

# FACULTY HANDBOOK

Patton High School

2011 - 2012



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# Patton High School Mission Statement

*The mission of Patton High School is to provide a 21<sup>st</sup> century learning environment in which every mind is challenged, each individual need is met, students are inspired to find their path in life and guided toward turning their aspirations into realities.*

*The faculty, students, and parents of Patton High will act as a united team to ensure that our graduates continue to be lifelong learners and productive members of our community. Positive relationships, high expectations, and team cooperation will help us achieve these goals.*

## Go Panthers



# Table of Contents

Accident Reports .....	5
Activity Calendar.....	5
Administrative Responsibilities .....	6
Announcements for Faculty and Students .....	7
Assembly Procedures.....	7
Attendance (Staff).....	7
Attendance (Students).....	8
• Absences .....	8
• Absences Procedure .....	8
• Make-up Work for Absences .....	8
• Tardies to School.....	9
• Burke County Public Schools Attendance Policy .....	9
Cafeteria Policy .....	10
Care of School Property .....	10
Club Sponsors.....	10
Collection of School Money .....	11
Committees: .....	12
• Academic Excellence .....	12
• Advanced Placement .....	12
• Assembly .....	12
• Athletics Events.....	13
• Awards Day.....	13
• Attendance.....	13
• Building and Grounds .....	13
• Class Sponsors.....	13
• Curriculum .....	13
• Energy Conservation.....	14
• 504 Committee .....	14
• Graduation .....	14
• Homecoming .....	14
• Media Advisory .....	15
• Mental Health Team.....	15
• NHS Selection Committee.....	15
• Prom Committee .....	15
• School Based Committee for Exceptional Children .....	15
• School Improvement / SACS Committee.....	16
• Senior Project Committee.....	16
• Sunshine Committee.....	16
• Teacher of the Year/Sallie Mae Award .....	16
• Technology Committee .....	16
Classroom Checklist.....	17
• Organizational.....	17
• Academic.....	17

Counseling Philosophy and Organization .....	18
Credit Recovery .....	19
Custodial and Maintenance Service .....	20
• Custodial Request .....	20
• Maintenance Request .....	20
Departmental Assistant’s Requirements .....	20
Department Chairperson’s Requirements .....	20
Discipline .....	21
Educational Field Trips .....	23
Email .....	28
Emergency Procedures and Evacuation .....	28
• Search Procedures .....	28
• Fire Drills and Fire Safety .....	28
• Evacuation Procedure Fire Drill .....	28
• Evacuation Routes .....	28
End-of-Day Expectations .....	28
Enrollment and Withdrawal Procedures .....	29
Extracurricular Duties .....	30
Faculty Dress .....	30
Faculty Meetings .....	30
Faculty Sign-In .....	30
Faculty Sponsors for School Activities .....	30
Faculty / Staff Child Care.....	31
Fire Inspection Procedures.....	31
Fund Raising Activities .....	32
Furniture .....	33
Hall Passes .....	33
Homework Hotline .....	33
In-School Suspension.....	33
Inclement Weather and Severe Weather Plan .....	34
Leaving School Grounds (Students) .....	35
Lock Down Procedures .....	35
Lunch Number .....	36
Mailboxes .....	36
Maintenance/Janitorial Services.....	36
Media Center Policies .....	36
Medication .....	37
Music Usage .....	37
NCAE .....	37
Planbooks.....	38
Professional Development.....	38
Schedule Change .....	39
School Accident Insurance .....	39
School Key Policy .....	39
School Resource Officer.....	38
Security Lock.....	40
Social Fund / Sunshine Committee Guidelines.....	39

Student Assemblies.....	40
Student Injuries.....	40
• Administration of Drugs, etc.....	40
Teacher Absences .....	41
Teacher Duties .....	42
Teacher Parking .....	42
Teacher Responsibilities .....	44
Telephone Procedures.....	44
Tobacco Policy .....	45
Video Usage .....	46
Workdays for Faculty .....	45
The Shared File—S: drive .....	48

## **THE INSTRUCTIONAL PROGRAM**

Teachers’ Job Description .....	49
Classroom Management .....	49
• Student Detention (after school) .....	49
• ISS Guidelines .....	49
Assessing Academic Progress .....	51
• Grading Procedure .....	51
• Class Rank .....	52
• Recording Student Grades .....	52
• Burke County Public Schools – Student Accountability Policy .....	53
Homework .....	57
Student Progress Reports .....	58
Teacher-Parent Conferences .....	58
Instructional Supplies .....	58
• Procedure for Checking Out Instructional Supplies .....	58
• Instructional Supplies and Equipment (411 Funds) .....	58
• Purchase Orders and Activities Accounts .....	58
• Textbooks .....	59
• Club Sponsors .....	60
• Department Meeting Agenda .....	61
• After Hours use Form.....	62

## **SPECIAL ASSIGNMENTS AND SCHEDULES**

Assembly Seating (by grade level)
Bell Schedules
Homeroom Assignments
Lunch Duty Roster/AM-PM Duty Roster
School Calendar

# ACCIDENT REPORTS

Notify the office immediately when an accident occurs. Accident reports are to be filled out within 24 hours for all accidents that occur on campus and turned in to the principal's office. (Admin. Sec. office). Teachers may treat minor cuts/abrasions in the classroom or lab. First Aid Kits are located in labs and workstations.

Parents must be notified immediately when a student has an accident that results in injury and the filing of an insurance claim. Take all serious injuries to the School Nurse and notify an administrator. In the event of more serious injuries the 911 system will be activated by an administrator.

School personnel are protected under the provisions of the Workmen's Compensation Act. **An accident must be reported to the principal immediately and the proper report must be completed and returned to the principal within five days.** An amended or supplementary report covering all fees paid and time lost from work may be added at a later date.

# ACTIVITY CALENDAR

A master calendar for all school activities will be maintained in supply room. **Activities must be approved by an administrator before being placed on the master calendar.** A weekly calendar of all events will be published by the receptionist. All activities affecting other classes must have ONE WEEK advance notice and student rosters for activities should be placed in all teachers' boxes in advance. Notification must also be posted on email.

**Teachers who need to use the auditorium should reserve it with the attendance secretary, Mrs. Cansler.** It is the teacher's responsibility to check the calendar to schedule events in the auditorium.

# ADMINISTRATION RESPONSIBILITIES

The principal will be responsible for the improvement of instruction and curriculum development. The principal will also supervise the expenditure of departmental and athletic funds and all monetary requests must be submitted to her.

The assistant principals will have certain specific areas of responsibilities. A partial list of responsibilities is provided. Please contact the appropriate administrator regarding problems, issues or concerns that may arise.

<b>Kendall</b>	<b>Abernathy</b>	<b>Linens</b>
AIG	504 Designee	Accident Reports
Budget	AESOP	Athletic Boosters
CTE	Attendance/Tardies	Athletics
Curriculum	Concurrent Enrollment	Bell Schedules
Discipline	Credit Recovery	Buses
Driver's Education	Curriculum	Clubs
EC Services LEA	EC Services-Principal's Designee	Curriculum
Evaluations	English/Math/CTE	Custodians/Maintenance
Faculty Handbook	Evaluations/Scheduling	Discipline
Faculty Meetings	Free/Reduced Lunch	Duty Rosters
Fire Drills	Graduation	Evaluations
Graduation	Guidance/Mental Health	Facilities
HRMS	Homebound	Faculty Parking
Instructional Program	IGP's	Field Trips (w/Kendall)
Instructional Supplies	Online Learning	Fixed Assets
Media	Registration	Fundraisers
Office Personnel	SACS	Graduation Setup
Personnel	SEA System/CEU's	ISS
Professional Development	Senior Enrollment	Keys/Locks
Public Relations/News Releases	Student Projects	Lockers
remediation	Student Handbook	Master Calendar
School Improvement Plan	Technology	Parking (student)
School Operations	Testing	PE/Art/Music
Science/Social Studies/Foreign Language	Textbooks	Pictures
Science/Social Studies		SRO/Security
SIT		
Video Usage forms		

# ANNOUNCEMENTS FOR STUDENTS AND FACULTY

Student announcements will be made over the intercom at 7:50 and 2:35 by an administrator. It is each teacher's responsibility to ensure that all students are quiet and actively attend to announcements. **Announcements should be turned in to the front desk. All announcements should be less than 30 seconds and provided to the appropriate person the day before they are to be made. A TV monitor placed in the cafeteria will scroll the announcements daily.**

## ASSEMBLY PROCEDURES

Patton High has several different assembly schedules **Teachers must accompany their students to the gym/auditorium and sit with them throughout the entire assembly.** The office should be notified of any student missing from an assembly by the appropriate teacher. **Review proper behavior during assemblies.** Students who are disruptive or show a lack of respect will be removed from the assembly and placed in ISS for the remainder of the assembly. Students removed from an assembly will not be allowed to attend the next scheduled assembly.

## ATTENDANCE (STAFF)

All staff are required to check in using timekeeper each day. If leaving campus during the day see the principal or designee, and sign out and in using timekeeper. Teachers should make prior arrangements to have ALL duties and classes covered in the event of an absence or tardy. Any faculty member who is going to be absent and have duty **MUST** have another staff member cover his/her duty.

Substitute funds are limited and may run out. We do not want you here sick, but a sick day isn't for "convenience".

**Sick days** can be taken only when a teacher or an immediate family member is sick, has a doctor's appointment, or for a funeral. Sick days may not be taken for any other reason.

**Professional leave** and **personal leave** forms must be completed **five (5) days PRIOR** to the date requested. These forms must be signed by Mrs. Kendall. **NO PERSONAL LEAVE WILL BE GRANTED 15 DAYS PRIOR TO EOC TESTING.** Please make plans to be present in school during the months of December, January, May, and June.

## Patton High School Attendance Policy Procedures

### Burke County Public School Attendance Policy High School Attendance Requirements

Attendance is an essential element in the learning process. The primary responsibility of school attendance rests with students and parents. Because students daily receive 90 minutes of instruction in each class, good attendance is crucial. Based on these considerations, students missing more than five (5) days per semester will not receive credit for the course and No Credit (NC) will be recorded for the grade. (Per BCPS Policy # 3460)

Students with extenuating circumstances may file an appeal with the school attendance appeals committee. **Appeal forms will be looked at monthly. An appeals form should be filled out covering any acquired absences you feel should be waived immediately after the student returns to school.** Students will be required to make up time for their absences. The required time to be made up and the procedures to follow will be determined by the school attendance appeals committee. If a student is awarded credit for a course by the school attendance appeals committee, the student's grade will be what was assigned by the student's teacher.

Patton High School is committed to the expectations outlined in the attendance policy above. As a continuation of the policy PHS has established the following guidelines and expectations for student attendance.

After five (5) TOTAL absences in one period students will receive an attendance contract and parents will be notified.

After five (5) TOTAL absences:

- 1 The student will be required to make up time – one (1) hour equals one class session.
- 2 Make up time will be held after school Monday, Tuesday, Wednesday, and Thursday from 2:45 pm until 3:45 pm in room 432 with Mrs. Chapman. Students must promptly arrive at 2:45 and anyone who arrives late will not be allowed to stay after that day.
- 3 Students will be working on EOC review material, make up work from the classroom teacher, classroom content support through online learning, or other assignments during the one hour make up session.
- 4 Students will not be allowed to “hang out” in another classroom during the make-up session. They will be expected to work with a designated staff member or remain in the assigned room to work on other assignments as provided by the make-up session supervisor.
- 5 Students will NOT be allowed to sleep, be disruptive, or waste time during the make-up time session or they will be excused from class with no credit for the time stayed.
- 6 If absences continue to accumulate, students and parents may be asked to attend an Attendance Council meeting at Patton to discuss further consequences.

## TARDY POLICY

- 1<sup>st</sup> tardy Student goes to ISS written up for a Warning; ISS teacher will notify parent, send student back to class with tardy slip
- 2<sup>nd</sup> tardy Student goes to ISS written up for 30 minutes after school detention, student will report to room 432 for detention, parent called, send student back to class
- 3<sup>rd</sup> tardy Student goes to ISS written up and assigned 45 minutes after school detention, student will report to room 432 for detention, parent called, send student back to class
- 4<sup>th</sup> tardy Student goes to ISS written up and assigned ISS the following day during the period the tardy occurred, parent called, student sent back to class. Teacher should send assignments to Mr. Davis for the following day.
- 5<sup>th</sup> tardy Student goes to ISS written up and student may receive up to a week lunch detention with Mr. Davis or loss of driving privileges for 5-10 days. The student will pick up a bag lunch in the cafeteria and report to ISS for lunch.

## BURKE COUNTY HIGH SCHOOL ATTENDANCE POLICY

Attendance is an essential element in the learning process. The primary responsibility of school attendance rests with students and parents. Because students receive 90 minutes of instruction in each class daily, good attendance is crucial. Based on these considerations, students missing more than seven days per semester will not receive credit for the course and NO CREDIT (NC) will be recorded for the grade: EXCUSED or UNEXCUSED absences.

Students with extenuating circumstance may file an appeal with the school attendance appeals committee prior to the completion of the course if the student makes a "C" or above on the final exam and earns a passing grade for the course. No Credit (NC) will be recorded if the student does not meet both stipulations. Under certain circumstances students could be required to make-up time for their absences. The required time to be made up and the procedures to follow will be determined by the school attendance appeals committee. If a student is awarded credit for a course by the school attendance appeals committee the student's grade will be what was assigned by the student's teacher.

### Exam Exemption

A student may be exempt from an exam in any course where an End-of-Course Test, or VOCATS either state mandated or local option, is not required if:

1. The student has an "A" average in the course and has no more than three (3) absences per semester.
2. The student has a "B" average in the course and has no more than two (2) absences per semester.
3. The student has a "C" average in the course and has no more than one (1) absence per semester.

Any student with **OSS/ISS/BATS** loses his/her exam exemption.

\*\*Any student has the option of taking any exam in which the student would be exempt.

# CAFETERIA POLICY

Four (4) lunch periods are built into the daily schedule. Teachers should eat during their regularly scheduled lunch period. Faculty members are not allowed to leave campus for lunch or to charge for school lunches. No food or beverage from outside vendors are permitted to be eaten during the school day. (ex – McDonald’s, pizza delivery)

<b>Breakfast</b>		<b>Lunch</b>	
Students Full Paying	\$1.35	Students Full Paying	\$2.25
Students Reduced	.30	Students Reduced	.40
Adults	\$1.90	Adults	\$3.20

# CARE OF SCHOOL PROPERTY

**It shall be the duty of all teachers and administrators to instruct students in the proper care of school property.** It is their duty to exercise due care in the protection of school property against damage either by defacement of the walls and doors or any damage caused by students. If teachers fail to exercise reasonable care in the protection of property during the day, they may be held financially responsible for all such damage. If the damage is due to carelessness or negligence on the part of a teacher or principal, the superintendent may hold those in charge of the building responsible for the damage. If it is not repaired before the close of the term, a sufficient amount may be deducted from their final vouchers...North Carolina Public School Law (Sec. 115-149).

# CLUB SPONSORS

**Faculty members are encouraged to become active in club and extracurricular events offered at Patton High School.** Club sponsorship can be a very rewarding experience and sponsors provide a great service to the school and to students. Organizations that would like to use the building after school hours for club activities must notify the office in order to prevent conflicts. **CLUBS MAY NOT MEET WITHOUT AN ADULT/FACULTY SPONSOR.** If teachers are unable to meet with their scheduled club, arrangements for another faculty member’s presence must be secured. The teacher in charge should assume responsibility for unlocking and locking the building. One of the main tasks of the sponsor is to ensure that the club’s constitution and rules are being followed. The sponsor should offer advice and encouragement in all club activities.

**\*\*For meetings after 5 p.m. and on weekends, sponsors should complete an “after hours” form, available in the mailroom, and submit it to Mr. Scott a minimum of 5 days in advance of anticipated use. All activities should be over by 10 p.m. unless special arrangements have been made.**

**\*\*\*\*LIST OF PHS CLUBS AND SPONSORS LOCATED AT END OF HANDBOOK\*\*\*\***

# COLLECTION OF SCHOOL MONEY

All money collected for the school or by the school must be receipted and turned in to the bookkeeper by 1:30 p.m. **No money should be held by any employees overnight.** Teachers are to receipt all money received from students for clubs, insurance, etc. immediately upon collection. **Do not leave money in the building at any time.** The bookkeeper is not responsible for taking up money for clubs, etc. **All money should be counted and the Money Collection Report (gold sheet) should be filled out.** The coins should be rolled, however, if there is not enough to be rolled they should be counted and placed in an envelope by denomination. **Do not leave money in the bookkeeper's office if she is not there to accept it. Never leave money on the desk if the office is unattended. Please drop the money bag in the slot in the bookkeeper's door.** The bookkeeper will verify money and make daily bank deposits.

All athletic coaches are NOT to order any athletic clothing, equipment, uniforms, etc., without prior written approval from Mr. Linens. Approval of any purchase requires the following:

1. All orders **must** be submitted on a completed Athletic Purchase Request Form.
2. The form must include specific item details and prices.
3. The completed form must be approved and signed by Mrs. Kendall prior to the order being placed.
4. No verbal approvals will be given.

Patton High School **will not be responsible** for any order that is not on a B1 and signed by Mrs. Kendall.

If an invoice is received without Mrs. Kendall's approval, school funds **will not** cover the expense.

**Checks:** A Payment Request Form signed by the club sponsor should be submitted at least 48 hours in advance. **No checks will be written without receipt or invoice.**

# COMMITTEES

## ACADEMIC EXCELLENCE PROGRAM

The committee will develop and implement guidelines that determine eligibility for membership in this organization. The committee will also make recommendations to the administration regarding incentives and rewards for participants.

### Committee Members:

C Abernathy, Chairperson	All Department Chairs	A. Helton
A. Cansler	T. Rigsbee	D. Lindecamp
R. Sawyer	D. Baker	

## ADVANCED PLACEMENT COMMITTEE

The committee meets as needed to plan courses of study, course offerings and to determine staff development and workshops necessary for the AP Program.

### Committee Members:

J. Zimmerman, Chairperson	C. Arrowood	M. Gregory	J. Debnam
School Counselors	D. Vance	K. Grady	R. Gregory
B. Wilson			

## ASSEMBLY COMMITTEE

Duties: To promote assemblies that will contribute to the educational and social growth of the students at Patton High School.

1. Maintain a calendar of assemblies
2. Be responsible for coordinating assembly set-up with the P.E. Department and for completing the following as dictated by the program being presented
  - a. Cover floors
  - b. Set up seating
  - c. Set stage and props
  - d. Set up sound system (Michelle Alexander)
  - e. Set lighting system (Chad Higdon)
3. Schedule and arrange for assemblies
4. Return materials and restore gym to proper order after assemblies.
5. Assist administration in setting policy concerning:
  - a. Seating
  - b. Assembly schedule
  - c. Types and frequency of programs

### Committee Members: October 13 Rachel's Challenge

S. Fuller, Chairperson	L. Young
C. Higdon (sound)	M. Crisp
T. Seevers (lights)	J. Browning
P. Church	A. Butler
J. Radecsky	R. Gregory

## **ATHLETICS EVENTS**

Assist the athletic director with the end of season athletic banquets-ordering of materials, typing of programs, organization of rooms, coordination of communication, pictorial presentation.

Overseen by Mr. Linens

Joy Cooper- Chair

R. Mitchem

K. Scott

M. Childres-pictorials

J. Pearson

A. Helton

J. Brittain

M. Vitrone

J. Radescky J. Browning

## **ATTENDANCE APPEALS COMMITTEE**

This committee will be concerned with promotion of good attendance and work with student's attendance appeals.

### **Committee Members:**

C. Abernathy, Chairperson

School Counselors

Joy Cooper, Co Vice-Chair

Dia McCarrick, Co Vice-Chair Chair

Math representative : Brett Wilson

English representative: Regina Lynch

Social Studies representative: Penny Jenkins

P. E. Rep- Josh Brittain

Science representative: Adam Bretschneider

At-large member- Rick Mitchem

Exceptional Children's representative: Janet Drum

CTE Rep-Bret Buchanan

Foreign Languages Representative: Kim Grady

Andrea Hunt- Seniors

## **AWARDS DAY COMMITTEE**

This committee will oversee the Senior and Underclassmen Awards assemblies at the end of the year.

Dawn Baker-Co-Chair- Seniors

G. Denton

K. Fish

N. Francis

Traci Rigsbee- Co Chair-Seniors

Joy Cooper- Chair Underclassmen

R. Sawyer

B. Buchanan

## **CLASS SPONSORS**

These sponsors will be responsible for class activities, fund raising, working with student government with the class officers, homecoming class activities, etc.

Freshman Class Sponsors: Ashley Butler (chair), Brian Gillette, Kim Mathis, S. Moore

K. Scott

Sophomore Class Sponsors: Adam Bretschneider (chair), Dawn Baker, Rob Colley

Junior Class Sponsors: Kaye Fish (chair), Jon Fuller, Jean Pearson, Amy Shuping, A.

Taylor

Senior Class Sponsors: Senior Fun Day, Picnic: Dawn Towery, Chair Sherry Abston,

Gina Beach, Eric Taylor(work closely with Graduation committee), Amy Vaughn, A. Hunt

## **CURRICULUM COMMITTEE**

Duties

1. To study course offerings in order to eliminate duplications in departments
2. To receive and study as required by the administration written course outline summaries at the end of the term. Summaries should include main objectives, evaluation, course content, activities and projects.

3. To survey faculty, students and administrators as needed for opinions concerning present course offerings and desirable changes and/or additions to the curriculum.
4. To construct and distribute survey forms.
5. To receive and study recommendations for new course offerings.

**Committee Members:**

D. Kendall, Chairperson	C. Abernathy
Department Chairs	School Counselors

**ENERGY CONSERVATION COMMITTEE**

This committee will develop a plan for Patton High School for reducing the need and use of energy and natural resources, following board policy 6.5500.

Rich Linens- Chair	Custodians	K. Scott	L. Silvey	B. Buchanan
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**504 COMMITTEE**

To develop and evaluate 504 Accommodation plans on a yearly basis.

**Committee Members:**

Joy Cooper	C. Abernathy
Multi-Disciplinary Team Members	

**GRADUATION COMMITTEE**

Graduation is the most important activity of the school year. The committee has the following responsibilities:

1. Planning the graduation program and with senior class representation
2. Coordinating musical activities
3. Organizing practice procedures
4. Conducting practice procedures
5. Assist seniors with selection of class gift
6. Preparation of site and alternative site
7. Organization of clean-up activities

**Committee Members: Mr. Linens will oversee site prep.**

J. Zimmerman & A. Vaughn, Co-Chairs	
School Counselors	Senior Homeroom Teachers
C. Higdon (music)	C. Abernathy-Diploma Names/News Herald
R.Sawyer (music)	C. Arrowood
B. Buchanan	P. Church (facilities)
S. McKinney	M. Crisp (facilities)
J. Pearson	E. Taylor (communicate between Sr Class committee)

**HOMECOMING COMMITTEE**

This committee will plan and coordinate the activities of Homecoming Week. Activities should include the half-time and pre-game activities and the dance after the game. Activities should be planned in conjunction with the appropriate student groups and representatives.

**Committee Members:**

K. Mathis, Co-Chair	S. McKinney Co-Chair	C. Higdon
R. Bias	P.Jenkins	J. Cooper

R. Pearson  
J. Radecsky

G. Denton  
K. Fish

A. Shuping

## **MEDIA ADVISORY COMMITTEE**

T. Seevers, Chairperson  
R. Pearson  
L. Silvey

T. Bowman  
N. Francis  
M. Vitrone

A. Bretschneider  
P. Jenkins

## **SST**

J. Debnam, Chairperson  
T. Rigsbee

L. Turbeville (nurse)

B. Gillette

## **NHS SELECTION COMMITTEE:**

This committee will meet for the purpose of selecting students to the National Honor Society.

### **Committee Members:**

B. Wilson, Faculty Advisor  
M. Gregory  
D. Vance

J. Fuller- Asst. Advisor  
R. Colley  
T. Bowman

D. Kendall  
L. Silvey  
D. Vance  
A. Taylor

## **PROM COMMITTEE**

The Junior/Senior Prom has traditionally been the social highlight of the school year. Areas of responsibility include the following:

1. Select a prom theme
2. Recommend a date and musical group to the principal
3. Set rules for admission, dress, and conduct for the dance
4. Arrange for the physical set-up and clean-up
5. Arrange for chaperones and security agents

### **Committee Members:**

E. Smith Chair  
Junior Homeroom Teachers  
R. Bias  
P. Church  
A. Taylor  
R. Pearson

K. Mathis  
G. Denton  
S. Abston  
S. Moore  
E. Taylor  
M. Crisp

## **SCHOOL BASED COMMITTEE FOR EXCEPTIONAL CHILDREN**

The committee will meet for the purposes of placement, review, and evaluation of students in the Exceptional Children's Program.

### **Committee Members:**

J. Drum, Chairperson  
C. Arrowood  
School Counselors

All Exceptional Children Teachers  
Brian Gillette

## **SCHOOL IMPROVEMENT/SACS/SCHOOL DEPT. CHAIRS**

Duties for this committee coincide with recommendations of the SACS Report and other school projects designed to improve the school. This committee will be combined with the IMPACT V grant team members for the 2011-12 and 2012-13 school years.

### **Committee Members:**

D. Kendall, Co-Chair                      Travis Seevers- Media Coordinator  
All Dept. Chairs                      Assistant Principals                      Parent Rep

## **SENIOR PROJECTS COMMITTEE**

The Senior Project Committee is responsible for all aspects of presenting Senior Project.

### **Committee Members: E. Garrison is the Administrator contact.**

G. Beach, Chairperson                      R. Pearson – CTE                      T. Seevers- Media Support  
R. Gregory - Math                      C. Higdon - Fine Arts                      A. Capps Hunt  
J. Fuller - Social Studies                      K. Grady - For. Lang.

## **SUNSHINE COMMITTEE/SOCIAL COMMITTEE**

The Sunshine Committee is responsible for acknowledging deaths, births, retirements, weddings, and other major social and personal events involving the faculty and staff.

Sherry Abston- Chairwoman                      G. Beach                      R. Bias                      A. Butler                      T. Rigsbee  
R. Colley                      P. Jenkins                      R. Mitchem                      S. Moore

## **TEACHER OF THE YEAR / SALLIE MAE AWARD**

The committee will conduct the selection of the TOY and First Year Teacher Award recipient and coordinate recognition.

### **Committee Members:**

J. Drum, Chairperson                      A. Vaughn                      R. Bias

## **TECHNOLOGY COMMITTEE**

The committee is responsible for making recommendations to improve technology within the school and to assist in providing staff development. Other responsibilities are dealt with as they arise. This committee will interface with the Impact Grant V team members.

### **Committee Members:**

C. Abernathy, Chairperson                      T. Seevers                      N. Francis                      R. Lynch  
R. Pearson                      M. Vitrone

# CLASSROOM CHECKLIST

## ORGANIZATIONAL

- Greet parents at Open House with supply lists
- Substitute Plans / Phone Numbers should be visible on desk!
- Emergency Plans **VISIBLE ON DESK!**
- Fire Drill and Lock Down Packet
- Discipline Plan and Office Referral Plan (Homework Policy to curb office referrals). The office is not for classroom management issues.
- AM supervision begins at 7:45
- PM monitoring outside classroom doors
- Monitoring during ALL class changes **BESIDE** individual assigned rooms
- Volunteers (inform Guidance Secretary by September 15, 2007)
- Neat orderly displays of teacher/student materials in classrooms
- Student work displayed (not more than 20% of walls covered – per Fire Inspector)
- Utilization of Closed Captioning for all videos
- Positive phone calls/notes/postcards
- Homework system (homework sheets/planners/Homework Hotline) **DAILY** even if no homework
- System for monitoring check out of textbooks and supplemental materials
- Classroom policies, rules, and procedures to students and parents both verbally and in writing
- NCSCS objectives communicated to students on daily basis
- Bell to bell instruction on daily basis. Warm up exercises (5-10 min. max) to be posted on **DAILY** basis
- Plan book should be comprehensive, up to date and reflect NCSCS objectives visible on teachers' desks **DAILY**, **NO** excuses

## ACADEMIC

- EOC Testing Terms posted in every classroom/system to monitor mastery of terms in each classroom
- Interim reports sent home every 4 ½ weeks by **ALL** teachers
- Individual contracts (work for students above/below grade level or discipline problems)
- Immediate intervention for at-risk students
- Writing prompts on continuous basis
- Testing Strategies: *Blast Off*, *NC Coach*, *Test Ready*, Item Banks, *Sharpen Up*, *Buckle Down*, Testlets, *Competitive Edge*
- Daily tutoring
- Immediate intervention for failed tests
- Daily warm-up activities for all subjects (SCS objectives – assign, assess, chart progress)
- **NO** grade to be given **LOWER** than 60 – **NO** Zero Tolerance Policy
- Read aloud in **ALL** subjects daily

# **COUNSELING PHILOSOPHY AND ORGANIZATION**

Counseling services are processes for helping all students in their efforts to discover, develop and reach their full potential. We realize that these processes are continuous and cooperative, and that all members of the school staff and faculty are fully involved and responsible for the assistance provided to students. Every student is a unique and worthwhile individual, and counseling services must provide the best chance for each to become educationally prepared, occupationally competent and personally and socially adjusted for happy and successful living.

The counselors have specialized preparation in vocational, educational, and personal/social counseling. Their background helps to better accomplish their primary tasks of providing information, planning group guidance, analyzing student problems, providing individual counseling, consulting with teachers and parents, and making referrals to other personnel or agencies. Students have been assigned to a counselor, according to grade level.

**A – F Jennifer Debnam**

**G – N Joy Cooper**

**O – Z Traci Rigsbee**

## **DUTIES OF SCHOOL COUNSELORS**

1. Help teachers locate records when needed.
2. Conference with students and parents regarding graduation requirements.
3. Interpret cumulative records and test scores for students, teachers and/or parents.
4. Coordinate the processes necessary for keeping folders up-to-date.
5. Be responsible for checking out records and seeing that they are returned promptly.
6. Check the accuracy of records and assist in obtaining or sending transcripts.
7. Work with attendance principal in calling absentees.
8. Verify students' records for purpose of graduation/promotion.
9. Conduct group and individual counseling sessions.
10. Make appropriate referrals to other agencies or services.

## **ADDITIONAL SERVICES FOR STUDENTS**

1. County Attendance Officer
2. Social Service – if any student appears to have a need, such as shoes or clothing, please use this service. If any students have a health or welfare problem, please notify the office. We have a limited amount of money available for any special problem which you may feel are important to the student's welfare.
3. Health Department – the school nurse (Lisa Turbeville) office located in the main office.
4. Employment Office
5. Family Guidance Service
6. Rehabilitation – mental and physical handicaps should be reported.
7. Vocational Rehabilitation

**Student Assist. Counselor – Matika Robinson**  
**School Psychologist – Debra Sales**  
**Mental Health Counselor - Dr. Kathy Learner**

**Talent Search – Jenny Patton**  
**Social Worker – Dia McCarrick**

# CREDIT RECOVERY

Credit Recovery is an effort to enable students to meet graduation requirements and remain on track in order to graduate with their respective class. Students who have completed the time required in a class, but have not met the competency level of the class in order to receive credit, will be able to gain credit through demonstrated competency. See Mrs. Abernathy.

# CUSTODIAL AND MAINTENANCE SERVICE

Please do not hesitate to notify Mr. Linens if your room is not comfortable or if equipment is not working properly. The cleanliness of the room is also a concern. Please notify Linda Young, Head Custodian, if your area is not being cared for properly. **Insisting that students use good housekeeping habits can greatly assist the custodial and maintenance staff in keeping the buildings and grounds clean and equipment in good working order.** For custodial or maintenance services, pick up the appropriate form in the office, complete it and return to Mr. Linens. He will submit the request electronically into SchoolDude.

## Custodial Request (sample copy/blank copies in office)

Date \_\_\_\_\_

Teacher's Name \_\_\_\_\_ Room # \_\_\_\_\_

Description of Request/Need \_\_\_\_\_

Date Completed (signed and logged by) \_\_\_\_\_

## \*\*Maintenance Request\*\*(sample copy/blank copies in office)

Date \_\_\_\_\_

Teacher's Name \_\_\_\_\_ Room # \_\_\_\_\_

Maintenance Needed \_\_\_\_\_

Emergency \_\_\_ ASAP \_\_\_\_\_ When Available \_\_\_\_\_

Date submitted into SchoolDude (by Mr. Linens) \_\_\_\_\_

# DEPARTMENTAL ASSISTANTS' REQUIREMENTS

A student wishing to serve as office/media center assistant must have the approval of the supervising teacher, Mr. Seevers (media), or Mrs. Abernathy (office) at the time of registration. An assistant will do typing, paper work, and/or in-school errands on a part-time basis. The student will register for departmental assistant and be given specific assignments at the beginning of the term. **Students who fail to be productive and/or have unsatisfactory attendance will be removed from this position and placed accordingly by the principal.** He/she will report to a designated teacher each day. No credit will be given; therefore, the student must not be behind in credits and will preferably be a senior. **(STUDENT ASSISTANTS SHOULD NOT BE SENT TO THE LOUNGE OR CAFETERIA TO PURCHASE FOOD FOR TEACHERS.)**

## DEPARTMENT CHAIRPERSONS

Regular meetings with Department Chairs and administration will be held as needed. **Attendance is REQUIRED or communication with Mrs. Kendall of a designee representative**. The purpose of the department chair is to improve the quality of education within an area of instruction through improved communication, unity of purpose, and by serving as an expeditor.

**The department chair is responsible to the principal and represents the members of the department.** He/she works closely with the student support services i.e., school counselors, attendance, maintenance, bookkeeper, administrative and cafeteria staff.

**The department is expected to function as a unit.** The chair is responsible for the curriculum, the care and use of the facilities, the welfare of the students and staff (health and safety), procedures and policies.

**The department chair is expected to provide leadership.** He/she should be qualified to make recommendations for curriculum, schedules, innovation, purchases and solutions to problems. The department chair may be called upon to submit reports, make oral presentations, do simple research, initiate correspondence, assist in interviewing prospective employees, write proposals, or speak on behalf of the department. **The department chair is a member of the curriculum committee.**

Also, the department chair is responsible for purchasing procedures, budget decisions, coordinating space and equipment requirements, the department inventory, record keeping, coordinating testing/scheduling, and reporting any unusual conditions.

### Department Chairs for 2011/2012

Career/Tech Ed.	Sherry Abston
Exceptional Children	Janet Drum
Fine Arts	Robin Bias
Foreign Language	Thedy Bowman
Guidance	Jennifer Debnam
Health and Physical Education	Sarena Fuller
Language Arts	Spring McKinney
Mathematics	Michelle Gregory
Science	Devon Vance
Social Studies	Penny Jenkins
AIG/AP	John Zimmerman

# DISCIPLINE

Discipline forms must be filled out completely PRIOR to bringing a student to the office. Documentation of all interventions, including parent contacts, must be present. If a fight has occurred, please fill out the form in the office. Students will NOT be seen without a completed form unless an emergency exists. No student should be placed in the hall for disciplinary purposes. If necessary, make arrangements with another staff member to keep the student in his/her room, or call the office to have the student picked up. The office will NOT accept referrals for general classroom management issues i.e. failure to complete homework/classwork, forgotten materials, talking, chewing gum, etc. unless there is significant documentation of communication home and intensive disciplinary efforts that the resulting behavior is deemed insubordination.

# EDUCATIONAL FIELD TRIPS

The following statement shall constitute the policy of the Burke County Public Schools regarding field trips by school groups:

**\*\*All field trips must be approved by Mrs. Kendall**

**\*\*\*No out of state field trips are allowed (budget)**

1. There will be no more than 1 field trip per club/class each semester.
2. Field trips may be taken by school groups using activity buses for that purpose.
3. **All overnight trips request forms must be completed and approved by Mrs. Kendall and the superintendent one month in advance**
4. **Proposed trips must have a direct relationship to the instructional program.**
5. Field trips **WILL NOT** be approved for the following:
  - a. Movies or other media experiences that are general and do not relate to a specific instructional unit being studied.
  - b. Trips as non-participants to sporting or other events of a similar nature.
  - c. Visits to amusement or recreational areas.(The preceding list is representative of trips that will not be approved. There may be other trips requested that may be denied as an education field trip).
6. No child should be allowed to take part in a field trip if the trip could be detrimental to the child's health.
7. **All students must have written permission from their parents prior to going on a field trip. It is each teacher's responsibility to verify that each chaperone has met the county requirements.**
8. **There should be at least one (1) chaperone for each 15 students.** Parents should be encouraged to serve as chaperons.
9. No student is to be denied going on a field trip because of a lack of funds. School activity funds should be used to pay for any student who cannot afford the cost of the trip. A student must have a prior approval waiver form completed.
10. School activities which are planned on an annual basis, such as athletic contests, are not considered to be field trips.
11. The sponsor or classroom teacher is responsible for arranging educational field trips. This includes arranging for a properly licensed driver.
12. Trips planned for weekends and holidays must be approved.
13. **NO FIELD TRIPS WILL BE APPROVED DURING THE MONTH PRECEDING FINAL EXAMS.**
14. Financial arrangements should be made with Mr. Linens and Mrs. Kendall. regarding transportation, bus drivers, etc.
15. **A professional leave form must be filled out stating the name of the substitute and what funds are to pay for the substitute. Please return to administrative**

**secretary, Christy Watts, at least 5 days before the field trip.**

16. See Mrs. Watts at least two (2) days in advance to request a check for the trip.
17. Secure a bus from Mr. Linens.
  - a. Handicapped students **MUST** ride on a handicapped bus.
  - b. Make sure the bus has appropriate seating for number of teachers **AND** students.
  - c. Teachers **MUST** ride the bus with students.
  - d. Parent chaperones may **NOT** ride buses.
  - e. **ALL** chaperones **MUST** have an approved Burke County Volunteer form on file in the guidance office.
  - f. Make prior arrangements to pick up and return activity buses.
18. In addition to trip expenses, students should be charged accordingly for gas and hourly bus driver costs. Plan a minimum of \$14.00 per hour for a driver and \$2.00 per mile for fuel. **Remember that fuel prices are subject to change.**

**Field Trip Request**  
(To be submitted on green paper)

All field trips must be approved by the principal and the Superintendent or designee. According to current board policy - requests for all field trips must be submitted to the Director of Elementary Education or Director of Secondary Education at least 60 days prior to the field trip.

Reward field trips are not allowed during the instructional day. Reward trips may be taken after school or on weekends.

School \_\_\_\_\_ Date \_\_\_\_\_ Submitted \_\_\_\_\_  
\_\_\_\_\_

Grade(s) \_\_\_\_\_ Teacher(s) \_\_\_\_\_  
\_\_\_\_\_

Purpose \_\_\_\_\_ of \_\_\_\_\_ Trip: \_\_\_\_\_

Destination \_\_\_\_\_ City/State \_\_\_\_\_  
\_\_\_\_\_

Date of Field Trip \_\_\_\_\_ Time \_\_\_\_\_ of \_\_\_\_\_ Departure \_\_\_\_\_

Return Date (if overnight) \_\_\_\_\_ Estimated Time of Return \_\_\_\_\_

Number of Students Eligible \_\_\_\_\_ Number of Students Attending \_\_\_\_\_

Total # of Teachers/School Personnel \_\_\_\_\_ Total # of Parents/Volunteers \_\_\_\_\_

Cost to Students \_\_\_\_\_ Number of Student Waivers \_\_\_\_\_

Ratio of Teachers/Chaperones to students: Elementary 1:10 Secondary 1:15 – not to include bus driver

What source of transportation will be used? \_\_\_\_\_ Activity Bus \_\_\_\_\_ Yellow Bus \_\_\_\_\_ Chartered Bus \_\_\_\_\_ Personal Vehicle

*If using a personal vehicle, a certificate of insurance coverage and a Use of a Personal Vehicle Form must be attached to this request. (Field Trip and Use of Personal Vehicle Forms can be obtained from the BCPS website.)*

Name \_\_\_\_\_ of \_\_\_\_\_ Bus \_\_\_\_\_ Driver: \_\_\_\_\_

Are all students and other personnel adequately covered by insurance? Yes \_\_\_\_\_ No \_\_\_\_\_

I. How does this field trip correlate with the instructional program at this grade level?  
(list SCS objectives covered)

II. Are all students being allowed to participate in the field trip? Yes \_\_\_\_\_ No \_\_\_\_\_

III. How will students on a waiver be taken care of?

IV. What provisions have been made for the safety and security of students on the field trip?  
(Please attach guidelines – if applicable.)

V. How will students be monitored to ensure that they follow the established supervision plan?

VI. How will chaperones be given copies of the field trip rules and guidelines?

**Please attach a copy of pre and post lesson plans for field trip.**

\_\_\_\_\_  
Principal Signature

Date

\_\_\_\_\_  
Superintendent/Designee Signature

Date

Burke County Public Schools  
Morganton, North Carolina

**Extra-Curricular Activity Trip**  
**(System-wide Sponsorship)**  
(print on goldenrod paper)

All extra-curricular trips must be approved by the principal and the Superintendent or designee prior to the trip.

School \_\_\_\_\_ Date Submitted \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Grade(s) \_\_\_\_\_ Teacher(s) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Destination: \_\_\_\_\_

Purpose of Trip: \_\_\_\_\_

Date of Trip: \_\_\_\_\_ Time of Departure: \_\_\_\_\_

Estimated Time of Return: \_\_\_\_\_ Cost to Students \_\_\_\_\_

Total Number of Students Eligible \_\_\_\_\_ Total Number of Students Attending \_\_\_\_\_

Total # of teachers/chaperons \_\_\_\_\_  
(Elementary 1:10 (at least) Secondary 1:15 (at least) – not to include bus driver)

What source of transportation will be used?

Activity Bus \_\_\_\_\_ Yellow Bus \_\_\_\_\_ Other \_\_\_\_\_ (list)

Name of Bus Driver: \_\_\_\_\_

If using a personal vehicle, a certificate of insurance coverage and a Use of Personal Vehicle form must be attached to this request. (Forms can be obtained from the BCPS website)

\_\_\_\_\_  
Principal/Director's Signature Date

\_\_\_\_\_  
Superintendent/Designee Signature Date

Revised  
November 2010

Burke County Public Schools  
Morganton, North Carolina

**Competition Field Trip Form**  
**(System-wide Sponsorship)**  
(print on blue paper)

All competition field trips must be approved by the principal and the Superintendent or designee prior to the trip.

School \_\_\_\_\_ Date Submitted \_\_\_\_\_  
\_\_\_\_\_

Grade(s) \_\_\_\_\_ Teacher(s) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Destination: \_\_\_\_\_

Purpose of Trip: \_\_\_\_\_

Date of Trip: \_\_\_\_\_ Time of Departure: \_\_\_\_\_

Estimated Time of Return: \_\_\_\_\_ Cost to Students \_\_\_\_\_

Total Number of Students Eligible \_\_\_\_\_ Total Number of Students Attending \_\_\_\_\_

Total # of teachers/chaperons \_\_\_\_\_  
(Elementary 1:10 (at least) Secondary 1:15 (at least) – not to include bus driver)

What source of transportation will be used?

Activity Bus \_\_\_\_\_ Yellow Bus \_\_\_\_\_ Other \_\_\_\_\_ (list)

Name of Bus Driver: \_\_\_\_\_

If using a personal vehicle, a certificate of insurance coverage and a Use of Personal Vehicle form must be attached to this request. (Forms can be obtained from the BCPS website)

\_\_\_\_\_  
Principal/Director's Signature Date

\_\_\_\_\_  
Superintendent/Designee Signature Date

Revised  
November 2010

**Burke County Child Nutrition  
Special Lunch Request Form**

To: Ms. Patty Lingle  
PHS Cafeteria Manager

Today's Date \_\_\_\_\_

Teacher \_\_\_\_\_  
Date of Event \_\_\_\_\_  
Type of Event \_\_\_\_\_  
Time of Event \_\_\_\_\_  
Number to be served \_\_\_\_\_

Teacher Signature \_\_\_\_\_  
Date \_\_\_\_\_

**AT LEAST TWO (2) WEEKS PRIOR NOTIFICATION  
IS REQUIRED FOR ALL SPECIAL EVENTS**

## E-MAIL

Please limit e-mail messages to information that pertains to job and/or school related topics. Please refrain from non-essential information. All e-mail messages should be professional.

## EMERGENCY PROCEDURES AND EVACUATION

Each teacher should follow our Safe School Plan and Procedure Handbook. (This should be kept in your roll book at all times).

During search procedures, it is essential that classes are kept together and under control while the search is in progress. **A COOL HEAD FROM THE TEACHER MAY MEAN THE DIFFERENCE BETWEEN A SUCCESSFUL OR AN UNSUCCESSFUL SEARCH.**

### What to look for:

1. Anything unusual – something that might not have been in your department the day before.
2. Begin the search at the lowest level and work up.
3. Put a red or green card in each area that has been searched. A final visual check can then be made to insure that no areas were overlooked.
4. Doors should be left open.
5. Do not allow unauthorized personnel in the building.
6. **UNDER NO CIRCUMSTANCES SHOULD THE SEARCH TEAM ATTEMPT TO MOVE, DISARM OR UNWRAP ANY SUSPECTED ITEM.**
7. **REMEMBER:** Search intelligently – **THE LIFE YOU SAVE MAY BE YOUR OWN.**
8. Report search results to team leader located in the administrative area.

## FIRE DRILLS AND FIRE SAFETY

The school fire drill is an integral part of the safety precautions and measures utilized within the school to promote safety. The procedure is designed to ensure safe and orderly evacuation of students and staff from the school.

**Fire drills are required by law to be conducted monthly within the school unit or system.** Prepare your students for these drills. The fire alarm at Patton High School will be the wailing sound of a siren over the school intercommunications system, or a verbal shout “fire”. It is the duty of every teacher to introduce students to fire drill procedures in classroom areas. Please instruct each homeroom in the drill procedures during the break, in the commons area, in the cafeteria, in the gymnasium, fieldhouse, vocational training areas, administrative areas and media center. Students should also be shown alternate escape routes. Teachers should assign students specific duties when a fire alarm is sounded. Close school doors upon exiting the building. **IT IS THE RESPONSIBILITY OF THE TEACHER TO TAKE CLASS ROLLS TO ACCOUNT FOR EVERY STUDENT. ANY ABSENCES SHOULD BE REPORTED TO THE PRINCIPAL OR ASSISTANT PRINCIPALS OR ANY FIRE FIGHTING PERSONNEL. DO NOT ALLOW STUDENTS TO RETURN TO THE BUILDING UNTIL AN “ALL CLEAR” SIGNAL IS SOUNDED.** This “all clear” signal will be an intermittent sound coming over the school intercommunications system or a verbal shouting of “all clear”.

## EVACUATION PROCEDURE FOR BOMB THREATS AND FIRE DRILLS

1. Keep class together and take them out of the building in an orderly manner.
2. **Students should be at least 100 yards from the building.** Space is limited in front of the building; therefore, the activity fields in back should be used. In the event of

- inclement weather, buses will be used and each teaching station will be assigned to a bus.
3. Check roll once you are a safe distance from the building. Report students not present to the office as soon as possible.
  4. Shut all doors as you leave building during a fire drill. Leave doors open during a bomb threat evacuation.

**Follow evacuation routes posted in all rooms.**

## **END OF THE DAY EXPECTATIONS**

**Teaching stations and office areas should be left clean and orderly.** Turn coffee pots, lights and televisions off. Close cabinet doors and windows. Lock desks, file cabinets and any other area where security is essential.

## **ENROLLMENT AND WITHDRAWAL PROCEDURES**

### **I. ENROLLMENT**

All new students must be approved by Mrs. Kendall or Mrs. Abernathy before being allowed to enroll.

- a. The student reports to the guidance secretary to complete demographic information forms. The student will then meet an assistant principal for approval. Then the student will receive a student handbook and meet his/her counselor.
- b. The student and the counselor will complete a schedule, fill out enrollment forms for computer services, supply information, including social security number and report card so that a transcript can be requested from previous school.
- c. The student then reports to his/her classes.
- d. All students must carry a full schedule unless classified as a 5<sup>th</sup> year student or special medical case. Non-traditional student schedules are on individual basis.

### **II. WITHDRAWAL**

a. Transfer Students – Report to Counseling Office for the following:

1. Pickup Student Withdrawal Form. All of the student's teachers must sign this form and record the student's current grades. The form must also be signed by a Media Coordinator and a Counselor. The completed form should be turned in to the Attendance Secretary. **Students must pay all fees, return all library books, equipment, and turn in all textbooks before receiving an official transfer and transcript.**
2. The Pupil Withdrawal Form will be completed in duplicate. One copy will be retained by the student; one copy will be filed by the Counseling Office.

#### **b. DROP-OUTS**

1. Students must first have a conference with their counselor and an administrator.
2. The same procedure applies for transfer students.
3. Please notify a counselor and complete calls home when a student appears in jeopardy of "dropping out." (i.e. low grades, excessive absences, not making up time)

#### **b. DROP-OUTS**

1. Students must first have a conference with their counselor and an administrator.
2. The same procedure applies for transfer students.
3. Please notify a counselor and complete calls home when a student appears in jeopardy of "dropping out." (i.e. low grades, excessive absences, not making up time)

## EXTRACURRICULAR DUTIES

Additional duties will be assigned to staff members based on the number of activities and the need for assistance and supervision. **All members of the staff and faculty are encouraged to accept these additional responsibilities as part of their effort to support the total school program.**

## FACULTY DRESS

**Faculty members are expected to dress professionally and appropriately for the type of activity or program being conducted.** Good judgment is essential in determining proper attire. Staff and faculty dress should set a positive example for our students. No t-shirts, shorts, sweat suits/jogging suits, or flip-flops. Nice blue jeans and a Patton High School shirt are allowed on Fridays.

We must look professional if we desire to achieve that status. Parents must be able to tell the staff from the students. **On teacher workdays casual dress will be acceptable; however, professionalism is still required.**

## FACULTY MEETINGS

Faculty meetings will be scheduled for the Thursday following the Board of Education Administrators' meeting. **Attendance is mandatory.** Meetings times and locations will vary. Those who cannot attend should contact Mrs. Kendall prior to the meeting and plan to attend the make-up meeting which will be held at 7:00am the following morning. Staff members with bus and coaching duties are expected to attend the make-up meeting. Only essential coaches (Head Coaches) may attend makeup faculty meetings. Assistant coaches are expected to attend regularly scheduled faculty meetings. Department Chairs will be asked to visually scan their department for attendance.

## FACULTY SIGN IN

A record of teacher attendance is kept by using timekeeper. **Please sign in by 7:30 a.m. daily. Do not sign in for another faculty member. Call the school if you are going to be late. Teachers may leave at 3 p.m.**

An administrator must be notified if a staff member needs to leave during the school day. Staff members **must sign out before leaving campus and sign in upon return using timekeeper.** Checking out during the day is to be used sparingly and in case of emergencies and not for personal errands (i.e. going to the bank, picking up breakfast/lunch, shopping). Planning periods are to be used for planning, grading, and parent conferences.

## FACULTY SPONSORS FOR SCHOOL ACTIVITIES

**All faculty members are asked to assist with supervising extracurricular activities.** Student clubs and organizations will be granted the privilege of sponsoring events throughout the year. Club or organization sponsors are responsible for making all the arrangements for the

event. They must provide the chaperones, arrange to have change available, and provide for music if it is required.

Teachers should consult Mr. Linens and refer to the school calendar for scheduled events requiring their participation. Events should be planned well in advance. Do not hesitate to fully involve the students since these events are for their benefit.

## **FACULTY / STAFF CHILD CARE**

According to Burke County School Board Policy, children of faculty and staff members are not allowed at school during normal working hours, workdays, and/or during the summer. Children at school prohibits staff from devoting 100% to their job and the school cannot be held liable for accidents or injuries.

## **FIRE INSPECTION PROCEDURES**

The Burke County Fire Marshall office will issue citations to schools that have not corrected items listed on the inspection report. The first citation will cost the school \$150.00; every citation thereafter will be \$300.00.

The \$150.00 will be a school fine; not a county fine. The bill may be passed on to the person responsible for the school receiving the fine. There should be no reason for a fire exit to be blocked EVER! This includes a chair in front of a fire exit doorway, a desk in front of a doorway, etc. DO NOT EVER PUT ANYTHING IN FRONT OF AN EXIT FOR ANY REASON. There is no legal justification to ever have a blocked exit.

Propane gas tanks cannot be left on equipment. On each piece of machinery where a propane tank is used, the tank MUST be removed each time and stored in the proper place.

There must be a 30-inch clearance around all electrical distribution equipment. This means in the work areas and some offices, you may not have any books, tables, shelves, computers, or file cabinets located under the boxes. Chemicals in the chemical storeroom must be off the floor.

Emergency evacuation plans must be posted in all occupied areas. If an area is missing one, please notify the office immediately! All phones are to have the emergency sticker on them.

Finally, classrooms should be kept free enough of clutter to provide an easy passageway to the outside. Please tidy and clean classrooms and throw away what is not absolutely needed. The fire marshal will issue citations if the clutter is such that it makes evacuating the room a hardship.

**Per Burke County Insurance Inspector, there are to be NO coffee pots, microwaves, or refrigerators in classrooms. Only one (1) of each item is allowed in teacher workrooms.**

# FUNDRAISING ACTIVITIES

**Fundraising activities are to be held to a minimum.** Sales that do not conform to the policy are prohibited. The following guidelines should be used:

1. **No school group shall conduct more than ONE fund raising activity per school year. The activity must be limited to no more than 10 school days.**
2. Teachers and students may not be used by commercial organizations outside the school system for the purpose of raising or making money.
3. The following activities may be conducted without regard to this policy statement:
  - a. Concession stands at athletic contests
  - b. Selling advertisements for annuals and/or school newspapers
  - c. Athletic contests
  - d. Admission to certain schoolwide events such as the school play, band/choral concerts, etc.
  - e. Individual school pictures
4. Other than as noted, admission may not be charged at public performances given by school groups.
5. Fundraising, outside of the regulation, by specific school groups for specific purposes may not be undertaken without the express approval of the principal of the school and the superintendent of schools.
6. Club dues do not come within the scope of this policy.
7. No section of this policy shall be valid if it conflicts with requirements of the General Statutes of the State of North Carolina.
8. **ALL FUNDRAISING ACTIVITIES MUST BE APPROVED AND SCHEDULED WITH MR. LINENS PRIOR TO THE SALE.**
9. Fundraising by athletic teams must follow the same criteria and be approved by Mr. Linens and Mrs. Kendall.

## FUNDRAISER APPROVAL FORM (sample copy/blank copies in office)

Name of Club/Group \_\_\_\_\_

Date(s) of Fundraiser \_\_\_\_\_

Purpose for raising money \_\_\_\_\_

Fundraising Activity \_\_\_\_\_

Sponsor's Name(s) \_\_\_\_\_

Administrative Approval \_\_\_\_\_

Date of Approval \_\_\_\_\_

\*\*\*\*Attach a sale brochure if available

# FURNITURE

There should be NO movement of furniture to other classrooms unless approved by an administrator (desks, bookcases, shelves, phones, computers, file cabinets, ...). **Please do NOT add any permanent fixtures to your classroom walls.**

# HALL PASSES

**When any student leaves an assigned class, he/she must sign the classroom log and have a hall pass. Each teacher should have a notebook for students to sign out/in. Students should not be allowed to leave class unless absolutely necessary.**

# IN-SCHOOL SUSPENSION

In-School Suspension is used as a discipline procedure that allows students to remain in the school environment where their conduct and academic progress can be closely supervised by school personnel. In-School Suspension also prevents the student from accumulating excessive absences.

**Patton High School policies for In-School Suspension (ISS) are as follows:**

**There is an ISS scheduler on the shared drive for all to see, but only administrators and the ISS instructor have access to change it.**

1. Students will be assigned to in-school suspension at the discretion of the principal or assistant principals ONLY. Teachers may not send a student to ISS for disciplinary reasons.
2. The class will begin at 7:50am and will end at 2:40pm. Students present for in-school suspension will be counted present for school. Tardies to in-school suspension will not be permitted for any reason. For any tardy to ISS, the student will receive additional ISS time. Students riding buses that arrive late are not considered tardy.
3. Lunch will be provided for those students who wish to purchase it, but all students placed in in-school suspension will eat with the ISS teacher.
4. During the in-school suspension class, students are expected to:
  - A. Work each day on academic assignments made by their regular classroom teachers. This work will be supervised by the in-school teacher and additional work may be assigned if in the teacher's opinion, the student does not have sufficient work to occupy his/her time.
  - B. Remain silent unless permission to speak is received from the teacher.
  - C. Remain awake. There will be no sleeping or putting heads down on the desk during the ISS class without teacher permission.
  - D. Remain seated unless permission to be out of seat is granted by the teacher.
  - E. Complete total number of days assigned. Partial days do not count, unless assigned.
  - F. Violation of any of the rules or any other school rules may result in immediate suspension from school or additional days of ISS begin assigned.
  - G. Students may not participate in any school activities on a day or partial day of ISS. (ie: athletics, field trips, etc.)
  - H. Parents of students not following ISS rules will be contacted by the ISS teacher.
5. The student is responsible for bringing materials to the ISS class. This includes all textbooks, notebooks, paper, and pencils.
6. The ISS teacher will immediately send an assignment sheet to teachers upon students' entry to ISS room. Teachers should return completed assignment sheet ASAP to ISS

teacher. ISS teacher will place students' work and materials (text, workbooks) in appropriate teachers' boxes at conclusion of ISS term.

## **INCLEMENT WEATHER AND SEVERE WEATHER PLAN INCLEMENT WEATHER PROCEDURE**

The following will be used for the 2011/12 school year inclement weather announcements:

1. Delayed Opening  
Delayed opening (1,2,3 hour) refers to **ALL** students. Faculty and staff should report at regular time unless otherwise stated.
2. School Closed  
Closing refers to all employees unless otherwise stated.
3. Early Dismissal

**Employees may leave when notified by the administration.**

**When in doubt, please call. Burke Co. Weather Hotline or check the website @ [www.burke.k12.nc.us](http://www.burke.k12.nc.us).**

## **WEATHER WARNING DEFINITIONS and RECOMMENDED ACTIONS**

In order that actions recommended in this analysis be effected in the correct time frame, the following storm warnings used by the Weather Bureau are defined in order of severity.

1. **SEVERE THUNDER STORM WATCH** – means that weather conditions are such that a severe thunder storm may develop. Review severe weather plan of operation.
2. **SEVERE THUNDER STORM WARNING**—means that a severe thunder storm has developed and will probably affect those areas stated in weather bulletin. Relocate all students from portable classrooms to main building.
3. **TORNADO WATCH**—means that weather conditions are such that a tornado may develop. Review tornado plan and notify all teachers of impending weather conditions and open all transom windows between classrooms and corridors.
4. **TORNADO WARNING**—means that a tornado has been formed and sighted and may affect those stated in the bulletin. Open as many windows in the exterior wall as practical, lower blinds and drapes and relocate students to areas offering greatest tornado resistance.

## **RECOMMENDED PROCEDURES FOR TORNADOES**

**During the warning students should be seated on the floor with their backs to corridor walls or glass areas.** Coats and jackets could be used to cover heads, arms and legs so as to reduce the number of injuries from broken glass and other debris.

Exterior doors leading into the tornado resistant areas should be opened against the adjacent wall. **Students should be located as far as possible from all exterior walls in corridors, particularly if they contain windows or doors. Keep in mind that double stacking is NOT allowed and students must remain silent.**

The tornado resistant area required for students in this school is based on an allowance of five square feet of floor area per student. Since the students will be confined in these areas for short periods of time, consideration may be given to reducing this allowance.

## **IN-SERVICE EDUCATION**

One of the many changes in public education in recent years has been an ever increasing emphasis on in-service education for teachers. The knowledge explosion, changing curriculum, changing methodology, better identification of student needs, increasing use of technology in education and many other factors have created a need and desire for additional training by staff members in every area of public education. **In order to receive renewal credit, it is the teacher's responsibility to complete the SEA System Proposal and Survey.**

## **LEAVING SCHOOL GROUNDS (STUDENTS)**

**No student may leave the school grounds during the school day unless a mutual agreement has been made between the parent, the principal, and attendance office in writing** This policy applies to educational projects which necessitate the departure of the student from the school as well as to personal business of the student. **Teachers are not to use students for personal errands during the school day.**

## **LOCK DOWN PROCEDURES**

1. Schools should go into a LOCK DOWN when
  - A. someone enters the school armed
  - B. in a sniper situation
  - C. hostages have been taken
  - D. there is an irate person on campus who may potentially cause harm
  - E. anytime students' physical safety is at-risk (per principal discretion)
2. Each school should issue a verbal code when a LOCK DOWN is warranted
3. Establish a code for emergency personnel or other officials who may knock on doors or windows.
4. Teachers are responsible for getting students into the classroom.
5. Teachers should lock all doors/windows, close blinds, and turn out lights.
6. Teachers should have all students on floor and out of line of vision.
7. Teachers who see stray students who have not made it to their classrooms should pull them to safety (into their classroom). If room to room communication is available, call the teacher of the student to let them know they are safe.
8. Teachers should account for all students and be aware of evacuation procedures/sites.
9. Utilize red/green cards stored on wall.

## LUNCH NUMBER

Every student and faculty member will be assigned a number for the cafeteria at the beginning of the year which must be used to check out of the cafeteria line. Advanced payment may be made and subtracted from daily totals from that person's account.

## MAILBOXES

Each teacher has a mailbox in the administrative area. Please check your mailbox daily. U.S. Mail is picked up each day around 9:00 a.m. daily. Courier mail is delivered between 7:45 and 8:00am daily. The school address is 701 Enola Rd Morganton, NC 28655 and the fax number is 828-433-3001.

## MAINTENANCE / JANITORIAL SERVICES

Please do not hesitate to notify Linda Young by voicemail or e-mail if some item in your classroom is not working properly. The cleanliness of your room is also a top priority. Therefore, please notify the principal if your area is not being cared for properly, and again, every effort will be made to get your room or area in shape. The teacher can be a great help in keeping the school and equipment in good order and by requiring students to use good housekeeping habits.

## MEDIA CENTER POLICIES

The purpose of the school media center is to support the curriculum of the school. In order to help meet this goal, the following policies shall be implemented.

1. Books from the general collection, magazines, and vertical files may be checked out for a two week period and renewed.
2. **Students must pay for lost materials.**
3. Any student who wishes to come to the media center during the school day, including lunch, **MUST** bring a pass, signed by a teacher, stating his/her name and purpose for being in the media center. If a student is in the media center, he/she is expected to be using media resources.
4. The media staff requests that only one student at a time be seated at a computer.
5. **Teachers who wish to bring classes to the media center must sign up on the calendar. Teachers must accompany their classes. The media center can only accommodate one class per period.**
6. **Teachers may send up to three individual students to the media center at any time without prior arrangement. Students must have a signed pass and an assignment. Students should be sent to the media center only to use media resources.**
7. Teachers should schedule videotapes with Mr. Seevers at least two days in advance of use.
8. Detailed policies for media center use are found in the Patton High School Media Center Policy and Procedures Manual located in the media center.

## **INTERNET and COMPUTER RESOURCE POLICIES**

**Computers and computer resources are for educational use.** All teachers must sign and have on file in the Media Center a Burke County Public Schools Acceptable Use Policy. Signed policies for returning teachers are still in effect; however, teachers new to PHS, freshman, and transfer students must be sure to obtain, sign and turn in an AUP form to the Media Center. Teachers must be familiar with and follow the BCPS AUP. Teachers will be assigned a user name and a password, which each teacher must set. Teachers and students must use their own names and passwords to log onto the network. Passwords are to be kept private. Passwords and accounts should not be shared.

**Unacceptable use** of computers and computer resources may result in, but is not limited to, loss of use of computers and computer resources. Examples of unacceptable uses are, but not limited to:

1. Accessing inappropriate websites (i.e. accessing pornographic sites.)
2. Using computers and computers resources for non-educational activities\* (i.e. non-educational chat rooms, email, printing, digital imaging)  
\***Non-educational activities** are not teacher assigned and/or led.
3. Logging in as anyone other than yourself

## **CONSEQUENCES**

Inappropriate or unethical use or failure to adhere to guidelines may include but are not limited to limitation or cancellation of user privileges, possible disciplinary action and/or appropriate legal action.

## **MEDICATION**

Burke County School Policy does allow 9<sup>th</sup> – 12<sup>th</sup> grade students to carry prescription and over the counter medicines excluding narcotic agents such as Ritalin and Vicodin, as long as it is in the original container. Each student must have a Student Health Questionnaire on file in the School Nurse's office signed by the parent. The school nurse does not keep or dispense over the counter medications to the students.

## **MUSIC USAGE**

All music with lyrics must be approved by Mrs. Abernathy prior to use in the classroom, in the gymnasium, for clubs, and for athletic events. A list of approved music is posted on the PHS shared drive.

## **NCAE**

The North Carolina Association of Educators is for classroom teachers and is open only for membership to certified classroom teachers who currently have teaching assignments in public schools. It is affiliated with N.E.A. (National Education Association). Both organizations work for the benefit for all educators as well as improved conditions for "...those that education is all about—the children."

A few of the benefits of NCAE membership include:

- \$250,000 of Professional Liability Insurance, automatic with membership

- Group insurance programs through Horace Mann Insurance Company at reduced rates. (Homeowner's and auto liability policies offer substantial dividends)
- A regionalized uni-serv staff which puts staff help close to the membership.
- Lobbying clout.
- Prize-winning publications which keep members alert to what is happening behind the scenes in education.
- An advocate ready to battle at all times for educators and their point of view.

## PLANBOOKS

Plan books are available to teachers. NCSCS objectives should be listed each day. Plan books will be checked as a part of teacher observations and during summative conferences. Plan books should be available for review upon request. If your plan book is LOST during the school year, a NEW one MUST be started IMMEDIATELY.

## SCHEDULE CHANGES

Students register for both semesters of the school year. Schedule changes are permitted only for the following reasons:

1. **Computer error**
2. **Course failure**
3. **Graduation requirement for seniors**
4. **Students misplaced in a course**

**All schedule changes must be approved by Mrs. Kendall, Mrs. Abernathy, and/or a counselor.**

## SCHOOL ACCIDENT INSURANCE COVERAGE PLAN

Burke County Public Schools will provide each student with insurance for a minimal charge. This money will be collected in homeroom the first week of school. Payment will be recorded on a homeroom roster and be submitted to Christy Watts, PHS bookkeeper, daily.

## SCHOOL KEY POLICY

All school keys are property of Patton High School. They are on loan to staff members for the school year only. Under special circumstances, school keys may be loaned over the summer. **Each key holder is responsible for the use or abuse of his/her keys. Please do not lend keys. Keys should not be loaned to students.** Report any lost keys to Mr. Linens at once. All keys should be returned to Mr. Linens at the end of the school year, with proper sign outs completed.

## SCHOOL RESOURCE OFFICER

The School Resource Officer is a member of the Burke County Sheriff's Department. School Resource Officers are placed in the schools to help create and maintain a safe, secure,

and orderly environment. They are also here to interact with students, help build a rapport between students and law enforcement, and provide law related advising to school staff, students, and the community. School Resource Officers will investigate all incidents or complaints of criminal activity or unlawful misconduct. As such, they will take the appropriate law enforcement action and will pursue criminal charges or court actions as warranted.

## **SECURITY LOCK**

1. After 8:00 AM all front doors will remain locked until the dismissal bell.
2. After 8:00 AM only the middle set of doors will be left unlocked at student parking lot doors.
3. The gym lobby doors toward the tennis courts will remain locked at all times.
4. All outside classroom doors will remain closed and locked.
5. CTE building classrooms will be locked when no students are in the classrooms.
6. Doors at end of the vocational hallway will remain open from 7:45 to 2:45.
7. The field house and JROTC building will remain locked.
8. At 8:00 a.m. the bus entrance gate will be locked. The main gate and the student parking lot gate will remain open.

## **SOCIAL FUND / SUNSHINE COMMITTEE GUIDELINES**

It is suggested that the following policies be adopted to govern the expenditures of the social fund and the duties of the social chairperson and committee:

### **I. FLOWERS**

- A. Staff illness – maximum \$30.00 – hospital/prolonged illness/home confined
- B. Deaths – maximum \$40.00 – faculty or administrators' immediate family member (spouse, child, parent, or in-law)
- C. Death of retired staff member

### **II. GIFTS**

- A. Wedding - \$25.00 – marriage of faculty member or administrator
- B. Birth - \$25.00 – children born to faculty member or administrator
- C. Retirement - \$25.00 – any retiring faculty member or administrator
- D. Faculty member or administrator leaving in the middle of the year or end of the year will be left up to the department to decide what to do. It will not be taken out of the social fund.

### **General Policies:**

1. The social fund shall be comprised of a donation of \$20.00 per staff member payable on or before October 6, 2009. All staff members are expected to participate in the social fund. Make checks payable to PHS. A receipt will be given.

2. The term “staff member” shall be interpreted to mean all certified / non-certified school personnel.
3. The social committee, headed by the social chairperson, shall have the responsibility of planning all socials. NO school wide social events should be planned outside the direction of the social committee or an administrator.
4. The social “sunshine” committee shall have the authority and responsibility of purchasing, delivering, and sending gifts or flowers.
5. All staff members or administrators shall assume the responsibility of notifying the social committee of the need for flowers or gifts.
6. It shall not be the responsibility of the social committee to send cards to hospital confined students but the responsibility of the homeroom teacher.
7. Individual gifts for all socials will not be mandatory, but shall be a matter of individual choice (example : showers).
8. The Christmas Social shall be planned by the social committee. The cost shall not be included in the social fund.
9. Money left at the end of the year will be used toward alleviating any expenses incurred during the summer and the rest carried over to the following year.
10. All planned social events not covered under the adopted policies shall be approved by the majority of the staff and administrators as to type, place, and time.

## **STUDENT ASSEMBLIES**

Teacher responsibilities during student assemblies:

- Must escort class to ALL assemblies
- Must sit with class and maintain discipline of class
- The administration will assist teachers with major problems. Administrators will not take over teacher discipline during assemblies.
- Seat students in the grade level’s assigned area on a first come, first serve basis.
- Observe exit procedures when leaving. Exit one (1) row at a time.
- Student supervision remains the responsibility of the homeroom teacher until the assembly concludes.
- Do NOT enter sound room during an assembly.

Below is the list of students’ rules of behavior. All students are expected to behave properly while in any assembly.

- Enter with a teacher in an orderly manner.
- Sit as a group with the teacher in the area assigned to grade level.
- When entering the auditorium or gym, and waiting for the show to begin, students should talk in a normal tone. No yelling.
- Keep arms, legs, and hands to yourself.
- Do not slide back in seats. Sit up straight.
- Remain quiet when anyone is on stage.
- When someone comes to the microphone, get quiet immediately.
- When the lights go down, do not yell, whistle, or make other rude noises.
- Applaud only at the appropriate time.
- Refrain from any rude behavior such as throat clearing, fake coughing, etc.
- Remain respectful at all times.
- These rules should be followed in the halls going to and from the theater.

Consequences for breaking the rules:

- Students will be removed from the auditorium and sent to ISS for the remainder of the assembly.
- Students may lose the privilege of attending the next assembly.

## **STUDENT INJURIES AND ILLNESS**

1. Minor injuries received while at school during school hours will be treated in the nurse's office by application of external medication only.
2. All minor injuries received on the athletic field and in the gymnasium will be given first aid attention by the coaches, physical education teachers, or athletic trainer.
3. When a non-serious illness creates the need for a student to leave school, parents are notified (either at home or at work) for permission for the student to go home. The parent or student is asked to notify the school office when the child arrives home.
4. All serious injuries or illnesses will be reported to the parents immediately and a request made for their advice as to whether they will come to the school for the child or the child is to be sent home or to the hospital.
5. In case of severe illness or accident, either on the school grounds or athletic field, the student will be rushed to the hospital by a member of the staff or EMS personnel under the direction of the principal. The parents will be notified immediately of the injury and that the student is being transported to the hospital.

## **ADMINISTRATION OF DRUGS OR MEDICATION, EMERGENCY HEALTH CARE, AND OTHER FIRST AID OR LIFE SAVING TECHNIQUES**

It is within the duty of teachers, including substitute teachers, teachers' aides, student teachers or any other public school employee when given such authority by the Board of Education or its designee, (a) to administer any drugs or medication prescribed by a doctor upon written request of a parent, guardian, or other person standing in LOCO PARENTIS, (b) to give emergency health care when reasonably apparent circumstances indicate that any delay would seriously worsen the physical condition or endanger the life of the pupil, and (c) to perform any other first aid or life saving techniques in which the employee has been trained in a program approved by the State Board of Education (all of which shall be referred to hereinafter, for convenience of reference, as "administration of medical care"), provided, however, that no person shall be required to administer drugs or medication or to attend life saving techniques training programs. Refer to BCPS Policy 10.4340-P—Administration of Drugs or Medications, Emergency Health Care, and other First Aid, Life Saving Procedures (located in Media Center).

A "public school employee" to whom authority may be given for the administration of medical care shall be a person whose responsibility is to teach or directly supervise teaching and who is employed in either a full-time or part-time capacity, including, but not limited to, the principal, assistant principal, classroom teacher, substitute teacher, supervisor, teacher aide, student teacher, or school nurse.

Administration of medical care shall be undertaken with respect to a student only while such student is under the supervision of the Burke County Public Schools.

## TEACHER ABSENCES

A teacher should contact Mrs. Kendall at 443-5067 or blackberry 432-7042 as soon as possible after finding that he/she will have to be absent from school. Also, an e-mail to Christy Watts is required as soon as possible. **The teacher will be responsible for arranging for his/her substitute. Teachers should verify that a substitute has accepted their absence in the AESOP system. If the absence is not picked up, it is the ultimate responsibility of the teacher to cover his/her class. ALL ABSENCES THAT REQUIRE A SUBSTITUTE MUST BE ENTERED IN AESOP.** A list of approved substitutes is provided on AESOP. During the absence, the regular teacher is expected to leave the substitute with plans for the class. Absence report forms must be completed for days off when a substitute is not required (workdays) and returned to the payroll secretary, Christy Watts, as soon as possible.

All substitute teachers must be approved in accordance with regulations of the Burke County Board of Education and PATTON HIGH SCHOOL. **ONLY APPROVED SUBSTITUTES ARE TO BE CALLED.** Contact Christy Watts if you have any questions.

Teachers will continue to receive full pay with no loss for the following absences:

1. Attendance at a professional meeting as approved by the Superintendent (3 day limit). Personal Leave form is required to be submitted to Ms.Kendall 4 days in advance.
2. Community responsibility as approved by the Superintendent.
3. **Sick leave**—personal illness—under State Board of Education and School Board regulations, a teacher may be absent for 20 consecutive days plus cumulative sick leave, if approved by the Superintendent. (Earn 1 sick day per month.) A doctor's note is required for 3 consecutive sick days and for sick days taken before or after a paid holiday. Submit these to C. Abernathy.
4. **Personal leave** days accumulate from year to year for a maximum of five days (2 days per year). Teachers absent for this reason shall receive full salary **less** \$50.00 for each working day absent. Leave form required.

**Professional/Personal Leave Forms are to be filled out and turned in ten days prior to the date of absence. Please return these forms to the payroll secretary, Christy Watts.**

## TEACHER DUTIES

Duty rosters will be distributed prior to the opening day of school.

### Parking Lot Duty

1. **PURPOSE:** To promote safe driving habits and security of all drivers when using the parking lots and to enforce parking lot assignments.
2. **LOCATION:** Teachers should remain at the entrance of the student parking lot in the mornings and at the exit of the student parking lot in the afternoons. Position should allow

duty person to be **CLEARLY VISIBLE** to all traffic and students. **BE ACTIVE** in performing the duty.

3. **TIME:**       **MORNINGS** – Be in position at the designated time and remain on duty until the first bell to first period. (7:15 to 7:45 AM)  
                      **AFTERNOONS** – Be in position immediately after the bell for school dismissal (**no later than 2:40 p.m.**). Remain on duty until the majority of the traffic has exited the parking lot. (3:10 p.m.)

4. **DUTIES/RESPONSIBILITIES:**

- A. Primary duties/responsibilities are to ensure the safe driving of everyone (students, parents, and others) entering campus and the parking areas and the safety of all personnel in the parking lot areas.
1. **Teachers are the direct representative of the principal and are authorized to stop and investigate any unsafe driving act.** If the driver does not follow directions, he/she should be reported to an assistant principal for action. Names, license tag numbers, etc., should be recorded.
  2. **Unsafe Acts**
    - a. Driving too fast or in a reckless manner
    - b. Improper backing or driving of a vehicle in such a manner to endanger the safety of other students
    - c. Students must follow all NC laws regarding the number of passengers riding in the rear bed of pick up trucks.
- B. Observe parking hangers of all vehicles. All student vehicles must have a valid Patton High School parking permit affixed to the rearview mirror. Students who do not comply should not be allowed to park. If they are already in the parking lot without a valid pass, they should be held until they can safely exit, or they should be reported to an assistant principal.
- C. Assist parking lot attendant/security in having “ALL” personnel park only in designated parking spaces – not along the curbs/sidewalks, in front of trash cans, or in grassy areas, on the hills/banks, etc. Additionally, the students and faculty parking areas are not for drop off or pick up of students. **Parents and others should be directed to the front of the main building, away from the student, faculty, and bus parking areas.** Anyone who fails to comply should be reported to the parking lot attendant/security or to an assistant principal.
- D. **Direct students to move to the main school building as soon as they park their vehicle.**
- E. When reporting violations, attempt to get the name of the driver/passenger, description of the vehicle, and license tag number, etc. Additionally, it would be helpful to notify the faculty member on duty after you of any unusual occurrences that took place during your duty.

# TEACHER PARKING

Teachers are to park in the teacher parking lot (located in the front of the building) on first come basis. Please do not park in restricted areas/fire lanes, handicap parking, behind the cafeteria loading/unloading dock, in front of the dumpsters, in the drop-off/pick-up loop, or on the blacktop.

# TEACHER RESPONSIBILITIES

**A TEACHER'S RESPONSIBILITY EXTENDS BEYOND THE WORK OF THE COGNITIVE AND AFFECTIVE DOMAINS OF THE CLASSROOM INTO THE REALMS OF THE WHOLE SCHOOL EXPERIENCE.** It embraces assemblies; sponsorship of curricular and extracurricular activities; school security; attendance at school concerts, programs, and athletic events, etc. With this in mind, the administration expects each teacher to cooperate in assuming specific assignments, as well as working harmoniously for the benefit of the entire school. Activity sponsorships, special assignments, homeroom locations, teaching periods and rooms have been made upon the consideration of the needs of the students, the utilization of the plant, and the personal and professional qualities of the entire staff.

**Security of our students, of our teachers, and of our building is the responsibility of each of us, not just selected members.** Therefore, for each area to be supervised all of the time...all of us must fulfill the following obligations:

1. **Remain throughout each period with your assigned homerooms and/or classes. Teachers should ensure students have high time on task. Texting, personal calls, emailing during class are prohibited.**
2. **Accompany students to assemblies and pep rallies.**
3. **Be prompt in arriving for your assigned duties in the classroom or elsewhere.**
4. **Be aware and monitor student activity before and after school and during breaks.**
5. **Restrict your lounge visits, insofar as possible, to planning periods, lunch period, before and after school and emergencies.**
6. **Be present for all meetings of curricular or extracurricular activities for which you are the sponsor.**
7. **Attend as many school functions as you can both for your contribution to security as well as for your own pleasure and positive impact on the school environment.**
8. **Teacher Planning Period – in planning area – do not hang out in office area, AD Office, Gym, other teachers' classrooms, media center, etc.**
9. **Have positive relationships with colleagues, students, parents, and administration.**

# TELEPHONE PROCEDURES

All incoming telephone calls at Patton High School must be processed through the school switchboard during school hours. Persons who need to make a local call may dial direct from the classroom or office area. **ALL LONG DISTANCE TELEPHONE CALLS MUST BE CLEARED THROUGH THE PRINCIPAL** and logged through the receptionist so that they may be checked against the telephone bill, departments, clubs athletics, etc. will be billed. **Students cannot use classroom phones unless supervised by a teacher.** Staff members should not use class time to make personal calls, speak with parents, or allow students to speak with parents. **Do not send students to the office to use the phone. Students cannot use classroom phones unless supervised by a teacher.**

## **TOBACCO POLICY**

This is a tobacco free campus per School Board Policy. BCPS Tobacco Free Policy pertains to FIELD TRIPS – students, chaperones, and school personnel.

## **VIDEO USAGE**

Video Approval Forms and study guides **MUST** be prepared by each teacher for each video shown. These must be approved by Ms. Abernathy **PRIOR** to showing the video unless it is from United Streaming. Students will be expected to complete a study guide for any video shown. See attached Burke County Video Use Guidelines. (Closed Captioning **MUST** be utilized with each video if available.)

This policy also needs to be followed for programs taken from television and the internet.

## **WORKDAYS FOR FACULTY**

**The minimum workday for certified staff members will begin at 7:30 a.m. and end at 3:00 pm** This amounts to a 7 ½ hour day. Should a teacher need to leave school during the school day, the principal shall be informed by the teacher. Request to leave will be considered on an individual basis. Teachers leaving school during the school day must sign out on timekeeper and sign in upon returning. Professional judgment should be used when making a request to leave. **All staff members must receive approval from an administrator to leave campus during the school day.**

**On workdays, when students are not present, the workday hours can also be 8:00 a.m. to 3:30 p.m. Teacher Assistants will only be permitted to work their regular scheduled hours. (Example: If your schedule dictates you only work 6:45 or 7:25 etc. that's what you work on workdays.)**

**School employees should NOT bring their children to school on workdays (8:00 – 3:30) or have their children on campus during the regular school day (7:30 – 3:00) per Burke County School Board Policy.**



## Burke County Public Schools Video Use Form

This form shall be used to request permission to use **all videos except those which are non-rated/educational-type videos** (i.e. National Geographic, Bill Nye, etc.).

Teacher:	Date of Request:		
Video Title:	Rating:	School:	

Source of Video:  Media Center,  Rented,  Personal copy,  
 Workshop,  Another teacher,  Other:

NC Standard Course of Study or Curriculum Objective addressed by video:


Describe in detail the portion of the video that will be used in class.


How will this resource be utilized in the classroom to achieve the lesson's objective?


When will it be used in the classroom?

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Permission <input type="checkbox"/> Granted <input type="checkbox"/> Denied	Date:	Signature of Administrator:
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# Burke County Public Schools Parent/Guardian Permission to View Video

From Teacher:		School:	Date:
Class/Subject:	Fax Number:	Telephone:	Email:

**Dear Parent/Guardian:**

I plan to use the video(s) or portions of the video(s) listed below as a resource in my class to achieve the instructional objective(s) listed below. The video's sensitive subject matter is such that your student may not view the video(s) in class without your written permission. Please review the information below and if you agree for your student to view the video(s) in class, sign and return the form to me by mail, email or fax by \_\_\_\_\_ (date).

If you desire to preview the video(s) or have questions, please contact me by phone or email.

If you decide not to allow your student to view this video(s), your student will be provided a non-penalized alternative assignment.

Title:	Rating:
--------	---------

Instructional Objective(s):


Description of video:


Title:	Rating:
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Instructional Objective(s):


Description of video:


I am the  parent,  guardian or  caretaker of the student named below and  
 I give, or  I do not give, permission for him/her to view the video(s) listed above.

Signature of parent: Date:	Name of Student:
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## The S Drive:

**Where to Find & Share Info Everyone Needs :**

**On the Shared Directory the first folder listed is: 1PHS**

**In this folder there will be files that everyone may need.**

**Some are:**

**Athletics**

**Energy Conservation**

**Graphics(where you can find school Logo, crest, etc)**

**ISS Scheduler-You can view who is/is not there.**

**Daily announcements**

**Calendars**

**More as needed**

**DO not attempt to change info in this Folder.**

**Send anything you want considered to an administrator.**

# THE INSTRUCTIONAL PROGRAM

## TEACHER'S JOB DESCRIPTION

REPORTS TO: Principal

SUPERVISE: May coordinate and direct the activities of teacher aides

PURPOSE: To help students learn subject matter and skills that will contribute to their educational and social development

### DUTIES AND RESPONSIBILITIES:

1. **The N.C. Standard Course of Study must be followed by all teachers.**
2. Creates a classroom environment that is conducive to effective learning and appropriate to the maturity and interest of the students
3. Employs a variety of instructional techniques and instructional media, consistent with the needs and capabilities of the individuals or student group involved
4. Strives to implement by instruction and action the philosophy of the school
5. Evaluates student's academic and behavioral progress; keeps appropriate records and prepares progress reports
6. Diagnoses student needs on a regular basis and cooperates with other professional staff members at the school and county level in helping students solve health, attitude and learning problems
7. Communicates with parents through conferences and other means to discuss the student's academic and behavioral progress and interprets the school program
8. Develops lesson plans and instructional materials and provides individualized and small group instruction in order to adapt the curriculum to the needs of each pupil
9. Translates lesson plans into learning experiences so as to utilize all time available for instruction
10. Assists the administration in implementing all policies and/or rules governing student life and conduct. For the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner
11. Plans and supervises purposeful assignments for teacher aide(s) and/or volunteer(s)
12. **Makes detailed lesson plans for a substitute teacher to follow whenever it is known that sick or personal leave must be taken**
13. Makes provision for being available to students and parents for educational related purposes outside the instructional day when required or requested to do so under reasonable terms
14. Assists in the selection of books, equipment, and other instructional materials; requisitions books and instructional aides; maintains required inventory records

15. **Maintains accurate up-to-date attendance records for all students**
16. Supervises pupils in out-of-classroom activities during the assigned workday
17. Administers group standardized tests in accordance with the required testing program
18. Cooperates with other members of the staff in planning instructional goals and methods
19. **Attends and participates in faculty meetings**
20. **Participates in faculty committees and the sponsorship of student activities**
21. Plans and presents student assembly programs
22. Provides for own professional growth through an ongoing program of reading, attending county and state sponsored workshops, seminars, conferences and/or taking advanced course work at institutions of higher learning
23. Obtains approval through their department chairperson who will then make the request to the school administration when a teacher wants to change or begin a new school procedure or policy

## **CLASSROOM MANAGEMENT**

Student control is an integral part of good classroom management. **TEACHERS WHO ARE WELL-INFORMED, ENTHUSIASTIC, AND ORGANIZED HAVE LITTLE DIFFICULTY WITH STUDENT CONTROL.**

Students respond best to firm but fair control by the teacher, and a set of classroom procedures. A teacher's status with the class may be greatly strengthened by making the effort necessary to understand each student.

**Praise should be given for work well done. ACADEMIC GRADES SHOULD NOT BE LOWERED AS A DISCIPLINARY MEASURE.** Teachers should not judge a student's academic achievement because of his behavior.

When discipline problems do occur, teachers may utilize the following: student conference; parental conference; detention (after school/lunch), and referral to office. Teachers do not have permission to suspend or expel a student from class. **Teachers are not to remove students from their classroom without office approval.** Suspension or dismissal from school is an extreme measure and should be used in strict compliance with state law. Only the school principal has the authority to suspend or dismiss a student from school. Any suspension exceeding ten days of school is subject to the approval of the superintendent. The superintendent must be notified in writing of the suspension or dismissal of any student for any length of time by the administration.

### **STUDENT DETENTION (After School)**

TEACHERS OR OTHER SCHOOL PERSONNEL WHO WISH TO KEEP A STUDENT AFTER SCHOOL ARE REQUIRED TO NOTIFY THE STUDENT TWENTY-FOUR (24) HOURS IN ADVANCE OF THE TIME TO BE DETAINED. Notification is mandatory so that the student may make transportation arrangements.

## **ISS GUIDELINES—See Iss scheduler on the Shared directory, (s: drive)**

1. **Appropriate and meaningful classwork must be sent by each teacher when a student is assigned In-School-Suspension.**
2. Necessary materials should be provided for each student to complete assignments.
3. It is the student's responsibility to complete assignments and to return completed work to teachers.

# **ASSESSING ACADEMIC PROGRESS**

## **GRADING PROCEDURE**

The following grading policy is being issued as a guide in the determining grades. Its purpose is to provide, not only more uniformity in grading among the faculty, but also, better interpretation of grades for students, parents, employers and college admissions personnel.

**Letters are used in marking all report cards and cumulative folders. No exceptions to the following standards are to be used.**

### **A – Superior**

The grade "A" is given to students: (93 – 100 numerical value)

1. Who consistently show superior knowledge of the subject matter
2. Who are consistently thorough in their preparation
3. Whose work is always done promptly, neatly, and independently
4. Who takes a constructive part in class discussion
5. Who are regular in attendance

### **B – Above Average**

The grade "B" is given to students : (85 – 92 numerical value)

1. Who indicate that they have a excellent knowledge of the subject matter
2. Who usually are thorough in their preparation
3. Who are prompt, neat and to some extent independent in their work
4. Who enter actively into class discussions making fairly accurate and complete recitations
5. Who are regular in attendance

### **C – Average**

The grade "C" is give to students: (77 – 84 numerical value)

1. Who indicate that they have a good knowledge of the subject matter
2. Who do an average amount of preparation
3. Who are reasonably prompt and neat in their work
4. Who are usually able to and do enter the class discussion
5. Who are regular in attendance

### **D – Below Average**

The grade "D" is given to students: (70 – 76 numerical value)

1. Who indicate that they have a fair to poor knowledge of the subject matter
2. Who are careless in the preparation of the assignments
3. Who work is late and irregular
4. Who do not take an active part in class discussion
5. Who are irregular in attendance

## **F – Failure**

The grade “F” (0 – 69 numerical value) is given to students who cannot, or will not, do their work and who consistently fail to meet the above requirements. **Teachers should contact the parent of any student who is in danger of receiving grade “F” for a grading period.**

## **I – Incompletes**

A term grade of “Incomplete” may only be given to a student who has been absent over a prolonged period of time, consecutively, because of hospitalization, prolonged, chronic illness, or illness of a member of the immediate family which requires the presence of the student at home or other related circumstances. **All work must be completed by the third (3) week of the following semester or the student will be given a grade of “F” by the registrar, Kathy Crump.**

## **CLASS RANK**

The state legislature has required DPI to generate a standardized transcript and local LEAs are required to use that transcript. The transcript will include all courses taken in grades 9 – 12; all test scores (EOC, SAT, AP), immunizations, attendance, awards/achievements, and grades. The standardized transcript also requires the implementation of a statewide grading/weighting policy indicated below.

These standard codes apply to non-weighted courses:

A = 4      B = 3      C = 2      D = 1      F = 0

These weighted codes apply to designated Honors Advanced or AG courses:

A = 5      B = 4      C = 3      D = 2      F = 0

These weighted codes apply to designated Advanced Placement Courses:

A = 6      B = 5      C = 4      D = 3      F = 0

## **RECORDING STUDENT GRADES**

Teachers are responsible for entries being made into gradebooks, NCWISE, cumulative folders and other documents that are required by the State or local school system. Teachers must be accurate and prompt in record keeping. School records (cumulative folders and attendance records) are official, legal documents. Outside agencies, other schools and the courts often request copies of our student records. The law is very strict concerning the accuracy of all school records, and the state auditor periodically calls to check our records. We must maintain a cumulative record for all students enrolled. The cumulative folders are to be kept under lock and key in the records room. Folders must be checked out and in by school counselors. No information may be released to any agency without permission of parents, unless subpoenaed by the court or requested from another school when a student transfers. **GRADE CHANGES ON CUMULATIVE FOLDERS MAY ONLY BE MADE BY THE NCWISE DATA MANAGER. Grades that are submitted should be accurate. All grade changes are being approved by Central Office. There should be few grade changes!!**

**G.S. 115C -47**

G.S. 115C-390.1, 390.2, 390.3, 390.4, 390.5, 390.6, 390.7, 390.8, 390.9, 390.10, 390.11, 390.12

G.S. 115C-45C

**G.S. 115C-288,**

**G.S. 20-11, -13.2**

**G.S. 14- -27.4, -27.5**

**20 USC 1415**

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**STATE BOARD POLICY**

None.

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**LOCAL BOARD POLICY**

**INTRODUCTION**

The Burke County Board of Education is committed to discipline practices that encourage the development of self-control, personal responsibility and respect for the dignity of all individuals. The Board is committed to maintaining effective discipline in order to establish positive learning environments within which students have the opportunity to receive an appropriate public education.

In order for effective discipline to be maintained in each school, the Board acknowledges that cooperative relationships must be established among students, parents and school personnel.

All students and school personnel are expected to work positively toward this goal and to respect the individuality and the rights of all people. Parents/Guardians, students and school personnel are also expected to deal effectively with behavioral concerns. **To carry out this commitment, the Board established the following responsibilities and student behavior guidelines for all students system wide in grades K-12.**

Efforts will be made to ensure early identification of students at risk for potential disciplinary problems. When it is recognized that a student is behaving in a manner, which indicates potential disciplinary problems, school personnel shall make reasonable efforts to initiate preventive measures. Preventive interventions should attempt to identify and address the sources and cause of the potential discipline problems. **Preventive intervention procedures may include, but are not limited to:**

- conferences with parents/guardians, school personnel
- conferences with student
- change of schedule or teacher
- change of instructional methods
- change of educational setting
- use of daily or weekly progress reports to parents
- visit by parents in the classroom
- referral to building assistance teams
- referral to appropriate support personnel (counselor, school psychologist, attendance counselor, school resource officer, school social worker, juvenile justice)
- referral to school-based assessment committee
- referral to and/or consultation with community agencies
- referral to the Burke Alternative School
- use of Peer Mediation
- referral to the Burke Alternatives to Suspension program (BATS)
- referral to a conflict resolution program, or anger management

School personnel shall actively seek effective, positive methods and strategies to help each student learn to behave in a manner that is conducive to effective learning and that respects the rights of others. Each school principal shall systematically identify potential problem areas with his/her school that may contribute to discipline problems within the school. The Board encourages the school's administration to continue to work with appropriate community agencies in dealing with the discipline issues.

**CHILDREN WITH SPECIAL NEEDS**

A student with an identified disability as defined in the North Carolina Procedures Governing Programs and Services for Children with Special Needs (the Procedures) may be disciplined or suspended according to the policy set forth below. However, the suspension procedure does not apply in the event that:

(1) the student's Individualized Education Program contains procedures or other disciplinary techniques, which are to the contrary; or

(2) the length of the proposed in-school or out-of-school suspension or any combination thereof related to the child's disability exceeds ten (10) school days; and, therefore, may constitute a change in the student's educational placement.

**Before suspending a child for more than ten days**, the Individual Educational Program Team shall be convened to evaluate the child in order to determine whether the disability or lack of medication caused the behavior. If it determines that the behavior was caused by the child's disability, then the child may not be suspended. In addition, there is a need to complete a manifestation determination. This determination will direct the team on the discipline options and possible recommendations. Then the IEP committee will complete a Functional Behavioral Assessment to possibly prevent future problems. The Individual Education Plan (IEP) Committee shall be reconvened to recommend an appropriate placement.

In all actions involving in-school or out-of-school suspensions in excess of ten days, the parties shall have available all the due process rights of G.S. 115C and 20 USC 1415. Prior written notice of any change of placement shall comply with the requirements of the Procedures (Section .1517). Nothing in this policy shall be regarded as affording any rights additional to those provided under the most recent revision of Section .1517 of the North Carolina Procedures or Section 504 of the Vocational Rehabilitation Act and/or federal laws and regulations. **(Recent amendments to Individuals with Disabilities Education Act (IDEA) give school authorities additional flexibility in protecting the safety of other students when any student with a disability brings a firearm to school.)**

If the parent or legal guardian of a handicapped child appeals a suspension or expulsion decision under the Procedures (Section .1517), "stay put" the right of a child to remain in his current educational setting pending the outcome of any appeals shall apply unless the guardians or, as a last resort, the courts give permission for the child's removal.

### **SYSTEMWIDE UNIFORM CONSEQUENCES FOR MISCONDUCT**

The principal or his/her designee shall investigate and deal with incidents of alleged misconduct of students whenever:

- a student discipline problem is referred, or
- the alleged misconduct violates the Student Code of Conduct, or
- the principal determines that a situation exists which could pose a danger to persons or property or which seriously disrupts the learning environment.

**The use of the following disciplinary consequences is based on the assumption that teachers and/or other student support personnel have utilized broad reasonable available discipline alternatives and preventive measures prior to referring the student to the principal or designee or that the student's behavior presents harm or a significant risk of harm to others or property or a threat to the orderly operation of the school.**

The principal or his/her designee shall have the authority to suspend for ten days or less any student who violates the Student Code of Conduct by applying the Systemwide Uniform Consequences for Misconduct. **Suspensions in excess of 10 days must be administered by the superintendent or his/her designee only.**

**School personnel may use reasonable force to control behavior or to remove a person from the scene in those situations when necessary:**

- to quell a disturbance threatening injury to others;
- to obtain possession of weapons or other dangerous objects on the person, or within the control of, a student;
- for self-defense;
- for the protection of persons or property.

G.S. 115C-390.3, School personnel will not be civilly liable for using reasonable force, furthermore the burden of proof is on the claimant to show that the amount of force used was not reasonable.

**CLARIFICATIONS OR EXPLANATIONS OF TERMS RELATING TO THIS POLICY AND PUNISHMENTS USED:**

- A. **Parent** - Parent is the parent(s), guardian(s), or individual(s) standing "in loco parentis," as appointed by a court of law, of a student.
- B. **Principal** - Principal shall include assistant principals.
- C. **Parent Visitation** - A student who breaks the Student Code of Conduct may be given the opportunity by the principal to have one of his/her parents attend school with him/her for a day and attend class with him/her. This disciplinary action is decided solely by the principal and will not be used when serious conduct infractions have occurred.
- D. **Loss of driving privileges** - amount of time to be determined by the principal. May be used for repeated class cuts, leaving school without permission, repeated tardies, reckless driving, truancy, having contraband in the car or other offenses that are inappropriate.
- E. **Corporal Punishment** - Paddling will be administered pursuant to NCGS 115C-390.4. The principal will notify parents/guardians prior to any corporal punishment administered to their child and follow up with a letter.
- F. **Restitution** - The replacement of, or payment for, property taken, damaged, or destroyed shall be sought, including discovery cost. (Reward money)
- G. **Search of Student Lockers** - Student lockers are a school property and remain at all times under control of the schools; however, students are expected to assume full responsibility for the security of their lockers. **Periodic general inspections of lockers may be conducted by school authorities for any reason at any time without notice, without student or parent consent, and without a search warrant.**
- H. **Saturday In-School Suspension** may be used in some schools in lieu of in-school or out-of-school suspension. Students will attend school at a time set by the school on Saturday and will be required to perform "community service" activities (i.e. pick up trash, police the grounds, and other cleaning duties). Parents should be notified of the suspension in a timely manner by letter and or phone.
- I. **In-School Suspension** - In-school suspension is used as a disciplinary procedure, which allows students to remain in the school environment where their conduct and academic progress can be o to participate in school sponsored activities during the time of his/her in-school suspension and will be required to perform "community service" activities (i.e. pick up trash, police the grounds, and other cleaning duties). Parents should be notified of the suspension in a timely manner by letter or phone.
- J. **Burke Alternatives to Suspension Program** – Burke Alternatives to Suspension (BATS) is a collaborating community alliance sponsored by Burke County Public Schools. BATS is designed to target at-risk youth who have been suspended for one to ten days. Combining community service with completing assigned school work successfully in a structured environment may begin a change in feelings of self worth and result in positive behaviors at school and in the community. Suspended students have an opportunity to report to one of multiple participating agencies or, if appropriate, to assist Burke County Public Schools and to perform community service work during school hours. Upon completing the program, the students will receive the following benefits: (1) academic process is not interrupted because students receive homework assignments and spend a portion of the day completing academic assignments as directed by the BATS coordinator. Because a portion of the day is spent on academics, participants are not counted absent from school and (2) because this program is an alternative to traditional out-of-school suspension, the suspension may be reduced by the principal.
- K. **Immediate Removal from School** - If the principal witnesses or is made aware of serious student misconduct and believes that immediate removal of the student is necessary to restore order or to protect persons or school property on the school grounds, she/he may suspend the student immediately. In all cases, minimal due process (notice of the charge and an opportunity for the student to explain his version of what happened) must be given to the student as soon as is reasonably possible. Parents should be notified as soon as possible.

- L. **Short-Term Suspension** - A short-term suspension is removal from school for a period of ten (10) school days or less. The principal may invoke a short-term suspension only after investigating the misconduct, confronting the student with the charges, and allowing for the student's response.
- Note: A suspended student shall be provided an opportunity to take any quarterly, semester, or grading period examinations missed during the suspension. Once a principal has decided to invoke a short-term suspension, she/he shall make every effort to talk by telephone with the parent and shall mail or hand deliver a timely notice to the parents and superintendent or his/her designee stating the charges against the student. If practical students will have access to school materials.
- M. **Long-Term Suspension** - A long-term suspension is removal from school for more than ten (10) days but not exceeding the remainder of the school year. Following an investigation, if the principal determines that long-term suspension is appropriate, she/he shall invoke a short-term suspension of ten (10) school days and inform the student, and parent that the Superintendent is being requested to approve Long-Term Suspension. The student and parent shall be provided a copy of the Due Process Procedures. If infraction occurs in final quarter of the school year suspension may carryover through the first semester of the following school year. Students may request readmission not sooner than 180 days after a suspension of 365 days, by a petition in writing.
- N. **Restrictions during "any" suspension**
1. Student is not to be on any school campus in Burke County without special permission from the school principal.
  2. Student cannot participate in or attend any school-sponsored activity without written permission from the school principal.
- O. **Appeal to Long-Term Suspension** - The policy of the Burke County Public Schools Board of Education provides that a child suspended for more than ten (10) days or expelled from school shall have the opportunity for a hearing before an impartial hearing officer. If such a hearing is desired, the parent or student must so indicate to the superintendent's office within five days after being informed in writing of the suspension. The parent or student may bring witnesses, documentary evidence and engage an attorney if so desired.
- P. **Assignment to the Alternative School Program** - A long-term suspension could be waived at the discretion of the superintendent and a student could be assigned to the Alternative School Program. Students in grades 7-10 who have repeated or subsequent offenses may be assigned to the Alternative School. Students in grade 6 may be assigned to the Alternative School Program on a case-by-case basis and only with approval of the superintendent or his/her designee.
- Q. **Expulsion** - Expulsion from the Burke County Public Schools is a **permanent** action in which the student is denied attendance at any school within the county. Expulsion may be exercised only when the student is at least fourteen (14) years or older and whose behavior shows that the student's continued presence at school threatens the safety of other students or employees. **Expulsion may be recommended by the principal and Superintendent and approved by the school board.** Students may request readmission not sooner than 180 days after an expulsion, by a petition in writing.

## STUDENT CODE OF CONDUCT

The following list of rules for the Burke County Schools is provided as a guidance for students, parents, teachers and administrators. This cannot be an all-inclusive list; however, administrators shall use their discretion in dealing with all specific behavior that violates the principles set forth in this policy. Consideration is to be given to the student's cognitive and developmental ability to appreciate the significance of his/her behavior and to assume responsibility for behavior.

This policy pertains to all students in the Burke County Public Schools while they are on the campus of any school in the Burke County School System, while they are participating in any activity sponsored by the Burke County Public Schools, while they are being transported in a vehicle owned or operated by the Burke County Schools, while they are awaiting pick-up/drop-off at a bus stop, while going to or from a bus stop, in route to and from school, while they are representing the Burke County Public Schools in any way or while students are off campus if the incident was initiated at school or if the incident could substantially disrupt the school environment. In circumstances where student

behavior indicates that the student's continued presence in the school constitutes a clear threat to the safety of employees or other students, a student may be suspended or expelled regardless of where the acts and conduct occur. Students may be suspended for off-campus conduct only if the conduct otherwise violates the Student Code of Conduct AND the conduct has or is reasonably expected to have a direct and immediate impact on the orderly operation of the school or on the safety of individuals in the school environment. **It is expected that any subsequent infraction will build upon disciplinary actions of previous infractions.**

**Students will be subject to random searches for weapons or contraband.**

**In any case where out of school suspension is utilized, a parental conference with the principal and/or teacher(s) is required before re-entry into school.** If the parent/guardian cannot or will not come to school for a conference, the student may come back to school at the discretion of the principal. Parents are to be notified concerning any rule violation. Parents should be informed of all out-of-school suspensions by phone if at all possible. If parents are not available by phone, a letter should be mailed in a timely manner. All rule infractions will be retained in the Burke County Uniform Disciplinary Database.

The Superintendent and Principals are allowed to consider the student's intent, disciplinary and academic record, the potential benefits of alternatives to suspension, and other mitigating and aggravating factors when deciding whether to recommend or impose long-term suspension. (Special circumstances)

## **HOMEWORK**

Homework is a positive and desirable instrument in a student's academic growth.

1. The best professional judgment is required in assigning homework which will be beneficial and relevant to the student's course of study.
2. **Homework should be an outgrowth of the classroom experience, as a reinforcement of skills or as creative research.**
3. Frequency and amount of homework should reflect an awareness of a student's total development inside and outside of class.
4. Some class time should be spent to insure proper understanding of assigned material.
5. Coordination of assignments, major projects and testing is encouraged when multiple teachers are involved.
6. Students should be given a clear understanding of course requirements as they extend both to classroom and homework study.
7. Students should be encouraged to develop the necessary study habits which will enable them to successfully complete the required material.
8. Parental concern and involvement is essential to the student's learning experience. It is the parents responsibility to develop an active interest in their children's studies and to encourage them to set aside adequate time to devote to their homework. School visits and teacher conferences can give much needed support to the total learning process.

# STUDENT PROGRESS REPORTS

Report cards will be issued within ten (10) days following the end of the 9 weeks grading period. Interim progress reports must be sent by all teachers to parents after 4 ½ weeks of each 9 week grading period that will reflect each student's cumulative status at that time. Students are to sign for interim report cards. Specific dates will be distributed by Mrs. Abernathy.

Burke County School Board Policy requires that at least one grade per student be entered into NCWISE on a weekly basis. Grades are required to be updated each week in NCWISE.

Teachers are requested to keep **ALL** students informed regarding their progress at **ALL TIMES** during the course. One parent contact, by phone or face to face, shall be completed for each student sometime during the semester. **TEACHERS SHALL BE REQUIRED TO CONTACT PARENTS OF STUDENTS WHO ARE HAVING ACADEMIC DIFFICULTY AND ARE IN DANGER OF FAILING, PLEASE LOG ALL CALLS.**

# TEACHER/PARENT CONFERENCES

**One parent contact by phone or face to face should be completed for each student each semester.** Teachers are urged to hold conferences with parents when students are doing well and especially when student work is unacceptable, when the student displays a poor attitude or when a student is in danger of failing the class. It is recommended that conferences be documented in the grade book, plan book or by some other method. Parent contact logs are to be used and are vital to the educational process. This should be available for review at anytime and is required if you have a student that is NOT making a "C" or higher. It is also required when dealing with students with continually disruptive behavior.

# INSTRUCTIONAL SUPPLIES

## PROCEDURE FOR CHECKING OUT INSTRUCTIONAL SUPPLIES

Department Chairpersons are responsible for obtaining instructional supplies from the office. A check-out sheet is located in Mr. Linen's office. Please list materials needed one day in advance. The supplies will be placed in the mailbox or will be delivered to the department. **Please plan ahead. There will be some supplies available for sign out through Jeff Davis. She will sign out a minimal amount of these supplies (staples, paperclips, pens, rubber bands, ect)**

## INSTRUCTIONAL SUPPLIES AND EQUIPMENT (411 FUNDS)

At the beginning of the year a budget will be made for instructional supplies and equipment. Each department will be allotted a certain amount of money based on the overall allotment appropriated to the school. Supplies and/or equipment are to be ordered on the blue B-1 form.

## PURCHASE ORDERS AND ACTIVITIES ACCOUNTS

Purchase orders must be approved and signed by the principal before any purchase may be made. Each purchase must have a receipt or an invoice which should be turned into the office immediately. Purchases of instructional supplies or items to be paid for by the county office must be ordered on a B-1 requisition form, which can be obtained from the office.

Fees may not be collected from students except for those approved by the Burke County Board of Education. Special orders for books, equipment or supplies must be cleared through the Department Chairperson.

All bills/invoices for which the school is responsible must be turned into the bookkeeper, Christy Watts, when they are received. Accurate records and appropriate paperwork/forms must be maintained in order for our records to pass the auditor's inspection.

Teachers who sponsor clubs, the Student Council, or other activities should inform their elected officers of the above information. It is the sponsor's responsibility to see that purchases are not made by any student. The financial solvency of each club or other extracurricular activity is the responsibility of the faculty advisor or sponsor.

## **TEXTBOOKS**

1. All books will be received by an assistant principal (Christie Abernathy). Books will be counted and properly reported on inventory sheets by Department Chairperson.
2. Requisitions for purchases of state and locally owned books should be filed with the assistant principal by the department chair. Complete ordering information must be furnished.
3. Fines for lost books are equal to the original cost of the book minus **20%** for each full year of its use.
4. Books which are issued but kept on shelves should be checked frequently.
5. Instruct students as to the proper care of books. Writing in or marking up the books should not be tolerated. If a book is lost, insist that the pupil find it before another book is issued. If another book must be issued, collect a fee for the lost book. Issued books by number and indicate that the textbook is a second issue.
6. **Students must pay for lost books.** Payment will be made and a receipt issued. The student settling for a lost book will need to know the name of the book, author, and publisher.
7. Damaged book fees will be paid directly to the subject teacher and damage fees for **TEXTBOOKS** should be recorded in receipt books. Fees are to be turned in to the office.
8. Anytime during the school year that fees are collected for **TEXTBOOKS**, receipts must be recorded in the teacher's receipt book. All monies must be turned in to the bookkeeper, Christy Watts, on a daily basis. Money will be deposited as Textbook Damage Fees. At the close of the school year all receipts and monies must balance.

## **Club Sponsors**

ANCHOR CLUB	SPRING MCKINNEY
BOOK CLUB	TRAVIS SEEVERS
COLOR GUARD	GINA BEACH
ENVIRONMENTAL CLUB	
EQUESTRIAN CLUB	
FCA	NOEL FRANCIS, SARENA FULLER,
FITNESS WALK CLUB	CATHERINE WRIGHT
FORENSICS	
FRENCH CLUB	KIM GRADY
FUTURE TEACHERS	AMY VAUGHN,
GERMAN CLUB	KIM GRADY
HIGH Q/QUIZ BOWL	PENNY JENKINS
HOSA	LIBBY SILVEY
HUMANITIES CLUB	JOHN ZIMMERMAN
INTERACT CLUB	ANGIE TAYLOR
INTERNATIONAL CLUB	THEDY BOWMAN
LATINO CLUB	THEDY BOWMAN
MODEL UNITED NATIONS CLUB	AMY VAUGHN
MU ALPHA THETA	ERIC TAYLOR
NATIONAL ART HONOR SOCIETY	ROBIN BIAS, ERIN SMITH
NEWSPAPER	
NHS	
OUTDOOR CLUB	ADAM BRETSCHEIDER, NOEL FRANCIS
PAC REPRESENTATIVE	DEVON VANCE
PEER HELPERS	JENNIFER DEBNAM, TRACI RIGSBEE
PLAYMAKERS	KAYE FISH, RACHEL SAWYER
POTTERY CLUB	ERIN SMITH
SADD	
SCIENCE OLYMPIAD	CHRISTY ARROWOOD
SGA	MICHELLE GREGORY
SPANISH NHS	THEDY BOWMAN
SPANISH CLUB	THEDY BOWMAN,
SPIRIT CLUB	JANET DRUM, ASHLEY BUTLER, REGINA LYNCH
TRI-M MUSIC HONOR SOCIETY	RACHEL SAWYER
TRU-TOBACCO REALITY UNFILTER	LIBBY SILVEY
ULTIMATE FRISBEE	JOHN ZIMMERMAN
WEBMASTER	AMY SHUPING
WPHS	

## Patton High School Department Meeting Agenda

Date \_\_\_\_\_ Time \_\_\_\_\_ Department \_\_\_\_\_

Persons in Attendance:	Persons NOT in Attendance:
Items for Discussion	Decisions Reached
1.	1.
2.	2.
3.	3.
4.	4.
Interdisciplinary Connection:	Upcoming Events:
Writing Strategies:	Concerns:

### Patton High School After Hours Use of Facilities

Teacher \_\_\_\_\_

Date of Use \_\_\_\_\_

Time to Open \_\_\_\_\_ Time Activity Completed \_\_\_\_\_

Entrance (Exit) \_\_\_\_\_

Room or Area \_\_\_\_\_

Activity \_\_\_\_\_

Number of Students (N/A is faculty only) \_\_\_\_\_

In order that security be maintained and the care of cleaning the building be arranged to by-pass your activity, please follow the guidelines below:

1. Restrict you activity to the area listed.
2. Have students to enter and exit from the same door.
3. Do not allow students in other areas to prowl and probe into the teacher's desk, office/administration area, guidance areas, etc.
4. Student activities should cease by 5:00 pm except athletic practice(s) or events.
5. Have students and a sponsor arrive at approximately the same time. Sponsor may not leave until all students have left.
6. Students should be picked up at the rear of the building.
7. All activities must have a faculty sponsor.
8. This sheet should be left in the mailbox of the head custodian.

Teacher signature \_\_\_\_\_

Date \_\_\_\_\_