take a look at it.
- You will notice that there is a place for a SIT member to sign (School Improvement Team). That will be the Curriculum and Instruction Committee. The easiest thing to do will probably be to have the department chair sign the IGPs in his/her department and have other committee members sign the department chair's IGP.
- The IGP has to be reviewed three times per year: 1- Writing the IGP (first year) or Updating it (next four years); 2- Mid year- checking progress; and 3- End of Year evaluation of progress for that year.
- ALL IGPs are due to your evaluating administrator before the end of September.

Library Services

Whole Class Research Assignments

- Classroom teachers are asked to schedule library media time and discuss the proposed assignment with the library media specialists at least 3 – 5 days in advance.
- Teachers should also submit a copy of the lesson plan or student activity sheet.
- Teachers are expected to accompany and remain with their classes. Classes cannot be accepted with substitute teachers.
- Students are not allowed to bring their book bags into the library media center. Teachers should make arrangements for book bags to be left in the classroom.
- **NO FOOD or DRINK is allowed.**

Individual/Small Group Research

- A student must have a pass with his/her name, time, date and teacher signature AT ALL TIMES during the school day.
- Prior to sending groups of 3 or more, teachers are requested to check with the library media specialists to make sure there is space available.

Computer Lab Guidelines

- The library media center computer lab is available for whole class activities supervised by the classroom teacher. The library media specialists are available as a resource for the lab.
- Teachers sign up in the library media center workroom to schedule classes for the computer lab. A seating chart is required. Substitute teachers are NOT allowed to bring classes to the computer lab.
- Before using the computer lab, students must have an Acceptable Use Policy signed by a parent or guardian. This requirement is mandated by the Nash-Rocky Mount School Board. Give a copy of your class attendance sheet to the library media specialists so that they may check to see that each student has an AUP on file. Those students who do not have a signed AUP must be assigned other work and must sit away from the computers.
- Computer lab activities must relate to the teacher's lesson plan.
- When students are working on computers, the classroom teacher must monitor student usage at ALL times. Inappropriate sites are available even though we have internet filters. The classroom teacher is responsible. If a student accesses inappropriate sites on the internet, the teacher needs to take appropriate disciplinary measures.
- Students are NOT allowed to read or write e-mail, access chat rooms or play games while in the computer lab.
- Internet use is a privilege. Inappropriate use results in limitation or cancellation of user privileges.
- Diskettes for saving files are available for \$0.50 from the library media staff.
- Printing is \$.10 per page. Teachers collect and turn in to the media specialists.
- **NO food or drink is allowed in the computer lab.**

Media Retrieval

- Videos must be used for a curriculum-supported, face-to-face teaching activity. DPI suggests that the video should be written into the curriculum.
- Videos shown for reward, entertainment, rainy days, fillers, or non-instructional purposes are not permitted/legal.
- Videos shown by substitutes are subject to the same guidelines.
- A videotape must be a legal copy.
 - Videos located in media center purchased with school funds that meet requirements of departmental selection policy are legal. Tapes should be purchased from companies that provide limited performance rights (Library Video, Teacher's Video, etc.)

Note: Most videotapes produced by Disney (Touchstone) do not grant educational viewing rights.
 - Videos recorded off-air (from TV) are legal only if used within first 10 consecutive school days of broadcast.
- Outside Videos titles must be submitted with a Video Approval Form to the principal for approval. Forms may be obtained in the library media center.
 - The outside video must be presented WITH A COPY OF THE SIGNED APPROVAL FORM to library media specialists.

Scheduling & Showing Videos from Classroom Workstations

To Schedule Video

1. Click on Internet Explorer.
2. Type 10.169.12.15 in HTML Box, Hit Enter.
(can place in favorites folder).
3. Type in User name (first letter of first name/last name) and Password (video), Hit Enter.
4. Click Search Box.
5. Type in title or subject you want (Type in OUTSIDE VIDEO for videos not located in RMSH library media center)
6. Make sure TITLE and/or SUBJECT, DESCRIPTION, and CALL NUMBER are selected.
7. Click on Search
8. Click on Schedule
9. Click on Date
10. Click & Drag time for Video* (remember the system automatically gives you 15 extra minutes)
1st-7:50-9:20 2nd-9:25-10:55 3rd-11:00-1:00 4th-1:05-2:35
11. Save Schedule
 - For OUTSIDE VIDEO type in title in Memo box

To Play Video

1. Click on Internet Explorer
2. Type 10.169.12.15
3. Type User name and Password
4. Click Control Button
5. Highlight Local Workstation
6. Click on Submit
7. Double Click on VCR; change TV to same channel as VCR #
8. Control functions will appear at top of computer screen for you to use (If you cannot see VCR controls, scroll down [scroll bar located on right side of page])

|| [] << > >> []
PAUSE STOP REWIND PLAY FAST FORWARD DISPLAY

Other Library Services

- **LAMINATING:** Items to be laminated must be given to library media staff at least one day in advance of need.
- **SUPPLEMENTARY ENGLISH BOOKS:** Requests for English supplementary books must be given to library media staff at least one day before the books are needed.
- **EQUIPMENT:** Audiovisual equipment is available for short-term and long-term checkout. See library media staff.

Employee Political Activities

Policy Code: 7720

The employee's right of citizenship, involving registering, discussing political issues, voting, campaigning for candidates or issues, running for or serving in public office, and participating on a committee or board that seeks to serve the welfare of the community, will not be infringed upon due to employment by the school system.

These political activities must not:

1. take place during school time;
2. involve school monies or materials; or
3. make use of an official school position to encourage or to coerce students or other employees of the system to support in any way a political party, candidate or issue.

This policy should not be construed as prohibiting the impartial study and discussion of political or other controversial issues in the classroom setting.

Legal References: G.S. 115C-47(18)

Cross References:

Adopted: December 7, 2009

Schedules

First Two Days of School for Students

Homeroom Plans for August 25th and August 26th

- A. The first tone will sound at 7:43 a.m.
- B. All students are to report to advisors. All students should check the lists posted to make sure they have the same homeroom as the previous year.
- C. Any students not included on a homeroom roster or without schedules are to report to the auditorium. Instructions will be given.
- D. When all students have arrived in their homerooms, the homeroom teacher should include the following information in his/her presentation to the students.
 - 1. Give the student a copy of his/her schedule.
 - 2. Keep a copy of the student's schedule and explain schedule to the student.
 - 3. Distribute and explain insurance information.
 - 4. Distribute a student handbook to each student.
 - 5. Review the PBS Matrix.
 - 6. Discuss Cell Phone Use, Dress Code, Harassment and Attendance.
 - 7. Make sure students have a copy of his/her schedule before they leave the classroom.
- E. At 8:55 a.m. a tone to go to 1st period class will sound. Teachers and students will begin a four-period day with shortened morning classes and regular lunch. School will be dismissed at 2:35 p.m.

Bell Schedule for August 25th and August 26th

7:45 **All students report to Homeroom**

7:50 - 8:55 **Homeroom** (55 minutes)
 (Aug 25th Class meeting 12th then 11th-Aug 26th Class meeting 10th then 9th)

9:00 - 9:55 1st Period (55 minutes)

10:00 - 10:55 2nd Period (55 minutes)

Third Period and Lunch

11:00 - 11:25 *First Lunch* (25 minutes)

11:30 - 1:00 3rd Period (90 minutes)

11:00 - 11:30 3rd Period (30 minutes)

11:30 - 11:55 *Second Lunch* (25 minutes)

12:00 - 1:00 3rd Period (60 minutes)

11:00 - 12:00 3rd Period (60 minutes)

12:00 - 12:25 *Third Lunch* (25 minutes)

12:30 - 1:00 3rd Period (30 minutes)

11:00 - 12:30 3rd Period (90 minutes)

12:30 - 1:00 *Fourth Lunch* (30 minutes)

1:05 - 2:35 4th Period (90 minutes)

Regular School Day

7:45	Report to First Period
7:50 - 9:20	First Period (90 minutes)
9:25 - 10:55	Second Period (90 minutes)

3rd Period and Lunch

11:00 - 11:25	1st Lunch (25 minutes)
11:30 - 1:00	3 rd Period (90 minutes)
11:00 - 11:30	3 rd Period (30 minutes)
11:30 - 11:55	2nd Lunch (25 minutes)
12:00 - 1:00	3 rd Period (60 minutes)
11:00 - 12:00	3 rd Period (60 minutes)
12:00 - 12:25	3rd Lunch (25 minutes)
12:30 - 1:00	3 rd Period (30 minutes)
11:00 - 12:30	3 rd Period (90 minutes)
12:30 - 1:00	4th Lunch (30 minutes)
1:05 - 2:35	4 th Period (90 minutes)

Note: All students must leave campus immediately after the 2:45 bell unless supervised by school personnel.

Homeroom School Day

7:45	Report to First Period
7:50 - 9:10	First Period (80 minutes)
9:15 - 9:30	HOMEROOM (15 minutes)
9:35 - 10:55	Second Period (80 minutes)

3rd Period and Lunch

11:00 - 11:25	1st Lunch (25 minutes)
11:30 - 1:00	3 rd Period (90 minutes)
11:00 - 11:30	3 rd Period (30 minutes)
11:30 - 11:55	2nd Lunch (25 minutes)
12:00 - 1:00	3 rd Period (60 minutes)
11:00 - 12:00	3 rd Period (60 minutes)
12:00 - 12:25	3rd Lunch (25 minutes)
12:30 - 1:00	3 rd Period (30 minutes)
11:00 - 12:30	3 rd Period (90 minutes)
12:30 - 1:00	4th Lunch (30 minutes)
1:05 - 2:35	4 th Period (90 minutes)

Note: All students must leave campus immediately after the 2:45 bell unless supervised by school personnel.

Inclement Weather Schedule

In the event of inclement weather the news media will inform you if there is to be no school, one-hour delay or two-hour delay. Follow the schedule, which is appropriate, but remember that faculty and staff need to report and be in place at least 30 minutes before the bell rings to begin the delayed school day.

One-Hour Delay

8:50 - 10:10	First Period (80 minutes)
10:15 - 11:35	Second Period (80 minutes)
	<u>3rd Period and Lunch</u>
11:35 - 12:00	1st Lunch (25 minutes)
12:05 - 1:15	3 rd Period (70 minutes)
11:40 - 12:00	3 rd Period (20 minutes)
12:00 - 12:25	2nd Lunch (25 minutes)
12:30 - 1:15	3 rd Period (45 minutes)
11:40 - 12:25	3 rd Period (45 minutes)
12:25 - 12:50	3rd Lunch (25 minutes)
12:55 - 1:15	3 rd Period (20 minutes)
11:40 - 12:50	3 rd Period (70 minutes)
12:50 - 1:15	4th Lunch (25 minutes)
1:20 - 2:35	4 th Period (75 minutes)

Two-Hour Delay

9:50 - 10:50	First Period (60 minutes)
10:55 - 11:55	Second Period (60 minutes)
	<u>3rd Period and Lunch</u>
11:55 - 12:20	1st Lunch (25 minutes)
12:25 - 1:35	3 rd Period (70 minutes)
12:00 - 12:20	3 rd Period (20 minutes)
12:20 - 12:45	2nd Lunch (25 minutes)
12:50 - 1:35	3 rd Period (45 minutes)
12:00 - 12:45	3 rd Period (45 minutes)
12:45 - 1:10	3rd Lunch (25 minutes)
1:15 - 1:35	3 rd Period (20 minutes)
12:00 - 1:10	3 rd Period (70 minutes)
1:10 - 1:35	4th Lunch (25 minutes)
1:40 - 2:35	4 th Period (55 minutes)

Lunch Schedule

*Subject to change

<i>FIRST LUNCH:</i>			11:00 - 11:25 (25 Minutes)			
002	008	012	016	102	106	204
004	010	014	017	103	107	501
006	011	015	018	104	109	602

<i>SECOND LUNCH:</i>			11:30 - 11:55 (25 Minutes)			
110	113	117	120	126	131	
111	115	118	122	128		
112	116	119	124	129		

<i>THIRD LUNCH:</i>			12:00 - 12:25 (25 Minutes)			
130	206	210	214	217		
132	207	211	215	219		
134	209	213	216	221		

<i>FOURTH LUNCH:</i>			12:30 - 1:00 (30 Minutes)			
301	304	414	422	425	013	
302	306	415	423	426	Gym	
303	412	416	424	427		

During Lunch, students are not to enter any part of the campus where classes are being conducted. This includes going to lockers, bathrooms, etc. Please stress the above to your students.

Adjustments will be made as necessary to balance the lunches as much as possible. When needing to attend another lunch, please see Mr. Weeks or Mrs. Royster before switching.

Meal Prices

BREAKFAST

Full Price	Pre-K through 12	\$.75
Reduced Price	Pre-K through 12	\$.30

LUNCH

Full Price	Pre-K through 5	\$1.50
Full Price	6 through 12	\$1.75
Reduced Price	Pre-K through 12	\$.40

Meetings Scheduled for Faculty and Staff 2010-2011

June 6, 2011

<u>Departmental</u>				MTAC/Goal Teams/PBS	Full Faculty	SIT
Math	Hist	Eng	Sci	NM		Aug 25
Sept 15	Sept 15	Sept 15	Sept 15	Sept 8	Sept 1	Sept 22
Oct 20	Oct 20	Oct 20	Oct 20	Oct 13	Oct 6	Oct 27
Nov 17	Nov 17	Nov 17	Nov 17	Nov 10	Nov 3	Nov 24
Dec 15	Dec 15	Dec 15	Dec 15	Dec 8	Dec 1	NM
Jan 19	Jan 19	Jan 19	Jan 19	Jan 12	Jan 5	Jan 26
Feb 16	Feb 16	Feb 16	Feb 16	Feb 9	Feb 2	Feb 23
Mar 16	Mar 16	Mar 16	Mar 16	Mar 9	Mar 2	Mar 23
Apr 27	Apr 27	Apr 27	Apr 27	Apr 6	Apr 13	NM
NM	NM	NM	NM	NM	May 4 & 25	May 18
NM	NM	NM	NM	NM	Jun 8	

ILTs with ILT Admin.	Mentor Report Due Date is Payday	Gryphon Festival	Open House
August September October November	September October November December	August 20?	October 20?
January February March April May	January February March April May		

Report Card Schedule

2010-2011

Report cards are given to each student at the end of each six-week period. Grades should be based on some definite work and regular grades throughout the report period. Work missed because of absence should be made up before the end of the reporting period during which the absence occurs, if possible.

There should be **regular and frequent monitoring** of all student work and **immediate feedback** should be given to students.

Report cards should be given to students five days after the end of six-week period.

Progress Report Dates

September 22
October 27
December 15
February 10
March 29
May 17

Report Card Dates

October 18
December 1
January 26
March 14
May 3
June 20

***INCLEMENT WEATHER COULD CHANGE THESE DATES**

Required Workday Schedule

The following dates are designated required workdays by the Nash/Rocky Mount superintendent or RMHS:

Tuesday, August 18 (RMHS)

Wednesday, August 19 (NRMS)

Thursday, August 20 (NRMS)

Monday, August 24 (NRMS)

Friday, June (NRMS)

Regular Workday Hours

7:30 AM

(unless assigned a morning duty)

Until

3:15

(Teachers should not leave before 3:15 unless approved by an Administrator)

Sexual Harassment Defined

Policy Code:

1736/4026/7236

The board intends that all students and employees should be free of unlawful sexual harassment as a part of a safe, orderly, caring and inviting working and learning environment. The board expressly prohibits sexual harassment in the educational and work environment.

A. DEFINITION

Sexual harassment is one form of harassment. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. submission to the conduct is made, either explicitly or implicitly, a term or condition of an individual's employment, academic progress or completion of a school-related activity;
2. submission to or rejection of such conduct is used as the basis for employment decisions affecting such individual, or in the case of a student, submission to or rejection of such conduct is used in evaluating the individual's performance within a course of study or other school-related activity; or
3. such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with an employee's work or performance or a student's educational performance; limiting a student's ability to participate in or benefit from an educational program or environment; or creating an abusive, intimidating, hostile, or offensive work or educational environment.

B. EXAMPLES

Examples of sexually harassing conduct include, but are not limited to, deliberate, unwelcome touching of a sexual nature or that takes on sexual connotations; suggestions or demands for sexual involvement accompanied by implied or overt promises of preferential treatment or threats; pressure for sexual activity; continued or repeated offensive sexual flirtations, advances or propositions; continued or repeated verbal remarks about an individual's body; sexually degrading words used toward an individual or to describe an individual; or the display of sexually suggestive objects or pictures. Sexual harassment does not include personal compliments welcomed by the recipient or social interactions or relations freely entered into by employees or prospective employees.

It is possible for sexual harassment to occur at various levels: between fellow students or co-workers; between supervisors and subordinates; between employees and students; or imposed by non-employees, including visitors, on employees and/or students. In addition, sexual harassment can occur between members of the opposite sex or the same sex.

Legal References: Title VII of the Civil Rights Act of 1964, 42 U.S.C. 2000e *et seq.*, 29 C.F.R. pt. 1604; Title IX of the Education Amendments of 1972, 20 U.S.C. 1681 *et seq.*, 34 C.F.R. pt. 106; *Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties*, U.S. Department of Education, Office for Civil Rights (2001); *Oncale v. Sundowner Offshore Services*, 523 U.S. 75 (1998); *Davis v. Monroe County Board of Education*, 526 U.S. 629 (1999)

Cross References: Sexual Harassment Complaint Procedure for Students (policy 1745/4027), Sexual Harassment Complaint Procedure for Employees (policy 1755/7237), Staff-Student Relations (policy 4040/7310)

Adopted: March 9, 2009

Sexual Harassment Complaint Procedure for Employees

Policy Code:

1755/7237

The board takes seriously all complaints of harassment or discrimination. The process provided in this policy is designed for employees who believe that they may have been sexually harassed. Employees may also submit complaints of discrimination or harassment, other than sexual harassment, through the procedure established in this policy. For purposes of investigating complaints of non-sexual discrimination, harassment or bullying, the terms “discrimination,” “harassment” or “bullying” should be substituted for the term “sexual harassment” as appropriate.

A. INFORMAL RESOLUTION

The board acknowledges that reports of harassment, including sexual harassment, may be addressed informally through such methods as conferences or mediation, and the board encourages the use of such procedures to the extent possible. If an informal process is used, the designated school official must (1) notify the employee-complainant that he or she has the option to request formal procedures at any time and (2) make a copy of this policy and other relevant policies available to the complainant. In those circumstances in which informal procedures fail or are inappropriate or in which the complainant requests formal procedures, the complaints will be investigated promptly, impartially and thoroughly according to the following procedure.

B. DEFINITIONS

1. Alleged Harasser

The alleged harasser is the employee, student, volunteer or visitor alleged to have harassed the complainant.

2. Complainant

The complainant is the employee complaining of being sexually harassed.

3. Days

Days are the working days, exclusive of Saturdays, Sundays, vacation days or holidays, as set forth in the aggrieved employee’s employment calendar. In counting days, the first day will be the first full working day following receipt of the complaint. When a complaint is submitted on or after May 1, time limits will consist of all weekdays (Monday–Friday) so

that the matter may be resolved before the close of the school term or as soon thereafter as possible.

4. Investigator

The investigator is the school official responsible for investigating and responding to the complaint (the investigator may be the assistant superintendent for human resources or another designated school official).

C. TIMELINESS OF PROCESS

The number of days indicated at each step of the process should be considered a maximum. Every effort should be made to expedite the process.

If any school official charged with investigating the complaint or reviewing the investigation fails at any step in the process to communicate a decision within the specified time limit, the complainant will be entitled to appeal the complaint to the next step unless the official has notified the complainant of the delay and the reason for the delay, such as the complexity of the investigation, review or report. The school official shall make reasonable efforts to keep the complainant apprised of progress being made during any period of delay. Delays that interfere with the exercise of any legal rights are not permitted.

Failure by the complainant at any step of the process to appeal a complaint to the next step within the specified time limit will be considered acceptance of the decision at that step, unless the complainant has notified the investigator of a delay and the reason for the delay and the investigator has consented in writing to the delay.

D. GENERAL REQUIREMENTS

1. No reprisals or disciplinary action of any kind will be taken by the board or by an employee of the school system against the complainant or other employee on account of his or her filing a complaint or participating in an investigation of a complaint filed and decided pursuant to this policy, unless the employee reporting the harassment or a participating employee knows or has reason to believe that the report is false or knowingly provides false information.
2. All meetings and hearings conducted pursuant to this policy will be private.
3. The board and school system officials will consider requests to hear complaints from a group, but the board and officials have the discretion to respond to complainants individually.

- 4 The complainant may have a representative, including an attorney, at any stage of the grievance. However, any grievant intending to be represented by legal counsel must notify the superintendent within three (3) days so that school personnel also will have the opportunity to be represented by legal counsel.

E. PROCESS FOR COMPLAINT

1. Reporting Complaint

- a. An employee or job applicant who believes he or she has been sexually harassed may make a complaint orally or in writing to either of the following:
 - 1) the employee's immediate supervisor; or
 - 2) the assistant superintendent for personnel.
- b. The complaint should be filed as soon as possible but no longer than 30 days after disclosure or discovery of the facts giving rise to the complaint. For a complaint submitted after 30 days that claims a violation, misapplication or misinterpretation of state or federal law, including discrimination, the superintendent or designee shall determine whether the complaint will be investigated after considering factors such as the reason for the delay; the extent of the delay; the effect of the delay on the ability of the school system to investigate and respond to the complaint; and whether the investigation of the complaint is necessary to meet any legal obligations. However, employees should recognize that delays in reporting may significantly impair the ability of the school system to investigate and respond effectively to such complaints.
- c. Any supervisor who receives a sexual harassment complaint or who has reason to believe that an employee is being sexually harassed shall notify the assistant superintendent for personnel immediately. Any supervisor who fails to report promptly allegations, suspicions or claims of sexual harassment may be subject to disciplinary action.

2. Investigation

- a. Upon receiving notification of a harassment complaint, the assistant superintendent of human resources shall investigate the complaint or authorize and supervise the investigation of the complaint by another school official (the assistant superintendent for personnel or designee is hereinafter referred to as the

investigator). Failure to investigate and/or address claims of sexual harassment will result in disciplinary action.

- b. The investigator shall impartially, promptly and thoroughly investigate the complaint. The investigator shall interview (1) the complainant; (2) the alleged harasser; and (3) any other persons the investigator has reason to believe may have relevant knowledge concerning the complaint.
- c. Information will be shared only with individuals who need the information in order to investigate and address the complaint appropriately.
- d. The investigator shall review the factual information gathered through the investigation to determine whether the alleged conduct constitutes harassment, giving consideration to all factual information; the totality of the circumstances, including the nature of the verbal, physical, visual or sexual conduct; and the context in which the alleged incidents occurred.

3. Investigator's Report

- a. The investigator shall make a written report of the findings of the investigation. The investigator shall notify the complainant of the results of the investigation within 15 days of receiving the complaint unless additional time is necessary to conduct an impartial, thorough investigation. The report to the complainant will specify:
 - 1) whether the complaint was substantiated; and
 - 2) whether the alleged harasser violated relevant law or board policy by his or her actions (regardless of whether the complaint as submitted is substantiated).
- b. If the investigator determines that sexual harassment has occurred, the investigator also shall specify:
 - 1) reasonable, timely, effective corrective action intended to end the harassment;
 - 2) if needed, reasonable steps to address the effects of the harassment on the complainant; and
 - 3) if needed, reasonable steps to protect the complainant from retaliation as a result of communicating the complaint.

Information regarding disciplinary action imposed on the alleged harasser will not be given to the complainant unless the information relates directly to the complainant (e.g., an order requiring the alleged harasser not to have contact with the complainant).

- c. The investigator shall submit the full report and investigative findings to the superintendent and the Title IX coordinator.
- d. If the corrective steps involve actions outside the scope of the investigator's responsibilities, the superintendent will be responsible for directing the appropriate individual to take necessary corrective action.
- e. **The alleged harasser will be provided with a written summary of the results of the investigation in regard to whether the complaint was substantiated, whether the alleged harasser violated board policy or law (regardless of whether the complaint was substantiated), and what, if any, disciplinary actions or consequences will be imposed upon the alleged harasser in accordance with board policy. The alleged harasser may appeal any disciplinary action or consequences in accordance with board policy and law, but the appeal will not preclude school officials from taking appropriate action to address the alleged harassment.**

4. Appeal

- a. **If the complainant is dissatisfied with the investigator's report, the complainant may appeal the report to the superintendent. The appeal must be in writing within five days of receiving the investigator's report. The superintendent shall review the documents, conduct any further investigation necessary or take any other steps the superintendent determines to be appropriate in order to respond to the complaint. The superintendent shall provide a written response within 10 days after receiving the appeal, unless further investigation is necessary.**
- b. **If the complainant is dissatisfied with the superintendent's response, the complainant may appeal the decision to the board within five calendar days of receiving the superintendent's response. The board will review the documents, direct that further investigation be conducted if necessary before making a determination or take any other steps that the board determines to be appropriate in order to**

respond to the complaint. The board will hold a hearing in accordance with policy 2500, Hearings Before the Board, upon the request of the complainant. The board will provide a written response within 30 days after receiving the appeal, unless further investigation is necessary or the hearing necessitates that more time be taken to respond.

F. RECORDS

Records will be maintained as required by policy 1710/4021/7230, Prohibition Against Discrimination, Harassment and Bullying.

Legal References: Age Discrimination in Employment Act of 1967, 29 U.S.C. 621 *et seq.*; Americans With Disabilities Act, 42 U.S.C. 12134, 28 C.F.R. pt. 35; Family Educational Rights and Privacy Act, 20 U.S.C. 1232g; Rehabilitation Act of 1973, 29 U.S.C. 705(20), 794, 34 C.F.R. pt. 104; Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d *et seq.*, 34 C.F.R. pt. 100; Title VII of the Civil Rights Act of 1964, 42 U.S.C. 2000e *et seq.*, 29 C.F.R. pt. 1604; Title IX of the Education Amendments of 1972, 20 U.S.C. 1681 *et seq.*, 34 C.F.R. pt. 106; *Racial Incidents and Harassment Against Students at Educational Institutions: Investigative Guidance*, U.S. Department of Education, Office for Civil Rights (1994); *Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties*, U.S. Department of Education, Office for Civil Rights (2001); *Gebser v. Lago Vista Independent School District*, 524 U.S. 274 (1998); *Davis v. Monroe County Board of Education*, 526 U.S. 629 (1999); G.S. 126-16; State Board of Education Policy SS-A-007

Cross References: Prohibition Against Discrimination, Harassment and Bullying (policy 1710/4021/7230), Sexual Harassment Defined (policy 1736/4026/7236), Grievance Procedure for Employees (policy 1750/7220), Hearings Before the Board (policy 2500)

Adopted: March 9, 2009

Special Needs Students Referral Procedures

When a teacher, parent or any other person suspects that a student has a specific learning difficulty or behavioral-emotional disability (other areas are optional), screening information must be collected and considered in order to make decisions regarding the need for further educational interventions and/or a referral to the school-based committee for further evaluations. This is a regular education responsibility.

See the student's guidance counselor for the referral process.

Employee Dress and Appearance

Policy Code: 7340

A. GUIDELINES FOR APPROPRIATE DRESS

The board believes that the appearance and the conduct of its faculty are of supreme importance in establishing a positive image for education in the community and for presenting a good example for students. Therefore, the board affirms its expectation that all personnel will be professionally, neatly and appropriately attired for the work to be done. An employee's dress must not disrupt or distract from the educational process and must be in accordance with health and safety standards. The superintendent shall develop and communicate to employees guidelines for appropriate dress and appearance. Such guidelines may authorize the principal or department supervisors to develop specific dress or appearance requirements for each school or department.

Instructional personnel should dress in a manner appropriate to the standards of their profession.

Throughout the school system, the following attire is considered inappropriate for school employees:

1. jewelry affixed to an employee's nose, tongue, cheek, lip or eyebrow;
2. provocative, revealing, indecent vulgar or obscene clothing;
3. shorts, skirts or dresses that are more than 3 inches above the top of the knee;
4. low necklines, bare midriffs and overly form fitting clothing;
5. clothing that promotes alcoholic beverages, tobacco or the use of controlled substances through words or symbols;
6. flip-flops;

7. undergarments worn as outer garments or any see-through clothing; and
8. hats, sweatbands, bandannas or sunglasses inside the school buildings.

B. ENFORCEMENT

Administrative and supervisory personnel shall set a good example in personal appearance and good manners and shall encourage and expect employees to dress in accordance with the board's expectations. An employee's supervisor will make an initial determination of whether an employee's dress or appearance is inappropriate. In making this determination, the supervisor will consider the following factors:

the nature of the work;

1. whether the dress is consistent with a professional environment;
2. health and safety factors;
3. the nature of the employee's public contact and the normal expectations of outside parties with whom the employee will work;
4. the employee's interaction with students;
5. the prevailing practices of other workers in similar jobs; and
6. any properly established guidelines for dress or appearance.

If the supervisor determines that the employee's dress or appearance violates the established guidelines or is hazardous to the health or safety of the employee, fellow employees or students, the supervisor shall counsel the employee regarding attire that is consistent with this policy and shall determine whether the employee is allowed to remain at work or must leave work to change his or her dress. Any failure to follow the supervisor's directive and/or blatant or repeated violations of this policy will subject the employee to disciplinary action up to, and including, dismissal.

C. REASONABLE ACCOMMODATION

Supervisors shall make reasonable accommodations for those employees who, because of sincerely-held religious beliefs, cultural heritage or medical reasons, request a waiver of a particular part of this policy for dress or appearance.

Supervisors may make reasonable modifications to this policy to accommodate staff members who are engaged in specialized duties such as physical education, vocational education, field trips or workdays, etc. that require a relaxed mode of dress.

D. UNIFORMS

Supervisors may require employees to wear uniforms as a condition of employment for positions in the following departments: Child Nutrition, Plant Operations, Custodial Services and Transportation Support.

Legal References: G.S. 115C-36, -47

Cross References:

Adopted: November 2, 2009

Student Attendance

Enrollment/Membership

Enrollment – all persons who have officially been accepted as students in this school.
Enrollment does not decrease.

Membership – all students once enrolled shall be in membership until withdrawn.
Membership fluctuates as students enter or withdraw.

A student is not enrolled (even if he is listed on your roster) until he has physically reported to school and has physically been seen by you in your class.

Attendance of Students

Students are expected to be in class the full 90 minutes. However, students will be required to be in class for at least 60 minutes to be given credit for attendance during that class period. Students should properly use Chill-Out to sign in and sign out.

The maximum number of absences allowed by board policy is ten (10).

Procedures for Reporting Period Attendance

❖ **Teachers are required by law GS 115C-307 to keep and record attendance daily.**

Attendance will entered by the teacher in NC Wise at the beginning of each period. Corrections to attendance may be made by the teacher for 1 week only. Any changes made after that will need to be submitted in writing or by email to the data manager.

Directions for entering attendance:

1. Click on the class for which attendance is to be entered.
2. At the bottom of the screen, click on list.
3. Click on the absence or late box beside the student that you wish to record.
4. When the class is completed, check the Attendance Completed box found at the bottom on the left hand side of the screen. This box must be checked for each class.
5. If you have a class for which there are no absences, you may check the A/C box beside the class on the main screen. A/C stands for attendance completed.

6. If you need to correct attendance on a previous date, click the Set Up Options box, and then Select Attendance Date. You may type in the date or use the calendar to select a date.

Attendance reasons will be entered by the data manager and can be viewed by the teacher.

2010/2011
10-Day Membership Reporting
(Traditional Schools)

Second Period Teachers:

In an effort to meet reporting deadlines and maintain daily enrollment numbers, the following procedure is recommended:

- ♥ All second period teachers should mark “E1” (**in red ink**) on the class list to indicate that a student has enrolled (in attendance) for the current year.

- ♥
When the student arrives (enrolls), the teacher should appropriately mark “**E1**” (**in red ink**) in the column on his/her date of arrival. Place an “A” for absent if the student is a No Show. Total the “E1’s” each day at the bottom of the column for that day. If a student withdraws, a WD will be placed beside that student’s name and your count for that day will go down by one.

- ♥ Add additional names, **in red**, to the bottom of the class list as new students enroll in your class. Indicate their actual date of enrollment by placing an “**E1**” in the appropriate date column of the class list **in red** . Also write the date of enrollment beside the student’s name. Adjust the total each day as needed.

- ♥ Indicate students who have dropped (transferred/withdrawn) from your class by marking through the student’s name (only). Write the effective date of the withdrawal with new teacher name beside that student name.

Attendance roster will be sent within the first 20 minutes of 2nd period.

Appendages

(Found in the Appendages for All folder in Groupwise)

10-11 Calendar	Lunch Duty
Accident Report	Mentor Assignments
Damaged Text Policy	Mentor Reports
Building Map	Personal Leave Request Form
Duties, Responsibilities of Teaching	Safe School Plan
Duty Assignments	Substitute Instructions
Field Trip Request Form	Technology Acceptable Use Policy
Homeroom Duties	Telephone System Instructions
Homeroom Teachers	Travel Expenses Memo
IGP for ILT	
IGP for Probationary/Tenured	
IGP Instructions	