

STATESVILLE MIDDLE SCHOOL



#SMSBULLDOGNATION!

WHERE EXCELLENCE IS AN EXPECTATION

2015-2016 Faculty Handbook

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Principal: Ericia Turner
Assistant Principal: Kelly Campbell

The Mission of Statesville Middle School is to serve as a guiding light for students, parents, staff and the community as they continue to prepare for the 21st Century. To accomplish our mission, we will provide specialized instruction in academics, leadership, technology and socialization.

Core Beliefs:

- o Students learning is our #1 priority
- o All students and staff will be held to standard of high achievement
- o All students and staff will be successful
- o All students and staff will feel safe while attending school
- o All students and staff will encourage school pride with a positive attitude
- o All students and staff are motivated and willing to achieve our mission

Iredell-Statesville Board of Education affirms the principle that every student -- regardless of race, creed, color, national origin, sex, cultural or economic background, or disability -- should be given an equal educational opportunity for educational development. Further, no student, on the basis of sex, marital status, pregnancy, or parenthood, will be excluded from participating in, denied the benefits of, or subjected to discrimination under any educational program or activity conducted by the district. The school district will treat its students without discrimination in regard to course offerings, athletics, counseling, employment assistance and extracurricular activities.

Board of Education Policy 1740/4010

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School Expectations

<u>B</u>ulldogs are always:	Classrooms	Hallways	Cafeteria	Restrooms
<u>A</u>ccountable	<p>Make good decisions for yourself.</p> <p>Do assigned work.</p>	<p>Make good decisions for yourself.</p> <p>Go to locker only at designated time or with a hall pass/agenda</p> <p>Walk on right side of hall and keep traffic moving</p> <p>Use only assigned locker and lock lockers</p>	<p>Make good decisions for yourself.</p> <p>Stay in assigned class in lunch line and lunch room</p> <p>Touch and eat only the food on own tray or own lunch bag/ box</p> <p>Take only those condiments I will eat</p>	<p>Make good decisions for yourself.</p> <p>Use restroom only for designated purpose</p> <p>Flush toilet after each use</p> <p>Keep restroom graffiti-free</p>
<u>R</u>espectful	<p>Use appropriate language and volume</p> <p>Follow directions of staff</p> <p>Respect personal space and property</p> <p>Listen to others.</p>	<p>Use appropriate language and volume</p> <p>Follow directions of staff</p> <p>Respect personal space and property</p> <p>QUIET ZONE during class time.</p>	<p>Use appropriate language and volume</p> <p>Follow directions of cafeteria staff and staff on duty</p> <p>Respect personal space and property</p>	<p>Use appropriate language and volume</p> <p>Follow directions of staff</p> <p>Respect personal space and property</p>
<u>K</u>ind	<p>Treat others the way you would like to be treated.</p> <p>Leave it cleaner than you found it.</p>	<p>Treat others the way you would like to be treated.</p> <p>Leave it cleaner than you found it.</p>	<p>Treat others the way you would like to be treated.</p> <p>Leave it cleaner than you found it.</p>	<p>Treat others the way you would like to be treated.</p> <p>Leave it cleaner than you found it.</p>

<u>B</u>ulldogs are always:	School Grounds	Bus/Bus Stop	Assemblies	Arrival/ Dismissal
<u>A</u>ccountable	<p>Make good decisions for yourself.</p> <p>Stay in designated area and have a hall pass/agenda at all times</p> <p>Keep cell phones off and out of sight during school day</p> <p>Wear clothes outlined in school dress code</p> <p>Keep our school graffiti-free</p>	<p>Make good decisions for yourself.</p> <p>Follow ISS Bus Code of Conduct</p> <p>Walk to bus and to assigned seat</p> <p>Stay seated when bus is moving</p> <p>Keep all body parts and objects inside the bus</p> <p>Keep bus and bus seats graffiti-free</p>	<p>Make good decisions for yourself.</p> <p>Walk to assigned seating area</p> <p>Stay with your assigned class</p> <p>Listen</p> <p>Pay attention</p>	<p>Make good decisions for yourself.</p> <p>Report directly to designated area using inside voice</p> <p>Wear clothes outlined in school dress code</p>
<u>R</u>espectful	<p>Use appropriate language and volume</p> <p>Follow directions of staff</p> <p>Respect personal space and property</p>	<p>Use appropriate language and volume</p> <p>Follow directions of bus driver and staff on duty</p> <p>Respect personal space and property</p>	<p>Use appropriate language and volume</p> <p>Follow directions of staff</p> <p>Respect personal space and property</p>	<p>Use appropriate language and volume</p> <p>Follow directions of staff on duty</p> <p>Respect personal space and property</p>
<u>K</u>ind	<p>Treat others the way you would like to be treated.</p> <p>Leave it cleaner than you found it.</p>	<p>Treat others the way you would like to be treated.</p> <p>Leave it cleaner than you found it.</p>	<p>Treat others the way you would like to be treated.</p> <p>Leave it cleaner than you found it.</p>	<p>Treat others the way you would like to be treated.</p> <p>Leave it cleaner than you found it.</p>

Statesville Middle School Staff

2015-2016

6th Grade

Team A

Zina Parlier	ELA & SS
Kasey Phillips	Math & SS
Susan Taylor	Science & SS

7th Grade

Kecia Brown	Math
Tarsha Davis	ELA
Patricia DeWalt	SS
Thomas Kester	ELA & SS
Anna Muldrow	Science
Taylor Parlier	Math & Science
Deborah Ramseur	SS
Joann Scott	Science

Wheel

Chante Miller	Art
Kathryn Redling	Band
Chelsea Harvey	Chorus
Rick Money	Careers
Araina Sanchez	ELL
Jamie Jolly	PE/Health
Josh Henderson	PE/Health
Cynthia Hilkert	Read 180

ALC/Bulldog Academy

Seth Pierce
Cherie Gillion

Instructional Support Staff

Benjamin Johnson	BLIF
Kristen Goodwin	Media Coordinator

Office Support Staff

Carolyn Bowman	Data Manager
Asha'ta Hayden	Bookkeeper

School Resource Officer

Samantha Lindon

6th Grade

Team B

Diane Pino	ELA
Britney Chambers	Math
Christophe Fatton	Science
Heather Dalton	SS

8th Grade

Evelyn Clyburn	Math
Brandy Thurman	Science
Jennifer Hodges	SS
Helen Fowler	ELA
Deborah Ramseur	SS
Joann Scott	Science
Brandon Steele	Math
Tamiya Turner	ELA

Exceptional Children

Leslie Byers	Inc/Res
Kathryn Campbell	LIC
TBA	LIC TA
Breon Holmes	SED TA
Mike Mitchell	Inc/Res
Patricia Plyler	Inc/ Res - EC Fac
Allison Potts	LIC TA
Jamaika Roberson	SED
Patrice Templeton	EC Specialist
Amber Waldrup	Inc/Res

Guidance

Lydia Mayberry	Counselor
Kelly Rife	SAP

Custodial Staff

Anthony Davidson
Michael Kelley
Gail Morrison
Stephanie Williams

Administration

Kelly Campbell	Assistant Principal
Ericia Turner	Principal

Statesville Middle School Leadership Responsibilities

<p style="text-align: center;">Ericia Turner Principal</p> <ul style="list-style-type: none"> ● Administrative Representative: <ul style="list-style-type: none"> ○ ELA PLC/ Department ○ P.E./Health PLC ● Budget ● Classroom Walkthroughs ● Discipline (All grades, last names A-K) ● School Improvement Team ● School Safety (Fire, Lockdown, Etc.) ● Teacher Assistants ● Teacher Evaluation Process 	<p style="text-align: center;">Kelly Campbell Assistant Principal</p> <ul style="list-style-type: none"> ● Administrative Representative: <ul style="list-style-type: none"> ○ Math PLC/Department ○ E.C. Department ● Classroom Walkthroughs ● Core Team ● Custodians/General Maintenance ● Discipline (All grades, last names L-Z) ● EC LEA Rep ● RtI - Behavior Management ● Teacher Evaluation Process
<p style="text-align: center;">Benjamin Johnson Blended Learning Instructional Facilitator</p> <ul style="list-style-type: none"> ● Administrative Representative: <ul style="list-style-type: none"> ○ Social Studies PLC/Department ○ Unified Arts PLC ● Blended Learning Instruction ● Classroom Walkthroughs ● PDSA support/training ● RtI – Academic Support ● Staff Mentoring Program 	<p style="text-align: center;">Kristen Goodwin Media Specialist</p> <ul style="list-style-type: none"> ● Administrative Representative: <ul style="list-style-type: none"> ○ Science PLC/Department ● Digital Content ● Library Resources ● Macbook Deployment & Collection ● Social Media (Facebook, Twitter, Instagram) ● Technology storage ● Testing Coordinator ● Webpage
<p style="text-align: center;">Lydia Mayberry Counselor</p> <ul style="list-style-type: none"> ● Bully Reports ● College Readiness Institute ● Core Team ● Summer Transition Camp 	<p style="text-align: center;">Kelly Rife SAP</p> <ul style="list-style-type: none"> ● Bully Reports ● College Readiness Institute ● Core Team ● Summer Transition Camp

Department Chairs

DEPARTMENT	CHAIRPERSON
English	Zina Parlier
Math	Kecia Brown
Science	Joann Scott
Social Studies	Patricia DeWalt
Wheel	Rick Money
Exceptional Children	Patricia Plyler

Department Chair Duties

- Assists all teachers in the department with the implementation of the school system program.
- Observes teachers in department as needed.
- Perform monthly classroom walkthroughs (CWT) for each teacher in their respective department.
- Assures that teachers have necessary materials, i.e. Teacher Handbook, Common Core Standards, Curriculum Guides, etc.
- Assists in planning and implementing staff professional development.
- Provides content assistance for out-of-field activities.
- Assists teachers in analyzing student performance, success and failure.
- Serves as school representative in curriculum development and revision.
- Updates principal and others concerning development in subject area.
- Serves as liaison within and between departments and with feeder schools.
- Assists in the preparation of budget needs for the department.
- Assists in the organization, distribution and inventory of the departmental materials for instruction and equipment.
- Provides input in student scheduling.
- Reviews PLC minutes for each respective PLC in their department.
- Holds monthly departmental meeting
 - Notice of meeting times, dates and locations should be provided to department members and appropriate leadership within the first 2 weeks of school with reminder emails being sent in days leading up to the meeting.
 - Attendance and minutes from each meeting are due to the appropriate leadership within two days of the meeting.
- Other duties pertinent to department needs as assigned

Grade Level Chairs

DEPARTMENT	CHAIRPERSON
Sixth	Pino
Seventh	Parlier, T
Eighth	Hodges

Grade Level Chair Duties

- Assists all teachers in the grade level with the implementation of the school system program.
- Assists in planning and implementing staff professional development.
- Updates principal and others concerning development in grade level.
- Serves as liaison within and between grade levels and with feeder schools.
- Assists in the preparation of budget needs for the grade level.
- Provides input in student scheduling.
- Holds monthly grade level meetings
 - Notice of meeting times, dates and locations should be provided to grade level members and appropriate leadership within the first 2 weeks of school with reminder emails being sent in days leading up to the meeting.
 - Attendance and minutes from each meeting are due to the appropriate leadership within two days of the meeting.
- Other duties pertinent to grade level needs as assigned

Team Chairs

Team	6th
A	
B	

Team Chair Duties

- Assists all teachers on the team with the implementation of the school system program.
- Updates principal and others concerning development within team.
- Assists in the preparation of budget needs for the team.
- Provides input in student scheduling.
- Holds weekly/bi-weekly team meetings
 - Notice of meeting times, dates and locations should be provided to team members and appropriate leadership.
 - Attendance and minutes from each meeting are due to the appropriate leadership within two days of the meeting.
- Other duties pertinent to the team needs as assigned

PLC Chairs and Meeting Times

PLC	6th Grade Chair Meeting Time Meeting Place	7th Grade Chair Meeting Time Meeting Place	8th Grade Chair Meeting Time Meeting Place
English	Parlier, Z	Kester	Turner
Math	Chambers/Phillips	Brown	Clyburn
Science	Taylor	Muldrow	Scott
Social Studies	Dalton	DeWalt	Ramseur
Wheel			
PE			
Arts			

PLC Chair Duties

- Assists all teachers in the PLC with the implementation of the school system program.
- Updates principal and others concerning development within PLC.
- Assists in the preparation of budget needs for the PLC.
- Holds weekly PLC meetings
 - Notice of meeting times, dates and locations should be provided to team members and appropriate leadership.
 - Attendance and minutes from each meeting are due to the appropriate leadership within two days of the meeting.
- Other duties pertinent to the PLC needs as assigned

2015-2016 Teacher Duty Schedule

- Teachers not assigned a morning duty should be in the hallways outside their classroom doors monitoring students at the release of students at 8:10.
- Teachers who are not able to be in their assigned area at the assigned time will be responsible for arranging coverage for that area.

Morning Duty	7:50 - 8:10 Responsibilities	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr
Car Rider	<ul style="list-style-type: none"> • Direct Students to breakfast or the gym • Make sure cars are moving in correct direction • Cold Weather: Stand inside door 	Parlier, Z	Pino	Davis	Ramseur
Car Rider Entrance	<ul style="list-style-type: none"> • Direct Students to breakfast or the gym 	Mayberry	Mayberry	Mayberry	Mayberry
Cafeteria	<ul style="list-style-type: none"> • Monitor students in line • Seat students according to time arrived • Five minutes per table, then students are to clean the table and leave • As students are dismissed, help monitor those moving down the stairs and through the courtyard • Handout passes for students on late buses needing breakfast 	Lindon Taylor Phillips	Lindon Chambers Dalton	Lindon Parlier, T Brown	Lindon Muldrow DeWalt
Main Foyer	<ul style="list-style-type: none"> • Monitor student movement between cafeteria and gym 	Goodwin	Goodwin	Goodwin	Goodwin
Gym	<ul style="list-style-type: none"> • Monitor Students • Students should go to breakfast before coming to the gym. • Students should not be dismissed until 8:10. 	Johnson Jolly Henderson Plyler	Johnson Jolly Henderson Fatton	Johnson Jolly Henderson Kester	Johnson Jolly Henderson Byers
Afternoon Duty	3:15 - 3:30 Responsibilities	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr
Bus	<ul style="list-style-type: none"> • Monitor students as they get on their buses • Make sure students get on the bus in a timely manner 	Hopkins PE Band CTE Split 6-8	Steele PE Band CTE Split 6-8	Hodges PE Band CTE Split 6-8	Roberson PE Band CTE Split 6-8
Car Rider	<ul style="list-style-type: none"> • Monitor students as they go to their cars • Make sure cars are moving in correct direction • Once buses and cars have left, bring students to the main entrance of the school for pick up 	Waldrup Art Chorus Split 6-8	Turner, T Art Chorus Split 6-8	Campbell Art Chorus Split 6-8	Mitchell Art Chorus Split 6-8
EC Bus	<ul style="list-style-type: none"> • Help LIC class to take and load students on the bus • Report at the time, they need you 	?	?	?	?

****All teachers are to walk their students out the building at the end of the day. Please arrange for half of each grade level to go with busses and the other half go with car riders.**

Leadership Team Duty Schedule

Name	Morning Duty	Class Change	6 th Grade Lunch 11:35-12:10	7 th Grade Lunch 12:04-12:39	8 th Grade Lunch 12:29-1:03	Afternoon Duty
Turner	8 th Grade Breezeway	8 th Grade Breezeway		Cafeteria		Buses
Campbell	Car Rider Line	7 th Grade Hallway	Cafeteria			Car Rider Line
Johnson	Gym	6 th Grade Hallway			Cafeteria	Busses
Goodwin	Lobby	8th Grade Hall Outside MC		Cafeteria		Hall by Library
Lindon	Cafeteria	Any Hallway			Cafeteria	Clegg & Front St
Mayberry	Car Rider Entrance	8 th Grade Breezeway				EC Bus?

2015 - 2016 Bell Schedules

Daily Schedule w/Bulldog

	6th		7th		8th	
	Begin	End	Begin	End	Begin	End
HR	8:10	8:20	8:10	8:20	8:10	8:20
BD	8:22	9:07	8:22	9:07	8:22	9:07
1	9:09	10:09	9:09	9:54	9:09	10:09
2	10:11	11:11	9:56	10:41	10:11	11:11
3 w/L	11:13	12:29	10:43	12:13	11:13	12:43
4	12:31	1:16	12:15	1:15	12:45	1:45
5	1:18	2:18	1:17	2:17	1:47	2:32
6	2:20	3:20	2:19	3:20	2:34	3:20

Daily Schedule w/o Bulldog

	6th		7th		8th	
	Begin	End	Begin	End	Begin	End
HR	8:10	8:20	8:10	8:20	8:10	8:20
1	8:20	9:28	8:22	9:14	8:20	9:28
2	9:30	10:38	9:16	10:12	9:30	10:38
3 w/L	10:45	12:00	10:14	11:47	10:40	12:15
4	12:02	12:54	11:49	12:58	12:17	1:25
5	12:56	2:07	1:00	2:09	1:27	2:23
6	2:09	3:20	2:11	3:20	2:25	3:20

Assembly Schedule

	6th		7th		8th	
	Begin	End	Begin	End	Begin	End
HR	8:10	8:20	8:10	8:20	8:10	8:20
1	8:20	9:14	8:22	9:07	8:20	9:14
2	9:16	10:10	9:09	9:54	9:16	10:10
3	10:12	10:57	9:56	10:50	10:12	11:06
4 w/L	10:59	12:07	10:52	12:09	11:08	12:27
5	12:09	1:03	12:11	1:05	12:29	1:14
6	1:05	2:00	1:07	2:00	1:16	2:00
A	2:00	3:20	2:00	3:20	2:00	3:20

ERPD Schedule

	6th		7th		8th	
	Begin	End	Begin	End	Begin	End
HR	8:10	8:20	8:10	8:20	8:10	8:20
1	8:20	9:30	8:22	9:16	8:20	9:30
2	9:32	10:26	9:18	10:28	9:32	10:42
3 w/L	10:28	12:00	10:30	12:00	10:45	12:00
ERPD	9/16/2015	10/21/2015	12/9/2015	2/17/2016	3/16/2016	4/20/2016
Periods	1 thru 3	4 thru 6	1 thru 3	4 thru 6	1 thru 3	4 thru 6

1-Hour Delay Schedule

	6th		7th		8th	
	Begin	End	Begin	End	Begin	End
HR	9:10	9:20	9:10	9:20	9:10	9:20
1	9:20	10:20	9:22	10:02	9:20	10:20
2	10:22	11:22	10:04	10:44	10:22	11:22
3 w/L	11:24	12:32	10:46	12:14	11:24	12:52
4	12:34	1:14	12:16	1:16	12:54	1:54
5	1:16	2:16	1:18	2:18	1:56	2:36
6	2:18	3:20	2:20	3:20	2:38	3:20

2-Hour Delay Schedule

	6th		7th		8th	
	Begin	End	Begin	End	Begin	End
HR	10:10	10:20	10:10	10:20	10:10	10:20
1	10:20	11:08	10:22	10:57	10:20	11:08
2	11:10	11:58	10:59	11:34	11:10	11:58
3 w/L	12:00	1:00	11:36	12:47	12:00	1:11
4	1:02	1:37	12:49	1:37	1:13	2:01
5	1:39	2:27	1:39	2:27	2:03	2:38
6	2:29	3:20	2:29	3:20	2:40	3:20

3-Hour Delay Schedule

	6th		7th		8th	
	Begin	End	Begin	End	Begin	End
HR	11:10	11:20	11:10	11:20	11:10	11:20
1 w/L	11:20	1:03	11:22	12:35	11:20	1:03
2	1:05	1:55	12:37	12:57	1:05	2:25
3	1:57	3:20	12:59	3:20	2:27	3:20
Dealy	1st	2nd	3rd	4th	5th	6th
Periods	1 thru 3	4 thru 6	1 thru 3	4 thru 6	1 thru 3	4 thru 6

Lunch Schedule W/O Bulldog

LINE #1	Table	TIME	LINE #2	Table
<i>7th Grade</i>				
T Parlier	1	10:50 – 11:13	Muldrow	2
Davis	3	10:54 – 11:17	Kester	4
Brown	5	10:58 – 11:21	Waldrup	5
DeWalt	6	11:02 – 11:25	Hilkert	7
<i>8th Grade &</i>	<i>Wheel</i>			
Hodges	1	11:17 – 11:40	Fowler	2
Scott	3	11:21 – 11:44	Clyburn	4
Miller	4	11:25 – 11:48	Harvey	5
Money	6	11:29 – 11:52	Jolly	7
Steele	1	11:44 – 12:07	T Turner	2
Thurman	2	11:48 – 12:11	Roberson	3
Pierce	4	11:52 – 12:15	Campbell	7

Breakfast \$1.35 & Lunch \$2.55

Lunch Schedule W/Bulldog

LINE #1	Table	TIME	LINE #2	Table
7th Grade				
T Parlier	1	10:50 – 11:13	Muldrow	2
Davis	3	10:54 – 11:17	Kester	4
Brown	5	10:58 – 11:21	Waldrup	5
DeWalt	6	11:02 – 11:25	Hilkert	7
8th Grade				
Hodges	1	11:17 – 11:40	Fowler	2
Scott	3	11:21 – 11:44	Clyburn	4
Steele	5	11:25 – 11:48	T Turner	6
Thurman	7	11:29 – 11:52		
6th Grade				
Campbell	1	11:44 – 12:07	Pierce	2
Roberson	2	11:48 – 12:11	Harvey	3
Miller	4	11:52 – 12:15	Money	5
Jolly	6	11:56 – 12:19	Tessenair	7

Breakfast \$1.35 & Lunch \$2.55

Regularly Scheduled Meetings for Faculty Schedule

Meeting	Day/Time
Department Meetings	9/1; 10/13; 11/3; 12/1; 2/2; 3/1; 4/5; 5/24
School Improvement Team	9/8; 11/10; 1/26; 3/8; 4/12; 5/10
Staff Meetings	9/15; 10/20; 11/24; 12/15; 1/12; 2/23; 3/15; 4/19; 5/17
BT Meetings	8/25; 9/22; 10/27; 12/8; 2/9; 4/26; 5/31
Data Meetings	10/6; 11/17; 1/5; 2/16; 3/22; 5/3
EC Department Meetings	First Tuesday of Every Month
PLCs	Once per Week (not on Thursdays) (Days and time must be submitted to admin by 9/4)
Grade Level	Once per Week (not on Thursdays) (Days and time must be submitted to admin by 9/4)
Core Team	Every Wednesday (7:30 am in Media Center)
BLIF District-Wide PLCs	Thursdays (all day)
Leadership	Fridays (8:45 am in Ms. Turner's office)

*These dates/weeks are subject to change, please see your Google calendar,
PLC Matrix and weekly Know and Do emails for confirmed dates.*

2015 -2016 Coaching Staff

Sport	Coach	Email
Athletic Director	Darrius Hopkins	Darrius_Hopkins@iss.k12.nc.us
Football	Darrius Hopkins	Darrius_Hopkins@iss.k12.nc.us
Volleyball	Patricia Plyler Jennifer Hodges	PPlyler@iss.k12.nc.us Jennifer_Hodges@iss.k12.nc.us
Cross Country	Joann Scott	Joann_scott@iss.k12.nc.us
Men's Basketball	Breon Holmes	Breon_Holmes@iss.k12.nc.us
Women's Basketball	Carolyn Bowman	Cbowman@iss.k12.nc.us
Wrestling	Darrius Hopkins	Darrius_Hopkins@iss.k12.nc.us
Men's Soccer	Darrius Hopkins	Darrius_Hopkins@iss.k12.nc.us
Women's Soccer	Christophe Fatton	Chris_Fatton@iss.k12.nc.us

Grading Scale

F	D	C	B	A
0 - 59	60 - 69	70 – 79	80 - 89	90 - 100

Progress Reports

All students and parents/guardians need to be kept informed of a student’s progress on a regular basis. Frequent monitoring of grades is essential to student progress and to encourage self-improvement and responsibility. SMS will report grades to students and parents/guardians three times a quarter with two “Grade Checks” and one “Progress Report” required by the district. This will give students a gauge of their progress throughout each quarter. Teachers will utilize the progress report that is generated from PowerSchool for the “Progress Report” dates. Grade checks will be written by each teacher in the student agenda books.

	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
Grade Check	September 9	November 18	February 3	April 20
Progress Report	September 23	December 2	February 18	May 4
Grade Check	October 14	January 6	March 16	May 25

Staff Dress Code

As educators, our commitment to excellence should be reflected in our appearance. In general, a business casual style is appropriate for professional and paraprofessional employees. The following guidelines for teachers and instructional/office assistants have been developed to answer any questions about the district's standards for dress.

I represent a profession of value-therefore, I need to look, act and dress as if I value my profession.

- Anonymous

We are what we repeatedly do. Excellence, then, is not an act, but a habit.

- Aristotle

Men's Dress Code	Women's Dress Code
<p>Male employees should wear collared shirts, such as polo style, oxford style or dress shirts, and these may be long or short sleeved. Turtlenecks are also acceptable, but these would preferably be worn with a sport coat or jacket. All shirts should be worn tucked in. Acceptable sweater styles include pullover and cardigan styles. Although not required, men are encouraged to wear jackets and ties to work.</p> <p>Unacceptable types of shirts include T-shirts, sweatshirts, banded-bottom shirts or smock-style shirts designed to be worn untucked. Tailored dress slacks or business casual (Dockers® style) pants in a fabric other than denim are considered appropriate for the workplace. If the pants have belt loops, a belt should be worn.</p> <p>Sweatpants, wind pants, warm-ups and cargo style pants are not considered appropriate for the workplace. Shorts should only be worn in P.E. or athletics classes; coaches are to be in professional dress while in the regular classroom.</p> <p>Jeans are only acceptable on days designated by the principal and are expected to be worn with spirit shirts. Be sure that jeans worn to work fit appropriately, are not torn or overly faded and do not show signs of excessive wear.</p> <p>Acceptable footwear includes dress shoes or casual shoes, such as leather-like, suede or loafer styles. Boots are also acceptable. Tennis or athletic shoes are acceptable only on jean days. Men should not wear sandals to work.</p>	<p>For female employees, clothing should convey a professional image by being coordinated, modest and appropriate for a business setting. Collared or uncollared shirts and tops may be pullover or button style. Shirts and tops that are not made to be worn out (i.e. shirts or tops with a tail) should be tucked in. With regard to sleeve length, sleeveless shirts and tops are only acceptable for the workplace when worn under a jacket or a shirt-jacket at all times. Low-cut tops or shirts that reveal the midriff should never be worn to work.</p> <p>In addition to tailored or business casual pants, pant sets and business pant suits, women may also wear cropped dress pants (near ankle length) when they are worn as part of a suit or a coordinated outfit. Any fabric other than denim is acceptable. Capri pants (those that reach mid-calf or above) and low-fitting, "hip-hugger" pants are not appropriate for a business setting.</p> <p>Women's skirts should be of a modest, professional length, falling at or just above the knee. Skirts (or any clothes) that are too tight, too short or too revealing are not appropriate for the workplace. Sweatpants, wind pants and warm-ups are also unacceptable. Shorts should only be worn in P.E. or athletics classes as appropriate; coaches are to be in professional dress while in the regular classroom.</p> <p>Jeans are only acceptable on days designated by the principal. Be sure that jeans worn to work fit appropriately, are not torn or overly faded and do not show signs of excessive wear. Low-rise jeans that prevent modesty are not acceptable.</p> <p>Shoes are a part of professional dress and can help to project a business image. Appropriate shoes include dress shoes or pumps; leather-like, suede or loafer-style shoes; and boots. Closed-toed mule or closed-toed slide styles are also acceptable. Casual sandals are not appropriate, but an open-toed shoe with a dress appearance and a dress heel is acceptable. Tennis or athletic shoes are acceptable only on jean days at the discretion of the principal. Flip-flops are not acceptable.</p>

Staff Arrival to/Leaving from Campus

- Staff members are expected to be on campus from 7:40 am until 3:40 pm daily (unless there is an after school meeting--Tuesday afternoons until finished).
- Staff members that are running behind must contact the school to ensure that someone is aware and that the staff member's duties/classes are covered.
- Staff members that need to leave campus for any reason must receive prior approval from either the principal or the assistant principal.
- Staff members must sign in/out in the office in the event that our school has to go into a lockdown.
- Staff members should not leave campus for lunch unless it is a teacher workday.

Staff Absences

- Place absence into sub-system as soon as possible.
- Staff members are responsible for finding a substitute if the job isn't filled.
- Email Ms. Turner, Mrs. Campbell, Ms. Hayden, and your team leader of your absence (with plans if none were left).
- Fill out a pink leave request form as soon as you return to school and give to Ms. Hayden.

Staff Trade Time Policy

- Open House and Awards Night are required functions for staff.
- Staff members will receive 1 day of trade time to be used on a non-student day for participation in the following: Dance and 2 Game Duties. Staff members having to miss one of the above events should receive prior approval from an administrator to substitute additional game duties to receive the day.
- A trade time form (lavender) must be filled out, signed by Ms. Turner and submitted to Ms. Hayden.

Connect Ed Messages Policy

- All Connect Ed messages must be submitted to and approved by Ms. Turner.
- The deadline for submission is Fridays at 1:15 pm (or whatever the last student day of the week happens to fall on).
- General announcements should not be included. Only items that would normally warrant a Connect Ed: announcements that impact the entire campus and school community.
- Connect Ed messages will be followed up with postings on the SMS Facebook page and webpage.

Field Trip Policy

- All field trip requests must be submitted by September 30. The requests must be submitted to Ms. Turner for leadership team approval. The approvals will be sent to the transportation department and the assistant superintendent of school operations for approval.
- All students attending a field trip must make up the work they miss.
- All field trips must be taken before May. Only in unique circumstances will exceptions be made.
- All staff members taking a field trip must send a teacher approval form that must be signed by all of a student's teachers indicating their approval for the child to go on the field trip. There are several reasons a teacher may not approve of a student attending a field trip: attendance/tardy issues, discipline issues, poor grade in a class, multiple missing assignments in a class, a test being given on the day of the scheduled field trip, among others
- After school/non-school day field trips are not subject to the teacher approval forms.
- Inform Cafeteria Manager of the number of students that will be on the respective field trip so the Cafeteria Staff can adjust the amount of food they prepare on that day. The cafeteria needs three weeks notice to make this happen.
- Volunteer forms must be secured for all non-ISS chaperones. Those may be secured in the main office and must be completed and returned to the main office no less than 30 days before the trip.
- Staff members to be used as chaperones need to be approved by admin at least two weeks in advance.

Before and After School Accountability for Students

- Students that arrive to campus prior to 7:50 am are to wait in the gym until the morning bell rings.
- Students may eat inside the cafeteria or the courtyard (same as during lunch time).
- Students MAY use electronic devices (including cell phones) during non-instructional times: before 7:50 am and after 3:20 pm.
- Students remaining at school after 3:25 pm must either be with a teacher, coach, or standing in front of the office waiting for their ride. Students not with an adult and not in front of the office after 3:25 pm are subject to disciplinary action.
- Coaches and Club teachers meeting after school must wait with all players/students **until they are all picked up.**

Student Lunch Time

- **Students are allowed to eat food in no other area than the cafeteria, ISS Room, and Courtyard (with teacher supervision).**
- **Students may NOT** eat food in any other areas of the school including: hallways, restrooms, and teacher classrooms unless it is a designated day to eat in the classrooms (i.e. early release day).
- Students may not be anywhere during their lunch period except the cafeteria or bathrooms outside the cafeteria.
- *****Teachers are STRONGLY encouraged to limit the amount of student movement during 3rd block due to lunches being in progress. This keeps students from wandering into the cafeteria area.
- No food is to be given to students by staff members prior to lunch ending.

Restroom/Hallway Passes

- Students cannot be in any part of the school unsupervised without the permission of their teacher.
- Teacher permission to be out of the classroom unsupervised comes in the form of a written/signed note or hallway pass.
- One student is allowed out of the classroom at a time. Only in medical emergencies should more than one student be let out at the same time.
- Students must sign in and out of class.

Electronic Device Policy

- Students may NOT use cell phones at any time during the school day (7:50 am to 3:20 pm).
- No photography or videotaping is allowed on school grounds without proper approval (from a staff member or administrator).

Staff Supervision

- Staff members are expected to supervise their students at all times.
- Staff members are expected to be at their AM/PM duty stations or arrange for a fellow teacher to cover for them in the event they cannot make it to their duty station. AM duty runs from 7:45am until 8:15am. PM duty runs from 3:15pm until 3:30pm.
- All staff is expected to be in the hallways during class changes to help supervise students and keep them moving towards class.
- Teachers are to walk with their students to their elective classes.

Detailed Policies

1. Absences & Substitute Teacher Procedures	35. In School Suspension (ISS) Policy
2. Admit Slips	36. Keys
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21. Exam Policy	55. Safety Issues
22. Exceptional Children / 504 Students	56. School Functions
23. Field Trips	57. Student Accountability Standards
24. Fundraising	58. Supervision of Students
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27. Grading Scale	61. Textbooks
28. Hall Passes	62. Tobacco Policy
29. Hallway Traffic	63. Trade Time Policy-Staff
30. "Hands Off" Policy	64. Visitors
31. High School End-of-Course Tests	65. Volunteers
32. Homework	66. Work Areas
33. Inclement Weather Procedures	67. Work Orders
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Absences

Policy 7500 Workday

The Iredell-Statesville Board of Education believes that continuity of staffing is essential to the provision of consistent services and instruction to students. All employees are expected to be present during all working hours. Except during illness or extraordinary circumstances, employees must provide notice of an intended absence at least ten days prior to the absence. Requests for such absences must be made to and approved by the employee's immediate supervisor. If the request is denied, the employee may appeal the decision to the person who supervises the employee's supervisor. All staff members must have permission from the principal before leaving school during the school day. Absence without prior approval, chronic absences, habitual tardiness or abuses of designated working hours are all considered neglect of duty and will result in disciplinary action up to and including dismissal. The principal or other person designated by the superintendent shall assign duties

and work schedules to employees.

Licensed or Professional Personnel

The length of the school day for licensed staff will be a minimum of seven hours and thirty minutes and will continue until professional responsibilities to the student and school are completed. The normal student day hours are 7:45-3:30. Teacher workdays will be scheduled from 8:00 a.m. to 4:00 p.m. with one hour for lunch. All teachers should be in their classrooms prior to the beginning of the school day and remain until after the students are dismissed, unless a teacher's assignment places him/her elsewhere in the school. Administrative meetings, curriculum development, pupil supervision, assigned duties, parent conferences, group or individual planning and extra-curricular activities may require hours beyond the stated minimum.

Classified Personnel - refer to full Board Policy 7500

Substitute Teacher Procedures

Please make sure to leave plans for the substitute including a “generic plan” which stays in your room. Be sure to include the following in your substitute plans:

- **List of students in class(es).**
 - Note, students who could be trusted as “helpers” for the sub. You should have extra paper copies of class rosters.
- **Description of Class Routines**
 - A seating chart, beginning of the day routines, how attendance is taken or collected, when it is appropriate to let students go to the bathroom, hall pass info, where or how student work is collected, dismissal routines, copy machine information stating where the copy machine is and any code they may need to know in order to use it.
- **Teacher’s schedule**
 - Provide a class period schedule of each class taught and any extra duty assignments. Give directions so subs can locate any necessary rooms. Provide information as to what is expected during extra duty assignment.
- **Class Rules**
 - If students were provided with a handout at the beginning of the year, put this in the substitute folder.
- **Classroom Management Procedures**
 - In the packet, include copies of the *classroom discipline log*, if you have one. Inform substitute to complete the form and leave for you. Provide a place for subs to write in absences, discipline problems, and comments.
- **School Policies**
 - Include a copy of the BARK matrix.
- **Emergency Lesson Plans**
 - Choose and print a grade level/subject area appropriate lesson plan for the substitute's folder just in case.
- **Extra Time Fillers**
 - Select a few activities that relate to your subject’s standards as gap fillers in case students complete assignments ahead of time.

Admit Slips

- Students who report to school without an admission slip from a prior absence will be sent to the office immediately for a slip. If there is a late bus an all call announcement will be made and students on a late bus will be should be admitted to class without being counted tardy.
- Absences that occur as a result of out-of-school suspension can be made up for attendance purposes.
- **It is the responsibility of the student to contact his/her teachers on the first day of his/her return to school following an absence to arrange for make-up time and work. All assigned make-up work will be completed outside of regular class time within 5 school days (except in the case of consecutive multiple absences).**
- A student must attend school 50% of the school day in order to be counted present for the entire day.
- Students absent from school and/or class because of an official school-sponsored activity will not be counted absent from either school or class. School related activities must be approved in advance by the principal.
- Students must be in attendance 50% of the school day in order to participate in or to observe extra-curricular activities. (Examples:

athletic events, school activities, class plays, concerts, etc.) Exceptions may be approved by the principal.

Announcements

- All announcements must be submitted to Mrs. Goodwin by **3:00pm the day before** to be included in the morning announcements.
- Teachers will not be permitted to bring announcements in the morning and expect them to be read during the morning announcements on the same day. Please plan ahead and submit announcements the day before.
- The Daily Growl will make announcements at the start of each day. Any announcements that are not made during this time will be made at the close of the school day. Announcements will not be made between classes or throughout the school day except in the event of emergency.

Arrival to/Leaving from Campus-Staff

- Staff members are expected to be on campus from 7:40am (unless there is a scheduled morning meeting with a committee) until 3:40 pm daily (unless there is a goal team/SIT meeting--Tuesday afternoons until finished).
- Staff members that are running behind must contact the school to ensure that someone is aware and that the staff member's duties/classes are covered.
- Staff members that need to leave campus for any reason must receive prior signed approval from administration. Staff must use a pink sheet if they are going to need to use leave time (usually for a half day). Staff must use an orange sheet if they are going to leave campus during their planning or just a few minutes prior to school dismissing to beat the buses/school traffic. Staff members must check with members of their grade level/department peers before sending out emails to the entire staff asking for help/coverage. Staff members are expected to reciprocate when their peers need help covering classes.
- Staff members must sign out/in at the office in the event that our school has to go into a lockdown.
- Staff members should not leave campus for lunch unless it is a teacher workday and only upon obtaining permission from administration.

Assemblies

Assembly programs are held for several purposes – to teach, to entertain, to honor, to display school spirit, and to celebrate. Depending upon the purpose of the assembly, there is a specific type of behavior expected from the audience. First and always, members of the audience should be attentive and show courtesy and respect to the performer, speaker, or whomever might be making a presentation. The administration expects the audience to meet that obligation. Teachers are expected to sit with the class they bring to the assembly and help monitor behavior.

Additionally, students are expected to:

1. Follow the BARK Matrix for assembly behavior
2. Sit with their class.
3. Avoid talking, yelling, clapping, or indicating approval or disapproval when it is not appropriate.
4. Honor and respect the dignity of the program.

Disciplinary action will be taken against those students who are disruptive or uncooperative.

Bullying Policy

BULLYING POLICY Policy #1710/4021/7230

The Iredell-Statesville Board of Education recognizes its responsibility to promote and maintain a healthy, safe, orderly, and caring learning environment in the public schools, an environment that is free from bullying, and is inclusive of all students and employees. This policy includes, but is not limited to, the following types of acts: bullying based on an individual's race, color, sex, religion, creed, ethnicity, political belief, age, national origin, linguistic and language differences, sexual orientation, gender identity/expression, socioeconomic status, physical characteristics, marital status, or disability. It is possible for bullying to occur at various levels; between fellow students or co-workers, between supervisors and subordinates, between employees and students, or imposed by non-employees, including visitors, on employees and/or students. The Iredell-Statesville Board of Education prohibits acts of bullying. Like other disruptive or violent behaviors bullying or

discrimination is conduct that impedes both a student's ability to learn and a school's ability to educate its students in a safe environment.

Therefore, this policy will apply, including but not limited to, the following circumstances:

1. While in any school building or on any school premises before, during or after school hours;
2. While on any bus or other vehicle as part of any school activity;
3. While waiting at any bus stop;
4. During any school function, extracurricular activity or other activity or event;
5. When subject to the authority of school personnel; and
6. Any time or place when the behavior has a direct and immediate effect on maintaining order and discipline in the schools.

DEFINITION

- Intentional: A purposeful or hurtful act or behavior.
- Imbalanced: Imbalanced of power: "ganging up," racial, age, name calling, gender, size, etc.
- Repeated: The intentional behavior is repeated over time.

CATEGORIES OF BEHAVIOR

- Physical: hitting, punching, pinching, etc.
- Verbal: direct insults/put downs, name calling, threats
- Social/Relational Aggression: spreading rumors/lies about someone to damage their reputation or punish them socially
- Sexual Harassment: continued, unwanted attention of a sexual nature

SOCIAL MEDIA: CYBERBULLYING

- Board policies may authorize suspension for conduct not occurring on educational property, but only if the student's conduct otherwise violates the Code of Student Conduct and the conduct has or is reasonably expected to have a direct and immediate impact on the orderly and efficient operation of the schools or the safety of individuals in the school environment.
- G.S. § 115C-390.2(c) May include but not limited to social media sites like facebook, myspace, twitter, etc.

HOW TO REPORT A BULLY

- Iredell-Statesville Schools Board of Education has a zero tolerance for bullying of any kind. To report a bully, visit your school's website and click on the quick link on the top right titled "Report A Bully". The completed form will then automatically be sent to the school's principal or designee to investigate.

CONSEQUENCES/RESPONSES

- Individual responses: positive behavioral interventions (e.g., peer mentoring, short-term counseling, life skills groups and punitive actions (e.g., in-school suspension, expulsion)).
- Classroom responses: class discussions, role-playing activities, research projects, observing and discussing audio-visual materials on these subjects, skill-building lessons in courtesy, tolerance, assertiveness, and conflict management.
- School-wide responses: theme days, learning-station programs, parent programs, and information disseminated to students and parents.
- Consequences for students that violate the bullying policy will depend on the severity of the behavior. Parents and Students should carefully review policy #1710/4021/7230

Children at Work

ISS Board policy prohibits all employees from bringing their children to school on teacher workdays. In emergency situations, prior approval must be obtained from the principal. In those emergencies children must be in the supervision of their parent at all times and not interfere with the professional working environment.

Cleanliness of Classrooms

Your classroom is home to you and your students during the school day. Therefore, rooms need to be clean, organized and free of odors, dust, broken furniture, etc. Leave rooms as you found them or better if sharing rooms with others. If animals/creatures are part of your instruction, their living environment should be clean as well. Food/Drink is **NOT** allowed in classrooms at any point during the school day (as well as before and after school).

Connect Ed Messages Policy

- All Connect Ed messages must be approved by Ms. Turner.
- The deadline for submission is Fridays at 1:15 pm (or whatever the last student day of the week happens to fall on). Submit them to Ms. Turner.
- General announcements should not be included. Only items that would normally warrant a Connect Ed: announcements that impact the entire campus and school community.
- Connect Ed messages will be followed up with postings on the SMS Facebook page and webpage.

Copiers

Each teacher is assigned to a specific copier with an access code. Never send students to use the machines. Keep in mind that the cost of copying comes out of our instructional budget. The more that we use on copying, the less we will have for your classroom and other supplies. With computers being introduced to students there is no reason for our paper budget to increase throughout the school year. Any malfunctions should be reported to the bookkeeper for service calls.

Cumulative Records

Each student has a cumulative record that is stored in the records room of the office and contains identifying information, grades and test scores. Most of this information can also be found in PowerSchool. In addition, each homeroom teacher is responsible for accounting for their students at the end of the year with Mrs. Mayberry.

Daily Procedures/Professionalism

- The regular teacher workday is from 7:40 am to 3:40 pm. Be sure you log in on Timekeeper every morning. If you are going to be late, call the main office and give instructions for someone to cover for you until you arrive.
- All persons on morning duty are to report to their areas by 7:50 am. Students are to report straight to breakfast or the gym. They should never be hanging out in the hallways.
- Check your mailbox and email first thing in the morning, during your planning, and after school. Do not let clutter accumulate in your mailbox.
- Mark attendance accurately every morning.
- Stand at your door between each period.
- Teachers are to walk their students to elective classes each day.
- Insist that your class listen to all announcements. We will make only necessary announcements. Show the courtesy you expect your students to show by listening.
- Eating is limited to the cafeteria or the courtyard. Teachers who bring their lunch may eat in the cafeteria or in their classrooms during lunch period only.
- Note when meetings involving you are scheduled and attend them.
- Contact parents during your planning period, before, or after school and make notes in your contact log.

Discipline Matrix

	Bus Offenses							
1	Bus Misbehavior- minor offenses	037	Warning; student conference; family contact	One day bus suspension	Three days bus suspension	Five days bus suspension	Ten days bus suspension	Administrative Discretion
2	Bus Misbehavior- Major Offenses	037	3-5 days OSS	4-6 days OSS	7-10 Days OSS	Long Term Bus suspension		
	School Uniform							
1	Uniform violation - wrong color shirt/pants, unmatched socks, wrong footwear, hoody, v-neck, etc.	031	Student will change into uniform attire; failure to change results in 1 day of ISS	1 day in ISS	2 days in ISS	3 days in ISS	1 day OSS/Saturday School	2 days OSS
1	Uniform Violation - shirt is too long, pants are sagging	031	Immediate fix, verbal warning	Immediate fix, noted on grade level report sheet	Immediate fix, team ASD	Immediate fix, team ASD	1 day ISS	SS
	Insubordination							
1	Minor Disrespect/disruption: (gum, calling out, tapping desk, getting up w/out permission, etc...) See SMS behavior policy	033	In-Class, verbal warning	In-Class, student moved	Student bounced to Team Leader - ASD assigned	Referral to office - Admin decision with teacher/team input	Referral to office - Admin decision with teacher/team input	2 days OSS
2	Leaving class without permission	066	1 day ISS	2 days ISS	3 days ISS	1 day OSS		
3	Leaving school without permission	067	3 days ISS	5 days ISS				
2	Major Disrespect/disruption: (slamming door, refusal to do anything, in-class physical disruption, etc...) See SMS behavior policy	042	1 day ISS - Parent Conference	3 days ISS - Parent Conference	2 days OSS	3 days OSS	5 days OSS	ALP/LTS
1	Indirect Profanity	032	teacher intervention	1 day ISS	2 days ISS	3 days ISS	1 day OSS/SS	2 days OSS/SS
2	Skipping Class	073	1 day ISS	3 days ISS	5 days ISS	1 day OSS		
2	Skipping school	075	Saturday School	2 days OSS/SS	3 days OSS/SS	Administration Discretion		
2	Direct profanity	032	2 days ISS - Parent contact	3 days ISS	2 days OSS	4 days OSS		
2	Disrespect of Faculty/Staff	061	2 days ISS - Parent Contact	3 days ISS	2 days OSS	4 days OSS	4 days OSS	
1	Mobile phones; personal electronics; laser pointers	060 040	Office referral; item(s) confiscated; item(s) returned to student	Three-day confiscation; office referral- item returned to parent/guardian	Five-day confiscation; item returned to parent/guardian 1 day ISS	Ten-day confiscation; 3 days ISS	30 days confiscation; 1 day OSS/SS	90 days confiscation; 2 days OSS/SS
2	Failure to accept limits set in ISS	033	2 days OSS, Family Conference	Three days OSS	Five days OSS	10 days OSS	Admin recommends LTS	
1	Public displays of affection; Inappropriate touching	063	Warning; Office Referral- ASD	1 day ISS	1 day ISS	3 days ISS	1 day OSS/SS	2 days OSS/SS
1	Failure to Report to ASD	058	ISS OR Saturday School					
1	Tardy to Class	078	Warning from teacher; tardy noted by teacher on tardy sheet	Warning from teacher; tardy noted by teacher on tardy sheet	Warning from teacher; tardy noted by teacher on tardy sheet - ASD	1 day ISS	3 days ISS	2 days OSS/SS

	Aggressive Behavior							
2	Horseplay - slapping, wrestling, tripping, etc...	042	1 day ISS	3 days ISS	5 days ISS	1 day OSS	3 day OSS	
2	Instigating a fight / Rumoring leading to a fight	052	2 days OSS	3 days OSS	5 days OSS	10 days OSS	Admin recommends ALP or LTS	
2	Communicating threat	019	2 days OSS	3 days OSS	5 days OSS	10 days OSS	Admin recommends ALP or LTS	
2	Aggressive behavior	027						
2	Fighting or Assault	024	3 days OSS	5 days OSS	10 days OSS	Admin recommends ALP or LTS		
3	Fighting, Assault with serious injury	01	Min 5 days OSS - Report to Law Enforcement	10 days OSS - Report to Law Enforcement - Recom for alt placement				
3	Assault on non-student w/o weapon and not resulting in serious injury	071	5 days OSS - parent conference	10 days OSS - Recommendation for alternative placement				
3	Acts that Shock the Social Conscience		10 days OSS	Admin Discretion				
2	Vandalism / destruction of property	039	Restitution; 3 days OSS; police report	Restitution; 5 days OSS; police report, Family Conference	Restitution; 10 days OSS; police report/	Admin recommends ALP or LTS		
2	Theft	036	Restitution; 3 days OSS; police report	Restitution; 5 days ISS; police report	Restitution; 10 days OSS; police report	Restitution; 5 days OSS; police report/	Restitution; 10 days OSS; police report	Admin recommends ALP or LTS
3	Gang activity: negative student group; symbols, flashing signs; graffiti	079	One day ISS; report to SRO	3 days ISS; report to SRO, Family Conference	3 days OSS	5 days OSS	Admin recommends ALP or LTS	
	Harassment							
3	Physical Sexual Harassment	038	Three days OSS; police report	5 days OSS; police report	10 days OSS; police report	Admin recommends Alternate Learning Program (ALP) or Long Term Suspension (LTS)		
3	Verbal Sexual Harassment:	038	1-3 days ISS, contact both families	3-5 days ISS, contact both families	1-3 days OSS	5 days OSS	10 days OSS	OSS @ Admin discretion
3	Acts that Shock the Social Conscience		10 days OSS	Admin Discretion				
	Technology							
	Misuse of school technology (inappropriate websites, breaking ISS policies, handing technology, etc...)	091	Admin discretion - May result in ISS, OSS and/or loss of privileges					
	Cyber-Bullying	094	Refer to bullying procedures					
	Weapons							
3	Possession of a pocketknife/multi-use tool (No Intent)	009	5 days OSS	10 days OSS	Admin recommendation			
3	Possession of a pocketknife/multi-use tool (Intent)	009	10 days OSS	Admin recommendation				
3	False fire alarm	029	10 days OSS	Three hundred sixty-five days OSS				
3	Possession of firearm	008	Three hundred sixty-five days OSS					
3	Possession of weapon	009						
3	Making a bomb threat	043						

Bullying								
2	Physical: intentional, imbalanced and repeated hitting, punching, pinching, etc....	025	<ul style="list-style-type: none">• Discipline Referral• Contact parent of both offender and target• Offender and target referred to Counselor/SAP for individual intervention and support• 3 Days ISS (pinching, shoving, spitting etc)• 3 Days OSS (assault, hazing, biting)• Minimum of 5 days OSS (blood, broken bones)• Possible charges/alternative school<i>Only offered for 1st offense: Parent option to reduce punitive consequences if student offender successfully participates in pertinent counseling/SAP interventions</i>	<ul style="list-style-type: none">• Discipline Referral• Contact parents of both offender and target• 1 Days OSS (pinching, shoving, spitting, etc)• 5 Days OSS (assault, hazing, biting)• 10 Days OSS (assault w/injury- recommendation for 45 day placement to an alternative educational setting)• SRD involvement• Offender and target referral to Counselor/SAP for follow up and support	<ul style="list-style-type: none">• Discipline Referral• Contact parent/both offender and target• 3 Days OSS (pinching, shoving, spitting, etc)• 10 Days OSS (assault w/injury- recommendation for LT placement to an alternative educational setting)• Police involvement/charges filed	Admin recommends Alternate Learning Program (ALP) or Long Term Suspension (LTS)		
2	Verbal/Social Relational: direct insults, put downs, name calling, spreading rumors/lies about someone to damage reputation or punish them socially	025	<ul style="list-style-type: none">• Discipline Referral• Contact parent/both offender and target• 1 Day ISS• Referral to Counselor/SAP for follow up and support/mediation	<ul style="list-style-type: none">• Discipline Referral• Contact parents of both offender and target• 1 days OSS• Offender and target referred to counselor/SAP	<ul style="list-style-type: none">• Discipline Referral• Contact Parent of both offender/target• 3 days OSS• Offender and target referred to counselor/SAP	Admin recommends Alternate Learning Program (ALP) or Long Term Suspension (LTS)		
2	Sexual Harassment/Verbal: continued, unwanted attention of a sexual nature	025	<ul style="list-style-type: none">• Discipline Referral• Contact parent of both offender and target• 3 Days OSS• SRD involvement• Referral of both parties to counselor/SAP	<ul style="list-style-type: none">• 5 Days OSS (contact parent of both offender and target)• SRD Involvement• Referral of both parties to Counselor/SAP	<ul style="list-style-type: none">• 5-10 Days OSS with recommendation for assignment to an alternative educational setting.• Police/Charges filed• Contact parent of both offender and target.	Admin recommends Alternate Learning Program (ALP) or Long Term Suspension (LTS)		
Drugs/ Alcohol/ Paraphernalia								
2	Possession or use of lighter or matches	040	3 days ISS	3 days OSS	7 days OSS	10 days OSS	Admin recommends ALP or LTS	
2	Possession of tobacco	041	3 days ISS	3 days OSS	5 days OSS	Admin recommends ALP or LTS		
2	Use of tobacco	070						
2	Possession of over-the-counter drugs	040	2 days OSS	10 days OSS/5 with counseling or SAP referral	Admin recommends ALP or LTS			
3	Distribution of over-the-counter drugs	088	3 days OSS	10 days OSS	Admin recommends ALP or LTS			
3	Possession of cocaine	005	10 days OSS	10 days OSS with recommendation for 45 days	Admin recommends ALP or LTS			
3	Possession of marijuana	006						
3	Possession of other controlled substances	017						
3	Under influence of drugs, alcohol, or odor of same on person	095	10 days OSS	10 days OSS with Admin recommendation for 45 days OSS	Admin recommends ALP or LTS			
3	Selling, transmitting, distributing illegal drugs or alcohol	055 054 057	10 days OSS with Admin recommendation for 45 days OSS (Possible reduction to 5 days with treatment/counseling)	Three hundred sixty-five days OSS				

Dismissal of School

- Students should not be allowed to leave class before the final bell.
- Announcements will begin around 3:18pm. Students should have their book bags/materials ready to go prior to announcements.
- Teachers should make sure they know what duties they are assigned and be at that respective location to perform these duties. In the event a teacher has a conflict they must find a substitute to fulfill their duties. This must be communicated to the secretary as early as possible so she can inform the respective administrator.
- Coaches and teachers must make sure all students remaining after school are under direct supervision. Failure to do so places the teacher and school in a liable position. Students cannot loiter and may be charged with trespassing if they fail to comply with a request to leave per ISS board policy.

Dress Code

As educators, our commitment to excellence should be reflected in our appearance. In general, a business casual style is appropriate for professional and paraprofessional employees. The following guidelines for teachers and instructional/office assistants have been developed to answer any questions about the district's standards for dress.

I represent a profession of value-therefore, I need to look, act and dress as if I value my profession.

- Anonymous

We are what we repeatedly do. Excellence, then, is not an act, but a habit.

- Aristotle

Men's Dress Code	Women's Dress Code
Male employees should wear collared shirts, such as polo style, oxford style or dress shirts, and these may be long or short sleeved. Turtlenecks are also acceptable, but these would preferably be worn with a sport coat or jacket. All shirts should be worn tucked in. Acceptable sweater styles include pullover and cardigan styles. Although not required, men are encouraged to wear jackets and ties to work.	For female employees, clothing should convey a professional image by being coordinated, modest and appropriate for a business setting. Collared or uncollared shirts and tops may be pullover or button style. Shirts and tops that are not made to be worn out (i.e. shirts or tops with a tail) should be tucked in. With regard to sleeve length, sleeveless shirts and tops are only acceptable for the workplace when worn under a jacket or a shirt-jacket at all times. Low-cut tops or shirts that reveal the midriff should never be worn to work.
Unacceptable types of shirts include T-shirts, sweatshirts, banded-bottom shirts or smock-style shirts designed to be worn untucked. Tailored dress slacks or business casual (Dockers® style) pants in a fabric other than denim are considered appropriate for the workplace. If the pants have belt loops, a belt should be worn.	In addition to tailored or business casual pants, pant sets and business pant suits, women may also wear cropped dress pants (near ankle length) when they are worn as part of a suit or a coordinated outfit. Any fabric other than denim is acceptable. Capri pants (those that reach mid-calf or above) and low-fitting, "hip-hugger" pants are not appropriate for a business setting.
Sweatpants, wind pants, warm-ups and cargo style pants are not considered appropriate for the workplace. Shorts should only be worn in P.E. or athletics classes; coaches are to be in professional dress while in the regular classroom.	Women's skirts should be of a modest, professional length, falling at or just above the knee. Skirts (or any clothes) that are too tight, too short or too revealing are not appropriate for the workplace. Sweatpants, wind pants and warm-ups are also unacceptable. Shorts should only be worn in P.E. or athletics classes as appropriate; coaches are to be in professional dress while in the regular classroom.
Jeans are only acceptable on days designated by the principal and are expected to be worn with spirit shirts. Be sure that jeans worn to work fit appropriately, are not torn or overly faded and do not show signs of excessive wear.	Jeans are only acceptable on days designated by the principal. Be sure that jeans worn to work fit appropriately, are not torn or overly faded and do not show signs of excessive wear. Low-rise jeans that prevent modesty are not acceptable.
Acceptable footwear includes dress shoes or casual shoes, such as leather-like, suede or loafer styles. Boots are also acceptable. Tennis or athletic shoes are acceptable only on jean days. Men should not wear sandals to work.	Shoes are a part of professional dress and can help to project a business image. Appropriate shoes include dress shoes or pumps; leather-like, suede or loafer-style shoes; and boots. Closed-toed mule or closed-toed slide styles are also acceptable. Casual sandals are not appropriate, but an open-toed shoe with a dress appearance and a dress heel is acceptable. Tennis or athletic shoes are acceptable only on jean days at the discretion of the principal. Flip-flops are not acceptable.

Early Dismissal

Policy 4400 School-Related Activities

All classroom activities are important and difficult, if not impossible, to replace if missed. It is the intention of the Board of Education that classes missed be kept to the absolute minimum through close scrutiny and a monitoring system. School related activities must be approved in advance by the principal. The following school related activities will not be count as absences from either class or school:

- Field trip sponsored by the school;
- School initiated and schedule activities;
- Athletic events requiring early dismissal from school; or
- In-school suspension.

Assignments missed for these reasons will be completed by students. 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 a specified time period.

In the event school is dismissed early, teachers should be aware of their specific duty areas and make sure they are available in these areas.

End-of-Grade Tests/NC Final Exams

Teacher Responsibilities

The teacher is responsible for early assessment of a student's ability and for providing opportunities for remediation during the school year. The teacher shall be responsible for early notification to parents that there is in danger of failure. ****Teachers must inform their grade level team members when a student is failing and needs an intervention.

Records of any student who fails to meet the standards of the policy must be reviewed by the teacher to determine if the student is eligible for a waiver. Waivers are based on other evidence of on-grade level performance, previous retentions or exceptional children's status.

Energy Conservation / Housekeeping

To continue saving money on energy bills and cleaning costs, please practice the following conservation habits:

- Turn out classroom lights when leaving the room.
- Turn off your computer at the end of the day.
- Check desktops daily and have students clean their desks if they make marks on them.
- Look around the walls where desks are located; watch for writing and scribbling.
- Have students pick up litter around their desks before leaving your room.
- If you see writing or marks in the halls, report them to an administrator.

Evaluations and Observations

Policy 7810 Licensed Employees

The board attaches a high priority to securing the most competent personnel available and, once they are employed, in assisting them in their professional growth and development throughout their careers. An effective evaluation program that clearly describes employee's performance is a critical aspect of professional growth and assistance.

The superintendent is directed to ensure that the adopted evaluation model is followed and maintained. The Iredell-Statesville board of education has adopted the following validated evaluation models: *the Teacher Performance Appraisal Inventory and the Teacher Performance Appraisal Inventory-Beginning Teachers*.

All initially licensed teachers and probationary teacher shall be *observed* at least three times annually by the principal or designee and at least once annually by a peer, and shall be *evaluated* at least once annually by the principal.

All career teachers should be observed annually by the principal or designee and shall have the full *Teacher Performance Appraisal Inventory* administered every five years to coincide with their license renewal cycle.

The principal has the authority to conduct additional Evals for all personnel as deemed appropriate. [Refer to policy 7810 Evaluation of Licensed Employees for more information.](#)

Snapshot Observation Policy: an observation snapshot will be done in accordance with the teacher's renewal cycle. A snapshot typically lasts 20 to 30 minutes; we tend to drop in during the last 20 minutes of the class to make sure we are all using the full 90 minutes for instruction.

PDP Policy: The administration of SMS believes that an attitude of lifelong learning within the faculty is essential for student success. We will use a Professional Development Plan as established by NCDP. More details will follow your initial observation conference.

End-of-Year Summative Evaluation Policy: At SMS, all teachers will have an End-of-Year Conference with the principal or designee. This meeting will be scheduled during April or May and will include a review of all observations throughout the year as well as progress made on your PDP.

NCEES Standard 6: The teacher evaluation process includes a student growth component. Standard 6 focuses on the amount of growth students make as the result of a teacher's instruction, based on a three-year data cycle. A detailed explanation of Teacher Status and Standard 6 can be found by clicking [here](#). See pages 39-43 of the PowerPoint presentation after clicking on the link provided. EOGs and NCFEs are used to populate data for Standard 6.

The 2012-2013 school year was the first year of a three-year cycle of student growth data used as part of the status determination. Whenever possible, growth will be calculated through the use of the Education Value - Added Assessment System (EVAAS)

Policy 7815 Non-Licensed Employees

The board attaches a high priority to securing the most competent personnel available and, once they are employed, and assisting them in their growth and development throughout their careers. Full-time non-licensed employees will be evaluated annually by other immediate supervisor. Evaluations of non-licensed employee's performance will conform to board policy.

Exceptional Children / 504 Students

ISS provides special education and related services according to the federal mandates of the Individual with Disabilities Education Act (IDEA) and the regulations of the North Carolina Public School Law, Article 9. The IDEA requires public schools to develop an Individualized Education Plan (IEP) for every student with a disability who is found to meet the federal and state requirements for Exceptional Children. The IEP refers both to the educational program to be provided to a child with a disability and to the legal written document that describes that educational program. The IEP must be tailored to the individual student's needs as identified by the evaluation process and must help teachers and related service providers understand the student's disability and how the disability affects the learning process. If a student has an IEP, the case manager will inform the teacher of any modifications.

504 plans are for students who have a documents medical issue that significantly affects them in some area. Most of the time, these are made due to a parent referral. If a teacher has a student in his/her classroom who has a 504 plan, the teacher will receive notification at the beginning of the semester. The teacher should see Mrs. Mayberry to sign and receive a copy of the 504 plan as soon as possible. This plan will outline any classroom and/or testing modifications that should take place. This, like an IEP plan, is a legal document and must be followed.

Field Trips

Policy 3320 School Field Trips

The Iredell-Statesville Board of Education recognizes that field trips are a valuable extension of the classroom and encourages the use of field trips as a way of expanding opportunities for meeting educational objectives outlined in the Standard Course of Study of North Carolina.

Field Trip Policy

- All field trip requests must be submitted by September 30. The requests must be submitted to Ms. Turner for leadership approval. (form on J Drive and in staff shared Google folder) The approvals will be sent to the transportation department and the assistant superintendent of school operations for approval.
- All students attending a field trip must make up the work they miss.
- All field trips must be taken before May. Only in unique circumstances will exceptions be made.
- Inform Cafeteria Manager of the number of students that will be on the respective field trip so the Cafeteria Staff can adjust the amount of food they prepare on that day. The cafeteria needs three weeks notice to make this happen.
- Volunteer forms must be secured for all non-ISS chaperones. Those may be secured in the main office and must be completed and returned to the main office no less than 30 days before the trip.

Fundraising

Fundraising is a vital component to the success of many of our clubs and athletic teams. Although fundraising is encouraged by the administration of SMS, we try to maintain sensitivity to the financial concerns of parents and students, as well as, the reputation of our school within the community.

All fundraising projects are to be coordinated with and approved by leadership team. All monies from fundraisers are to be turned in to Mrs. Beaver on a daily basis.

Grade Changes

All changes of student grades after exporting in PowerSchool will need a written explanation and approval from the principal. Every effort should be made to catch teacher errors prior to exporting. If a student is in need of additional opportunities to demonstrate mastery of skills or information, then those opportunities for re-assessment need to take place as the semester progresses and prior to the end of the quarter/semester to eliminate last minute grade changes. Accurate record keeping ensures your ability to explain any and all grades to students/parents and administrators.

Grades and Due Dates

In a collaborative professional environment, all teachers must understand that due dates for grades are firm in order to process reports in PowerSchool in a timely and consistent manner for all students. Grades should be updated every Friday in order to avoid delays due to computer system shutdowns and problems. Frequent reporting of grades to students is essential for their own self-monitoring and for continuous guidance from the teacher. The more frequently grades are electronically entered, the less of a demand on a teacher at reporting times. Progress Reports will be distributed to students every 3 weeks and Report Cards will be distributed every 9 weeks. Please pay attention to your Know and Do emails and monthly calendar for exact dates.

Hall Passes

ALL Students must have a teacher hall pass in order to leave class at any time AND must sign out and back in on the Hall Pass Log in your classroom.

Hallway Traffic

Students should move through the halls in lines on the right side. Teachers are to walk their classes to their Wheel classes at the appropriate time. Wheel teachers are to walk with their students back to their hall. Monitor traffic during class changes to direct continuous flow rather than grouping of students that slows or stops traffic. Corners of hallways are the areas that students tend to congregate, encourage traffic flow

especially in these areas.

“Hands Off” Policy

Students should not “touch” one another at any time while on school grounds. This includes hugging or kissing. When a teacher observes this, he/she should correct the students. Please let the administrators know if any “touching” continues to occur among the same students.

Homework

Policy 3135 Homework

The board recognizes the importance of homework in supplementing classroom instruction and furthering the goals of the education program. Homework reinforces learning and stimulates independence, responsibility, and self-direction

Homework is any assignment based upon stated learning objectives that are given by the classroom teacher to be done outside of the classroom by students. Homework assignments should be consistent with the following standards.

1. Homework assignments should enrich learning, strengthen skills and provide practice in skills, which have already been taught in the class. Homework must be planned as part of and as carefully as classroom lessons.
2. Students need to be made aware of the purpose, value and usefulness of the assignment. Student should have input into assignments whenever possible.
3. Assignments must be specific and clearly explained along with being posted.
4. Assignments should be varied and should include the multi-sensory approach when possible.
5. Teachers must use monitoring techniques to determine that students clearly understand the concepts outlined in the assignment. Homework assignments should improve the student's ability to work independently.
6. Teachers should take into consideration the differences in financial, educational and technological resources of students and their parents or guardians when making assignments. Assignments must call for materials and resources, which are readily available to all students.
7. The amount of time spent on assignments should be reasonable.
8. Teachers must plan for evaluation and supply appropriate feedback for all homework assignments.
9. Homework is not to be used as a form of punishment.

Inclement Weather Procedures

Policy 7550 Absences Due to Inclement Weather

On a day that employees have the option to report for a workday, but pupils are not required to attend school due to inclement weather, employees have the following options:

- report to work;
- take accumulated annual (vacation) leave;
- take accumulated personal leave, if available (teachers only);
- take leave without pay;
- use compensatory leave already accumulated; or
- make up the time missed.

If an employee elects to make up time, it must be at a mutually agreed upon time between the employee and the immediate supervisor. For 10-month employees, it must be within the regular 10-month employment. When the school district is closed to staff and students due to inclement weather, the superintendent will consider options for addressing the missed days, giving the greatest weight to how to best maintain the opportunity and environment for student learning.

If school is closed, it is closed to students and all ten or eleven-month staff and an annual leave day will be charged. Central Support Services (Central Office) and twelve-month employees are expected to report to work as usual if they feel it is safe to do so. Those who do not report to work will be charged with a vacation day.

If school is closed with an optional teacher workday, ten and eleven month staff has the choice of coming to school or staying home. If you feel it is unsafe to come to school, you will be charged with taking a leave day. Central Support Services (Central Office) and twelve-month employees are expected to report to work as usual if they feel it is safe to do so. Those who do not report will be charged with a leave day.

All employees who feel it is not safe to report to work have the option to make up the absence at a mutually agreed upon time with their principal or supervisor. This time cannot be made up during the professional school or workday.

Teachers may make up time on Saturdays, holidays, or built-in annual leave days.

Teaching assistants and all other employees except teachers may use Saturdays, holidays, or extended time at least two hours after school or regular work hours to make up the absence. Remember, classified staff cannot work over forty hours in any week.

If school opening is delayed by one, two, or three hours, all staff are expected to report to work at their regularly scheduled time or as close to it as possible if the employee feels safe to do so.

If schools are closed while in session, the first duty of all staff is to ensure the safety of all students. Once all buses are back and students are safe, the principal may determine when or if staff may leave school.

Possible make-up days for emergency closings are December 21, January 20, March 25, February 26, April 29, and June 10.. Other days may be necessary if school is closed beyond five days for any reason.

Internet Access and the Educational Program

Policy Code: 3225/7320

The Iredell-Statesville Schools Network/Internet is a unique opportunity to enhance instructional methods, appeal to different learning styles, and meet the educational goals of the board. Through the Internet, 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.

As the Iredell-Statesville Schools Network/Internet is made available in the schools, the use of the Iredell-Statesville Schools Network/Internet should be integrated into the educational program. The Iredell-Statesville Schools Network/Internet 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 the Iredell-Statesville Schools Network/Internet in the curriculum guides as provided in board policy 3115, Curriculum and Instructional Guides. Teachers are encouraged to further incorporate the use of the Iredell-Statesville Schools Network/Internet into their lesson plans.

The superintendent shall ensure that school district computers and cell phones with Iredell-Statesville Schools Network/Internet access comply with federal requirements regarding filtering software and Internet safety policies. The superintendent will develop any procedures necessary to meet such requirements.

Requirements for Acceptable Use of the I-SS Network/Internet

The use of the Iredell-Statesville Schools Network/Internet is a privilege, not a right. Any users of the Iredell-Statesville Schools Network/Internet, including staff, and students, guests, parents, substitute teachers, visitors, volunteers, and others must comply with the following requirements.

- The Iredell-Statesville Schools Network/Internet is provided for school-related purposes only. No right of privacy exists in any communication and/or files on the Iredell-Statesville Schools Network/Internet or district equipment. Pursuant to North Carolina Public Records Law, all email to and from the Iredell-Statesville Schools email system is subject to monitoring and disclosure to third parties, including law enforcement. The school district may monitor files, all communication and intercept e-mail messages as a part of ensuring compliance with board policy and applicable laws and regulations.
- The school district shall monitor all online activities of minor users who access the Iredell-Statesville Schools Network/Internet via a

school-owned computer.

- Students and staff must meet all standards of expected student behavior and comply with all board policies, and school standards and rules, and applicable state and federal laws and regulations.
- Employees must comply with all relevant board policies in using the Iredell-Statesville Schools Network/Internet.
- No user of the Iredell-Statesville Schools Network/Internet, including a person sending or receiving electronic communications, may engage in cyber bullying or creating, intentionally accessing or transmitting images, documents or other material that is obscene, defamatory, pornographic harassing, or considered to be harmful to minors or ridicules others on the basis of race, creed, religion, gender, disability, national origin, or sexual orientation.
- All applicable laws and board policies apply, including those relating to copyrights/trademarks, confidential information and public records. Any use that violates state or federal laws is strictly prohibited. Information electronically transmitted or stored is subject to the same copyright laws as govern non-electronic information. The intellectual property of others will be granted the same respect afforded to copyrighted material. All information created under the “Fair Use” domain is subject to copyright laws once the information is placed in a public environment which includes, but is not limited to, school and district websites.
- When using e-mail, chat rooms or other forms of electronic communication, students must not reveal personally identifiable, private or confidential information, such as home address or telephone number, of themselves or fellow students. In addition, school personnel shall not disclose on the Internet personally identifiable information concerning students without the permission of a parent/guardian or an eligible student, as provided in the Family Educational Rights and Privacy Act (FERPA) or board policy 4700, Student Records.
- Users of the school district computer system network/or Internet access are prohibited from engaging in unauthorized or unlawful activities such as “hacking” or using the computer network to gain or to attempt to gain unauthorized or unlawful access to other computers or computer systems. Users shall not trespass in files, folders or storage areas of any kind of other users, the school district or other computer networks. Users shall not attempt to disable or circumvent district filtering or any other security software.
- If a user can identify a security problem on the Iredell-Statesville Schools Network/Internet or the school computer system, he/she must immediately notify a system administrator. Users shall not demonstrate the problem to other users. Any user identified as a security risk shall be denied access
- Usernames and passwords must be kept confidential. Therefore, users are prohibited from using another individual’s username and password or posting passwords in a public or conspicuous location.
- Passwords used for access to financial/information systems (not email) must be a minimum of six characters in length conform in length to the security regulations of the information system, must not contain any part of the user’s name or social security number, and should be a mixture of alphabetic and numeric characters.
- Passwords used for access to financial/information systems must be rotated a minimum of every six months or in accordance with the security regulations of the information system.
- Information systems containing the personally identifiable and/or confidential information of students and/or staff must not be left unattended.
- Teachers/staff will make reasonable efforts to supervise at all times a student’s the use of computers and other technologies in use by any student under their care the Internet during instructional time.
- Use of the Iredell-Statesville Schools Network/Internet for commercial gain or profit is not allowed from an educational site.
- Views may be expressed as representing the view of the school district or part of the school district only with prior approval by the superintendent or his or her designee.
- Users are prohibited from knowingly attempting to harm or destroy hardware, software, data, or introducing malicious programs, e.g., viruses, worms, etc., into the Iredell-Statesville Schools Network.
- All computer equipment is the property of the school district not the property of the school or the individual. The district retains the right to relocate equipment as need requires and to maintain equipment in any manner necessary to allow for optimum operation.
- The use of personal technology equipment which includes, but is not limited to, laptops, desktops, personal digital assistants (PDAs), and wireless devices within the school district is prohibited.
- Iredell-Statesville Schools is not responsible for any damages suffered, including loss of data, resulting from delays, non-deliveries, services interruptions, hardware failure, software failure, or inaccurate information. The user accepts personal responsibility for information obtained or delivered via the network including personal information which includes, but is not limited to, home address, checking account, and credit card information
- It is the responsibility of the superintendent or his or her designee to enforce the tenets of this policy within the school district.
- It is the responsibility of the principal or his or her designee to enforce the tenets of this policy within the school building.

Failure of staff to comply with any of the above requirements can result in disciplinary action up to and including dismissal by the Superintendent and Board of Education and/or appropriate legal action.

Failure of a student to comply with any of the above requirements can result in disciplinary action up to and including suspension from school and/or appropriate legal action.

Restricted Material

Before a student may use the Internet for any purpose, the 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 the school district monitoring the student's e-mail communication and use of the Internet.

All students and staff must have a signed Acceptable Use Policy form on file and training in digital citizenship/Internet safety. New Acceptable Use Policy forms are required upon entry to a new school or when policy changes have occurred.

It is the responsibility of the school to ensure all students and staff has the most current Acceptable Use Policy form on file at the school and complies with the digital citizenship/Internet safety training requirement.

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 there is information and opportunities to communicate on subjects that are not suitable for school-age children and that many parents would find objectionable. The school district will take reasonable precautions to prevent students from having access to inappropriate materials, such as violence, nudity, obscenity or graphic language which does not serve a legitimate pedagogical concern. The school district will install or will ensure that its Internet service provider installs a technology protection measure that blocks or filters Internet access to audio or visual depictions that are obscene, that are considered child 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 educational research or other lawful, educational purpose. The school district will not limit access to the Internet for the purpose of restricting access to political ideas or social perspectives if the action is not rated simply by a school district official's disapproval of the ideas involved. However, the user is ultimately responsible for his or her activity on the Internet.

In-School Suspension/Bulldog Academy Policy

ISS policy

1. Administrator assigns a student to ISS on an office referral form.
2. Administrator or designee contacts Ms. Gillian to reserve a placement for the designated number of days.
3. Ms. Gillian adds the student(s) to her roster.
4. Ms. Gillian contacts the student's teachers by email as well as paper request in their mailbox to secure work for the student during their time in ISS.
5. In the event that a student does not attend ISS, Ms. Gillian will contact the student's first block teacher to verify the student's presence/absence.
6. At the end of the day, Ms. Gillian returns work to the appropriate teachers' boxes.

Keys

Staff members who are issued keys accept all responsibilities associated with the issuance of any and all keys and will, to the utmost of their abilities, protect the security of such against **loss, theft, and duplication**. **At no time should students or people not employees with I-SS be given keys without supervision. In case of loss, theft or possible duplication of said key, the staff member should immediately notify Ms. Turner of such occurrence.**

Should a key be lost, the following fee schedule for lost keys will apply:

- Keys, which open multiple doors, will have higher costs to restore security.
- Master Key \$150.00 each
- Master I Button \$100.00 each
- FOBS, Classroom keys, Electronic I Buttons, and all other keys except file cabinet and desk \$50.00 each

- All desk and file cabinet keys \$25.00 each.

Keys issued are the property of the Iredell-Statesville Schools and are loaned to staff members for their convenience. Keys should immediately be returned if requested by Iredell-Statesville Schools. Refusal or failure to do so will legally bind the staff member for all costs incurred for securing the areas operated by the key(s) and/or all legal fees involved in recovery of key(s). Staff members should take all precautions and maintain ownership of assigned keys.

Length of School Day

The length of the school day for teachers shall be a minimum of 7.5 hours and shall continue until the teacher has completed his/her professional responsibilities to the students and the school. Examples of the kinds of activities, which will require the continuation of professional service beyond the departure of students, include program development, professional growth activities, faculty and departmental meetings, bus duty, parent conferences, special help for individual students, care of school property and equipment, athletic events, club activities, and after school detention. Teachers should check their mailboxes and e-mail each morning and afternoon. Workday hours are 7:40 - 3:40.

Lesson Plans

Policy Code: 3120 Lesson Planning

In-depth planning is an essential attribute of productive, high performing teachers. Lesson plans are necessary in all instructional classrooms. Lesson plan structure can be unique to each teacher, and will need to be formally turned in to administration via Google Docs. Lesson plans and PDSAs need to be visible and available to administrators at all times in a teacher's classroom. When an administrator walks into your room he or she would like to see these three things on your board: Lesson Objective in the form of a Higher Order Thinking Question, Activities/Strategies, and Assessment. Lesson plans need to be developed following the Common Core Standards and utilizing the ISS instructional guides where available.

Instructional delivery plays a crucial part in the attainment of educational goals and objectives. Well-prepared lesson plans help ensure superior delivery of the curriculum program.

Each teacher will prepare daily lesson plans which are based on the Common Core Standards and applicable curriculum and instructional guides developed by the school district. The following criteria should be followed regarding lesson plans:

- Daily lesson plans should be accessible at any time during the school day by the principal and must be available to substitute teachers.
- Lesson plans will be maintained for three years by the teacher in order to assess the instructional delivery and evaluate whether there are any gaps in the taught curriculum.
- When planning lessons, teachers must consider:
 - specific outcomes and objectives which relate to the curriculum;
 - planned activities, instructional strategies and special materials;
 - activities to address individual student needs;
 - assessment/evaluation criteria; and
 - evidence of curriculum alignment and continuity of the instructional program.

Teachers are responsible for seeking clarification whenever unsure about any of the requirements of this policy.

Principals are responsible for ensuring compliance with this policy. Staff development opportunities should be provided, as necessary, to ensure compliance.

Lesson plans should be submitted to the correct Google Drive Folder the Friday before the plans are to be taught.

PDSA cycles are expected to be posted and current.

Lunch Information-Students

There are three lunch periods at SMS. Students need to know and recite their I.D. number to the cashier when purchasing items. As a part of the school family, you are expected to leave your table clean and all trash should be disposed of in the containers provided. Free or reduced lunches are available to students who qualify according to the federal guidelines. Applications may be obtained from the office. Students are expected to exhibit proper etiquette as a student at SMS. Please avoid loud talking, cutting line, and littering.

- Students are allowed to eat inside the cafeteria or the courtyard.
- Students may NOT eat food in any other areas of the school including: hallways, restrooms, and teacher classrooms.
- ******Teachers are STRONGLY encouraged to limit the amount of student movement during 3rd block due to lunches being in progress. This keeps students from wandering into the cafeteria/outside dining area where supervision is already a challenge.*

Mailboxes

Staff mailboxes are located in the workroom in the main office. Administration, Instructional Facilitator, Data Manager, Bookkeeper boxes are located down the right side of the boxes. Please check your box in the morning and at least one other time during the day (planning, lunch, after school).

Media Center Policies

Staff Circulation Introduction: Teachers are welcome to check out items from the Professional Library, Reference, and the general collection of both Fiction and Non Fiction works. Classroom sets of books and calculators will be available for teachers to check out. DVDs are available for check out for teachers utilizing the Spring Board Curriculum. Classroom sets of books are also available for check out. Inquiries can be made about books available at various Lexile reading levels.

Technology: AV equipment such as LCD projectors, Speakers, and Document Cameras will be checked out to individual teachers at the beginning of the school year.

Work Orders

Per the school district IT work orders for computers and A/V equipment must be submitted electronically online as of the 2014-2015 school year. Teachers sign into the school webpage with their account then will be able to view "Teacher Link to Submit Work Orders" under "Quick Links." Completing this electronic form will notify the IT department at both the school and district level of your request. Only work orders submitted electronically will be addressed.

Calculator Check Out Procedures: Calculators will be checked out to teachers on their Destiny account at the beginning of each school year. Each calculator is engraved with a barcode number. Teachers will need to verify each individual bar code number on the calculators with their circulation form and sign with the signature prior to taking their calculators out of the Media Center. It is the responsibility of the classroom teacher to keep track of calculators used by students in their classroom. It is suggested that Math teachers assign calculators to individual students for each class period. Individual teachers will be held accountable for lost or damaged calculators. At least four days prior to End of Grade Testing Math teachers will bring in their calculators to the circulation desk at a pre-arranged date during their planning time. Mrs. Kerley will scan each calculator to be checked back into the Media Center while the teacher remains at the Media Center circulation desk. After all calculators have been scanned in the teacher will sign their signature on their individual circulation form for documentation.

Classroom Sets of Books Check out Procedure: Classroom sets of books are available for check out. Please notify Mrs. Kerley a week in advance prior to needing class sets for use in the classroom. Each individual book in a class set of books requested will be bar coded as of the 2014-2015 school year. Each individual book in the class set will be checked out to teachers on their Destiny account. Teachers will be responsible for lost or damaged items. It is strongly suggested that teachers assign books to individual students for each class period.

Calculator and Class Sets of Books for Student Check Out: Teachers requesting students to take home calculators or a book from a class set need to submit a request via email for Media Staff to transfer an item from a teacher account to the individual student account this request must include the barcode of the item requested for transfer. The student can then bring this item to the Media Center in order for the transaction to take place. This is highly suggested if you have a home bound student, student making up missed work, or if you are sending work for a student to complete in ISS. If you have a homebound student please provide the students name and ID number in order to put items on the student's' account.

Charges incurred for ANY damaged or lost items will be charged to grade level accounts.

Medication

Policy 6125 Student Medication

Whenever possible all medicines should be given at home. In the event that medications must be administered during school hours, the Iredell-Statesville Schools Board of Education authorizes designated school personnel to administer medication prescribed by a physician and other practitioners authorized to prescribe medication upon written request and authorization of the parent or guardian as permitted by North Carolina General Statutes according to established procedures by NC general Statutes. Designated school personnel may include teachers, substitute teachers, teacher assistants, or other school employees. The Board of Education assumes no responsibility for students who self-medicate. Confidentiality of medication records will be maintained.

Under absolutely no circumstances will a student be administered any medication without the written authorization from a parent or guardian.

PRESCRIPTION MEDICATION

Whenever possible, prescription medication is to be given at home. If given at school, the following should be adhered to in giving prescription medications:

- Medication is to be brought to the school in the original container and must be properly labeled by the pharmacist.
- Medications are not to be sent on the school bus.
- A request for Medications to be given during school hours form must be completed and signed by the health care practitioner and parent or guardian.
- It is the parent's responsibility to inform the school of any newly prescribed medication or changes in medication.
- Any prescribed medication that will be administered at school, for 10 days or less, may be given with written parent permission only, as long as it is in the original container labeled by the pharmacist.
- Any medicines maintained by the school district for a student must be kept in a locked and secure place.
- All school personnel administering medicines will receive appropriate training.

SELF ADMINISTERED MEDICATION

A student with asthma, diabetes, or a student subject to anaphylactic reactions, or both, may possess and self-administer asthma medication on school property during the school day, at school-sponsored activities, or while in transit to or from school or school-sponsored events.

"Asthma medication" means a medicine prescribed for the treatment of asthma or anaphylactic reactions and includes a prescribed asthma inhaler or epinephrine auto-injector. "Diabetes treatment" means a medicine or procedure prescribed for the treatment or assessment of blood sugar levels: i.e., insulin, oral agents, or blood sugar checks. The policy shall include a requirement that the student's parent or guardian provides to the school:

- Written authorization from the student's parent or guardian for the student to possess and self-administer asthma medication.
- A written statement from the student's health care practitioner verifying that the student has asthma, diabetes, or an allergy that could result in an anaphylactic reaction.
- Medication for use on school property during the school day, at school sponsored activities, or while in transit to or from school or school-sponsored events shall be provided by the parent.
- The health care practitioner that prescribes the asthma medication or diabetes treatment must submit a written statement to the school verifying that the student has been instructed in self administration of the medication and has demonstrated the skill level necessary to use the medication and any device that is necessary to administer the medication.
- The student's parent or guardian shall provide to the school self medication and backup medication that shall be kept at the school in a location to which the student has immediate access in the event of an asthma, anaphylaxis emergency, or insulin reaction.
- If other medications are to be self-administered it will be necessary to follow the same procedures as for asthma or anaphylactic medications as above.

OVER THE COUNTER MEDICATIONS

ALL medication, including non-prescription and over the counter medication, administered at school requires a written request from the parent and a physician or healthcare practitioner.

- A request for Medication to be Given During School Hours Form must be completed.
- All over the counter medication must be in the original labeled container.

STANDING ORDER MEDICATIONS

The school nurse may administer standing order medications under the supervision of a physician advisor. The following should be adhered to in giving standing order medications.

- Written consent by parent or guardian must be obtained before students can receive medication.
- Consent for Administration of Approved Standing Orders Form must be completed.

Meeting Structure for Staff

Meeting	Day/Time
Department Meetings	9/1; 10/13; 11/3; 12/1; 2/2; 3/1; 4/5; 5/24
School Improvement Team	9/8; 11/10; 1/26; 3/8; 4/12; 5/10
Staff Meetings	9/15; 10/20; 11/24; 12/15; 1/12; 2/23; 3/15; 4/19; 5/17
BT Meetings	8/25; 9/22; 10/27; 12/8; 2/9; 4/26; 5/31
Data Meetings	10/6; 11/17; 1/5; 2/16; 3/22; 5/3
EC Department Meetings	First Tuesday of Every Month
PLCs	Once per Week (not on Thursdays) (Days and time must be submitted to admin by 9/4)
Grade Level	Once per Week (not on Thursdays) (Days and time must be submitted to admin by 9/4)
Core Team	Every Wednesday (7:30 am in Media Center)

Movies

According to ISS policy, all movies and movie clips need to be directly related to the Essentials and the teacher's lesson plans/instructional guides for that day. Students need to be engaged in the viewing and held accountable for the content. Teachers need to submit an approval form (on the J Drive) a week prior to the day in which a movie or portion of a movie will be shown. No R-rated movies are to be shown.

News Media Procedures

Ms. Turner and Central Support Services personnel will handle all media. If approached by the Media concerning events happening at SMS, refer them to Ms. Turner or the I-SS Public Relations Coordinator.

Nurse

SMS is allotted a nurse for 5 days per week. Teachers should send a student to the nurse when the student expresses a need to have her services. Please IM or call the nurse before sending a student. Students need to travel to and from the nurse's office with a hall pass. If a student is too ill to remain in class and the nurse is not present, then the student needs to be sent to the student needs to call a parent/guardian to be picked up. In case of a student medical emergency contact the office immediately, remain with the student and obtain supervision for your class if necessary. Please also refer to the medication policy and bloodborne pathogen policy.

Parent Communication

All parent communications should be documented on the *Parent Contact Log*. Teachers should contact each student's parent/guardian at least

once a semester. You will be asked to make a copy of your contact log each month to your grade level. There will be a digital copy of this form on the J Drive under Faculty folder (that can be printed) if you are more comfortable recording these electronically.

Personal Leave

Request for personal leave should be made **five days** in advance, except in an emergency, to the principal. All personnel should fill out a leave request form when wishing to request personal leave. No personal leave will be granted before or after a holiday or on annual leave days except in emergencies.

PLCs

Professional Learning Communities (PLC) often break into different instructional teams. These may be grouped by department, course, grade level/academies, or cross-curricular. Collaboration is necessary to have a high-functioning instructional team. All team members need to participate in discussions, bring necessary information back to the team, and share individual perspectives and value all team members input. Each PLC meeting should have goals and objectives, an agenda, and minutes recorded on the Google document.

Postage

Any school related mail must be submitted to the main office to be mailed. Any personal mail may be sent with school mail, but must have postage applied by the sender. There's a mail bin labeled "To be mailed" located in the mailroom, place your item(s) there, or see Ms. Bowman or Ms. Hayden.

Printers

There are individual printers in each classroom. The Mac Books will be set up so that you can also print to the copier closest to your room. SMS will no longer purchase ink for classroom printers, but we will use what we have in stock. To have your ink cartridge replaced, please bring the empty cartridge to Ms. Hayden and she will issue another one to you.

Professional Development-Onsite and District

As we continue to need updating in our own skills and knowledge, it is necessary to conduct professional development. Effort will be made to ensure that the professional development activities you are asked to attend will address current professional needs at SMS. To support an effective use of time, it is asked that all participants abide by ground rules set during trainings and conduct themselves in a professional manner. After and during professional development, we will need your feedback in order to improve for future sessions. As active participants in your learning, please see your Instructional Facilitator or any administrator for any necessary follow-up you need after training.

Professional development conducted in-house will require sign-in on the "CEU Documentation", to record your presence and to document CEU's on the True North Logic (TNL) system through building umbrellas. Faculty must log attendance and minutes in order to receive site-based CEUs. For all out of building in-services you will register on the TNL system prior to the event. If you would like to attend a session that is not in TNL, please see your Instructional Facilitator for the appropriate form. The TNL system then sends it to the principal for final approval. All surveys generated by TNL system need to be completed in a timely manner in order to record CEU's.

Professional Organizations

Professional organizations can provide a wealth of information and resources. Take advantage of this. Websites that you may want to visit are:

www.ncae.org

www.nea.org

www.dpi.state.nc.us

www.ed.gov

Progress Reports

All students and parents/guardians need to be kept informed of a student's progress on a regular basis. Frequent monitoring of grades is

essential to student progress and to encourage self-improvement and responsibility. SMS will report grades to students and parents/guardians three times a quarter with two “SMS Grade Checks” and one “Progress Report” required by the district. This will give students a gauge of their progress throughout each quarter. Teachers will utilize the progress report that is generated from PowerSchool for the “Progress Report” dates. Grade checks will be written by each teacher in the student agenda books.

	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
Grade Check	September 9	November 18	February 3	April 20
Progress Report	September 23	December 2	February 18	May 4
Grade Check	October 14	January 6	March 16	May 25

Grading Scale

F	D	C	B	A
0 - 59	60 - 69	70 – 79	80 - 89	90 - 100

Receipting Procedures

If you collect any money or checks from students or parents, you must write a receipt for that amount. Give the student/parent a copy and turn the money in with your receipt book to Ms. Hayden. Please write an individual receipt for any amount is collected. Please make sure the correct address and phone number is on checks.(Have student or parent verify.) **Do not send your receipt book to the office with a student!**

If there is a special day like Jean Day or Hat Day etc. where a student pays \$1.00 to participate, and monies are collected in Homeroom, you can use the List Receipt form. Must be listed on the fundraiser calendar and signed.

If you are assigned a receipt book it is your responsibility to keep up with it. If you have an error on the receipt, please keep the original, void and sign. When our school is audited your receipt book will be pulled to the office, so accuracy is very Important!

It is against system/school policy to hold any money overnight. All receipt books and money must be turned in on a daily basis no later than 1:00 p.m.

*****MS. HAYDEN WILL NOT ACCEPT ANY RECEIPT BOOKS BROUGHT UP BY A STUDENT*****

GAME GATE DUTY PROCEDURES

Two people will be assigned to the gate and concessions at each home game. (Please check the schedule for your assigned time and make sure you have it covered if you are not able to attend). See Ms. Hayden to get the money box and sign the form. Once the money has been counted and verified the cash will then be given either to Ms. Turner, Ms. Hayden, or Mrs. Campbell.

CONCESSIONS

When students are working concession, dances, an adult supervisor is mandatory. (Anything pertaining to collecting money)

PURCHASE ORDERS

Please complete a school Purchase Order for anything special and return to Ms. Hayden for Ms. Turner’s approval. Purchase Orders will need to be turned in prior to making orders. You should not expect to be reimbursed for items purchased without prior approval. **Also, do not order items in the school name that has not been approved by the principal and purchase order completed.**

Purchase orders through the central office will need to be given directly to Ms. Hayden for budget code and approval. All orders will be checked in by Ms. Hayden and then distributed appropriately.

FUNDRAISERS

Please complete a Fundraiser project request to start a fundraiser. All Fundraiser will have a profit and loss form completed on it. You must schedule your fundraiser no later than September 30th (this will be the cut off). Money should be deposited daily by above guidelines. Please do not hold cash or checks for deposits. All fundraiser items should be purchased with a purchase order-(If monies are in your account in school funds.) See the bookkeeper.

SUPPLIES

Please fill out supply requisition and submit it to Ms. Hayden. Your requisition must be approved by Ms Turner. You will be notified when to pick it up.

PAYROLL

To clock in you must first enter the last 4 or 5 digits of your social. Pin will be the same (FOR ONLY NEW USERS). It will then ask for you to change your pin. Once you have done this click the main button to go back to the original screen. Enter in your last 4 or 5 digits of your social and your new pin you chose, and hit clock in.

When you are absent you must enter it in the sub system. The sub system is tied into the payroll system now. So make sure you enter it in ASAP. This is for any type absence.(sick, workshop-with budget code.) If you forget to punch in you will have to send a request through timekeeper to fix it. You will get a response back if it has been approved and fixed.

Safety Issues

Policy 1510/4200/7270 School Safety

Teachers should always follow accepted practices to ensure the safety of all students. This is particularly important during drills and during class changes. In addition any staff member who observes or notes an unsafe practice or situation should inform the administration.

Safe schools are critical to creating a learning environment where students can succeed. We staff and students share in the responsibility to take responsible for caution and safety measures to create and maintain safe schools. The following safety measures must be implemented at each school.

A. Supervision of Students

Students must be reasonably supervised while in the care and custody school system. This includes: during school hours, including while in class, between classes, during lunch periods, during authorize school field trips, and on school buses. Reasonable precaution should be taken to assure safety of students on school grounds and on buses, before, during, and after school. Teachers are expected to remain in their classrooms with students unless an emergency arises. If emergency arises that requires a teacher to leave the classroom, he/she must request assistance from the office, another teacher, or a teacher assistant during the absence.

B. Care for School Buildings and Grounds

The principal is required to inspect school buildings, equipment, and buses for health, fire, and safety hazards on a regular basis and as required by law. Any staff who observes any potential hazards must immediately notify the principal and should take action to prevent the potential for any student or staff injury. The principal will notify the superintendent immediately of repairs needed in order to meet any safety requirements that cannot be repaired by on-site personnel. Proper signs indicating potential dangers will be posted.

C. Student Traffic Safety Patrols

Principals may organize student patrols to help regulate traffic around schools. Students participating in school safety patrols may receive free passes to school programs.

D. Site Based Rules to Address Safety Concerns

1. Teachers should always be in the hallways during class change to supervise the movement of students in an orderly fashion preventing students from congregating in areas that could cause congestion and impede traffic flow.

2. Teacher should report potential safety hazards immediately to the office, and if possible, identify the potential safety hazard with the sign.
3. Teachers that have students using lab equipment, chemicals, and/or tools are required to instruct students on the safety procedures necessary to use such equipment.
4. Ongoing student education efforts will also be followed to support students in the reporting of acts of violence, in unusual or suspicious behavior that may create a safety hazard. Staff members must report immediately to the principal any student's information or their own observation of any unusual or suspicious behavior or acts of violence.

School Functions

All School events, socials, etc. for students are to be scheduled through the office with the principal. These events, whether on campus or off, will have to be chaperoned by one or more members of the faculty depending on the number of students involved. Any time students are working on a school-sponsored activity the faculty member present is to remain with the group **until all the students have left school**. The faculty member should be the last to leave and should be sure everything is in order (area cleaned, lights off, and doors locked, etc.) before he/she leaves. All scheduled events must be on the master building calendar maintained by administration (all facilities related to athletics).

Student Accountability Standards

Every North Carolina middle school student is familiar with state tests. By the time students reach SMS, they have taken End-of-Grade tests throughout elementary school. In middle school students will take End-of-Grade tests and NC Final Exams.

These tests help state education officials ensure that all schools are teaching the same curricula and the tests allow our school and district to monitor student achievement and the effectiveness of classroom teachers. Student scores on these tests are a part of their final grade. The state also uses the End-of-Grade tests and NC Final Exams as major components of its accountability model used to identify schools that are meeting or exceeding their growth/gain standards for student academic achievement. These test scores also help show which schools are low performing. Schools with low performance scores may be required to accept assistance from special state assistance teams designed to turn around low performing schools.

Supervision of Students

- Staff members are expected to supervise their students at all times.
- Staff members are expected to be at their AM/PM duty stations or arrange for a fellow teacher to cover for them in the event they cannot make it to their duty station. AM duty runs from 7:50 am until 8:10am. PM duty runs from 3:15pm until 3:30pm.
- STAFF SHOULD FIRST CHECK WITH THEIR GRADE LEVEL PEERS/DEPARTMENT PEERS BEFORE SENDING OUT EMAILS TO THE ENTIRE STAFF ASKING FOR CLASS/DUTY COVERAGE.
- Staff members are expected to be in the hallways during class changes (at least when the warning bell rings) to help supervise students and keep them moving towards class.

Supply Request

Classroom supplies will be ordered twice per year. In September, we order for the fall semester. In February, we order for the spring semester. Please see Ms. Hayden for any supply requests. Once she has the request, she will get approval from Ms. Turner if anything needs to be ordered. If you need consumable supplies between orders, please submit a request to Ms. Hayden. Our funds are limited, so please do not hoard supplies or order anything you have an abundance of.

Telephones

Personal long distance calls may not be charged to the school. With any school related long distance call, the receptionist will log and dial the call and route the call to the extension being used. Teachers will not be called to answer the phone except in case of emergencies. Teachers are asked to limit their personal calls since this is a business telephone. If a personal call is necessary, conversation time should be limited to no more than three minutes. You are encouraged to call parents as needed for the benefit of students.

All teachers should update their classroom telephone voicemail messages within the first week of school. Messages should include teacher name, planning period, and other necessary information to make the teacher as accessible as possible.

Textbooks

- Every teacher is expected to print and fill out the “SMS Textbook Form” (**shared via Google Docs**) and turn it in to Mrs. Campbell by Aug 31.
- Please use the “SMS Textbook Issue Sheet” (**shared via Google Docs**) when issuing textbooks to students. This sheet should be updated for each student who leaves or joins your class.
- If a teacher does not issue textbooks, but uses a classroom set,
 - teachers should assign books within the class. Fill out and submit “SMS Textbook Issue Sheet”.
 - there should be a procedure instituted that will allow students to check out a book for a specific period of time. This procedure should consist of the student signing out the book and having their name removed from the list when the book is returned. If the book is not returned then the teacher will place the student’s name on the Fees Owed List.
- Teachers will be responsible for accounting for the textbooks that they are issued and the above procedures will be in effect all year.
- If a student does not return the textbook it is the responsibility of the teacher to see to it that the book is returned by the student or that the student’s name is placed on the fees owed list with Ms. Hayden.
- Please be diligent in adhering to the textbook policy and making it the utmost priority to collect all textbooks and/or fees that have been assigned.
- During the summer, textbooks should be stored in lockers. The “SMS Textbook Form” will be returned to you for the storage information to be updated. Please return the sheet to Mrs. Campbell before checking out for the summer.

Tobacco Policy

Policy 5023/7250 Tobacco

The Board of Education promotes that health and safety of all students and staff and cleanliness of all school facilities. The board believes that a tobacco free environment will better protect the health and well-being of the employees and students of the Iredell Statesville School System, and of other persons. To this end, the board prohibits or restricts smoking and the use of tobacco products as follows:

- Use of tobacco products is prohibited by students, faculty, staff, and visitors inside school buildings, on school grounds or property, and in vehicles owned or operated by the school system.
- School system employees when on school property and on duty may not use or display tobacco products in the presence of students. The prohibition of the display of tobacco product shall not extend to a display that has legitimate instructional or pedagogical purpose.

In support of the board's commitments and state and federal law, students are prohibited from using or possessing any tobacco product (1) in any school building, school vehicle or on the school grounds at any time; (2) at any school related activity, including athletic event; or (3) at any time when the student is subject to the supervision of school personnel, including school trips.

Visitors

Anyone who visits the campus must sign in at the main office and obtain a visitor’s pass. Visitors will be escorted to their destination and should be escorted to the main doors to exit campus.

Volunteers

Refer to the approved volunteers list in the main office. All volunteers on the list have had background checks and have been approved by the administration. Only those on the list may be on this campus.

Work Areas

Work areas are in the work room on the 7th grade hall. If a teacher’s room is available during their planning period, then staff may utilize their room also. Please leave all areas as you found them for the next group to be able to use them as well. Conversations need to be kept professional and confidential.

Work Orders

Work Orders for maintenance are submitted to Ms. Hayden to process through the maintenance department. Per the school district IT work orders for computers and A/V equipment must be submitted electronically online as of the 2014-2015 school year. Teachers sign into the school webpage with their account then will be able to view "Teacher Link to Submit Work Orders" under "Quick Links." Completing this form will notify the IT department at both the school and district level. Only work orders submitted electronically will be addressed.

Workers Compensation

Any employee that is involved in an accident while on the job must report the incident to an administrator **immediately**. Once your administration is notified, please see Ms. Hayden for paperwork that must be submitted before you can be seen by a doctor.