

Western Alamance High School

FACULTY/STAFF HANDBOOK



2016-2017

“We Seek to Serve Humanity”

ABSS Vision

We envision a public school system that is a national model for its curriculum and community engagement to empower all Alamance County students with equal opportunity for civic engagement, a meaningful quality of life and skills for economic success -- for themselves and our community.

ABSS Mission Statement

Providing engaging work for our students will enable the Alamance-Burlington School System to educate all students to meet high academic standards and become responsible citizens in a rapidly changing world.

WAHS Vision

Western Alamance High School, in partnership with families and the community, provides challenging opportunities in a caring, respectful, innovative environment that empowers all students to demonstrate high achievement and lead meaningful lives in a diverse society.

Community and Communication

One of the most effective ways to increase student achievement is through the building of a *sense of community* among students, teachers, parents, and administrators. It is imperative that we communicate frequently and in a positive manner with students, parents, and the community. To do so is to lay the foundation for building a sense of community among the WAHS family, and in establishing good public relations. Please be mindful of the following principles of good communication:

- Good communication requires both active listening as well as talking.
- Students will work much harder and will be more cooperative if criticism is preceded by affirmation.
- *Parents will be more responsive to our needs if we inform them of our positive experiences with their children as well as the negative ones.*
- We are all accountable for communication within the school community and must remember that it indicates our level of professionalism.
- Keep written records of all communications. (Ex: Communication Log)
- If a student is not progressing and/or has a significant decrease academically, notify both the student and parent and document all contact.
- **Online grades do not equate to the professional responsibility of directly communicating with parents.**
- Communication with parents should be a routine practice, not a last resort.
- Communication can have either a positive or a negative impact.
- *Gossip is always unprofessional, unethical, destroys staff relationships, and is infectious in the community.*
- Remember that each staff member is an ambassador for WAHS. We can shape our own image with the public by communicating the positive aspects of our school.
- Confidential communication is required by law to be kept confidential [e.g. EC rosters, discipline referrals, grade books] and keep them inaccessible to others.
- Both written and spoken expression should exemplify the same high expectations we maintain for our students.
- Do not discuss someone else's child with anyone other than their parent.
- Do not confirm or deny that you have behavior problems in a particular class or that a class has students that are very low or weak academically.
- Sometimes parents will make negative comments about other students or another teacher or staff member. If a parent attempts to engage you in that type of conversation, politely steer the conversation back to their child. If necessary, it's fine to say that it would not be appropriate to discuss other students or colleagues. Try not to embarrass the parent, but let them know your professional boundaries.

**** Requests to return an email and/or phone call to a parent, colleague, or any other member of our school community should be honored within 24 hours of receipt of the message.**

Professional Development and Growth

Teaching is a dynamic profession, changing daily and presenting new challenges for increasing student achievement. To remain entrenched in outdated theory or practice, invites failure for both students and staff. As expectations for student achievement and staff accountability change, so must the ways in which we address those changes. We must constantly and zealously strive to improve in order to meet the demands of an exciting new world.

One of the best ways we can enhance student achievement and embrace accountability is through participation in those school reform programs that are uniquely suited to the needs of our student population. Western Alamance High School utilizes the *Leadership Team* approach to maintaining an effective school. The *Leadership Team*, with the help and cooperation of every staff member, is instrumental in designing and implementing the *School Improvement Plan* in an effective and sequential manner. The ethics of our profession demand that we explore every avenue available to us that can improve teaching and learning.

Other ways in which professional development can be achieved include participation in professional organizations that focus on teaching and learning issues, collegial sharing of instructional ideas during common planning time, reading and sharing from professional literature (several journals are available in the media center), participation in all staff development activities, and completion of courses for advanced degrees. *We cannot expect growth in student achievement unless we continue to grow professionally. We must model what we teach.*

Bi-Monthly Professional Learning Community (PLC) meetings will occur with teachers of like courses on a day and time of the team's choosing. Please make it a priority and attend each meeting on time. Plan ahead and mark your calendar.

Department level meetings will occur monthly with the department administrator. Please make it a priority and attend each meeting on time. All certified staff should also attend faculty meetings, IEP meetings, and other scheduled meetings on time. Plan ahead and mark these on your calendar.

School Improvement Team

The members of the 2016-2017 *School Improvement Team* are listed below. Their major role is to assist our campus community in accomplishing our mission. Responsibilities include communication between members of their departments, as well as consistent monitoring of our School Improvement Plan. The members of SIT (School Improvement Team) are elected by their peers every **two** years.

Administrative Team:	Todd Stephan, Principal David Callands, Assistant Principal Rebecca Marsh, Assistant Principal David Nebrig, Assistant Principal
Parent Representatives:	Ms. Angie Hunter, Ms. Kit Shields
Student Representatives:	TBA
Math Representative:	Angie Stuart
Language Arts Representative:	Judy McArdle
Social Studies Representative:	Amy Soyars
Science Representative:	David Vernon
ROTC Representative:	Master Chief Butler
CTE Representative:	Beth Billings
EC Representative:	Rachel Wrenn
Student Services Representative:	Carrie Moore
Classified Staff Representative:	Abby Snuffer
Cultural Arts Representative:	Sean Lucier
PE Representative:	Katie Perry
Foreign Language Representative:	Ken Lockner
Academic Coach:	Shelly Pilversack
Teacher of the Year:	Sean Quinn

The School Improvement Team will meet approximately once a month (second Monday of the month at 3:30pm) in the Media Center and other times as needed.

Administrative Job Descriptions and Responsibilities

Principal:

Todd A. Stephan

- Master Schedule
- Staff Development
- Budget
- School Improvement Plan
- Calendar of Events
- Observations & Evaluations

Assistant Principals:

David Callands

- EC, Cultural Arts, PE, NJROTC Department Liaison
- Crisis Team Chairperson
- Grounds and Facilities Manager
- Maintenance Requests/Work Orders
- Parking Permit Administrator
- Transportation/Buses
- United Way Representative
- Textbooks
- Student Support Services Liaison
- SST/SAT Advisor
- Safe Schools Plan

Rebecca Marsh

- CTEC, CTE, Foreign Language Department Liaison
- Test Coordinator (EOC, Benchmarks, & NCFE)
- ACT/PSAT Test Coordinator
- Cafeteria Charges
- Lunch Schedule/Duty Roster
- Supervision Duty Roster
- Dress Code

David Nebrig

- Math, English, Science, Social Studies Department Liaison
- Driver Revocation Letters
- Field Trip Approvals
- Staff Development/Data Team Advisor
- Teacher Observation Schedules
- Elon Academy Advisor

GUIDANCE DEPARTMENT:

Carrie Moore – Lead Counselor

- Counselor for last names A – F

Esther Wu – Counselor

- Counselor for last names G – N

Samantha Seligman – Counselor

- Counselor for last names O – Z

Specific Staff Procedures and Guidelines

The best schools are staffed with those who consistently model high expectations. These guidelines provide expectations for staff in many areas of school culture.

➤ AESOP (Automated Educational Substitute Operator)

New employees are to see the treasurer to set up a training time for this system. All employees are expected to utilize AESOP when absent or taking leave from school. Teachers are expected to secure a substitute by 6am the day they are to be absent. Remember, if you wait until the last minute to put in your absence & no sub is available, then other teachers have to cover your classes.

➤ A Safe and Orderly Climate

The State of North Carolina and the Alamance Burlington Board of Education expect us to maintain a safe and orderly climate. Consistency in monitoring student movement and activity is essential to promoting a safe environment. Staff must be involved in supervision throughout the day. **At no time should a class be left unattended.** Our student day is from 8:10 am to 3:15 pm. Students dropped off prior to 7:45am, or remaining on campus after 3:40 pm must be under the supervision of a staff member or instructed to move to the media center. *You are accountable for all students assigned to you directly (i.e. your class, club etc.) or indirectly (i.e. tutoring, extra/co-curricular etc.).* Any student under your care but out of your sight must have a lanyard pass to a designated area.

➤ Building Security

Teachers should lock doors and secure classroom windows prior to leaving for the day or any time they are not present in the room. Blinds should be left open and lowered to the top of the bottom window. School keys should never be in the possession of anyone to whom they have not been assigned. *Never allow any student or parent to use school keys for any reason.*

➤ Child Nutrition (State & Federal regulations)

All food or beverages available to students, from the beginning of the school day until the last student is served in the school cafeteria, must be provided by the Child Nutrition Department and will adhere to the Smart Snacks Nutrition Standards Act of 2010. Policies adopted by the State Board of Education require sponsors of the National School Lunch Program to “operate all food and beverage services during or before the established meal period through the Child Nutrition Department”. **All revenues from the sale or provision of any food or beverage to students from the beginning of the school day (12:01AM) until 30 minutes after the instructional day ends (3:45) must meet the Smart**

Snacks Nutrition Standards. Drink machines in the Commons will not be accessible to students until 3:45pm – NO students are to be in the Teacher’s Lounge to purchase from the drink/snack machine!

➤ Copiers/ Laminator

The copiers located on campus are for teacher and school use only. Students will only be allowed to make copies through the media center staff. We must limit copies made per department; however the allotted amount should be plenty. We all know that good teaching is not exhibited by frequent use of worksheets. Please try to limit copier use by not making unnecessary copies. Please note that the copier located in the front office is not for teacher use. The laminator is located in the Media Center workroom. Be mindful that film is expensive. Only reuseable classroom materials may be laminated.

➤ Daily Schedule

The daily schedule is 7:40am until 3:40pm for teachers.

- Teacher workdays: Work hours will be 8-4:30 with an hour for lunch **OR** 8-3:30 if you choose to work through lunch.
- Clerical Staff will stagger their work hours for office coverage.

➤ Electronic Communications and Use of the Internet

All employees must use the school system network when communicating electronically with students in their roles as school employees. Employees may not use personal web sites, email, or online networking profiles to post information in an attempt to communicate with students in their roles as school system employees.

➤ E-mail/Teacher Mailboxes

Every ABSS teacher is issued an e-mail address. This will be the major form of communication between administration and faculty. Check e-mail several times daily, but **a minimum of twice a day, once in the morning and before you leave each day.**

In addition to e-mail, some communications will be in the form of paper memos. Check your mailbox several times daily. Some in-house messages and “snail mail” will be placed there throughout the day. Consistent communication is vital to the efficiency of the school. *Do not send a student to the mailboxes to get your mail. Confidential information may be seen or disclosed.*

➤ Emergency Lesson Plans

All teachers **must** provide emergency lesson plans for each of their classes within the first two weeks of school. A current roster for all classes should be provided for attendance purposes. These plans will be housed in front office. Lesson plans are to be replaced after use. At the semester change, plans will need to be updated along with new class rosters.

➤ Facility

The most inviting schools are clean and neat. Our custodians do a great job, but they must have our help. Please keep all areas of the building neat and orderly and free from any graffiti, gum, etc. on desks, walls, and floors. This requires consistency in observing that all students meet our high expectations for the cleanliness of their environment.

Each staff member will be responsible for monitoring their students to make sure they take responsibility for the environment. It is important to display student work prominently and to change it often. Try to give every student an opportunity to be showcased in/around your classroom area. This is an excellent use of the bulletin boards in the hallways. Please try to make display of student work a priority.

➤ Faculty Meetings

Please reserve all Mondays for faculty meetings and other school functions. As a general rule, this schedule will be followed; however, staff should always **keep Monday afternoons open**:

1st Monday of the month

Faculty Meeting: 3:30pm in the media center

2nd Monday of the month

School Improvement Team Meeting: 3:30pm in the media center

3rd Monday of the month

Leadership Team Meeting: 7:00am in the media center

4th Monday of the month **OR** at the Department's discretion/convenience

Department Meetings

Data Teams: A day and time of the groups choosing; must meet bi-monthly

** Department chairs and an elected member from each PLC should inform the assigned administrator of their department level meetings, plus provide an agenda and minutes.

➤ Fire and Safety

- No more than twenty percent (20%) of classroom and corridor wall surface can be used for display of combustible material.
- No combustibles on walls within two feet of ceiling.
- No items hanging from the lay-in ceiling, ceiling tracking or light fixtures.
- Schools must provide fire retardant treatment for combustible loft(s) and new fabrics used in classrooms as window or wall décor. Documentation of treatment must be kept on site at all times.
- Coffee makers, microwaves and refrigerators are not permitted in classrooms unless otherwise permitted for instructional purposes only (i.e. science classrooms).

➤ Flex/Comp Time

Flex time must be pre-approved in writing by an administrator. Use of earned flex time will be granted only on non-mandated teacher workdays and/or snow days. You are encouraged to keep a copy for your records. * Flex time earned during one school year cannot carry over into a new school year. Per ABSS BOE policy, no employee may accumulate more than 40 hours of exchange time.

➤ Grades/Grading Policies

- **All grades should be posted online in a timely fashion, which means **weekly!****
- Progress reports and report cards for individual students are to be distributed on the designated dates.
- All report cards should have teacher comments. Say something positive!
- Assessments are based on academics, not behaviors. (Ex: returning progress reports, etc)
- The minimum grade that a student may receive for the 1st and 3rd 9 weeks is a 40. This will serve as an academic contract.
- Keep work samples as evidence.
- Always be prepared to justify a grade with rubrics, grading scales, etc...something other than your objective opinion. Be able to explain and show documentation of how grades are obtained.

Report card procedures and directives will be sent out by the Data Manager towards the end of each 9 weeks. It is imperative that these instructions are read thoroughly and that grades are completed in a timely manner.

➤ Lesson Plans

Each teacher is expected to prepare and follow daily lesson plans which are to be available for review to administrators and other observers. These plans will need to include the district issued pacing guide which will be kept in the back of your lesson plan notebook for easy reference. Lesson plans shall be available in a simple, easy to follow lesson plan format developed at the teacher's discretion. ABSS Central Office Staff along with administrators, the academic coach, and peer observers will be visiting at random and may require these plans to prevent interruption of the teacher upon their visit. Observers may ask your students what they are learning - make sure the students are equipped with an appropriate response. These may be prepared for the week and notes made for each day's activities. At a minimum, the anatomy of a lesson should include:

- Learning Targets – What will students know and how will they apply that knowledge?
- Assess/Activate Prior Knowledge – Ensure that students understand the lesson objective, create an emotional hook between the student and objective.
- Teacher Input – Provide information to enable students to manipulate the content. Model the application of the information.
- Student Active Participation – Students apply the content individually, in pairs, or in groups. Students are actively engaged and demonstrating their understanding of the objective/content they are learning.
- Identify Student Success - Assessment/Closure/Ticket-out-the-Door/Summary-Make this fun...have students reflect on their work for the day...ask them to share relevant examples of what they've learned.

➤ Lockdown Procedures

This drill will be used in extreme emergencies such as an intruder on campus or when drug dogs are being used on campus.

- This drill is initiated by the announcement: **WE WILL NOW GO TO A BLUE AND WHITE SCHEDULE. No bell will sound.**
 - Teachers are to clear the halls.
 - Students are to report to the nearest available classroom.
 - Teachers are to close and lock doors, turn off the lights and close blinds.
 - Students are to move as far as possible away from windows and doors.
- **RED CARD:** Indicates trouble, in need of law enforcement or medical personnel.
- No individual is to leave the classroom until an **ALL CLEAR** announcement is made.
- During a lockdown, **NO ONE** should be admitted to your classroom unless authorized by the administration or law enforcement personnel.

*****IF A LOCKDOWN ANNOUNCEMENT IS MADE THREE TIMES, TEACHERS NEED TO BE AWARE THAT THE SITUATION IS MORE THAN A DRILL*****

***If a lockdown occurs during lunch break, teachers and administrators are to clear the senior patio and secure those students in the cafeteria with the other lunch students.**

***Students who are participating in PE class at the stadium will be secured in the field house.**

➤ **Lunch Duty/Supervision**

Teachers will be responsible for serving lunch duty during one lunch wave, one day a week. In addition, the administration team will rotate lunches to offer additional supervision. It is imperative teachers report for lunch duty to provide adequate supervision in the cafeteria and outside eating area (picnic tables).

Furthermore, teachers who allow students to remain in the classroom during their lunch must be present to supervise students – students should not be unsupervised at any time.

➤ **Master Duty Roster**

Teachers will be responsible for covering morning or afternoon duty daily. **Morning duty responsibility is from 7:50 – 8:05am; afternoon duty responsibility is from 3:15-3:30pm.** Certain areas of campus will require longer duty coverage in the mornings/afternoons...these duty assignments will be made based on planning blocks & location of teacher classrooms.

➤ **Procedure for Early Departure**

All staff should receive approval from an administrator before signing out in the “Early Staff Departure” log book located outside the treasurer’s office. If a teacher can leave and return to campus during their regularly scheduled planning period, there will be no need to take ½ day leave. This practice should be limited to job related duties or personal appointments that require the staff member to leave campus prior to the end of their normal work hours. *No staff may ask another staff member to cover their class for early departure without prior approval from an administrator.*

➤ **Professional Dress**

All faculty members are expected to dress professionally. Clothing chosen to wear to work should reflect the standards and values of the faculty community and that you are the adult/teacher.

- There should be an obvious distinction between teachers and students.
- Teachers should never wear clothing that compromises those standards and values in any way. Shorts are permitted only for PE teachers.
- Wearing warm up/athletic suits is not acceptable.
- Jeans may be worn on Fridays with Western Alamance High School wear or a college logo.

➤ **Professional Ethics**

Each teacher is expected to exemplify the standards for professional conduct specified in the North Carolina Code of Ethics for Public School Teachers and to consistently use good judgment that is reflective of the best practices of the profession. The Code of Ethics can be found online through the ABSS Website. All faculty members are to review this important document.

➤ **Sexual Harassment**

Sexual harassment by school employees is illegal and intolerable. All such complaints will be fully investigated. If the complaint is validated by the investigation, disciplinary action against the employee will be implemented. Protect yourself by applying basic common sense. Never place yourself in a questionable position. For example, when holding conferences with students, keep the door open and make sure you have an adult witness. This is especially important for discipline conferences.

➤ **Smoking/Tobacco**

The administration would like to remind staff that it is a violation of federal law to smoke or to use any form of tobacco on school property (i.e. chew/dip). This includes the boiler room, the gym, the playing fields, parking lots and vehicles. Staff members are expected to follow this policy at all times.

➤ **Teacher Webpage Requirements: (Update regularly)**

- Link to Google classroom/Canvas
 - User ID/password for each class/course
- Class description
- Course Syllabus (include grading scale and weight)
- Class expectations
- Grades online (updated biweekly)
- Supply list
- Tutoring opportunities that you provide your students
- Link to Essential Standards or Common Core for subject
- Notes, assignments, and resources (EC & 504 Modification, Make-up etc.)

➤ **Telephones**

Telephones are provided for school related calls or for emergencies in the front office, teacher's lounge, and various departments. With the exception of the Counseling Office, long distance calls cannot be made except from the phone in the treasurer's office and each call must be logged. All student calls must be made from the front office.

➤ **Tornado Drill Procedure**

In the event a tornado or severe weather warning is issued, students will be relocated to the nearest safe areas as follows:

- **Front Office, Media Center, & ISS:** Office Hallway
- **A, B, C, D & E Buildings:** Hallway in classroom building
- **HE1 & 4:** Hallway in B Building
- **HE 2 & 3:** Hallway in D Building
- **Counseling Office:** Hallway immediately outside of Counseling
- **SC 1, 2, 3 & 4:** Hallway in Commons areas
- **SCI 5 & 6:** Hallway outside of rooms
- **Band, Chorus, Art & Dance:** Hallway outside of Dance Studio
- **Music Lab:** Hallway outside of Lab Entrance
- **Gym:** Hallway outside of Gym on Commons side
- **Aux. Gym:** Hallway outside of Boy's Locker Room
- **TECH 3:** Along back wall on cafeteria side of classroom
- **Ag.:** Teacher office area
- **Auto Tech, Construction Tech, ROTC 1 & 2, TECH 1 & 2:** Inside the classroom along the wall on the "Tunnel" side of the classroom
- **Field House:** Remain inside building on walls away from windows

****STUDENTS ARE TO BE SEATED ON THE FLOOR WITH THEIR HEAD BETWEEN LEGS FACING THE WALL WITH ARMS COVERING HEAD AND FACE AREAS****
Students are to stay away from windows and doors!

Western Alamance High School Discipline Policy

A progressive plan for discipline procedures

- **Teacher interventions**

Teachers are encouraged to develop discipline plans that suit their own individual teaching styles. A variety of consequences may be utilized, e.g. lunch detention, time with another teacher, etc. However, the following steps must be taken before an administrative referral is given for habitual infractions:

- Student Conference
- Parent Contact
- Parent Conference

- **Administrative intervention**

After all Teacher Interventions have been utilized, an Administrative Referral can be completed for not following school/class rules and the student will receive one or more of the following consequences:

- Student meets with the Early Intervention Team
- Administrator meets with student and/or parents
- Parking Pass Suspension
- Morning and/or Afternoon Detention
- ISS

- **Administration Referral Feedback**

Teachers can utilize the [Referral Feedback Form](#) to help ensure consistent communication regarding student conduct.

****Note: If a student needs to be removed from class for a more serious offense, use the “Call Button” and an administrator will come and escort the student to the office. Do NOT send student to the office!**

ATTENDANCE

- **Period Attendance Entry:** Attendance should be completed within the first 15 minutes of each block. Any student, who is not in your class, should be marked absent. If a student checks in at the front office, Mrs. Woodward will adjust the attendance. Otherwise, the teacher should adjust attendance.
- If you have a sub, the substitute will enter attendance in PowerSchool through the substitute log-in. **However, please have a copy of your attendance roster available to submit to the attendance clerk, should the sub not be able to enter attendance in PowerSchool.**

*** Students are not allowed out of class or to be tardy, in order to take care of attendance notes or admit slips. This should be completed by the student before or after school, or during their lunch period only.*

➤ **Tardy to Class**

If a student is NOT in the classroom when the bell rings, he or she is tardy. If a student is **more than five minutes** late after the tardy bell rings (without a note from staff member/sign-in slip) this will be **considered skipping**. Do not send the student for a note in the front office or to see an Administrator, please report the skipping incident by completing the [Skipping Referral Form](#).

The following interventions will take place for all tardies:

- **1st & 2nd Tardy**: Teacher Interventions/Consequences
 - Examples: Lunch detention, After School detention (30 minutes) with the teacher
- **3rd Tardy**: Parent contact by the teacher, including Teacher Interventions
- **4th Tardy**: Parent-Teacher Conference with an Administrator, including Teacher Interventions
- **5th Tardy**: Administrative referral by teacher for additional consequences

***Note:** Students **MUST** serve after school detention before they can report to after school related activities including sports practices.

❖ **Sickness at School**

- If a student becomes physically ill the student should be allowed to go to the office and call for permission to leave school.
- If a student is injured, the supervising teacher should call the parent and report the injury to the front office.
- All student accidents require an accident report be completed immediately. The accident form must be completed in full online and emailed to Mrs. Murray.

Pledge of Allegiance

WAHS, in accordance with SB Policy, will participate in the Pledge of Allegiance daily at the conclusion of the 2nd block announcements.

Bulletin Board Announcements

Announcements may be posted in the designated areas for WAHS News and Announcements. Do not post information on the cement columns or walls.

Student Services Teams

SST and SAT are programs in place to help teachers support students who are struggling in the classroom behaviorally or academically. Please take advantage of these services offered here at school. Refer students to the Counseling Office by sending an email with a brief description of the behavioral or academic issues. The team will decide which students need to go through the SST/SAT process based on your information.

The *Student Assistance Team* (SAT) focuses on academic and behavioral issues while the *Student Services Team* (SST) deals with attendance, mental and physical health, and major behavioral concerns. If students need to go through the SAT, the referring teacher needs to attend the SAT meeting when the student is discussed.

Media Center Operation - WAHS Library Media Program

Summary

The media center at WAHS is designed so that several different activities can take place at the same time. There are times in the media center when a class may be checking out books, staff members or volunteers may be working with students, teachers may be planning, a small group of students may be doing research, and the media specialist may be teaching a class or small group. The media center is purposely arranged to allow for different activities happening at the same time, however, also remember that the media center is the media specialist's classroom and work as quietly as you would in your own classroom.

Media and Technology Advisory Committee (ABSS Policy 4.12.1)

Each school shall have a Media and Technology Advisory Committee composed of a minimum of the following: a school administrator, the media specialist(s), a parent representative, and at least three teachers representing various grade levels and subject areas. This committee assists in long-range planning for instructional resources, in selecting resources, and in resolving objections to materials.

Student Expectations

- Students must be engaged with their teacher assigned task.
- When students finish their assigned task they must be engaged in Sustained Silent Reading.
- Students must remain in their seats until the teacher and/or media specialist has dismissed them.

Internet Access

Before any student is allowed to access the Internet on the Western High campus, a signed copy of the ABSS Student Acceptable Use of Technology form must be on file in the Media Center. A deny list will be published of those students who do not have parental permission to access the Internet. Teachers are responsible to check this deny list and provide an alternative assignment to students who do not have parental permission to use the Internet.

Integrated Flexible Scheduling

At the heart of the media instructional program is the philosophy and practice of integrating the media curriculum with the classroom curriculum. The media specialist and teachers work collaboratively in planning and implementing hands-on lessons that are interwoven with classroom learning. This integration enables the students to extend their discovery and learning with the library resources and other meaningful experiences.

Teachers and the media specialist will plan together during teacher planning periods and at others times as appropriate. Teachers and the media specialist will complete a Collaborative Planning Form (located in appendix) for each lesson that will be taught in the Media Center.

To reserve time in the media center, teachers should e-mail or see the media specialist in the media center. Reservations are on a first-come first-served basis.

Teachers should accompany classes and actively participate in instructional activities. Scheduled classes vary in length, frequency, group-size and structure according to the needs of the students and the instructional objectives of the unit of study. Lessons can travel back and forth between the media center and the classroom, and may begin and end in either place.

Individual Student Use

The Media Specialist retains the right to limit access to the Media Center when classes are already present or when testing is being held in the Media Center.

Student Check-Out Options

Our media program is designed so that students may check out books as often as needed, therefore we provide a variety of options for student checkout. Please help in encouraging and providing a time in your classroom schedule for students to check out books as frequently as possible.

1. Students may come independently during open circulation hours in the morning and in the afternoon every day as well as during lunch (with a note provided).
2. Teachers may come with their class and supervise the checkout of books at any time as long as the class is orderly and quiet.

Staff Check Out

Staff members are encouraged to check out books for the classroom to support their curriculum. As soon as you have finished a unit of study and no longer need a book please return it to the library. The sooner materials are returned after use, the less likely they will be lost and the sooner they are available for others to use. Teachers may check out and check in materials at any time.

Equipment Check-out

The Media Center has a variety of equipment available for check-out, including digital cameras, digital video cameras, laptops and netbooks for individual student or teacher use.

Repair of Equipment

- **AV Equipment:** There is a form in the Media Center for you to fill out when AV equipment is not working. Please be sure to fill out all the items on the form, including specifics about what the trouble is, or the form will be returned to you. When you are filling out an AV equipment repair form, please make a copy of the form. Tape the original to the equipment and bring all of this to the media center.
- **Computer Equipment:** When a computer or computer peripheral needs repair, submit a ticket in Web Help Desk.

Computer Maintenance and Shutdown Procedures

Please be sure to dust your computer equipment frequently. When dust gets in computer equipment it can and does damage the sensitive computer components. This includes all components of our computer equipment. All computers should be shut down properly using the shutdown routine in the Windows operating system.

Instructional Computer Lab (ICL)

All students must be supervised by their teacher while in the ICL. Teachers who want to bring their classes to the ICL for instruction must make their request on the Collaborative Planning Form in collaboration with the Media Specialist.

The Computer Lab contains thirty networked computer workstations providing access to the same electronic educational resources available in the classroom. All the computers are networked to a black and white copier/printer.

When computers are restarted in the ICL all users files and documents are erased. Therefore, all work (both faculty and student) must be saved on a removable storage medium, not the hard drives of the computers. Students also have several megabytes of storage within their Gagle student email account. Students are encouraged to bring their own removable storage devices.

Computers on Wheels (COWs)

Mobile carts containing Windows based laptop computers are available for teacher checkout. These laptops are only for classroom use. *Students may not take the laptops home.* These laptops can access the Internet and have MS Office installed. Students are responsible for any damage that occurs to the

laptops while using them. Teachers must use the Computer Log form available in the Media Center when assigning laptops.

Announcements

School-wide announcements are made daily (during 2nd block or the homeroom period) either over the intercom or on school-wide TV (Fridays only). Announcement forms are available in the Media Center. A team of students will be recruited and trained to deliver the announcements. In addition, announcements are run over the school wide TV during the instructional day.

Services

The following services are available in the Media Center: *Scantron* machine, laminating machine, comb binder, Ellison die cut machine, two-color poster maker and full-color poster maker. Teachers should speak to the Media Specialist regarding these services, excluding the *Scantron*.

Copyright

All employees are expected to comply with the ABSS Copyright Guidelines (Board Policy 8.1). Specifically, copyrighted materials whether print or non-print may be duplicated only when such reproduction meets "fair use" standards (as outlined in the Alamance-Burlington School System Copyright Guidelines) or when written permission for duplication has been obtained from the copyright holder. For more information, consult the ABSS Copyright Guidelines or contact the media specialist.

Use of DVDs/Videos Policy

The "fair use" policy for showing DVDs/videos as part of the instructional process is very specific and is fully explained in the ABSS Copyright Guidelines.

Specifically, you may show any video that is in the media center collection, no matter where on campus it is physically located, using the following restrictions:

- The performance must take place in a classroom or other place of instruction.
- The performance must be directed by students or teachers of the institution.
- The performance must be in the course of face-to-face teaching activities.
- The performance must be made from a copy of the work that was legally made or acquired.

The above guidelines apply to using off-air broadcast programs or DVD/video copies as well as for DVDs/videos labeled "For Home Use Only." All four of the guidelines must be met for educational exemption.

Before showing any movie with an R rating, parental permission **MUST** be obtained in advance using the Parental Permission for Classroom Video Showing form. If a parent does not give permission for their child to view the video then an alternative assignment must be given and the student must be reassigned to another location while the other students are viewing the video.

Use of student photographs, name, and work

Prior parental approval **MUST** be obtained before using student's name, picture, art, written work, voice, verbal statements or portraits (video or still) to appear in school publicity or System publications, videos, DVDs or on the school or System's website. Parental permission is obtained using the Photo/Video Release Consent form located in the Student Code of Conduct book. Mr. Johnson will keep all returned/signed forms, please see him for more information.

School Finance and Purchasing Matters

MIND YOUR P's AND Q's - "Proper handling of funds to ensure Quality cash management."

This guide is to assist school system employees in handling funds. It is important that school employees follow sound procedures to ensure quality cash management. If you need additional information, please consult your school treasurer or the finance officer.

The "P's"

- All moneys for the school system received or collected by an employee become funds of the system and are to be receipted by using a receipt book.
- All funds must be turned in to the school treasurer **daily** no matter how small the amount.
- Always record the information completely on each receipt:
 - **Date** received
 - **Name** of person from whom funds were received
 - **Purpose** for which funds were received
 - **Amount** of the receipt
 - **Signature** of the person receiving the money
- All receipts should be written to a person's name and not to a club, group, etc.
- All receipt books should be kept in a safe place. They should not be left in an unlocked desk-drawer or file cabinet. If lost or stolen, regardless of how much is receipted on the book, the internal control over cash receipts for the school is adversely affected and the school's audit report will reflect this.
- Under no circumstances should a student be allowed to write receipts in an employee's receipt book. Only the sponsor or advisor of clubs, etc. should issue receipts.
- **All money received should be given to the school treasurer daily. No checks, personal or otherwise, should be cashed, nor invoices paid, from un-deposited receipts.**

The "Q's"

- An employee should never accept money if he/she is unable to write a receipt immediately.
- **Do NOT accept checks!**
- Always request a purchase order or approval by the principal and school treasurer **before** purchasing items obligating school funds.
- An employee should work with the school treasurer on all purchases. An employee should avoid using his/her own funds when purchasing items for the school or school system.

WESTERN HIGH SCHOOL P'S AND Q'S

- **Do not** share your receipt book with another teacher.
- **Never** allow a student to write receipts in your receipt book.
- **Always** remove the white receipt copy and give it to the student.
- When you receive a financial report form, **do not date it** until you use it.
- Plan money collection at group meetings, not on an individual turn-in basis.
- **All funds must be turned in to the school treasurer daily by 2:00 pm no matter how small the amount. Any money collected after 2:00 should be receipted and dated for the next day.**

**** We are all very busy, so please plan ahead to give enough time to follow procedures.**

Receipt book procedure:

- Sign out a receipt book from the treasurer.
- Collect money and write receipt(s) to student(s). Fill receipt out completely. Be sure to tear out the white copy and give it to the student(s).
- Complete a “Teacher’s Financial Report Form” and turn it in with your receipt book and money. These are furnished by the School Treasurer.
- When you receive your receipt from the treasurer, staple it in the receipt book with the appropriate receipts.

Fund-Raising (thru School)

No Club or team may have more than 1 fundraiser per school year. Fund raisers may not simultaneously compete with each other. For example, if women’s volleyball (fall sport) is selling cookie dough during Sept., no other club or team can sell cookie dough during Sept. Make sure all fundraisers are put on the master calendar. Fundraiser approval forms must be completed before the fundraiser begins. If in doubt, please see Mrs. Murray.

Fund-Raising (thru Booster Clubs)

Each club should follow their own Booster Club guidelines in regards to fundraisers.

Purchasing

Before any purchase is made, a requisition/purchase order must be approved by your department head and then turned into Mrs. Murray. Include the following information on each purchase order:

1. Vendor name, address, zip code, phone number and fax number if available.
Ship To: WAHS 1731 NC HWY 87 ELON, NC 27244
2. Complete item description, model numbers, colors, etc.
3. Unit price for each item ordered.
4. Subtotal—total of merchandise amount.
5. Discount amount if applicable.
6. Shipping—indicate exact amount or calculate approx. 8% of cost of merchandise.
7. Indicate 6.75 % NC sales tax (calculate on total cost of merchandise and shipping even if out of state vendor.)
8. Indicate grand total amount of order.
9. Sign second line where it indicates “Signature of Requester.”
10. Then this information will be verified and amounts verified by treasurer, Joni Murray.

Request for Funds

For any reimbursement or request, see Joni Murray before the purchase or request is made. In order to receive reimbursement for personal funds spent on behalf of the school, a **purchase requisition** must be completed to: **Reimburse (Staff Member)**, School and Address and Shipping would be School and Address, indicate fund account to be charged, and generally describe items and purpose of purchase...not to exceed a certain amount. Please have this requisition prior approved/signed by the principal before making any purchases. When this is signed and approved, Joni will give you a copy of the approved requisition, and you may go and purchase the items needed. Please bring all receipts at one time to be reimbursed. **Please do not mix personal purchases with school related purchases on the same cash register receipt.**

Please do not give permission to students or parents to purchase items for school use.

***COACHES:** Mr. Pennington will have to sign approval on each PO or request before it goes to Joni to process. If a PO is not in place before the purchase is made, whoever placed the order will be responsible for payment.

TIMEKEEPER

Every employee is required to sign in daily on the timekeeper system. Any ABSS computer is set up for timekeeper. Timekeeper can be accessed through the school website. Sign in using the last 4 or 5 digits of your SS #, after which you will be prompted to enter your pin number. *First time users will be given a random Employee number (not SS#) and use the pin #9999.* This can be changed to any four digit combination. Please keep up with this pin number as Mrs. Murray does not have access to individual pins. Mrs. Murray can reset pin numbers.

Classified employees are required to sign in and out of timekeeper daily, including lunch, if applicable. If you fail to sign in upon arrival at school, please do not sign in at a later time. Notify Joni Murray by email of your arrival time and she will send the "Timekeeper Change Form" so the adjustment can be made.