WALTER HINES PAGE HIGH SCHOOL

PAGE PIRATES

STAFF HANDBOOK

23 - 24

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INTRODUCTION

This is the Page High School Handbook. In it you will find current policies, schedules, staff assignments, and other pertinent information. Each staff member is responsible for the information in this handbook as it relates to the efficient running of Page High School. Additionally, each staff member is to be familiar with all policies and procedures of Guilford County Schools. Copies of these policies and procedures are located in the Principal's Office, in the media center, on the GCS's web page under the "System" and "Administrator" icons. Please note that there is a statement of receipt below that needs to be printed out, signed and returned.

Mission Statement

The Mission of Walter Hines Page High School is to prepare Page Pirates for the future by striving for academic excellence and growth into responsible citizens who are engaged in a global community.

Page High School Code of Honor

As a staff member of Walter Hines Page High School, I believe in:

- The good name of my school;
- Maintaining high standards of school respectability
- The eternal search for truth;
- The wisdom of competent leadership;
- The purpose and benefits of united endeavor
- Individual responsibility for mutual action in promotion good sportsmanship;
- Courteous effort toward continuous improvement in all realms of social behavior.

With these ideals, I hereby pledge that I will strive to be:

- Completely honest in thought and action.
- Trustworthy in dealing with myself and others.
- Respectful and courteous by deed and in heart.
- Sincere in effort, humble in success, and gracious in defeat.
- Ever vigilant of the needs for intellectual, moral, and social integrity.

Dream Big Expectations

Classroom Management	Classroom Environment
• Develop a routine for the start of every class • Enforce silence during announcements • Be vigilant about school rules – ski masks, hoods, bandanas, dress code, OneCards, etc. • Use non-verbal cues to redirect students who are not on task the first time. • Be **consistent** with your rules, expectations and consequences. • Use educatorshandbook.com for all office referrals (minor vs. major); follow office referral protocol • Use the procedure for hall passes; maintain first 10 and last 10-minute rule; only send one student at a time • Outside food & drinks can only be received and consumed during a student's designated lunch period and are not allowed in classrooms during instructional time. • Students should not be lined up at the door before the bell to ensure we are teaching bell to bell. • Threshold at the door during all class changes	• Maintain a tidy environment. • Maintain a current and accurate seating chart. • Your room should be inviting, motivating and related to your content. • Use displays to emphasize current unit vocabulary. • Have an area for student supplies, make-up work and turning in work. • Involve students in classroom upkeep. • Display student work. • Students must have a hall pass when leaving the classroom either on the app or on paper • Maintain an updated sub/emergency folder that includes roster, seating chart, buddy teacher contact, and emergency exit plans.
Agenda/Lesson	**Classroom Culture and Instructional Strategies**

• Post in Canvas and the classroom and actively use a daily agenda that includes the following:
  ○ Essential Question (EQ)
  ○ I Can statement(s)
  ○ Daily Agenda
• Keep a calendar or display the date of the next major quiz, test, project/essay due date and end of quarter.
• Lessons should be aligned to learning targets.
• Lessons should include a short (<7 min) opener.
• Lessons should use the **Gradual Release Model.**
  ○ Modeling/Teacher input
  ○ Whole Group
  ○ Small group or Partners
  ○ Individual Practice
• Students should actively engage with content.
• Teacher should actively engage with students.
• **Formative Assessment** should be built into lessons.
• Teachers should have a closing activity (under 7 minutes) to assess learning and address questions.
• Teachers must follow all documented accommodations and modifications on IEPs, 504s, and EL plans.
• Lesson plans for the week are to be uploaded to Canvas by 9 a.m. each Monday.
• Update Canvas weekly: include weekly agenda, major due dates, I Can Statements/EQs
	• Create time for **relationship** building at the start of and throughout the year.
	• Place an emphasis on reading in all disciplines.
	• **Growth Mindset** Practices
	  ○ Explicitly teach a Growth Mindset vs. Fixed Mindset.
	  ○ Establish a culture that values taking risks and expects mistakes because they lead to learning.
	• Use **goal setting** at the start of year and each quarter – provide structures and times to set and reflect on measurable goals.
	• **Feedback** – beyond grades.
	• Modeling and Think-aloud
	• Incorporate **IB Approaches to Learning**
	  ○ **Higher Order Thinking**
	  ○ Research Skills
	  ○ Communication/Social Skills
	• Incorporate **IB Approaches to Teaching**
	  ○ Inquiry
	  ○ Conceptual Understanding
	  ○ Global and Local Context
	  ○ Differentiation
	  ○ **Collaboration**
	  ○ Informed by Assessment
	• Activate Prior Knowledge
	• Create meaning through relevant, real-life examples and assignments.
	• 21st Century skills and culturally relevant materials

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Grading Practices

- PLCs should determine common quarter category weights.
- PLCs should have regular common assessments and common weighting in a digital format including Performance Matters, AP Classroom, etc. Frequency of common assessments will be determined by each PLC.
- There must be at least one grade for each week that we are in session, and it must be entered into PowerSchool weekly.
- **Progress reports** must be emailed as communicated through our reporting calendar.
- Students cannot be held accountable through grades (punitively or incentivized) for returning materials, making donations or behavior.
- Students who receive a failing grade can receive a packet of make-up work for one quarter, per class, without question. If a student wishes to recover any further quarters in a class, they must apply and receive approval from the academic recovery committee
- The lowest quarter grade will be a 49 for all quarters.
- Each quarter, students will be allowed to turn in up to two (2) homework/classwork assignments up to three (3) days late with no penalty. Following the 3 days, each day the assignment is turned in late will result in a 10-point deduction to the overall score of the assignment.
  This policy will not apply to major assignments (such as tests, projects, take-home tests, etc.). Each teacher can indicate at the time of assignment if a particular project is not able to be turned in late using this policy.
- New assignments are cut off one week prior to the end of the quarter.

Attendance

- Take accurate attendance within the first 10 minutes of class.
- Monitor student attendance and communicate concerns with families, counselors and administration according to school policy (unexcused).
  - **1st Absence:** Student Contact: *Contact the student directly to check in on them, make sure everything is OK. Could be when they return the next day*
  - **3rd Absence:** Parent Contact: *Contact the student's parent by email/phone etc. to check on them and let them know about absences*
  - **5th Absence:** Parent/Counselor Contact: *Contact the parent again to follow up, and also loop the student's guidance counselor in that the student has missed 5 days (unexcused) so far*
- Chronic attendance issues should be referred to the school social worker/community and family liaison and guidance counselor.
- Staff is expected to be in attendance daily. Notify AP, department chair, and treasurer via email/phone if you are going to be absent
- Staff must work with a buddy teacher that will be able to print off a lesson plan/relevant material in the event of an unexpected absence.
- Rosters must be printed and given to department chair. Update as necessary
- Staff absences MUST be entered into Frontline as soon as possible, NO LATER THAN 7:30am on the day of the absence.
- Staff is expected be in attendance Fridays and Mondays before and after holidays.
- Staff must report to work on time and adhere to the work hours of 8:30am-4:30pm. Sign-in on computer in front office.

Communication

- Maintain Canvas page with the following as a minimum:
  - Profile picture
  - Contact information
  - Tutoring days/times (One morning and one afternoon)
  - Syllabus
  - Link to external website (if used)
  - Weekly lesson plans (following lesson plan requirements)
- Contact parents of students who are failing at interim and before report card time.
- Contact parents if a student receives an office referral.
- Designate common planning days for Big 4 either afterschool, before school, or during planning if schedules allow.
- Teachers will contact the parents/guardians of each student in their 5th period class during the first two weeks of school.
- All contact will be documented in Power Apps.
- Teachers will provide parents with a bi-monthly e-mail/school app update that provides what is currently happening in each class (beginning the 3rd week of school).

School Community

- All staff must participate on one school committee.
- Attend at least one sporting event per season.
- Attend at least one Cultural Arts event per year.
- Attend Homecoming dance, Twerp dance or Prom.
- Attend graduation.
- In assemblies, pep rallies, or guest speakers, teachers should monitor their students for and model appropriate behavior.
- Be at duty locations on time and find a replacement when you are unavailable.
- Make sure students leave areas clean and tidy (ex. computer labs, media center, cafeteria, hallways)
- If you are reserving a community space and are no longer planning to use the space, make sure you CANCEL the reservation to allow space for another teacher.
- Staff must sign-in at the Ident-a-Kid computer daily.

GUILFORD COUNTY SCHOOLS

Mission Statement

Guilford County students will graduate as responsible citizens prepared to succeed in higher education or in the career of their choice.

Core Values

Diversity- We are committed to creating an educational organization where a variety of persons and perspectives are welcome. We are committed to providing an environment where students and staff from all cultures and backgrounds may succeed.

Empathy- We are committed to developing a culture where our employees identify with and understand the feelings of our students and parents and their colleagues.

Equality- We are committed to creating a school system where everyone is appreciated for who they are and evaluated based solely on their contributions and performance. Through the work of this institution, we will create awareness of and work especially to eliminate individual and institutional racism.

Innovativeness- We are committed to fostering a work environment where the goal is not to manage innovations, but to become innovative. Problems are identified, ownership of those problems is assumed by the adults in the district, and everyone works together as agents of the solution until the problems are solved. We will not stop until obstacles are removed, innovative solutions found, and clear and compelling goals are established.

Integrity- We are committed to creating a school district that acts with honesty and forthrightness, holding ourselves to high academic and ethical standards, and dealing with everyone with respect.

16 NCAC6C.0602 – THE STANDARDS OF PROFESSIONAL CONDUCT FOR NC EDUCATORS

The standards listed in this Section shall be generally accepted for the education profession and shall be the basis for State Board review of performance of professional educators. These standards shall establish mandatory prohibitions and requirements for educators. Violation of these standards shall subject an educator to investigation and disciplinary action by the SBE or LEA.

Professional educators shall adhere to the standards of professional conduct contained in this Rule. Any intentional act or omission that violates these standards is prohibited.

(1) Generally recognized professional standards. The educator shall practice the professional standards of federal, state, and local governing bodies.

(2) Personal conduct. The educator shall serve as a positive role model for students, parents, and the community. Because the educator is entrusted with the care and education of small children and adolescents, the educator shall demonstrate a high standard of personal character and conduct.

(3) Honesty. The educator shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of professional duties including the following:
   (a) statement of professional qualifications;
   (b) application or recommendation for professional employment, promotion, or licensure;
   (c) application or recommendation for college or university admission, scholarship, grant, academic award, or similar benefit;
   (d) representation of completion of college or staff development credit;
   (e) evaluation or grading of students or personnel;
   (f) submission of financial or program compliance reports submitted to state, federal, or other governmental agencies;
   (g) submission of information in the course of an official inquiry by the employing LEA or the SBE related to facts of unprofessional conduct, provided; however,71 that an educator shall be given adequate notice of the allegations and may be represented by legal counsel; and
   (h) submission of information in the course of an investigation by a law enforcement agency, child protective services, or any other agency with the right to investigate regarding school-related criminal activity; provided, however, that an educator shall be entitled to decline to give evidence to law enforcement if such evidence may tend to incriminate the educator as that term is defined by the Fifth Amendment of the U.S. Constitution.

(4) Proper remunerative conduct. The educator shall not solicit current students or parents of students to purchase equipment, supplies, or services from the educator in a private remunerative capacity. An educator shall not tutor for remuneration students currently assigned to the educator's classes, unless approved by the local superintendent. An educator shall not accept any compensation, benefit, or thing of value other than the educator's regular compensation for the performance of any service that the educator is required to render in the course and scope of the educator's employment. This Rule shall not restrict performance of any overtime or supplemental services at the request of the LEA; nor shall it apply to or restrict the acceptance of gifts or tokens of minimal value offered and accepted openly from students, parents, or other persons in recognition or appreciation of service.

(5) Conduct with students. The educator shall treat all students with respect. The educator shall not commit any abusive act or sexual exploitation with, to, or in the presence of a student, whether or not that student is or has been under the care or supervision of that educator, as defined below:

(a) any use of language that is considered profane, vulgar, or demeaning;
(b) any sexual act;
(c) any solicitation of a sexual act, whether written, verbal, or physical;
(d) any act of child abuse, as defined by law;
(e) any act of sexual harassment, as defined by law; and
(f) any intentional solicitation, encouragement, or consummation of a romantic or physical relationship with a student, or any sexual contact with a student. The term —romantic relationship shall include dating any student.

(6) Confidential information. The educator shall keep in confidence personally identifiable information regarding students or their family members that has been obtained in the course of professional service, unless disclosure is required or permitted by law or professional standards or is necessary for the personal safety of the student or others.

(7) Rights of others. The educator shall not willfully or maliciously violate the constitutional or civil rights of a student, parent/legal guardian, or colleague.

(8) Required reports. The educator shall make all reports required by Chapter 115C of the North Carolina General Statutes.

(9) Alcohol or controlled substance abuse. The educator shall not:

(a) be under the influence of, possess, use, or consume on school premises or at a school-sponsored activity a controlled substance as defined by N.C. Gen. Stat. § 90-95, the Controlled Substances Act, without a prescription authorizing such use;
(b) be under the influence of, possess, use, or consume an alcoholic beverage or a controlled substance on school premises or at a school-sponsored activity involving students; or 72
(c) furnish alcohol or a controlled substance to any student, except as indicated in the professional duties of administering legally prescribed medications.

(10) Compliance with criminal laws. The educator shall not commit any act referred to in G.S. 115C-332 and any felony under the laws of the United States or of any state.

(11) Public funds and property. The educator shall not misuse public funds or property, funds of a school-related organization, or colleague's funds. The educator shall account for funds collected from students, colleagues, or parents/legal guardians. The educator shall not submit fraudulent requests for reimbursement, expenses, or pay.

(12) Scope of professional practice. The educator shall not perform any act as an employee in a position for which licensure is required by the rules of the SBE or by Chapter 115C or the North Carolina General Statutes during any period in which the educator's license has been suspended or revoked.

(13) Conduct related to ethical violations. The educator shall not directly or indirectly use or threaten to use any official authority or influence in any manner that tends

to discourage, restrain, interfere with, coerce, or discriminate against any subordinate or any licensee who in good faith reports, discloses, divulges, or otherwise brings to the attention of an LEA, the SBE, or any other public agency authorized to take remedial action, any facts or information relative to actual or suspected violation of any law regulating the duties of persons serving in the public school system, including but not limited to these Rules.

History Note: Authority G.S. 115C-295.3;
Eff. May 1, 1998.

Page HS Teacher Expectations

Teachers are to report to work at 8:30 am and remain until 4:30 pm each day.

Teachers may not leave campus without checking out in the front office and notifying their administrator.

Teachers must communicate absences and secure substitutes.

Teachers should not be on their cell phones during class time or while on duty.

If teachers collect cell phones or other items from students, it is their responsibility to secure those items. If anything gets lost or stolen, it is the personal responsibility of that teacher to replace the item.

Teachers should adhere to the guidelines, polices, and procedures outline in this handbook, as well as the Guilford County Schools Employee Handbook.

Dress Guidelines – Faculty and Staff

All faculty and staff members are expected to dress professionally at all times. We serve as important role models for our students and should reflect the standards we expect of them. Jeans may be worn on Fridays with Page spirit wear to show school pride. Leggings/yoga pants may not be worn unless the shirt you are wearing is a long shirt (mid-thigh length). **Administration reserves the right to modify this policy as necessary and further reserves the right to determine what is considered inappropriate or disruptive.**

2023-2024 Bell Schedules

BELL SCHEDULE
2023 2024

PAGE PIRATES

Period:	1	9:20 - 10:15 am
	2	10:20 - 11:10am
	3	11:15 - 12:05pm
	4A	12:10 - 1:00pm
	1st LUNCH	12:05- 12:45pm
	2nd LUNCH	1:00 - 1:40pm
	4B	12:45 - 1:35pm
	5	1:40 - 2:30pm
	6	2:35 - 3:25pm
	7	3:30 - 4:20pm

1-HOUR DELAY BELL SCHEDULE

2023 2024

PAGE PIRATES

Period:	1	10:20 - 11:00am
	2	11:05 - 11:45am
	3	11:50 - 1:20pm
	1st LUNCH	11:50- 12:30pm
	2nd LUNCH	12:40 - 1:20pm
	4	1:25 - 2:05pm
	5	2:10 - 2:50pm
	6	2:55 - 3:35pm
	7	3:40 - 4:20pm

2-HOUR DELAY BELL SCHEDULE

2023 2024

PAGE PIRATES

Period:	1	11:20 - 11:50am
	2	11:55 - 12:25am
	3	12:30 - 2:00pm
	1st LUNCH	12:30- 1:10pm
	2nd LUNCH	1:20 - 2:00pm
	4	2:05 - 2:35pm
	5	2:40 - 3:10pm
	6	3:15 - 3:45pm
	7	3:50 - 4:20pm

Class Dismissal

Teachers dismiss classes; not the bell. Respect your colleagues' instructional time--please do not keep students after class.

All teachers must be on duty during every class change time at their door or assigned duty location.

*****ALL TEACHERS ARE TO MONITOR THE HALLWAYS DURING CLASS CHANGE AND DISMISSAL*****

TEACHER ABSENCES

It is the teacher's responsibility to record absences in Frontline/AESOP, which is the program used to contact substitute teachers. Absences can be either called in or entered from the computer. If taking the entire day, the cut-off time for entering absences is 7:45 a.m. If taking a half day, the cut-off time for entering absences is 11:45 a.m. If your position or absence does not require a substitute, your absence is still required to be recorded in Frontline/AESOP. Teachers are responsible for contacting subs to ensure classroom coverage for planned absences. GCS Leave is calculated in hours. Your available hours of leave can be found on your GCS paystub.

Personal Leave

Personal Leave is earned only by permanent full-time or part-time classroom teachers and media specialists. All such full-time instructional personnel earn personal leave at the rate of .20 days for each full month of employment not to exceed two (2) days per year. Part-time personnel earn at a prorated share, the rate for full-time employees.

Personal leave may be used only upon the authorization of the employee's immediate supervisor. Personal leave may not be taken on the first day the employee is required to report for the school year, on a required teacher workday, or days scheduled for State testing, or on the day before or the day after a holiday or scheduled vacation day, unless the request is approved by the principal. On all other days, if the request is made at least five (5) days in advance, the request will be automatically granted subject to the availability of a substitute teacher, and the employee cannot be required to provide a reason for the request. With the approval of the supervisor, a teacher can use Personal Leave without a substitute teacher deduction on an optional workday. Eligible employees using accrued personal leave will receive full salary less the required substitute deduction, except for using personal leave on non-protected teacher workdays. Eligible employees using accrued personal leave on non-protected teacher workdays will receive full salary. To use a personal leave day, the employee must complete a "Leave Request" (form FIN-017) available in the school/department office.

Any personal leave taken the day before or after a holiday or during standardized testing requires documentation and may result in a day without pay.

Sick Leave

Sick leave is earned by all permanent employees at the rate of one (1) day (7.5 hrs.) for each monthly pay period they are working or on paid leave for one-half or more of the workdays in the pay period (pro-rated for part-time - 50 percent or more). This leave may be used for personal illness, injury, temporary disability, illness or death in the immediate family, or employee medical appointments.

For periods of ten (10) working days or less, employees must complete a "Leave Request" (form FINFO17) available in the school/department office to request/document the absence. The immediate site supervisor (Dr. Naglee) is authorized to approve requests from employees for use of accumulated sick leave for up to ten (10) consecutive days. Requests for more than five (5) consecutive days must be accompanied by a doctor's statement.

Dr. Naglee or the Human Resources Department may require, at any time, a statement from a medical or other acceptable proof that the employee was unable to work. For periods of more than ten (10) working days, employees must complete a "Request for Leave of Absence" (form HUMF001) also available in the school front office and the GCS Website. The Benefits Department has authority to approve requests from employees for use of accumulated sick leave for a period exceeding ten (10) workdays.

As of July 1, 2021, annual leave, sick leave and other types of leave is measured in one-hour increments, instead of using whole, half or partial days. There is one exception: Teachers who require a sub will still use leave equivalent to half or whole days, except on optional workdays when they may request to use leave in hourly increments. It may only be taken within existing guidelines for personal illness, or an illness or death in the immediate family as defined by the State Board of Education.

Any sick leave taken the day before or after a holiday requires documentation.

Annual Leave

G.S. 115C-316 requires that the first ten (10) days of annual leave earned by 10- or 11-month employees during any fiscal year be scheduled for use in the school calendar adopted by the local Board of Education. Employees are eligible to request additional available annual vacation leave during each year for a stated purpose. State and local regulations determine when annual leave may be taken. Annual leave must be authorized by the immediate supervisor (Dr. Naglee) and the employee must complete a "Leave Request" (form FIN-F017) available in the front office to request/document the absence.

Guilford County Schools requires annual vacation leave to be used in one-half or whole day units. All full-time and part-time permanent employees who work or are on paid leave (including paid holidays and when on Worker's Compensation) for one-half or more of the workdays in a monthly pay period, earn annual vacation leave based on the length of total State of North Carolina service. Annual vacation leave for a part time permanent employee will be computed on a pro- rata basis.
Instructional Personnel and Bus Drivers: In 2012, the legislature amended the law permitting instructional employees and bus drivers who work 11 or 12 months in a year-

round or extended year and require substitutes to use annual vacation leave on days students are in attendance with prior approval of the principal or supervisor.

Voluntary Shared Leave

Voluntary shared leave is intended to help employees who face financial hardship because of absences for serious medical conditions. The employee must exhaust all available leave before using donated leave. Employees who are approved to receive donated leave may receive annual leave from any employee in their own school system. With approval, annual leave and/or sick leave may be received from an immediate family member in any school system or approved state agency. Donated and/or Voluntary Shared Leave forms may be obtained from the school treasurer or the Benefits Office.

SUBSTITUTE TEACHERS

- Substitute teachers are employed for a half day (3.75 up to 4 hours) or a full day (minimum 7.5 hours).
- Early release days do NOT apply to subs. They are required to work a full day (7.5 hours) if being paid for a full day.
- If the classroom teacher has a planning period or only teaches for a couple of classes, the sub should be available to cover other classes, if requested by school administration.
- Substitutes who arrive late are expected to work the full 7.5 hours even though students may have been dismissed at an earlier time. Any exceptions to these procedures require approval from the school administrator. Failure to comply may result in removal from the sub list. Please let us know via email if you have any issues with subs meeting expectations.
- Teacher Assistants should NOT be the requested sub for any classroom. In the event of an emergency (when AESOP has not provided a sub) the principal may request a TA to cover a classroom. This should NOT be the standard practice in any school and abuse of this process may result in notification to principal or HR administration. The standard practice involves the creation of a job vacancy via the Automated Substitute Placement & Absence Management (AESOP).
- All classroom teachers and teacher assistants should be registered with ASEOP and use the system to generate job requests.
- Student teachers may sub for their cooperating teacher with college/university permission and principal approval if they are on the GCS sub list. Student teachers who desire this option must complete the health certificate prior to approval.

STAFF PARKING

Staff members may park in the following lots: Auditorium lot, Auditorium side lot, circle, and gym lot. Availability depends on arrival time. Administrative staff and office support who run errands during the day may park in the administration circle. Each employee will be issued a parking permit that will hang from their car's front mirror. These permits may be switched from car to car. Please make sure your vehicle's license plate is registered with the school treasurer in the front office. Parking permits will be collected at the end of the year. All employees' guests should be directed to go to the front office to sign in and register their car. Cars that have not been registered may be towed at the owner's expense.

Note: Substitute teachers, student teachers, student observers and others are to report to the front office to be assigned a parking space.

- Visitors park in front of the main building. Handicap parking for visitors is located in front of the main building.

- The student pickup/drop off area is located in front of the auditorium and gym lot.

CLASSROOM & BUILDING MAINTENANCE

- Do not use tape or adhesives on the wall that will cause the paint to be removed from the wall. Extension cords should be plugged in when using equipment. If not in use, extension cords should be properly stored. Extension cords cannot be used as a substitute for permanent wiring.

- The appearance of the classroom is the responsibility of the teacher. The following are requirements for improving the appearance of the classroom:

1. Develop colorful, interesting, and pertinent bulletin boards.
2. Develop content-related Word Walls.
3. Display content-related/character building posters.
4. Provide appropriate space for school announcements.
5. Keep floors, desks, and dry erase boards/ chalkboards clean. At the end of the day, adjust blinds, windows, and furniture.
6. Display student work regularly.
7. Rules and procedures must be posted so that all students can view.

- Teachers should store materials in a neat and orderly manner.

- Do not permit students to eat food in class.

- Furniture, equipment, and building components (doors, windows, HVAC, etc.) in need of repair should be reported to administration or front office. Include building name, room number, hallway number, and other identifiers for location. Describe the condition or problem.

- Furniture, file cabinets, and other assigned equipment should not be moved from the classroom without prior approval.

GENERAL OFFICE SERVICES

Faculty Mailboxes

Each staff member has been assigned a mailbox next to the teacher workroom in the front office suite. Memos and mail will be placed in teacher boxes by front office and other school personnel. These boxes are not secure and valuable items should not be left in them. **Teachers should check their box in the morning upon arrival, during lunch period, and at the end of the school day**.

******Staff members may not send students to retrieve the contents of their boxes******

Copier Use

ALL TEACHERS WILL RECEIVE A SPECFIC AMOUNT OF COPIES for the year. You may use the two in the teachers' workroom and the one in your department. Please use your copies wisely and remember it is not ink but paper that determines your number. Teachers are free to use the copiers in the teacher workroom at their convenience. Teachers are asked to be considerate of others who are in line and need to use the machine.

Should the copier have a paper jam, please follow the instructions on the screens located on the copier for clearing the jam. If you are unable to clear the jam completely, please place a note on the copier and contact the front office. Please be sure to delete your print job from the copier. If you do not, your print job will resume copying once the jam is cleared.

When copying, all staff members are reminded to follow all *copyright laws. For more detailed information, documents can be* located on the GCS website.

Supplies

Supplies are ordered through the treasurer in the fall and spring. Additional items can be requested from treasurer on a case by case basis.

GUIDANCE SERVICES

Procedures for Arranging Appointments with Counselors

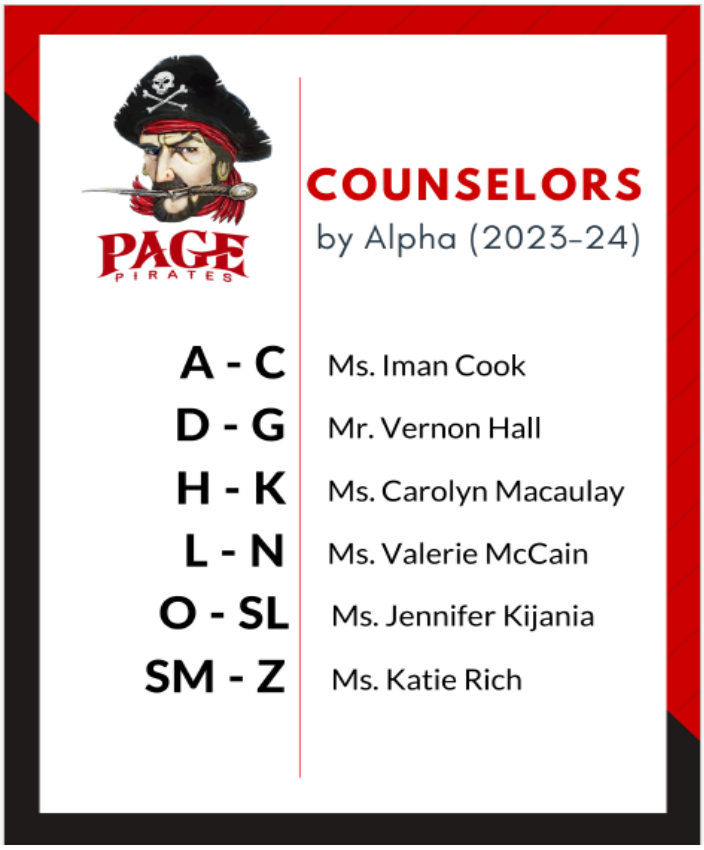
1. To schedule an appointment with a school counselor, students should go to the Page we page at www.gcsnc.com/page_high. Go to Departments on the top menu bar, scroll down and click on Counseling. Then, at the top of the page, click on Meet with your Counselor, select a counselor, and book your appointment. Students can also ask teachers to see a counselor if immediate attention is needed.

2. The student will report to the counselor at the scheduled appointment time. Teachers will write students a pass to attend their appointment time.

3. Counselors will write students a pass back to class. Students are to return to class promptly as not to miss additional instructional time.

4. The counselor may also call or send for a student during class. Teachers are to send the student with a note to the counselor's office. When the appointment is finished the counselor will note the departure time on the pass and have the student return to class.

Counseling Department Team



Counseling Support Staff

Data Manager	Catalina Burns
Registrar	Teresa Beaupre
Office Support	Shaquanna Parham

MEDIA CENTER

Students and staff are encouraged to use the Media Center for reference, computer information retrieval, studying, recreational reading and browsing. Students may use the Media Center before school and any time after school without a pass. During the school day, including lunchtime, students need a pass to come to the Media Center.

Scheduling Media Resources

Classroom teachers are encouraged to bring their classes to use Media Center resources. Teachers must coordinate days and times with the Media Specialist. The Media Staff welcomes the opportunity to help teachers integrate media resources with classroom courses of study. Carts of materials may be pulled for use in the Media Center or to be taken to the classroom. Teachers must remain with their classes and monitor their students' behavior in the Media Center and computer labs. Substitute teachers may not bring students to the Media Center.

*****After school and weekend events must also be scheduled on the media center calendar and on the main office calendar. *

Check-Out

Faculty members may check out **books** without a time limit. Student teachers should check out through their supervising teacher. Teachers are responsible for the materials checked out by their student teachers.

Requests for equipment should be made in advance, if possible, to ensure availability on the day needed as equipment is limited. Please pick up equipment yourself and return all borrowed equipment to the Media Center at the end of each school day so they may be properly secured and ready to go out to other teachers the next day.

Collection Development

The Media Staff welcomes suggestions for purchases to be added to our collection. Please let us know what you would like to see added to the media center collection. Overdue notices will be sent to the student's 1st period teacher for distribution or to selected teachers if the student has 1st period at Weaver Center. We appreciate all the help teachers give us in handing out overdue slips to students during the year.

Professional Library

A professional collection is located near the Media Center office. It includes videos, books, and educational resources. Please make suggestions of materials that you would like to see added to the professional library.

Instructional Computer Lab

GCS is currently 1:1 regarding laptop devices, but if a lab is needed, there is one in the back of the Media Center.

- A teacher must accompany students while they are in the lab.
- Students are not allowed to change settings or service any computer in the lab.
- Food and drink are not allowed in the lab.
- At the beginning of each class, the teacher should check the lab for any problems. Any noted problem should be sent to the Media Specialist.
- At the end of each class period, the teacher will do the following:
    - Ensure that all students have logged off.
    - Check for missing parts and report any to the Media Specialist.
    - Check the area for books, trash, etc. and make sure everything is clean.

SCHOOL POLICIES

General Information

It is the belief of the staff of Page High School that all children can learn. As educators, we are to strive continually for excellence in the classroom by promoting academic success. Lessons plans must be well-organized and effective discipline ensured. The staff is to maintain open communication with colleagues, students, and parents.

Allowing Students Out of Class

Students should not be allowed out of class for any reason without a hall pass. It is the teacher's responsibility to limit students' movement outside of the classroom. Only one (1) student is allowed out of class at a time. **To assist, students may not leave a teacher's room the first 10 minutes nor the last 10 minutes of every class period.** When students are out of the room, make sure there is a sign out process in place. This will be monitored by the administrative team.

Passes

Students are required to carry a pass any time they are away from their assigned class. Passes are located in the front office for copy to ensure you have an adequate amount on hand. Please fully complete the pass before assigning to students.

Announcements

Announcements will be made at the end of 1st period. If you need an announcement made, please type it and turn it in to the front office secretaries. Students who wish to have announcements made should write or type the announcement and then have a faculty member turn it in for approval. We will not make announcements that do not have a faculty member's signature. Announcements must be brief.

Attendance

The classroom teacher will keep attendance for each period and for homeroom during the first ten days of school. Your responsibility in this area cannot be overemphasized. Each teacher should keep an accurate account of each student's attendance. Pay careful attention and follow the instructions that you will receive for the ten-day count. If something happens to the computer system, you will still be held accountable for student records.

Following the first 10 days of school, teachers are asked to take attendance the first 10 minutes of class in PowerSchool. Please mark tardies as well as absences in PowerSchool.

Tardies

Students are encouraged to arrive to school on-time and attend all classes as scheduled to ensure the best opportunity for academic success.

Students who arrive to school escorted by a parent or with an official note (doctor’s note, court papers, etc.) during 1st period only will immediately report to the attendance office. The note must contain the reason for tardy, date, student's name/ID number, parent's signature, and a valid phone number for contact. Those students will receive a tardy slip from the Attendance Secretary and report immediately to class. Unofficial notes will be audited for authenticity.

Hall Sweeps will be conducted periodically throughout the school year to address schoolwide tardies. All staff members will need to participate in the tardy sweeps when they are conducted. Classroom teachers will need to CLOSE AND LOCK THEIR DOORS when the tardy bell rings. Planning teachers will need to clear (sweep) the halls the first few minutes of planning. Every 3rd tardy will result in ISS.

Parking permits will be revoked from students with excessive tardies within a quarter. This requires students to turn-in their parking permit for a period of 10 school days. If excessive tardies persist, permits will be revoked permanently.

Classroom Care

- Teachers are responsible for keeping their classroom clean and neat at all times. Do not stock papers, etc. for extended periods of time.
- Teachers are responsible for the security of the classroom.
- Vandalism in your classroom should be reported to administration immediately.
- Leave the window blinds uniformly open and extended to the bottom of the window when you leave the room at the end of the day.
- Ensure that windows and the doors are locked when you leave.
- Paper should not be placed over windows or doors to your room. There may be times when administration will need to look into your room without interruption.

High School Eligibility Requirements (Established by the NCHSAA)

To participate in athletics at Page High School, all athletes must create a DragonFly Max account at https://www.dragonflymax.com/ and upload all required documents. All athletes are also required to pay the GCS $45.00 sports participation fee.

Academic Requirements – Students at schools using the traditional schedule must pass a minimum of five (5) classes during the semester immediately prior to the semester of athletic participation.

Attendance Requirement – In order to be eligible for athletic participation, students must have been in daily attendance 85% of the previous semester (includes excused and unexcused absences). In regard to athletic eligibility, daily absences cannot be made up under any circumstances, even if the student attends Saturday School, extra help sessions, summer school, and/or any other means to make up academic work.

Promotion Standards – All students must meet local promotion standards established by Guilford County Schools. A set number of units/credits must be earned in order to be promoted to the next grade level.

Eight Semester Rule – Beginning with the student's first entry into the 9th grade, the student may not participate in athletics for a period lasting longer than eight (8) consecutive semesters.

Medical Examination – Student athletes must receive a ***medical examination*** once every 365 days by a duly licensed physician, nurse practitioner, or physician's assistant. Exams are required every 395 days beginning with exams given on or after January 1, 2021.

Age – A student may not participate in any sport if his or her 19th birthday comes on or before August 31st of the current school year.

Residence – A student is eligible to participate in athletics at the school to which he or she is assigned by the Board of Education, within the administrative of residence. Transfers within the Guilford County Schools administrative district are governed by local Board of Education policy.

Student Participation in Interscholastic Athletics – In addition to the athletic eligibility rules established by NCHSAA, additional athletic eligibility rules have been established by the Guilford County Schools Board of Education.

- Students in grades 10-12 must earn a weighted GPA of 2.0 or higher during the semester immediately prior to the semester of athletic participation. First year freshmen do not have a GPA requirement for the first semester of the 9th grade year but must earn a GPA of 1.50 or higher during the first semester to be eligible for the second semester of the 9th grade year.

- Annually, prior to participation, parents must provide two proofs of residence.

- Annually, prior to participation, the student and parent must complete GCS Fair Play forms.

- Annually, prior to participation, the student and parent must complete the Gfeller-Waller Concussion Form.

Supervision

During class changes, before, and after school, all teachers are expected to stand in the hallway and monitor students. Teachers are to leave their classrooms during the class period only in an emergency. Make sure a fellow staff member can supervise your class while you are out. Students must be supervised at all times. Do not leave students unattended in the classroom.

Teachers are expected to circulate and monitor students during instruction.

Morning Duty Assignments

All assigned staff members are expected to be on duty by 9:00 am and fulfill all duty requirements. All teachers are expected to meet and greet students at the beginning of each class. Our visibility is the key to the continued success of our schoolwide policies and procedures.

Lunch Duty

Areas used for lunch: Cafeteria, Treasure Island, Front of G-Wing, Inside G-wing (inclement weather only – see below), Shipyard.

Areas closed to lunch – the commons area, breezeway, parking lots (except juniors and seniors to and from lunch), gymnasium and areas around gyms, athletic fields, rear of buildings and grounds.

G-wing lobby is open for rain and weather below 32 degrees Fahrenheit or 32-degree wind chill factor.

- No traffic in media center hallway unless student has a pass. Students traveling to and from G-Wing use the front sidewalk. Students going to see their counselor should have a pass.

- In inclement weather, students may use the media center hallway to access G-wing. This is one directional as students may return across the front sidewalk to the cafeteria if they choose.

- All instructional halls are closed to students without passes. All bathrooms except the cafeteria bathrooms and G-wing bathrooms (per weather criteria) are closed unless students have a pass.

Teachers on duty are to have students adhere to the traffic and use patterns. If assistance is needed to clear an area such as the commons, teachers should call the office.

Your presence provides protection of instructional areas and is a requirement.

Teachers are to place their lunch duty time and locations in their substitute plans.

Confidentiality

Page High School maintains strict confidentiality and security of records in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), in addition to other federal and state laws. These laws pertain to the security and privacy of all records that contain information that identify or could lead to the identification of a student or that could reveal private information concerning an employee or student.

Staff members have authorized access to such private information as a condition of employment to the extent necessary to perform their duties. As an employee of Guilford County Schools, you are required to protect against unauthorized access to such information. In an effort to assist all staff members, a paper shredder is available for use in the front office workroom during normal school hours. If you need assistance operating the machine, ask the treasurer.

Discipline

School discipline is one of the most important factors in the learning environment. It is important that each staff member is conscious of the total atmosphere of our school. **Discipline is a team effort. ALL TEACHERS ARE REQUIRED TO KEEP A PARENT**

CONTACT LOG. This should be done using Power Apps (one of your Microsoft 365 apps) Logs can be reviewed by administration at any time.

- All teachers must make a parent contact prior to submitting a discipline referral form.

- Teachers are responsible for classroom management. Teachers are responsible to communicate their classroom management plan through their syllabus.

- When it becomes necessary to make a referral in Educators Handbook, realize that you are asking for additional help. Please be patient and understanding, as well as supportive, of the measure(s) taken by an administrator. If you feel it necessary to discuss what has taken place between the student and the administrator, please feel free to come and talk with the administrator. If you feel the administrator needs more input before talking with the student, please see the administrator before referring the student.

- **Never send students out of the classroom to the office without contacting the office.**

- Students are not allowed to skip class. Therefore, it is imperative that you keep appropriate attendance and tardy records in PowerSchool. Please make contact with a parent when you suspect a student is skipping your class. All students assigned to your class should be with you the entire class period.

- All referrals should be entered into Educators Handbook on the day of the incident unless otherwise discussed with administration. Staff will receive an email from Educators handbook when the referral is completed. Please email the appropriate administrator with questions.

<u>Procedures to Be Followed Prior To Referring A Student To The Office</u>

1. Verbal Warning
2. Conference with student
3. Telephone Call to Parent
4. Referral to Guidance Counselor if appropriate (Do NOT send a child to the counselor as a behavior consequence.)
5. Conference with parent, if feasible
6. **Communication logs are required to document behavior concerns (Educators Handbook can be utilized for minor incidents to document parent contacts/interventions).**

Keep a record of your students' discipline offenses in your classroom using Educators Handbook. This allows classroom discipline strategies used to be available to administration if needed. Use minor incidents to document classroom discipline. Once a student has been referred to the office, **the above procedures should be implemented again prior to any subsequent referral.**

Discipline referrals to the office should be few and only for flagrant disruptive behaviors. The above discipline referral procedures must have already been carried out unless the incident was of a violent or dangerous nature. All other discipline problems

should be handled in the classroom – which has been the case in recent history. Remember: An Educators Handbook referral form MUST accompany every student referred to administration. Teachers are responsible for providing documentation of parent contacts for the student.

Minor scuffles, pushing, or verbal arguments should be handled with grade-level discipline procedures in the classroom. **If you did not see what happened, you must investigate it thoroughly before taking any action**. Other children **do not** make good witnesses because they often take sides against someone. You must take time to listen to all sides of the story when more than one child is involved. Avoid the use of whole class punishments.

Do not send a child to the office without prior notice to the principal or assistant principal. The office should be called for administration to remove students for emergencies. Students should be escorted to the office by administration or faculty/staff.

If a student is referred to the office, the principal and assistant principal reserve the right to determine the appropriateness of a particular punishment for each individual student according to the circumstances based on GCS policy. The teacher must <u>not</u> punish the child further if the child has been referred to the office.

In summary, the administration supports the school as a safe place where learning is the focus. Every effort necessary will be done to ensure that Page High School produces a climate conducive to learning. A vital element in being successful is to include parents whenever possible. Working together, we can accomplish this end.

Building Access

Each staff member should have access to his/her classroom and are assigned a key(s) at the beginning of the school year. Keys need to be returned to the treasurer at the end of the school year. Only administrators or specified personnel have front door keys. If you enter the building through other doors, it is your responsibility to ensure the alarm is disarmed. **All fines are the responsibility of the individual causing the false alarm.** Teachers will also be given key fobs. These are to be used when entering each building. The building is open from 7:00am to 9:30pm Monday thru Friday. Key fob access may vary. If a teacher has a student leave the classroom to go to another building during class, that teacher needs to make sure he or she has a way to let students back into that building. Students are not allowed to use teacher keys or fobs for security reasons.

Lesson Plans/Classroom Instruction

A copy of your daily lesson plans should be located in Canvas. Weekly lesson plans are required to be uploaded to Canvas before school starts each Monday by 9 a.m.

Emergency lesson plans need to be turned in to department chairs by mid-September for emergencies and substitutes. Proficient lesson plans should have clear, detailed

goals with objectives that are aligned with the your NC Standard Course of Study. These plans should be clear and detailed enough for a substitute to follow.

- Class time should be spent in “structured” learning activities.

- There should be plenty of guided practice (repetition) with close monitoring by the teacher. The teacher should give frequent, specific feedback (correction and praise) to **all** students.

- Teachers should frequently “assess” material that has been taught and allow time for corrective instruction as needed by students.

- **Lessons should have productive teacher input and modeling**. There should be a sufficient time spent in teacher-led questioning, student discourse, teacher feedback to students, and supervised practice of learned material.

- Higher order thinking questions should be incorporated into lessons on a routine basis.

- Teachers should have a method of calling on non-volunteers or using patterned turns to select students to answer questions. **All students** should be given equal opportunities to answer questions and to participate in class with an adequate amount of “wait” time.

- Teachers should “differentiate” instruction. Instruction should be organized in such a way that learning activities are at suitable levels for all the students in the classroom.

- Teachers should be following **the GUILFORD COUNTY SCHOOLS’ Prioritized Curriculum** for all subjects **with the Content and Language Objectives posted or written on the board every day for each subject**.

- Teachers should have clear, detailed lesson plans**.** These plans should be clear and detailed enough for a substitute to follow.

Emergency Lesson Plans

Lesson plan folder should include all pertinent information: current attendance sheet, lunch schedule, lunch duty, bathroom rules, fire drill information, name of student who can assist substitute, department chair/phone number who can assist/answer questions, location of pertinent materials, behavior expectations (talking, no food in classroom, etc.)

Lesson plans should spell out all details of lesson - how to group students, time for each segment, what to do with completed papers, and how much assistance students can give one another, etc.

Lesson plans should include multiple parts; no student should be expected to "read and answer questions" for 50 minutes.

No Videos. They are too difficult to monitor.

Lesson should be generic enough that it can be used at any point in the semester. Teachers in the same subject areas should create the lesson together.

If the lesson includes worksheets, copies should be made in advance and included in the emergency plan packet.

If the lesson includes text information, teacher should provide substitute with location of extra texts in case someone comes to class unprepared.

Lesson directions should explain to the students how these lesson materials will be used, how they will be graded and what they can expect for a grade.

Emergency plan should not include a test, as substitutes cannot monitor student behavior as well as the teacher.

Emergency plans will be placed in a central location, after they have been approved by the administration.

Locker Assignments

Lockers can be requested by students. Please send locker requests to Mrs. Hudson.

Inform students that all lockers are property of the school, and administration has the right to search any locker. The school is not responsible for lost or stolen items.

Departments may decide to use lockers for book storage.

Textbooks Procedures

Textbooks are under the supervision of the Curriculum Facilitator Team and Department Chairpersons. Classroom teachers are asked to cooperate with them to ensure that classes have the appropriate materials to maximize the instructional program.

Department Chairpersons are asked to assume responsibility for organizing their books for the most efficient operation by doing the following:

1. Knowing which books belong in the department and where they are in the department storage areas.

2. Selection and Ordering of Textbooks - Deciding which textbooks are to be used and supplying the appropriate person with the information necessary for ordering additional textbooks.

3. Auditing and Checking Out Textbooks - Being responsible for checking out departmental textbooks and having teachers sign for all books received from the storage area.

4. Making sure all new books are stamped with a number.

5. Filing an accurate report at the end of the year and send it to the treasurer. After sending your student list/report to the treasurer, update your records and the treasurer when students bring in their books for record keeping.

Teacher Textbook Responsibilities:

1. **Audit Your Textbooks and Check in/Check out Procedures** - Count your books as soon as you receive them. Keep an accurate record of the number received throughout the year so that you will be able to check all books returned in the spring without having to request information from your chairperson.

2. Keep an accurate record of all textbooks and student assignments returned at the end of each semester, recording students' names and book number and validating book return. If books are sent home for homebound or suspended students, be sure to keep a record of the book assigned to make sure it is returned.

3. Requisitions must be given to the department chairperson at least two days before the books are needed. Books will be delivered as quickly as possible.

4. Books not used during the semester must be checked carefully and returned to the book storage as soon as the decision is made not to use them.

5. At the end of the school year, there will be a complete accounting of all books. Notify the appropriate administrator of any books, which need to be discarded or rebound. Books should be boxed and marked correctly.

Identification Badges

All students and members of the Page Staff must display their identification badges while on site. It is our belief that this will help improve campus safety and security. If you damage or lose your identification badge, staff can purchase a replacement at Guilford County's main office on Eugene Street. Students may purchase a OneCard in the office for five dollars.

School Parties

The policy of the school is that there will be no parties held in the classroom. School parties and social functions must be held during out-of-school hours.

- Do not have orders delivered to the school or refreshments brought to the school unless the office has been informed. If you have administrative approval for functions after-school hours, be sure to make careful plans to clean up and remove the trash.

- If the cafeteria or auditorium lobby are to be used, they must be reserved in advance. At least three faculty members must agree to chaperone, and their names must be reported to administration. They must remain throughout the entire time of the function.

School Trips

- School trips should be carefully planned with potential problems anticipated. If students are taken from school, approval of the trip, time, places, and chaperones must be secured from the principal.

- Independent events away from school, by school groups and in the name of the school must be approved. Time must be estimated, and all needs anticipated and met.

- Leave an alphabetized list of everyone going with you. Your itinerary is to be given to the front office staff, and it should include telephone numbers where you can be reached.

- If you plan to use a school activity bus, a properly licensed driver must be obtained. The organization that is traveling will be responsible for paying the driver and pay per mile for the bus.

- All field trips must have prior approval by the principal before plans are finalized.

- There will be no scheduled field trips after spring break unless state or district mandated. (Band, chorus, arts, ROTC)

Staff Meetings

Faculty meetings will be scheduled at least once a month and as often as necessary to conduct the business of the school. Meetings will be held on Tuesday mornings. **All teachers are expected to attend these meetings unless excused in advance by an administrator**. **Please do not schedule tutoring during the following times:**

1st Tuesday	Staff Meeting
2nd Tuesday	Department Chairs Meeting
3rd Tuesday	Lead Team Meetings
4th Tuesday	Committee Meetings

CELL PHONES SHOULD BE TURNED ON “SILENT” DURING FACULTY MEETINGS. Please do not text, scroll, or grade papers during meeting. All staff members should be alert and engaged.

E-Mail and Internet Use

Check your email in the morning when you arrive, before or after lunch and after school before you leave for the day. It only takes a minute! If the information is urgent or an emergency, tell a colleague/classroom neighbor.

All GCS employees are expected to abide by the system procedures, policies and expectations dealing with appropriate use of the internet and email.

- At Page High School, emails to the entire staff must be approved by an administrator.
- NOTHING sent by email is private.
- Personal email is not strictly confidential.
- As email is not private, employees should use caution when mentioning students by name or when providing confidential information.
- Employees should not participate in or forward chain letters, advertisements or commercial contest announcements.
- "The purpose of the internet is to support research, education and to extend the resources of GCS. **All use of the internet must be in support of education, research and enrichment consistent with the purposes of GCS."**

Additionally, all employees must ensure that their activities on the internet or when using email do not violate any aspect of the Guilford County Schools Code of Ethics. Each employee is responsible for reading and following the provisions of the Ethics Policy as well as the following policy and procedure dealing with this subject.

Guilford County's email, office communications and Internet capabilities are to enable you to more efficiently perform your duties, to support research and education and to extend the resources of Guilford County Schools. To that end, all uses of electronic transmission capabilities must support the goals and educational philosophy of the school district.

You should be aware that there is no reasonable expectation of privacy with regard to your use of, and transmission of information over, district-owned computers and computer networks. The school district reserves the right to monitor use and transmission and to take appropriate disciplinary action if it can be reasonably determined that you have violated acceptable use standards. (Reference: Board of Education Policy EFE)

Reference: GCS Employee Handbook 2023-2024 p. 31

Administration of Medication to Students

The procedures for implementing GCS Board policy **JGCD and JGCD-P (**Administration of Medications to Students) are addressed below.

Whenever medication is prescribed that will need to be administered at school, an **Authorization of Medication** form **must be completed by the physician and the parent** before the medication can be given. Medication must be delivered in person by the parent or guardian at the time the Authorization of Medication form is submitted. All medication will be administered by the school nurse or one of the office secretaries. All medication must be administered in the form or manner as directed by the physician and according to the instructions prescribed. The labeled container shall include the name of the student, the name of the drug, and the frequency of dosage. Whenever the medication is changed by the physician, the parent is responsible for getting a new Authorization of Medication form filled out by the physician and submitting it to our office. **No over-the-counter medications may be administered by school staff to our students.**

Parent Communication

Positive and consistent communication with parents is essential to building strong relationships with students. It is, therefore, imperative that you plan for early positive contacts as well as notification of issues. All teachers shall make a positive contact to parent or guardian during the first three weeks of school. Other parent conferences should be held anytime there is a concern about student progress or behavior. Parent phone calls or notes are to be addressed within 24 hours. As previously stated, a phone/conference log documenting parent communication MUST be maintained by all staff. This should be done in Power Apps, one of your app in the Microsoft 365 suite.

Interpreters should be secured in advance.

Limit phone calls to parents during instructional time. Your discipline plan should allow you to address issues during non-instructional time.

In order to lessen interruptions to your instructional time, the office staff will **NOT** send calls into your classroom.

School Money

According to law, all school money must pass through the school treasurer's office and be deposited in a school account. This includes money for all purposes (such as field trips, t-shirts, Club dues, etc.) unless you are specifically told otherwise by the principal or school treasurer.

RECEIPTS

1. Receipt books are issued by the school treasurer. Each teacher is responsible for his/her pre-numbered receipt book. The receipt books are recorded on the "Receipt Book Master Control Log." This includes the date they are received and the date they are returned. If an error is made while writing a receipt, **the receipt is to be voided and both copies are to be left in the receipt book.** Any voided receipts should be noted on the Collection Report.

2. All monies must be collected, turned over to, and accounted for by the school treasurer each day by 2:30 pm. Never turn money in by just leaving it on the desk in the school office. Be sure to give it to the school treasurer. **Money must be deposited in the school bank account on the same day it is collected and receipted.** Money collected should not be kept by the teacher overnight.

3. Each day collections are made, deliver the following to the school treasurer in your plastic envelope:

   - Teacher receipt book.
   - Both copies of the **COLLECTION REPORT** signed and completed correctly.
   - Money collected in the brown envelope provided.

   The money will be counted and receipted by the treasurer. Your receipt, your receipt book, and a copy of your **COLLECTION REPORT** will be placed in your mailbox. **Be sure to check your receipts when you receive them**. The treasurer will notify you of any discrepancies. **KEEP YOUR RECEIPTS** in a separate folder in your

classroom. **Your receipts will serve as your records that you should keep until the end of the year**. **DO NOT** send money collected to the treasurer by students. Remember, you are responsible for the money you collect until you turn it in and the treasurer writes you a receipt.

CASH DISBURSEMENTS – PURCHASE REQUISITIONS

1. All invoices are to be paid by school check and signed by the school principal and school treasurer. **NO REIMBURSEMENT CHECK WILL BE GIVEN TO A TEACHER OR ANY SCHOOL EMPLOYEE UNLESS THE PROPER PROCEDURES HAVE BEEN FOLLOWED**.

   (a) See the school treasurer to get a **PURCHASE REQUISITION FORM**.
   (b) The treasurer will forward the requisition to the principal to receive approval.
   (c) A PO number will be provided along with a copy of the requisition. Steps (a) and (b) must be completed and the documentation provided before placing an order.

2. **No money may be spent, purchases made, or orders placed without the prior approval of the principal and following the procedures outlined above.**

The school staff accounting procedures will be printed and posted outside of the treasurer's office.

Visitors

Visitors must check in at the front office in order to receive a visitor's pass. Student visitors will not be given permission to visit classes. Students are not allowed to have visitors during the instructional day, unless it is a parent or guardian. Staff members should report all strangers on campus to the front office immediately. Students are not allowed to bring infants, siblings, etc. to school at any time.

INCLEMENT WEATHER

In case of school cancellation, delayed opening and/or early dismissal of school or a shift to remote learning due to emergency and/or hazardous conditions, the following regulations shall govern all employees. The official notice will be put on the district's website and will also be shared via telephone, social media, and other district communication channels, to the extent possible. Television and radio stations will be notified, when necessary, early on the morning(s) of hazardous conditions.

Depending on safety conditions, one of three plans for employee reporting will be part of the remote learning or closure announcement.

Plan A - All employees must report to their scheduled work site.
Plan B – All on-site essential employees must report to their scheduled work site. Employees may report to their scheduled work site. With the approval of the manager,

employees may request a remote work location that has required technology and internet access available to complete the work assignments.
Plan C – All on-site essential employees must report to their scheduled work site. Employees should not report to their scheduled work site and should work from a remote work location that has required technology and internet access available to complete the work assignments.

Any changes in the time for employees to report to work will be announced by the Superintendent at the time of the school cancellation announcement. If school opening is delayed for students, teachers and school-based non-administrative instructional employees are expected to report at least fifteen (15) minutes before the time designated for students to arrive; this time (delayed opening) will not have to be made up.

All other employees are expected to report at the regular work time except for bus drivers and child nutrition employees whose schedule for delayed openings is to be set in advance by the supervisor.

Unless otherwise announced by the Superintendent, if school is dismissed early, teachers and other school-based employees will be dismissed fifteen (15) minutes after all students have departed. This time will not have to be made up.

Reference: GCS Employee Handbook p. 23 & 25

Extra-Curricular Activities

High Schools - On the first day that schools are closed due to inclement weather conditions, all school activities will be canceled, unless permission to proceed has been given by the district. Under no circumstance should students be penalized for failure to attend activities when school is closed, even when special permission to proceed has been granted.

Inclement weather conditions may also cause after-school activities to be cancelled on days schools close at the regular time. These closings will be announced by your school and on "GCSTV 2," and online at www.gcsnc.com.

TESTING INFORMATION

Proctor's Responsibilities

According to the Administrative Procedures Act 16 NCAC 6D .0306, proctors shall serve as additional monitors to help the test administrator ensure that testing occurs fairly and uniformly. The principal shall assign trained proctors to test administrations. A proctor shall be assigned regardless of the number of students being tested. The principal shall select responsible adults as proctors from community volunteers, school staff, or school system staff. Proctors must attend a test administration training session prior to each test administration and agree to carry out the duties described. Prior to the test

administration, the proctor must read or review thoroughly the North Carolina ***Testing Code of Ethics*** and the sanctions. During training, proctors may be provided copies of the proctor's responsibilities, the ***North Carolina Testing Code of Ethics***, and the Testing Irregularity Forms. Proctors are not to be provided with copies of the Test Administrator's Manual.

Proctors are expected to work with the test administrator to ensure that the distractions and interruptions during the test administration are minimized. Proctors may not assist students in choosing responses to test questions. Proctors shall not, at any time, modify, change, alter, or tamper with student responses to test questions. At no time shall proctors be responsible for reading directions or otherwise providing information for the test administration unless there is an emergency. Specifically, the proctor is to help the test administrator ensure that:

1. Physical conditions in the room are appropriate for testing (e.g., seating, lighting, temperature, etc.) and order is maintained during the test administrations;

2. Test security is maintained at all times;

3. Materials are appropriately distributed to each student;

4. Appropriate test administration procedures, as directed by the test administrator, are followed;

5. Ensure that students are following the test directions, performing the required tasks, and not sharing responses as directed by the test administrator (e.g., students are responding to the test questions and recording their answers in the appropriate section of the test document);

6. Appropriate procedures, as directed by the test administrator, are followed when providing accommodations to students with disabilities and students identified as limited English proficient, if applicable;

7. Students with emergencies (including restroom emergencies) during the test administration are assisted; and

8. Report all testing irregularities to the school test coordinator and/or principal within five days of the test administration or occurrence using the form provided by the test coordinator.

Exam Policy

Carefully prepared examinations or other evaluation activities have definite academic benefits. Some courses have state required End-Of-Course tests which will count as the exam for that course.

If a student is absent due to illness on the day of the scheduled exam, the testing coordinator must be notified that morning. Any other reason to miss an exam MUST

HAVE PRIOR WRITTEN APPROVAL FROM THE PRINCIPAL, or the exam cannot be made up. End-of-course tests CANNOT be taken early.

Examinations

Final examinations are required in *all* courses and are to be given the last ten days of the school year as announced by Guilford County Schools. Some courses have state required End-Of-Course tests, which will count as the final examination for that course. All End-of Course tests and final exams will count 20% of the final course grade.

Cell Phone Access During Any Testing

Cell phones and other electronic devices are prohibited during any state, district, or classroom testing. Students should leave these items at home. Electronic devices, including cell phones, brought into the testing rooms will be collected by the test administrator. Students are required to turn the device off prior to collection. The electronic device will be tagged with the student's name for identification and secured by the test administrator. They will be returned to students once ALL testing is completed, not just the classroom. Students who refuse to submit their cell phone will be subject to disciplinary action.

Page High School Exam Exemption Policy

Students may exempt *one* final exam in a non-AP/IB/CTE/EOC course if they complete the exemption form with a parent signature and are passing the course with 70 or higher for the year. A performance exam such as orchestra or band performance at the end of a semester may not be exempt.

Note: Course exams required by the state are not eligible to be waived.

Grading

Honor Roll: All grades are averaged toward honor roll, and a minimum grade point average of 3.0 is required for honor roll. A student with an incomplete is not eligible for honor roll for that grading period. However, when the work for the incomplete has been completed, and if the student has honor roll status it will be the student's responsibility to notify the counselor and the teacher of honor roll for his class. Page will honor these students with special recognition in a format to be determined by the administrative staff.

Quality Point: Grades at Page High School are weighted in terms of quality points. See the tables below.

Honors Classes	Standard Classes	AP Classes
A = 4.5 qt. pts.	A = 4 qt. pts.	A = 5 qt. pts.
B = 3.5 qt. pts.	B = 3 qt. pts.	B = 4 qt. pts.
C = 2.5 qt. pts.	C = 2 qt. pts.	C = 3qt. pts.
D = 1.5 qt. pts.	D = 1 qt. pt.	D = 2 qt. pts.

Grading Scale: Board Policy establishes the grading scale for the Guilford County Schools. All teachers are to adhere to this scale.

Grade	Point Value	Description
A	90 – 100	Excellent
B	80 – 89	Above Average
C	70 – 79	Average
D	60 – 69	Below Average
F	0 – 59	Unsatisfactory/Failure

Testing Schedule: The subject teacher determines test days for individual courses.

High School Grade Calculations

The guidelines below are used to calculate final grades for high school students.

Year-Long Courses

TERM	WEIGHT
1st Quarter	20%
2nd Quarter	20%
3rd Quarter	20%
4th Quarter	20%
Final Exam	20% of final grade
Final Grade	100%

Report Cards and Interim/Progress Reports

Report cards are prepared and printed at the end of each nine-week grading period. One copy is provided for the parents. There is a copy kept on file with the student's counselor.

In addition to the report cards, interim reports will be issued to all students to inform parents of students' progress. Interim reports are emailed by the data manager in the middle of the quarter to allow time for improvement if needed. Ensure that your gradebook is current reflecting at least 1 grade per week by the appropriate dates. The Report Card/Interim Report Schedule is below.

2023-2024 Report Card/ Interim Schedule: Traditional Schools

	QTR 1	QTR 2	QTR 3	QTR 4
Interim Reports	Oct. 3	Dec. 7	Feb. 21	May 2
Report Cards	Nov. 14	Jan. 31	Apr. 9	June 18

Tutoring

Tutoring is available in all content areas before and after school. Each teacher provides at least two (2) per week. Students who arrive for tutoring in the morning must check in at the Front Office. Tutoring schedules will be posted outside all classrooms and on course syllabi. **Students who stay for after-school tutoring must be in the tutor's/teacher's classroom by 4:30 p.m. or exit the building.** Transportation is available for all students who stay for tutoring**. Students must stay the full hour and obtain a bus pass from the teacher. Please do not send students to the front office to obtain a bus pass.** It's the teacher's responsibility to obtain bus passes from the front office.

College Admissions Testing

For the convenience of students, Page High School serves as a test center for the College Board Admissions Testing Program and the American College Testing Program (ACT). Registration bulletins are available throughout the year in the counseling center. Students can register by mail, telephone, or online. Students should enter the CEEB code when registering.

WALTER HINES PAGE HIGH SCHOOL (CEEB CODE) 341632
WALTER HINES PAGE TEST CENTER NUMBER 34435

Counselors are available to help students as needed with registration for SAT and ACT.

The tests below are given at the school level, free of charge to all enrolled GCS students. No registration is required, as the school and district handle The proposed calendar for the 2023– 2024 school year is as follows:

PSAT/NMSQT- October 2023-

PreACT- October/November 2023-

ACT- March 2024

Advanced Placement (AP) and International Baccalaureate (IB) Exams will be given in May 2024.

The SAT I and II and the ACT assessments are designed for seniors and second semester juniors. Students must register for these Study materials for admissions tests are available in the counseling reception area. Special attention should be paid to registration deadlines, as an additional fee is charged for late registration.

Use these dates to plan to take the SAT. At this time, registration is open for all students for the fall 2023 term.

All deadlines expire at 11:59 p.m. ET, U.S. For international SAT test dates, see International Dates and Deadlines.

2023–24 School Year Test Dates

SAT Test Date*	Registration Deadline	Deadline for Changes, Regular Cancellation, and Late Registration
Aug 26, 2023	July 28, 2023	August 15, 2023
Oct 7, 2023	Sep 7, 2023 **Register**	Sep 26, 2023
Nov 4, 2023	Oct 5, 2023 **Register**	Oct 24, 2023
Dec 2, 2023	Nov 2, 2023 **Register**	Nov 21, 2023

SAT Test Date*	Registration Deadline	Deadline for Changes, Regular Cancellation, and Late Registration
Mar 9, 2024 (Digital)**	Feb 23, 2024	February 27, 2024
May 4, 2024 (Digital)**	Apr 19, 2024	April 23, 2024
June 1, 2024 (Digital)**	May 16, 2024	May 21, 2024

*Your registration options will be limited if you aren't taking the SAT for one of its main purposes. Registration for the spring 2024 test dates are subject to change.

** Students taking the digital SAT who need to borrow a device from College Board will need to register and request their device earlier than the registration deadline—at least 30 days before test day.

PAGE HOSPITALITY

All staff members are encouraged to donate to the Page Hospitality/Sunshine Committee. Donations in the amount of $25.00 per certified employee and $15 per classified employee are greatly appreciated. Give all donations to Mrs. Hudson or a designated member of the committee. These funds help provide refreshments for faculty meetings, staff development days, weddings, births, deaths, illness, and retirements.

DEPARTMENT CHAIRPERSONS

CTE	Tiffany Bryant
Counseling	Carolyn Macaulay
Cultural Arts	Ashley Scarbro
English	Christopher Tangredi
Exceptional Children	Rachel Ridewood
Foreign Language	Travis King
Math	Chloe Furze-Russell
Media Services	Sally DeLellis
Physical Education	Brian Robertson
ROTC	Russel Sweeney
Science	Caroline Kinlaw
Social Studies	Joshua McGehee
ESL	Kendra Avant

Duties of Department Chairpersons

- Serve as a liaison between the department and the administration
- Conduct regular department meetings
- Observe members of the department
- Oversee department instructional, capital outlay and in-service budgets
- Maintain accurate records of books and equipment
- Provide guidance and assistance to new teachers
- Give advice on the overall academic program
- Work with the administration to make teaching assignments
- Regularly check Canvas pages of department members to ensure compliance

2023-2024 PAGE HIGH SCHOOL COMMITTEES & CLUB ASSIGNMENTS

Committees

Equal Opportunity Schools (EOS)	Mrs. Hunter
Freshman Academy	Mr. McRae
Hospitality/Sunshine Committee	Mrs. Hudson
Logistics/TWCS	Mrs. Cromartie
Parent/Community Engagement	Mr. Cantey
Student Incentives/Clubs	Mrs. Moore

Clubs and Activities

Clubs and curriculum-related organizations are an important part of school life. The success of these activities is measured by the quality of participation of each member. These activities and organizations are encouraged to, as long as they operate within the policies of the school and the school board, contribute to the total program of the school. Any club/ activity/organization can have its charter suspended if it fails to comply with requisite policies.

The advisor has the responsibility for supervising as follows:

1. Being in attendance at all club meetings.

2. Guiding the program for meaningful meetings.

3. Overseeing the club's finances with the club treasurer and school treasurer.

4. Following all fund-raising project procedures (if a fund-raiser is needed).

5. Maintaining cooperation and a consistent relationship with the community-sponsoring group.

Faculty members are not to sponsor or advise any club/activity/organization that is not approved by the school. If you wish to start a new club, a club application must be submitted to the Student Incentives and Clubs Committee. If you would like to assist with an existing club, please talk to the club advisor.

Activity Coordinators

AP/ IB Coordinator	Ms. Hackney
Athletics	Mr. Hagen
Class Advisor – Seniors	Mr. Rogers / Ms. Hackney
Marching Band	Mr. Deaton
Marshals	G. Sgt. Sweeney
National Honor Society.....	Mr. McGehee
National Art Honors Society	Ms. Davis / Mrs. Scarbro
Apex Coordinator	Mr. Degges
Prom Coordinator.....	Rotating Staff Member
Student Council.....	Ms. Abell
Web Page Coordinator.....	Mrs. DeLellis
Service Learning……	Mrs. Rich

Student Club/Organization Assignments

Ladies of Unmatched Excellence (LUX)	Mrs. Daughtry
Save Promise/ Psychology Club	Mrs. Daughtry
International Club	Mrs. Amick
Runner Girls	Mrs. Amick
Environmental/Beautification Club	Mrs. Amick
Get in The Game	TBD
Mu Alpha Theta	Mr. Conrad
Page Elite Choir	Mrs. French
Pep Club/ Student Council	Ms. N. Abell
National English Honor Society	Mrs. O'Connell
Best Buddies	Mrs. Mayers
Latin Club	Mr. King
Page Playmakers	Mr. Arters
Athletic Training/ Sports Medicine Club	Ms. Braddock
National Art Honor Society/ Art Club	Ms. K. Davis & Mrs. A. Scarbro
DECA	Mrs. Pridgen
Key Club	Mr. Creech
Quiz Bowl	Mr. Creech
Finance Club	Mrs. Tuttle
Yearbook	Mrs. Kramp
Doctors of Tomorrow	Mr. Copeland
Pickle Ball	Mrs. Mayers
Puppy Love	Mrs. Dockery-Wright
Gay Straight Alliance (GSA)	Mr. Tangredi
Film Club	Mr. Tangredi
Run Well	Officer Hill
Digital Media/Photography Cub	Mrs. Sims
Robotics Club	Mr. Degges
Science Olympiad	Mr. Degges
Pages by Page Newspaper	Mr. Rogers
Principal's Council	Dr. Naglee

ACCIDENTS, ILLNESSES, AND INJURIES

A student accident or illness, which occurs at school during school hours or at school-sponsored events, should be reported to the parent or guardian as soon as possible except:

- When, in the judgment of the person in charge, a student is injured to the extent that he/she becomes so ill it is a critical situation requiring immediate attention. The person in charge is *loco parentis* and must render whatever aid or assistance is necessary to preserve the well-being of the student.

- When it is impossible to locate or report to the parents or guardians, the person in charge must use his or her judgment to handle the situation.

In case of an injury, the person in charge is responsible for carrying out the following procedures (CHECK/CALL/CARE):

1 Take necessary first aid measures and call for first responders.

2 Notify the principal, assistant principal, or the school secretary.

3 If necessary, call for an ambulance.

4 See that the remaining students are under proper supervision.

5 Complete an accident report and leave it with the school secretary in the front office. The front office will:

(a) Notify the parents or guardians.
(b) If a parent cannot be reached, the principal, the counselor, or teacher will make his or her best judgment.
(c) If an ambulance is needed, the principal or his designee will make the request for emergency services.

School personnel are not medically trained and will not administer any types of medication.

School personnel are protected under the provision of the Workmen's Compensation Act. If a staff member is injured in an incident, it should be reported immediately to the school treasurer and the proper forms should be completed and signed.

PAGE EMERGENCY PROCEDURES 2023-24

Bomb Threats

- Should a bomb threat occur at Page, an announcement will be made stating, ***"We are having a problem with the facility."*** This is the cue for you to evacuate your students.

- All students and staff should move in an orderly fashion to the bleachers on the far side of the football field (closest to Cone Elementary School).

  It is imperative that you (1 take roll with your roll book and (2) keep your class together.

- In these types of situations, parents may flock to the field to try to get their children. We will have staff members stationed at the visitor's ticket box. Parents may come to this point and see a staff member to get their children. More information will be provided.

Lock Down

When a crisis occurs that calls for the halting of all school activity for at least a period of time, the following information must be conveyed in **simple, easily understood, non-ambiguous language.**
When or in the event that normal school day activity is being stopped, staff should be aware that there is a situation that needs **immediate attention**.

Every staff person, substitute teacher, parent volunteer, itinerant teacher, educational aide and, most importantly, **every student** should know what is expected of them during this "crisis" period. To avoid any confusion, the administrator will announce the following: **"Students and staff, we have a lockdown."** It is *absolutely essential* that everyone working in, or attending school, knows what he or she is to do in the event of a lockdown. This means the following procedures **MUST** be practiced.

Recommended Steps to Follow

1. Teachers will secure their doors by locking them, do a quick sweep of the hallway/walkway, close the locked door to secure the room, and immediately create a list of names of students not in class who should be with you, as well as students you have swept from the hallway. ***(Each teacher is required to have a copy of the current class roster during this event.)***

2. Teachers will have students move to a safe area of the room (out of view if possible), get down low, be silent and stay calm.

3. Teachers will turn off all lights, televisions and other sources of noise (make sure students understand that they can't tie up lines of communication and must not use their cell phones). If possible, open all window blinds. Continue to sit quietly until instructions are given for next steps.

4. Students in the hallways or outside after the sweep must find a place to hide (any unlocked door, bathroom, or outside).

5. Teachers who have classes outside the building will take students to the pre-designated rally area unless instructed otherwise. ***(*Staff will direct their students to Evacuation hideaway location which is the Page High School Practice Football Field*)***

6. All adults who do not have a supervisory responsibility for students during a lockdown must stay in lockdown and follow above lockdown procedures. ***(DO NOT MOVE TO OTHER LOCATIONS UNTIL THE LOCKDOWN HAS BEEN LIFTED.)***

7. When crisis is under control and the principal is ready to resume normal activity, **an "all clear" announcement to that effect will be made**. Based on the situation, the principal may choose to speak to the incident. Staff will be informed of the communication process. Letters may be read in the classrooms or sent home to inform students/parents. ***(Principal)***

8. After the lockdown, designated staff will obtain lists from classroom teachers of missing students and any students who joined their room when the lockdown was announced.

9. Once lockdown is lifted, lists will be returned to the designated central location (office) where they will be compiled, and students who are missing/unaccounted for will be identified. ***(Crisis Team)***

10. All follow-up communication will be provided to advising faculty and staff of the incident at an impromptu staff meeting to help ensure rumors are kept to a minimum. ***(Principal)***

Lockdown Sweep Areas (including bathrooms):

Naglee – Front Office & Cafeteria

Hudson– Hallways 700/ Commons/ Cultural Arts

McRae – G-Wing, Quad and MU1

Moore – 300, 500, Media Center

Macauley- Guidance Area

Hagen and Robertson - Aux Gym/ Main Gym/ MU 2& 3, 100 Building

Cantey- Hallways 200, 400, 600

Wilkerson/ Edwards/ Molpus- Monitor Alarm System

Fire Drill and Evacuation Information

Fire drills will be held at least once a month. Occasionally the Fire Department will also monitor and rate drills on the total time required, order, and conduct. Please study your instructions and be prepared whenever a drill occurs. Remember state law requires a fire drill within the first five days of school.

A special fire signal has been installed at Page. When the signal sounds all people must evacuate the building. There are no exceptions to this rule. Students and staff will re-enter the building by return bell or designated staff member. Any adult has the permission and the authority to pull the alarm when it is deemed necessary to evacuate the building. No person is assigned the duty of extinguishing or fighting a fire.

During the drill/evacuation:

- At the sound of the fire signal, immediately stop classroom work or field activities and give students instructions including the evacuation destination and assignment of the student line leader.
- Escort your students. The teacher is held responsible for their students' conduct. Teachers should always remain with their class.
- Take your keys and grade/attendance books.
- Count students before, during and after exiting the room AND building. Take attendance at the evacuation location.
- Exit the building in an orderly fashion, allowing lines of students to pass without breaking through it.
- The teacher is the last person to leave the room
- Go to the evacuation destination and maintain at least 100 feet from the building in straight lines so that all classes can be accommodated in the zone.
- Notify zone supervisors of any missing students.

After the drill:

- The teacher will take attendance to ensure all students have returned to class. If you have a student that didn't return, please complete a student referral.

Administrator roles:

- Check the assigned building zone to ensure everyone has left the building.

- Monitor your evacuation zone location to ensure that everyone maintains the appropriate distance from the building.
- Collect information on accounted for and missing students from classroom teachers. Report to the Fire Department.
- Supervise students while First Responders attend to the injured.
- Report all emergencies to the proper authorities.

Zones	**Assigned Personnel** **AP – Assistant Principal** **DP – Designated Personnel**
Zone 1 – Bus Parking Lot	AP McRae DP- McCain/Riley/ Flowers
Zone 2 – Baseball Field	AP Cantey and Hudson DP- Cook/Hall
Zone 3 – Marion Kirby Stadium	DP- Hagan / Robertson/Sweeney
Zone 4 – Faculty/Senior Parking Lot 5	AP Moore DP- Bryant/Kijania
Zone 5 – outside of 100 halls; parking lot (Alternate – Use 5).	DP- D. Brown/ Macauley
Zone 6 – Treasure Island (Across from the Main Entrance).	Principal Naglee DP- Martinek-Jenne / Rich

<u>Sweep Areas (including bathrooms):</u>

Naglee – Front Office & Cafeteria

Hudson– Hallways 700/ Commons/ Cultural Arts

McRae – G-Wing, Quad and MU1

Moore – 300, 500, Media Center

Macauley- Guidance Area

Hagen and Robertson - Aux Gym/ Main Gym/ MU 2& 3, 100 Building

Cantey- Hallways 200, 400, 600

Wilkerson/ Edwards/ Molpus- Monitor Alarm System

Fire Drill and Evacuation Routes	
Lower Level	
Auditorium (assembly) **Report to** **Zone 1 – Bus Parking Lot**	• LEFT SIDE Forms double line with first 17 rows of center section facing stage. First 17 rows face the left wall and leave by way of right front door. • CENTER SECTION: First 17 rows form double line with left section and leave through lobby and out right front door to parking lot. • RIGHT SIDE: First 17 rows face right wall and leave through lobby and out center front door. • LEFT SIDE FRONT: Form double line with center front section. Next 16 rows face left wall and leave through outside door at side of auditorium. • CENTER FRONT: Next 16 rows face left wall. Form double FRONT line with left section and leave by way of outside door at side of auditorium. • RIGHT SIDE: Next 16 rows face right wall. Leave single file behind rear right section and leave through lobby and outside by way of left front door.
Auxiliary Gym & Weightlifting Room **Report to Zone 3 – Stadium**	• Exit east door toward football field. Go safe distance (100 yards) from building. (Go to the track) • Main Gym- Face rear of gym-Exit side door and go to the right of stadium.
Cafeteria **Report to Zone 6-Treasure Island (across from main office)**	• Form a single line in the aisles at the right side of the tables at which you are seated. Face front of cafeteria. • The two lines nearest the front lobby move first into main corridor followed by remaining two lines. • Exit out left front door, turn left along outside walk of parking bay.
Administrative Offices (Main Office, Guidance, Attendance) **Report to Zone 6-Treasure Island (across from main office)**	• Go through office out the front right door. Turn left along outside walk by parking bay behind students from Media Center.
Media Center, Conference Room and SRO Office Report to Zone 6-Treasure Island	• Form a single line, walk out main door, and turn right toward cafeteria to main corridor. Exit out front right door. Turn left along outside walk by parking bay to Treasure Island.

Mobile Units 2 & 3 **Report to- Zone 2 Baseball Field**	• Make right turn after exiting Mobile Units and proceed to Baseball field.
Rooms 100-107 **Report to Zone 4- Faculty/ Senior Parking**	• **100, 101, 102, 103, 104, and 105:** Leave building by nearest west exit, turn left and move towards the planters located between the student and faculty parking lot • **106, 107:** Enter corridors forming double line. Leave building by nearest west exit. Move towards the planters located between the student and faculty parking lot.
Room 108 and gym **Report to Zone 3- Stadium**	• Seating area along left wall, sections 1, 2, 3 and 4 (left to right, form double line. Leave gym by way of the nearest exit. Sections 5, 6, 7, and 8 (left to right) form double line. Leave gym by nearest exit. Go to stadium. **108 Health Room**: Move to the closest exit in the building and move to the stadium.
Rooms 200-214 **Report to Zone 2- Baseball Field**	• **200, 202, 204, 206:** Form single line on left side of hall facing toward rear of building, exit out the side door and proceed to baseball field • **201, 203, 205**: Form a single line on right side of hall facing toward rear of building, exit out the side door and proceed to baseball field • **207, 208:** Form a single line on right side of hall facing toward the front of the building, proceed through double doors, take immediate left exit to outside door, turn left and proceed to baseball field • **210, 212, 214:** Form single line on right side of hall facing toward rear of building, proceed o back door exit and move to baseball field
Rooms 400-406 **Report to Zone 2- Baseball Field**	• **400, 401, 402, 403, 404, 405, 406:** Form a single line on left side of hall facing rear of building; proceed to exit out the back doors to baseball field
Rooms 600-609 **Report to Zone 1- Bus Lot**	• **600, 602:** Form a single on right side of hall facing front of building, go to side door exit, turn right and proceed to bus parking lot • **601, 603, 605:** Form single line on left side of hall facing front of building, go to side door exit, turn right and proceed to bus parking lot • **The teacher in room 600 is responsible for determining if the adults in rooms 601, 602, 603 and 605 have left the building.** • **604, 606:** Form a single line on right side of hall facing rear of building, go out back door exit, turn left and proceed to bus parking lot.

	• **607, 609:** Form a single line on left side of hall facing rear of building, go out back door exit, turn left and proceed to bus parking lot
Rooms 800-809 **Report to Zone 1- Bus Lot**	• **800, 802, 804, 806:** Form a single line on right side of hall facing rear of building; proceed to exit out back doors to bus parking lot • **801, 803, 805, 807:** Form a single line of left side of hall facing rear of building, proceed to exit out back doors to bus parking lot
Rooms 900-909 **Report to Zone 1- Bus Lot**	• **900, 902, 904, 906:** Form a single line on right side of hall facing rear of building; proceed to exit out back doors to bus parking lot • **901, 903, 905, 907:** Form a single line on left side of hall facing rear of building; proceed to exit out back doors to bus parking lot • **909:** Take exit immediately outside classroom, proceed to bus parking lot
911 and Mobile Unit 1 **Report to Zone 1- Bus Lot**	• Form single line and exit to the bus parking lot
Quad **Report to Zone 1- Bus Lot**	• Exit building and head to bus parking lot
700 Numbers **Zone 6- Treasure Island**	• **700, 701, 702, 703, 704, 705, 707, 709, 711, 713, 715, 717, 719, 721, 723** • Form a single line on the right side of hall facing front of building. Exit the building through the door near the attendance office and go to Treasure Island.
700 Numbers **Zone 2- Baseball Field**	• **706, 708, 710:** Form a single line on left side of hall facing rear of the building. Go downstairs, exit out double doors to the baseball field.
300-306 Hall **Zone 6- Treasure Island**	• **301, 303, 305:** Form a single line on left side of hall facing front of building. Precede toward the front of the building, exit out front doors out to Treasure Island • **300, 302, 304, 306:** Form a single line on right side of hall facing front of the building, exit out front doors to Treasure Island
307-314 **Zone 6- Treasure Island**	• **307:** Form a single line on left side of hall facing front of building. Precede to exit out front doors to Treasure Island • **308, 310, 312:** Form a single line on right side of hall facing front of building. Precede to exit out front doors to Treasure Island.

500-506 **Zone 2- Baseball Field**	• **314, 500, 502, 504, 506:** Form a single line on left side of hall, proceed to the right, go downstairs, and exit out back doors to baseball field • **501, 503, 505:** Form a single line on right side of hall, proceed to the right, go downstairs and exit out back doors to baseball field

Tornado Drill Information

A *WATCH* means there is potential for tornadoes because conditions in the area are favorable for tornadoes. Stay in your classroom.

A tornado *WARNING* is issued only after a tornado has been spotted on radar or has actually touched down Exit your classroom and go to your assigned location.

Most tornadoes appear as funnel-shaped clouds, gray to black in color and extending from the base of a large thunderhead. Most major tornadoes approach from the southwest and move in a northeasterly direction and can travel at speeds of up to 45 miles per hour. They generate violently rotating columns of air with internal wind speeds of up to 300 miles per hour.

Because they can develop so quickly, with little or no warning, the tornado's unpredictability is perhaps its most dangerous characteristic. Thus, people must be able to respond at a moment's notice. Many get confused trying to determine between a tornado watch and a tornado warning.

There will be a yearly statewide tornado drill. Page has been surveyed to locate the most tornado resistant areas. These areas are not to be considered as tornado resistant, but as the best available for locating students during a tornado. Since our best areas are limited, and because of the limitations brought on by our construction efforts, this will not be an easy task. Indeed, this effort will require 100% cooperation from everyone. The best areas will be crowded. It is also critical that the relocation of students be accomplished quickly**.**

PERMANENT BUILDINGS, HOUSES, APARTMENTS, OFFICE BUILDINGS, ETC.

When a tornado strikes, people need to find shelter below or near ground level. They should also be sure to go to the central *interior section* of the building, underneath furniture if possible. People should also stay away from windows, doors, and electrical outlets.

It is very important for individuals to protect their heads and faces regardless of where they take cover.

Battery operated radios and/or televisions should be kept handy to remain aware of conditions outside.

Given their vulnerability to tornadoes and high winds, mobile homes, units, should be evacuated as soon as possible during severe weather.

LIGHTNING

When the storm involves lightning, individuals should stay away from electrical outlets. Also, appliances such as televisions and stereos should be unplugged to decrease the chance of fire.

Individuals taking cover outdoors should stay away from highly conductive objects such as single trees and utility poles**.**

EVACUATION AND DRILL PLAN

When the school is notified of a tornado watch, teachers should move students to the designated areas listed below. Students and staff should assume a position that protects the face and eyes. Faculty members are accountable for the safety of each student assigned to them for the period in which the tornado evacuation or drill occurs.

- The tornado evacuation plan is to be posted in each room.
- Close all windows and doors.
- Get out of your room and building in an orderly and quiet fashion.
- Assume a position that will protect your eyes and face.
- Do not forget your keys.
- Keep your grade/attendance book(s) with you during the process.
- Count students. Take attendance. You are responsible for students assigned to you.

TORNADO WATCH & DRILL ROUTES

LOWER LEVEL

AUDITORIUM	• In case of assemblies, students should gather along the side walls, the hallways near 909, and the back of the auditorium. AVOID the exit doors.
AUXILIARY GYM & WEIGHT LIFTING ROOM	• Girl's locker room avoiding areas near windows; collect along solid walls
CAFETERIA	• During lunches, half directed to lower 300 Hall and half to Auxiliary Gym locker room.
ADMINSITRATIVE OFFICES (MAIN OFFICE, GUIDANCE, ATTENDANCE & DATA MANAGER)	• Narrow hallway servicing office area.
MEDIA CENTER, CONFERENCE ROOM & SRO OFFICE	• Sidewall near fire exit and computer lab and narrow staff hallway near office
MOBILE UNITS 2 & 3	• Through ground level gym doors and down to lower level hallway of main gym. Collect along length of hallway.
100, 101, 102, 103, 104, 105	• To Gym lobby and down stairwell to lower hallway beneath main Gym. Collect along length of hallway.
106, 107	• Hall immediately outside classroom.

108 & GYM	• Down stairwell nearest stadium end to lower level hallway. Collect neat this end.
200, 201, 202, 203, 204, 205, 206, 207, 208, 210, 212 & 214*	• Hall immediately outside classroom. *214 go across from 212 at water fountain wall
400, 401, 402, 403, 404, 405 & 406	• Hall immediately outside classroom. • Hall immediately outside classroom.
600, 601, 602, 603, 604, 605, 606, 607 & 609	• Hall immediately outside classroom. 606 and 609 turn corner into 400 hall
	G- Wing: (800 – 900, Auditorium, Mobile)
800 & 801	• 800 move to classroom 801 with 801
802 & 803	• 802 move to classroom 803 with 803
804 & 805	• 804 move to classroom 805 with 805
806 & 807	• In the hallway in front of 802 & 803
900 & 901	• 901 move to classroom 900 with 900
902 & 903	• 903 move to classroom 902 with 902
904 & 905	• 905 move to classroom 904 with 904
906 & 907	• Hallway in front of 900 & 902
QUAD 1,2,3 4	• Auditorium foyer inside from G-wing Lobby
911, MOBILE UNIT 1 & TEACHERS' LOUNGE	• Hallway between 911 and auditorium

UPPER LEVEL

700, 702, 704, 709, 711, 713, 715	• Outside classroom door
701	• Practice Hall between Orchestra and Band Room (Testing Hall)
703 & 705	• Hallway between Band Room and Chorus Room
707	• Hallway between Band Room and Room 706
723 & 710	• Near end of 500 hall opposite sides up against lockers
706, 708, 717, 719, 721	• Outside classroom door
300, 301, 302, 303, 304M 305 & 306	• Outside classroom doors
307, 308, 310, 312 & 314*	• Hall immediately outside classrooms- *314 across from 312 at water-fountain wall.
500, 501, 502, 503, 504, 505 & 506	• Hall immediately outside classrooms

SOCIAL MEDIA/ONLINE COMMUNITIES GUIDELINES

Social Media sites and other online communities, can be a very powerful communication or educational tool for today's society. The following guidelines have been established to provide all Guilford County Schools (GCS) employees direction on the appropriate use of Social Media and other online communities. User-created content online designed in a collaborative environment where users share opinions, knowledge and information with each other. Tools include, but are not limited to, (a) blogs, (b) Wikis, (c) social networking sites, (d) photo and video-sharing sites, (e) social bookmarking, (f) podcasting and Vodcasting.

Personal Use

Guilford County Schools encourages district employees with a personal online presence to be mindful of the information they post. Your online behavior should reflect the same professional and personal standards of honesty, respect and consideration that you use face-to-face and in work-related settings. Please note that even if you delete personal information, it still may be stored on the Website's server. Information that is marked "private" rarely is private on the Internet. It is very easy for "friends" to copy and paste information about you and send it or forward it to others, for example. There is no realistic expectation of privacy on the Web.

Your engagement with students in personal social-networking friendships on Facebook, Instagram, Snapchat or other social networking sites is prohibited. It is strongly discouraged with parents or guardians of students. The District recognizes that because of the tight-knit community of GCS, you may have students or parents of students who are family members or close personal friends; however, the District cautions you against engaging in such social-networking friendships with these individuals. Use your official, school- or work-related page(s) instead.

A recommended response to inappropriate "friend" requests on your personal pages is: "If you are a student or parent requesting to be my "friend," please do not be surprised or offended if I ignore your request. As an employee of Guilford County Schools, district procedures and practices prohibit me from friending students or and discourages me from friending parents on my personal pages. Please friend our school's (and/or classroom's, department's, Guilford County Schools' Facebook pages, etc.)

Reference: GCS Employee Handbook 2023-2024 p. 31-32

Professional Use

When using social media professionally as an employee of GCS, the following guidelines should be followed:

- Before doing anything on social media, contact your school administrator. A designated school administrator must have access to any classroom, project, school or district page created.

- When using social media with a particular class, or group of students or parents, the page should be set up as an “Official” page.

- When using social media as a communication tool with the masses, the page should be set up as a “Community” page.

- The personal security for the individual establishing the page should be set so students cannot view personal information about the employee. For example: set all security “for friends only.” Students and colleagues may not realize that if they sign-up as a “fan” of someone’s page, that person can see their personal information, unless they have set up the appropriate levels of security.

- When building a page, you must identify the page in the page description area as a classroom or organization in the “Guilford County Schools.” All GCS style guidelines for names, colors and logo usage should be followed on any official pages linked to a GCS school, classroom, project, team or for other district-related purposes. If you need assistance in using the guidelines or transforming your current site to meet these standards, contact District Relations, 336-370-8997.

- The Guilford County Schools Rules of Engagement must be posted on any page created.

- The creator of the page is responsible for monitoring content on the page and deleting any posts that violate the rules of engagement.

If you currently have a page established for work purposes, please be sure that it meets the above criteria.

Failure to follow the established guidelines may result in disciplinary action. GCS Facebook Rules of Engagement must be posted on any page associated with the District, a school in the District or the official duties of any staff member.

Rules of Engagement

The goal of using Social Media by Guilford County Schools (GCS), all of the schools in the District, and teachers or sponsors associated with those schools, is to share important information with our public and engage in an open and respectful dialogue. To help us accomplish this goal, we ask that you abide by the following guidelines:

- Open conversation - not personal issues or complaints about students and/or school personnel. This page is not intended to circumvent regular communication channels for sharing personal issues and concerns, including personnel matters and student concerns. Comments regarding a personal issue with the District, a school, student

or a staff member will be removed.

- Be respectful. Personal attacks or comments that are deemed offensive to any member of our community will not be tolerated. Inappropriate remarks and profanity will be removed.

- Want to boost your product sales? Running for a political office? Publish a personal Facebook page, and leave ours for sharing news and insights about our district, schools and activities.

- Stay on topic. This is a page dedicated to the education of students of GCS. Let's keep the conversation related to our district, schools and activities. Comments of all kinds are welcome so long as they directly relate to our district, schools and activities.

- Have a question for a specific employee? Contact them privately. Fans should not expect responses to every question or comment posted on this page.

- Be aware of the mission. The mission of GCS is education. Please be certain that your comments are appropriate for an educational environment and fans of all ages.

- Be factual. Blatantly inaccurate information will not be allowed. False information will be removed, and factual information will be posted.

This page is yours and we want you to feel comfortable sharing your views about GCS, schools or activities. Abuse of the above guidelines can lead to removal of a specific posting or the blocking/removal from our fan page.

Student Communications

It is inappropriate for you to use email, text messaging, instant messaging or social networking sites to discuss with a student activity not related to school. Appropriate discussions would include the student's homework, class activity, school sport, club, or other school-sponsored activity. You should send electronic communications with students simultaneously to multiple recipients, not to just one student, except where the communication is clearly school-related and inappropriate for persons other than the individual student to receive (for example, emailing a message about a student's grades).

Reference: GCS Employee Handbook 2023-2024 p.32

GUILFORD COUNTY SCHOOLS TRADITIONAL CALENDAR 23-24

ADOPTED – February 7, 2023

Guilford County Schools Traditional Academic Calendar 2023-2024

Holidays: 11
Vacation Days: 10
Optional Teacher Workdays: 5
Mandatory Teacher Workdays: 9
Student Days: 180
Student Hours: 1,080

JULY 2023

S	M	T	W	Th	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					

JANUARY 2024

S	M	T	W	Th	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			

1 New Year's Day Holiday
2 Optional Teacher Workday
15 Martin Luther King, Jr. Holiday
19 End Q2 (42 Days)
22 Mandatory Teacher Workday

17 Optional Teacher Workday
18 Offices Closed
21-25 Mandatory Teacher Workdays
28 First Day for Students

AUGUST 2023

S	M	T	W	Th	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		

FEBRUARY 2024

S	M	T	W	Th	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		

4 Labor Day Holiday
25 Optional Teacher Workday

SEPTEMBER 2023

S	M	T	W	Th	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

MARCH 2024

S	M	T	W	Th	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						

22 End Q3 (44 Days)
25-28 Vacation Days
29 Spring Holiday

OCTOBER 2023

S	M	T	W	Th	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				

APRIL 2024

S	M	T	W	Th	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				

1 Mandatory Teacher Workday

1 End Q1 (46 Days)
2 Mandatory Teacher Workday
3 Optional Workday
10 Veterans Day Holiday
22 Vacation Day
23-24 Thanksgiving Holidays

NOVEMBER 2023

S	M	T	W	Th	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		

MAY 2024

S	M	T	W	Th	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	

27 Memorial Day Holiday

22 Vacation Day
25-27 Winter Holidays
28-29 Vacation Days

DECEMBER 2023

S	M	T	W	Th	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						

JUNE 2024

S	M	T	W	Th	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						

7 Last Day for Students, End Q4 (48 Days)
10 Mandatory Teacher Workday
11 Optional Teacher Workday
12-13 Vacation Days

First/Last Day for Students
Offices Closed
Vacation Day
Holiday
Optional Teacher Workday
Mandated Teacher Workday

GUILFORD County Schools
BETTER TOGETHER