

Trinity High School's Mission Statement

"Whatever It Takes"...Believe and Achieve

Tradition
Honor
Success

We Believe...

- Every student has unique value and potential and deserves to feel a sense of accomplishment.
- All students can learn essential knowledge and skills necessary to be successful.
- A safe, orderly, and secure environment is necessary for effective teaching and learning.
- Academic success is promoted by a variety of teaching and learning styles.
- The integration of technology throughout the curriculum is essential for student success.
- Extra-curricular and co-curricular programs enhance the physical, academic, and social development of our students.
- Appreciating and respecting cultural diversity strengthens the dynamics and traditions of our school.
- Personal and professional growth is an essential foundation to model and pursue.
- Quality education depends on a strong, active partnership of students, staff, parents, and community.
- Service to our school, community, state, and world is a fundamental element of good citizenship.

...and Achieve

*The Mission of
Randolph County Schools
Is to educate every child by
creating a learning community
with high expectations while
maximizing educational opportunities
and enabling all students to adapt in a
diverse global society*

Students First in All We DO

*The vision of
Randolph County Schools
is to build a learning community
of excellence, one student at a time*

*Randolph County Schools
2222 - C South Fayetteville Street
Asheboro, NC 27205*

TABLE OF CONTENTS

A.	<u>General Information</u> - <i>(Yellow Tab)</i>				
	• Administration/Staff	page	1		
	• Board of Education/AT Tax/PTA	page	2		
	• School Map	page	3		
	• Daily Schedule/ 2-Hour Early Dismissal	page	4		
	• Key Dates/Calendar	page	5		
	• Workday Schedule	page	6		
	• Faculty/Department Meetings	page	7		
	• Fees/School Fees	page	8		
	• Pay Dates	page	9		
	• Secondary Educational Meetings	page	10		
	• Randolph County Schools Calendar	page	11		
	• Weather Related Closing	page	12		
	• Test Calendar / Notes	pages	13-15		
	• Graduation Project Dates – Fall/Spring	pages	16-17		
	• Counselor Assignments	page	18		
	• Administrative Duties	pages	19-20		
	• Central Office Phone Numbers	page	21		
	• Faculty by Departments	pages	22-23		
	• Homerooms	page	24		
	• Classroom Assignments	pages	25-26		
	• Birthday List	page	27		
	• Assembly/Pep Rally Seating Chart	page	28		
B.	<u>Committees/Duties</u> – <i>(Blue Tab)</i>				
	• Character Education/Crisis/School Improv.	page	29		
	• School Improv.Team/Department Chairs	page	30		
	• Responsibilities of SIT/Dept. Chair	page	31		
	• Flower/Social Committee	pages	32-33		
	• School Base/Senior Project Coord.	page	33		
	• Student Staff Support Team/Attendance	pages	33-34		
	• School Health Advisory	page	34		
	• Sponsor Assignments	page	35		
	• Duty Rosters	pages	36-37		
	• Lunch Supervision	page	38		
C.	<u>Teacher Expectations</u> – <i>(Pink Tab)</i>				
	• Dress Code	page	39		
	• PTSO – Medical/First Aid Services	page	40		
	• PTSO Dates	page	41		
	• Money	page	42		
	• Progress Reports /Salesmen & Solicitors	page	43		
	• Textbooks/Reminders	page	44		
	• Announcements	page	45		
	• Sick/Personal Leave	pages	46-47		
	• General Inf. (AT Tax,Leave,NCCAT,etc.)	pages	48-50		

- Class Coverage page 50
- Cafeteria/Exam Policy/Faculty Children page 51
- Instructional Materials/Live Animals page 52
- Student Dismissal Precautions/Parties page 53
- Substitute Teacher Notebook page 54
- Guidelines for ISS page 55
- Field Trips pages 56-57
- Fund Raisers page 58
- Fund Raisers Audit Report page 59
- Media Criteria page 60
- Guidelines –Use of Wireless Lab page 61
- Guidelines –Use of Media Computer Lab page 62
- Technology Acceptable Use pages 63-65
- Telephone/Asbestos page 66

D. Teacher Observations/Evaluations/Lesson Plans/Staff Development-(Green Tab)

- Details of NC Teacher Eval. Instrument pages 67-71
- Important Points/NC Teacher Eval.Instrument pages 72-73
- Professional Development Plans pages 74-77
- Summative/Formative Observations page 78
- Expectations for Classroom Observations page 79
- Checklist for Final Conference page 80
- Lesson Plan Portfolio page 81
- Sample Lesson Plan Formats pages 82-86
- Staff Development/CEU Information pages 87-88

E. Student Procedures – (Lavender Tab)

- Attendance Policy pages 89-90
- Absences Due to College Visits page 91
- Check In/Check Out/Absentee Notes page 92
- Grade System/Beta & Nat.Tech.Honor Soc. page 93
- Parking Rules page 94

F. Student Discipline – (Orange Tab)

- Teacher Expectations/Parent Conf./Disc.Process pages 95-96
- Discrimination/Harassment/ Bullying pages 97-101
- Plagiarism page 102
- Attendance Policy Waiver Procedures page 103
- Tardy Policy & Consequences page 104
- Use of Portable Electronic Devices page 105
- Detention/ISS/Intervention Center/OSS,etc. pages 106-107
- Student Dress Code page 108

G. Crisis – (Blue Tab)

- Crisis Plan pages 109-110
- Lockdown Supervision page 111
- Lockdown Checklist page 112
- Bomb Threat/Fire Drills/Tornado Drill page 113

- Tornado Alert Shelter Areas page 114
- Crisis Management Guide – RCS pages 115-129

H. **NC Wise- (Yellow Tab) - (For More Information see Public Folders)**

- Student Demographics page 130
- Period Attendance page 131
- Gradebook pages 132-135
- New Nine Weeks page 136
- Posting Grades to Report Cards pages 137-138
- Final Grades to Report Cards pages 139-142
- Printing Class Rosters page 143
- Printing Monthly Attendance page 144
- Printing Progress Reports page 145

ADMINISTRATION

Mr. Brad Phillips Principal
Ms. Lynn Difoggio.....Assistant Principal
Mr. Luke Brown.....Assistant Principal
Ms. Alison Edwards.....Lead Teacher

SECRETARIAL STAFF

Ms. Tammie Swaim.....Treasurer
Ms. Michelle Mostoller.....Secretary
Ms. Jami Brewer.....NCWise

GUIDANCE

Mr. Mel Jones.....Guidance Chairperson
Ms. Rachel Jackson.....Counselor
Mr. Shannon Edwards.....Career Development Coordinator
Ms. Paige Crotts.....Guidance Secretary
Ms. Ginger Cromer.....Testing Coordinator
Ms. Sheila White.....Drop Out Prevention

CAFETERIA STAFF

Ms. Melissa Gregory, Manager	Ms. Tina Kivett
Ms. Resa Barker, Asst. Mgr.	Ms. Robin Stanley
Mr. Jerry Davis	Ms. Carolyn Wray
Ms. Frances Fields	
Ms. Cindy Hill	

CUSTODIAL STAFF

Mr. Ed Hannah – Head Custodian	Ms. Jennifer Loeffler
Ms. Bessie Brower	Ms. Tracy Hill
Ms. Kathy Dills	Mr. Ricky Myers
Mr. Westley Gray	Mr. Taylor Gray

BUS DRIVERS

Ms. Gail Hicks	Ms. Tina Kivett
Ms. Beth Mullis	Ms. Carolyn Wray
Ms. Cindy Hill	

RANDOLPH COUNTY BOARD OF EDUCATION

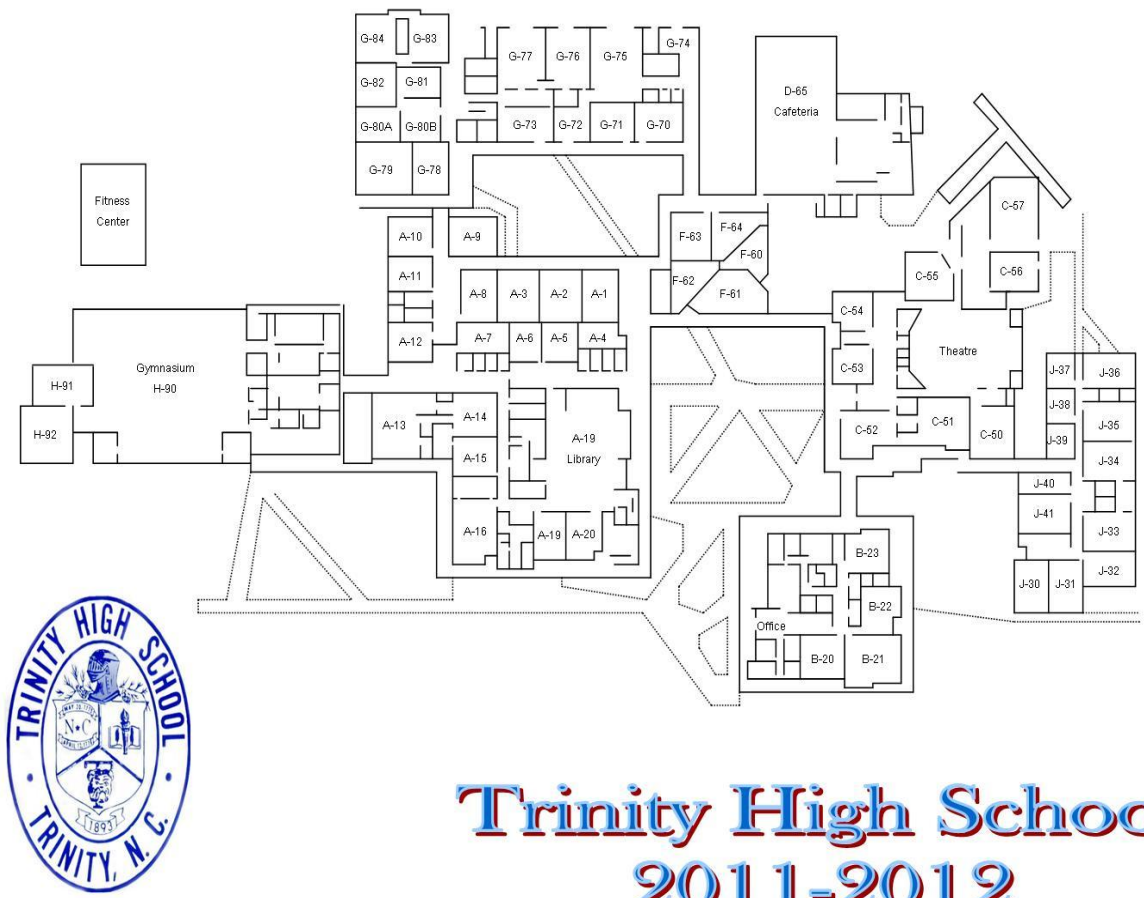
Ms. Becky Coltrane..... Chairperson
Mr. Gary Cook..... Vice-Chairperson
Ms. Emily Coltrane.....Member
Ms. Janet Johnson.....Member
Mr. Matthew Lambeth Member
Mr. Gary Mason.....Member
Mr. Donald Andrews.....Member

ARCHDALE-TRINITY ADVISORY COUNCIL MEMBERS

Mr. John CableChairperson
Ms. Kathy Adkins.....Member
Mr. Phillip Chadwell.....Member
Mr. Charles Eurillo.....Member
Mr. Jeremy Godwin.....Member
Mr. Dan Warren.....Member

PTSO OFFICERS

Ms. Natalie Parry.....President



Trinity High School 2011-2012

TRINITY HIGH SCHOOL MAP

DAILY BELL SCHEDULE

1 st Block	8:00-9:28	
2 nd Block	9:33-11:01	
3 rd Block	11:06-1:06	
	Lunch	Class
A lunch	11:01-11:31	11:36-1:06
B lunch	11:51-12:16	11:06-11:51 12:21-1:06
C lunch	12:36-1:06	11:06-12:36
<i>Bulldog Time</i>	<i>1:11-1:41</i>	
4 th Block	1:46-3:15	

2 Hour Late Start Schedule

1 st Block	10:00-11:05	
2 nd Block	11:10-12:15	
3 rd Block	12:20-2:00	
	Lunch	Class
A lunch	12:15-12:45	12:50-2:00
B lunch	12:55-1:20	12:20-12:55 1:25-2:00
C lunch	1:30-2:00	12:20-1:30
4 th Block	2:05-3:15	

******There will be no Bulldog Time on days with a late start or early dismissal.******

2 Hour Early Dismissal Schedule

1 st Block	8:00-9:05	
2 nd Block	9:10-10:15	
3 rd Block	10:20-12:00	
	Lunch	Class
A lunch	10:15-10:45	10:50-12:00
B lunch	10:55-11:20 11:25-12:00	10:20-10:55
C lunch	11:30-12:00	10:20-11:30
4 th Block	12:05-1:15	

KEY DATES
TRINITY HIGH SCHOOL
2011-2012

INTERIM REPORTS GO HOME

SEPTEMBER 26
DECEMBER 5
FEBRUARY 27
MAY 7

REPORT CARDS GO HOME

NOVEMBER 3
JANUARY 30
APRIL 3

OPEN HOUSE

AUGUST 24 (4:30 – 6:30)
FEBRUARY 27 (4:00 – 6:00)

OTHER IMPORTANT DATES:

1 st Semester Senior Presentations	Dec. 8	4:45 – 7:30
2 nd Semester Senior Presentations	May 10	4:45 – 7:30
10 th Writing Test	Mar 13	
Academic Awards	May 3	
Prom	May 5	
Senior Picnic/Yearbook	May 17	
Capping	May 18	9:30
Baccalaureate	June 3	6:00
Graduation	June 7	6:00

2011-2012 School Year Work Day Schedule

All THS Staff

Weds. - Fri.	August 17	Teachers report back to work (Workday/Staff Meetings)
Thurs. & Fri.	August 18 & 19	County Wide Staff Development Sessions Required Workdays
Mon., Tues., & Wed.	August 22 – 24	Workdays (breakfast, cookout, open house)
Fri.- Tues.	June 8, 11, 12 (June 8)	THS Workdays (can leave once all duties are completed) Retirement Luncheon

Required Staff Development Days During School Year

Thursday	October 27	1:00-3:00 Attendance Required (2 Hr. Early Dismissal)
----------	------------	--

No early release/staff development day is scheduled for second semester

Do NOT plan vacations that you cannot alter on the following dates because they are scheduled as snow day make-ups.

January 3
January 16
February 20
April 13, 12, 11
June 8

Faculty / Department/ SIT Meetings

- To align with county expectations, all faculty meetings will be held on Mondays this school year.
- These meetings are **MANDATORY** – only the school principal can excuse you. Department/PLC minutes **need to be submitted to lead teacher**.
- **ALL** meetings / practices will be delayed until 4:30. Unless you have a school activity to supervise, *you will be expected to stay for the entire meeting* (these meetings could last beyond 4:00).
- Common planning period meetings will be held on an “as needed basis”.
- Faculty Meetings: 1st Monday of the month (unless workday/holiday) when necessary.
- School Improvement Team / Faculty Senate Meetings: 2nd Tuesday of the month (unless workday/holiday).

<u>Month</u>	<u>SIT</u>	<u>Faculty Meeting</u>
Aug	23	
Sept.	13	12 (Dr. Johnson to talk about EOC data)
Oct.	11	3 & 10
Nov.	8	7
Dec.	13	5
Jan.	10	3 (Mandatory work day/Test Training)
Feb.	14	6
March	13	5
April	17	2
May	8	7
May		23 (Test Training)

PLC Dates: To be submitted by Department Chairperson by **August 26, 2011**- minimum of 2 per month (30 minutes).

Fees

Insurance – (Optional)

Student Insurance – American Advantage Marketing Group, Inc.

Student Insurance

P. O. Box 809027

Dallas, TX 75380-9027

School Time Coverage-----	24 Hour Coverage
\$9 (Low Option – no dental)	\$45 (Low Option – no dental)
\$15 (Middle Option - “ “)	\$75 (Middle Option – “ “)
\$25 (High Option – “ “)	\$150 (High Option - “ “)

(All Varsity and J.V. Varsity athletic premium coverage is paid by the Central Office.)

School Fees:

9-12 Instructional Fees -----	\$12.00
Accounting/Data Processing/Intro. to Computers/ & Office Occupations-----	\$10.00
Physical Education-----	\$2.00
Art-----	\$10.00
Choral Music-----	\$5.00
Band-----	\$5.00
Theatre/Drama 9-12-----	\$5.00
Science-----	\$5.00
Parking (per year)-----	\$25.00 (12.50 per semester)

Drivers Education fee - \$45.00 (will be done through the office or through Drivers Ed)

Lunches:

Students-----\$1.90 (Breakfast \$1.10)

Adults-----Prices will be A La Carte prices instead of the previous charges of \$1.25 for breakfast and \$2.50 for lunch.

INSERT A LA CARTE

PAY DATES FOR 2011 - 2012

July 28, 2011

August 30, 2011

September 29, 2011

October 28, 2011

November 29, 2011

December 20, 2011

January 30, 2012

February 28, 2012

March 29, 2012

April 27, 2012

May 30, 2012

June 27, 2012

(First installment for 12 month pay option)

July 30, 2012

(Second installment for 12 month pay option)

August 30, 2012

PLACE
CALENDAR
ON THIS
PAGE

RANDOLPH COUNTY SCHOOLS

Weather Related Closing Information

- ◇ In case of snow, sleet, or other hazardous weather conditions, the operation of schools and school buses may have to be changed. A decision to delay the opening of school or close school for that day due to inclement weather will affect all schools throughout the Randolph County System.
- ◇ Whenever there is a chance of hazardous weather, please listen to one of the area radio or television stations late in the evening and early morning for an announcement concerning school closings. The radio and television stations that will be notified are listed below.
- ◇ The decision to close school, or to operate a delayed schedule, will be announced by 6:00 a.m. The announcement will designate one of two plans:
 - a. School will be closed for students with make-up day(s) as designated on the school calendar.
 - b. The opening of school will be delayed for one (1), two (2), or three (3) hours to allow improvement in road conditions. (Please note that closing may still occur due to continued hazardous weather conditions even after a delay.)
- ◇ The absence of any announcement means that school will operate on a regular schedule.
- ◇ If snow or other bad weather begins after school is in session, school may be dismissed early to permit students to be driven home before conditions become dangerous. Listen for announcements from local radio and television stations listed below:

Radio Radio Television

WKXR (1260 AM)-Asheboro WPIR (85.1 FM)- Claremont Fox 8-Channel 8
WZOO (7 AM)-Asheboro WKRR (92 FM)-Greensboro WFMY-Channel 2
WMFR (1230 AM)-High Point WQMG (97.1 FM)-Greensboro ABC-Channel 45
WMAG (99.5 FM)-High Point WNCA (1570 AM)-Siler City WXII-Channel 12
WVBZ (100.3 FM)-High Point WTQR (104 FM)-Greensboro
WBAG (1150 AM)-Burlington WFDD (88.5 FM)- Winston
WMQX (93.1 FM)-Greensboro WJMH (102 FM)-Greensboro
WEAL (1510 AM)-Greensboro WPCM (101.1 FM)-Greensboro
WOZN (98.7 FM)-Greensboro WBFJ (89.3 FM)-Winston
WXRI (91.3 FM)-Winston WGBT (94.5 FM)-Greensboro
WTJY (89.5 FM)-Asheboro WSJS (600 AM)-Winston
WSGN La Movidita (1380 AM)-Winston
WSML (1200 AM)-Winston

- ◇ If you are unable to get information or have some questions as to the possibility of early dismissal, call your child's school or the Board of Education offices at the Ira McDowell Governmental Center at 318-6100. School closings and early dismissals will be announced on a public service announcement phone line. You can reach this announcement line by calling 318-6056 (Asheboro), 218-4056 (Liberty), or 819-3056 (Trinity). Information will also be available on our website randolph.k12.nc.us

- TOLL FREE NUMBERS

Greensboro-Liberty: 218-4100 / Archdale - Trinity Area: 819-3100

**Randolph County Schools
Office of Testing & Accountability
2011-2012 Testing Calendar**

- **Effective with the 2009-2010 school year** all students who score a Level 2 on the first administration of end-of-course tests and end-of -grade tests will be administered retest 1. The higher of the two scores will be used for ABC proficiency and AYP calculations.
- The 1 Standard Error of Measurement was removed from end-of-course and end-of-grade tests by the State Board of Education in December of 2009.
- Retest 1 is optional for students who score a Level 1 on end-of-course tests and end-of-grade tests.
- Students with disabilities and students identified as limited English proficient who do not participate in the standard administration of the end-of-grade tests, end-of-course tests, or the writing assessment (at grade 10) must be administered an appropriate state-designated alternate assessment (e.g. NCEXTEND2, or NCEXTEND1).
- End-of-course test (paper/pencil or online) are administered where the courses are taught during the last week of the instructional period. All students enrolled in the course regardless of the student's grade level are required to participate.
- Geometry end-of-course test was eliminated effective 2010-2011 school year.
- **In 2010-2011, OCS students will take the regular end-of-course exams and OCS tests will be eliminated.**
- When assessment windows overlap the religious holy days, schools must schedule test around the holiday or administer tests during the make-up window.
- The Writing testing date has been changed to the second Tuesday in March. The exception to this test date change is when the spring holiday and associated school breaks occur during the month of March. When the spring holiday break occurs in March, the test date will be the first Tuesday in March. ***Please Note that the Grade 10 Writing Test may be eliminated effective this school year.***
- Principals will schedule remediation dates prior to retest 1 at their school site and will be responsible for developing a plan that includes teachers who are responsible for remediation.
- State end-of-course tests eliminated for 2011-12 are Algebra 2, Civics & Economics, Physical Science and Us History.
- State end-of-course tests administered in 2011-2012 are Algebra 1,

Fall Semester

Dates	Tests	Schools	Students Included
Initial assessment required within 30 days of enrollment	WIDA Access Placement Test (Initial and reclassification)	Elementary, Middle, High School	LEP students in ESL services
January 12 – 17	NC EOC Multiple-Choice Test	High Schools	Selected Courses in Grades 9-12
January 18 – 19	Retest for Fall EOC & makeups	High Schools	Selected courses in Grades 9-12

Spring Semester

Dates	Tests	Schools	Students Included
February 1 thru March 9	WIDA- ACCESS (Annual Assessment)	Elementary, Middle, High School	LEP students in ESL services
March 13 March 5 – 16	NC Writing Assessment at Grades 10 NCEXTEND1 Alternate Assessment	High School High School	Grade 10 Selected students in Grade 10
May 2 – 14	NCEXTEND1 for Reading, Mathematics, & Science (Grade 3-8, & 10)	Elementary, Middle, & High Schools	Selected Students in Grades 3-8, & 10
May 23 - June 4	Retests for NCEXTEND1 for Reading, Math, Science (Grades 3-8, & 10)	Elementary, Middle, & High Schools	Selected Students in Grades 3-8, & 10
June 1 – June 7	NC EOC Multiple Choice Spring	High School	Students scoring Selected Courses in Grades 9-12
June 7 – June 8	Retest for EOC Spring	High Schools	Students scoring Below Level 3

Fall 2011 Graduation Project Due Dates

Due Date	Task
August 30	Graduation Project Contract due to English teacher (complete with parent, student, and advisor signatures). Student information forms to be completed in class by this date and left with advisors.
August 30-31	Research Time – Students will have class time to research print and non-print sources in the media center.
August 31	Source Cards Due – Minimum of 5 cards/sources with the following breakdown: (2 print sources, 2 Internet Sources, 1 primary source)
September 1-2, 6-8	15-20 Note Cards Due Per Day (minimum: 15 for standard, 20 for honors/AP)
September 9	Typed and Formatted Works Cited Due – A peer and your teacher will check for changes to be made before paper drafts are due
September 15	First/Peer Typed Draft of Research Paper Due – In a large envelope, you will turn in a first, typed draft of your paper (with title page, 5-8 pages, and works cited) with your source cards and note cards to your teacher who will check for completeness. A peer will look over the paper for formatting, content, organization, completeness, etc. You will get this draft back to work on for the second edit. KEEP ALL DRAFTS TO TURN IN WITH THE FINAL DRAFT!
September 20	Second Typed Draft of Research Paper Due to Teacher – This time your envelope will include your complete 1 st and 2 nd drafts, as well as your source and note cards. Your teacher will check for completeness. You will then be responsible for setting up a meeting time within the next 9 days with your advisor who will work WITH you to edit the paper a second time. He or she must sign this draft and confirm the appointment. Leave yourself time to make changes for the final draft due September 29 th .
September 22	Completed Mentor Consent Contract with advisor’s initial contact due to English teacher. (May be turned in early and students may begin product with prior teacher approval.)
September 29	Final Typed Draft of Research Paper Due - This envelope will include your 1 st , 2 nd , and final (clean) copy of your paper (showing the changes that have been made along the way). You will also include the source and note cards. Your teacher will initially check for the completeness of the packet, and then keep it to grade.
October 11	Typed Product Plan with all four signatures (advisor, student, parent, and teacher) due to English teacher.
October – November	Students will work independently on miscellaneous portfolio components and continue logging hours spent with their mentors and on their products, noting upcoming due dates for these various components.
November 22	Proof of Product , which includes the following four components: Mentor Log of 15+ hours (including 5 or more face-to-face hours and mentor AND advisor verification signatures), product rubric completed and signed by mentor, 5-7 pictures with typed captions , and the completed product self-evaluation due to English teachers.
November 24	Mandatory Equipment Needs Form due (completed in class).
November 30	Completed Portfolio (complete in 1” 3-ring binder with sheet protectors) due to English teacher for a grade. This will include all contracts, papers, etc., as well as some miscellaneous components that you are responsible for creating along the way at your own pace (see portfolio table of contents and your teacher with questions). Teachers will forward portfolios to Advisors for rubric grade. *Portfolios must be completed in a business style (black and white type, MLA format, i.e. NOT SCRAPBOOK STYLE).
December 5	Advisors return graded portfolios to English teachers by this date. They may be turned in earlier.
December 8	Senior Boards (Students check in to the cafeteria by 4:30. Judging begins at 5:30.)
December 9	Senior GP Celebration!

Spring 2012 Graduation Project Due Dates

Due Date	Task
January 25	Graduation Project Contract due to English teacher (complete with parent, student, and advisor signatures). Student information forms to be completed in class by this date and left with advisors.
January 25-26	Research Time – Students will have class time to research print and non-print sources in the media center.
January 26	Source Cards Due – Minimum of 5 cards/sources with the following breakdown: (2 print sources, 2 Internet Sources, 1 primary source)
January 27, 30, 31 & February 1-2	15-20 Note Cards Due Per Day (minimum: 15 for standard, 20 for honors/AP)
February 3	Typed and Formatted Works Cited Due – A peer and your teacher will check for changes to be made before paper drafts are due
February 9	First/Peer Typed Draft of Research Paper Due – In a large envelope, you will turn in a first, typed draft of your paper (with title page, 5-8 pages, and works cited) with your source cards and note cards to your teacher who will check for completeness. A peer will look over the paper for formatting, content, organization, completeness, etc. You will get this draft back to work on for the second edit. KEEP ALL DRAFTS TO TURN IN WITH THE FINAL DRAFT!
February 14	Second Typed Draft of Research Paper Due to Teacher – This time your envelope will include your complete 1 st and 2 nd drafts, as well as your source and note cards. Your teacher will check for completeness. You will then be responsible for setting up a meeting time within the next 9 days with your advisor who will work WITH you to edit the paper a second time. He or she must sign this draft and confirm the appointment. Leave yourself time to make changes for the final draft due September 29 th .
February 16	Completed Mentor Consent Contract with advisor’s initial contact due to English teacher. (May be turned in early and students may begin product with prior teacher approval.)
February 23	Final Typed Draft of Research Paper Due - This envelope will include your 1 st , 2 nd , and final (clean) copy of your paper (showing the changes that have been made along the way). You will also include the source and note cards. Your teacher will initially check for the completeness of the packet, and then keep it to grade.
March 6	Typed Product Plan with all four signatures (advisor, student, parent, and teacher) due to English teacher.
March – April	Students will work independently on miscellaneous portfolio components and continue logging hours spent with their mentors and on their products, noting upcoming due dates for these various components.
April 24	Proof of Product , which includes the following four components: Mentor Log of 15+ hours (including 5 or more face-to-face hours and mentor AND advisor verification signatures), product rubric completed and signed by mentor, 5-7 pictures with typed captions , and the completed product self-evaluation due to English teachers.
April 26	Mandatory Equipment Needs Form due (completed in class).
May 2	Completed Portfolio (complete in 1” 3-ring binder with sheet protectors) due to English teacher for a grade. This will include all contracts, papers, etc., as well as some miscellaneous components that you are responsible for creating along the way at your own pace (see portfolio table of contents and your teacher with questions). Teachers will forward portfolios to Advisors for rubric grade. *Portfolios must be completed in a business style (black and white type, MLA format, i.e. NOT SCRAPBOOK STYLE).
May 7	Advisors return graded portfolios to English teachers by this date. They may be turned in earlier.
May 10	Senior Boards (Students check in to the cafeteria by 4:30. Judging begins at 5:30.)
May 11	Senior GP Celebration!

COUNSELOR ASSIGNMENTS 2011-2012

Mel Jones A-J	Rachel Jackson L-Z	Shannon Edwards	Sheila White
AP Testing	Administrative Staff Meetings	ACT Coordinator	Attendance Committee
8th Grade Registration	A-Team	Career Center - CTE	Curriculum Fair
Big Brother/Big Sister	Capping Program	Career Day	Drivers License
Broyhill Leadership	Classroom Presentations	CDC Coordinator	Drop Out Report
Classroom Presentations	College Day	CDC Web Page	Lunch Supervision
College Day	Connect-Ed	Chamber of Commerce Contact	Parent Conferences
Curriculum Fair	Curriculum Fair	Internship Programs	Senior Failures/Attendance
<u>Events Coordinator</u>	Dare Contact	Military Contact	Student Attendance
* Academic Awards	Department Chair	RCC Classes	Student Tardies
* Graduation Awards	Diabetes Care Mgt.	VEHS Advisor	Student Waivers
* Capping Awards	ESL Contact	VEHS Induction/Ceremony	Student Withdrawals
* Set-up	Financial Aid Workshop	VEIS	Students Transfer
Financial Aid Workshop	Freshmen Orientation	Vocational Follow-Up	Textbooks from Withdrawals
Freshmen Orientation	Graduation Activities	VOCATS Testing	
Governor's School	Graduation Awards	Work Keys	
Graduation Activities	Graduation Cohort		
HOBY	Graduation Program		
Honors Committee	Graduation Survey		
Individual Counseling	Guidance Web Page		
Lunch Duty	Honors Committee		
NC Scholars	Individual Counseling		
NCAA Clearinghouse	LIFT Program		
New Student Enrollment	Lunch Duty		
Nova Net/Virtual Classes	Morehead Scholarship		
Park Scholarship	New Student Enrollment		
Peer Helpers	Nova Net/Virtual Classes		
PSAT	Registration		
Registration	Schedule Changes		
SAT Workshop	Scholarship Report		
Schedule Changes	Scholarships (Crofts)		
Student/Parent Conferences	State Graduation Report		
Student Mediation	Student Mediation		
Teacher Conf. about Students	Student/Parent Conferences		
	Teacher Conf. about Students		

ADMINISTRATIVE DUTIES

Faculty by Departments

HOMEROOM ASSIGNMENTS 2011-2012

<u>Ninth Grade</u>	<u>Room #</u>	<u>Eleventh Grade</u>	<u>Room #</u>
Hedgecock, Jim	Media Center	Barfield, Brian	C54/Band Room
Lambeth, Jennifer	C51	Barfield, Michelle	J31
Carter, Ray	A7	Mike Plyler/Luther	A13
Owens, Susan	J32	Johnson, Michael	Theater
McAdams/A. Brown	A15	Johnson, Wylene	G82
Shore, Rob	J33	O'Daniel, Cynthia	C56
Wantuch, Ellen	A9	Spencer, Kyle	B22
		Freeman, Maegan	A14

<u>Tenth Grade</u>	<u>Room #</u>	<u>Twelfth Grade</u>	<u>Room #</u>
Bass, Erin	A12	Conner, Cheri	G73
Dent, Britney	A11	Dorsett, Lewis	G74
Hawley, Becky	A10	Duncan, Bill	J35
Howard, Amy	J30	Goins, Keri	A2
Farlow, David	F63	Palma, Elizabeth	C53
Cashwell, Elizabeth	A8	Saruse, Robyn	J41
Rogers, Jim	G71	Sexton, Debbie	J36
		Shelton, Keith	G70

(All OCS Students)

Zomberg	J34
---------	-----

INSERT CLASSROOM ASSIGNMENTS

INSERT BIRTHDAY LIST

INSERT PEP RALLY SEATING CHART

COMMITTEES

The following are the committees for the 2011-12 school year. A brief description of each committee and a list of teachers serving on that committee will be as follows:

* denotes chairman of committee

1. **CHARACTER EDUCATION COMMITTEE** - Randolph County Board of Education continues to support Character Education as an important goal for each school year. The emphasis continues on the "3 R's": respect, responsibility and doing the right thing. Each school will identify new strategies that will continue to strengthen the program. Committee members:

*Luke Brown Mel Jones Rachel Jackson Sheila White Scott Hager

2. **CRISIS COMMITTEE** - The School Crisis Team will be assembled to implement the support crisis plan. (Death of student, death of faculty, fire, natural disasters, bomb threats, or other dangerous situations on campus). The establishment of a phone chain will be the first responsibility of this committee. (Refer to "Crisis Plan" section)

Guidance Counselors	SRO
Administrators	Lead Teacher

3. **SCHOOL IMPROVEMENT TEAM** - The School Improvement Team meets monthly to discuss issues which are then taken back to the respective departments (i.e.: budget items, faculty concerns, grievances, etc.)

2011-12 SIT Representatives

Principal:	Brad Phillips
Assistant Principal:	Luke Brown
Lead Teacher:	Alison Edwards
Career Dev. Coordinator:	Shannon Edwards
CTE Departments:	Lewis Dorsett
Cultural Arts/Foreign Lang.:	Michael Johnson
English:	Becky Hawley
Exceptional Children:	Rob Shore
Guidance:	Rachel Jackson
Math:	Dawn Seltzer
Media & Social Studies:	Keith Shelton
PE and ROTC:	Ray Carter
Science:	Nicole Guilliams
Classified Staff:	Jamie Brewer
Parents:	Darlene Pittman and Becky Spencer
Student:	TBA

School Improvement Team Responsibilities

- Define the school's mission, vision, and beliefs
- Provide input on the Comprehensive Needs Assessment School Evaluation Form

- Develop the School Improvement Plan – goals and strategies
- Monitor implementation of the SIP – evaluation of teaching strategies, analysis of test data, recommendations for changes/modifications in strategies, summary at the end of the school year
- Recommend staff development needs
- Develop intervention strategies for “at risk” students
- Advise the principal on school scheduling issues and budget decisions
- Establish in cooperation with the principal school level policies and procedures
- Plan and implement a program to foster a positive school climate, including parental and community involvement
- Report back to departments changes made and issues that have been discussed.
- Perform any other duties as directed by the principal

2011-2012 Department Chairs

Business:	Cyndi Williams
Ag/T&I:	Michael Harmon
Cultural Arts:	Brian Barfield
Exceptional Children:	Rebecca Zomberg
English:	Ellen Wantuch
FCS:	Jennifer Lambeth
Foreign Language:	Elizabeth Palma
Guidance:	Mel Jones
Health Occupations:	Cheri Conner
Math:	Dawn Seltzer
Media:	Angela Davis
PE:	Tim Kelly
ROTC:	Ray Carter
Science:	Nikki Guilliams
Social Studies:	Sandy Routh

Graduation Project Coordinator: Erin Bass

Department Chairperson Responsibilities

- Oversee department’s textbooks
- Distribute/monitor instructional materials and resources
- Assist in the interview process
- Assist in the master schedule process
- Monitor changes in curriculum, testing, etc. and keep the department informed
- Act as a contact person for the county office
- Oversee acquisition and upkeep of course specific equipment and/or technology
- Act as a mentor to all members of the department
- Keep their department informed of changes or issues that need to be addressed, etc.
- Perform any other duties as directed by the principal

4. FLOWER/SOCIAL COMMITTEE - The Social Committee will be responsible for the annual Faculty/Staff get-togethers including but not limited to a Tailgate party, Faculty Wedding/Baby Shower, Retirement, and other activities and events such as Secret Pals, recognition of staff birthdays, and teacher appreciation. In order to carry out these things, **each staff member is asked to pay a \$10 Social fee due after the first pay date of each year.** *The treasurer will be responsible for collecting and receipting money.* The first collection will be from people who did not pay social dues or the right amount of money for social dues. Another collection can be taken from the people on the same department if there is need for further funds. Since this money will be used for all above mentioned activities and the remainder of the money divided for gifts for retirees that year; there should be no collection of money from staff outside of this unless deemed necessary by the Social Committee. This fund is also used as follows:

- send flowers/balloons to faculty/staff members in hospital
- send flowers upon death of immediate family members (husband/wife, children, or parents).
- send cards to other family members as deemed necessary

Policies and procedures regarding the following:

1. School response when the parent of a student dies:

The class sponsor (freshman, sophomore, junior, or senior) will send flowers on behalf of the school. Money will not be collected from students in their classrooms.

2. Notification when someone on the faculty or staff has a parent, sibling, or child die:

If the death occurs during a weekend, a holiday/annual leave day, a work-day, or during the summer, all administrators need to be contacted so that an e-mail can be put into effect.

3. Gifts and celebrations for faculty and staff members who are getting married or expecting a baby:
 - a. First child should be given \$50 from THS collection in form of gift certificate or flowers or a combination of both after child is born.
 - b. Second, third, etc. child should be given \$25 from THS collection in form of gift certificate or flowers or a combination of both after child is born.
 - c. First marriage should be given \$50 from THS collection in form of a gift certificate.
 - d. Second marriages should receive \$25 from THS in form of a gift certificate.
 - e. There will be one person on the Social Committee who is in charge of making sure that the Department Heads are putting together showers or communicating to the Department Head if someone closer to the person involved has volunteered to take over the shower process.
 - f. Social Committee funds also pay for retirement gifts. If funds were to get depleted prior to retirement time, monies would then be collected to cover gifts.

4. The frequency and the situations in which students are asked to contribute to charities:

The student body will continue to be asked to contribute to United Way and Operation Santa Claus. If any group or individual wants to collect from the entire student body for any other charity, a fund raising request must be submitted to the Faculty Senate for approval.

Members of the Social Committee are as follows:

Debbie Sexton Elizabeth Palma Britney Dent Wylene Johnson

5. **SCHOOL BASE COMMITTEE** - The School Base Committee meets to discuss and make decisions on exceptional students.

Rebekah Zomberg Rob Shore Dawn Seltzer
Susan Owens An administrator

6. **SENIOR PROJECT COORDINATOR** – Erin Bass

7. **STUDENT STAFF SUPPORT TEAM**

It is the goal of the Student Staff Support Team to provide a support service that encourages and assists students in making positive changes helping them to be successful in school. Students at-risk for failure can benefit from early intervention and support enabling them to be successful and decreasing suspensions and drop-outs.

COMMITTEE MEMBERS: The committee meets each Thursday (4th period) as students are referred by teachers, administrators and other school personnel.

Sheila White (Chair) Dawn Seltzer Cindy Lankford
Lynn Difoggio (Co-Chair) Rachel Jackson

REFERRAL PROCEDURES

- a. Referral forms are kept in the mailroom above the teacher boxes. Teachers can refer a student after they have tried **TWO** classroom interventions and have had **TWO ACTUAL** documented parent contacts.
- b. Reasons a student may be referred are tardies, chronic absenteeism, class cuts, incomplete of assignments, or repeated misbehavior. Once a referral is made the support team will meet with the students to come up with interventions/strategies for the student and other ideas for the classroom teacher. The student may also be assigned a mentor, who will help with interventions. A follow-up questionnaire will be given to the teacher after two weeks to access if the interventions have been helpful.

8. ATTENDANCE COMMITTEE

COMMITTEE MEMBERS: The committee meets Tuesdays or Thursdays during 4th period.

Dawn Seltzer

Rebecca Zomberg

Luke Brown

Sheila White

Scott Hager

9. SCHOOL HEALTH ADVISORY COMMITTEE

COMMITTEE MEMBERS:

Rachel Jackson (Chair)

Lynn Difoggio

Debbie Coggins

Cheri Conner

Penny Stewart

Connie Johnson

INSERT SPONSOR ASSIGNMENTS

INSERT

DUTY

ROSTER

INSERT LUNCH SCHEDULE

DRESS CODE FOR FACULTY AND STAFF

It is expected that all school system employees will dress professionally and appropriately relative to their specific job duties and responsibilities. All employees, while on duty, are representatives of the school system and shall adhere to the guidelines for employee dress and appearance.

Skirts and dresses, etc., must be worn at an appropriate length. Pants and trousers worn by professional employees should be those that generally reflect a business-like appearance. Clothing for all must be non-distracting in length and fit.

Examples of inappropriate dress for school employees include but are not limited to the following:

- Clothing which reveals undergarments or sheer tops that exposed undergarments.
- Clothing that exposes the midriff, waist, back or cleavage
- T-shirts, tank tops, spaghetti straps
- Clothing that promotes alcoholic beverages, tobacco, the use of controlled substances, depicts violence, is of a sexual nature, or is of a disruptive nature
- Head apparel may not be worn inside the building unless the headgear is worn based on a sincerely-held religious belief
- Wearing jewelry affixed to an employee's nose, tongue, cheek or eyebrow
- Shorts may be worn **ONLY** by physical education teachers. Others need to get permission from principal.
- No sweat suits may be worn on any day, except for PE teachers. If one is a classroom teacher who coaches a sport, he/she cannot wear a sweat suit during regular school hours.
- Clothing must adhere to the Student Dress Code, regarding length of skirts, sheer tops, exposing midriff, etc.

Special situations for THS include the following:

- On Fridays teachers may wear jeans, school spirited T-shirts(not just any t-shirt as in the past) or other appropriate shirts, blouses, etc.
- **NO** T-shirts may be worn any other day of the week.
- On workdays, teachers may wear jeans and t-shirts if no parent conferences are scheduled.

P.T.S.O.

The aim of the Trinity High School's Parent-Teacher – Student Organization is to raise money for some of THS's needs that are not covered by our Federal, State, or County funds. The board is comprised of committed volunteers who meet monthly to discuss plans and requests made by teachers and administrators, and then to determine which ones are most beneficial to the entire school. The two major moneymaking projects of the PTSO are the "Miss Trinity" Pageant" and the banner that hangs on the outside of the Media Center which is printed with company logos of major contributors to the PTSO. Members pay a \$5.00 per household fee and are given the opportunity to select ways of contributing throughout the school year; i.e. food, time, various supplies, or other monetary contributions.

All staff members are encouraged to join the PTSO in order to help support the many projects that the PTSO sponsors for THS. An envelope will be placed in each teacher's mailbox after the first payday in September for membership in THS's PTSO. These envelopes need to be returned to the treasurer within 10 days of distribution; teachers will be receipted for their \$5.00 membership contribution, which is tax deductible.

MEDICAL/FIRST AID SERVICES

Students in need of assistance because of illness or injury should with their parents' permission report to the office. The school nurse is available on campus one day a week and can be reached by the office staff anytime. The nurse is here to help students their questions and/or concerns. As with any medical professional, visits with the nurse are confidential. The school nurse is a resource to the staff and students and can provide healthcare within the community. Students who need to take medications of any type during school hours, including over the counter drugs, have the following options:

- A parent may come to the school and give medication to the student.
- Students may obtain a copy of a medication form from the office and take the form to the student's doctor and have him complete the form by listing the medications needed, dosage, and times per day the medication is to be administered. This form must be completed by the physician for both prescription and over-the-counter drugs. The form must be signed by the doctor and by the parent/guardian. All medications must be brought to the school in a pharmacy-labeled bottle and contain instructions on how and when the medication is to be given. **Over-the-counter drugs must be received in the original container and be administered according to the doctor's written instructions.**
- Students may discuss with their doctor an alternative schedule for taking medications (i.e. outside of school hours).

PTSO DATES

PTSO meets the second Monday of each month at 6:00 pm. It will be the responsibility of each department to select a representative(s) to attend the PTSO on their designated night.

Sept. 12---Math, FACS/HOE, Guidance

Oct. 10---Science, Cultural Arts, PE

Nov. 14---EC, English, Business/Marketing

Dec. 12---History, Foreign Language, AG/T&I/ROTC

Jan. 9---Math, FACS/HOE, Guidance

Feb. 13---Science, Cultural Arts, PE

March 12---EC, English, Business/Marketing

April 16---History, Foreign Language, AG/T&I/ROTC

May 14---Math, FACS/HOE, Guidance

MONEY

Teacher responsibilities toward money in the schools.

County Office Policy: Schools are now allowed to cash personal checks for faculty, etc.

The following guidelines are state laws and must be followed.

- All monies collected or paid out must be done through the treasurer.
- All bills must be paid by check (see Purchasing below).
- No club or organization may have a separate bank account.
- Demand a receipt when you paying for anything.
- Do not leave money in desk or elsewhere. The teacher will be responsible if money is stolen, lost, etc.
- Money will not be reimbursed without a proper receipt for employee or student.
- One must have a purchase order to purchase anything (see below).
- **All money for the cafeteria is handled through the cafeteria.**

Receipts

All monies must be receipted, either by:

- **Receipt Book** - Give the white copy to the individual paying. Leave the yellow copy in the receipt book. One cannot void a receipt unless he has both copies. Write void across these and staple together. Do not write or alter the yellow copy. If one does not have the white copy, see Ms. Swaim.
- **Green Sheets** - (It can only be used for anything under \$10.) For example, this will only be used for field trips. Coaches will need to use receipt book for fundraiser or collecting money.

Purchasing

- In making purchases over \$25.00, one must have a purchase order. This purchase order must be pre-approved by the principal or an administrator. Give the white copy of the purchase order to the company from whom you have ordered. Purchase orders need to be done on fund-raisers, supplies, T-shirts, etc. Remember, purchase orders are an estimate.
- For purchases under \$25.00, keep your receipt for reimbursement. If one charges at a vendor, he must bring this invoice in to be paid. Also, one needs to have funds from which to pay a bill or have prior approval from the principal. If these guidelines are not followed, then the teacher will be personally responsible for paying the bill.

****Just Remember: (When turning in receipt books)**

- Turn in money daily. **DO NOT KEEP OR STORE FUNDS ANYWHERE!**
- Document all money in receipt books.
- Need all receipt books and money turned in **BEFORE 3:20 P.M., PLEASE**
- Fill out Summary of Deposit form.
- Verify and check money to make sure it is correct.
- If you have a question, see Ms. Swaim.
- If you have a question beyond normal concerns, see the principal.

PROGRESS REPORTS

- **Interim Reports**

Randolph County Board Policy requires that **EVERY** teacher send an interim report for every student you teach. The reports **must** be given after four and one half weeks in a reporting period, but may be given at any time. Additional progress may be given at anytime.

- **Report Cards**

To be given out at the end of each nine weeks. We must communicate with parents when sufficient progress is not occurring. **TEACHERS must** make the first attempt to contact the parents by phone. If this fails, a letter should be sent. (See form letter) Please feel free to use your own letter if you have one already developed.

- Keep documentation log of parental contacts for grades, attendance, discipline, etc.

ROAMING TEACHERS and HOST TEACHERS (Expectations)

Remember that host teachers and roaming teachers receive 1 day of comp time as compensation for this inconvenience. Space is available for planning in the mail room which has one teacher computer, and in the computer lab (back of room G-80, enter from outside).

In order to optimize teaching/learning conditions for students of both the roaming teacher and the host teacher, we will expect the following procedures to be followed:

Host Teachers

- Make the roaming teacher welcome (they don't like it any more than you).
- Remain in the classroom until the roaming teacher arrives.
- Leave the classroom once the roaming teacher arrives. It is our desire for you to depart no later than 5 minutes after the tardy bell. (The host teacher can become a distraction to both students and teacher.)
- We do not want you to intervene with managing student behavior while the roaming teacher is present in the classroom.
- Provide roaming teacher storage space. (If filing cabinet is needed, notify the principal)
- Please make student supplies (calculators, scissors, tape, etc. NOT personal supplies you bought) available to your roaming teacher and students.
- Provide roaming teacher desk space (notify the principal re: furniture needs).
- During the last 10 minutes of class, we understand the need for you to return to your classroom in order to set up for your next class. If you and your roaming teacher wish to make arrangements for the host teacher to monitor the roaming teacher's students for the last 5 minutes of class (to allow the roaming teacher to get to his/her next classroom and set up prior to students arriving), we can support

this arrangement and would grant comp time in exchange for time spent monitoring students.

Roaming teachers

- Understand the host teacher's perspective; this is an inconvenience. Do all you can to work together as a team.
- Get to the classroom immediately.
- Leave the room in as good a condition as you found it (furniture in place, supplies neatly stored, no litter, door locked if host teacher is not present).
- Communicate with your host teacher about materials, equipment, etc., you may need (don't assume that they will know).
- Understand that the host teacher will need to gather his materials for planning during the first 5 minutes of class and will need to return during the last 10 minutes to set up for the next class.
- You are responsible for classroom management. Do not expect the host teacher to get involved with the management of your students.

Teachers using other teacher's rooms for planning/computer use –

- Make the teacher aware that you are planning to use their classroom for preparation and computer work.
- Always leave the classroom as you found it (lock the door).
- Attached you will find a listing of available rooms and computer lab classrooms for each planning period so that you can select a room that is in your subject area or in close proximity.

SALESMEN AND SOLICITORS

Salesmen and solicitors will not be allowed to call on teachers during school hours. Any breach of this regulation by the above should be reported immediately to the principal. There will be no selling of any items by students or school personnel or approval of use of the buildings unless approved by the Archdale-Trinity Advisory Council.

TEXTBOOKS

- All textbooks must be bar-coded before being issued to students.
- Department chairperson(s) will report to textbook administrator about textbook concerns, orders, etc.
- All teachers are to turn in their ***Student Textbook Issue Form*** to textbook administrator.
- Textbooks are to be stored in the bookroom. Teachers must check out books from the book room during workdays or the first week of school.
- Teachers are to have students initial on ***Student Textbook Issue Form*** when books are issued at the beginning of the semester and when they are returned at the end of the semester.
- Teachers need to record the **student's name, barcode number, and the condition of the textbook inside the book cover.**
- **Book counts should be done once a month to ensure that students are taking care of their books and also to verify that books are not lost.**
- **Each teacher is responsible for textbooks issued to him.**

REMINDERS

- No posters, flyers, or banners should be taped to walls and doors on the outside of the school building or to the hallways inside the building. Teachers and students can use the interior of the cafeteria and the designated bulletin boards (student council is responsible for these) in the hallways. Also, no tape should be placed on the doors to classrooms.
- All students **must report to the cafeteria/student commons area during their lunch period. Students cannot remain in teachers' classrooms (unless an emergency situation) during their lunch period.** This means that all students cannot stay in a classroom, whether they plan to eat lunch or not. All must report to the cafeteria area.
- Teachers **should not send** students to the ***Teachers Lounge or the cafeteria to get teachers' lunches or drinks.*** Students are **not allowed to go to the Teachers Lounge under any circumstances.**

ANNOUNCEMENTS

General announcements will be at the end of first period. Extracurricular activity announcements will be made during Bulldog Time. The deadline to turn in announcements will be at 8:00 AM on the morning that the announcement is to be made. Afternoon announcements will be read over the intercom just prior to the 3:15 bell. No announcements will be made during the day without the principal's approval.

To advertise events or other important information to students you may:

1. Submit a Marquee Board Request form to the main office or Student Council advisor's mailbox in the Teacher's workroom and/or
2. Post fliers, banners, posters, etc. only in designated areas (any advertisement posted in a non-designated area will be discarded) and/or
3. Submit an Announcement form to the Main Office (put in announcement bin in the main office and/or
4. Submit information to the office to be used on the Alert-Now telephone system.

The General Assembly passed an act that requires the display of the US and NC flags and also the recitation of the Pledge of Allegiance on a daily basis in all public schools. Schools should also provide age-appropriate instruction on the meaning and historical origins of the flag and the Pledge of Allegiance. Please note: "These policies shall not compel any person to stand, salute the flag, or recite the Pledge of Allegiance. If flags are donated or are otherwise available, flags shall be displayed in each classroom."

A good grade specific site for the pledge and flag information is: <http://bensguide.gpo.gov/>

Sick Leave/Personal Leave:

All teachers need to read and adhere to sick leave/personal leave policies as outlined by NC State Law for School Employees. Information provided on the Public Folders under “**Board Policies**”. Trinity High School’s goal is for our teacher attendance to be better than our students’ attendance; that goal means that teachers should not be absent from school for more than seven (7) days a year.

Please remember that sick leave should only be used when you or your immediate families are sick or have a doctor’s appointment. Sick leave is NOT to be used for personal appointments (personal leave should be used). All forms can be obtained in Ms. Swaim’s office.

- **ALL TEACHERS ARE RESPONSIBLE FOR SECURING THEIR SUBSTITUTES WHEN TAKING SICK LEAVE OR PERSONAL LEAVE.**
- A list of Randolph County Schools Approved Substitute List will be provided to teachers. Teachers are to use the list with locally approved substitutes who have been trained by Trinity High School.
- **Please call substitutes no earlier than 6:00 A.M. and no later than 9:00 P.M.**
- **Any staff member absent from school (regardless of reason) must submit the Request for Leave Form in Public Folders.**
- **Any staff member requesting personal leave must also complete the form – Request To Be Absent for Personal Reasons that is in the Public Folders.**
- **If you know about your absence (if taking Sick Leave, Personal Leave or Day without Pay) before leaving school, you must secure your own substitute, regardless of how many phone calls you must make to get someone.**
- Teachers are responsible for finding their own substitutes.
- The office will provide substitutes for teachers if they attend school approved workshops or conferences.
- Teachers **must call or leave a message or e-mail** Mr. Phillips office phone (336-861-6870 – ext. 103) or cell phone (336-870-8331)
–or E-mail (bphillips@randolph.k12.nc.us) with the ***name of the substitute, date(s) of absence, and the reason for absence before 7:00 A.M.*** If a teacher has a duty during his/her absence(s), the location of duty should also be included in the message or phone call.
- Teachers need to make sure that substitutes have clear directions on where to locate lesson plans, Substitute Teacher Handbook, duty, and other vital information to conduct class successfully.
- If necessary, teachers can e-mail or fax lesson plans to Mr. Phillips, but they need to make him aware that they are e-mailing or faxing them on their message or phone call - bphillipa@randolph.k12.nc.us – fax 336 861-8613.
- If teachers know of an upcoming doctor’s appointment, etc., ahead of time, they need to notify Ms. Swaim of the date(s) and name of substitute.

GENERAL INFORMATION

1. Submit **Request for Leave form** to principal when requesting leave in advance (except emergencies). (Copy of form on Public Folders (Internet) under **Forms.**)
 - a. Sick Leave – Accrue 1 day per month.
 - b. Annual Leave – Accrue 1 day per month (0-less than 2 yrs. Experience)
 - Accrue 1.15 per month (2 less than 5 years)
 - Accrue 1.40 per month (5 less than 10 years)
 - Accrue 1.65 per month (10 less than 15 years)
 - Accrue 1.90 per month (15 less than 20 years)
 - Accrue 2.15 per month (20 or more years)Can only use annual leave on teacher workdays, not on student days.
 - c. **Personal Leave** – Accrue .20 per month
****\$50 deduction in pay **** (Must complete personal leave form and submit to principal which in turn must be approved on the county level.
 - d. **Extended Leave** – You may request a 20-day extension to your sick leave when you have exhausted all your sick leave. You must send a letter to personnel requesting this extension with a physician’s recommendation (note from doctor). A **\$50 payroll deduction** will be made for each extended sick leave day used.
 - e. Leave of Absence – A Leave of Absence form must be completed and returned to the personnel office for approval by the Board of Education. (You will not receive pay for the period of time the LOA is in effect. Also, if you are on a 12-month pay option, it will be cleared off effective on the date your LOA begins.)
 - f. **12 Month Pay Option** – Pay spread over 12 month period. Staff must sign sheet at beginning of school year. Once signed up, you will stay on until you sign to be removed. Staff must be on the payroll from first day.

The State Employees Credit Union offers a “Summer Cash” Program which will deduct money from your check each month and place it in a “Summer” account. You will not have access to the money until June and July. If interested, go by and sign up at the credit union.

2. **COUNTY SUPPLEMENT**

- a. Certified employees receive 5% of annual salary.
- b. Classified employees receive 2.5% of annual salary.
- c. Must work 120 days.
- d. Must work at least 75%.
- e. Paid to employees in November (will not be paid before Thanksgiving).

3. **A-T TAX SUPPLEMENT**

- a. **Certified** employees receive 4% of annual salary.

- b. If service is less than 100%, supplement will be pro-rated.
- c. Must be employed 120 days and be on payroll or approved leave as of April 1.
- d. Paid in April.

4. **LONGEVITY**

An employee separating from employment shall be paid the amount earned up to termination. The amount of annual longevity pay is a percentage of the employee's annual rate of pay. This percentage is determined by the length of total state service. (Receive after 10 years of service on anniversary date.)

<u>Years of State Service</u>	<u>Longevity Pay Rate</u>
10 but less than 15 years	1.50 percent
15 but less than 20 years	2.25 percent
20 but less than 25 years	3.25 percent
25 or more years	4.50 percent

- 5. **Petty Leave:** 4 hours per semester, only used before school hours, after school hours, and during non-teaching periods. (Sign out book is at Nancy Anthony's desk.)
DO NOT call Nancy; you must sign the notebook.
- 6. **Comp Time:** (Sample copy in Public Folders under **Forms**.)
Qualifications for comp time are explained on back of form. If you plan to use comp time on teacher workday, have administrator sign off approval on form and bring to Elaine Davis to document. (**Can only be used on Teacher Workdays.**) Comp time will carry over from end of school year to the first day before students arrive the following year.
- 7. **NCCAT:** Must have taught at THS for 3 years. Must have not attended NCCAT session in the last 3 years. No other staff development allowed for the remainder of the school year.
- 8. **Work Hours:** All teachers must check in by 7:45 a.m. in the teachers' work room. All teachers are expected to be on campus from 7:45 a.m. – 3:30 p.m. each day.
- 9. **Scanning In:** (Located in Teacher Mailbox/Copy Room). Type in social security number and then press enter. To sign out, you type in social again. **Please try to remember to scan in each day.** If you forget, you will be marked absent by the SchoolTime program. This has to be corrected manually.
- 10. **Workmen's Comp. Claims:** If you are injured on the job, please notify Elaine Davis or Tammie Swaim. Even if you do not need medical attention, we need to file a claim in case you need medical attention later.
- 11. **Direct Deposit:** You may pick up forms in Elaine Davis' office. The first month after form is submitted to payroll, you will receive a regular payroll check (check must be pre-noted). If all information is correct, it will be direct deposited the second month. Please come by office to pick up payroll stubs each month on pay day.

12. **Name/Address Packet**: Any time there is a change in your name or address, please be sure to pick up a Name/Address Change Packet. It is imperative that personnel have correct information.

CLASS COVERAGE

- (1.) Missing instructional time: If over 45 minutes, you must take sick leave, personal leave; if less than 45 minutes, see Principal on a case by case basis for decision (no one will receive more than 2 permissions per semester; after which leave must be used.)

- * Schedule during own planning period, take petty leave, and sign notebook in main office.
- * See principal for special situations.

- (2.) How to handle class coverage when an emergency arises:

- * An emergency is defined as a teacher becoming ill or as an illness/death in the immediately family.
- * Teacher should notify office/administrator of emergency.
- * Administrator or backup administrator should consult list of teachers who have needed planning period. This list changes each semester.
- * Administrator should go down the list and ask each teacher in turn making every effort to follow alphabetical order.
- * A teacher should not be asked a second time until all previous teachers have performed the duty.
- * Every teacher will be expected to help when asked.
- * Remember to thank the person who covers your class.

- (3.) How to handle class coverage when teachers have been directed to attend workshop or meetings:

- * Follow same procedure as above unless the county office, etc., pays for the substitute.

- (4.) How to handle class coverage during field trips:

- * A substitute teacher is to be hired for all field trips that extend beyond normal class time.

CAFETERIA

- All students dining in this facility will be restricted to the cafeteria tables and chairs.
- Cafeteria Choice Program:
 - Three serving lines with Type A lunch (choice of 1 or 2 meats and 2-3 vegetables/fruits)
- Students will need I.D.# with their lunch. Teachers and students are to pay as they leave the bars.

- **Cafeteria times are: 11:01-11:31
11:51-12:16
12:36-1:06**
- **No credit or charge.** Please do not ask our cashiers to charge since they have to pull it from their own pockets to balance.
- **DO NOT SEND STUDENTS TO CAFETERIA FOR FOOD OR DRINKS DURING CLASS.**
- If any member of the staff or faculty needs to borrow tables or chairs from the cafeteria, Mr. Lamb will need a note from you. He is responsible for knowing where the tables and chairs are since they are purchased through the school food service.
- If any club or organization wants to use the kitchen area, a cafeteria worker will have to be present. That club or organization will be responsible to financially compensate the worker. The club will also be responsible for cleaning up the cafeteria before leaving.
- Time between lunches is designated for Cafeteria Workers to take lunch. Please try to make all purchases during specified lunch times.

EXAM POLICY

- All teachers must give an exam each semester in the course they teach. This also includes all elective courses.
- A copy of the exam must be given to Mr. Phillip each semester prior to the beginning of exam/EOC/VOCAT testing.
- Exams must count 25% of student's final grade.
- If a student takes a non-EOC/Vocats class and only has 2 or less absences and is **passing** the class, the student is exempt from that exam.

FACULTY CHILDREN

Teachers are not allowed to have their children at school during workdays. If you have an extenuating circumstance that requires you to bring your child to school, prior approval from the principal must be acquired.

INSTRUCTIONAL MATERIALS

Each teacher will request needed materials and supplies from the head of your department. **A budget committee will be composed of the Faculty Senate.** Requests for additional materials will be given to the member of the committee in your department.

- Copy machine in the work room is to be operated by **teachers, secretaries, and teacher assistants only.** (No Students)
- Teachers will be given **one case of paper per semester**. Mrs. Lem will be monitoring the use of paper and copying done by everyone. Do not plan to copy whole workbooks. We will order workbooks as needed for your classes.
- Please ensure that your students bring paper and pencil to class and not use supplies reserved for other purposes (i.e. copy paper for the copier and pencils for testing)
- Mrs. Lem will inspect / maintain copy machines at the following times each day: **7:30 a.m., 11:10 a.m., 2:25 p.m.** *She will only be working with machines at the times listed.* Please

remember, we also have machines in the G building, Media, J Building, Guidance, and Administration. We would request these machines not be used unless machines are broken down in the teacher workroom.

LIVE ANIMALS IN SCHOOL

Trinity High School recognizes that the appropriate use of live animals as instructional resources can enrich the educational program. The staff member who uses live animals shall observe proper precautions for the safety of students and the animals.

Several animals are unacceptable for the classroom:

- Poisonous animals (spiders, snakes, venomous insects)
- Wild animals (especially those at risk for rabies: armadillos have been implicated in Hansen Disease; salmonella in hedgehogs; tuberculosis in brushy tailed opossums; Hantavirus and leptospirosis in wild rodents).
- Wolf-hybrids (crosses between wolf and dog)
- Stray animals
- Baby ducks and chicks (salmonella and campylobacteriosis)
- Aggressive animals
- Mammals obtained in the wild
- Monkeys (may carry many human diseases)
- Turtles and other reptiles unless they have been tested for salmonella

Teachers should only order specimens through a biological supply company.

STUDENT DISMISSAL PRECAUTIONS

- No school or grade may be dismissed before the regular hour for school dismissal except with the approval of the office of the Superintendent of schools.
- No teacher may permit any individual student to leave school prior to the regular hour of dismissal except by permission of the principal.
- No student may be permitted to leave school prior to the dismissal hour at the request of or in the company of anyone other than a school employee, police officer, court official, parent or legal guardian of the child, unless the permission of the parent or legal guardian has been first secured. If any police or court official requests the dismissal of a student during school hours, parents shall be notified as soon as possible.
- The principal or his/her designee is responsible for determining that any person appearing at a school and requesting permission to take a student from the school is properly identified before allowing him or her to proceed.
- Except in the most extreme circumstances, custody of a student will not be relinquished to any person without the prior approval of the parent or guardian having legal custody.
- If the parents are divorced or separated, the student may be released to either parent, unless the school has been provided with a copy of a court order.
- If the principal or designee judges that the student's health or safety may be harmed by releasing the student, the principal will contact the department of social services and/or law enforcement as appropriate.

School will develop guidelines as necessary to implement this policy. Check-out procedures will include at a minimum the following:

- Staff will check the student's emergency information.
- Staff will check identification as needed.
- Staff will accept from a parent or legal guardian a phone call (at the discretion of principal) or a signed note as authorization for someone else to pick up a student.
- Students will only be checked out by a school employee.
- Students will not be called to the office for checkout until person picking up the student has been appropriately identified.
- A student checkout log will be maintained which includes the signature of the person checking out the student, the student's name, purpose of checkout, time, and date.

Check out procedures shall be published in the school's student handbook.

(Legal Reference: G.S. 115C-40, -47, -288)

STUDENT PARTIES

There will be no parties during the school day without principal's approval. Students are not to give parties for teachers on their birthdays during the school year.

SUBSTITUTE TEACHER NOTEBOOK

All teachers are required to have a Substitute Teacher Notebook that includes the following items. Substitute Teacher Notebooks need to be completed by September 15, 2011. Notify Ms. Difoggio when completed.

Information required in notebooks:

- **Completed Substitute Information Sheet – should be located in front of notebook. (Copy of form located “Forms Section” in Teachers Handbook.)**
- **“Notes for Substitutes” information sheet - should also be located in front of notebook. (Copy in Teachers Handbook)**
- **Copy of Daily schedule (Copy in Teachers Handbook)**
- **Copy of class procedures and class rules: Please include if students are allowed to eat or drink in your class. Also, please let the substitute know how you handle students going to the restroom or taking breaks (entire class). Please realize that substitutes do not have keys to restrooms or classrooms.**
- **Class rosters of each class**
- **Seating charts for each class.**
- **Three (3) emergency lesson plans that will cover the entire class period**
- **Location of Hall Pass**
- **Discipline Referral Forms**
- **Copy of Fire Drill Map and Tornado Drill Information (in teacher handbook)**
- **List of students with “special needs” (health issues, diabetes, etc.) – EC students with special modifications**

- **2 Hour early dismissal schedule/ 2 Hour late start schedule (in teacher handbook)**
- **Phone list**
- **Copies of student dress code and faculty dress code (in teacher handbook)**
- **Pep rally/Assembly seating (in teacher handbook)**
- **Include information on where you park (lot) and space number.**
- **Include bathroom supervision schedule.**

Optional Helpful Information:

- **Information on use of TV, video, etc., in classroom**
- **Names of teachers/phone number ext. to contact in case of questions, etc.**
- **Names of students in class who could assist substitute if questions arise**
- **Location of textbooks, manuals – how to secure textbooks if there is only a class set**
- **Any other valuable information that would assist substitute**

GUIDELINES FOR ISS

- Administrators are the only persons who may assign a student to ISS.
- Teachers need to send assignments which will cover the entire 90 minute block.
- Teachers are to have assignments in the ISS mailbox by **7:50 AM** if given a 24 hour notice by administration. If assignments are late, the ISS Coordinator will notify an administrator.
- Teachers need to submit 3 emergency lesson plans to the ISS Coordinator by **September 1**. A checklist will be compiled to ensure that all teachers submit lesson plans.
- When a student is sent to ISS from a class period, the administrator will telephone the teacher to send work as soon as possible.
- Students must complete all assignments with legitimate answers or the student will remain in ISS until all work is completed.
- The ISS Coordinator will notify a teacher if a student needs to remain in ISS for incomplete assignments for attendance purposes.
- Students cannot wear hats, head coverings, etc. while in ISS.
- Students are not allowed to talk or interact with other students in ISS. Talking without permission will result in disciplinary action.
- Any use of profanity while in ISS will result in disciplinary action in accordance with the school's discipline policy.
- Students are not allowed to deface or mark on desks, walls, etc. Violation of this policy will result in a discipline referral and the student will be responsible for clean up.
- Students are not allowed to chew gum while in ISS or use their cell phones.
- Students who are tardy to ISS will be sent to the office for an unexcused tardy.
- Students should raise their hands for assistance from the ISS Coordinator. Talking aloud to get his attention is not permissible.
- Students will be escorted to the cafeteria by the ISS Coordinator at approximately 10:45 in order to eat lunch.

- Students may only order from the regular line menu.
- Students are not allowed to eat or to drink while in ISS.

FIELD TRIPS

- All field trips must be approved by the principal (use the revised forms provided in **Public Folders**).
- An unlimited number of field trips may be taken if planned during the class period, on weekends, or teacher workdays. (Principal approval is required.)
- Teachers may plan **ONLY ONE** field trip per semester that will involve students missing other classes. (Co-curricular activities such as earned competitions may be exempt from this limit, with principal's approval.)
- No student may be absent from a class for more than three days per semester due to field trips.
- No field trips are to occur during the last 15 school days prior to the 1st day of final exams (except for earned competitions).
- No student will be allowed to participate in a field trip on a day the student is scheduled to take a standardized test (i.e. Competency Testing, Computer Competency Testing, High School Comprehensive Test, etc.)
- Senior college days are to be taken prior to May 1.
- Students should be allowed to make up work missed due to field trips.
- Submit field trip forms to principal.

****Board Policy Re: Field Trips**

- The cost of all field trips should be reasonable over the course of the entire year. Schools are encouraged to underwrite as much of the cost as possible so that additional costs assessed to individual students are kept to a minimum.
- A student's grade will not be affected by the field trip. Courses for credit such as band, debate, etc. may have required field trips due to the nature of the course. Students missing a class due to participation in a field trip must be given the opportunity to make up assignments. (See Policy JED)
- If a non-employee is the activity bus driver, you must notify the bus coordinator to ensure that person is approved by Randolph County Schools for insurance liability.
- Parents have the right to choose whether a child participates in a field trip experience. All students who do not participate in the field trip will be given alternative assignments. The assignments should include the same curriculum information covered during the field trip.
- The teacher must attach to the Request for Approval Form his/her plans for relating the field trip to the curriculum. These plans should include specific competencies to be learned during the field trip activity. Appropriate follow-up activities should also be planned.
- If you will be away on a field trip, the office should be made aware or reminded of this at the beginning of the school day

Board Policy Regarding Field Trips

(Effective 5/20/03)

- If Code Red from the national or state level, we would recommend no field trips anywhere.
- If Code Orange from the national or state level, we recommend for regular curriculum-related planned field trips to be only one day trips when the students and teacher would leave at a reasonable time and return by 12:00 midnight with principals' approval and the Superintendent or designee being notified. The trips are not to be planned in or near high profile locations such as – military bases, nuclear power plants, airports, major waterways, major ports, particular events of large gathering of people, Washington, D.C., and New York.

Exception to the rule – If students have earned awards to compete on a higher level at the state or national level such as competing for a state or national title, such as spelling bee winner, FFA activities, FBLA, HOSA, etc., the principal will approve and then submit to the Superintendent or designee for approval.

- If the national or state level is Code Yellow, field trips may proceed as regularly planned.

Principals and staff need to be reminded that the risk of trips being cancelled is greater than ever and plans need to include that possibility. Pre-planning and communication is more important than ever.

FUND RAISERS

- Requests for fundraisers must be submitted **prior** to ordering products by **September 16** (1st semester) and **January 27** (2nd semester). Requests should be turned in to Lynn Difoggio in order to create Master Calendar to schedule events. She will then submit requests to the principal.
- All club and class fund raising/activities must be requested and approved by the principal and tax advisory committee.
- All classes or clubs will be limited to one fund raising activity per semester that involves selling products or candy (with the exception of Student Council). NO fund raising during instructional time!
- Dates of fund raisers must not be changed without permission of the administration.
- All fundraisers should be purchased with a local purchase order number (see Tammie Swaim) and signed by Ms. Lackey. Your invoice should reflect this purchase order number. If you order by telephone, be sure to give them your purchase order number.
- After fundraiser is completed, a **Fund Raising Audit Form** must be completed and returned to Ms. Difoggio. See Ms. Difoggio for form or view Public Folders (Forms).

TRINITY HIGH SCHOOL
Fund Raising Audit Report

This form is to be completed after the fund raiser. Please include the company name and all expenses associated with the fund raiser. Include all monies raised and deposited.

(Submit a copy to the principal and the treasurer.)

Date _____

Club or
Organization _____

Project _____

Date(s) of
Project _____

Total Income from fund raiser _____

(-) Total Expenses from fund raiser _____

Net Amount _____ **Profit ()** or **Loss ()** *(Check One)*

Company Name _____

Planned Use of Funds _____

Sponsor(s) _____

MEDIA

- **Basic Criteria**

Library hours are regular school hours plus additional 30 minutes before school and until 4:00 p.m. after school Mondays through Fridays.

Teachers are asked to remind students to leave book bags at the front inside entrance of media center when classes are brought to the library.

Students may check out up to 10 books at a time. Books are checked out for three weeks at a time. No fees are charged for overdue books, but charges are made for damaged and lost materials.

No food or drinks are allowed in the media center and computer lab.

No hats or head coverings may be worn in the media center and computer labs.

Teachers are asked to sign up in advance for use of the media center and computer lab and to plan the library activities with media staff.

- Time slots will be limited to 45 minutes per class period per teacher.
- No classes will be allowed to type entire papers in the computer labs, i.e. senior projects, etc.

GUIDELINES for the USE of the WIRELESS NETWORK
Safety and Security are top priorities.

Safety:

1. The cart is extremely heavy and cumbersome. Teacher must be with cart at all times. Always have three people when moving it, one to handle doors and as extra support. It is not advisable to allow students to push the cart.
2. Cannot move cart outside during rainy or damp weather. Media staff will set up a lab in the Media Center when needed and if available. If teacher would like to use lab in the Media Center, he/she should sign up for both the lab and the media center.
3. Be aware of passageway to be taken...may need to be eased over rough sidewalks.
4. In some cases (J Building, for example), it may be better to trade classrooms with a teacher in a more accessible building or plan to use the Media Center.

Security:

1. Teacher must tell media staff whether they need read/write CD drive or floppy drive as they sign up for the wireless lab. The drives are removable and for security's sake, only one type will be sent out with the cart. Drives, batteries, and laptops are numbered.
2. The teacher is ultimately responsible for the computers when they are checked out. A form will be provided that the teacher must sign when checking out the cart and again when checking the cart in, stating the following:
 - a. There are 25 computers on this cart as I received it.
 - b. Each computer has its battery and its disk drive in place. (Both are removable so extra care must be taken that they are not stolen.)
 - c. Each computer is plugged into the cart.
 - d. The student's name is written by the number of the computer he/she used.
3. The computers should all be plugged into the cart when not in use.
4. The cart should be locked at all times when not in use. You must have keys in the top and bottom of the doors to lock/unlock the cart. ***Guard the keys!*** Be careful of the computer in the center top and bottom slot...it should be pushed back away from the lock. If teacher is having problems with the lock, check to see if the computer is too far forward and is getting hit by lock.
5. The cart should be returned to the media center and plugged in.

Guidelines for the Use of Media Computer Lab 2

1. At all times follow Randolph County Board of Education policies and procedures. No inappropriate websites, no student emails, no chat rooms, no games (unless on an educational website as required by teacher), no music downloads, no blogs (again, unless carefully monitored and organized as classroom activity).
2. When signing up for this lab, the teacher should plan for the entire class to be in the contained lab during that period. It will be too difficult to supervise students in the lab and students in the media center. If classes need media center and computer access during the entire period, they should sign up for the Media Computer Lab 1 and the Media Center.
3. This will be a lab for entire classes. Because of the supervision issue, single students or small groups without a teacher will use the Media Computer Lab 1.
4. Teachers will have to stay with class at all times. No leaving to check mailboxes, run copies, etc.
5. Teachers must immediately address and handle any misuse of computer. Examples include music, games, email, inappropriate websites, blogs, or chat rooms.
6. Smaller classes can share this lab of 30 computers if both teachers agree.
7. No food, drink, candy, or gum. Let's protect these computers!
8. Before signing up for a week or more at a time, please check with media specialists. While sometimes necessary, it is sometimes unfair to others to block access for these lengthy periods of time. It is preferable to break the time up between media center time (books) and computer time, so others may have access.
9. This lab will not be available before or after school. It will not be available for students who do not have classes.
10. Outside door to this lab should be kept **locked and closed** at all times. The air conditioner should be kept on.

LEA Designee to arrange for an inspection of the Management Plan. As required by AHERA, a periodic surveillance of all remaining asbestos material must be made every six (6) months. Any damaged or deteriorated asbestos was repaired or replaced before the beginning of the 2009-2010 school year. The periodic surveillance results are located in Volume 2 of the AHERA Notebook.

Any questions concerning this school's Management Plan can be directed to the Randolph County Schools LEA Designee at 318-6096.

Policy Code: ▶3225/4312/7320 ◀Technology Acceptable Use

Technological resources, including computers, other electronic devices, programs, networks and the Internet, provide opportunities to enhance instruction, appeal to different learning styles and meet the educational goals of the board. Through the school system's technological resources, users can observe events as they occur around the world, interact with others on a variety of subjects, and acquire access to current and in-depth information.

Use of technological resources should be integrated into the educational program. Technological resources should be used in teaching the North Carolina Standard Course of Study and in meeting the educational goals of the board. The curriculum committee should provide suggestions for using technological resources in the curriculum guides as provided in policy [3115](#), Curriculum and Instructional Guides. Teachers are encouraged to further incorporate the use of technological resources into their lesson plans.

The superintendent shall ensure that school system computers with Internet access comply with federal requirements regarding filtering software, Internet monitoring and Internet safety policies. The superintendent shall develop any regulations and submit any certifications necessary to meet such requirements.

A. REQUIREMENTS FOR USE OF TECHNOLOGICAL RESOURCES

The use of school system technological resources, such as computers and other electronic devices, networks, and the Internet, is a privilege, not a right. Before using the Internet, all students must be trained about appropriate on-line behavior. Such training must cover topics such as cyberbullying and interacting with others on social networking websites and in chat rooms.

Anyone who uses school system computers or electronic devices or who accesses the school network or the Internet at an educational site must comply with the requirements listed below. All students and employees must receive a copy of this policy annually. Before using school system technological resources, students and employees must sign a statement indicating that they understand and will

strictly comply with these requirements. Failure to adhere to these requirements will result in disciplinary action, including revocation of user privileges. Willful misuses may result in disciplinary action and/or criminal prosecution under applicable state and federal law.

1. School system technological resources are provided for school-related purposes only. Acceptable uses of such technological resources are limited to activities that support learning and teaching. Use of school system technological resources for commercial gain or profit is prohibited.

2. Under no circumstance may software purchased by the school system be copied for personal use.

3. Students and employees must comply with all applicable board policies, administrative regulations, and school standards and rules in using technological resources. All applicable laws, including those relating to copyrights and trademarks, confidential information, and public records, apply to technological resource use. Any use that violates state or federal law is strictly prohibited.

4. No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally accessing, downloading, storing, printing or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages or other material that is obscene, defamatory, profane, pornographic, harassing or considered to be harmful to minors.

5. Users of technological resources may not send electronic communications fraudulently (i.e., by misrepresenting the identity of the sender).

6. Users must respect the privacy of others. When using e-mail, chat rooms, blogs or other forms of electronic communication, students must not reveal personally identifiable, private or confidential information, such as the home address or telephone number, of themselves or fellow students. In addition, school employees must not disclose on the Internet or on school system websites or web pages any personally identifiable information concerning students (including names, addresses or pictures) without the written permission of a parent or guardian or an eligible student, except as otherwise permitted by the Family Educational Rights and Privacy Act (FERPA) or policy [4700](#), Student Records. Users also may not forward or post personal communications without the author's prior consent.

7. Users may not intentionally or negligently damage computers, computer systems, electronic devices, software or computer networks. Users may not knowingly or negligently transmit computer viruses or self-replicating messages or deliberately try to degrade or disrupt system performance. Users must scan any downloaded files for viruses.

8. Users may not create or introduce games, network communications programs or any foreign program or software onto any school system computer, electronic device or network without the express permission of the technology director or designee.

9. Users are prohibited from engaging in unauthorized or unlawful activities, such as “hacking” or using the computer network to gain or attempt to gain unauthorized or unlawful access to other computers, computer systems or accounts.

10. Users are prohibited from using another individual’s computer account. Users may not read, alter, change, execute or delete files belonging to another user without the owner’s express prior permission.

11. If a user identifies a security problem on a technological resource, he or she must immediately notify a system administrator. Users must not demonstrate the problem to other users. Any user identified as a security risk will be denied access.

12. Teachers shall make reasonable efforts to supervise a student’s use of the Internet during instructional time.

13. Views may be expressed as representing the view of the school system or part of the school system only with prior approval by the superintendent or designee.

B. RESTRICTED MATERIAL ON THE INTERNET

Before a student may use the Internet for any purpose, the student’s parent must be made aware of the possibility that the student could obtain access to inappropriate material. The parent and student must sign a consent form acknowledging that the student user is responsible for appropriate use of the Internet and consenting to monitoring by school system personnel of the student’s e-mail communication and use of the Internet.

The board is aware that there is information on the Internet that is not related to the educational program. The board also is aware that the Internet may provide information and opportunities to communicate on subjects that are not suitable for school-age children and that many parents would find objectionable. School system personnel shall take reasonable precautions to prevent students from having access to inappropriate materials, such as violence, nudity, obscenity or graphic language that does not serve a legitimate pedagogical purpose. The superintendent shall ensure that the Internet service provider or technology personnel have installed a technology protection measure that blocks or filters Internet access to audio or visual depictions that are obscene, that are considered pornography or that are harmful to minors. School officials may disable such filters for an adult who uses a school-owned computer for bona fide research or another lawful educational purpose. School system personnel may not restrict Internet access to ideas, perspectives or viewpoints if the restriction is motivated solely by disapproval of the ideas involved.

C. PRIVACY

No right of privacy exists in the use of technological resources. School system administrators or individuals designated by the superintendent may review files, monitor all communication, and intercept e-mail messages to maintain system integrity and to ensure compliance with board policy and applicable laws and regulations. School system personnel shall monitor on-line activities of individuals who access the Internet via a school-owned computer.

D. PERSONAL WEBSITES

The superintendent may use any means available to request the removal of personal websites that substantially disrupt the school environment or that utilize school system or individual school names, logos or trademarks without permission.

1. Students

Though school personnel generally do not monitor students' Internet activity conducted on non-school system computers during non-school hours, when the student's on-line behavior has a direct and immediate effect on school safety or maintaining order and discipline in the schools, the student may be disciplined in accordance with board policy (see the student behavior policies in the 4300 series).

2. Employees

All employees must use the school system network when communicating with students about any school-related matters. Thus, employees may not use personal websites or on-line networking profiles to post information in an attempt to communicate with students about school-related matters.

Employees are to maintain an appropriate relationship with students at all times. Employees are encouraged to block students from viewing personal information on employee personal websites or on-line networking profiles in order to prevent the possibility that students could view materials that are not age-appropriate. If an employee creates and/or posts inappropriate content on a website or profile and it has a negative impact on the employee's ability to perform his or her job as it relates to working with students, the employee will be subject to discipline up to and including dismissal. This section applies to all employees, volunteers and student teachers working in the school system.

Legal References: [U.S. Const. amend. I](#); Children's Internet Protection Act, [47 U.S.C. 254](#)(h)(5); Electronic Communications Privacy Act, [18 U.S.C. 2510-2522](#); Family Educational Rights and Privacy Act, [20 U.S.C. 1232g](#); [17 U.S.C. 101 et seq.](#); [20 U.S.C. 6777](#); [G.S. 115C-325](#)(e), [-391](#)

Cross References: Curriculum and Instructional Guides (policy [3115](#)), Technology in the Educational Program (policy [3220](#)), Copyright Compliance (policy [3230/7330](#)), Web Page Development ([3227/7322](#)), Student Behavior Policies (all policies in the 4300 series), Public Records – Retention, Release and Disposition (policy [5070/7350](#)), Use of Equipment, Materials and Supplies (policy [6520](#)), Network Security (policy [6524](#)), Staff Responsibilities (policy [7300](#))

TELEPHONE

- Telephones in classrooms are for internal communication first (i.e. calls to office, other classrooms, etc.)
- Parent contacts may be made from classroom phones.
- Teacher needs to make sure the telephone ringers are always on.
- Students may only use phones in classrooms for emergency purposes only and with teacher permission.
- Students cannot use classroom phones for checking out of school; check outs should be prearranged and notes presented before school begins at the Attendance Center.
- Students should only use pay phone before/after school or during lunch.
- Students are not to use their cell phones to check out of school. Attendance Center has to contact parent/guardian for verification.
- Do not allow students to use cell phones in the classrooms; do not allow them to sit outside to use cell phones.

ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA) NOTIFICATION STATEMENT

In 1988 all Randolph County Schools were inspected for Asbestos Containing Materials (ACM) according to the rules established by the Asbestos Hazard Emergency Response Act (AHERA). The inspection results and the Randolph County Schools plan concerning asbestos were compiled into a Management Plan for each school. Each school's Management Plan is available

to the public for inspection upon request. Interested parties should contact the Principal or can be directed to the Randolph County Schools LEA Designee at 318-6096.

DETAILS OF NC TEACHR EVALUATION INSTRUMENT

**INSERT
TEACHR
EVALUATION
PROCESS MATRIX**

INSERT
WHAT BEGINS THE
FORMAL
EVALUATION
PROCESS

**INSERT
LICENSURE FOR
BEGINNING
TEACHERS**

Educator Recruitment and Development, NCDPI
February 2010

Important Points \ NC Teacher Evaluation Instrument

Orientation:

- Give teachers:
 - Electronic copy of the rubric and the policy (included in manual).
 - Notify Career Status (CS) teachers whether they are being evaluated using the entire instrument in the upcoming year. Must be evaluated a minimum of once every 5 years, but a district has the discretion to evaluate more frequently. If CS is not being evaluated using the instrument this year (it is considered an “off-year”) and the orientation should inform them of what their evaluation will consist of. Required every year: an orientation, completed self-assessment and completed PDP. Districts have the discretion to add any other pieces that may be required at the LEA level (i.e. one informal observation, etc.)
- It is NOT recommended that a summary evaluation form be completed in an “off year”, as the summary implies a year long process of gathering data. If a district has shortened the process (i.e. one informal observation) then there is insufficient data to do a final summary rating for the teacher. It may not be determined if s/he is proficient or accomplished if adequate information is not collected and analyzed.
- Districts may require a pre-conference meeting to occur with off year teachers (although not required). The meeting will allow the principal to review the self-assessment with the teacher. They must verify that the self-assessment has been done and sign off appropriately on the PDP. It is recommended that instead of the summary conference, have a pre-conference at the beginning of the year to review the self-assessment and yearly goals.

Self-assessment:

- Done individually
- This remains the property of the teacher; it is not collected or copied by the administrator.
- A new self-assessment is done every year for all teachers, regardless of same teaching position/school.

Pre-Observation Conference:

- (not required for CS in their “off years”)
- Teacher shares self-assessment, but does not leave a copy with administrator.
- Principal is a reflective listener during this conference – does not argue or indicate to the teacher they believe the teacher is at any particular level because the data collection has not occurred to support such statements. However, critical dialogue and coaching will occur as a result of the conversation.
- Discuss PDP goals to be sure they are appropriate; discuss lesson to be observed and written lesson plan (if close enough to the time of observation). Goals may be changed at this time at principal’s discretion.

Observations:

- Must be a licensed administrator or possess a supervisory certificate to conduct any observations.
- No additional training for peer observers. Anyone trained on the evaluation process may be a peer observer. Peer observers / all observers use the rubric during the observation.
- Rubric is electronic and form-filled. Use a different rubric for each observation or develop a system to distinguish between observations.
- Items that can be observed in the classroom are indicated by a preprinted check in the far left column of the rubric.
- Items that cannot be observed in a classroom observation mainly in Standard 1 and 5 – must be observed spread out over the course of a year, and noted throughout the entire evaluation process.
- Observer (Administrator or Peer) is checking the boxes for the skill level they see during that observation. You will not attempt to check all the boxes in every section.
- Comments can be written in the comment box at the end of each standard. Comments are written for the benefit of the evaluator remembering the information they want to discuss in the post-observation conference. Scripting is a matter of style—most would not “script” as before because entire focus was on teacher behavior and the focus now is on teacher and student behaviors, and most importantly answering the question “is the student learning what the teacher is teaching?” Observation may focus on only certain standards. Every observation may not cover all the standards in the rubric. The administrator has all year to gather as much info as possible.
- Peer observations can be done by any person trained in this instrument (all teachers). No special training is needed. The peer will not address the items that cannot be observed in a lesson. May focus entirely on one particular standard and not look across all standards. Peer is not ‘evaluating’ their colleague – simply a second set of eyes indicating what they see during their observation.

Post-observation Conferences:

- Within 10 school days of the observation.
- Ensure teachers understand a check in a box does not indicate the teacher is rated at that level. An accomplished rating means the skill is being done naturally, all the time. You can’t determine in one observation if someone is doing the skill all the time. The accomplished box may be checked during an observation because the skill was seen

naturally at that level on the day observed, but the teacher is not rated until the summary at the end of the year.

- Discuss PDP and reflect on self-assessment. Unlike the pre-observation conference, the principal will share with the teacher concerns about the teacher's performance if their data is not supporting how the teacher may have rated themselves on their self-assessment.

Summary Conference:

- Done in the teacher's classroom.
- Principal determines individual element ratings from completing one final rubric from left to right making a decision about each box. On every standard, an "overall rating" is given, and this is determined by professional judgment and common sense – not the same formula as the self-assessment or an average of ratings. This means, two teachers could have the exact same element ratings but a different overall rating score.
- Proficient or higher is acceptable level for any standard at the end of a year. Developing means there is growth that is expected, but only until an area is rated Developing for two consecutive years it is most alarming and requires immediate attention.
- PDPs can assist Principals with providing and focusing specific resources for a teacher to improve performance. It is the discretion of the principal to move a teacher between the three levels of the PDP (individual, monitored, directed).
- Monitored and Directed PDPs both meet the state requirement of an action plan (G.S. 115C-333b). A Monitored plan allows a teacher one year to achieve proficiency. A Directed plan has a timeline of one school year or shorter time as determined by the LEA. G.S. also allows districts to develop their own action plans. (Ex. There may be a separate process followed for a teacher who is placed on a Directed plan and it does not necessarily mean the teacher is on an ACTION PLAN).
- Beginning 2010-2011, any beginning teacher in their 3rd year (ILT 3), must have an overall rating on each of the five standards of PROFICIENT or higher. If not, they cannot be recommended for a Standard Professional License II and cannot continue employment.
- Beginning 2010-2011, probationary teachers in their 4th year or after one year of probationary status, must have an overall rating on each of the five standards of PROFICIENT or higher on their summary rating form to be recommended for CS.

OTHER IMPORTANT POINTS

- Districts must replace ALL TPAI-R Instruments and Appraisals with the NC Teacher Evaluation Process (NCTEP) as of 2010-2011.
- The NC Professional Teaching Standards are the governing standards for all certified teachers in NC.

INSERT

**PROFESSIONAL
DEVELOPMENT
PLANS
(PDPS)
FLOW CHART**

INSERT

**PROFESSIONAL
DEVELOPMENT
FORM**

INSERT

OBSERVATION

SCHEDULE

EXPECTATIONS FOR CLASSROOM OBSERVATIONS

- Lesson plan notebook available for viewing with the day's plans available
- Daily objective(s) *written* on board and *stated* to students as the lesson begins (teachers who roam may have difficulty with time to write the daily objective on board)
- The incorporation of hands-on strategies to enhance student learning *
- The use of technology in lesson planning
- Students engaged in learning
- Classroom management skills
- Attractiveness of classroom with bulletin boards, display of students' work, etc.
- Positive classroom climate
- Teacher circulating/monitoring among students to keep them on task
- Lectures *should be limited* with the incorporation of various classroom activities
- The incorporation of a global opener which relates to the objective(s) to get students' attention at the start of lesson

- Bell ringer activities, (warm up) etc., as students enter classroom to get students on task as they enter; these activities assist in maintaining discipline/control
- Teacher's knowledge of subject area
- Teaching Bell to Bell
- Informal assessments by administrators
- Do not let students leave early for anything, especially PE classes.

CHECK LIST FOR FINAL CONFERENCE

- ***Review Professional Development Plan:*** Teacher should make comments about progress toward goals; mentor, teacher, and administrator make comments on ILT's Growth Plan (TPAI). Teachers should have examples that prove that each goal was completed.
- ***Lesson Plan Notebooks:*** Teachers should flag/mark **Strategies and Writing Across the Curriculum Strategies** in their lesson plans.
- ***Lesson Plan Notebooks:*** **Look at lesson plans:** Are they specific enough? Teachers should list how they plan to teach information to students. Teachers should list learning styles modalities (Auditory, Visual, Tactile and Kinesthetic). SCOC objectives/VOCATS standards should be written or highlighted for each lesson.
- ***Teacher should have student work samples of hands on manipulatives used in teaching.***
- ***Teachers should keep graded student writing samples and be able to discuss how they were integrated into content area.***
- ***Lesson Plan Notebook:*** **Technology integrated in lesson plans:** Teacher should flag or mark lessons that include technology.

- **Signatures of administrator and teacher; copy provided to teacher.**
- **Professional Learning Community (PLC) – documentation of meetings, results, and actions**
- **Data analysis of Common Assessments**
- **PLC documentation and student data**

INSERT LESSON PLAN PORTFOLIO

Lesson Plans

Teacher: _____

Class: _____

Block: _____

Date: _____

Objective:	Time	Plan: What do students need to learn? How will I know that each student has learned the material? What will I do if a student experiences difficulty learning it?	Resources	Learning Style(s)
		<u>Bell ringer (warm-up)</u> <u>Global Introduction (introduces lesson:</u>		

		<u>Closing activity (exit slips, etc):</u>		
--	--	--	--	--

Evaluation:

Organizational Title:		Time frame: Day of (90min)		
Subject:		Classes:		
<i>Pre-Teaching Plan</i>				
SCOS Objective(s):		Lesson Materials:		
Specific Lesson Objective(s):		Lab Materials: (enough for each group)		
Processes for students: (circle) Observe Hypothesize Predict Infer Classify Sequence Measure Create Experiment Graph				
<i>Teaching Plan</i>				
Est. Time	Teaching Acts		Method A V T K	Observations

	<p>BELLRINGER (warm up):</p> <p>GLOBAL OPENER (introduces the lesson):</p> <p><u>CLOSING ACTIVITY (EXIT SLIPS, ETC.)</u></p>	
--	---	--

Evaluation Plan

<p>Feedback to teacher during lesson:</p> <p>What do students need to learn?</p> <p>How will I know that each student has learned the material?</p>	<p>Assessment of student learning:</p> <p>What will I do if a student experiences difficulty learning it?</p>
--	--



Trinity High School Daily Lesson Plan



Teacher:

Course:

Period/Block:

Date:

Objective:

Rationale/Correlation with SCOS: What do students need to learn?

Topic:

Global Introduction (warm up):

Time/Learning Style:

Bell ringer (introduction to the lesson)

Time/Learning Style:

Materials/Resources Needed/Technology Integration:

Learners Workshop:

Accessing Prior Knowledge (Anticipatory Set/Activity 1):

Procedure/

Teacher Input:

Activity 2/Guided Practice:

Activity 3/Extended/Refining Activity:

Activity 4/Independent Practice:

Activity 5/Summarizing Activity/Closure (Assessment):

Reading/Writing Integration:

Activity 6/Homework (Assessment):

Reflection/Notes:

How will I know that each student has learned the material?

What will I do if a student experiences difficulty learning it?

RANDOLPH COUNTY SCHOOLS STAFF DEVELOPMENT INSTRUCTIONS

INDIVIDUAL STAFF DEVELOPMENT

- . Request/Approval Form (Submit to Mr. Phillips)

SCHOOL OR CENTRAL OFFICE STAFF DEVELOPMENT

- . Request/Approval Form (Submit to Mr. Phillips)
- . Renewal Credit Group Form (Submit to Mr. Phillips)
- . Attendance Rosters (Keep at Site)
- . Participants' Evaluation (Keep at Site)

INDEPENDENT STUDY

- . Request/Approval Form (Submit to Jane Moody)

Note: A maximum of 5 CEUs may be used each renewal cycle.

Principal or Central Office Director must certify credits based upon complexity of the study.

TRAVEL EXPERIENCE

- . Request/Approval Form (Submit to Jane Moody)

Note: Principal or Central Office Director must determine number of CEUs based upon the complexity of travel activity and experiences related to area of licensure.

REMINDERS

Staff Development activities must be relevant to the participant's area of licensure and may be obtained by attending approved workshops and conferences as well as taking courses through any accredited college or university, including technical and community colleges.

- **All certified staff is required to have at least two CEUs in Technology each five-year renewal cycle.**
- **All K-8 classroom teachers are required to have at least three CEUs in Reading each five-year renewal cycle.**
- **All certified employees will now be required to have at least three CEUs in their Academic Licensure Area. (If you have multiple licensure areas, complete your CEUs in the area in which you are currently assigned.) This requirement is effective 7/01/2009.**
- **School administrators must earn at least five renewal credits during each renewal cycle focused on the principal's/assistant principal's role in teacher effectiveness, teacher evaluations, teacher support programs, teacher leadership, teacher empowerment, and teacher retention. This requirement for school administrators applies to individuals renewing their licenses on or after July 1, 2007.**

Completion of National Board Certification will satisfy a full renewal cycle. These CEUs may be banked for a future renewal cycle upon request by the candidate. A candidate must contact Jane Moody if National Board Certification is not achieved in order for renewal credits to be granted.

All certified staff, holding a Standard Professional II License, is required to have a total of fifteen (15) CEUs each five-year renewal cycle. Of the required fifteen, full-time certified staff will be given one CEU for each year of successful experience during each five-year cycle. Part-time (at least 50%) certified staff will receive one CEU for each two years of successful experience.

Certified staff will be required to sign a criminal conviction disclosure statement at the time of each five-year renewal cycle.

All certified staff development activities must be processed by using the Staff Development Request/Approval Form. (The following are exempt from this rule: Superintendent, Assistant Superintendents, Principals and Central Office Directors.)

Each staff development activity must be at least 10 contact hours (one CEU) except Piedmont Triad Education Consortium's six hour (.6) workshops. It is expected that implementation of information and strategies will account for the remaining hours.

A 3-semester hour college course is equivalent to 4.50 CEUs and will reflect this in the renewal credit totals. Do not send 'web page' grade reports that do not include the name of the institution.

Master's degree coursework will be posted for Lateral Entry and Provisional Licensure requirements. If you hold a clear license, only those classes needed for license renewal credits will be posted. Transcripts/grade reports will be placed in the personnel file.

'Technology' credit is not awarded by simply taking a course on-line unless specified by the college/university. The Principal or Central Office Director may approve on-line courses for technology credit based on the individual's use and hands-on understanding of the technology required for the course.

When a "group" activity is being submitted to Central Office on the Renewal Credit Group Form, please remind individuals that they should not submit a separate copy.

NCDPI begins the renewal process about April of each year. Please be aware of your current renewal cycle expiration date and strive to have all requirements completed prior to this time to avoid possible license expiration.

WHEN REVIEWING YOUR CLASS HISTORY REPORT

You can check your own CEU history report by typing the following numbers into your Internet Explorer address bar – 10.1.0.150. You do not need to put www in front of it. Always refer to the 'current cycle'. Please feel free to call Jane Moody at 819-3043 or e-mail at jmoody@randolph.k12.nc.us if you need clarification or correction of any renewal activity.

ATTENDANCE POLICY

When a student returns from an absence, he/she will bring documentation to the attendance office/window located at the front of the administration building to get an admit slip to class. The absence will be excused/unexcused according to state attendance laws.

1. Students cannot miss more than 5 class periods during a semester.
2. According to Board Policy course credit can be denied after 5 absences in any class period.
3. Any student who is passing a class and exceeds ten days of absences will have the right to appeal the denial of credit for the course. A waiver request form must be completed and accompanied with proper documentation of the extenuating circumstances and submitted to the Attendance Waiver Committee who will then make case by case decisions regarding students with special circumstances. The Attendance Waiver Committee has the right to deny a waiver,
4. Any student who exceeds the 10 absence limit per class and is not granted a waiver will receive a failing grade of 69, unless his average is lower, in which case the actual grade earned will be given.
5. Student work can be made up for full credit during the first 5 absences.

6. After 5 absences, only students with excused absences will be allowed to make up their work for full credit, and the teacher will determine when work is to be made up and turned in.
7. Students have three days to make up assignments after an excused absence.
8. After 5 absences, students with unexcused absences must make up all work missed but will receive 65% of the actual grade earned.
9. Students must turn in their note for the absence within 2 days.
10. Ten consecutive unexcused absences may result in the student being withdrawn from school.
11. Athletes and other students who miss school due to school related activities are responsible for making up work/homework the next day.
12. Students with 2 or less absences in non-EOC/VOCATS courses may be exempt from exams.

ATTENDANCE

CHECK IN/CHECKOUT AND ABSENTEE NOTES

- Students must check in/check out, or pick up an admit slip following an absence from one of the attendance windows.
- Check outs are to be submitted at one of the attendance windows between 7:30 and 7:55 a.m.
- Teachers may not admit students to class following an absence without an admit slip from the attendance center. All absence notes must be brought to one of the attendance windows between 7:15-7:55 a.m. If a student brings an absence note to the window after 8:00 the student will be issued a tardy for the class period.
- All check out notes must have a phone number where a parent/guardian can be contacted.
- If a student needs to check out during the school day, he/she must report to one of the attendance windows and either Ms. Brewer or Ms. Crotts must contact a parent or guardian. No student will be permitted to use a classroom phone, office phone, or cell phone to call a parent for a check out.
- All students arriving on campus or checking out MUST report to one of the attendance windows at the time they arrive/leave campus. Failure to do so will result in disciplinary action.
- LEAVING FOR LUNCH IS PROHIBITED! Parents (or any other visitors) may NOT bring food to students. Students are prohibited from bringing fast food lunch on campus for themselves or for other students.

ABSENCES DUE TO COLLEGE VISITS:

During their JUNIOR year, students are allowed 1 day for a college visit ***if*** they

- Have taken the SAT, and
- Have completed or are enrolled in Algebra II.

With proper documentation the day will not count as an absence.

During their SENIOR year, students are allowed 1 day for a college visit. With proper documentation the day will not count as an absence.

All college visits must be approved **48 hours before the trip.**

College visit forms are available in the Counseling Office.

Upon returning to THS, students must submit to the attendance window (prior to 7:55 am) their THS College Visit Form along with proof from the college visited.

TARDY POLICY

There are high expectations for class attendance, which includes punctuality and preparation. Students are expected to arrive and be seated in the class prior to the tardy bell with homework, books, and materials.

- Tardies are accumulated on a class by class basis
- Students arriving late to campus OR leaving early should report to the attendance center to check in/out (= 1 tardy)
- School Board Policy states 3 tardies (excused or unexcused) in the same class = one (1) absence in that class
- Teachers may assign a student to Office Hours if they are tardy to class as a punishment for the infraction.

ATTENDANCE POLICY WAIVER PROCEDURES

Students cannot miss more than 5 class periods during a semester.

According to Board Policy course credit can be denied after 5 absences in any class period.

Any student who is passing a class and exceeds ten days of absences will have the right to appeal the denial of credit for the course. A waiver request form must be completed and accompanied with proper documentation of the extenuating circumstances and submitted to the Attendance Waiver Committee who will then make

case by base decisions regarding students with special circumstances. The Attendance Waiver Committee has the right to deny a waiver, approve a waiver under extenuating circumstances, or require that additional subject area work (assigned by the teacher and approved by the Attendance Waiver Committee) be successfully completed by the student before a waiver will be granted. Any subject area work assigned would be reviewed for quantity and quality by the Attendance Waiver Committee. Members of the Attendance Waiver Committee will include the Attendance Committee Chair-Person, the Student Advocate, an administrator, the student's counselor, the subject area teacher, and the EC/ESL caseworker when applicable.

Excused absences do not grant students an automatic waiver. An extenuating circumstance above and beyond normal sickness and absence issues must exist and be properly documented for the Attendance Committee to consider a request. Deadlines for waiver requests are as follows: December 21, 2012 (fall semester) and May 18, 2012 (spring semester).

*** Class Attendance will be taken each period**

GRADES

Grading System and Report Cards

The evaluation of student achievement is one of the important functions of the teacher. The accepted marking system is as follows. The letter grades will be those on the report card.

A	100 - 93	
B	92 - 85	Honors courses will receive
C	84 - 77	1 extra point.
D	76 - 70	AP courses will receive 2 extra points.
F	69 and below	(This is based on a 4.0 scale.)
I	Incomplete	

An incomplete is given only in those cases where illness, emergency, or by prearrangement, the student has not been able to complete his assignments. An incomplete on the report card becomes an "F" one semester from the date it is issued. Make-up work is the total responsibility of the student.

Beta Club and National Technical Honor Society

Juniors and seniors who have earned a 3.85 grade point average are eligible for induction into the BETA Club. Induction into the BETA club occurs once a year in the fall.

Juniors and seniors who have earned a 3.5 grade point average in Career Technical Education courses and a 3.0 overall grade point average are eligible for induction into the National Technical Honor Society. Career Technical Education courses (CTE) are offered in the areas of Agriculture Education, Business Education, Family and Consumer Science, Health Occupations, Marketing, and Trade and Industry.

TRINITY HIGH SCHOOL PARKING RULES:

THS will sell parking hangers after school based on the following schedule:

Monday, August 29th -- SENIORS ONLY

Tuesday, August 30th -- SENIORS and JUNIORS ONLY

Wednesday, August 31st -- JUNIORS and SOPHOMORES ONLY

Thursday, September 1st -- Seniors, Juniors and Sophomores

Friday, September 2nd -- NO PARKING HANGERS will be sold.

Please bring the following documentation with you to purchase a parking hanger:

- 1) Green Registration Card (available in the front office starting on August 24th)
- 2) Current Driver's License (temporary will be accepted)
- 3) DMV Registration Card
- 4) Cash or Check (made payable to Trinity High) for \$25.

If any student misses these days -- they are to see Mrs. Barfield before/after school starting Tuesday, September 6, 2011.

No freshman may drive or park on THS campus.

NO ONE IS TO PARK ILLEGALLY IN ANY PARKING LOTS ON CAMPUS.

****Effective Aug 2010** EVERY STUDENT WILL BE ASSIGNED A LOT AND A NUMBERED PARKING SPACE. FAILURE TO PARK IN YOUR ASSIGNED SPOT WILL RESULT IN TICKETS AND/OR LOSS OF PARKING PRIVILEGES.**

Parking on campus is a privilege, not a right. I realize that I must obey all rules and regulations established by the State of North Carolina and Trinity High School. I agree to abide by all such rules and regulations, or I realize that I may lose the privilege to park on campus. *I understand that I am to park in my assigned spot regardless of my arrival time on THS campus.* Students who violate parking procedures as outlined in the Student Handbook and Parking Rule Handout may be punished by disciplinary points, fines, revocation of privileges or wheel lock. Weapons, alcohol, tobacco products and illegal drugs are not permitted on campus; and are not allowed to be stored in a student's car while parked on campus. Cars parked on campus without a parking hanger or parked in unauthorized areas are subjected to \$10.00 fines and/or a wheel lock. Students are not to drive the vehicle if a wheel lock is placed on the car; school will not be held responsible for any damage. Students must notify Mrs. Barfield or the front office in the event of a change in vehicles being driven to school. **The fee to purchase a parking hanger is \$25.00 for the school year.** School is not responsible for lost items or damage to vehicles. Parking lot speed limit is 10 MPH! Student's fees must be paid before purchasing a parking hanger. I have read and understand the above statements. **Parking Violations are \$10.00. Parking tickets must be turned in with payment**

The above paragraph is located on the students parking registration form which must be signed by a parent or guardian. **Students must park in designated student areas** which are outlined in the parking Rule Handout given to the student upon purchase of a parking hanger.

TRINITY HIGH SCHOOL PARKING PROCEDURES

Students who currently have a license may purchase their parking hanger for the current school year during designated dates and times which will be announced. The dates and times will be posted around campus, on the school's marquee, and Alert Now. Students are responsible to listen to announcements. **NO ONE IS TO LEAVE A CLASS TO PURCHASE PARKING HANGERS!**

If you cannot adjust your schedule to this time frame you may have someone purchase your hanger for you, proving they have the proper documents which are listed below. Selling parking hangers to a large number of students at the beginning of a school year is an involved procedure which utilizes several teachers and staff members; therefore, parking hangers are only sold during certain time frames. **PARKING HANGERS WILL NOT BE SOLD DURING SCHOOL FOR ANY REASON!** Parking hangers are sold throughout the school year between 7:30AM and 7:50AM or after school in J31.

- 1) All school fees must be paid prior to purchasing a parking hanger.
- 2) A parking Registration Form/Contract must be filled out legibly and signed by a parent or guardian before purchasing a parking hanger.
- 3) Student's must bring their Driver's License, Vehicle Registration Card (to verify the tag numbers), and a completed Parking Registration Form signed. **If you have someone else purchasing your parking hanger due to your work schedule,** copies of your Driver's License and Vehicle Registration Card will be accepted. **Students should not be driving without the original documents.**
- 4) Athlete's, your coach will be notified of the time frame that parking hangers will be sold and they will allocate a day that you should purchase your parking

hanger without penalty of being late to practice. **YOU MUST CHECK WITH YOUR COACH!**

PARKING VIOLATIONS ARE ISSUED IMMEDIATELY FOR PARKING ILLEGALLY.
(Parking in a staff/reserved spot, making your own spot or in a closed lot) Remember – **Driving & Parking on campus is a privilege, not a right!**

DISCIPLINE

- The understanding of expectations of both teachers and administrators is important to building trust and a feeling of support among faculty and staff.
- Maintaining good discipline is an integral part of a teacher's responsibilities. This is established on the first day of class and continues throughout the semester as each teacher sets clear expectations for his/her students, models those guidelines and follows through with consequences in a fair and consistent manner.

Teacher Expectations

- **TEACHERS SHOULD HANDLE THEIR OWN DISCIPLINE PROBLEMS WHENEVER POSSIBLE!** This would include reasonable and necessary punishment steps. By doing so, it makes a teacher stronger in his/her reputation.
Step 1: Call parents
Step 2: Teacher assigned detention(s) in classroom or school-wide.
- If, after repeated attempts or if a situation is immediately serious, teachers may refer the students to an administrator. Use the following guidelines to help determine a plan of action.
- Minor infractions can be turned into the office on a "Discipline Referral Form" (available in main office). Please complete the necessary information and place in the appropriate administrator's box. (This is done alphabetically.)
- Potentially Volatile Situations – Send for an Assistant Principal if the situation needs immediately attention. The administrator can either take over the class while the teacher

steps outside to handle the problem or the Assistant Principal can assist with the problem as deemed necessary.

- Fights/Assaults (injuries) – Send for Assistant Principal to accompany students involved to office.

Parent Conferences/Contacts

- Parent conferences are a very important part of good communications between school and home. Keeping **documentation** of all conferences will facilitate this.
- Parent Contacts – Prior to referring students to the office, a teacher initiated phone calls is a **REQUIREMENT**. That may diffuse the problem. Parents should also be notified on a regular basis for positive reinforcement (phone calls and good news postcards).

DISCIPLINE PROCESS

- Teachers must call parents on the day of the occurrence to inform them about the discipline incident.
- Written referral sent to office with documented steps PREVIOUSLY taken to address problem
- Administrator calls in students and makes decision based on all information available. Teachers may make recommendation, but the final decision will be made by administrator.
- Decision will be based on the total school record of the student, NOT his record in a teacher's class.
- Circumstances surrounding incident, student's previous disciplinary record and **Special Education Placement** will be taken into account in determining appropriate consequences.
- A written report will be returned to teacher within reasonable period of time. If teacher does **not** receive a response, please notify **that** administrator.
- If there is a differing of opinion regarding the situation, a private discussion may follow (not in presence of student).
- Administrator is responsible for making sure the consequence is carried out for those situations sent to the office.

CONSEQUENCES FOR EXCESSIVE TARDIES

1. Discipline will be handed out from administration as follows:
 - a) 1st write-up (6 tardies) **One day in In-School Suspension**
 - b) 2nd write-up (12 tardies) **Two days in the Intervention Center, a written contract between student, administration, and parents/guardians. Other consequences may include the loss of driving privileges.**
2. All teachers are required to contact the parents/guardians before each administrative write up. Administration will make a contact as well.

3. Each student will have one absence added to his NCWISE record for every three tardies.

PLAGIARISM:

Plagiarize - to steal or pass off the words or ideas of others as one's own; use words or ideas without crediting source; to commit literary theft.

- Webster's Ninth New Collegiate Dictionary

Please note: Plagiarism can be intentional or unintentional. Using a printed source or internet source and not crediting it will be considered plagiarism.

If a student plagiarizes...

If plagiarism is purposeful - i.e. a student has copied in total another student's writing, has purchased a paper off the internet, or has lifted and used entire segments of another's work

- the student will receive an automatic zero on the assignment
- the student will be referred to the office according to the school discipline policy

If plagiarism is the result of inexperience-

- The teacher will send a memo or e-mail to the appropriate assistant principal
- The teacher will schedule a conference with the student and his or her parent(s) to clarify the issue.
- The student will be given the opportunity to rewrite the paper but will receive a lower score.
- In the event that the student does not correct or again plagiarizes, he or she will receive an automatic zero on the assignment and will be given an office referral according to school discipline policy.

USE OF PORTABLE ELECTRONIC DEVICES BY STUDENTS

THS recognizes that portable electronic devices, including without limitation, “I-Pods, cellular telephones, picture phones, “I-Phones, PALM devices, “Black-berries” and Trios, have become pervasive in our society. With this pervasiveness, appropriate and inappropriate uses of these devices have become evident in our school. Therefore, the following regulations shall apply to students’ possession and use of portable devices:

- Cellular telephones and other personal communication devices shall not be used during regular school hours - 8:00 AM – 3:15 PM. Students are allowed to use these devices between class changes and during the student’s lunch period (approximately 30 minutes) while in the cafeteria or the common courtyard. Examples of prohibited use include, without limitation, ringing cellular phones, keying or texting messages or emails, use of “camera phone” features, and reviewing text messages, emails, or voicemails. Students are not allowed to phone or text another student in a classroom/gym during lunch, and cell phones must be on silent or vibrate during lunch and off while in class. Cell phones and other electronic devices CANNOT be used in the classroom during instructional time except under the direction of the teacher.
- Handheld computers, such as PALM devices, “Blackberries”, or “Trios” shall not be used except under the direction of a teacher.
- Picture phones and handheld computers with photographic capabilities present many unique challenges. Therefore, students shall not use these devices to send pictures of

other students by email or other electronic means during regular school hours. In addition, these devices, if used in any way to facilitate academic cheating, shall result in appropriate academic sanctions and discipline pursuant to the Code of Student Conduct. If pictures are sent /found that are pornographic in nature, charges can be filed.

- Personal music and video systems, such as MP3 players, I – Pods, CD players, etc. shall not be used by students during the regular school hours. Students are allowed to use these devices between class changes and during the student’s lunch period (approximately 30 minutes) while in the cafeteria or the common courtyard. In order to use these devices during lunch, students must use head phones to listen to personal music.
- Failure to comply with a request to turn over such devices will be disciplined as a separate or additional violation of Category 3 under student discipline. Students in violation of this policy will have their devices confiscated by school officials. Confiscated devices shall be secured by the school administration and released only to the parent or legal guardian of the student. Neither the school nor RCS assume liability for the loss or damage of these confiscated devices, and students, parents, or guardians shall have no expectation of privacy regarding information, data, communication, or photos present or stored in such devices.

STUDENT DRESS CODE

- Head apparel (hats, toboggans, do rags, hoods, headbands, scarves, bandanas, picks, combs, caps, etc.) and sunglasses may not be worn inside any building unless headgear is worn based on a sincerely held religious belief.
- No sheer tops that expose bra straps, etc. No visible undergarments.
- Halter/tube or racerback tops are prohibited, as well as tank tops or sleeveless shirts (males), spaghetti straps and bare shoulders.
- Clothing that exposes the midriff or cleavage is not allowed.
- Private body parts must be covered.
- Shorts must have a 5 inch inseam; skirts and dresses must be 5 inches from the knee, even if leggings are worn underneath the skirt or dress.
- Sleepwear, pajamas, bathing suits, or bedroom slippers may not be worn at any time.
- Students must wear shoes: no bare feet.
- Items that are potentially dangerous such as fish hooks, chains, or spiked objects cannot be worn.
- Any symbols, styles, or attire frequently associated with gangs, intimidations, violence, or violent groups cannot be worn.

- Clothing that contains symbols or advertisements for tobacco, alcohol, or drugs; pictures or graphics of nudity; words that are profane, lewd, vulgar or indecent, or likely to be disruptive to the learning environment cannot be worn.
- Pants/shorts must be worn around the waist; pants cannot be baggy or drag the floor.
- All attire, including but not limited to jeans/shorts/skirts/shirts, cannot have holes or frays that are located above the mid thigh.
- All students (male and female) participating in PE classes MUST wear crewneck T-shirts, sweatpants, or shorts (shorts must have a 5 inch inseam). T-shirts worn during PE classes may not contain symbols or advertisements for tobacco, alcohol, or drugs, etc. according the Randolph County Schools Dress Code.
- If a student's clothing is not appropriate based on the Student Dress Code, the student must change into acceptable clothing. If acceptable clothing is not available, the student will remain In ISS for the remainder of the school day or until someone brings a change of clothing.

DISCIPLINE CONSEQUENCES **AS DESCRIBED UNDER INTERVENTIONS, ETC.**

IN SCHOOL SUSPENSION OR INTERVENTION CENTER:

A student will not be allowed to participate or to attend any extra-curricular activities while assigned to ISS or the Intervention Center. A student is not eligible to participant or to attend any extra-curricular activities from the assigned date to ISS/Intervention Center through the next morning after the completion date. Participation will include attending, practicing, or playing in any of the following (but not intended to be an all inclusive list).

- Athletics
- Marching Band
- Clubs
- Cheerleading
- Dances, Prom

If a student is assigned ISS for only one (1) period for only one (1) day, he may attend and participate in extra-curricular activities.

OUT OF SCHOOL SUSPENSION:

Any student who is suspended from school will not be allowed to participate in or attend any Randolph County Schools extra-curricular activities *during* the suspension time. (Note: Any student who is suspended from school will not be allowed to come onto any Randolph County School property *during* the suspension time.)

Skipping Guidelines

Question 1: Did the student step foot on THS campus at any time during the day (as early as 7:30 a.m.) and leave without checking out through the Attendance Center?

If yes, the student is skipping.

If no, the student is not skipping (if the answer is “yes” to Question 2).

Question 2: If the student did not come to the campus, did the parent(s) know of this child’s plan for the day?

If yes, the student is not skipping.

If no, the student is skipping.

**INSERT Student
Discipline Prohib**

Against discrimination

TRINITY HIGH SCHOOL CRISIS PLAN

Schools play a unique role in emergency management. Charged with the safety and care of our children, school personnel have the moral obligation to ensure that they are able to respond appropriately in an emergency situation.

Establishment of a Crisis Team: (members include)

- All Administrators
- All Counselors
- SRO
- School Nurse/Social Worker
- Custodian
- School Secretary (Tammie Swaim)
- Data Manager

Outside Sources:

- Youth Pastor
- Mental Health
- EMT
- County Liaison

GUIDELINES FOR THIS:

1. Immediately call the office to notify the principal and SRO of a potential crisis situation.
2. The principal, assistant principal, or SRO will define the type and extent of the crisis as soon as possible. The SRO or secretary will contact 911 and have school personnel provide CPR and/or first aid if necessary.
3. The principal will inform the superintendent or designee of the crisis situation, and he/she will contact the following if appropriate:
 - Student Services contact person
 - School Community Relations Office
 - Other appropriate personnel (i.e. Transportation, Maintenance, etc.)
 - Board member(s)
4. SRO will communicate directly with 911 and responding law enforcement units for strategic placement and proper utilization of personnel.
 - A decision to evacuate or not evacuate will be based on the situation.
5. Classroom teachers will be alerted by hearing “LOCK DOWN” on the intercom.
 - Immediately following the warning, teachers should secure all classroom doors, close blinds, turn off lights, and count the number of students present.
 - Each teacher will determine whether a RED CARD or GREEN CARD should be displayed. A detailed explanation and practice will occur at the beginning of the school year.
 - Teachers should position themselves by the telephone in the event they are notified to move their students to another location.
 - Keep above conditions in place until “All is Well” message is heard over the intercom.
6. Upon the “Lock Down” signal given, the principal/SRO/assistant principals, these same people will attempt to contain or isolate the crisis situation.
7. When it is determined that the situation is clear, the principal will announce, “All is well”.
8. The principal will inform school personnel about the crisis and provide information regarding actions to be taken, including the schedule for the day, control of students, providing interventions, etc.
9. The Crisis Team will initiate contact with community resources as needed.
10. The office will be the central location of operations and communications for the School Crisis Team.
11. The principal will designate crisis team members to collect and disseminate any additional information needed. He will inform all staff members to refer all information and questions to the principal.
12. The principal will determine if and how students/parents can be told.
13. The principal and the superintendent or his designee will determine who is going to release information to the media when facts are verified. If there is extensive media coverage, the principal will work with the School Community Relations Office to arrange access to school grounds, briefings, use of telephones, etc.
14. Each school has been provided with an emergency “To Go Box” with vital information and equipment to aid responders in various situations.
15. A “Safe Room” will be provided as needed in the media center for students and staff who need extra time to grieve or talk before returning to the academic

process. The school counselors and outside resources will be responsible for supervision.

SPECIFIC CRISIS INFORMATION

Lockdown Practice Supervision

Shannon Edwards	A Building
Rachel Jackson	B Building/Office
Mel Jones	C Building
Lynn Difoggio	F Building
Alison Edwards	G Building
Ginger Cromer	J Building
Sheila White	Cafeteria
Principal/SRO	General Oversight
Luke Brown	Lockdown Coordinator

Lockdown Responsibilities

Mrs. Mostoller	Call teachers B. Barfield – K. Hayworth
Mrs. Swaim	Call teachers J. Hedgecock- J. Rogers
Mrs. Crotts	Call teachers S. Routh- R. Zomberg

Responsible for Locking Hallways

1. J-Building

Howard
Sexton
Shore

2. A-Building

Hawley
Wantuch
Media Staff
Guilliams

3. C-Building

Palma
Lambeth

4. G-Building

Thornlow
W. Johnson
M. Harmon

5. B-Building

C. Williams
Spencer

6. *Gym*
Whitman
Kelly
D. Tuggle

TEACHER CHECKLIST FOR LOCKDOWN

- Clear all students from the hallways and have them report to the nearest available classrooms.
- Close and lock all windows and doors.
- Move students away from windows and doors. It is preferable to seat students against an interior wall which will provide protection.
- Account for students.
- Turn off lights.
- Use red and green cards to communicate with emergency responders.
- **GREEN CARDS:** The teacher should display a green card in the exterior window and slide a second green card under the door or affix the card to the classroom door window to alert responders that everything is *safe in the classroom.*=
- **RED CARDS:** The teacher should display a red card in the exterior window and slide a second red card under the door or affix the card to the classroom door window to alert *responders that emergency assistance is needed as soon as possible.*
- **NO CARD:** In the event no cards are displayed, emergency responders will assume that the intruder is in the classroom.
- **IN THE EVENT THE INTRUDER** gains access to the room and takes hostages and the room is contacted by the office, use a school code word to communicate to the office. For example, one may state, “Everything is fine here; we are experiencing a LOCKDOWN.”
- **IN THE EVENT THE INTRUDER** gains access to the room and begins shooting, instruct the students to leave the classroom. They should be further instructed to leave the building or run to another location.

- **CRISIS PACKET SHOULD BE LOCATED IN THE TOP DRAWER OF TEACHER'S DESK.**

Bomb Threat Plan

In the case of a bomb threat, each classroom will be evacuated according to the fire drill plan posted in each room. The signal will be the **UFO sound** through the PA system. It will be important to move each class a safe distance from the buildings as dictated by the emergency personnel at the scene.

Administrators will coordinate the drill and each person needs to be ready to accompany any emergency crews through the buildings to identify and locate classrooms/lockers/bathrooms, etc.

Fire Drills

The state school law states that at least one fire drill be conducted in every school each school month. These drills will include all faculty, staff, and students. Fire drills may be expected in the high school at intervals without any notice. **Copies of a fire drill shall be posted in every classroom.** The signal is the same as for bomb, as described above. ****Teachers are mandated to take roll book with you and provide the closest administrator with a copy of the role after it has been taken.**

Tornado Drill - Tornado Watch

Teachers will be notified that a tornado watch is in effect.

- Teachers and students will take preparatory measures to expedite rapid but orderly evacuation to their designated shelter. These measures will include obtaining coats, purses, etc. It will **not** include going to lockers, cars, or leaving the classroom except at the instruction of the teachers.
- All classes outside will return immediately to the classroom. Physical education classes will return to the gym.
- The administrators will take up strategic positions on the campus to watch for dangerously turbulent winds and funnels.

Tornado Warning

- The signal will be a **continual bell for 30 seconds**. In case the bell becomes dysfunctional, the alternate warning will be relayed orally by the people listed below.
- Students will put on coats and proceed to the designated shelter area (take purses). Do not take books or sharp pencils. This **must** be done in a quiet orderly manner. Failure to maintain silence and order could prevent life-saving instructions from being heard in the event of a real tornado. Before leaving the classroom, the teacher must see that all windows and outside doors are open.
- Once in the shelter area, teachers will immediately check the roll and report to the fire marshals anyone missing. Students will remain in an upright position due to lack of space. If space is available, students and teachers will assume the curl or kneeling position with face

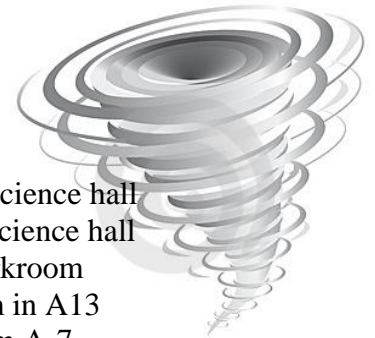
on knees and hands over the back of the head. This position will provide maximum protection from flying or falling debris. Students must remain quiet and calm so that further instructions may be heard.

- If a warning occurs during lunch period, everyone eating will return to their 3rd period classrooms and then proceed to the designated shelter areas.
- Teachers will take disciplinary action against any student who does not perform in an acceptable manner during this and all tornado drills.
- The all-clear will be a bell or oral instruction by one of the aforementioned faculty members or administrators.
- Teachers will take all students back to the classrooms and immediately check the roll. Report missing students to the office.

For further questions, refer to the “Crisis Emergency Plan” in your transparent crisis folder.

TORNADO ALERT

Shelter Areas for Students and Teachers



Administration/B Building

Room B20 - Girls restroom
Room B21 - Boys restroom
Room B22 – Hallway
Room B23 - Hall outside conference room
Office Personnel – Storage Closet

All Phys. Education classes & Trailers (17-21)

Gym offices and Locker rooms
Old Weight room (H91, H92)

Theatre /C Building

Theatre - Left entrance hall to theatre
Room C50 – Interior room in C50
Room C51, C52 –Lambeth’s office
Room C53 - Girls restroom
Room C54 - Boys restroom

Library/A Building

A1,4 - Boys restroom in Science hall
A2,3 - Girls restroom in Science hall
A5, 6 – Media Center workroom
A8 – Storage room in A13
A9 – JROTC Room A-7
A10 – Boys restroom (Eng. Hall)
A11 - Girls restroom (Eng. Hall)
A12 - Office adjoining class
A13 – Office in room
A14 – Storage in rear of room

A15 – Media Center workroom

A16/17 - ROTC hallway
A7 -Stay in room (back corner)

Vocational/G Building

Room G70, G71 - Boys restroom
Room G72 - Tool Room
Room G73 – Ramp in vocational hall
Room G74 - Office & tool room

Room C55, C56 - Remain in room C55
Room C57 – Storage in back of room

Offices

Cafeteria/F Building

Workers - Restroom for workers
F60 – Inside theatre steps
F61 - Theatre hall (outside band/chorus rooms)
F62 – Room G75 in vocational bldg.
F63 - Boys restroom cafeteria
F64 - Girls restroom cafeteria

Math/J Building

Room J30 - Office J168B
Room J31 - Office J168C
Room J32, J33, J41 – Boys restroom
Room J34 - Office adjoining classroom
Room J35 –Interior brick walls of classroom
Room J36 – Workroom
Rooms J37, J38, J39 – Girls Restroom
Room J40 - Closet in room

Room G75 - Remain in room
Room G76 - Tool Room
Room G77 - Vocational

Room G78,79-Ramp in vocational hall
Room G80 –ESL Room
Room G81, 82, 84 – Remain in room
Room G83 - Girls restroom

Intervention Center

Move to low lying area

All classes, upon "Tornado Watch", will return to regular classrooms from library, greenhouses, athletic fields, etc. During a "Drill", teachers send a boy/girl into bathroom first to be sure they are not in use.

INSERT CRISIS MANAGEMENT GUIDE

INSERT NC WISE
Assessing Student
Demographics

INSERT NC WISE

PERIOD

ATTENDANCE

INSERT NC WISE

**ENTERING
GRADES**

INSERT NC WISE

NEW NINE WEEKS

INSERT NCWISE

POSTING GRADES

INSERT NCWISE

**POSTING FINAL
GRADES**

INSERT NCWISE

**PRINTING CLASS
ROSTERS**

INSERT NCWISE

**PRINTING
MONTHLY
ATTENDANCE
REPORTS**

INSERT NCWISE

**PRINTING
PROGRESS
REPORTS IN
NCWISE**

TEACHER HANDBOOK – 2011 -2012

I, _____, have read the **Teacher Handbook** and the policies listed in the **Public Folder** and understand all Randolph County School's Copyright Policies and Laws, the Sexual Harassment Policy, the Tobacco Free Campus Policy and all other county information printed in handbook/and or placed on the Public Folder. I have also read and understand Trinity High School's Attendance Policy for staff and students and all information listed under the Teachers' Expectations section.

Signature: _____ Date: _____

Please return to LYNN DIFOGGIO by August 31th, 2011.

This information will be placed in the school's Personnel Files.