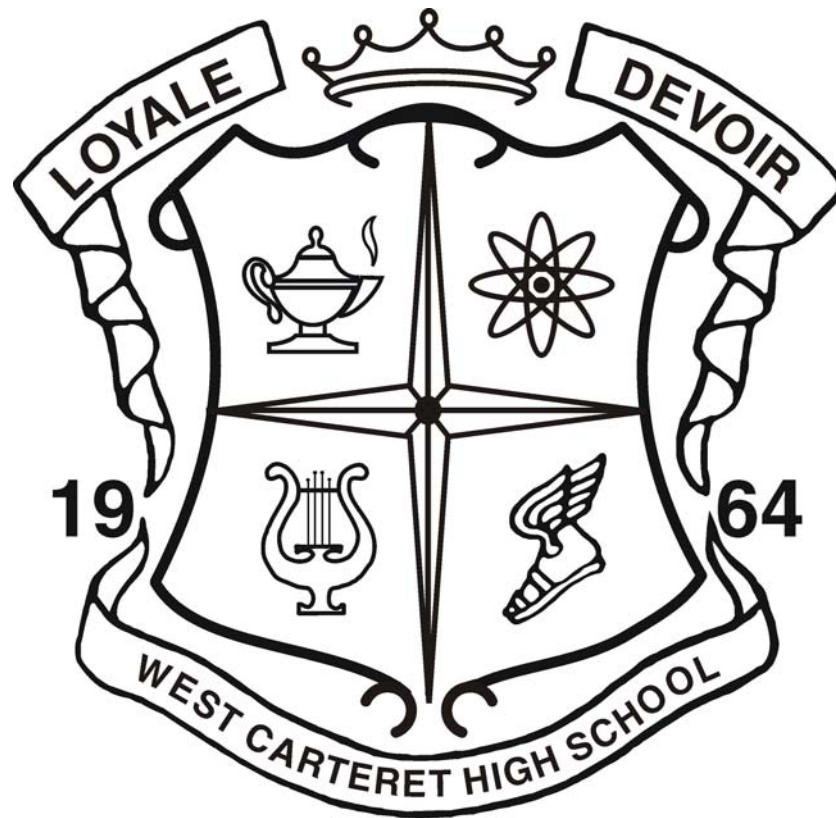


# West Carteret High School

"Our mission is to ensure all students graduate with the knowledge, skills and attitudes necessary to reach their potential and become responsible citizens in a changing world."



## Faculty Handbook 2010 - 2011

**PATRIOT: P- Pride, A- Accountability, T- Tolerance, R- Rigor, I- Integrity,  
O- Ownership, T-Truth, S- Success.**



A proud member of the Carteret County Public School System.

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## **West Carteret's Commitment to Quality**

The mission of West Carteret High School is to ensure all students graduate with the **knowledge, skills,** and **attitudes** necessary to reach their potential and become responsible citizens in a changing world. This is accomplished through site-based decision-making, high individual expectations, innovative learning experiences and motivated people in a caring, community-owned system.

Effective schools guidelines state... "in effective schools the entire staff understands the policies of the school. Enforcement in a uniform manner by all personnel is the most important factor in assuring that policies are consistent."

Effective schools base decisions on the belief that "All Students Can Learn." Teachers and administrators utilize this belief as a guide to improve the school for ALL students.

As we look forward to the 2010-2011 school year and reinforce our commitment to quality, we need to embrace the mission and to communicate our expectations to each other, to the students, and to the community. The teacher and student handbooks are essential sources for expectations and guidelines. As such, they are required reading for ALL members of the staff.

## **Principal's Advisory Committee**

The Principal's Advisory Committee is composed of:

- All Department Coordinators
- Assistant Principals
- Leadership Team
- Parent Advisory Council

## **Faculty and Staff Directory**

### **Administration:**

Carolyn Heller, Principal  
Clinton Montford, Assistant Principal  
Sherrill Moraven, Assistant Principal  
Courtney Rose, Intern

### **Leadership Team:**

Cynthia Bridges  
Craig Everett (Chair)  
Aileen Lindogan  
Shelton Mayo  
Amy McKay  
Dan Varner  
Joe Bond (student)

Melodie Darden  
Jane Gilliam  
Mary Loveless  
Tiffany Mayo  
Sheree Stafford  
Lisa Zacholl-Parker  
Parent (TBA)

### **Student Services (Counselors):**

Peggy Mirabella, Students A-D  
Annie Swain, Students E-J, T  
Robert Lancaster, Students K-Q  
Aileen Lindogan, Students R,S,U-Z (Chair)

### **The Arts**

Susan Bailey, Vocal Music  
Deborah Belknap, Performing Arts  
Cindy Bunch, Visual Arts  
Craig Everett, Instrumental Music (Dept. Chair)  
Kathy Spruill, Visual Arts  
Andy Wright, Instrumental Music

### **Career & Technical Education**

Donna Lewis, Business Technologies (Dept Chair)  
Lisa Hensley, Business Technologies  
Todd Nelson, Business Technologies  
Mark Thompson, Business Technologies  
Deborah Coulter, Family & Consumer Sciences  
Rebekah Dodge, Family & Consumer Sciences  
Jane Gilliam, Family & Consumer Sciences (Dept Chair)  
Glenn Howell, T&I Agriculture Education  
Matt Howell, T&I Agriculture Education  
William Baxley, T&I Agriculture Education  
Dan Varner, T&I Carpentry (Dept Chair)  
Scot Whitfield, T&I Drafting

### **English Language Arts**

Linda Bonnette  
Melodie Darden (Dept Chair)  
Amanda Edwards  
Kay Houston  
Caitlin Hunsucker  
Janice Kay  
Rachel Lilly  
Lynn McBride  
Betsy Piehler  
Nancy Reynolds  
Julie Salyards  
Amy Wilkinson

### **Exceptional Children**

Hannah Anderson  
Joan Booth  
Jerry Clonts  
Ellen Maready  
Neal O'Hara  
Dawn Salter  
Sheree Stafford (Dept. Chair)  
Ruth Varner  
Liz White

### **Student Support**

Joanne Rittschoff, Psychologist  
Sarah Roman, ESL  
Barbara Jernigan, Social Worker  
Allison Parker, CTE

### **Administrative Support**

Carol Cooper, Student Center WCHS  
Jodi Cordova, Bookkeeper  
Bonnie Dunn, NCWISE  
Stephanie Gauthreaux, Front Desk  
Bob Harman, School Resource Officer  
Kristy Sartain, Front Desk  
Donna Willard, Registrar

### **Instructional Support**

Cheryl Boyd  
Florence Lester  
Rhonda Nolan  
Donald Johnson  
June Willis

### **Custodial Staff**

Ernest Hester, Head Custodian  
Melvin Davis  
Dorothy Jones  
Elvis Raynor  
Richard Whitaker

### **Faculty Listing by Department** **Healthful Living**

John Lancaster  
James Martin  
Craig McClanahan, Athletic Director (Dept Chair)  
Brian Roberts  
Mike Sartain

### **Mathematics**

Ben Emmons  
Michelle Grice  
Lucy Melby  
Marlene Mills  
Tony Pavone  
Michelle Phillips  
Billy Ratliff  
Katie Salter  
Katie Sherman  
Mike Turner  
Lisa Zacholl (Dept. Chair)

### **Media & Technology Team**

Tiffany Mayo, Media Coordinator  
Amy McKay, Technology Facilitator

### **Navy ROTC**

Dave Arnold, Navy JROTC  
Carl Briscoe, Navy JROTC

### **Second Languages**

Cynthia Bridges (Dept. Chair)  
Marie Hurst  
Danielle Leach  
Michael McGinn  
Marcella Topping

### **Science**

Debbie Butler  
Teresa Everett  
Matt Graham  
Michael Helm  
Brenda Klauss  
Mary Loveless (Dept. Chair)  
Clyda Lutz  
Jackie Marsh  
Dayna Martin  
Amber Pogue

### **Social Studies**

Jami Ansel  
Joanna Dodge  
Tony Gilliam  
Ted Kenneally  
Shelton Mayo (Dept Chair)  
Lindsay Mazzetti  
Jim Nolan  
Elizabeth Robb

John Jones  
Debbie Johner  
Cherrie Piner  
Mary Rose

Dottie Pritchard

Tim Pritchard

### **Patriot Café Staff**

Malinda Pittman, Patriot Café Manager  
Clarissa Hill  
Kathy Hunter  
Renee' Pittman

Tammy Rinehart  
Lois Sutton  
Mary Adams

## Duties and Responsibilities of Support Personnel

### **Principal**

- Act as liaison between school and superintendent and Board of Education (BOE)
- Approve field trips
- Develop the master schedule – direct responsibility for all teacher assignments
- Evaluate teacher performance by conducting formal and informal observations
- Maintain order and discipline of the school routine
- Management and protection of instructional time (bell schedule – scheduling of clubs, pep rallies, programs, etc.)
- Management of school funds
- Oversee the development and implementation of the school’s mission and vision
- Plan and conduct meetings with staff, departments and select committees as needed to provide the appropriate level of organization and input into policy development and decision-making.
- Represent the school at various community functions/speak at civic clubs
- Serve as the educational leader for West Carteret High School
- Serve as the final authority on matters of discipline and policy at the local school level
- Set high expectations for professional and support staff – deal with all personnel matters including:
  - Cafeteria staff
  - Custodial staff (schedule)
  - Office Staff (organization of)
  - Professional Staff
  - Teacher Aides
- Supervision of extracurricular activities

### **Assistant Principals**

- Assist the principal with the teacher evaluation process as assigned
- Assist the principal in administrative tasks as assigned and act for her in her absence
- Assist the principal in the monitoring and supervision of students during the instructional school day and during extracurricular activities as mandated by circumstances and situations
- Assist counselors with appropriate intervention and record keeping of students assigned to that counselor
- Carry out teacher supervisory tasks as assigned
- Counsel students about Board of Education policies and West Carteret High School practices
- Perform specific responsibilities related to:

#### **Courtney Rose**

*Teacher Evaluations*  
*Administrator for Freshmen*  
*Cafeteria Supervision*  
*PLC Facilitator*  
Accountability Oversight for  
EOC, AYP, Growth, etc.  
Bus Coordinator  
Textbooks  
Website Management  
Supervise Support Staff (TAs  
and Office Staff)

#### **Clinton Montford**

*Teacher Evaluations*  
*Administrator for Sophomores*  
*Cafeteria Supervision*  
*PLC Facilitator*  
Accountability Oversight for  
Athletic Eligibility  
Advisory Coordinator  
Building & Grounds  
Drop-out Prevention  
Sports Duty Rosters  
Hardships  
Keys  
School Map  
Staff Development  
Discipline & Student Center  
Coordinator  
Volunteer Coordinator

#### **Sherrill Moraven**

*Teacher Evaluations*  
*Administrator for Juniors &  
Seniors*  
*Cafeteria Supervision*  
*PLC Facilitator*  
Academic Blitz Coordinator  
Writing Blitz Coordinator  
Attendance  
NCVPS and SM&S Coordinator  
Driver’s Eligibility  
Handbooks  
Proctor Coordinator  
School Improvement Plan  
/SACS  
Substitutes

## **Job Description of a Teacher**

REPORTS TO: Principal and Asst. Principals

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

### **Duties and Responsibilities:**

- Uses appropriate learning activities to teach assigned subject area aligned to the course of study adopted by the local Board of Education.
- Creates a classroom environment that is conducive to effective learning and appropriate to the maturity and interest of the students.
- Employs a variety of instructional techniques and instructional media consistent with the needs and capabilities of the individuals or student group involved.
- Strives to implement by instruction and action the philosophy of the school.
- Evaluates student's academic and behavioral progress: keeps appropriate records and prepares progress reports.
- Diagnoses student needs on a regular basis and cooperates with other professional staff members at the school and county level in helping students solve health, attitude and learning problems.
- Communicates with parents through conferences and other means to discuss the student's academic and behavioral progress and interprets the school program.
- Develops lesson plans and instructional materials and provides individualized and small group instruction in order to adapt the curriculum to the needs of each pupil.
- Translates lesson plans into learning experiences so as to best utilize the available time for instruction.
- Assists the administration in implementing all policies and/or rules governing student life and conduct. Develops reasonable rules of classroom behavior and procedure and maintains order in the classroom in a fair and just manner.
- Plans and supervises purposeful assignments for teacher aide(s) and/or volunteer(s).
- Makes detailed lesson plans for the substitute teacher to follow whenever it is known that sick or personal leave has to be taken.
- Makes provision for being available to students and parents for educational-related purposes outside the instructional day when required or requested to do so under reasonable terms.
- Assists in the selection and requisition of books, equipment, and other instructional materials.
- Maintains accurate up-to-date attendance records for all students.
- Supervises pupils in out-of-classroom activities during the assigned working day.
- Administers group-standardized tests in accordance with the required testing program.
- Cooperates with other members of the staff in planning instructional goals and methods.
- Attends and participates in faculty meetings.
- Participates in faculty committees and the sponsorship of pupil activities.
- Plans and presents student assembly programs.
- Provides for own professional growth through an ongoing program of reading, attending county and state sponsored workshops, seminars, conferences, and/or taking advanced course work at institutions of higher learning.
- Serves as a role model for students relative to language, dress, and ethical behavior.

### **Grounds for Dismissal or Demotion of a Career Teacher:**

No career teacher shall be dismissed or demoted or employed on a part-time basis except for one or more of the following:

- Inadequate performance.
- Immorality.
- Insubordination.
- Neglect of duty.
- Physical or mental incapacity.
- Habitual or excessive use of alcohol or non-medical use of a controlled substance as defined in Article 5 of Chapter 90 of the General Statutes.
- Conviction of a felony or a crime involving moral turpitude.
- Advocating the overthrow of the government of the United States or of the State of North Carolina by force, violence or other unlawful means.
- Failure to fulfill the duties and responsibilities imposed upon teachers by the General Statutes of this State.
- Failure to comply with such reasonable requirements as the board may prescribe.
- Any cause that constitutes grounds for the revocation of such career teacher's teaching certificate.
- A justifiable decreased enrollment or decreased funding, provided that there is compliance with subdivision (2).
- Failure to maintain his certificate in a current status.
- Failure to repay money owed to the State in accordance with the provisions of Article 60 Chapter 143 of the General Statutes.

### **Probationary Teacher**

- The board of any local school administrative unit may not discharge a probationary teacher during the school year except for the reasons by which a career teacher may be dismissed.
- The board, upon recommendation of the superintendent, may refuse to renew the contract of any probationary teacher or to reemploy any teacher who is not under contract for any cause it deems sufficient—provided, however, that the cause may not be arbitrary, capricious, discriminatory, or for personal or political reasons.

### **Resignation**

A teacher, career or probationary, should not resign with fewer than 30 days notice. Failure to comply may result in the revocation of the teacher's certificate by the Board of Education. A copy of the request shall be placed in the teacher's personnel file.

### **Non-renewal of Contract**

A probationary teacher whose contract will be renewed for the next school year shall be notified of this fact by June 1.

## **West Carteret Faculty Expectations**

### **• Attendance**

- It is mandatory that you keep an accurate record of attendance in NCWISE. The teacher should keep a backup attendance book. Attendance should be recorded daily to ensure that both NCWISE and the teacher backup match.
- **Teachers have two (2) days to make corrections in NCWISE. Therefore daily accuracy is extremely important.**
- **Students should not exceed 8 absences per semester. For North Carolina and Carteret County policies, refer to pages 27-28.**
- Student tardies and checkouts are regarded as absences. Students will be allowed to enter your classroom during the instructional period only if they have an official medical/dentist note.
- Please pay close attention to email announcements regarding school-related activities. The following school-related activities will not be counted as absences from either class or school:
  - Field trips sponsored by the school;
  - School scheduled activities;
  - Activities in which the student represents the school in an official capacity;
  - Athletic events requiring early dismissal from school;
  - In-school suspension; and
  - Successful participation in a board approved structured day program – Boys’ and Girls’ Structured Day

### **• Care of Classroom and Building**

- Teachers must accept some responsibility for housekeeping if their rooms are to be neat and attractive.
- Attractive and appropriate bulletin boards can make a positive contribution to your classroom and can serve as an instructional tool. Student work is expected to be displayed within your classroom and hallway bulletin boards.
- Be sensitive to light and temperature conditions in your room.
- Conserve energy by turning off the lights when rooms are not in use.
- Do not allow students to eat or drink during class time. Bottled water is the exception.
- Do not allow students to eat in your room during their lunch periods.
- Do not allow unsupervised students in your room for any reason!
- Close and lock the windows at the end of each school day.
- Doors and cabinets should be kept closed and/or locked when not in use.
- Have students remove paper from their desks and in the area around their desks at the end of each period.
- **Coaches, club sponsors, and advisors are responsible for security of the buildings and grounds following practices, games, or events. Be sure all doors are locked and the utilities are switched off prior to your leaving the campus.**  
The last employee to leave the building is responsible for arming the alarm system. Alarm codes may be obtained from administration.

### **• Communication**

- Communication is a vital component of any successful organization.
- West Carteret High School will strive to provide as much information to all school stakeholders through the following modes:
  - Patriot Grades
  - Teacher web-pages
  - Morning news show/announcements
  - Heller Holler
  - Alert Now notifications
  - Patriot Pen daily info
  - Online interactive calendar

### **• Discipline Guidelines for Minor Rules Infractions**

- Except in cases of direct insubordination and in cases of administrative offenses, teachers are to utilize a minimum of **four** interventions prior to sending student out of class for discipline reasons.
- Discipline report form with the interventions marked is to be sent to the Student Center or

- o to the office by (with) the student.
- o Procedures will be discussed in detail prior to the opening of school.

**GUIDELINES FOR REFERRING A STUDENT**

Student violates a classroom rule:	Student violates a school or county rule:
1. Teacher disciplines student (Document actions taken before sending to the Student Center)	1. Send student to the Student Center. (Document actions taken before sending to the Student Center)
2. If behavior does not improve, send to Student Center. (email referral from W-drive)	2. Contact office to let them know of the student being sent.
3. An email will be sent back to the teacher detailing any action taken.	3. Assistant principal will take action on the matter. The teacher will be notified of any suspension. If the teacher would like further details, just email the administrator or stop by.
	<b>In the case of a major/serious infraction... the student is to be sent straight to administration.</b>

- **Dress Code**
  - o Teachers are expected to dress in a professional manner. We want to project a professional attitude and respect as teachers that can be seen by our students.
  - o Fridays are “dress down” days; however please refrain from wearing shorts. **Jeans are acceptable for Fridays** along with school spirit and pride.
  - o West Wear is sold each Thursday during lunch by our Athletic Boosters
- **Exams**
  - o Exams count as 25% of the final semester grade.
  - o A copy of the exam for non-EOC courses should be submitted to the appropriate administrator before the week of exams begins.
  - o A list of exempt students should be submitted to the appropriate administrator before the week of exams begins.
- **Extra-Curricular Activities**
  - o Participation in these activities is a part of the overall job of teaching and is addressed in the teacher observation tool.
  - o Each teacher is expected to assist with the supervision of student activities. Throughout the year, teachers are asked to participate in the following extra-curricular activities:
    - Two athletic/arts events per semester (sign up in the teacher workroom)
    - Open House both Fall and Spring semester
    - Academic Achievement
    - Senior Graduation Projects
- **Faculty Meetings**
  - o The first Monday in each month is designated as a required faculty meeting day.
  - o Necessary changes will be announced as needed.
  - o Professional Learning Communities (PLC) and department meetings are scheduled throughout our Academic Blitz Schedule.
  - o Faculty celebrations will be held during months that have five Mondays: November, March, and May.
  - o Full faculty attendance is expected and appreciated. If you must miss a meeting, please see the Principal in advance of the meeting.

- **Grading System**

- Patriot Grades' online grade-books are expected to be kept up-to-date for the most accurate communication among stakeholders
- Grade Reporting

<u>Interim Report</u>	<u>End of Six Weeks</u>	<u>Report Cards</u>
September 15	October 6	October 13
October 29	November 22	December 1
December 15	January 21	February 2
February 15	March 9	March 6
March 31	April 21	May 11
May 19	June 9	June 21

- Due dates for grade submittal to NCWISE will be forthcoming from Bonnie Dunn throughout the semester
- In NCWISE, teachers should not give INC (Incomplete) during the 1<sup>st</sup> and 2<sup>nd</sup> six week period each semester. Teachers should give the grade earned and then replace. Only give INC for final six weeks each semester.
- Grade Scale: **A** (100-93) **B** (92-85) **C** (84-77) **D** (76-70) **F** (69 and below)
- Conduct Grades: **S** (Satisfactory) **N** (Needs Improvement) **U** (Unsatisfactory)
- Before a student receives an "N" or "U" for the six weeks, parents must be notified. Conduct grades are reflected within a student's eligibility for Academic Achievement, National Honor Society, etc.

- **Hall Passes**

- Students are not permitted in the halls while classes are in session without a hall pass. Teachers are required to provide a hall pass for any student that leaves their classroom. **If it is necessary for a student to be out of class, it should be important enough for the teacher to provide a hall pass.**
- Students in the halls without passes while classes are in session are subject to disciplinary action.
- Students are permitted to make use of the library or restrooms, and to see other teachers or counselors at appropriate times. The important consideration is whether or not the student should be out of your class at that time.
- Students should sign out with the date and time when they leave the classroom and sign in with time upon return.

- **Instruction/Lesson Plans**

- Daily plan books are provided for your use. You may wish to use your own design and a different book that provides more space for plans, notes, and assignments.
- Teachers are required to keep daily lesson plans that are aligned with the North Carolina Standard Course of Study for your content area complete with objectives and a timeline.
- Teachers are required to post daily activities and weekly assignments on their teacher webpage at [www.wcpatriots.com](http://www.wcpatriots.com). These plans need to be specific and up-to-date, as these plans will be used to guide instruction during ISS or OSS (Boys' & Girls' Structured Day program).
- Beginning teachers are required to submit weekly lesson plans to your assigned administrator
- High time on task, differentiation, student engagement, daily objectives/goals, and content alignment are all areas that are expected by administration.

- **Make-up Work**

- In the case of excused absences and out-of-school suspensions, the student will be permitted to make up his or her work for credit. The teacher will determine when the work is to be made up. The student is responsible for finding out what assignments are due and completing them within the specified time period.

- **Observations**

- Formal and informal observations will be performed by administration on a routine basis
- Formal observations will be completed based on each teacher's evaluation cycle: Beginning, Probationary, Accountability, and Growth.
- Tenured teacher in an accountability evaluation year will have two full observations. During the four growth years, tenured teachers will have two snapshot evaluations.
- Non-tenured teachers will have three full observations, one scheduled and two unscheduled.
- Administration will also be using the Teacher Evaluation Tool focusing on teacher leadership.
- During an observation or at any time an administrator is visiting your classroom, the teacher should have lesson plans available for the administrator to review.

- **Supervisory Responsibilities**

- Teacher presence in the halls, cafeteria, and parking lots serves as a deterrent to unacceptable behavior.
- Teachers are expected to supervise the hallway during class transitions prior to their planning period – this schedule can be found on W-drive under Teacher Info, Schedules. Every teacher is expected to participate in general supervision of students and to carry out specific assignments.
- Students may not leave campus during the school day for a teacher without written permission from a parent. Students must also follow appropriate sign-out procedures in the Student Center.

- **Working Hours**

- A teaching day at WCHS is from 7:30 a.m. to 3:30 p.m. except on those afternoons when there are other activities.
- If it is necessary for you to leave campus during your planning period, teachers are required to see an Assistant Principal or the Principal prior to departure. After approval is obtained, teachers should sign out at the front desk before leaving campus and sign in upon their return to campus.
- Teachers are expected to remain in their rooms until it is apparent that a student will not solicit help.
- If it is necessary for you to leave campus prior to 3:30, teachers are required to see an Assistant Principal or the Principal prior to departure. After approval is obtained, teachers should sign out at the front desk before leaving campus during the school day.
- Policy GCAA, which states, in part: "Teachers are expected to arrive at school sufficiently early to be in their classrooms and ready to begin work immediately upon the first bell for students. Teachers will remain a sufficient amount of time after school to comply with requirements of the principal in respect to lesson plans, meetings, or other obligations. The contract day for teachers shall not be less than seven and a half (7 ½) hours."

### **Counseling Center Department**

The guidance program at West Carteret is based on the concept that every student is in some measure is capable of growth—intellectually, socially, emotionally, and physically. It is the ultimate purpose of the guidance program to provide optimum conditions for growth to take place.

#### **Responsibilities of the counseling program are:**

- To provide information to students, parents, and teachers that will aid the individual in the selection of his curricular program at West Carteret.
- To provide information necessary:
  - for placing the student in the best possible situation for him to learn.
  - for vocational preparation.
  - for the preparation of and application to institutions of higher learning.
- To organize and administer tests designated by the county.
- To organize and administer other tests such as SAT and NEDT which will serve the student.
- To provide test data and other information required for better understanding of student behavior.
- To conduct in-service programs for the benefit of the faculty in the areas of test interpretation, student reports, and in other areas as assigned by the Principal.
- To organize the orientation program for incoming freshmen.
- To assist with the organization and supervision of class activities.
- To carry out counseling activities.
- To supervise the orientation and scheduling of foreign exchange students.

Peggy Mirabella	Student Last Name (A – D)
Annie Swain	Student Last Name (E – J, T)
Robert Lancaster	Student Last Name (K – Q)
Aileen Lindogan	Student Last Name (R, S, U – Z)
Allison Parker	Career & Technical
Donna Willard	Assistant and Registrar

#### **Donna Willard—Counseling Center Assistant and Registrar**

- Serve as counseling receptionist and general aide.
- Provide assignments for students as requested for absences due to illness.
- Make parent contacts when appropriate and as directed.
- Make arrangements for parent conferences with teachers and counselors.
- Maintain a calendar for duties, activities, and appointments for counselors.
- Maintain a calendar of visitors, i.e., college or military recruiters.
- Receipt monies for different testing programs, i.e., PSAT.
- Maintain a list of volunteers for proctoring of test sessions.
- Assist testing coordinator with the scheduling and administration of various testing programs.
- Prepare any communication from counselors for school-wide distribution.
- Maintain career-planning file for each student.
- Handle all aspects of student withdrawals.
- Distribute and check out finance materials to students and parents.
- Create new (or receive from other Carteret County schools) cumulative folders for all incoming students.
- Prepare and mail all senior transcripts.
- Prepare all transcripts as requested for current and former students.
- Prepare and mail all records for transferring students.
- Request records for all incoming transfer students.
- Input all end-of-course test scores and all other test scores as provided by guidance dept.
- Maintain accurate files on student graduation requirements and periodically check credits.
- Input all student information in cumulative folders, including grade changes and final report cards.
- Provide student transportation as directed.
- Maintain all student records.
- Perform other duties as directed by the counselors and administration.

### **Department Chair Responsibilities**

- Serve on Principal's Advisory Committee.
- Act as liaison to the administration.
- Provide leadership in curriculum, revision, development, and implementation.
- Establish with teachers departmental objectives for the year and develop plans for achieving the objectives.
- Conduct needs' assessment and prepare purchase orders reflecting priorities.
- Maintain financial records according to established procedures.
- Maintain inventory of basic tests, supplementary books, and supplementary materials.
- Set agenda and conduct departmental meetings on a regularly scheduled basis.
- Assist in supervisory activities as assigned by the Principal.
- Assist with interviews of new personnel.

### **Tiffany Mayo—Media Coordinator**

- Collaborate with teachers to integrate media skills into the curriculum.
- Analyze the print and non-print collection to determine needs.
- Coordinate the selection and acquisition of print and non-print materials.
- Train and supervise the activities of the media assistant.
- Develop and conduct orientation sessions for new students of every grade level.
- Attend departmental meetings to promote staff relationships, participate in curriculum planning and encourage optimum use of the media center staff and resources.
- Design and conduct motivational activities to promote reading.
- Issue newsletters to promote positive student, staff, and community relations.
- Provide leadership for the Media Advisory Committee.

### **Amy McKay—Technology Facilitator**

- Collaborate with teachers to integrate computer skills into the curriculum.
- Assist with identifying, acquiring, and maintaining hardware, software, and network problems.
- Provide onsite assistance to staff in technology resources and solutions.
- Conduct staff development in the area of technology.
- Provide leadership and coordination to develop, implement, and update a school instructional plan.
- Serve as a source of information on trends, research, applications, and effective practices related to technology use in the school program.
- Provide technical advice and assistance to building-level users of technology.
- Assist in planning and supervising the installation and maintenance of computer networks.
- Serve as the school contact for solving hardware and software problems.
- Etch/engrave equipment
- Assist installing software
- Install computers
- Repair computers

**Jodi Cordova—Bookkeeper**

- Treasurer
- Secretary
- Preparation of Payrolls
- Secure Substitutes
- Computerize purchase orders, inventory, etc.
- Other duties as assigned by Principal

**Bonnie Dunn—Student Data Manager**

- Attendance Aide
- Operate NCWISE program
- Filing as required in the office
- Assist in production of report cards and schedules
- Other duties as assigned by the administration

**Kristy Sartain—Secretary/Front Office Manager**

- Administrative Correspondence
- Front-desk receptionist
- Assure all copy machines are maintained and serviced
- Computerized purchase orders, inventory, etc.
- Keep office area clean and organized
- Other duties as assigned by the administration

**Carol Cooper—WCHS Student Center Assistant**

- Record student tardies and discipline referrals
- Handle student check- in/check- out – provide Ms. Moraven with a daily report
- Supervise students and maintain time on task
- Route student referrals from teachers to appropriate administration
- Supervise/Plan/Coordinate ISS and OSS program
- Record discipline as directed in NCWISE
- Assist daily attendance process in NCWISE
- Daily bus route and activity bus as needed
- Other duties as assigned by administration

**Rhonda Nolan Henry—Administrative Assistant**

- Assist in front office as assigned
- Schedule activity buses use
- Provide student transportation as directed
- Other duties as assigned by the administration

**Bob Harman – School Resource Officer**

- AM Traffic Duty report by 7:15 AM & PM Traffic Duty report by 2:50 PM
- Assign faculty & student parking lot spaces
- Supervise hallways during passing periods
- Survey campus during class periods
- Other duties as assigned by administration

**Debbie Johner – Teacher Assistant – Odyssey Ware**

- Manage and monitor Odyssey Ware lab
- Supervise students and maintain time on task
- Provide student transportation as directed
- Other duties as assigned by administration

### **Donald Johnson – Teacher Assistant**

- Assist daily attendance in NCWISE for Academic Blitz
- Assist with Media Center duties and responsibilities
- Assist with Colorguard/Winterguard
- Assist with Associated Student Body
- Other duties as assigned by administration

### **Teacher Assistant-EC**

- Duties are defined by Guidelines and Regulations governing the Exceptional Children's Program and immediate supervisor.
- Provide student transportation as directed.
- Other duties as assigned by administration.

**Robin Caldwell**

**John Jones**

**Florence Lester**

**Cherrie Piner**

**Mary Rose**

**June Willis**

## **West Carteret Faculty General Information and Procedures:**

### • **Copyright Law**

The new copyright law contains a "fair use" provision allowing reproduction of copyrighted works for educational purposes without securing permission under certain circumstances. If you have questions or concerns about "fair use" and copyright, please seek the advice of the media coordinator or technology facilitator who is versed in the print and electronic media issues of "fair use."

### • **Faculty Fund**

Contributions from each member of the staff will be collected each year. These funds will be used as described below:

- **Death**
  - Death of spouse, child, or parents is remembered by flowers.
  - Death of other relative is remembered with a card.
- **Marriage**
  - Buy a gift for the couple (Approximately \$25.00)
- **Birth**
  - Buy a baby gift (Approximately \$25.00)
- **Hospitalization or sickness**
  - Flowers to be sent for hospitalization.
  - A card to be sent for a week-long sickness at home.
  - A card to be sent to spouse when hospitalized.
- **Retirements**
  - Gifts will be bought for all West Carteret faculty members who retire from the Carteret County School System.
- **Miscellaneous**
  - Other special occasions are remembered with voluntary donations from faculty members.

### • **Office Mail**

- Stamped mail may go in an outgoing mailbox located at the end of the front desk in the office.
- Interoffice mail (Central Services or other schools) may be placed in the blue pouch located underneath the teacher mailboxes.

- **Parking**

- Resource Officer Bob Harman will issue each teacher a parking space with a hangtag
- Teachers are expected to display your parking hangtag in your car when it is parked on campus.
- All parking spaces on campus are numbered and reserved. Only park in your assigned parking space.
- During your morning arrival, please do not drive between parked buses. From 7:15 a.m. until 4:30 p.m. do not park in the bus parking area.
- Do not park in area reserved for activity buses (four spaces in front of tennis courts).

- **Raffling or Selling Chances**

Raffling or selling chances on items of value is construed to be a form of gambling; as such, the school cannot be associated with this activity. We will not sponsor nor become involved in issuing chances to students for selling purposes. In the past, Band and Athletic Booster Clubs have pursued this activity. However, this should not, under any circumstances, involve students nor should we as employees become involved during the school day. We cannot promote activities that are construed as gambling and which may not be legal. We are also governed by BOE policy.

- **School Calendar**

The Site-Based Management/Leadership Team will meet during the school year and hear requests for activities. The team will then conduct a vote to decide if the activity is in the best interest of the school. It is the responsibility of the party making the request to make sure the school's communication liaison is notified, auditorium reservations are made, sound system is setup, and all other preparations necessary for the activity are completed.

The Leadership Team will announce the date to the school through the distribution of the regular Leadership Team Minutes. These activities will include, but not be limited to pep rallies, tests, assemblies, and other special events.

Long term planning of activities will serve as a guide and will be changed as the need arises.

- **School Supplies**

- Majority of the teaching supplies that are necessary for the usual instructional program are available upon request.
- Please present this written request to the front office secretary.

- **Solicitation and Visitation**

- No student, teacher, organization, or group has permission to circulate a questionnaire without the prior approval and signature of the principal. In the event that an outside group obtains approval, you will be duly notified.
- Petitions by outside groups will not be circulated on school time. The right to petition is recognized, but not during class time.
- Visitors are not permitted in the building without a visitor's pass from the office. This, of course, does not apply to supervisory personnel. Parents are welcome to visit your classrooms, but must have approval from the principal or his designee and the teacher involved. Should your lesson plan include an opportunity for an outside speaker or visitor, or should a parent make arrangements to visit your classroom with approval from an administrator, please notify the front desk of the time and date of the visit. An administrator will address any questions or concerns related to the visit.
- Please notify the office any time you feel we have unauthorized visitors. Any person who enters a public school in Carteret County must go directly to the office and report to the principal or his designee to state the purpose of the visit. The principal or his designee will provide the necessary information required for the visit. (BOE)
- Please do not use school time for visitation with former students. Make arrangements for them to see you after school or at home.

- **Guidelines for Displaying Posters/Signs:**

- Only posters pertaining to school related activities are permitted.
- Handmade or computer generated posters may be no longer than poster board, 22" X 28". This is for fire safety.
- Posters containing material, which may be considered offensive, will not be approved.
- Campaign posters are to be made using personal supplies only. School paper, etc. are not to be used. **A student should not display more than 12 posters per campaign.**
- Double-check your posters and student posters for grammatical errors, correct dates and times.
- Posters may be displayed on walls only using masking tape. **Do not tape posters to windows or doors.**
- **No posters are to be placed in the stairwells due to fire exit safety.**
- Posters/Signs must be approved by Ms. Moraven, affixed with an ink stamp located in the lower right-hand corner and will be "WCHS". Posters not approved will be removed and discarded.
- Please remove the poster/signs immediately following the school related activity.

- **Substitute Teachers**

A teacher's absence from school always results in a loss for the student. In order to keep this loss to a minimum, the following is required of all teachers:

- If absence date is known in advance, administration and bookkeeper should be notified in advance. You are also asked to utilize CallPlus in advance as well.
  - Teachers are expected to utilize the CallPlus sub-calling system. If you need assistance with CallPlus please notify J. Cordova and/or S. Moraven.
  - **Call 726-4906 after 4:30 PM and before 7:30 AM**
  - Each teacher will have a list of preferred substitutes that the machine will contact first.
  - During the step by step process, please remember to include your name, content area, room #, parking space #, and any specific information.
  - A substitute is expected to report to school at 7:35 AM and stay for the remainder of the instructional day. **Please inform your substitute that they are required to remain for all four periods, as their services are often needed to cover additional classrooms.**
  - Additional calling procedures may be obtained from J.Cordova and/or S.Moraven.
- **Contacting your own substitute is not an option to consider.**
- Each teacher will receive a red substitute folder, in order to have consistency for the substitutes, which should include (1) bell schedule, (2) daily teacher's schedule, (3) seating charts, (4) class lists, (5) names of students who could assist with each class, (6) a suitable lesson plan for two appropriate topics for your classes, and (7) guidelines for substitutes.
- Substitutes will receive a sheet from the main office for attendance records. This sheet is turned into Ms. Moraven at the end of each day for attendance to be recorded into NCWISE.
- Each substitute is asked to leave brief notes for the teacher in the teacher's mailbox.

- **Teachers' Lounge**

The teachers' lounge must be locked at all time. Teacher room keys should open the lounge. Teachers leaving the lounge should make sure to shut the door.

- **Telephone**

Each teacher has a phone in their classroom. Phones will not ring in your classroom from outside callers. Please remember to check voice mail daily. No long distance personal calls may be made from or billed to WCHS.

- **Textbooks**

- There is no charge for textbooks.
- Receipt books are used for damage fees and lost books.
- **Care of Textbooks** – Teachers are expected to document the name, the number, and the condition of each textbook issued. Please inform students that the penalties for the abuse of books is severe and of monetary form.
- Every book assigned to students should have a cover of some kind. This is prolonging the life of the book.
- **Damage Fees** – the life of a book is typically five (5) years. Books that can no longer be used will be charge based upon this 5 year life expectancy. For example, if the book would be usable for three more years, the student is charged 3/5 of the initial price.
- In the case of a lost textbook, a student may be issued a second book only after payment for the first book
- Textbook prices can be found at <http://www.dpi.state.nc.us/textbook/educators/state/> or by asking the administrator in charge of textbooks.

### **Use of Activity Buses**

- Activity buses will be based and maintained at WCHS.
- Activity buses shall be used only for the provision of transportation of students, teachers and approved supervisory personnel only to activities, performances, and events directly related to the school curriculum or extra-curricular activities.
- Any request for usage of an activity bus can be completed at <http://www.carteretcountyschools.org/wchs/buses/index.htm>
- A master schedule of requested and approved usage of activity buses shall be kept by Ms. Gauthreaux in the office.
- Any activity bus driver must have a valid North Carolina School Bus Driver's Certificate and be certified by the Transportation Director at the Carteret County Bus Garage.
- Proper student behavior is essential. Therefore, school personnel and chaperones shall be responsible for maintaining proper conduct and for aiding the driver on all trips. In no event is there to be less than one school-employed adult in addition to the driver on the activity bus for any trip.
- **Teachers using activity buses are responsible for the buses being returned undamaged and clean. You should get a clean bus and return a clean bus. Any damage should be noted before you leave and any other damage noted when you return should be reported at once. Failure to adequately clean a returning bus will result in a penalty of a \$40 cleaning fee.**
- The cost for mileage during use of activity buses will be borne by the BOE for most activity trips. The cost of the driver's salary will be charged to the group using the bus. Cost is determined on a mileage basis.
- Student permission slips must be completed and filed in the office before each field trip.
- Pick up keys and notebook from Ms. Gauthreaux.
- Complete the bus log sheets in the notebook given to you with the keys.
- Return keys in the notebook when you arrive back on campus. Place the notebook on Ms. Gauthreaux's desk in the front office no later than 7:30 am on the morning following use. Park all returning buses in the designated area for activity buses.

### **School Field Trip Policy**

- Should be justified in terms of educational objectives.
- Detailed planning by staff must be filed in advance and approved by the site-based management leadership team.
- Adequate supervision must be provided.
- Parental/Guardian permission in writing is required for each student who participates.
- Formal evaluation of the experience in terms of whether and to what extent educational objectives were met must be conducted and reported to the principal.

- Lack of finances cannot exclude any student from participation who is eligible to participate.
- It is the responsibility of the principal and staff to take reasonable and proper steps to ensure high standards of conduct and safety on the part of all students and staff at all times.
- The foregoing regulations apply generally to local in-county field trips and specifically to all out of county trips.
- Transportation of students via personal vehicles is strongly discouraged. However, such transportation may be approved for small groups, provided the staff member shows proof of having required liability insurance.
- Requests for field trips must be presented to the SBMT during their first meeting of each semester.
- **FIELD TRIP REQUESTS FOR THE FINAL 20 DAYS OF THE SEMESTER WILL NOT NORMALLY BE APPROVED.**
- Requests for one period field trips that will not take students out of other classes as well as trips required for competitive purposes must be presented to the principal for approval.
- All **out of county and overnight trips** require Superintendent Approval. Field trip request forms must be submitted to the Superintendent **two weeks** prior to the trip. All **out of state trips** require School Board approval and must be submitted **six weeks** prior to the trip.
- In order to comply with the above, teachers taking students or classes on field trips will:
- Ensure that each student has accident insurance of some kind.
- Ensure that the mode of transportation has sufficient liability insurance to cover occupants. (Buses are appropriately insured.)
- Submit a "Request for Field Trip" form two weeks prior to an in-county or overnight trip; two months in advance for an out-of-state trip (needs BOE approval).
- Attach "Lesson Plan" to request. This plan should include purpose of the field trip in terms of educational objectives in order to comply with #1 of the Board of Education policy.
- The School System has developed a General Field Trip Permission Form for your use. This form should be used in all instances of field trips except athletics and music.

### **Out of Town Field Trip Checklist**

- ✓ **Prior to leaving:**
  - Administration should have a trip itinerary, including the phone numbers for teacher in charge
  - If more than one vehicle is involved, seating charts should be assigned for each vehicle prior to board. These assignment sheets should be in the teacher's possession and a copy must be left with the front office.
  - Check roll prior to leaving and make corrections prior to leaving with the front desk. Students must stay on the assigned vehicle the entire trip, unless there is an emergency in which this information will be given to parents.
- ✓ **Communication is vital:**
  - A cellular phone should be in each vehicle and the number of each phone should be available at the front desk. At least one phone tree per vehicle should be set up in advance so that in case of a delay or an accident, parents can be notified. An administrator should be notified of any delay or accident.
- ✓ **Supervision is a must:**
  - At each stop, roll must be taken prior to any bus leaving with students. Once the trip is completed and buses deliver students back to school, a teacher **must** stay until all students have been picked up or have a ride home. Carteret County Board of Education policy requires **at least** one adult per 12 students.
- ✓ **Medical:** Field trip sponsors must be especially aware of students with medical problems.
- ✓ **Safety:** Student safety will always be a primary concern. First-aid kits are required on all trips.

### **EXPENSES**

- **Course Fees**

Course fees are to be paid to the subject teacher within the **first two weeks of class**.

The Board of Education approves fees for certain courses. These fees help pay for materials, supplies, and equipment in order to make the courses available. No student is denied access to classes or activities because of inability to pay fees.

All Art Courses	\$5.00
All Trade and Industry Courses	\$5.00
All Business and Marketing Courses	\$5.00
All Family and Consumer Science Courses (Except Foods)	\$7.00
All Food Courses	\$12.00
English Vocabulary Workbooks	\$10.00

- Student parking fee is \$25 per year and is to be paid to Bob Harman

- **School Insurance**

School insurance information is distributed in homeroom during the first week of school. The school does not automatically provide insurance coverage for students. It is recommended that all students who do not have other insurance consider purchasing the school insurance. Carteret County Schools provides secondary coverage insurance for all athletes. Primary insurance coverage should be in the form of the parents' existing health and/or accident insurance or the plan purchased through the school.

**At-School Coverage:**

Low Option -  
Without extended dental: \$10  
With extended dental: \$17

Middle Option -  
Without extended dental: \$15  
With extended dental: \$22

High Option -  
Without extended dental: \$25  
With extended dental: \$32

**24-Hour Coverage:**

Low Option -  
Without extended dental: \$50  
With extended dental: \$57

Middle Option -  
Without extended dental: \$75  
With extended dental: \$82

High Option -  
Without extended dental: \$150  
With extended dental: \$157

**Maximum Benefits for all plans = \$25,000  
Policies and costs are the same for students and faculty.**

- **Cafeteria Program**

	<u>Breakfast</u>	<u>Lunch</u>
Students:	\$1.00	\$2.35
Reduced:	\$1.00	\$0.40
Adults:	"A LA CARTE" Priced for both	

**There is a NO CHARGE policy for students and faculty.**

Free/Reduced Lunch forms are distributed during the first week of school in advisory period. For additional information, see Ms. Pittman, Café Manager.

### **County and State Purchase Requisition Procedures**

No individual school should purchase any item that is to be paid from state, county, or school funds without going through the proper channels. The requisitions for all items purchased from federal, state, county, or school funds should follow procedures outlined in this handbook.

No purchases should be made from funds handled by the individual schools without the person or persons doing the purchasing first determining if funds are available to pay for the items purchased. If funds are not available at the time the purchase is made, the purchaser should know that funds will be available at the time the invoice is rendered and payment expected.

- The electronic purchase requisition form is to be used for all purchases whether using local, county, state, or federal funds.
- The electronic purchase requisition form can be found in the Teacher\_Info folder on the server.
- The media and technology staff can provide help with this form if needed.
- The form must be submitted via email to the bookkeeper and two copies printed (one for the bookkeeper and one for you).
- If you are purchasing items for a department, the department chair must approve the purchase requisition before it is submitted.
- You will receive notification from the bookkeeper once your request has been approved and ordered or assigned a purchase order number for you to go pickup.

### **State Rules and Regulations Governing Purchase of Supplies and Materials**

Instructional Materials: The allotment of instructional materials is based on average daily membership for the best continuous six out of the first seven months for the prior year.

- **Instructional Supplies:** By practice the term "Supplies" is accepted as being those items that are consumed or changed in use. They generally have a low per item cost. Typical of these are paper, pencils, paint, and laboratory chemicals. Some items frequently termed "production supplies" are changed in nature as they are used but not consumed. Instead, they become permanent materials that may be recycled. Transparencies for overhead projection are made from supplies that illustrate this category.
- **Instructional Materials and Equipment:**
  - Materials may be thought of as presenting information or providing instruction within themselves when used in a manner from which learning may result.
  - Equipment, in contrast, is a device that makes possible the use of materials in a manner that may result in learning or obtaining information.
- Local boards of education shall adopt written policies concerning the procedure to be followed in its school administrative unit for the selection and procurement of supplementary textbooks, library books, periodicals, and other instructional materials needed for instructional purposes in the public schools of the unit. Supplementary books and other instructional materials shall neither displace nor be used to the exclusion of the basic textbook.
- Funds allocated by the State Board of Education or appropriated in the current expense or capital outlay budgets of the school administrative units may be used for the purposes stated in letter C of this rule.
- These funds may not be used for the purchase of equipment.

### **Supplies and Equipment Description**

Guides are provided for distinguishing between supplies and equipment. These guides consist of criteria for classifying an item as either supply (an ever-present problem in financial accounting) or equipment, and a list of supplies and a list of equipment. Equipment built-in or fixed to the building or grounds are considered a part of the building or land improvement and are to be charged to those respective accounts. When there is doubt as to the nature of an item (supply or equipment), search on an alphabetical basis the list in which it probably would be found. If it is not in either list, finding a similar item and applying the necessary criteria should resolve the question. The alphabetical listing of supplies and equipment can be found in the bookkeeper's office.

### Criteria for Supply Items:

A supply item is an article or material that meets any one or more of the following conditions:

- It is consumed in use.
- It loses its original shape or appearance with use.
- It is expendable, that is, if the article is damaged or worn out, it is usually more feasible to replace it with an entirely new unit rather than repair it (which is not true of equipment).
- It is an inexpensive item, having characteristics of equipment, whose small unit cost makes it inadvisable to capitalize the item.
- It loses its identity through incorporation in the different or more complex unit or substance.

### Receipts

THE CARTERET COUNTY BOARD OF EDUCATION POLICY STATES ALL MONEY RECEIVED WILL BE RECEIPTED. ALL MONEY RECEIPTED WILL BE TURNED IN TO THE SCHOOL TREASURER OR DESIGNEE ON A DAILY BASIS. NON-COMPLIANCE WITH THIS POLICY COULD RESULT IN DISCIPLINARY ACTION.

- Write receipts for all monies collected and to be deposited.
- When an error is made in writing a receipt, void and rewrite the receipt. Do not write over the incorrect amounts.
- To void a receipt, leave the original in the receipt book attached to the duplicate. Write "void" on both original and duplicate.
- When turning in money, wait for the receipt to be written. If you don't have time to wait for a receipt, come back at a later time.
- **Do not leave money on the bookkeeper's desk or with anyone else.**
- In the absence of the bookkeeper, please turn in money to the designated assistant.
- Checks for student fees will be accepted only if they are made payable to West Carteret High School. SECOND PARTY CHECKS should not be receipted in the teacher receipt books and WILL NOT be accepted in the office. The school does not cash personal checks for students or faculty/staff.

### Invoices

Pay invoices only after determining that the goods have been received in good condition, the price and extensions verified, and the payment authorized by the fund sponsor or fund treasurer.

- To pay a vendor by a statement, the invoices supporting the statement must be attached to the statement. Do not pay by statement alone. Avoid payment of invoices twice - check beginning balance on statements that may have been paid.
- A disbursement form should be properly completed and signed by all the parties indicated on the form. Check with the bookkeeper before using the standard disbursement form.
- Pay invoices according to terms of agreement with vendor.
- Pay invoices promptly - in time for taking any discounts available.
- When an invoice is received, use standard disbursement form. Invoice forms, of course, differ for practically every vendor. The individual schools should obtain an invoice for every purchase made for which an invoice would normally be furnished. These invoices should be checked to determine their correctness as to the items purchased, quantity, unit price and total amount before payment is made. If an invoice is paid within the discount period (and all should be), the discount should be computed and deducted. (Indicate account).

### Transfer of funds

- The Department Chairman or Club Sponsor must approve a transfer of funds prior to being submitted to the office for approval by the principal.
- The proper transfer of funds form may be obtained from the bookkeeper.
- Obtain all signatures required on the form and fill in the correct amount of funds to be transferred. The proper fund names should be indicated also.

### **Travel Reimbursement**

- Travel reimbursement forms may be obtained in the teacher workroom.
- Reimbursement will not be made until the form is filled out and signed by the principal and the person requesting reimbursement.
- The Carteret County Schools procedures on travel may be obtained from the bookkeeper's office upon request.
- The employee copy of the Professional Leave Form must accompany the Travel Reimbursement Form in order to be paid.
- Travel reimbursement for staff development must be done through the Central Services.
- Upon return from travel and approved signatures have been received, please submit two copies to the Central Services and please keep one copy for your personal records.

### **Student Grievances**

A student who has a grievance has several avenues for airing the complaint. The student may discuss the problem with any of his teachers, coaches, club sponsors, or any teacher with whom he has good rapport. Every student is assigned a counselor with whom the grievance may be discussed. The Principal, Assistant Principals and the Associated Study Body Commissioners and Officers will listen to problems, suggest solutions and inform the ASB sponsor when further action is deemed appropriate. (Also in Student Handbook)

## STANDING COMMITTEE AND ACTIVITY ASSIGNMENTS

### Academic Achievement Committee

Deborah Coulter*	Dayna Martin
Jane Gilliam	Tiffany Mayo
Tony Gilliam	Amy McKay
Lisa Hensley	Nancy Reynolds
Glenn Howell	Marcela Topping
Donna Lewis	Amy Wilkinson
Aileen Lindogan	

### Awards Night Committee

Melodie Darden*	Glenn Howell
Deborah Belknap	Tiffany Mayo
Amanda Edwards	Annie Swain

### Building and Grounds Committee

Ben Emmons	Craig McClanahan
Carolyn Heller	Clinton Montford
Glenn Howell	Dan Varner
Matt Howell	Scot Whitfield*

**Faculty Social Committee** – an ad hoc committee where people are called to serve as needed. Coordinators are Michael McGinn and Ruth Varner.

### Leadership Team

Cynthia Bridges	Shelton Mayo
Melodie Darden	Tiffany Mayo
Craig Everett *	Amy McKay
Jane Gilliam	Sheree Stafford
Carolyn Heller	Dan Varner
Aileen Lindogan	Lisa Zacholl-Parker
Mary Loveless	Joe Bond (student)
Parent (TBD)	

### Media Advisory Team

Deborah Coulter	Amy McKay
Carolyn Heller	Amber Pogue
Brenda Klauss	Nancy Reynolds
Tiffany Mayo*	Kathy Spruill

### National Honor Society Faculty Council

Deborah Coulter	Tiffany Mayo*
Melodie Darden	Lynn McBride
Michael Helm	Michael McGinn
Glenn Howell	

### Scholarship Committee

Cindy Bunch	Tiffany Mayo
Melodie Darden	Peggy Mirabella
Teresa Everett	Jim Nolan
Robert Lancaster	Annie Swain*
Aileen Lindogan	Scot Whitfield
Jackie Marsh	Lisa Zacholl-Parker

### School Safety Committee

Bob Harman	Sherrill Moraven
Carolyn Heller	Courtney Rose
Craig McClanahan	Scot Whitfield
Clinton Montford	

### Prom Committee

Liz White	Betsy Piehler*
Marcela Topping	Clyda Lutz
All junior advisory teachers	

### National Art Honor Society

Kathy Spruill

### National Honor Society

Tiffany Mayo

### Quiz Bowl

Clyda Lutz

### Proclamation

Janice Kay

### Associated Student Body

Donald Johnson	Deborah Belknap
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### Beginning Teacher Site Coordinator

Dayna Martin

### Senior Class Sponsors

Liz White	Nancy Reynolds
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### Junior Class Sponsor

Betsy Piehler

### Sophomore Class Sponsor

Tony Gilliam

### Freshman Class Sponsor

Deborah Belknap

### Senior Graduation Committee

Nancy Reynolds	Janice Kay
Amy McKay	Tiffany Mayo

## **CARTERET COUNTY BOARD OF EDUCATION**

### **HIGH SCHOOL ATTENDANCE POLICY**

Carteret County Board of Education Regulation (High School Attendance): All students must be present for a minimum of 91% of all class meetings in order to receive credit for coursework during that grading period.

Parents or guardians must provide verifiable reasons for their child's absence within two days of the recorded absence. Students turn in notes to the student center. **Notes turned in after 48 hours will be accepted, but will remain as unexcused regardless of the reason.**

Note also the following:

- In high school, any student tardy to class or checking out of class before the dismissal bell is considered to be absent for that class.
- Students who participate in school-approved activities off campus are counted as present.
- The principal may waive the 91% requirement in extenuating and verifiable circumstances such as:
  - The student has a prolonged and/or chronic health condition, which is substantiated by a physician.
  - The student has achieved national or state recognition in activities, which require him/her to be absent.
  - The student has experienced severe emotional and/or physical trauma documented by a physician, licensed psychologist, or licensed mental health professional.
  - A student with a disability, whose behavior is determined by an Individualized Education Plan (IEP) Team to be a manifestation of the disability, will have the 91% requirement waived if the absences are due to out-of-school suspension.
  - Actions of the principal may be appealed to the superintendent and then the Board of Education.

### **North Carolina Attendance Codes Defined**

- Excused Absences (per state guidelines)
  - Personal illness or injury that makes the student physically unable to attend school;
  - Isolation ordered by the State Board of Health;
  - Death in the immediate family;
  - Medical or dental appointment;
  - Participation under subpoena as a witness in a court proceeding;
  - Observance of an event required or suggested by the religion of the student or the student's parent(s) with prior approval by the principal;
  - Participation in a valid educational opportunity, such as travel or service as a legislative or Governor's page, with prior approval by the principal; or
  - Absence due to pregnancy and related conditions or parenting, when medically necessary;
  - Visitation with a parent or legal guardian who is an active duty member of the uniformed services who has been called to active duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting.
  - Educational Opportunities – must be approved one week PRIOR to travel and specific arrangements must be made. Absences cannot be changed to excused if the approval was not granted PRIOR to the trip.
- Unexcused Absences  
All absences are recorded as unexcused unless verification of above circumstances (see above list) is received within 48 hours of the student's return to school. Periods missed due to dress-code violation, skipping/truancy, and tardiness are counted as unexcused.

- **Educational Field Trips**  
Any school sponsored field trip or absence when a student is representing West Carteret High School will NOT be counted as an absence.
- **Truancy**  
Students who are failing a class or who have lost credit due to excess absences must attend class. Failure to do so is truancy and will be handled with disciplinary consequences.  
Failure to report to Student Center when sent by a teacher is also truancy.
- **Excessive Absences**  
**A student with 9 or more absences in any class per semester will lose credit in that course UNLESS the student can verify that EVERY absence is excused according to the state guidelines listed in the student handbook under *Policies Regarding Absences*.**
- **Procedure for Coding of Absences**
  - A student must provide an excuse in order for an absence to be excused. The excuse may be in the form of a note, a phone call, or other form of contact. The contact must be from a parent or guardian.
  - Notes must have the following information:
    1. Date of note
    2. Exact date of absence
    3. Specific reason for absence
    4. Signature of parent/guardian
    5. Phone number where parent or guardian can be reached
  - All excuses must be turned in to the Student Center. Students should turn in notes before or after school or during transition times.
- **Skipping Class**  
See Disciplinary Guidelines at [www.wcpatriots.com](http://www.wcpatriots.com)

### **Make-up Work**

In the case of excused absences and out-of-school suspensions, the student will be permitted to make up his or her work for credit. The teacher will determine when work is to be made up. The student is responsible for finding out what assignments are due and completing them within the specified time period.

### **Tardy Policy**

Teachers close doors when the tardy bell rings. Late students must report to the Student Center. Students signing into school with a note confirming a doctor's appointment will be given permission to go to class; however, the student will be marked absent as per Board of Education policy. The Carteret County Board of Education attendance policy mandates that a student must be present the entire period to be counted present for that class.

**Time spent in the Student Center for tardiness counts as an absence from the class missed.**

### **Check-In and Check-Out**

**Periods missed count as absences.**

Students arriving or leaving school between 7:50 and the end of the final period of the day **must** check in/out through the Student Center. A note from a parent or guardian stating the reason for the check-in must be presented at the time of check-in/out; otherwise parents will be contacted by phone.

The parent or guardian of the student must call the Student Center to verify the check out, even if the student has a note. Students checking out of school must sign out through the Student Center. Parents must come into the school to check out students on special occasions including but not limited to homecoming, assemblies, and personal errands.

Any student 18 years or older who provides a notarized letter from a parent which states the student is totally responsible for himself/herself and absolves West Carteret High School of any responsibility for his or her whereabouts will be allowed to check out without parental contact. This letter must be filed in the student's cumulative folder and with the Student Center.

### **FAILURE TO CHECK OUT WILL BE CONSIDERED TRUANCY.**

#### **College Visitation Policy**

Note: Only Juniors and Seniors are eligible to take two College Days. Students must notify their teachers the day before the absence and are responsible for making up assignments.

- Only two (2) school days per school year are allowed for college visitations.
- Carteret, Craven, and Coastal Community Colleges do not qualify for an excused college day.
- One-half day can be used to visit Lenoir or Wayne Community Colleges.
- An absence will be coded as excused.
- Official documentation (green College Visitation Excuse Note) of the visit(s) is required. The note can be obtained in advance from the Counseling Center.
- Absence does not count in determining exam exemptions.
- If the absence causes the student to be absent more times than allowed in the attendance policy, the absence will not be excused.

#### **Academic Blitz**

Academic Blitz will be provided year-long except for the first three weeks of each semester. During these weeks of Academic Blitz, only EOC students with grades D-F will be required to attend. Other students with C's or better would attend if needing extra assistance for certain EOC classes. Enrichment opportunities will be provided for students who are not assigned to Academic Blitz.

#### **Exams**

An exam is defined as a comprehensive test covering knowledge acquired during an entire course. An exam is an integral part of the learning process and its value and usefulness are maintained by offering students the opportunity to demonstrate their knowledge in each course. Exams are intended to assess long-term mastery and retention. The exam provisions listed below were developed to promote success for each student.

1. All classes will give an exam during the scheduled exam time.
2. Exams count one-fourth (25%) of the final course grade.
3. Exam exemptions are available to all students who meet specific criteria. Students earn exam exemptions in courses in which they have:
  - a) Two or fewer absences and at least an 80 average prior to the exam
  - OR
  - Three or fewer absences and at least a 90 average prior to the exam
  - b) The student may not have received an out-of-school suspension.
2. Exam exemptions are not available in courses with required End-Of-Course tests. These include at minimum the following: English I, Algebra I, Geometry, Algebra II, Biology, Physical Science, and VOCATS.
3. Exam exemptions are optional. Students may take an exam for which they are eligible for exemption.
4. At least one day before the commencement of the final exam period of the term, the teacher will notify each student of his/her current grade in the course and whether the student qualifies for exemption. Qualifying students must notify the teacher in each class at least one day prior to the exam whether they intend to take the exam. Qualifying students are expected to continue to attend class and complete all assignments regardless of whether they opt to take the final exam.

#### **Withdrawal Procedures**

- Students 16 years and older
  - After a student has missed 10 consecutive days from school and it has been determined:

- That the student has moved or does not plan to return to school or
- That no information is available concerning the absences after calls and inquiry
- The attendance secretary will be notified, giving available information concerning absences
- Attendance Policy Notification Procedures should be followed.
- Counseling Center Secretary:
  - Send a withdrawal form to all teachers, librarian and homeroom teachers.
  - Send a letter home to the parents and also attempt to reach the parents by phone.
- Students under 16 years of age
  - A C-3 form is sent if a student has missed 3 consecutive days with no knowledge of the reason for the absence.
  - If a student misses 2 or more consecutive days beyond the original 3 for a total of 5 consecutive days, a C-5 is sent home.
  - Students who are sent a C-5 must obtain an admit slip from an Assistant Principal before being allowed back in class.
  - The process is repeated EACH time a student misses the specified number of days.

### **Acceptance of Transfer Credits**

Credits transferred from other public and private high schools will be accepted provided the schools are accredited by one or more of the usual accrediting agencies, i.e., Southern Association of Colleges and Schools (or similar regional agency) and Department of Public Instruction of the State.

Examinations may be given in any subject area to determine whether or not transfer credits will be accepted.

### **Student Referrals for Psychological Testing or Placement**

- The laws, policies, and procedures are too long to enumerate. **The counseling center will initiate ALL matters of this nature.**
- Teachers make their referrals to the counselors who will do the follow-up according to Board of Education procedures.

### **Referrals and Procedures for Pupil Personnel Service (August 29, 1985)**

In order to comply fully with state and federal regulations for the operation of programs for Exceptional Children, the following procedures will be used in referring, screening, assessing, placing, and developing programs for students in our schools.

- Steps in the Referral Programs
  - Teachers, parents, or other concerned persons wishing to refer a student will notify the Guidance Dept. and have the student's name placed on the Student Assistance Team's list for screening.
  - Parents must be called in for a conference by the Student Assistance Team or the regular teacher.
  - Two educational intervention strategies must be used in the regular classroom and the effects of those efforts documented.
  - The Student Assistance Team will arrange the following:
    - A records review of grades, attendance, teacher's comments, standardized test scores, etc.
    - General medical screenings of vision, hearing, and general health.
    - Speech/Language screenings.
    - Social/Behavior screenings.
  - The Student Assistance Team will compile a Social/Developmental History for students suspected of having behavioral or emotional problems.
  - A formal referral is made to the School-Based Committee by the Student Assistance Team.
  - School-Based Committee will notify parents and get permission to test.

- A copy of Parental Rights will be sent to the parents by the School-Based Committee.
  - The School-Based Committee will arrange to have the student tested by the school psychologist.
  - The School-Based Committee will meet to make recommendations and explain test results to parents and teachers.
  - An individual education plan (I.E.P.) will be developed by the School -Based Committee and a Multi-disciplinary Team Report will be made for students with Specific Learning Disabilities (SLD).
- Each school will notify the Central Office:
    - Date student was placed in an Exceptional Children's Program.
    - Date student was transferred to another school.
    - Date student was transferred out of the special class and back into regular classroom.
    - Date dropped out of school.
    -
  - Individual Educational Plans (I.E.P.'s) must be written for every child enrolled in Exceptional Children's Program.
    - Parents must be notified and given an opportunity to participate in developing the plan for their child.
    - It is the responsibility of the Exceptional Children's teacher to write the I.E.P. for each child, and to notify parents of their rights to participate.

### **Search and Seizure**

Students possess the right to privacy of person as well as a freedom from unreasonable search and seizure of property guaranteed by the Fourth Amendment of the United States Constitution. That right, however, is balanced by the school's responsibility to protect the health, safety, and welfare of all its students. Students are responsible for the way they use this right. School officials may seize any item(s) determined to be a safety, health, or security threat to either the possessor or to others. Items that may be used to disrupt or interfere with the educational process may be temporarily removed from the student's possession.

Students have the right to use school lockers as assigned to them. School lockers are the property of the school. Authorized school personnel with prior approval of the principal or assistant principal may conduct searches and inspections of lockers.

### **Pupil Interrogation by Persons Outside of the School Staff**

Interrogation of students by investigators and/or officers must have the principal's approval. Do not permit anyone other than the school personnel to question students.

### **Student Schedules**













- The computer has assigned students to classes and produced a printout for each class and homeroom. Every student on your printout must be accounted for during your class period. A student's name may not be removed from the printout until you are officially notified.
- If a student is on your roster that has not reported to you during the first ten days of school, advise the counseling center secretary.
- If you can determine the whereabouts of a "no show," report this to the counselor. A notice to drop students will be distributed.

### **Club Meetings**

- Club meetings will be held during or after school hours as announced (usually once a month).
- The Associated Student Body must approve charters for all clubs at WCHS.

## Clubs and Organizations

Clubs meet after school and evenings as scheduled by the sponsor. Below is a listing of the clubs and organizations that are available at WCHS:

	<b>African American History</b> (Caitlin Hunsucker, and Julie Salyards) An organization that provides educational opportunities for students to learn about the culture and heritage of African-Americans. Club members volunteer in the community, take field trips, and sponsor social activities.
	<b>Associated Student Body</b> (Donald Johnson & Deborah Belknap) An organization of elected student officers and representatives. ASB plans activities for the entire school. SGA President serves on the Leadership Team.
	<b>Band</b> (Craig Everett & Andy Wright) An activity that provides opportunities for students to promote excellence in music and musical competitions, and support the community.
	<b>DECA</b> (Lisa Hensley) An organization for marketing students to develop leadership, social skills, vocational understanding, and civic consciousness.
	<b>FBLA</b> (Mark Thompson & Amy McKay) Future Business Leaders of America is an organization that develops leadership skills and offers opportunities for students to compete with other members across the region and state in business-related events.
	<b>FCA</b> (Elizabeth Robb and Hannah Anderson) Fellowship of Christian Athletes is a worldwide, Christian ministry organization that seeks to meet many spiritual and social needs of student-athletes through huddles, Bible studies, and recreational activities. Students do not have to be part of an athletic program to participate.
	<b>FFA</b> (William Baxley, Glen Howell & Matt Howell) Future Farmers of America is an organization with commitment to service, leadership, career development and all areas of agriculture including Environmental Science, Agricultural Engineering, Horticulture, Animal Science, and Natural Resources.
	<b>FTA</b> (Michelle Phillips & Deborah Coulter) Future Teachers of America is an organization to help future teachers gain knowledge about the teaching profession and the Teaching Fellows Program. Members provide service to current teachers and to serve as tutors.
	<b>History Club</b> (Tony Gilliam) Students will do in-depth studies of historical events and how they connect to current events. Students also work in our community to promote and preserve local historical treasures.
	<b>H.U.N.s</b> (Jim Nolan & Matt Graham) Hear Us Now! The H.U.N.s endeavor to increase awareness of local and global issues relating to the environment and promote environmentally friendly and healthy practices in the community.
	<b>Interact Club</b> (Linda Bonnette & Betsy Piehler) A youth service club sponsored by the Morehead City Noon Rotary Club. Members are involved in service projects to benefit our school, community, county, state, and world.
	<b>International Club</b> (Sarah Roman) Creates global awareness and celebrates cultural diversity

	<p><b>Key Club</b> (Mary Loveless) Kiwanis-sponsored, community service and youth leadership-building club</p>
	<p><b>Math Team</b> (Michelle Phillips &amp; Katie Salter) A club that provides opportunities for students to promote excellence in math, to support and promote math competitions, and support the community.</p>
	<p><b>National Honor Society</b> (Tiffany Mayo) The National Honor Society creates enthusiasm for scholarship, stimulates a desire to render service, promotes worthy leadership and encourages the development of character in the students of West Carteret High School.</p>
	<p><b>FCCLA</b> (Rebecca Dodge, Deborah Coulter, &amp; Jane Gilliam) Family, Career and Community Leaders of America focus on the multiple roles of family members, wage earner and community leaders.</p>
	<p><b>Quiz Bowl</b> (Clyda Lutz) An academic team of students who are interested in trivia and participate in "That's Academic" TV competitions.</p>
	<p><b>SADD</b> (Bob Harman) Students Against Destructive Decisions – A club made up of students that wish to pass along the message that you are responsible for your actions.</p>
	<p><b>Science Olympiad</b> (Dayna Martin) An international nonprofit organization devoted to improving the quality of science education, increasing student interest in science and providing recognition for outstanding achievement in science education.</p>
	<p><b>Skills USA</b> (Dan Varner &amp; Scot Whitfield) An organization that promotes leadership and skill development. Members participate in local, regional, state, and national competitions. The organization also offers the Professional Development Program.</p>
	<p><b>Spanish Club</b> (Marcela Topping &amp; Cynthia Bridges) A club to promote multicultural understanding.</p>
	<p><b>Teenage Republican Club</b> (Ted Kenneally) Promotes political understanding and participation in the student body.</p>
	<p><b>Thespian Society</b> (Deborah Belknap) An organization committed to the promotion and celebration of all aspects of the theatre.</p>
	<p><b>Weightlifting Club</b> (John Lancaster) Our purpose is to increase the strength and conditioning level of all West Carteret Athletes. The club meets after school Monday through Thursday from 3:00 till 4:00.</p>
	<p><b>Young Democrats Club</b> (Jim Nolan) Promotes political understanding and participation in the student body.</p>

## School Dances

Dances sponsored by various school groups require planning and supervision which involve the staff.

Guidelines for the management of dances follow:

- All requests by clubs or groups to sponsor dances will be submitted to the principal at least two weeks prior to the dance. The teacher/sponsor of the club or organization will sign the request. The form can be found in the Teacher\_Info folder on the server.
- If the dance is approved, the group will submit the names of the chaperones, teachers and parents to the principal at least two days prior to the dance. Normally, it is expected that at least four parents and four teachers be present for the duration of the dance. An assistant principal will also be present during the entire event. One deputy will be hired for the entire event and paid by the sponsoring club.
- The use of tickets is required for all events where admission is charged. Live music dances would cost more. You may recommend an admission price. Tickets for dances and other school events will be issued with at least two days notice.
- All dances will end by 11:30 p.m. Arrangements shall be made to clean-up after the dance, on the following day (Saturday or Sunday), or to pay custodians to clean up. The extra time for custodians goes on their time cards and is paid by the Board of Education. A reimbursement check is subsequently required.
- Students are not permitted to leave an activity and return to the activity. If a student leaves, he/she may not return.
- Payment of bands and DJ's will be by check only. The sponsor should file a disbursement form with the bookkeeper to pay all bills.
- A student who appears to be under the influence of drugs or alcohol before or after admission to the school function will be subject to disciplinary action. The same rules regarding alcohol and drugs apply to all school functions. Report any infraction to an assistant principal.

## Instructions for Completing Immunization Review of School Students

North Carolina's Immunization Law requires that children residing in the state shall be immunized against:

<b>Vaccine</b>	<b>Number Doses</b>	<b>Year Required by NC Law</b>
Diphtheria	three doses	1939
Pertussis (whooping cough)	three doses	1945
Tetanus	three doses	1957
Polio	three doses	1959
Measles	one dose	1971
Rubella (German Measles)	one dose	1977

The Revised Immunization Law requires, as a minimum, the vaccine doses listed above for all students, K-12, of public, private, and religious schools. Compare the student's date of birth and the date of measles immunization. If a measles vaccine was received before the student's first birthday, even one day before, state law then requires a second vaccination.

## Compliance with Title IX

The Carteret County School System does not practice discrimination on the basis of sex in the employment of personnel or in the admission of students to its schools or any of its educational programs or activities, other than those exceptions specifically permitted under Title IX which provides that "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance..." with certain exceptions. Students may enroll in any course provided he or she has the appropriate prerequisites.

Any student who feels that he or she has a grievance related to Title IX Compliance shall discuss his complaint with his teacher, counselor, or an assistant principal or principal, which will initiate the procedure for resolving the grievance. Any issue relating to Title IX Compliance shall be settled equitably at the lowest possible administrative level.

**SENATE BILL 458- ANNUAL LEAVE**

Years of Aggregate State Service	Days per Month	Days Granted Each Year		
		10-Month Employees	11-Month Employees	12-Month Employees
Less than 2 years	1.00	10.00	11.00	12.00
2 but less than 5 years	1.15	11.50	12.65	13.80
5 but less than 15 years	1.40	14.00	15.40	16.80
10 but less than 20 years	1.90	19.00	20.90	22.80
20 years or more	2.15	21.50	23.65	25.80

**PERSONNEL**

POLICY GBK

**USE OF TOBACCO PRODUCTS**

The Board of Education recognizes that smoking represents a health and safety hazard, which can have serious consequences for the smoker and nonsmoker and the safety of the District. Because of the Board's concern for the safety of the District, and in order to protect the students, staff, employees, visitors and guests of the District from an environment that may be harmful to them, and because of its possible harm to personal well-being, the Board hereby prohibits smoking and other uses of tobacco products by all persons in all school district buildings, or school grounds and other property under its jurisdiction.

It is specifically directed that the tobacco use ban will be in effect 24 hours a day, seven days a week, and will apply to anyone present on school property. It is understood that this policy will be in addition to existing Board policy concerning the prohibition of tobacco use by students as set forth in regulation JFC.

Further, employees and other persons who supervise school activities are prohibited from using tobacco products in the presence of students during school or school related functions away from school property.

Since guests to our school campuses are likely to be unaware of the full implications of this policy, notices will be prominently displayed throughout. Should violations occur, guests will be reminded of the Board's wishes and encouraged to honor its policy.

Effective 8/11/93 - BOE