



**EUGENE
ASHLEY HIGH
SCHOOL**

Faculty Handbook
2021-2022

Patrick McCarty, Principal

2021-2022 Faculty Handbook

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NHCS Notice of Nondiscrimination

In compliance with federal law, including Section 504 of the 1973 Rehabilitation Act (Section 504), New Hanover County Schools administers all state-operated educational programs, employment activities, and admissions without discrimination on the basis of disability, race, religion, national origin, ethnic origin, color, age, or military service and provides equal access to the Boy Scouts and other designated youth groups.

For inquiries regarding Section 504 contact:

Lisa Brenner (Students)

6410 Carolina Beach Road, Wilmington, NC 28412

(910) 254-4200

lisa.brenner@nhcs.net

Heather Listebarger (Employees)

6410 Carolina Beach Road, Wilmington, NC 28412

(910) 254-4200

heather.listebarger@nhcs.net

New Hanover County Schools does not discriminate on the basis of sex in its educational programs or activities and is required by Title IX of the Education Amendments Act of 1972 (Title IX) and federal regulations to not discriminate in such a manner. This requirement extends to admission and employment. The board will not tolerate discrimination on the basis of sex, including any form of sexual harassment as that term is defined under Title IX, in any of the school system's educational and employment activities and programs.

The board has designated a Title IX coordinator to coordinate its efforts to comply with its responsibilities under Title IX and its implementing regulations. The contact information for the Title IX coordinator is:

Title IX Coordinator

6410 Carolina Beach Road, Wilmington, NC 28412

titleix@nhcs.net

(910) 254-4200

Inquiries about the application of Title IX and its implementing federal regulations may be referred to the Title IX coordinator and/or the Assistant Secretary for Civil Rights in the Office for Civil Rights at the U.S. Department of Education.

OUR VISION

Eugene Ashley High School will be recognized as a premier school known for excellence in all that we do: academic achievement, honor, and service.

OUR MISSION

The mission of Eugene Ashley High School is to instill in all students a drive for excellence through achievement, honor, and service.

OUR BELIEFS

- Everyone will be treated with respect
- Our team of parents, faculty, staff and students provides a quality education for all
- We are all – students, faculty, administration, and support staff – responsible for providing students of diverse backgrounds and learning abilities with challenging, well-rounded, and positive experiences
- We will develop personal responsibility, community interaction, and a desire to achieve the goal of lifelong learning by providing a safe, orderly, and engaging environment
- Eugene Ashley High School is a positive learning environment where all students will be encouraged and have the opportunity to succeed
- We must strive to create a community among faculty, students, and parents that leads to a successful learning environment
- School must be about learning to live – not learning to pass classes
- Ashley High School must establish and maintain a safe and orderly environment that welcomes all
- Ashley High School provides an environment to awaken the learner in each of us and encourages learning as a lifelong activity
- We support each other to create and maintain an enthusiastic and positive atmosphere
- Students' individual needs and interests must be determined early in order to engage them in learning
- Learning is an individual achievement in a collaborative environment, allowing all to grow
- It is vital to achieve obvious cohesiveness among staff members that serves as a model for and extends to the student body and community
- Every teacher will develop integrated curricula that are relevant
- Ashley High School is a learning community, which integrates personal, academic, physical, and professional growth to create success for all
- All students have the ability to learn; it is the educator's responsibility to find each child's learning style and aid in her/his development of the love of learning



Dear Ashley Faculty and Staff,

As principal of Eugene Ashley High School, I am deeply committed to making a positive difference in the lives of our students. As a staff we will accomplish this by setting high academic expectations for all children and providing supportive systems to ensure that those expectations are met. It is our goal at Ashley High School that all graduates are college or career ready. This happens by addressing school culture, setting high standards for teacher performance, increased academic expectations for all students, and engaging the community through clear communication.

While this year will present challenges, I feel that the strength and resilience you as a staff have displayed in the past will help us reach our goals. This year our focus will be on instruction. We have to commit to improving instruction through the use of collaborative planning, the use of formative assessment and adjusting instruction based on data. I challenge you to continue your participation in Professional Learning Communities with the intent of growing as a team and improving overall instructional practice. Join me this year as we take on this challenge to continue in our pursuit of excellence as a staff and as a school.

I am looking forward to working with you as we work towards a successful academic school year.

Sincerely,

Patrick McCarty, Principal
Eugene Ashley High School

COVID-19

Requirements and Recommendations

The following are some of the main **required** practices implemented by all North Carolina public schools. These practices are essential baseline actions in order to minimize risk of exposure to COVID-19 for students, staff, and families here at Ashley. They are intended to be a minimum. There are additional **recommended** practices that may not be possible in all settings and should be tailored to your classroom as appropriate. Please review the [Strong Schools NC Public Health Toolkit \(K-12\)](#) for more detailed information on all of the required and recommended practices.



Social Distancing and Minimizing Exposure

Social distancing is a key tool to decrease the spread of COVID-19. Social distancing (“physical distancing”) means keeping space between yourself and other people outside of your home.



Cloth Face Coverings



There is growing evidence that wearing face coverings help reduce the spread of COVID-19, especially for those who are sick but may not know it. Cloth face coverings are not surgical masks, respirators (“N-95s”), or other medical personal protective equipment (PPE). Individuals should be reminded frequently not to touch the face covering and to wash their hands.

Cloth face coverings should not be placed on:

- Anyone who has trouble breathing or is unconscious.
- Anyone who is incapacitated or otherwise unable to remove the face covering without assistance.
- Anyone who cannot tolerate a cloth face covering due to developmental, medical or behavioral health needs.



Cleaning and Hygiene

Washing hands with soap for 20 seconds or using hand sanitizer reduces the spread of disease.



School Personnel

Administration Team

Principal.....	Patrick McCarty
Assistant Principal.....	Amanda Barbour
Assistant Principal.....	Michelle Kornegay
Assistant Principal.....	Jill Larson
Assistant Principal/Athletic Director.....	TBA

Office Personnel

Secretary/Payroll.....	Christy Harris
Data Manager.....	Jean McDaniel
Treasurer.....	Bobbi Hobbs
Media Center Assistant.....	Dawn Price
Student Services Assistant.....	Robin Ange
Attendance.....	Audrey Spool
Front Office Receptionist.....	Madeline Byrd

Student Services

A-Ci.....	Susan West
Cl-Gl.....	Peyton Chitty
Go-J.....	Megan Stein
K-M.....	BreAna Ayers
N-Se.....	Louise Colella
Sh-Z.....	Heather Craven
Graduation Coach.....	Marilynn Davis
School Social Workers.....	Amy Hand
	Kathleen Cunliffe
Dean of Students.....	Phillip Greene
Testing Assistant.....	Jeanine Efting

Support Personnel

Athletic Trainer.....	Sadie Thomas
School Nurse.....	Karen Zuege
Cafeteria Manager.....	Donna Glisson
Cafeteria.....	Phyllis Boswell
	Lindsi Hunter
	Deborah West
	John Ange
	Emil Budri
	J Rowe
Custodial Manager.....	Damarcus Sellers
Custodians.....	Jordan Anderson
	Clifton Brand
	McClyde Caesar
	Joi Finnegan
	Emily Lukowski
	Barbara Moody
	Kyriq Smith
	Wayne Spicer
	Chris Thackston
	Brandon Zandarski

Faculty & Staff

Career & Technical Education

Floyd Benfield
 Sean Black
 Josh Davis
 Margaret Gambino
 Daniel Glauber
 Michelle Hallenbeck
 Paige Haney
 Cecil Hobbs
 Lisa Lehmann
 Lia Long
 Jesse Mignogna
 Stephen O'Neil
***Emilie Pridgen**
 Alex Scott
 Kelly Stewart
 Kristen Tackett
 Ashley Vick
 Dana Wolfe
 Ashaad Yeoman

English

Katie Barsaleau
 Jesse Boger
 Marty Heise
***Kelli Kidwell**
 Peggy Luedtke
 Robyn Meek
 Shannon Mott
 Michelle Munoz
 Shauna Riggs
 Joseph Skladanowski
 Teresa Spanos
 Nicholas Welch
 Lisa Williams

MTSS

Ashley Anthony

ESL

Mary Whitehead

Physical Education

Caroline Barnette
 Mike Busick
 Ellyssa Citron
 Adrienne Gale
 Wells Gullede
 Kenneth Helms
***Toby Kasell**
 Sadie Thomas

Exceptional Children

Christine Ambriz
 Connie Arieno
 Judith Bryant
 Richard Conover
 Beth Cronin
 Kisha Dunker
 Stephanie Edwards
 Michael Guard
 Marie Henry
 Gabriella Howard
 Lauren Jones
 David Kintzer
 Shannon Krueger
 Allison Lashford
 Dante Lombardi
 Kristin Lombardi
 Bryan Mann
 Noah Marsh
 Ralph Miller

***Meredith Harris**

Maureen Ostrander
 Giles Roberts
 Jordan Rowland
 John Southworth
 Mark Triplett
 Peter Yucius

Fine Arts

Mark Boston
 Pam Brodbeck
***Robin Clayton**
 Angela Hobbs
 Riley Lopez
 Melissa Marciano
 Hali Moritz
 Robert Parker

Math

Catherine Farmer
 Cody Griffin
 John Hamilton
***Bryan Hickman**
 Pam Highsmith
 Christina Holland
 Andrew Hill
 Beverly Lovingood
 Christen Neely
 Daniel Nez
 Ben Stroehl
 Whitney Thompson
 Maxwell Williams

***Department Chair**

NJROTC

Thomas Frost
***Robert Rehder**

Science

Gwen Abraham
 Angela Babineau
 Katelyn Bradshaw
 Jeremy Buie
 Carrie Dickerhoff
 Jody Holloway
 Vincent Howard
 Giles Roberts
 Kristen Seward
 Jana Stroehl
***Jessica Thomason**
 Lauren Thompson

Social Studies

Robert Blount
 Brian Collis
 Mary-Hannah Evans
 Steven Gigliotti
 Michael Hickman
 Lindsey McDermott
***Russell Smith**
 Will Snoberger
 Travis Vithalani
 Emily Warren
 Marc Whitehead
 Molly Wilkinson

Specialists

Antonio Bennett (Technology)
 Jennifer Crudeli (AIG)
 Neal Dorow (NCVPS)
 Kip Galyean (ISS Coordinator)
 Laura Herman (Media Cntr)
 Anne Milkes (Psychologist)
 Tara Noland (MEAC)
 Courtnie Spinola (Speech/Lang Pathologist)
 Liz Day (Digital Teaching and Learning)

World Languages

Dora Davis
***Kyle Hodnett**
 Maria Jones
 Gabrielle McDaniel
 Soumia Paull
 Fatima Sail

Staff Duties & Responsibilities

Administrative Duties

Principal: Patrick McCarty	Assistant Principal: Michelle Kornegay	Assistant Principal: TBA	Assistant Principal: Amanda Barbour	Assistant Principal: Jill Larson
Personnel	Instruction	Athletics	SPED	Student Services
Evaluation	Testing	Health and PE Department	Exceptional Children's Department	Scheduling
Staff Development	Math Department	Facilities	EC Buses	504 Accommodations
Field Trip Approval	AP Program	Parking	Para Educators	AIG
Support Associates	STAE	Facility Issues/Work Orders	EC Schedule	NCVPS
Budget/Finance	Social Studies	Keys	CTE Special Populations	Grad Reports
Community Relations/PTA	Science Department	Textbooks	World Languages Department	Attendance
Student/Employee Recognition	PD System	Custodial Issues	English/Language Arts Department	At Risk Student Monitoring/Dropout Prevention
Parent Education Program	Instructional Rounds	Integrated Pest Management	Beginning Teachers/Mentors	Student Crisis Management
Observation Matrix	PLC's	Inventory	New Staff Orientation	ESL
SIT	Marine Science	Technology Supervision	FLEX	Career Development Coordinator
NCEES	Room Usage	Safety	MTSS	CTE
Fundraising	Discipline	Community Use	Fine Arts Department	Check and Connect
PDP	ISS	Event Calendar	Check and Connect	Transportation
EVAAS	Dean of Students	HVAC Schedule		PR/Social Media
PR	Duty Schedule	Security		Weekly Newsletter
At Risk Student Monitoring/Dropout Prevention	Tardy Problem	NJROTC		
Data	Discipline Data			
Student Supervision				
Overall supervision	11th grade	12th grade	10th grade	9th grade

Office Personnel Roles & Responsibilities

Mrs. Harris

Payroll
Notary Public
Substitutes
Work Orders
Parent Volunteers

Ms. Hobbs

Treasurer
Copier
Supplies
Fines

Mrs. McDaniel

Attendance Call
Enrollments/Withdrawals
Master Schedule
PowerSchool

Mrs. Ange

Student Services
Records/Transcripts
Notary Public
Module One Files

Mrs. Byrd

Receptionist
Mail
Lockers
Student & Faculty Parking
Copier Backup
Announcements
Webmaster

Mrs. Spool

Attendance
Student Check In/Check Outs
Student & Faculty IDs

Mrs. Price

Media Center Assistant

Department Chair Responsibilities

- Act as liaison between the administration and staff in your assigned department.
- The chairperson should handle intra-department concerns and maintain a positive attitude at all times.
- Assist in the planning, implementation, and evaluation of the curriculum.
- Stimulate the implementation of new instruction methods by teachers.
- Encourage creativity and innovation that will result in enriched learning for students.
- Propose curriculum development projects and assist in the overall supervision of the curriculum.
- Assist the Administration in determining teaching and room assignments.
- Provide leadership in planning and implementing appropriate staff development programs.
- Coordinate accurate ordering and inventory of textbooks, instructional supplies, and equipment.
- Prepare and propose appropriate department budgets.
- Attend all Leadership Team Meetings.
- **The chairperson should hold department meetings and is responsible for keeping an agenda of each department meeting. The department administrator should be notified of all departmental meetings and given a copy of the minutes.** Regular meetings should be held following Leadership Team meetings to share/distribute information.
- Review course offerings with recommendations on courses to be added, deleted, or changed.
- Read, route, and/or disseminate information to his/her department.
- Perform other assigned tasks or duties, which may be deemed appropriate or necessary by the Administration.
- Visit the classrooms of every teacher in the department at least once per semester for the purpose of instructional supervision and feedback for the strengthening of instructional effectiveness.

Employee Responsibilities

NHCS Personnel Handbook

Working Hours

8:00am-4:00pm

Office Mailboxes

Mailboxes should be checked daily. **Students are not to visit these boxes at any time—either to put into or remove anything from them.**

Keys

The security of the school is a very important aspect of the functioning of the school. Keys will be issued to each teacher according to their specific homeroom or room in which they will be teaching. Keys will be issued only to specific school personnel. If you lose your key(s), please report it to the office immediately. In replacing all keys you will be charged the price of a new key. Duplication of any school key is prohibited.

Electronic Locks/Key Card Access

All employees are issued a key card upon hire that will allow them to enter the building from any exterior door containing an electronic lock. Employees may use whichever entrance is closest to their classroom or workspace to enter and exit the building. Please report any lost key cards immediately to the office so that they may be deactivated. Employees will be charged a \$5 fee to replace a lost key card.

Maintenance

Every effort will be made to maintain and improve the quality of the school's facilities. Maintenance also involves cleanliness. Everyone is expected to cooperate with this endeavor. Clean surroundings will always make positive impressions. Should you have an issue and/or concern, make sure to report it to Coach Lewis or Mrs. Harris so that a work order can be generated if needed.

Classroom Guidelines

1. Cleanliness is contagious. Faculty members emphasizing cleanliness will often find their students following their example.
2. Be aware of paper, pencils, etc. on the floor or in desk seats.
3. Speak to the custodian for your hallway to request any janitorial supplies that you might need.
4. At the end of the day all windows and doors should be closed and locked. Faculty is responsible for all windows being closed.
5. Faculty should control all blinds and they are to be closed at the end of the day.
6. Make all complaints involving maintenance or cleanliness to the administration and not to the custodial staff.
7. All classroom doors should be closed and locked during break, lunch and at other times when the room is unattended.

Public Relations

The image that the faculty provides the community has a tremendous effect on the public's attitude toward the school and the district. It is important for teachers to support our school, the district, or its employees to the general public.

Expectations for All Faculty and Staff

- Always display care and concern for the education and well-being of all students.
- Professional performance

- Professional behavior
- Maintain, at all times, the commitment to continuous school improvement.
- Provide high quality, rigorous instruction to all students.
- Maintain a positive attitude about, and pride for Ashley High School.
- Follow job descriptions as stated in the handbook.

Duties and Responsibilities of Individual Teachers

- Teachers will be facilitators for learning.
- Become thoroughly familiar with School Board Policies, Administrative Procedures and Regulations, and assume the responsibility for carrying them out.
- Strive for professional growth and keep abreast of new trends and developments in education.
- Assist in maintaining discipline, not only in the classroom, but throughout the entire student body as the need arises, whether by taking care of the problem or referring it to the appropriate faculty member.
- Confer with members of the Administrative Team, Student Services Department, and/or parents concerning pupil problems that hinder satisfactory behavioral or academic adjustment of students. Parental contact is a requirement.
- Plan classes.
- Keep accurate records so as to account for every student taught in regards to their grades, attendance, and disciplinary behavior.
- At no time should your class be left unattended. If an emergency arises, ask a neighboring teacher to supervise the class until you return or contact an administrator.
- Carry out all assigned non-teaching duties to the best of your ability.
- The teacher is responsible for the neatness of the room.
- Each teacher is required to attend all meetings called by the Administration (Schedule no other appointments during this time. All teachers are expected to attend and remain for the entire meeting. When possible, we will have meetings during planning periods.
- Each teacher is responsible for the order and progress of their classes under the authority, direction, and supervision of the Principal.
- Be sure to check mailboxes and the bulletin board in the lounge before school and in the afternoons. **Do not send students to pick up your mail.**
- No purchases may be made without written permission from the Principal. Purchases made otherwise, are the responsibility of the person making the purchase(s).
- Teachers will check their attendance each period in accordance with the Attendance Guidelines.
- Teachers will check their email daily
- Sarcasm and ridicule are not accepted professional methods for teachers to deal with students and/or other staff members.
- News Releases will be cleared with the Principal.
- If a complaint exists, tell the Principal or an Assistant Principal. Good news about the school needs to be told outside school.
- Never touch a student when you are angry.
- Teachers may expect Administrators to take a sincere interest in them, the students, and the instruction taking place in the classes they teach. They can expect full support in return for following the policies of the state, district, and school.
- You can expect a fair and impartial evaluation based on the caliber of work you do.
- In dealing with discipline problems, you should always make every effort to deal with each student on a fair and impartial basis, maintaining a status of emotional neutrality.
- Teachers are to stand by their classroom door, welcoming students prior to the start of every period.
- Teachers are to stand in their doorways during the changing of classes and immediately after school in order that we may clear the halls during this critical time.
- No student is to be in the halls without a signed pass, and an ID.
- All teachers are expected to enforce the school's discipline plan, tardy procedures and attendance policy.
- Teachers must be available for Parent-Teacher Conferences before and after school. Constant communication is expected with parents concerning students who are failing, in addition to interim reports and Nine Weeks Report Cards. An "F" in a course should not be a surprise to a parent. Communicate regularly with parents regarding student achievement. Please note that parents of students who are doing well should be notified, as well as parents of students who are doing poorly. Up-to-date assignments and grades are required to be posted in the Parent Portal of PowerSchool.

- All teachers will be required to post their expectations and classroom rules in the front of their classrooms, along with daily objectives.

Faculty Fund

- Eugene Ashley teachers are encouraged to join the Faculty Fund. Dues are \$10 a year. Whether you are sick, grieving, or celebrating, you will be remembered and appreciated. Go to schoolcashonline.com to register, once registered, please pay your faculty fund dues online.
- If you know of someone on the staff who is sick, grieving, or celebrating, please let us know! Fill out the Faculty Fund google form and let us know what events are happening for you or your co- workers. For access to the form please email Amy Hand (amy.hand@nhcs.net)

PTSA

Support of this teacher-centered organization is expected. The membership fee is \$8 and should be given to the PTSA president no later than the end of September.

Class Change Duties During the School Day

In order to ensure that all students arrive at their destinations in a timely manner and that our new tardy policy is carried through with fidelity, all staff members are expected to stand by their classroom doors during class changes throughout the day. Staff members should usher groups of students congregating in hallways to move on to their destination and also remind students when the tardy bell is about to ring. In addition, during their planning periods, teachers are asked to sweep the hallways the first 7 minutes of their planning periods. Students should be escorted to their proper classroom and teachers should assign the appropriate discipline consequence once the student is in class. Students who refuse to follow the directions of staff members should be referred to an administrator via the online referral system.

Calendars & Schedules

2020-2021 Testing Calendar

Secondary Fall 2021

Assessment	Testing Window/Date	Format	Use of Results
WIDA Screener	Ongoing throughout the year based on enrollment date	Online	Identify English Learner students and level of service
NC Check-Ins Biology	Traditional High Schools #1 - September 15-21 #2 - October 5-11 #3 - November 8-15 #4 - November 29-December 3	Online	Teacher and instructional planning
NC Check-Ins NC Math 1	Traditional High Schools #1 - September 15-21 #2 - October 5-11	Online	Teacher and instructional planning
Credit By Demonstrated Mastery: Phase 1 - EOC Administration	September 20-24	Online	Course credit

NC Check-Ins Biology Year Long	Traditional High Schools #1 - October 7-13 #2 - November 16-23	Online	Teacher and instructional planning
ACT Fall Make-Up (12th grade students who missed the March 2021 administration)	October 5 Testing with Accommodations and Alternate Tests: October 5-8	Paper only	College and career planning
Pre-ACT® and College & Career Readiness Alternate Assessment (CCRAA)	October 19	Paper only	College and career planning

NC Check-Ins NC Math 1 Year Long	Traditional High Schools #1 - November 15-19	Online	Teacher and instructional planning
NC Check-Ins #1 NC Math 1	Reading: November 15-19 Science: December 6-10 Math: December 13-17	Online	Teacher and instructional planning
ACT [®] WorkKey s	Fall Administration: November 15-December 10	Online	Career readiness credentials
Fall Semester End-of-Course (EOC)	All High Schools: December 13-17 NCVPS Early Start: December 6-10 Standard Start: January 6-7	Online	Assess NC standards

Secondary Spring 2022

Assessment	Testing Window/Date	Format	Use of Results
ACCESS 2.0 for ELs [®] Alternate ACCESS 2.0 for ELs [®]	January 24-March 11	Online	Assess English language acquisition
NC Check-Ins Biology	Traditional High Schools #1 - January 31-February 4 #2 - February 18-24 #3 - April 4-8 #4 - April 25-29	Online	Teacher and instructional planning
NC Check-Ins NC Math 1	Traditional High Schools #1 - February 17-23 #2 - April 25-29	Online	Teacher and instructional planning
Credit By Demonstrated Mastery: Phase 1 - EOC Administration	February 15-18	Online	Course credit
NC Check-Ins Biology Year Long	Traditional High Schools #3 - February 16-22 #4 - March 22-April 4	Online	Teacher and instructional planning
NC Check-Ins #2	Science: January 31-February 4	Online	Teacher and Instructional planning

	Reading: February 21-25 Math: February 28-March 4		
ACT®WorkKeys	Spring Administration February 22 - May 6	Online	Career readiness credentials
ACT®and Alternate Assessments CCRAA and NCEXTEND 1 Initial Test Dates	March 1 Testing with Accommodations and Alternate Tests: March 1-4; March 7-11	Paper & online	To determine college and/or career readiness
NC Check-Ins NC Math 1 Year Long	Traditional #2 - April 25-29	Online	Teacher and instructional planning
NC Check-Ins #3 NC Math 1	Science: March 21-25 Reading: April 19-25 Math: April 25-29	Online	Teacher and instructional planning

Spring Semester and Year Long End-of-Course (EOC)	Traditional High Schools Year-long courses: May 13-26 Semester-long courses: May 20-26 NCVPS Early Start: April 26 - May 2 Standard Start: May 10-16	Online	Assess NC standards
End-of-Grade (EOG) and NCEXT END1 Alternate Assessm ent	May 13-26	Online	Assess NC standards

Block 1	8:30-9:55 (85 min.)	
Block 2	10:00-11:26 (86 min) +announcements	
Block 3	11:31-1:26 (115 min) B class time total-(84) C class time total-(84)	A Lunch: 11:31-11:56 (25) A Class: 12:01-1:26 (85) B Class: 11:31-11:58 (27) B Lunch 12:01-12:26 (25) B Class 12:29- 1:26 (57) C Class 11:31-12:28 (57) C Lunch 12:31-12:56 (25) C Class 12:59-1:26 (27) D Class 11:31-12:56 (85) D Lunch 1:00-1:26 (25)
FLEX	1:31-2:11 (40 min)	
Block 4	2:16-3:40 (84 mins)	

Block 1	8:30-9:55 (85 min.)	
Block 2	10:00-11:26 (86 min) +announcements	
Block 3	11:31-1:26 (115 min) B class time total-(84) C class time total-(84)	A Lunch: 11:31-11:56 (25) A Class: 12:01-1:26 (85) B Class: 11:31-11:58 (27) B Lunch 12:01-12:26 (25) B Class 12:29- 1:26 (57) C Class 11:31-12:28 (57) C Lunch 12:31-12:56 (25) C Class 12:59-1:26 (27) D Class 11:31-12:56 (85) D Lunch 1:00-1:26 (25)
FLEX	1:31-2:11 (40 min)	
Block 4	2:16-3:40 (84 mins)	

Meeting Schedule

All Meetings begin at 3:45 p.m.

SIT meetings	Leadership meetings	BT and New Teacher meetings	Department meetings	Faculty meetings
1 st Wednesday of the month	2 nd Wednesday of the month	2 nd Wednesday of the month	3rd Wednesday of the month	4 th Wednesday of the month

Our school principal reserves the right to change our regularly scheduled faculty meetings as emergencies arise. However, he will make every effort to see that we adhere to the schedule. Please do not schedule appointments or make any plans that would prevent you from attending the regularly scheduled faculty meetings.

PLC Meetings

The Math, English, Science and Social Studies Departments have been scheduled with common planning periods in order to accommodate the PLC process. These departments will meet twice a month on the following schedule

English	Math	Science	Social Studies
Schedule TBA			

School Calendar 2021-2022

July 2021 <table> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </table>							S	M	T	W	T	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
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2021-2022 Approved 3/2/21

Traditional Calendar

JULY
5.....July 4th Holiday

AUGUST
10-13.....Undesignated Teacher Workday
16-20.....Designated Teacher Workdays
23.....First Day of School
23-25.....Staggered Enrollment

SEPTEMBER
6.....Labor Day
17.....Interim Reports

OCTOBER
18.....End of Grading Period
22.....Report Cards

NOVEMBER
11.....Veterans Day Holiday
19.....Interim Reports
24.....Vacation Day
25-26.....Thanksgiving Holidays

DECEMBER
17.....End of the Grading Period
20-21.....Undesignated Teacher Workday
22.....Vacation Day
23-27.....Christmas Holidays
28-30.....Vacation Days
31.....New Year's Day Holiday

JANUARY
3-5.....Undesignated Teacher Workday
7.....Report Cards
17.....Martin Luther King, Jr. Holiday

FEBRUARY
3.....Interim Reports

MARCH
11.....End of the Grading Period
8.....Election Day/Undesignated Teacher Workday
14.....Designated Teacher Workday
17.....Report Cards
28-31.....Spring Break

APRIL
1.....Spring Break
15.....Good Friday Holiday
18.....Undesignated Teacher Workday

MAY
6.....Interim Reports
26 Last Day & Half Day for Students, End of Grading Period
27.....Designated Teacher Workday
28.....Traditional High School Graduation
30.....Memorial Day Holiday
31.....Undesignated Teacher Workday

JUNE
1-6.....Undesignated Teacher Workday
8.....Report Cards Mailed

■ First/Last Day of School
■ Undesignated Teacher Workday
■ Designated Teacher Workday
◆ Holiday
■ Vacation Day
■ Half Day for Students
() Interim Reports
■ Staggered Enrollment
| Report Cards

School Closings

Closing and/or delay announcements are posted online at www.nhcs.net, local TV and radio stations and on the emergency line at 254-4411. A School Messenger Call will also be sent.

Student Support Team/MTSS

Academic and Behavior concerns will be addressed through the MTSS/SST process with the assistance of Student Services. Teachers are expected to fill out a MTSS/SST form when there are concerns with academic performance or behaviors in the classroom. The team with teacher input will review the information and make a plan for interventions with the student. Parents, student and staff will be part of the meetings on the student and will receive communication on the progress of the student.

Interim Progress Reports

Progress Reports should be issued at the middle of each 9-week semester. If a child is performing poorly then parents should be notified sooner than the midway point of the semester. Parents of freshmen should especially be notified when a freshman is not performing satisfactorily. Parents should sign the progress reports and return them to school. When in doubt, a teacher should call home to verify that the parent has seen the progress report.

Teachers will issue progress reports every 4 1/2 weeks.

Interim Reports	End of Grading Period	Report Cards
September 17 November 19 February 3 May 6	October 18 December 17 March 11 May 26	October 22 January 7 March 17 June 8 via U.S. Mail

Student Services

The Student Service Department works with students, parents, and staff to help students be successful in high school and to make a successful transition to the future beyond high school.

To help students benefit from instruction, Student Services staff will provide the following as needed:

- Classroom guidance to address issues of concern to all students
- Crisis intervention services
- Individual and/or group counseling
- Registration/enrollment, withdrawal, and transfer of students
- Facilitation of meetings with teachers when needed
- Student Support Team, which involves working more closely with the student, his/her parents, and his/her teachers to develop individual interventions and accommodations within the classroom and school setting
- Evaluation of need for services either under Section 504, which involves development and yearly review of an accommodation plan to assist in the regular education classroom or under the Individuals with Disabilities Education Act (IDEA), which addresses for specialized instruction to meet special needs

To assist students with planning for success beyond high school, services will be provided through the following:

- Assistance with course planning to facilitate attainment of immediate and long-range career goals as well as graduation requirements
- Assistance with entrance requirements and programs offered by technical schools, colleges, and universities
- Assistance with scholarships and financial aid for higher education

- Dropout prevention
- Issuance of transcripts
- Vocational counseling and referrals to vocational rehabilitation

FREE LUNCH APPLICATION - Breakfast and Lunch is free to all NHCS students for the 21-22 School Year

Any student whose family income meets Federal guidelines is eligible for free or reduced price lunch. The regulations listed below must be followed explicitly.

1. Homeroom teachers will give Free Lunch Applications to all students.
2. Students will take the application home for completion by their parents and return the application to the homeroom teacher.
3. Teachers will immediately check all applications to be sure all required information has been given. When the application is returned, the homeroom teacher should adhere to the following procedures:
4. As soon as the applications have been checked, they should be given to the cafeteria manager. Submit applications the DAY you receive them. Do not hold any applications once you have conducted the pre-audit.

The Food Services Office will approve all free and reduced lunch applications. Students may apply for free lunch at any time during the school year. Additional applications should be given to the cafeteria manager as soon as they are received.

SPECIAL SERVICES

If you feel you need information on a student or you need to refer a student for screening, contact the Exceptional Children's department chairperson. The Student Assistance Team leader may assist you with students who have not been identified as exceptional.

Hospital/Homebound

Students who are unable to attend school because of serious illness or injury are eligible for specialized instruction. Please contact Kathleen Cunliffe, School Social Worker, to see whether your student is eligible for hospital/homebound services

Vocational Rehabilitation Cooperative School Program

At the present, there are 36 Cooperative Education/Rehabilitation units in North Carolina. These units allow the Division of Vocational Rehabilitation to identify the physically and mentally handicapped students in the secondary schools at an early age and begin providing services that complement those offered by the public schools. The entire gamut of Vocational Rehabilitation services, including training, job placement, and follow-up is available to an eligible student. To qualify for service, a person must meet two criteria:

1. There must be the presence of a mental or physical disability, and the disability must be a substantial handicap to employment.
2. There must be reasonable expectation that the person can become gainfully employed as a result of Vocational Rehabilitation services.

Athletic Department

Season	Sport	Head Coach Name	Department
All	Athletic Director	Kelly Lewis	Admin
S	Baseball	Ben Stroehl	Math
W	Basketball (Boys)	Wells Gullede	Physical Ed.
W	Basketball (Girls)	Adrienne Gale	Physical Ed.
FW	Cheerleading	TBA	
F	Cross Country	Shawn McKee	Non-Faculty
F	Football	Wilson Helms	Physical Ed.
S	Golf (Boys)	Brian Collis	Social Studies
F	Golf (Girls)	Lia Long	CTE
F	Gymnastics	Jill Shoffner	Non-Faculty
S	Lacrosse (Boys)	David Kintzer	EC
S	Lacrosse (Girls)	Shelby Rosaschi	Non-Faculty
S	Soccer (Girls)	Erik Graf	Non-Faculty
F	Soccer (Boys)	Nick Gigliotti	Social Studies
S	Softball	Caroline Barnette	Physical Education
W	Swimming	John Pellizzari	Non-Faculty
S	Tennis (Boys)	Tom Hayes	Non-Faculty
F	Tennis (Girls)	Tim Hicks	Non-Faculty
S	Track	Alex Scott	CTE
F	Volleyball	Elly Citron	Physical Ed.
W	Wrestling	Wes Knight	Non-Faculty

Attendance Policy and Procedures

The faculty and administration of Eugene Ashley High School and New Hanover County Schools believe that regular and punctual attendance at school is imperative for educational success. Students are expected to be in school each day unless ill or unable to attend due to an unavoidable reason. We further believe that there is no substitute for the uninterrupted personal contact between teachers and students in the classroom environment where learning experiences are carefully planned and taught by teachers.

The primary responsibility for school attendance rests with students and parents. Schools, however, have the responsibility for properly recording absenteeism and tardiness, notifying parents when needed, and discouraging excessive absences in accordance with state law. Regular attendance by every student is mandatory: the State of North Carolina (NCGS) [115C-307 \(f\)](#) and (NCGS) [115C-378](#) require that every child in the State between the ages of seven (or younger if enrolled) and 16 years attend school. Parents and legal guardians have the responsibility of ensuring that students attend and remain at school daily. Any parent, guardian, or other person violating the provisions of the Compulsory Attendance Law is guilty of a class I misdemeanor.

Attendance Records

Teachers and officials will keep an accurate record of attendance, including taking attendance in the first 20 minutes of each class. Attendance records will be used to enforce the [Compulsory Attendance Law of North Carolina](#). Tardies causing a student to miss more than 60 minutes of a class will count as an absence.

Lawful Absences

When a student must miss school, a written excuse signed by a parent or guardian must be presented to the attendance office within five school days of returning after an absence. Failure to present a note within five school days will result in the absence being unexcused. An absence may be excused for the following reasons only:

- a. Personal illness or injury that prevents the student from being physically able to attend school;
- b. Isolation ordered by the State Board of Health;
- c. Death in the immediate family;
- d. A medical or dental appointment (doctor's note required) Note: parents are encouraged to schedule medical appointments for students after school hours, or utilize our [on-campus WHAT Clinic](#)
- e. Participation under subpoena as a witness in a court or administrative proceeding;
- f. Observance of an event required or suggested by the religion of the student or the religion of the student's parents with prior approval by the principal.
- g. Participation in a valid educational opportunity, such as travel, with prior approval by the principal;
- h. A student whose parent/legal guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting for the purpose of visiting said parent/legal guardian. ([NCGS 115C-407.5](#)) , current Board of Education School Attendance and Student Accounting Manual Article V (E);
- i. Absences due to the illness or medical appointment during school hours of a child of whom the student is the custodial parent are to be coded excused (lawful). ([NCGS 115C-375.5](#))
- j. Out of school suspensions.

Unlawful absences

1. A student's willful absence from school with or without the knowledge of the parent/guardian; or
2. A student's absence from school for any reason other than those listed in the current School Attendance and Student Accounting Manual Chapter 2, Section IV.D. under "Lawful Absences."
3. When students are not permitted to attend school because they lack proper immunization. (See NCGS 130A-155)

School-Related Activities

All classroom activities are important and difficult, if not impossible, to replace if missed. The following school-related activities will not be counted as absences from either class or school:

1. Field trips sponsored by the school and approved by the principal;
2. School-initiated and scheduled activities;
3. Athletic events requiring early dismissal from school; or
4. In-school suspension

Early Checkouts

Students who need to leave school early must present a written note (phone calls will be made to verify the note) from a parent at the time of checkout or be checked out by a parent in person. **Student check out ends at 3:00pm each day. If a note does not accompany the student at arrival in the morning the parent may email audrey.spool@nhcs.net, or fax release information to Audrey Spool at 910-790-2356. Student check out will not be accepted over the phone.** Notes from the parent or guardian requesting an early release from school must contain the following information:

- Reason the student needs to sign out of school
- Parent's signature
- Time the student needs to sign out
- Date for early check-out
- Telephone number where the parent can be contacted

Students with early checkout status due to reduced course load must complete an "early release" form to have on file in the office. Seniors who are released early must be off campus when the tardy bell rings for the next class or under the direct supervision of school personnel. Regarding early checkout or late arrival, all students must be in attendance at least one hour of class to receive attendance credit; however habitual early checkouts (three or more in the same class) will be addressed by the Attendance Council.

All check-ins and checkouts have to go through the attendance office.

Attendance Procedures

Teachers are encouraged to develop and publicize an incentive to motivate students to regularly attend classes on time every day.

1. After a student reaches the 3rd absence, teachers must contact a parent/guardian and document their efforts. If teachers receive no response or if contact is not made directly with parent/guardian, the student should be referred to the Attendance Council.
2. After the 5th absence, the teacher will complete an attendance referral form. The attendance council will notify parent/guardian.
3. In order for an absence to be considered excused, a note must be presented to the attendance office within 5 **days** of the absence. **Notes received after this deadline will result in the absence being unexcused.**
4. Students who are not passing the course, will receive their current grade for the semester.
5. Students must be present for 60 minutes to be considered present in a class.

6. Teachers, Coaches and Club Sponsors will notify faculty and staff of any need for a student to miss class to attend sporting events, field trips, etc.

TARDY POLICY

Students are expected to arrive to school and to class on time. Tardiness is defined as not being inside the assigned classroom when the tardy bell rings. When the tardy bell rings teachers will close their doors. Hall sweeps will be conducted. Teachers will mark tardy students

Tardiness will be excused for the following reasons:

- Late bus
 - Illness substantiated by a written excuse from a doctor or dentist
 - Official legal document
 - Circumstances approved by the principal or designee

Cumulative unexcused tardies will be dealt with in the following manner:

Subsequent offenses could result in loss of driving privileges, OSS, loss of extra-curricular activities, and other consequences deemed appropriate by school administration.

- 1st offense: Warning
- 2nd offense: Warning
- 3rd offense: Warning
- 4th offense: Warning
- 5th offense: Period ISS
- 6th offense: Period ISS
- 7th offense: 1 day ISS and loss of driving privileges for 5 school days
- 8th offense: 1 or more days ISS and loss of driving privileges for 10 school days. The attendance clerk will be informed to develop an Attendance Intervention Plan (AIP) if appropriate.

Subsequent offenses could result in loss of driving privileges, OSS, loss of extra-curricular activities, recommendation, and other consequences deemed appropriate by school administration.

Discipline Policy

Ashley High School students are expected to be self-disciplined, positive participants in class and on the school campus. An electronic disciplinary system is in place to address students who do not comply with these expectations.

Administrator Disciplinary Assignments

Ms. Larson	9 th Grade
Mrs. Barbour	10 th Grade
Mrs. Kornegay	11th Grade (Schoolwide Discipline)
TBA	12 th Grade

Student Responsibilities

1. To be responsible for his/her own behavior – one chooses how one reacts to different events.
2. To understand that inappropriate/disruptive classroom behavior interferes with the teaching and learning of others
3. To respect the feelings and rights of others
4. To refrain from the use of physical force or the threat of physical force
5. To attend school and class every day and be on time prepared to work
6. To do what the teacher or adult in the building reasonably requests of you
7. To be aware of and follow all school and county rules and procedures

Teacher Responsibilities

1. To make clear and enforce classroom expectations and procedures.
2. To keep parents informed regarding student behavior-both positive and negative.
3. Teachers should have made at least two documented phone contacts with parents before referring students to an administrator for routine discipline problems and these contacts, as well any interventions used, should be documented.
4. To handle the following behaviors:
 - a. Not working in class.
 - b. Sleeping in class.
 - c. Failure to bring appropriate materials to class.
 - d. Being late to class.
 - e. Skipping (continuous problems refer to school social workers).
 - f. Cheating
5. To use positive reinforcement, whenever possible, and not use negative comments when working with students and/or their parents.

Administrative discretion can and must be used in all circumstances. Teachers shall have a Discipline Plan in their classrooms.

Teachers should immediately identify students of concern and submit their name to the appropriate administrator listed below. If teachers have reason to believe there are underlying causes for students acting out in their classrooms or not being academically successful, administrators will work alongside counselors to help identify those problems and work towards a solution.

The school is not responsible for confiscated items. Charges will be filed for any violations of the law. Restitution will be required in all cases where applicable.

DRESS CODE

According to [NHCS Board Policy 4316](#), The board believes that responsibility for the dress and grooming of a student rests primarily with the student and his or her parents or guardians and that appropriate dress and grooming contribute to a productive learning environment. The board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate.

The board respects students' rights to express themselves in the way they dress in accordance with the dress and grooming standards established in this policy. The board recognizes that clothes are not gender specific.

A. Minimum Dress and Grooming Standards

The board requires that student appearance and clothing comply with the following standards. Enforcement must reasonably accommodate clothing or accessories worn by students as an expression of sincerely held religious beliefs or by students with disabilities.

1. Students must wear clothing that includes both a shirt with pants or a skirt, or the equivalent (for example, a dress or a shirt with shorts), and shoes with a solid sole.
2. Headgear, including hats, hoodies, and caps, are not allowed.
3. Upper clothing must cover the chest, from armpit to armpit, and the torso. Straps are required.
4. Lower clothing, specifically dresses and skirts, must extend to the mid-thigh. Shorts or pants must not reveal undergarments or buttocks. Holes/designs in lower clothing must meet the above criteria.
5. Sunglasses may not be worn inside the building.
6. Clothing and accessories must be suitable for all scheduled classroom activities, including activities in physical education courses, science labs, and shop classes, and other activities where unique hazards exist or specialized attire or safety gear is required.

Additionally, students are prohibited from wearing, carrying or displaying any clothing or accessories that:

1. Depict, imply, advertise, or advocate unlawful violence or other illegal conduct, or the use of alcohol, tobacco, marijuana, or other controlled substances.
2. Display or imply vulgar, lewd, or obscene language or images. Clothing and accessories may not depict or imply pornography, nudity, or sexual acts.
3. Endanger student or staff safety.
4. Are prohibited under policy 4328, Gang-Related Activity, or any other provision of the Code of Student Conduct; or
5. Create a substantial disruption of the educational process or operations of the school.

B. Individual School Dress Codes

The administration at individual schools may enact a standard school uniform or dress code with the approval of the school improvement team and the board. Individual school dress codes must not be inconsistent with this policy.

Schools may not use “dress down days” for economic gain.

C. Consequences

Before receiving disciplinary consequences, a student who is not in compliance with this policy or a school dress code will be given a reasonable period of time to make adjustments so that he or she will be in compliance. Disciplinary consequences for a student who fails to comply after being offered this opportunity will be consistent with Section D of policy 4300, Student Behavior Policies. The superintendent or designee shall list in the Code of Student Conduct the specific range of consequences that may be imposed on a student for violation of the dress code.

Electronic Devices

Students are permitted to possess such devices on school property so long as the devices are not activated, used, displayed, or visible during the instructional day unless otherwise allowed or directed by school rules or school personnel. Wireless communication devices include, but are not limited to, cellular phones, electronic devices with internet capability, two-way radios, and similar devices.

Administrators and teachers may authorize individual students to use wireless communication devices for personal purposes when there is a reasonable need for such communication. Teachers and administrators may authorize individual students to use the devices for instructional purposes, provided that they supervise the students during such use. If students are using their wireless communication devices to access the Internet during the school day, they must do so through the school’s wireless network.

Student use of electronic devices shall be limited to non-instructional time. These devices should be turned off during instruction, unless the teacher has indicated in the lesson plans that the devices will be used for instructional purposes that day or at the discretion of the teacher. Students not following this policy will receive a referral for insubordination.

Consequences for Unauthorized Use

Teachers and school administrators may immediately confiscate any wireless communication devices that are on, used, displayed, or visible in violation of this policy. Absent compelling and unusual circumstances, confiscated wireless communication devices will be returned to the student at the end of the school day.

Confiscated Items

According to [NHCS Board Policy No. 4318](#), students shall be personally responsible for the security of their electronic communication devices. The school assumes no responsibility for the theft, loss, or damage of such devices.

While we will do our best to safeguard items that have been confiscated, Ashley High School is not responsible for the loss or damage of items that have been confiscated. Students are made aware that the following items may be confiscated and therefore should keep those items either at home or in their proper place. Unauthorized use of electronic devices, skateboards, rollerblades, hats, scarves, and all types of headgear, cigarettes, e-cigs, lighters, matches, playing cards, and dice are all examples of items that can be confiscated.

The following items are not to be used on campus:

- Skateboards, rollerblades, playing cards, dice, matches, lighters, e-cigs and tobacco products. These items will not be given back to students.
- Laser lights (item will not be returned)
- **E-cigs will not be returned**

Unacceptable Behaviors

The following types of behavior are deemed unacceptable behavior at Ashley High School:

1. Insubordination – refusing to do as a staff member reasonably requests.
Example: A staff member asks you to move to a different desk. You refuse.
2. Smoking and vaping on campus
3. Verbal abuse of staff member
4. Running from an administrator or staff member
5. Trespassing on another school's campus
6. Leaving campus without permission
7. Creating a major disruption on campus
8. Stealing
9. Vandalism, defacing, or destroying school property
10. Assaulting another student
11. Fighting

Miscellaneous Behaviors

No fast food or drinks will be allowed past the cafeteria and are prohibited in classrooms.

Financial Procedures

1. [Board policy 3350](#) and North Carolina State Policy (NCGS 115C-445) requires that all funds received by a school employee must be delivered promptly **the same business day**.
2. School Cash Online (SCO), <https://nhcs.schoolcashonline.com/>, has been adopted by NHCS allowing on-line payments. Through School Cash Online, parents can pay registration fees, course fees, field trips, yearbooks, spirit wear, athletic fees, and more. Parents who use School Cash Online have the ability to:
 - Keep track of their child's school items and activity fees.
 - Stay connected by receiving email notifications of new fees.
 - Check their account history.
 - View and print receipts.
 - Pay for school fees anytime, anywhere, with a simple click.
 - Easily link and access all students in a household.

School Cash Online payments can be made with Visa, Mastercard, or electronic check.

3. ***School Cash Online is our preferred method of payment*** moving forward. Teachers will not be given a receipt book unless there are unusual circumstances. To add a fee in SCO simply fill out an ***Event Template Form*** and turn it into Ms. Hobbs. Once approval has been received, I will set-up your fee in SCO. Then encourage your students and parents to set-up an account in SCO.
4. In the event that money must be collected in person, a receipt book will be issued. All money must be collected and handed directly to the school treasurer in the envelope provided the same day it was receipted..
5. All currency should be stacked neatly- all facing the same way and clipped together. **Coins should be wrapped if there is enough for a roll.**
6. Receipt Record Form# 70-60:
 - a. Use the proper date
 - b. Record accurately the amount enclosed in the "**Total**" column
 - c. Check to see that the total agrees with total of receipts in your book
 - d. Each time the school staff turns in money to the treasurer, it must be recorded on this log with the envelope provided
7. Receipts containing errors that were "marked out" or corrected should not be issued. If an error is made on the receipt/carbon copy, **VOID** the receipt and write another one. **The voided original must be attached to the carbon copy for internal control purposes.** All receipts, if not written by the advisor, need to be checked and initialed by the advisor.
8. All money must be given to Ms. Hobbs **no later than 2:00 p.m.**
9. All payments must be made by school check. No expenditures can be made from cash. The faculty advisor should sign requests for checks. The school auditor requires that all check requests must be supported by an invoice, order form, or receipt.
10. **Check Request Procedure:** Check requests must be submitted by 9:00am on Tuesday mornings in order to obtain a check for that week. Once check requests are submitted, they will be completed by the end of the week. A good rule of thumb to make sure your check request will be processed is to have it turned in Monday mornings. Be sure to attach the proper documentation for all check requests. Each check request must have an invoice, receipt, or completed registration form. Check requests may be secured from the mailroom or Ms. Hobbs.
11. Checks, after being signed by the principal, will be placed in the box of the person who made the request. Each advisor will address envelopes and mail the checks. Stamps may be secured from the main office secretary or Ms. Hobbs.
12. Personal Checks cannot be cashed from school funds.

13. When turning in your DEPOSITS, please HAND it directly to Ms. Hobbs. Do not place your DEPOSIT on her desk, chair, or mailbox. Under no circumstances will money be accepted from students or adults other than the faculty advisors. It is very important that we follow School Board Policy for internal control purposes.

Fundraising

Before any fundraiser can begin, approval from the Principal must be obtained in accordance with [NHCS Board Policy 8550](#). A copy of all fundraising activities must be forwarded to the Assistant Superintendent of Student Support. The form for approval is now online on the NHCS web page under Divisions/Student Support Services/Fundraising NHCS-Fundraising Request Form or click [here](#).

The following is intended to establish guidelines by which fund-raising activities that enhance the educational opportunities and environment may be conducted. The fundraising that is performed in the schools is considered "school sponsored" and is supervised by teachers who act as advisors. This is not fundraising by parent support organizations. "School Sponsored" means that the principal has approved the fundraising activity and that a teacher is an advisor or responsible for each fundraiser. The following is a brief overview:

1. Contact the school treasurer so that the treasurer can issue a receipt book and provide support and assistance for all accounting procedures.
2. A separate bank account cannot be opened for a "school sponsored fundraiser". All money must go through the school treasurer and the school accounts called "School Funds". BOE policy 3350
3. Each advisor must abide by all NHCS Board Policies especially [NHCS Board Policy 8550](#), [8540](#) and [8560](#)
 - a. School Sponsored Fund Raising Activities - [NHCS Board Policy 8550](#)
 - b. School Sponsored Clubs and Student Activity Fees- [NHCS Board Policy 8560](#)
 - c. Student Organizations - [NHCS Board Policy 8570](#)
4. All applicable sales tax laws must be followed.
 - o **Certificate of Resale** (exemption) forms may be used, but only with consultation with the school treasurer for proper use of the form.
5. No items can be purchased from cash; all items must be purchased using a School Funds check.
6. Staff can only be paid through the NHCS Central Office payroll system, not through School Funds.
7. Any checks that are collected through fundraising that are returned will be charged against the fundraising line item in School Funds.
8. All money should be deposited with the school treasurer daily or the next business day. [NHCS Board policy 3350](#)
9. Two employees should handle all money to provide for a good check and balance system and all school receipting procedures apply.
10. For detailed fundraising procedures, please see the [Treasurer's Manual](#) Section VII, Financial Procedures for Fundraising in the School.
11. Occasionally, a Facility Use contract may need to be completed. Please refer to the [Facility Use](#) procedures to see if they apply or see Mr. Lewis.
12. The principal, treasurer and staff member should meet and go over the specific fundraising event. Below is a list of suggested questions for discussion prior to the principal approval: Fundraising Questions:
 - a. Is a change fund needed?
 - b. Has a profit analysis been performed?
 - c. Have internal controls been established to secure the cash or product?
 - d. Who will handle the money and receipts?
 - e. If there is inventory, who will be in control of the inventory?
 - f. How will sales tax be handled when items are sold?
 - g. Will a raffle be held?
 - h. Will food be sold?
 - i. Will you be charging admission to the event and need tickets?
 - j. Is this money going to the school or a non-profit entity?
 - k. Is this a camp?
 - l. Will a Facility Use contract and payment be needed?

Crowd Funding Procedures

1. **NHCS considers crowdfunding as a fundraiser.**
 - a. NHCS [Crowdfunding Policy](#), procedures and forms are under the Quick Links tab on the NHCS Staff Portal homepage under Fundraising.
2. The principal/director should pre-approve a crowdfunding project/request PRIOR to it being posted on a crowdfunding platform.
3. Platforms terms:
 - a. When using platforms there can be different terms. Principals or directors should understand the terms prior to the start of a project:
 - i. **AON-All or nothing.** This means that if the amount requested is not reached, the project does not get funded. The donor then has the option to pick another project to fund or give the current teacher a credit toward their next project.
 - ii. **KIA-Keep it all.** This means that if any amount is reached, the school will get a check even if the goal is not reached. Make sure to monitor and take down sites when the event or request is completed.
4. Equipment-If the request involves equipment-either technology or non-technology-pre-approval needs to be obtained from:
 - a. Technology: Refer to [NHCS Board Policy 9600: Donating Technology Equipment](#)
 - b. Maintenance: Contact the Director of Maintenance, Chris Peterson at chris.peterson@nhcs.net as electric and plumbing considerations may need to be reviewed before any equipment is ordered.
5. All non-monetary items (supplies, equipment...) obtained are the property of NHCS and all inventory procedures apply. Inventory procedures are located on the Internal Auditor's webpage and the employee's network login is required for access or [Click Here](#).
6. All monetary donations should be recorded by the school treasurer in the School Funds accounting system at each school. A line item may need to be set up for a new account if this is a new project. Please note, no school banking information should ever be given out. A check should be requested to be mailed to the school in the name of the school, not to an individual person.
7. When developing a project, be mindful as to what is being requested. The intent of the request always needs to be followed.
8. When posting pictures/videos/images of any students or staff, all NHCS policies and procedures must be followed. Some platforms require their own student permission forms. [Click here](#) for the NHCS student image release form or visit the NHCS website, select Divisions, Student Support Services, Registration and Enrollment and then Registration Information and Packet. You'll find the Technology Packet at the bottom of the screen.
9. A file is to be maintained at the school for any crowd funding request. This file should include: the principal's/director's fundraising approval form, the written detail of the projects as well as what is posted on the platform website, any photos or images posted with the project and a copy of all agreements and permission forms.

Grants

Complete grant information and grant forms can be found on the NHCS web page under Divisions/Student Support Services/Grant Information NHCS-Grants or [click here](#) . When requesting approval for a grant, send the NHCS "Request to Apply for a Grant" PLUS the "Agencies/Grantees Grant Application" form to the Student Support Services Department. Each grant received by the school and authorized to be accounted for at the school level should be set up in a separate special project account in School Funds to provide detailed accounting for all grant fund transactions. **All Grant Applications must be approved following the Grant Application Process coordinated by the Student Support Services Department.** Each application requires a "Request to Apply for a Grant" form to be approved as follows:

- A. **Mini-Grants are grants below \$5000 approved by the Principal** with a copy to Student Support Services and may be maintained at the school and accounted for in School Funds. However, if there are any payroll expenditures, facility implications, or in-kind matches associated with the grant, the "Request to Apply" and "Grant Fact Sheet" should be signed and submitted to Student Support Services to obtain necessary signatures prior to applying for the grant.
- B. **Grants equal to or greater than \$5,000 but less than \$10,000 must be approved by the appropriate Assistant Superintendent.** A completed "Request to Apply", "Grant Fact Sheet", and a completed copy of the grant application (including a budget proposal) must be received by Student Support Services at least two weeks prior to the grant submission deadline so the required signatures may be obtained. The

Chief Financial Officer will determine where the funds will be managed either in School Funds or Central Office.

- C. **Grants equal to or greater than \$10,000 must be approved by the Superintendent (or Superintendent's designee).** A completed "Request to Apply", "Grant Fact Sheet", and a completed copy of the grant application (including a budget proposal) must be received by Student Support Services at least two weeks prior to the grant submission deadline. The Chief Financial Officer will determine where the funds will be managed either in School Funds or Central Office.
- D. Grant funds and/or inventory purchased with grant funds are the property of New Hanover County Schools and are not the property of the staff who wrote or received the grant on behalf of the school or school system.

Please refer to [NHCS Grant Information](#) when applying for a grant.

Contracts/Agreements

The only person at the school that can sign contracts/agreements is the Principal.

Procurement Cards (for those who hold a PCard)

The cardholder is responsible for:

- Using the procurement card for legitimate business purposes only
- Maintaining the procurement card in a secure location at all times
- Not allowing the use of their card by other individuals
- Obtaining the Budget Manager's approval prior to all purchases
- Ensuring sufficient funds are encumbered for all purchases by working with Budget Manager to obtain available funds encumbered and notifying Budget Manager when funds encumbered are almost depleted
- Adhering to purchase limits and restrictions. Do not exceed the transaction limit or monthly spending limit as indicated on your Enrollment Form (generally **\$1,000 per transaction and \$3,000 monthly**). Any temporary increases in limits must be approved by the P-card Administrator. Do not divide transactions to circumvent the established limits.
- Obtaining and maintaining detailed receipts for all purchases
- Reviewing each transaction and assigning proper budget code(s)
- Reconciling and submitting to the Budget Manager monthly billing statement and P-card log with detailed receipts for approval
- Returning procurement card to the Purchasing Director/designee if requested to do so for any reason The procurement card may be revoked if the Card Holder does not follow all procedures.
- No deliveries to home addresses

Textbooks

For those who need to get into the book room prior to the start of the school, please pay attention to announcements and emails outlining dates and times during which the book room will simply remain open. Once the school store is set up, the book room will need to remain locked.

When it comes time to inventory, you will be contacted with due dates via email. Departmentalized inventory sheet(s) are available on the server. Please strive to keep an accurate record of your texts. Class sets are discouraged, because they are the most easily depleted—if you have little choice but to employ such a system, please be diligent in your efforts to keep track of those loaned out.

Due Bills

1. Teachers must enter due bills for students who did not return an item that belongs to Ashley High School (i.e. calculators, athletic uniforms, lost library books, laptops,.....This is not an option!
2. Please enter them in google sheets
<https://docs.google.com/spreadsheets/d/1KvkhRDGOL7RpKvpjclHQeeTFinGPyUGtp2W0fh6JIC8/edit?usp=sharing>

3. **This google sheet is for data entry only.** It is not updated with current status. It will not show if something has been returned. Do not make corrections in this sheet. Please contact Ms. Hobbs for corrections, changes, or current status of the item.
4. Be sure to have a **thorough check-out/check-in process** for items that belong to the school. You should have assigned an identification number for each item. (i.e. track uniform--#7 small, calculator #327105, Laptop—Serial #,...) If an identification number does not exist on the item, then a student can steal someone else's item and turn it in as their own and receive credit on their account. Names corresponding to the identification numbers will be checked when the student returns the item to the treasurer. This serves as a "checks and balances" for all parties involved. Please help us help you collect as many books/items as possible. If you choose to be lax in this process, just understand that you may have one less book or uniform to work with next year.
5. Once you have entered your items into the due bill google sheet, please do not allow students to turn their items in to you. If you take those items and do not contact me, the student never receives credit for the item because it will still show in the system. **Please direct students to the treasurer once a due bill has been keyed.**
6. We will make sure that you receive your items once they have been checked in.

Clubs [NHCS Board Policy 8560](#)

General Guidelines:

- The principal at each school should approve the establishment of each school- sponsored club. A file should be maintained on each school-sponsored club. These files should contain information such as the purpose of the club, the name of the staff adviser and the approved activities of this club. This file should be updated annually with current information. All funds collected through the school-sponsored organization must run through the school treasurer's accounting system.
- **For school-sponsored clubs, dues not to exceed \$5.00 per year** may be collected from students. Those clubs with state or national dues are allowed to charge the \$5.00 in addition to the state or national dues.
- School-sponsored clubs must adhere to New Hanover County Board of Education policies.
- In the event that any club wishes to collect more than this amount, such dues may be approved individually by the Board.
- Other fees that may be charged to students such as locker fees, transcript fees and other student fees are generally lower than the \$5.00 fee but will be capped at the \$5.00 maximum.

Media Center Procedures

The Media Center is open from 7:30 a.m. to 4:00 p.m. for faculty. It is open from 8:00 a.m. to 4:00 p.m. for students.

Scheduling Class

We can accommodate up to three **scheduled** classes in the media center at one time. Do not bring your class if you are not scheduled. Call or email the Media Coordinator or Media Assistant to schedule your class or meeting. To check the calendar, go to the library website <https://ashley.nhcs.libguides.com/ashleyhighmediacenter>. Let us know if you have any special requirements so we can support your instruction. If you want to use the space for a guest speaker, please let us know a few days ahead of time and find out if they will need any audiovisual or computer equipment. Before and after school use of the library must also be scheduled to prevent conflicts. Do not assume the space is available.

Substitute teachers should not be scheduled to bring your classes to the Media Center. If you find that you will be out on a scheduled day, please leave other plans for your sub in the classroom. Please remind your subs that they are also not to give out library passes to students.

Classroom teachers may send up to four students at a time from their classroom to the library for individual research, printing or book checkout. They will need to return to class before the bell rings to end the period. Please include the purpose of the visit on the student's pass. Early release students need a pass from an administrator for admission during the school day.

Video Policy

We have a wide collection of videos to use with classroom instruction. Only videos owned by NHCS may be shown in the classroom. Duplicated videos are not allowed unless they follow fair use guidelines. Most of our collection is considered curriculum related; we do have some "Hollywood" movies that were purchased because they tie in with different department curriculums. Only G or PG-13 rated movies may be shown in school per county policy. A [Media Planning Form](#) must be filled out and approved by Mr. McCarty before showing any of these types of films.

All faculty members must remember that in order to be in compliance with all video copyright guidelines. Note the following:

1. The performance must be made from a legitimate copy.
 2. The performance must take place in a classroom or similar place devoted to instruction.
 3. Attendance at the performance is limited to the teacher and pupils in the course.
 4. The performance must be part of a "systematic course or instruction" and not for the entertainment, recreation, or cultural value.
 5. The performance must be part of the "teaching activities of a nonprofit educational institution."
- [Excerpts from Copyright Law (Title 17, US. Code) Section 110 (1)]

For more information on Educator and Student Fair Use and Copyright, look at the library guide on this topic. <http://ashleyhighlibraryguides.weebly.com/copyright-fair-use.html>

General Procedures

Staff may check out books from the general collection for classroom or personal reading. The professional collection is located upstairs in the teacher workroom above the library. Please let us know if there are any books you would like purchased for the collection. There will be no fines for overdue materials used by teachers. However, replacement is expected for lost books and videos.

Televisions

If you would like to borrow a TV Cart for your classroom, please let us know at least a few days ahead of time, so that we can put you on the calendar for this.

Recordex

A large Recordex is permanently located in the “classroom” area of the library. When you reserve the classroom area for your class or meeting, you will have access to the device.

A smaller Recordex is also available for checkout. You will have to reserve the Recordex through the library via email or phone call. We will begin the school year with a full week checkout, but may have to adjust if the device becomes popular. To check the calendar, go to the library website <https://ashley.nhcs.libguides.com/ashleyhighmediacenter>.

Media Center Mobile Computer Lab

The media center laptop cart is only used in the media center. If you would like to reserve the cart for your students' use, please call or email the media center to reserve the cart and a library area. Teachers may not reserve the laptop cart more than twice a week per block. Students will check out a laptop at the circulation desk and return it at least ten minutes before the end of the block. Classes need to return to their classrooms and are not dismissed directly from the library.

Network and Internet Safety

NHCS Board Policy 3225/4312/7320

The board provides its students and staff access to a variety of technological resources. These resources provide opportunities to enhance learning and improve communication within the school community and with the larger global community. Through the school system's technological resources, users can observe events as they occur around the world, interact with others on a variety of subjects, and acquire access to current and in-depth information.

The board intends that students and employees benefit from these resources while remaining within the bounds of safe, legal, and responsible use. Accordingly, the board establishes this policy to govern student and employee use of school system technological resources. This policy applies regardless of whether such use occurs on or off school system property, and it applies to all school system technological resources, including but not limited to computer networks and connections, the resources, tools, and learning environments made available by or on the networks, and all devices that connect to those networks.

A. Expectations for Use of School Technological Resources

Individual users of the school system's technological resources are responsible for their behavior and communications when using those resources. Responsible use of school system technological resources is use that is ethical, respectful, academically honest, and supportive of student learning. Each user has the responsibility to respect others in the school community and on the Internet. Users are expected to abide by the generally accepted rules of network etiquette. General student and employee behavior standards, including those prescribed in applicable board policies, the Code of Student Conduct, and other regulations and school rules, apply to use of the Internet and other school technological resources.

In addition, anyone who uses school system computers or electronic devices or who accesses the school network or the Internet using school system resources must comply with the additional rules for responsible use listed in Section B, below. These rules are intended to clarify expectations for conduct but should not be construed as all-inclusive.

All students must be trained about appropriate online behavior as provided in policy [3226/4205](#), Internet Safety.

All students and employees must be informed annually of the requirements of this policy and the methods by which they may obtain a copy of this policy. Before using school system technological resources, students, and employees must sign a statement indicating that they understand and will strictly comply with these requirements and acknowledging awareness that the school system may use monitoring systems to monitor and detect

inappropriate use of technological resources. Failure to adhere to these requirements will result in disciplinary action, including revocation of user privileges. Willful misuse may result in disciplinary action and/or criminal prosecution under applicable state and federal law.

B. Rules for Use of School Technological Resources

1. School system technological resources are provided for school-related purposes only. Acceptable uses of such technological resources are limited to responsible, efficient, and legal activities that support learning and teaching. Use of school system technological resources for commercial gain or profit or for political campaigning is prohibited. Student personal use of school system technological resources for amusement or entertainment is also prohibited. Because some incidental and occasional personal use by employees is inevitable, the board permits infrequent and brief personal use by employees so long as it occurs on personal time, does not interfere with school system business, and is not otherwise prohibited by board policy or procedure.
2. Unless authorized by law to do so, users may not make copies of software purchased by the school system. Under no circumstance may software purchased by the school system be copied for personal use.
3. Users must comply with all applicable laws, including those relating to copyrights and trademarks, confidential information, and public records, and must follow any software, application, or subscription services terms and conditions. Any use that violates state or federal law is strictly prohibited. Plagiarism of Internet resources will be treated in the same manner as any other incidents of plagiarism, as stated in the Code of Student Conduct.
4. No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally viewing, accessing, downloading, storing, printing, or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages, or other material that is obscene, defamatory, profane, pornographic, harassing, abusive, advocating illegal acts, or considered to be harmful to minors.
5. Users must not circumvent firewalls. The use of anonymous proxies to circumvent content filtering is prohibited.
6. Users may not install or use any Internet-based file sharing program designed to facilitate sharing of copyrighted material.
7. Users of technological resources may not send electronic communications fraudulently (i.e., by misrepresenting the identity of the sender).
8. Users must respect the privacy of others. When using e-mail, chat rooms, blogs, or other forms of electronic communication, students must not reveal personal identifying information or information that is private or confidential, such as the home address or telephone number, credit or checking account information, or social security number of themselves or fellow students. For further information regarding what constitutes personal identifying information, see policy [4705/7825](#), Confidentiality of Personal Identifying Information. In addition, school employees must not disclose on school system websites or web pages or elsewhere on the Internet any personally identifiable, private, or confidential information concerning students (including names, addresses, or pictures) without the written permission of a parent or guardian or an eligible student, except as otherwise permitted by the Family Educational Rights and Privacy Act (FERPA) or policy 4700, Student Records. Users also may not forward or post personal communications without the author's prior consent.
9. Users must not post information that could endanger students or employees.
10. Users must not enter personal financial information into a school system technology device for any purpose.

11. Students may not access chat rooms unless assigned by a teacher or administrator for a valid educational purpose.
12. Students may not agree to meet or arrange to meet in person with an individual they met online, unless the individual is school system personnel setting up a meeting for educational purposes.
13. Users may not intentionally or negligently damage computers, computer systems, electronic devices, software, computer networks, or data of any user connected to school system technological resources. Users may not knowingly or negligently transmit computer viruses or self-replicating messages or deliberately try to degrade or disrupt system performance.
14. Users may not download files except for approved instructional purposes.
15. Users must not intentionally waste limited school system technological resources. For example, users must not overwhelm the school system technological systems by distributing mass e-mail messages, participating in chain letters, creating and participating in unauthorized newsgroups, sending large graphic files unrelated to school system operations, or storing files on servers without proper authorization.
16. Users may not create or introduce games, network communications programs, or any foreign program or software onto any school system computer, electronic device, or network without the express permission of the technology director or designee.
17. Users are prohibited from engaging in unauthorized or unlawful activities, such as “hacking” or using the computer network to gain or attempt to gain unauthorized or unlawful access to other computers, computer systems, or accounts.
18. Users are prohibited from using another individual’s ID or password for any technological resource. Users must keep their passwords confidential to prevent unauthorized use.
19. Users may not read, alter, change, block, execute, or delete files or communications belonging to another user without the owner’s express prior permission.
20. Employees shall not use passwords or user IDs for any data system (e.g., the state student information and instructional improvement system applications, time-keeping software, etc.) for an unauthorized or improper purpose.
21. If a user identifies a security problem on a technological resource, he or she must immediately notify an administrator. Users must not demonstrate the problem to other users. Any user identified as a security risk will be denied access.
22. Teachers shall make reasonable efforts to supervise students’ use of the Internet during instructional time.
23. Views may be expressed on the Internet or other technological resources as representing the view of the school system or part of the school system only with prior approval by the superintendent or designee.

C. Restricted Material on the Internet

The Internet and electronic communications offer fluid environments in which students may access or be exposed to materials and information from diverse and rapidly changing sources, including some that may be harmful to students. The board recognizes that it is impossible to predict with certainty what information on the Internet students may access or obtain. Nevertheless school system personnel shall take reasonable precautions to prevent students from accessing material and information that is obscene, pornographic, or otherwise harmful to minors, including violence, nudity, or graphic language that does not serve a legitimate pedagogical purpose. The superintendent shall ensure that technology protection measures are used as provided in policy [3226/4205](#), Internet Safety, and are disabled or minimized only when permitted by law and board policy. The board is not

responsible for the content accessed by users who connect to the Internet via their personal mobile telephone technology (e.g., 3G, 4G service).

D. Parental Consent

The board recognizes that parents of minors are responsible for setting and conveying the standards their children should follow when using media and information sources. Accordingly, before a student may independently access the Internet, the student's parent must be made aware of the possibility that the student could obtain access to inappropriate material while engaged in independent use of the Internet. The parent and student must consent to the student's independent access to the Internet and to monitoring of the student's Internet activity and e-mail communication by school personnel.

In addition, in accordance with the board's goals and visions for technology, students may require accounts in third party systems for school related projects designed to assist students in mastering effective and proper online communications or to meet other educational goals. Parental permission will be obtained when necessary to create and manage such third party accounts.

E. Privacy

Students, employees, visitors, and other users have no expectation of privacy in anything they create, store, send, delete, receive, or display when using the school system's network, devices, Internet access, email system, or other technological resources owned or issued by the school system, whether the resources are used at school or elsewhere, and even if the use is for personal purposes. Users should not assume that files or communications created, transmitted, or displayed using school system technological resources or stored on servers or on the storage mediums of individual devices will be private. The school system may, without notice, (1) monitor, track, and/or log network access, communications, and use; (2) monitor and allocate file server space; and (3) access, review, copy, store, delete, or disclose the content of all user files, regardless of medium, the content of electronic mailboxes, and system outputs, such as printouts, for any lawful purpose. Such purposes may include, but are not limited to, maintaining system integrity, security, or functionality, ensuring compliance with board policy and applicable laws and regulations, protecting the school system from liability, and complying with public records requests. School system personnel may monitor online activities of individuals who access the Internet via a school-owned device.

By using the school system's network, Internet access, email system, devices, or other technological resources, individuals consent to have that use monitored by authorized school system personnel as described in this policy.

F. Use of Personal Technology on School System Property

Personal gaming devices or consoles, laser pointers, routers (wireless or wired), and MiFi devices may not be used at school sites. Each principal may establish rules for his or her school site as to whether and how other personal technology devices (including, but not limited to smart phones, tablets, laptops, etc.) may be used on campus. Students' wireless communication devices are governed also by policy [4318](#), Use of Wireless Communication Devices. Use of personal technology devices to conduct school business is subject to the terms as described in Section C of policy [3220](#), Technology in the Education Program, and, for employees, policy [3228/7323](#), Use of Personal Technology to Conduct School Business.

All technology devices used on campus must access the Internet only through the school system's wireless network. Using personal Wi-Fi hotspots or cellular tethering to access the Internet is prohibited on campus.

The school system assumes no responsibility for personal technology devices brought to school.

G. Personal Websites

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

1. Students

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

2. Employees

Employees' personal websites are subject to policy [7335](#), Employee Use of Social Media.

3. Volunteers

Volunteers are to maintain an appropriate relationship with students at all times. Volunteers are encouraged to block students from viewing personal information on volunteer personal websites or online networking profiles in order to prevent the possibility that students could view materials that are not age-appropriate. An individual volunteer's relationship with the school system may be terminated if the volunteer engages in inappropriate online interaction with students.

H. Warranty

The school system makes no warranties of any kind, whether expressed or implied, for the services it is providing. The school system is not responsible for any damage suffered, including, but limited to, loss of data resulting from delays, non-deliveries, miss-deliveries, service interruptions, or personal errors or omissions. Use of any information obtained via the Internet is at the user's risk. The school system specifically denies any responsibility for the accuracy or quality of information obtained through Internet access.

, Employee Use of Social Media (policy [7335](#))

Adopted: February 2, 2021

Transportation Procedures

The following regulations are set forth by the New Hanover County Board of Education in order to maintain a safer and more efficient transportation system for our students.

The safety of students during their transportation to and from school is a responsibility which they and their parents/guardians share with bus drivers and school officials. Only those students who meet eligibility requirements by means of residence and New Hanover County Board of Education policies shall be permitted to use school bus transportation for the purpose of travel to and from school.

Students whose conduct on a school bus or at the bus stop is deemed improper or jeopardizes the safety of other students may have his/her rights to school bus transportation suspended for such a period of time as may be judged proper by the school principal. To further ensure the preservation of safety and order on school buses, uniform rules of conduct and disciplinary measures shall be enforced.

See Policy Code [4300 Student Transportation Services](#)

See Policy Code [4310 Use of Lap/Shoulder Belts on School Buses](#)

Bus Problems

Bus problems after normal school hours should be directed to 254-4385.

Regulations Governing the Conduct of Bus Passengers

1. Obey the driver promptly and courteously
2. Observe classroom conduct while getting on and off the bus and while riding
3. Occupy an assigned seat and refrain from moving around the bus while it is in motion
4. Do not smoke or use e-cigs
5. Do not use profanity or vulgar language
6. Keep all portions of one's body inside the bus while it is in motion
7. Keep the bus clean, sanitary, and orderly. Refrain from damaging or abusing the bus in any way

Reasons for which the Student can be Suspended from Riding the Bus

1. Delaying the bus
2. Fighting
3. Smoking, e-cig use
4. Using profane or vulgar language
5. Tampering with the bus
6. Refusing to meet the bus at the designated stop
7. Unauthorized leaving the bus when en route to or from school
8. Playing, throwing articles, or otherwise distracting the driver while the bus is in motion
9. Refusing to observe established safety rules and regulations made by state and local agencies
10. Refusing to obey instructions from school authorities
11. Riding a bus other than the one to which assigned (A parent conference is required with the transportation administrator in order for permission to be granted for a student to ride a bus other than the one assigned.)

Driver's Eligibility Certificates

As of August 1, 1998, North Carolina has legislation that reflects a coordinated statewide effort to motivate all students to complete high school. The legislation is a coordinated effort between the Department of Motor Vehicles, the Department of Public Instruction, the Division of Non-Public Schools and Community College System to encourage students not to drop out of school and to maintain adequate academic progress toward a high school diploma or its equivalent.

The law states that if a student fails to maintain adequate academic progress or drops out of school, his/her driver's permit or license will be revoked until he/she exhibits satisfactory academic progress, returns to school for at least six months or a semester (whichever is first), or turns 18 years of age.

In addition, the law requires a parent/legal guardian to sign the Driver's Eligibility Certificate by obtaining it from his/her child's school. The parent or legal guardian must request the form online at: <https://sites.google.com/a/nhcs.net/kylehodnett/home/driver-education>

The certificate will be available in the main office for pick up 24 hours after the request has been received.

The Driver's Eligibility Certificate can only be issued to students who are at least 15 years of age, enrolled in school at Ashley, and making adequate progress toward a diploma. The certificate will be revoked when and if the student fails to maintain adequate progress and/or fails to be enrolled in school. Adequate progress is defined as passing three out of four classes on a four by four block schedule. Students taking fewer than four courses must pass every course. Final grades are the only grades considered. Grades are reviewed at the end of the first and second semesters. Students who have been long- term suspended from school are not considered as enrolled in school.

Student Parking

Parking will be assigned and decals will be provided for a \$20.00 fee. Parking permits are sold in the main office. Students must furnish his/her driver's license number and registration for the vehicle. See [NHCS Board Policy 8530](#). Students who park anywhere in Veterans' Park and have not purchased a parking permit will be fined and may have their vehicle towed at their expense. Please visit Ashley High School's website for further instruction on the purchase of a parking decal.

Students may only park in the designated student parking lots. The school retains the authority to conduct routine patrols of the student parking lots and to inspect vehicles for parking decals. Interiors of student vehicles may be searched when a school authority has reasonable suspicion. Vehicles may be searched without student consent, without notice, and without a search warrant. Speed limit on campus is 10 M.P.H. for students and teachers. Parking fines are \$25.00 each and repeated offenses may result in a boot being placed on the vehicle.

**** Students that owe fees, have attendance issues, habitual tardies, discipline issues, or leave campus during the school day without authorization may have their parking privileges revoked until such issues have been resolved

Parking Violations

- Examples of parking illegally include, but are not limited to the following: parking in the wrong space, parking in the faculty lot, parking in the middle school faculty parking lot, parking without a decal or parking without their decal properly displayed.
- Parking in Veteran's Park is off limits to students with revoked privileges.
- Parking anywhere on campus (this includes behind Murray Middle School or the tennis court lot near the football stadium) without a valid AHS permit.
- Going to your car during school hours without an administrator's authorization.
- Leaving campus during school hours without properly checking out and transporting other students off campus that have not properly checked out (i.e. skipping school, leaving campus for lunch).

Consequences for Parking Violations

- A. Student vehicle ticketed by the School, Sheriff's office, or Wilmington PD. Tickets issued by the school will be for \$25 each. See [NHCS Board Policy 8530](#)
- B. Student vehicle booted or the wheels locked by the school. They will be required to pay a \$25 Boot Fee along with the total of any tickets or school parking fees owed in order to have the boot removed.
- C. Student vehicle towed at the owner's expense. Neither the school, NHCS, the NHC Sheriff's Department nor the Wilmington Police Department will be responsible for any damage resulting from towing or booting or the loss of use of the vehicle.
- D. Student decal revoked-NO REFUND.

Consent to Search

[NCGS 115C-46](#) states that by entering the school campus the person in charge of any vehicle consents to a search of the vehicle and its contents if there is "reasonable suspicion" by school officials or police officers that a vehicle contains evidence of a crime or a violation of school policy or school rules.

Field Trips

The New Hanover County Board of Education (Board) requires that the school principal approve or deny field trips based on alignment with mandated educational standards, level of disruption to other education programs and loss of instructional time, availability of funds and availability of transportation. All scheduled field trips require an identified funding source prior to final approval. All field trips shall be initiated and scheduled through the Travel Tracker System located at www.nhcs.net/transportation. The principal shall assign a staff member to be in charge of each field trip. With few exceptions, extended trips that go beyond three (3) school days shall be scheduled during holidays, vacations, or weekends. Any requests for an exception to the three (3) day limit must be processed through, and approved by, the Superintendent or designee. See [NHCS Board Policy 7552](#)

Field Trip Forms

Administration of Medications

The following guidelines must be followed in order to assure safe administration of medication to students during the school day. If a student must have **medication of any type** during the school day, including over-the-counter medicine, parents have the following choices:

They may come to school and give the medication to their child at the time required.

Medication can be given by school personnel. In order for this to be possible, it is critical that the following steps be taken to provide for your child's safety.

- A. The child's physician must complete the **Physician's Authorization for Medication at School** form for both prescription and over-the-counter medicines (except as addressed in item 4). A parent signature is also required. A physician's order is needed when a student's special medical needs require that they possess and self-administer medication. Diabetes reference G.S. 115C-12(31), asthma and anaphylactic reference G.S. 115C-375.2.
- B. The parent must bring the medicine in the bottle from the pharmacy with the child's name, medication, dosage and date of prescription with directions for use, or in the case of over-the-counter medicine, it must be provided in the original unopened container to the school—plastic bags or other containers will not be acceptable. Refills are to be brought to the school in the container that the refill was dispensed.
- C. The parent/legal guardian must bring in and pick up all medications to school. The student is not allowed to transport medication.
- D. Medication will be counted in the parent's presence by school staff and they will be asked to sign the **Medication Check-in Log**.
- E. Children requiring short term medication (2 weeks or less), after consulting a physician, may have medication administered at school. The medicine bottle must have a pharmacist's label; time of medication administration, a list of side effects and other contraindications, and a note from the parent, may be substituted for the medication authorization.

Over the Counter Medications

- 1. For specific health conditions, in high school only, parents/legal guardians may give permission for a student to self-administer specific over-the-counter medication.
- 2. **Over-the-Counter Parental Permission Form** (High School Students Only) must be completed by the parent/legal guardian and on file with the school nurse. Over-the counter medication must be brought in a manufacturer's original unopened container by the parent /legal guardian.
- 3. At the end of each school year, parents are asked to pick up their child's medication. Your child will not be sent home with medication. Any prescription medication or over-the-counter medication left after the school year has ended will be discarded, unless other arrangements are made by the parent and school.
- 4. A copy of the **Administration of Medication Policy/Procedure** is available for your review at your school.

If you have any questions about the medication policy, please contact the principal or the school nurse at 790-2360 Ext. 70461.

Ashley High School Crisis Management plan

Emergency Procedures

PURPOSE

The purpose of this plan is to provide staff members with information to identify and respond to crises at Ashley High School. It presents procedures and guidelines for reacting appropriately to crisis situations that have the potential for major impact on the school.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

Principal/Building Administrator...The building administrator generally serves as the Incident Commander or at times, may delegate that responsibility to a qualified staff member. However, the building administrator retains the responsibility for the safety of students and staff at all times. The building administrator is responsible for the coordination of efforts between the Central Office/Superintendent's Office and the Incident Commander. The Incident Commander assumes overall direction of all incident management procedures outlined in this EOP. The Incident Commander determines whether to implement incident management protocols (e.g. Evacuation, Lock Down, etc.) described more fully in the functional annexes in this EOP. He/she will work in conjunction with emergency services personnel, if they are on the scene, and take appropriate actions deemed necessary to enhance the overall safety of students and staff.

Building Crisis Response/Safety Team... The members of this team should have the ability and training to carry out their responsibilities, be familiar with all aspects of the EOP, understand the ICS structure, possess the ability to remain calm and work effectively in emergencies, have the trust and confidence of their peers, and demonstrate good communication and collaboration skills. .

Teachers...The teachers shall be responsible for the supervision of, and accounting of, students and shall remain with students until directed otherwise.

Para-Professionals...The responsibilities of para-professionals include assisting with teachers as needed and directed.

Mental Health Professionals...This group includes counselors, social workers, and psychologists. They will assist with the implementation of the EOP as needed and directed.

School Nurses/First Responders...This group will administer first aid and provide treatment as needed. School nurses will organize and distribute medical supplies.

Custodians/Maintenance Personnel...Custodians and maintenance personnel will survey and report the condition of the building(s) and grounds to the Incident Commander. They will manage all necessary shutoff valves, provide damage control as needed, and assist in the use of and disbursement of supplies and equipment.

Support Associates/Office Staff...These staff members will receive and provide pertinent, consistent information to callers. They will monitor radio and emergency broadcasts, assist with essential school records, and perform other duties as needed and directed.

Child Nutrition Staff...The CN staff will provide food and water/drink as needed and perform other duties as needed.

Bus Drivers...Bus drivers will supervise the care of students if an emergency/disaster arises while students are on buses; they will transport students as directed, and perform other duties as needed.

Other Staff (e.g. Itinerant Staff, Substitute Teachers, etc.)...These individuals shall report to the Incident Commander to perform duties as needed if they are not directly involved in the supervision of students.

Students...Students shall cooperate and fully participate in all drills and during any actual incidents. They will develop an awareness of potential threats, hazards and/or disasters which may impact the school, and they will report any situations of concern to the supervisory adult(s).

Parents/Guardians...Parents and/or guardians will encourage and support safety in and about the school. They will provide the school with requested information, and they will practice preparedness and safety measures in their homes.

Visitors

All visitors must ring the doorbell and state their purpose for entering the school before being allowed in the building. They must then report to the Main Office to sign-in on the Ident-A-Kid system to get a Visitor's Sticker which must be worn at all times while in the building.

COMMAND POST RESPONDERS

- Patrick McCarty 910-620-5978
- Kelly Lewis 704-507-0193
- Michelle Kornegay 910-228-9740
- Amanda Barbour 910-264-2441
- Jill Larson 910-599-5239

Crisis Response Team

All members of the School Crisis Response Team will:

- Report immediately to the Principal's Conference Room or other location as communicated on the radio.
- Deliver written notices to the staff as necessary.
- Divide up areas of the school for responsibility as directed.
- Monitor designated areas of the campus to facilitate communication among teachers, staff, and emergency responders.
- Refer all news media to the principal, Superintendent, or his designee.
- Secure and retrieve the Critical Incident Response Kit.
- Put on their appropriate vests.

We will operate in a lockdown mode. Teachers will be notified through the PA system to keep their doors locked and students in their rooms. **This is absolutely essential for the safety of all students and staff.** If there are emergencies in your room then notify one of the following areas:

Main Office	70450	Amanda Barbour	70400
SRO Office	70473	Michelle Kornegay	70367
Patrick McCarty	70454	Jill Larson	70335
TBA	70456		

Crisis Team Members

Administrative Staff, Phil Greene, Karen Zuege, Damarcus Sellers, Amy Hand, Ashley Anthony, Floyd Benfield, Antonio Bennett, SRO's

CRISIS INTERVENTION PLAN

Bomb Threat

Notify Building Administration/SRO immediately. If you receive a bomb threat, use the Bomb Threat Report recording sheet: [Bomb Threat Report Protocol](#)

Administration Will:

- Notify SRO or call 910 if SRO is not available
- Complete the Bomb Threat Checklist
- Evaluate the validity of the threat (with law enforcement)
- Conduct a building/area search without evacuation
- Evacuate and search if deemed appropriate
- Upgrade level if suspicious item(s) is/are found

If Evacuation is required:

- In the event of a bomb threat the students will exit the building in the normal manner for a fire drill. We will communicate the evacuation of the building in the following manner: "Attention students, teachers and staff we have received a bomb threat. It is important that you exit the building immediately in a quick and orderly manner. Teachers, please remember to complete a visual check of your classroom as you exit."
- Teachers will see that two or three windows are left open (weather permitting) and that the door is unlocked and/or propped open when leaving the classroom.
- Prior to departing, teachers shall conduct a quick check of their area, being alert for suspicious items, articles, or packages. Any suspicious item shall be reported to authorities. Do not touch suspicious items.
- Clerical staff shall close all vaults, secure all records, and make a quick check of common areas—hallways, bathrooms, etc.—for suspicious items.
- Teachers will report to the designated areas and be at least 1000 feet away from the building. If at all possible students should try to exit the rear of the school.
- Once outside we will report to the Ashley baseball and softball fields. We will assemble on the fields. All students should stay on the fields.
- Students with physical disabilities will meet at the baseball field concession stand.
- Teachers on planning period should report to the baseball & softball fields. They will be used as monitors.
- Once outside teachers should take roll immediately and notify the principal if anyone is unaccounted for. Teachers are to make sure they take their red notebooks with them.

Fire Drill Procedures

When the fire alarm sounds, teachers should exit with their students according to the plan indicated below. In addition, they should follow these procedures.

1. Make sure that each classroom has a Fire Exit Plan posted at the door.
2. Close all windows and doors but do not lock the door.
3. Take your red notebook book with you.
4. Have the students exit your room according to the posted Fire Exit Plan.
5. Check any vacant rooms next to your room.
6. Once outside make sure the students are at least 100 yards away from the building.
7. Take roll and account for any missing students.
8. The clerical staff will close all vaults and secure all records.

Fire in Inclement Weather

In the event of a fire alarm in inclement weather the students will exit the building in the normal manner for a fire drill. Once outside the building a determination will be made as to where the fire is located in the building. Areas that the students might be brought back into the building include the following:

1. Students will return to the gym and cafeteria if the fire is located in the 300, 400, 500, or 600 wings.
2. Students will return to the 300 or 400 wing if the fire is located in the main office, gym cafeteria, or arts center.
3. Students will return to the gym and cafeteria area of Murray Middle School if the fire is in the main office area.

Procedure for Dealing with a Student Suspected Of Having a Weapon

For consistency and safety, please adhere to the following procedure for dealing with a student you suspect is carrying a weapon:

1. **Do NOT confront the student.**
2. **Contact the Main Office or SRO by phone or call 911.**
3. Do not draw attention to the situation.
4. The administration will go into "Lockdown Mode." In addition, they will announce over the intercom to secure a specific area to help identify the exact location and to alert students and staff of the location of the area that needs to be kept clear.

Lockdown

PROCEDURES

If the entire staff and student body is to be informed, then we will make an announcement that everyone could understand.

1. The principal/designee will announce over the PA system, "Attention all staff & students. At this time, we are under lockdown and all staff & students should move into lockdown position. Once again, all staff & students need to move into a lockdown position and secure all doors at this time."
2. If there is a specific problem area then the administration will announce to the students and staff to secure a specific area. This will alert the students and staff to the location of a potentially dangerous area.
3. The principal/designee will inform 911 of the Lock Down situation.
4. The main office personnel will turn off the bell system.
5. Teachers will close and lock their classroom doors and create a list of names of students not in class and students they have taken into their class from the hallway.
6. Students who are not in a classroom will go to the nearest occupied classroom.
7. Teachers who do not have a supervisory responsibility for students will report to the Main Office area.

Teachers should immediately run through their "Teacher Checklist for Lockdown".

Teacher Checklist for Lockdown

1. Clear Students from the hallway immediately and have them report to the nearest available classroom.
2. Close and lock all windows and doors.
3. Move students away from windows and doors. It is preferable to seat students against an interior wall that will provide them protection.
4. Account for students—both yours and others who may come to your room from the hall and restrooms.
5. Turn off lights.
6. Try to stay near the telephone and turn on access to your e-mail system for possible communications.
7. In the event the intruder gains access to the room and takes hostages and the room is contacted by the office, use the following code to communicate to the office: "Everything is fine here; we are experiencing a code Blue."
8. In the event the intruder gains access to the room and begins shooting, instruct the students to leave the classroom. They should be further instructed to leave the building or run to another location.

Upon notification of a lockdown the Crisis Response Team will immediately report to the Principal's Conference room or other location as communicated on the radios.

Shelter in Place

A situation in which there is a potential threat in the surrounding area of the school; close-to-normal activities continue inside the school but outside activities are not allowed

SIGNAL: Clear speech announcement via PA

PROCEDURES:

Lock exterior doors Close, cover and lock all interior doors and windows Remain inside the building and wait for further instructions

OFF-SITE EVACUATION & REUNIFICATION

An orderly removal of students and staff to a predetermined host location due to conditions inside the building. If at all possible students should exit in the rear of the building. We will assemble at the baseball & softball fields. All students should stay on the fields. They will wait there for further instructions. If necessary they will be picked up by school buses at this location.

Arrangements will be made for students with disabilities. Students with restroom emergencies will use the facilities at the concession stand.

SIGNAL

Clear speech announcement via PA; a predetermined secondary method will be used if PA is not available

STEPS

Staff will escort students to safe area Transporting students and staff will be by walking or bus transportation Teachers take attendance and account for all students before leaving the school Teachers take their classroom crisis kits Office staff takes building crisis kits Office staff accounts for all itinerants and visitors Teachers retake attendance at host site Await further instructions upon arrival at host site

Ashley HS Evacuation sites	Primary Site	Secondary Site
	<u>Myrtle Grove</u>	<u>Hoggard</u>

Off Campus Incidents

A school emergency could possibly occur when students are outside of the school facility but still under school supervision. As such, procedures to assist the staff member in charge in responding are as follows:

- He/she will have an accurate roster of students and staff.
- An accurate headcount of students/staff will be taken.
- He/she will have a working communication device (i.e. cell phone, radio).
- He/she will have contact information for those attending the off campus event.
- He/she will have a copy of the school's emergency response procedures.
- He/she will have a first aid kit.
- Other items and procedures as necessary

Natural Disasters

Earthquake Sound alarms—provide notifications (PA, megaphone) Drop, Cover, Hold Call 911 when safe to do so Notify Central Office—Superintendent/designee Assemble Building Crisis Management Team Next steps are dependent on authority having jurisdiction

Lightning Take cover inside nearest safe structure If outside and no shelter is available, crouch into a ball position with feet on the ground Stay away from trees or other tall isolated structures

Pandemic Check with local and state health officials for most current updated information Stay home with flu-like symptoms If in school, separate sick students and staff Emphasize hand hygiene and respiratory etiquette Routinely clean areas that students and staff touch Seek early treatment for those with high risks Next steps are dependent on authority having jurisdiction

Severe Weather Confirm information Post observers as warranted Notify Central Office—Superintendent/designee Assemble Building Crisis Management Team Activate building Crisis Plan for severe weather

Tornado Sound alarm—provide notifications (PA, megaphone) Take protective positions Notify Central Office—Superintendent/designee Assemble Building Crisis Management Team as soon as safe to do so Activate building Crisis Plan

PEOPLE CRISIS

Activity Trips (Bus Emergencies) Assess and confirm information/know precise location Use predetermined communication devices and telephone numbers Notify Building Administration of situation Locate, refer to and use crisis information and resources on hand Account for all persons on trip Follow bus evacuation procedures. Additional procedures to assist the staff member in charge in responding are as follows:

- He/she will have an accurate roster of students and staff.
- An accurate headcount of students/staff will be taken.
- He/she will have a working communication device (i.e. cell phone, radio).
- He/she will have contact information for those attending the off campus event.
- He/she will have a copy of the school's emergency response procedures.
- He/she will have a first aid kit.

Other items and procedures as necessary.

Assault Confirm information and report to Building Administrator. Assess and report status of victim Provide accurate information on assailant and his/her location Provide first aid as needed and as capable/call 911 as needed Notify Central Office—Superintendent/designee

Student/Staff Sudden Death

Following a traumatic death, people can feel a sense of loss for at least 2 years. Frequently, school staff can be devastated well into the next school year, and there may be a change in attitude toward teaching. Some staff may increase their emotional distance from students. Students tend to be fearful of getting close to one another, fearing the loss of another classmate or friend. These guidelines are written to help deal with these concerns and to establish procedures for the sudden death of a student or staff member.

Day of Sudden Death:

- Upon notification of the sudden death of a student or staff member, the Principal/Building Administrator will notify the Superintendent/designee.
- The Principal/Building Administrator will initiate a "call tree" to all faculty/staff informing them of the sudden death and requesting their arrival at school 30 minutes earlier than normal to attend a special faculty/staff meeting (if incident occurs during evening or other non-school hours).
- The Principal/Building Administrator will meet with the Crisis Team before the meeting to plan how to deal with the aftermath of the sudden death.
- The Principal/Building Administrator shares the available facts of the case with all staff to dispel rumors, to discuss the plans for the day, and to allow staff to express their feelings.
- A member of the Crisis Team informs the staff of some of the feelings the students may experience following the death of a staff member or student: disbelief, anger, denial, sadness, and loss (suggestions will be offered on ways to handle expressions of grief in classes).
- A crisis center will be established in the building; additional Student Services staff from other buildings may be called in to assist with the crisis).
- A member of the crisis team will make phone calls to parents who are particularly upset or may be at risk; the crisis center may be kept open after school hours and into the evening to assist students, parents, and staff.
- Peer helpers may be assembled to work through their feelings and the crisis team will offer them guidelines for helping troubled students.
- A letter from the Principal may be sent home with students informing them of the sudden death and providing information regarding the stages of grief and listing reading materials that are available on the subject of death.
- School staff are assembled at the end of the day; the Principal/designee conducts the meeting: Allow for expressions of feelings and mutual support Review the events of the day.
- Review the characteristics of high risk students (those who appear especially upset or depressed or show signs of not coping well); compile a list of staff observations of distressed students' reactions during the day.

- Announce the funeral arrangements and wishes of the family (if known).
- Days following a Sudden Death Crisis Additional team members continue crisis intervention, answer phone calls of anxious parents, and meet with concerned staff as necessary

Disruptions/Intruder/Missing Child/Abduction Assess/confirm situation Call 911 as needed Secure building/account for students Notify Central Office—Superintendent/designee Assemble Building Crisis Management Team Notify staff Notify parents

Medical Emergencies Assess the situation—determine if the situation affects the total school population, small group or individual Determine if Emergency Medical Personnel are needed; if so Call 911 Initiate CPR/First Aid/AED as needed Notify Central Office—Superintendent/designee Assemble Building Crisis Management Team as needed Notify staff as needed

Poisoning Call 911 Call Poison Center Hotline (1-800-222-1222) Notify building medical staff Utilize building knowledge (SDS) Notify Central Office—Superintendent/designee

General Guidelines and Procedures

1. Notify the principal or one of the administrators of the type and extent of the crisis as soon as possible.
2. The principal or his designee will inform the staff about the situation as soon as possible and inform them of appropriate actions to be taken.
3. Contact the person(s) affected by the crisis and those needed to take corrective action.
4. The principal's office, located in the main office, is designated as the COMMUNICATION CENTER to coordinate information gathering and dissemination.
5. All employees are to refer all information and questions to the COMMUNICATION CENTER.
6. News media are to report to the Command Center.
7. The principal or his designee will notify the superintendent to inform him of the situation and developments.
8. Information will be released only after the facts are verified and the school's position about the crisis is clear. The principal or his designee, again, will do this.
9. Under no circumstances will the names of the people (students, teachers, etc.) involved be released to the media.
10. In the event of a crisis while class is in session, teachers and students are to stay in their rooms and await further instructions.
11. For further information regarding crisis management procedures, refer to the New Hanover County School's Crisis Management Plan.

Communication with Central Office

The Administration responsible for sending information from Ashley High School to the central office should do so in the following manner:

1. Contact the superintendent personally; if not available, continue down the central office chain of command.
2. Identify who you are and your school.
3. Identify the type of crisis situation.
4. Give facts regarding any individual(s) or service that has been called.
5. Give facts regarding any individual(s) involved in the crisis:

- a. Name(s)
 - b. School relationship (student, teacher, parent, etc.)
6. Follow the instructions of the central office-regarding
 - a. Information to parents and family members
 - b. Information to outsiders (press, neighbors, other media)
7. Make subsequent calls to keep the central office up-to-date.

SPECIFIC GUIDELINES FOR MEDICAL CRISIS

Steps to be taken:

1. Call the rescue squad or ambulance by dialing 911. You are to say: "I am NAME calling for the principal of Ashley High School where we have a medical emergency." --**EXPLAIN SITUATION.** Rescue squad or ambulance is to come to **ENTRANCE OF BUILDING**, and **GIVE NAME OF PERSON WHO WILL BE WAITING FOR THEM AND WILL TAKE THEM TO THE PATIENT AS QUICKLY AS POSSIBLE.**

2. Call the next closest relative (name listed on school record) You are to say: "I am NAME calling for the principal of Ashley High School." – Give the patient's name and describe the situation and advise the relative that we have called for medical help. If the relative is coming to the school, tell the individual where to come in the building. If the relative wishes to meet the patient at the medical facility, advise which facility and for whom to ask.

IMPORTANT PHONE NUMBERS

Fire.....	911 (Emergency)
Myrtle Grove Fire Department.....	791-5000 (Business)
Ambulance.....	911 (Emergency)
New Hanover Regional Medical Center.....	(910)343-7000
Cape Fear Hospital.....	(910) 452-8100
Poison Control.....	(800) 848-6946
Patrick McCarty, Principal.....	790-2360 Ext. 70454
TBA, Assistant Principal.....	790-2360 Ext. 70456
Michelle Kornegay, Assistant Principal.....	790-2360 Ext. 70367
Amanda Barbour, Assistant Principal.....	790-2360 Ext. 70400
Jill Larson, Assistant Principal.....	790-2360 Ext. 70335
School Resource Officer.....	790-2360 Ext. 70473

TORNADO DRILL

- Once a year, usually in March, we will have a Tornado Drill. Please inform your students that tornadoes can be more dangerous than other types of severe weather because they can strike at any time with little warning. The bell signal for a Tornado Drill is short intermittent tones on the PA system. Make sure that you are aware of the exit plan for the classroom that you are in, and you should review the exit procedures with your classes on a regular basis.
- **Tornado Watch**—weather conditions are favorable for severe weather, such as tornadoes, heavy thunderstorms, hail, or high winds.
- **Tornado Warning**—a tornado has been spotted in the area and you should TAKE COVER IMMEDIATELY.

Tornado Drill Procedures

Rooms 101, Main Office area including the Nurses Office

Proceed to the hallway adjacent to the restrooms in the Main Office area.

Rooms 102, Student Support area

Proceed to the hallway adjacent to the restrooms in the Student Support area.

Rooms 103, 104

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Exit classroom to the main hallway adjacent to your doorway. Proceed to the gym hallway and enter into the locker rooms. Be sure to close all fire doors.

Rooms 105-112

Exit classroom to the gym hallway. Be sure to close all fire doors.

Rooms 114-115 (cafeteria workers' area)

Exit to dishwashing room.

Cafeteria (if occupied)

Exit to main hallway opposite nurse's office.

Rooms 201, 203, 204,

Exit classroom to the main hallway opposite the School Store.

Media Center(208) and 208L

Exit to the main hallway opposite the school store.

Rooms 213, 214

Exit the classroom to the hallway near Room 209.

Room 212

Exit to Room 212A

Rooms 205

Exit to the small hallway adjacent to their doorways. Be sure to close all fire doors.

Rooms 202, 207, 209, 212A, 216

Stay in the classroom

Rooms 301, 302

Stay in the room

Rooms 303, 304, 305, 306, 308, 309, 310

Exit the classroom to the hall adjacent to your doorway. Line students as near as you can toward Room 303 and along the walls away from all glass.

Room 307, 311, 312

Stay in the classroom

Rooms 313, 314

Exit the room to Room 312

Rooms 315-318

Exit the classroom to the hall adjacent to your doorway. Line students along the walls away from all glass.

Room 319, 320

Exit the room to Room 301

Room 401-402

Stay in the room

Rooms 403, 404, 405, 406, 408, 409, 410

Exit the classroom to the hall adjacent to your doorway. Line students as near as you can toward Room 403 and along the walls away from all glass.

Room 407, 411, 412

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Stay in the classroom

Rooms 413-414

Exit room to room 412

Rooms 415-418

Exit room to the hall adjacent to your doorway. Line Students along the walls away from all glass.

Room 419, 420

Exit the classroom and go to the teaching center in Room 401.

Rooms 501-505

Exit classroom and go down the stairwell nearest Room 520. Once downstairs proceed down the hall toward the Student Support area stopping near the double doors to Student Support. Line students along the walls away from all glass.

Rooms 506-510

Exit classroom and go down the back stairwell nearest Room 513. Once downstairs begin lining up in the hall adjacent to Room 308. Line students along the walls away from all glass

Rooms 511-514

Exit classroom and go down the back stairwell nearest Room 513. Once downstairs begin lining up in the hall adjacent to Room 314. Line students along the walls away from all glass.

Rooms 515-520

Exit classroom and go down the stairwell nearest Room 520. Once downstairs proceed down the hall toward the Student Support area. Line students along the walls away from all glass.

Rooms 601-605

Exit classroom and go down the stairwell nearest Room 620. Once downstairs proceed down the hall toward the Student Support area stopping near the double doors to Student Support. Line students along the walls away from all glass

Rooms 606-610

Exit classroom and go down the back stairwell nearest Room 613. Once downstairs begin lining up in the hall adjacent to Room 408. Line students along the walls away from all glass.

Rooms 611-614

Exit classroom and go down the back stairwell nearest Room 613. Once downstairs begin lining up in the hall adjacent to Room 414. Line students along the walls away from all glass.

Rooms 615-620

Exit classroom and go down the stairwell nearest Room 620. Once downstairs proceed down the hall toward the Student Support area. Line students along the walls away from all glass.

Rooms 701 and 701A (Auxiliary Gym and Weight Room)

Exit the Auxiliary Gym and go down the adjacent stairwell. Once downstairs proceed to the locker rooms. Line students along the walls.

Rooms 704-708A

Exit classroom and go down the stairwell nearest Room 520. Once downstairs proceed down the hall toward the Student Support area. Line students along the walls away from all glass.

Rooms 709-711

Exit classroom and go down the stairwell nearest Room 620. Once downstairs proceed down the hall toward the Student Support. Line students along the walls away from all glass.

Rooms 800-813

Exit classroom to the hallway adjacent to your doorway. Line students along walls away from glass.

Gym

Exit gym to the gym hallway, proceed to the locker rooms.

Bomb Threat Report Protocol

A bomb threat is the expression of the intent to cause physical harm by the use of an explosive device.

Staff Actions:

If a threat is made via telephone, the person receiving the call should record the following information:

Date	
Time of Call	
Bomb threat was received on telephone #	
Exact language/wording used by the caller	

Ask for the following information:

What time is it set for?	
Where is it?	
What does it look like?	
Why are you doing this?	
What is your name?	

Additional information:

Gender	
Age (Adult, teen or child)	
Speech (Normal, Excited, Slow)	
Accent (describe)	
Background noises (describe)	
Person receiving call	

Notify the Principal/Building Administrator immediately

Leave Policies & Procedures

Substitute System

Any time a teacher or Para educator is absent from school when students are present he/she must have a substitute teacher to cover all classes. Teachers should be registered with, and use the county's automated sub system, **AESOP** via the internet or telephone. The Sub System phone number is 800-942-3767 and the website address is www.aesoponline.com. The Help Desk is 254-4345. With the Aesop Sub System, you will have two sets of passwords. One for the phone and one for the web. If you have forgotten your Username or PIN for web access, log on to the Aesop website and click "I forgot my Username/ID" or "I forgot my PIN/Password". The system will then email your Username to your email or instruct you to create another PIN. Not knowing your PIN is not an acceptable reason for failing to call the system. *If an employee is late requesting a substitute for the same day, it would benefit school staff if the teacher would also call the school to notify Mrs. Harris so coverage can be arranged until the sub can arrive.* **DO NOT LEAVE MESSAGES ON VOICEMAIL.**

It is mandatory that all certified staff and teacher assistants call the system when absent, including staff such as counselors who do not require a sub. All staff leaving early should put a half day absence in the system even if no sub is required. Always verify your absence for accuracy on the computer when you are through.

Teachers leaving sick after 8:30 should try to secure coverage within their own department until a sub arrives. This coverage should be reported to Mrs. Harris. If this is not possible, Mrs. Harris should be notified so she can arrange for coverage outside your department. A sub should be secured for absences amounting to more than one block. Lesson plans should be available and include a seating chart, a copy of the daily schedule and attendance rosters, as well as extra duty assignments. Department heads may require meaningful emergency lesson plans. Any questions concerning absences or substitutes should be directed to Mrs. Harris.

It may be, at times, advantageous for teachers to arrange for coverage with a particular sub personally. **This does not, however, eliminate the need to report absences through the sub system.** The new Sub System DOES NOT call subs if you assign a specific sub to your job. You must confirm it with them directly.

SICK/PERSONAL/PROFESSIONAL LEAVE

All certified staff should use the AESOP system to record any sick or personal leave prior to or immediately after an absence. Teachers are no longer required to fill out a paper New Hanover County Schools Leave Form. It is the responsibility of the employee to enter their leave into AESOP as soon as they know of an upcoming absence or onset of an illness. Personal leave should be requested five days in advance in AESOP and requires authorization from the school principal.

Professional Leave Request (Paper) Forms should be turned in 14 days prior to the date the teacher will be gone. If the professional leave expenses will be covered by a source other than school funds, please obtain the appropriate budget code and approvals prior to submitting the form. Teachers taking professional leave without submitting leave forms 14 days in advance may be ineligible for expense reimbursement and may be charged substitute teacher expenses if leave is denied.

SICK LEAVE

When taking sick time, please refer to the eligible sick time uses posted in the mailroom. Personal vacations should not be scheduled when students are present and are not covered by sick or annual time. *It is illegal for school personnel to use sick time for reasons other than those specified in the policy and could result in misdemeanor charges and disciplinary action.*

HOLIDAYS

The New Hanover County School schedule includes lengthy Christmas and Spring Breaks. It is strictly forbidden for certified employees to extend these breaks by using sick, annual, or personal time. Employees taking sick days

immediately before and after holidays may be required to furnish a doctor's note verifying sickness. Calendars are available well in advance and should be considered when arranging out of town travel.

ANNUAL LEAVE

Teachers using Annual Leave should enter their absence into AESOP at least 48 hours in advance unless otherwise informed not to do so by Mrs. Harris for built-in breaks like Christmas and Spring Break. *Annual leave is not permitted on days when students are present or on designated workdays.* Again, taking leave without pay to extend annual days is not permitted.

CLASS COVERAGE

- Teachers missing two or more blocks should arrange for a sub through the sub system. Class coverage should be arranged through your department chair and will be reported to Mrs. Harris who will log class coverage on the Coverage Rotation document shared with the staff via Google.
- Coverage should be arranged personally by you or your department chair. It should then be reported to Mrs. Harris for coverage credit purposes. If it is not possible for you or your department chair to arrange coverage, please contact Mrs. Harris.
- Coverage should be used for emergencies, illness, or school-related functions only. It is forbidden to arrange for coverage to take care of personal business unless you are using personal leave time.
- ***Getting your class covered by a fellow employee does not absolve you from using the appropriate leave for your absence from class.***

Quick Links:

Payroll

[Payroll Forms](#)

[Employee Portal to view Check Stubs](#)

[Employee Self Service](#)

[Finance Staff Directory](#)

Professional Development

[Professional Development Information](#)

[Professional Development System](#)

[Professional Development Leave Form](#)

[Look up your CEU's \(must use Internet Explorer\)](#)

Sick/Personal Leave

[Leave Form](#) (for Classified Staff and Admin only, Teachers, TA's and Counselors should use AESOP to record absences)

[NHCS Personnel Handbook with Leave Policy](#)

Miscellaneous

CHILD ABUSE

All employees and volunteers of the New Hanover County Board of Education who have cause to suspect child abuse or neglect or that a juvenile is dependent or has died as the result of maltreatment shall report or cause to be reported the case to the New Hanover County Department of Social Services. Any doubt about reporting a suspected situation shall be resolved in favor of the child and the report shall be made immediately. A school system employee or volunteer is immune from any civil and/or criminal liability when reporting in good faith under this Policy. Each employee and volunteer who suspects child abuse, neglect, dependency or death by maltreatment should notify his/her principal immediately; however, this does not relieve the employee or volunteer of the responsibility for directly reporting to the New Hanover County Department of Social Services. The identity of the individual making the report is confidential and may only be examined in limited situations set forth by law, such as the child or his/her attorney has the right to examine the report.

[See NHCS Board Policy 6440](#)

EMPLOYEE DRESS

Since parents and students are on our campus year-long, it is expected that all personnel will maintain a high level of professionalism on all workdays, including days when classes are not in session. **Beachwear and clothing showing excessive amounts of skin are not permitted at any time.**

Also, be reminded that **wearing jeans when classes are in session is prohibited except on days specifically designated by our principal.** Please refer to [NHCS Board Policy 6435](#) for guidance:

New Hanover County School System employees serve as role models for the students and as representatives of the New Hanover County Schools. Consistent with these roles, all employees shall dress professionally and appropriately relative to their specific job duties and responsibilities.

Administrators and administrative support employees are expected to project a professional image and shall adhere to standards of dress and appearance appropriate for an office/business environment.

Teachers and teacher support personnel are expected to project a professional image that sets positive dress and grooming examples for students and shall adhere to standards of dress and appearance that are compatible with an effective learning environment.

Presenting a bodily appearance or wearing clothing, tattoos or other appliances which are disruptive, provocative, revealing, profane, vulgar, offensive, obscene, or which endangers the health or safety of the students or others is prohibited.

School-based personnel shall follow this Policy on all days students are in attendance.

Principals may designate one (1) day per month when reasonable modifications to this Policy may be made. Principals may also determine the appropriate dress to be worn on workdays when students are not in attendance. **All other personnel shall follow this Policy on all workdays unless directed differently by their supervisor.**

Physical education teachers and coaches shall wear the appropriate athletic attire necessary to meet the requirements of their job responsibilities and a sweat or warm-up suit when not actively teaching physical education classes or coaching.

Appropriate dress is also expected of cafeteria, maintenance, and transportation personnel and may include the wearing of uniforms or other apparel approved by their principal or supervisor. Vocational teachers must wear OSHA approved clothing when teaching Career and Technical Education classes.

An employee's dress or appearance may not be so unusual, inappropriate or lacking in cleanliness that it disrupts classroom or learning activities or the workplace environment.

Examples of attire considered inappropriate for school employees include but are not limited to: **(NHCS Policy 6435)**

- Visible tattoos on the neck, head or face;
- Jewelry affixed to an employee's nose, tongue, cheek, lip or eyebrow;
- Clothing or lack of clothing that is disruptive, provocative, revealing, indecent, vulgar, or obscene;
- Revealing necklines, bare midriffs and excessively tight clothing;
- Clothing which promotes alcoholic beverages, tobacco, or the use of controlled substances by words or symbols;
- Clothing which contains profanity, nudity, depicts violence, or is sexual in nature by words or symbols;
- Sandals with **flip flop style strap or bedroom shoes/slippers**;
- Tank tops or spaghetti strap tops;
- Undergarments worn as an outer garment or any see-through clothing that reveals an undergarment;
- Hats, visors, sunglasses, sweatbands, and bandanas (may be worn outside but must be removed when inside the workplace);
- T-shirts or athletic wear (may be worn by Physical Education teachers and coaches when teaching/coaching);
- Shorts (**may be worn by Physical Education teachers/coaches** when working and must be no shorter than four (4) inches above the middle of the knee);
- **Denim jeans**;
- **Leggings, "skinny jeans" or other excessively tight fitting pants unless covered by a top or dress no shorter than four (4) inches above the middle of the knee**;
- Dresses, skirts, skorts and similar garments that are shorter than four (4) inches above the middle of the knee;
- Ear gauges (only permitted for employees who already have them and are employed by the Board as of May 26th, 2015, and in such case, they must be no larger than the size of a nickel and filled with a plug that is the tone of the person's skin); and
- Any item of clothing or jewelry that creates a disruption of the school environment/learning activities or workplace environment, or that poses a threat to the safety and well-being of students or staff.

Supervisors and school-level administrators are authorized to interpret and enforce this Policy and shall review it with their staff at the beginning of each school year. Reasonable accommodations shall be made as approved in writing by the appropriate supervisor for those employees who, because of a sincerely held religious belief, cultural heritage, or medical reason, request a waiver of a particular part of this Policy for dress or appearance.

In compliance with federal laws, New Hanover County Schools administers all educational programs, employment activities and admissions without discrimination because of race, religion, national or ethnic origin, color, age, military service, disability or gender, except where exemption is appropriate and allowed by law.

Adopted: 05/07/07

Revised: 07/12/11, 07/07/15

NHCS Policy 6630 - SOCIAL MEDIA

New Hanover County Schools respects the right of any employee to participate in the use of social media. However, to protect New Hanover County Schools' interests and ensure employees' focus on job duties, employees must adhere to the following rules:

1. Employees may not post on a social media site during work time or with New Hanover County Schools' equipment or property unless the social media site is directly related to administrative or instructional activities.
2. All rules regarding confidential information apply in full to the social media site. Any information that cannot be disclosed through a conversation, a note or an e-mail also cannot be disclosed in a social media site.
3. Mention of New Hanover County Schools in a social media site, and expression of a political opinion or an opinion regarding New Hanover County Schools' actions, must specifically note that the opinion expressed is the employee's personal opinion and not New Hanover County Schools' position. This is necessary to preserve the system's good will in the community.
4. Any conduct which under the law is impermissible if expressed in any other form or forum is impermissible if expressed through a social media site.
5. All communication between employees and students should be appropriate in nature and shall follow all policies and ethical standards established for the proper communication between an employee and a student. Therefore, teachers, administrators, and all other employees should not communicate directly with currently enrolled students on personally administered pages of social networking sites, unless the student is the employee's child, stepchild, grandchild, sibling, cousin, niece or nephew or unless the interaction is approved by the principal. The Superintendent or designee may limit social media interactions and communications between teachers, administrators, and all other employees, and currently enrolled students, when the Superintendent or designee believes such action is warranted.
6. **All materials that employees post on social media sites that is publicly available to those in the school community must reflect the professional image applicable to the employee's position and not impair the employee's capacity to maintain the respect of students and their parents/guardians or impair the employee's ability to serve as a positive role model for students.**
7. Employees shall use the NHCS provided email account as the professional email contact for all official or school system related pages. Do not use the NHCS email as a username or contact for personal use or personal contacts.

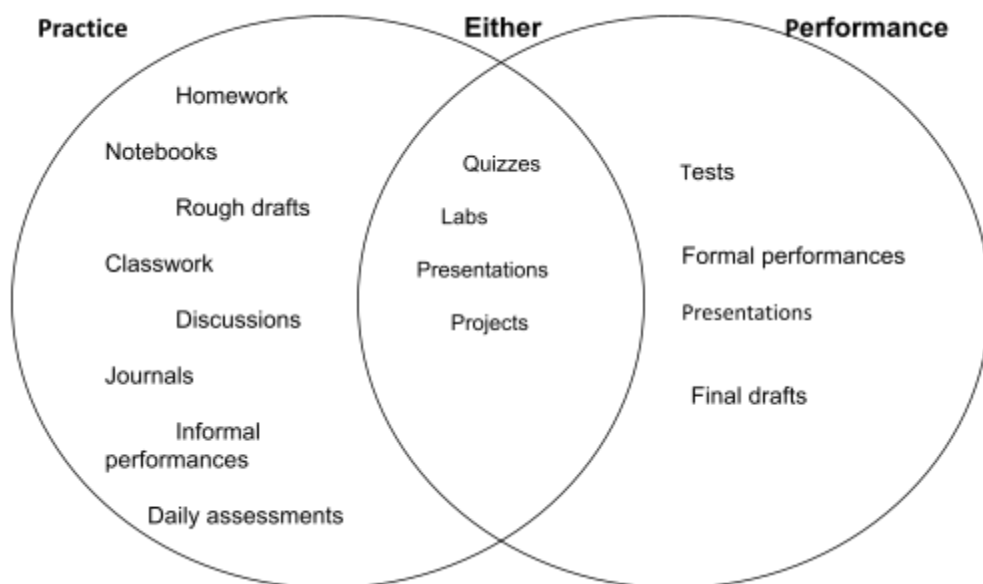
Ashley High School Grading Practices
Updated 3/2/17

The faculty and staff of Ashley High School will grade students according to the following categories:

- **Practice 40%**
 - Graded activities to teach curriculum standards during the learning process.
- **Performance 60%**
 - Student's demonstration of mastery of curriculum standards

Teachers will determine the weight of specific sub-categories within Practice and Performance in order to adapt to their specific curriculum and teaching style.

Teachers will use the guidelines in the chart below in determining what to include in each sub-category:



In addition, teachers will include their grade distribution on their syllabus, which will be distributed to students during the first week of each semester. Teachers will also display this information on their website.