

*Chico School
Handbook
2021-2022*



Chicod School

Forward

The purpose of this handbook is to provide information on the policies and procedures for effective operation and quality instruction. The handbook is designed to be a guide and it is the responsibility of each employee to read and be familiar with the entire contents prior to students entering school. The handbook is a working draft so suggestions for improving or expanding are welcome but need to be submitted to the School Improvement Team. Keep it available in the classroom throughout the year for reference.

Mission Statement

To Engage And Empower Every Student To Become A Life-Long Learner

Pitt County Schools Mission Statement

Pitt County Schools will ensure that all students are provided a rigorous and personalized education that prepares them for the ever-changing challenges of the 21st Century.



Duties and Responsibilities
Teacher's Job Description

Reports to: Principal, Assistant Principal

Supervises: May coordinate and direct the activities of teacher assistants

Purpose: To help students learn subject matter and skills that will contribute to their educational and social development in both a **Face to Face Instructional Setting** and a **Remote Learning Instructional Model**.

1. Teaches assigned subject area using the course of study adopted by the local Board of Education, and other appropriate learning activities.
2. Creates a classroom environment that is conducive to effective learning and appropriate to the maturity and interest of the students.
3. Employs a variety of instructional techniques and instructional media, consistent with the needs and capabilities of the individuals or student groups involved.
4. Strives to implement by instruction and action the philosophy of the school.
5. Evaluates student's academic and behavioral progress; keeps appropriate records and prepares progress reports.
6. Diagnoses student needs on a regular basis and cooperates with other professional staff members at the school and county level in helping students solve health, attitude, and learning problems.
7. Communicates with parents through conferences and other means to discuss the student's academic and behavioral progress and interprets the school program.

8. Develops lesson plans and instructional materials and provides individualized and small group instruction in order to adapt the curriculum to the individualized needs of each pupil in both a **Face to Face Instructional Setting and a Remote Learning Instructional Model**.
9. Translates lesson plans into learning experiences so as to best utilize the available time for **Face to Face and Remote Instruction**.
10. Assists the administration in implementing all policies and/or rules governing student life and conduct. For the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
11. Plans and supervises purposeful assignments for teacher assistant(s) and/or volunteer(s).
12. Makes detailed lesson plans for the substitute teacher to follow whenever it is known that sick or personal leave has to be taken. Emergency Lesson plans need to be left in your teacher box.
13. Makes provision for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms.
14. Assists in the selection of books, equipment, and other instructional materials; requisitions books and instructional aids; maintains required inventory cards.
15. Maintains accurate up-to-date attendance records for all students.
16. Supervises pupils in out-of-classroom activities during the assigned working day.
17. Administers group standardized tests in accordance with the required testing program.
18. Works cooperatively with other members of the staff in planning instructional goals and methods.
19. Attends and participates in faculty meetings.

- 20. Participates in faculty committees and/on the sponsorship of pupil activities.
- 21. Plans, assists with, and/or supervises student assembly programs.
- 22. Provides for his own professional growth through an ongoing program of reading, attending county and state sponsored workshops, seminars, conferences, and/or taking advanced coursework at institutions of higher learning.

Staff Information Folder 21-22

21-22 Staff Information

Arrival and Dismissal Times

Early Bird	7:00-7:30
Teachers Arrive	7:15 a.m.
All Teachers on duty:	7:25 a.m.
Breakfast begins for students	7:30 a.m.
School open for students	7:30 a.m.
Tardy Bell rings	7:55 a.m.
Homeroom	7:55 – 8:00

*Students entering classrooms after 8:00 a.m. without an excused/unexcused tardy note are considered tardy and should be sent to the office.

*Students who are car riders that arrive prior to 7:30 a.m. must report to the cafeteria for the early bird program.

Covid-19 Master Schedule [CHICOD 2020-2021 MASTER SCHEDULES](#)

Dismissal for students	1:30 p.m. (Staggered Dismissal)
Dismissal for all teachers	3:00 p.m.

For school closings or delays, call **PCS Hotline at 830-3535**. Alert Now calls will be made to notify students and staff of closings. Be sure that your phone number is updated with the county office to ensure you receive Black Board Connect Messages.

Strong Schools NC

Toolkit

Know your Toolkits and Keep up on the Updates:

Sick Student Procedure

- ❖ **Any student arriving at school presenting a fever or symptoms of Covid-19** will be held in isolation in the ISS room by one of the Covid 19 staff contacts. Parents will be notified to pick up the student. The student will remain in the Covid-19 room until the parent arrives for pick up. When the parent arrives, they will be directed to the MU. The Covid 19 Room and Covid 19 Staff Contact will be notified that the parent is on the way to the MU and the exchange of students ill take place on the covered walkway/connector between the K-2 Hallway and the MU.
- ❖ **Any student presenting a fever or symptoms of Covid-19 during the school day -** Teacher must call the office to identify the student and situation. Office staff will contact the Staff Covid19 School Contacts. The contacts and/or administration/Office Staff will go to the classroom to retrieve the student. The contacts and/or administration/Office Staff will

take the student to the Covid 19 Room and contact the parent for the parent to come and pick up the student.

Student Medication Distribution

- ❖ Students should be sent to the main office at the appropriate time the student is to receive the medication. Office staff will administer the medication in the nurse's office to protect the privacy of the student.
- ❖ Staff are to report to the office upon arrival to have their temperature checked. If a staff member has a school aged child that attends Chicod, they should bring that child to the Main Office to get their child's temperature checked before they can go to class. They will receive a ticket to take to HR indicating that they have had their temperature checked and ok to go to class.

Cleaning and Disinfecting

Classrooms

All classrooms will receive one bottle the county approved disinfectant (AF79) & cleaning cloth:

Routine disinfection is key to maintaining a safe environment for students and staff.

Classroom cleaning routine

Wipe all surfaces that students have come in contact with (ex. student desk, seats, and doorknobs) with the county approved disinfectant (AF79):

- 1. Apply gloves**

2. Spray surface with disinfectant
3. Allow disinfectant to sit at least 30 seconds
4. Wipe surfaces dry with a cloth

Please contact your Head Custodians to replace supplies as needed.

Cleaning and Disinfecting

Routine disinfection is key to maintaining a safe environment for students and staff.

General cleaning routine

Wipe all frequently touched surfaces within the build several times during the school day with the county approved disinfectant (AF79): Surfaces are but not limited to door handles, stair rails, faucets, faucet handles, sinks, bottle filling stations, light switches, flush valves, etc.

1. Apply gloves
2. Spray surface with disinfectant
3. Allow disinfectant to sit at least 30 seconds
4. Wipe surfaces dry with a cloth

Please contact your Head Custodians to replace supplies as needed.

Cleaning and Disinfecting

Buses

Routine disinfection is key to maintaining a safe environment for students and staff.

Bus cleaning routine

Wipe all surfaces that students have come in contact with (ex. front, side, and back of seats, handrails, and windows) with the county approved disinfectant (AF79):

1. Apply gloves
2. Spray surface with disinfectant
3. Allow disinfectant to sit at least 30 seconds
4. Wipe surfaces dry with a cloth

Please contact your Assistant Principal to replace supplies as needed.

This should be completed after all students have exited the bus

Student Schedules

Student schedules have been created by using an extensive process that includes: 1) Teacher input and anecdotal notes 2) Individual Student Education Plans and 504 Plans 3) 2019-2020, 2020-2021 Student Performance Data 4) Student Discipline Data 5) Gender and Ethnicity

❖ **Breakfast & Lunch - Pick-up and eat in classrooms**

1. Each meal will be bagged/self contained, except for the milk at breakfast and at lunch the milk and a fruit will be offered outside of the bagged/self contained meal.

2. Each meal and any other items the students request must be handed from the server directly to the student. No 3rd party.

3. We have to account for each meal as usual, but we will not be using the key pads. So, we will ask for

their name or their meal number. That will take time, but will eliminate a touch point for the student.

Arrival & Departure Policy:

Ø Staff is expected to be at school no later than 7:15 a.m. on student days and 8:15 on workdays.

Ø All ROOM KEYS should be kept in the mailboxes in the Main Office. Staff should leave keys in their mailboxes in the office before leaving work EVERY Afternoon.

Ø Teachers are free to leave each day at 3:15 p.m. and/or after all of their students have left campus safely.

Ø Please notify the office if you are going to be late. This will allow time to provide supervision for your class until you arrive.

Ø Staff needing to leave campus early must notify and get permission from administration.

When approved to attend a doctor's appointment for yourself or immediate family during work hours, documentation in the form of a doctor's note from the physician's office of the visit is required. Notes from physician visits are required to be submitted to the bookkeeper/payroll specialist by the end of the next workday.

Immediate family is defined as spouse, children, parents, brothers, sisters, grandparents, grandchildren, and dependents living in the employee's household. Also included are step, half, and in-law relationships.

Absence Procedures – Teachers

Substitute System - Staff Absences

Every staff member should receive login information for the Substitute System. If a teacher must be out, he/she shall call or log on immediately. It is extremely difficult to secure substitutes on short notice. Please follow instructions carefully as you enter your absence and receive the Job Number. **Certified employees** needing to be out on short notice, please contact (call or text) **Mr. Pollard (252-341-3344)**. Please leave a detailed message. **Classified Employees (including Bus Drivers)** needing to be out on short notice, please contact (call or text) **Mrs. Bailey (302-245-0444)**. Please leave a detailed message.

Please complete the necessary forms to record absences from Mrs. Heath. If you know ahead of time what days you will be out, please go ahead and put your absences in the system and fill out the necessary forms to be approved by Mr. Pollard. The day after your absence Mrs. Heath will leave a teacher absence report in the designated folder in the front office.

Teachers are expected to leave plans for the next day and their classroom key in their teacher box before leaving each day. This will allow substitutes to have a successful and productive day. You never know when an emergency may prevent you from coming to work. Each teacher will create an EMERGENCY Lesson Plan stored in the teacher's mailbox in the Main Office. EMERGENCY LESSON PLANS SHOULD BE LOCATED IN YOUR MAILBOX BY THE END OF THE DAY ON SEPTEMBER 3, 2021.

*In case of teacher absence and we do not have a substitute, or a teacher becomes ill during the day CLASS/STUDENT ABSORPTION MAY still be used in limited cases. However, in most cases we will have to pull a classified staff (TA) member to supervise class.

PCS Policy 7.009:

Ø All school system employees hold positions of public trust; they are responsible for the education of students and also serve as examples and role models to students.

Ø Employees are expected to adhere to high standards of ethical behavior in the fulfillment of all aspects of their duties and responsibilities. Each employee is responsible for both the integrity and the consequences of his or her own actions. The highest standards of honesty, integrity, and fairness must be exhibited by each employee when engaging in any activity concerning the school system. Employee conduct should be such as to protect a person’s integrity and/or reputation and that of the school system.

Repeated tardiness to work may lead to the following consequences:

Days Tardy	Consequences
3 – 6	Documented Conference with Administration
8 – 10	Letter placed in School Personnel File; PCS Policy 7.009 added to PDP
15	Letter placed in PCS Personnel File; Action Plan
20 +	Possible Non-Reappointment

TA Dock Days Guidelines:

- Emailed to appropriate staff.

After School Meeting Schedule

Tuesday afternoons after school should be reserved for Faculty Meetings, SIT Meetings, and Committee Meetings. Please reserve this time on your calendars. **All meetings are mandatory.** Meetings will start at 3:00. Please refer to the Google Calendar “**Chicod Master Calendar**” for school events shared with the public. Please refer to Google Calendar “**Chicod Staff Calendar**” for important dates for staff that are not public events (ex. Staff Meetings). Both calendars will be shared with staff.

- 1st Tuesday of the Month: K12 Principal Meeting; 6-8 In House PLCs by Content Area
- 2nd Tuesday of the Month: SIT
- 3rd Tuesday of the Month: Faculty Meeting
- 4th Tuesday of the Month: PST/PBIS, 6-8 PLCs w/ GRW

Grade Level Meetings: Grade level meetings are to be held weekly. The agenda of this meeting should include general “House Cleanings” items to include **scheduling, planning for events, student discipline, SIT Items**, etc... Record your meeting by keeping a running minutes document.

Professional Learning Communities (PLC):

Horizontal and vertical PLC’s will be utilized to support professional **learning goals, assessment of student performance data, and instructional planning.**

21-22 PLC Schedule

Duty and Supervision Guidelines

Being punctual for assigned activities is very important. The supervision that you provide during this time is paramount to a safe and orderly environment. In the event that you are unable to be at your designated area, it is your responsibility to secure an appropriate substitute. Make it a part of your substitute plans for the sub to report to your duty station. Give them explicit directions of what their responsibilities are.

Duty will alternate between those assigned to a location every nine weeks. See the Duty Schedule and Maps in the schedule section.

Morning duty: Be in place by 7:25 a.m. and remain in place until 7:55 a.m. or all students have entered the building

Afternoon duty: Be in place by 2:45 p.m. and remain in place until students have left campus.

[STAFF DUTIES 21-22](#)

21-22 Staff Duty Assignment

<u>LOCATION</u>	<u>MORNING</u>	<u>AFTERNOON</u>
K-3 DROP OFF/PICK-UP LINE BY MAIN OFFICE	M. BRILEY, VENTERS, STANLEY, DILL, Pollard <u>DIRECT TRAFFIC</u> D. HALL, J. HALL, J. MODLIN (ROTATE)	All K-3 TEACHERS, JORDAN, JEFFRIES <u>DIRECT TRAFFIC</u> CUSTODIANS, POLLARD, JEFFRIES
4-8 DROP OFF/PICK-UP LINE END OF 600/700 WINGS	<u>TEMP CHECKS</u> MILLS, CARDEN PANTOJA, SHEPPARD, BEYER	All 4-8 TEACHERS
OUTSIDE HALLWAY BY MEDIA CENTER	MILLER/WILLIAMS	MILLER/WILLIAMS
CAFETERIA DIRECTING STUDENT MOVEMENT & Breakfast Line	S. TAYLOR, ROGERS, GUY	N/A
BUSES	BAILEY, DUFFIE, EDWARDS,	BAILEY, DUFFIE, (TEACHERS ESCORTING STUDENTS TO BUSES REMAIN UNTIL DEPARTURE)
BREEZEWAY INTERSECTION BETWEEN CAFÉ' AND ART WING	BELLO	N/A
FINE ARTS WING AREA & ADJACENT 600 WING CORNER	HEGWER/WILLIAMS	HEGWER/WILLIAMS
COVERED WALK THRU - MU ENTRANCE	KELLY	N/A
VAN DUTY - FRONT OF GYM	N/A	KELLY, MCNEILL
EARLY BIRD	ROGERS/DOUGHTIE	N/A
200 ENTRANCE	PRE-K/ EC PRE-K	N/A
MAIN CORRIDOR	HEATH/BUNTING	N/A
MAIN OFFICE	MORRISETTE	N/A

ALL HR teachers are expected to be on Hall Duty

ALL HR teachers are expected to be on Hall Duty and at their door checking for Temperature Tickets etc...

2021-2022 PTA

Officers			
Vanessa York	President	butterfly_vg@yahoo.com	540-556-5465
Sherry House	Vice President	cheerprincessmom@gmail.com	367-5153
Tara Hardison	Secretary	thardison1011@gmail.com	341-4426
Nikki Weber	Treasurer	1202nweber@gmail.com	341-2313
Committees Chairs			
Heather Creech	Advocacy Chair	heatherleanne_18@yahoo.com	341-6048
Crystal Sutton	Beautification Chair	CSutton@agcarolina.com	717-2114
Tanya Cannon	Communications Chair	teachercannon@suddenlink.net	717-2766
Suzanne Brooks	Fundraising Co-Chair	ps.brooks08@gmail.com	919-412-6121
Brandi Baker	Fundraising Co-Chair	brandibaker1278@gmail.com	717-5737
Jenna Albritton	Hospitality Chair	Jja0912@gmail.com	702-8700
Megan Roberts	Membership Chair	meganeliseroberts@gmail.com	375-6586
	Volunteer Chair		
Members-at-Large			
Stacey Pigford	Member-at-Large	spigford@greenvillenc.gov	413-8814
Courtney Stallings	Member-at-Large	courtney.c.stallings@gmail.com	704-575-9721
Courtney Yates	Member-at-Large	yatesc@pitt.k12.nc.us	347-5297
School Representatives			
Mr. Mike Pollard	Principal	pollardm@pitt.k12.nc.us	
Mrs. Bailey	Assistant Principal		
Heather Waddell	K-2 Rep.		
	3-5 Rep.		
	6-8 Rep.		

2021-2022 Committees/Representatives

1. 2021--2022 School Improvement Team

Mike Pollard, Principal

Paige Best, 1st Grade Teacher

Amanda Bailey, Assistant Principal

, Teacher

Kim Guy, Teacher Assistant

Caroline Decker, 3rd Grade Teacher

Ashton Venters, Instructional Coach

Stephanie Bossolono, Teacher

Angie Miller, Media Coordinator

Kyle Dawson, Teacher

Kristin Jeffries, Counselor

Ashley Philyaw, Teacher

Vanessa York, Parent

Tara Forehand, Teacher

Suzanne Taylor, EC Teacher

Renee Sheppard, Encore Teacher

Krissy Harrington, 2nd Grade Teacher

8th Grade Teacher

Amy Jordan, Counselor

2. **Student Government Association:** Amy Jordan
3. **Yearbook Committee:** K. Mills
4. **News/Media (Daily Reflector):** Renee Sheppard
5. **NCAE Representative:** Jeff Bowman
6. **Lead Mentor:** Stephanie Bossolono
7. **National Board Contact:** Ashton Venters
8. **PTA Executive Board:** Heather Waddell
9. **MTSS: Co-Chairs** Amy Jordan
10. **Battle of the Books:** Elementary: Vickie Carden, MS: Angie Miller
11. **Beta Club:** Kristin Mills
12. **PBIS Committee:** Chair ?

Chicod 2021-2022 Problem Solving Team

Mike Pollard - Principal

Amanda Bailey - Assistant Principal

Kristin Jeffries - Counselor

Amy Jordan - Counselor

Ashton Venters - IC

Suzanne Taylor - EC 3-5

Melissa Briley - EC K-2

Erica Beyer - EC 6-8

Jennifer Sumerlin - 6-8

Kyle Dawson - 3-5

Krissy Harrington K-2

It all starts with the classroom teacher!
The classroom teacher **MUST** document interventions and strategies that are being used or have been used to address concerns.

Discussion in PLC's is your first line of support!

•Tier 2: Supplemental Supports = **Some**

–includes supplemental instruction or intervention provided to students not meeting benchmarks

•Tier 3: Intensive Supports = **Few**

–small group or individual interventions for students showing significant barriers to learning required for success

ATTENDANCE

(Student, Parent Engagement)

Refer to Student Services & they will refer to the PST as needed.

BEHAVIOR

(Social & Emotional)

Refer to Student Services and/or Administration and they will refer to PST as needed.

ACADEMICS

(Instruction, Differentiation, Instructional Time, Planning)

Discussion in PLC's as your first line of support!

Refer to Student Services and/or Administration and they will refer to PST as needed.

Lesson Plans

All Chicod Teachers will be using a modified version of the standard **Learning Focused Lesson Plan**. This modified version is intended to aid teachers in the development of quality lesson plans that incorporate High Yield Strategies. **LFLPs must include plans for both Face to Face Instruction and Remote Instruction**. Teachers will be allowed to use various styles of the standard LFLP. All formats must be approved by the

principal. Lesson plans will be completed by teachers and shared in the applicable Google doc folder and shared with the Instructional Coach and administration.

Learning Focused Lesson Plans are NOT daily or weekly plans. Yet, they are content standard specific plans. Some plans may cover the time span of multiple days that overlap weeks. **LFLPs are to be created accordingly. NOT WEEKLY/DAILY!**

Expectation of Chicod Lesson Plans:

*Administration expects grade level and content areas to plan collaboratively, but does not expect instructional delivery to be EXACTLY the same for every teacher. LFLPs are expected to be completed and shared in your google folder by Friday for the next week.

Grade Level	Requirement
K-5	1 LP per Grade Level for ELA, Math, SS,SCI
6-8	1 LP per Content Area

All Student Schedule Changes will be evaluated by the principal. **The principal will make all final decisions on any schedule change.** Schedule changes will only be granted in extenuating circumstances for educational reasons. The only exception to this procedure is Band and Orchestra. A written request from the student's parent/guardian to join, or be removed from the Band and Orchestra program must be presented to the Band and Orchestra Director for approval. Once approved by the Band and Orchestra Director, he/she will submit the change to the principal for final approval. **Schedule changes should NOT be submitted to the Data Manager. A requested schedule change should be submitted in writing to a Chicod School Counselor.**

Fundraisers

ALL fundraisers MUST be approved by principal.

Child Abuse/Neglect

All employees of Pitt County Schools who have reasonable cause to suspect the abuse or neglect of any child under the age of eighteen shall comply with the provision of the Child Abuse Reporting Law as contained in Article 44 of the NC Juvenile Code.

All employees will extend their full and complete cooperation to personnel from the Pitt County Department of Social Services and to any state and local law enforcement officers who may be called upon by the Department of Social Services to assist in the investigation and evaluation of any report of abuse or neglect.

The superintendent or their designee shall develop administrative regulations, forms and procedures necessary for the proper implementation of this policy. These regulations will also include extracts of the Child Abuse Reporting Law so that all school personnel may familiarize themselves with their duties and responsibilities. Report any cases of child abuse or neglect to an administrator, guidance counselor, or social worker.

Children of Employees

Children attending Chicod that arrive before or stay after school are to be with their parent in the classroom. Children of employees should not be attending meetings, playing/walking the halls, being in the lounge or playing on the playground unsupervised.

After-School Enrichment Program

This program will be offered at Chicod School through Pitt County Schools and Recreation Department beginning the first day of school and the end on the last day of school. The program will operate on regular school days from 2:45 p.m. until 6:00 p.m. and on teacher workdays from 7:30 a.m. until 6:00 p.m. The program will also follow the Pitt County Schools' early dismissal and closing procedures for weather emergencies. Parents will be responsible for picking up children in the event of such early closings. This program will not operate if schools are closed due to inclement weather and the program will not operate during holidays and certain designated days.

Cumulative Records

The primary purpose of the cumulative record folder is to provide information that can be used to develop the best possible educational program for each student.

The cumulative record folder contains information covering nearly every phase of a student's school life and much about their personal life. In addition to academic records, the cumulative folder contains items of a personal and private nature. It is of utmost importance that these records are maintained in a confidential manner.

The cumulative records are kept in the records room and housed in fire-proof file cabinets. The folders are reviewed and updated annually.

IMPORTANT: All teachers must check their cumulative folders for problems/issues no later than September 1st. Please see the counselors to sign off that files have been reviewed for accuracy. Documentation of health needs (such as the health plan, medication, immunizations, etc.), academic needs (such as IEP, PEP, BIP, testing) and guardian/custody rights should be verified.

These records should not be left in an area that makes them accessible to persons other than school personnel. Folders should remain in alphabetical order by grade level. There is a sign-out sheet located in the records room if you wish to remove a cumulative record. Teachers should use this sheet to indicate that a record has been removed and returned. These folders should never be housed in a classroom overnight.

When a teacher receives information from a student coming from outside our county, a Pitt County School Cumulative Record should be completed by the data manager and will be placed in the homeroom teacher's box for review.

See Procedure 10.901-P-2 for the procedure for Student Records – Collection and Classification located in the County Policy section.

Grading Students

- Teachers are responsible for grading students taking into account their learning experiences and range of abilities. This Includes both Face to Face and Remote Learning tasks.
- Grading should be based on the progress the student shows based on the applicable standard of achievement.
- Teachers will give sufficient tests and written work to substantiate the grade given a student and will keep such records in a grade book. The student, their parents, or the principal may inspect an individual student's grades at reasonable times.
- No student should expect to be graded on only two or three samples of work within a nine weeks marking period. When averaging grades, teachers will give the student the next highest whole number when the grade is one-half or more.
- Students are not to grade tests or record grades on behalf of the teacher.
- **All grades will be entered into Powerschool within 3 days following a test.**
- Grades are not to be lowered because of poor conduct. Behavior problems will be reflected in the student's conduct grade.
- Teachers will use the comment area on the report cards for meaningful remarks and will request conferences as needed to discuss progress.
- The principal has the authority to change a grade, but will not do so without consulting the teacher.
- Interim progress reports in all core courses which have nine week grading periods are provided to students. Interim Reports are required for any student experiencing difficulty. Difficulty is defined as failing or dropping more than one grade.
- Teachers will give a minimum failing grade of 65 for the 1st marking period. Teachers will give a minimum failing grade of 60 for the 2nd-4th marking periods. All failing grades and poor levels of progress should be clearly indicated on the mid-term progress report with the actual grade.

- PCS uses a 10 point grading scale in grades 3-8.

Student Attendance (Policy 10.101)

Only an administrator can approve an Educational Absence. The Educational Absence must be approved in advance and signed by Principal or Assistant Principal prior to the date being excused. The parent must send a letter in writing in advance requesting an Educational Absence.

Early Sign-out & Ride Changes

- Due to the overwhelming number of early sign-outs and ride changes, we have asked if parents are signing students out or making ride changes, they need to do so before 2:15 during normal operating hours.
- **No Bus changes will be approved**

Athletic Eligibility

Athletic Insurance for 202-2022 School Year

You may acquire information regarding this insurance through the Athletic Director, Daniel Hall or on the Pitt County Schools website.

Attendance Policy for Participating on Sport Teams/Events

1. A student must be in attendance 85% of the previous semester to be eligible for a sport.
2. Student must be present in school until 11:30 am or report to school by 11:30 am to be eligible to participate in a game the same day.

Athletics Academic Policy

Athletes are expected to be students first. Students must pass 5 out of 6 classes the previous marking period. If a student fails more than one class during the season that student will be removed from the team. Grades will be checked periodically throughout each sport's season.

Athletics Discipline Policy

Office Referral	Athletics Discipline
1 st Referral	No practice or game the day of referral and/or 1 game Suspension
2 nd Referral	No practice or game the day of referral and/or 2 game Suspension
3 rd Referral	Off the team for the remainder of that sports season
OSS	Off the team for the remainder of that sports season
>=2 OSS	Ineligible for any sport the remainder of school year.

Cafeteria:

Breakfast and lunch are served in the cafeteria. Menus are sent home on a monthly basis. Students may pay daily or on a weekly/monthly/yearly basis by having money placed in an account. Money is to be sent in a sealed envelope with the student's and teacher's name. The money is deducted each time the student purchases a meal or a la carte item. Parents may request that the account is flagged to indicate "no charging allowed" or "no snacks". This request needs to be sent to the Cafeteria Manager in writing.

Breakfast

Paid student \$1.00

Reduced \$0.30

Lunch

Paid student 2.00

Reduced \$0.40

Returned Check fee is \$25.00

All students may apply for the Free and Reduced Lunch Program. Contact the school office or cafeteria staff if they are interested in an application. The application process may take up to two weeks.

Each student is provided a lunch number for the cafeteria.

Cafeteria Charge Policy

Occasionally a student may forget his or her money. Students may only charge for a maximum of 2 days or total of \$5.00. Only complete meals may be charged. Students may not charge snacks or extra items. Child Nutrition will be responsible for sending home a charge letter to inform parents. If the student does not bring money after reaching the maximum charge of 2 days or \$5.00, then he /she may not charge again. A partial tray consisting of a roll, fruit and milk will be provided to the student each day until the charge is paid. Parents may send a bag lunch until the charge is paid if you do not want your child receiving a partial tray.

Students who currently have an outstanding balance are not allowed to purchase a la carte items. The cashiers will remove the a la carte items from a student's tray that has an outstanding balance.

Adult meals must be paid for at the time of purchase.

Weekly Folders

Chicod will be sending home a weekly folder in Grades K-5 every Wednesday (not optional) to keep parents informed of their child's progress, school information and/or events. The folder will contain graded papers, notes, newsletters, etc. The folder needs to be signed and returned the next day.

Workrooms

There are 4 Staff Workrooms on our campus; one on every hall. All are equipped with copiers, work areas, and refrigerators. Because of their proximity to adult bathrooms and the nature of

discussions in those areas, students are not allowed in these workrooms. This includes the children of staff members.

STUDENT DISCIPLINE

At Chicod School, we have clearly defined rules and expectations, which lead to a safe and positive learning environment. The Positive Behavior Interventions & Supports (PBIS) system will be utilized to encourage positive behaviors. Any behavior that disrupts the learning environment for others is unacceptable, and will result in consequences for the offender. Teachers are expected to provide rigorous and engaging learning activities through extensive lesson planning to help minimize student disengagement and minimize student disruptions. Teachers and administration will use a systematic approach in assigning consequences for general student misbehaviors (excluding Levels II, III, IV, and V according to the PCS Code of Conduct).

Classroom Consequences Assigned by Teacher (excluding Levels II, III, IV, and V Offenses)

1ST OFFENSE	WARNING - PARENT CONTACT
2ND OFFENSE	BOUNCE/SILENT LUNCH/RECESS DETENTION - PARENT CONTACT
3RD OFFENSE	BOUNCE/CHOICE/SILENT LUNCH/RECESS DETENTION/ASD - PARENT CONTACT
4TH OFFENSE	OFFICE REFERRAL- PARENT CONTACT

*All Classroom Consequences must be documented in the Educators Handbook.

Office Referral Consequences (excluding Levels II, III, IV, and V Offenses)

ISS/Choices will be open and used for alternative discipline measures. Call the main office if assistance is needed with discipline. Teachers sending a student to Choice must call the Choices room to notify the teacher that the student is on route to Choice.

1ST OFFICE REFERRAL	Administrative Conference
2ND OFFICE REFERRAL	ISS 1 Day or PROJECT EQUAL/Alternative Discipline
3RD OFFICE REFERRAL	ISS 2 Days or PROJECT EQUAL/Alternative Discipline
4TH OFFICE REFERRAL	ISS 3 Days or PROJECT EQUAL/Alternative Discipline
5TH OFFICE REFERRAL	OSS 1 DAY
6TH OFFICE REFERRAL	OSS 2 DAYS
7TH OFFICE REFERRAL	OSS 3 DAYS

SUBSEQUENT OFFENSES	OSS 5 DAYS AND/OR RECOMMENDATION FOR LONG TERM SUSPENSION
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BUS CONDUCT

At Chicod School, we have clearly defined rules and expectations, which lead to a safe and positive environment for all bus riders. If a student behaves in a way that is distracting or dangerous to the driver, the driver is to report the misbehavior to the office. Pitt County Bus Rules are found on page B-54 of this handbook. The driver will assign seats and post a seating chart at the front of the bus. Chicod has summarized the rules and expectations as follows:

1. Be at your bus stop **(15 minutes prior to assigned pick up time)** and follow safety guidelines when boarding the bus.
2. Follow the directions of your driver.
3. Take a seat quickly and remain seated until exiting the bus.
4. Keep your hands and feet to yourself.
5. No eating, drinking, or chewing gum while on the bus.
6. Talk quietly to your seat partner.

Students at all times while riding a schoolbus or other school vehicle shall observe the directives of the school bus driver. The following conduct (Pitt County School Board Policy #6.201-F) is specifically prohibited and may result in temporary or permanent suspension from school transportation services and/or from school:

1. Delaying the bus schedule.
2. Fighting, smoking, using profanity, and/or refusing to obey the driver’s instructions.
3. Tampering with or willfully damaging the school vehicle.
4. Getting off at an unauthorized stop.
5. Distracting the driver’s attention by participating in disruptive behavior while the driver is operating the bus.
6. Failing to observe established safety rules and regulations.
7. Trespassing on a school bus.
8. Violating any other rule of the Code of Student Conduct while on the bus or other school vehicles.

If a student is suspended from the bus, it is the parent's responsibility to transport the student to and from school.

Consequences for Bus misbehavior: (Exceptions: Fighting, drugs, and weapons):

- First Offense: Verbal warning.
- Second Offense: 1 Day Bus Suspension
- Third Offense: 2 Day Bus Suspension
- Fourth Offense: 3 Day Bus Suspension

Fifth Offense: 5 Day Bus Suspension

Six or more: 5 Day Bus Suspension and/or year long suspension

Cafeteria Behavior

- (1) Students will remain silent while in the lunch line until they have passed the cashiers.
- (2) Have money ready.
- (3) Know the lunch number.
- (4) Students may only go through the line once.
- (5) Each classroom is to assign at least one adult and two students to clean up the lunch area. Tables and seats need to be wiped off, swept under and all trash thrown away.

Dance Participation Policy

Dances sponsored at the school require students to comply with the standard code of conduct expected at any other extracurricular activity. **Staff members are expected to chaperone one dance per year and will receive comp time for their service.**

Dress code: The length of skirts and shorts should still fall within the guidelines set forth in the standard uniform policy. Tight fitting articles of clothing are not allowed and at no time should undergarments be visible. Dress Code for the 8th Grade EOY Dance will be outlined in a separate letter to allow semi-formal clothing.

Behavior: Students are required to stay in the location of the dance throughout. There is to be no loitering outside and students are not permitted in any other location of the building.

Students that fail to comply with the attendance or dress requirement will be banned from future dances for the remainder of the school year (including prom).

Students who receive a Category I suspension from the beginning of the school year until the first dance are not allowed to attend **that dance. The same procedure will apply for the time period between future dances. Students receiving a Category II, III, or IV suspension will not be allowed to attend any dances for the remainder of the school year. The dance sponsor should request suspension information a week prior to the dance to notify ineligible students.**

ID Badges

Staff ID Badges are to be worn at all times during the instructional day.

Immunizations

Immunizations are to be checked for all students (K-8). If immunizations are complete, the data manager should sign and initial the front of the cumulative folder. **If immunizations are not complete, email a list of student names to Mrs. Piscorik no later than September 4, 2020.**

[Intercom/Phone Voice Call](#)

All classrooms have the capability for calling into the office. This should be done in cases when you have an emergency and need assistance or at a time you consider critical for help. Periodically check your intercom to make sure it is working.

[Locks](#)

Students with lockers on the 600 wing should purchase a school lock in order to use a locker. This is to ensure the lock is keyed to the school master key. The cost of a lock is \$6. Students may use the same lock throughout Middle School. (Students are encouraged to purchase a lock for their PE locker as well. This lock would only be used during their PE period and may be brought from home.) See PE Coaches for locks!

[Mailboxes](#)

Employees will need to check their mailboxes a minimum of once per day.

[Maintenance Requests](#)

All requests need to be submitted to Misti Hignite (ext. 8000 or 8116) in the office by email.

[Maps and Room Numbers](#)

A school map should be posted in each classroom. All classrooms, offices and storage areas should have room numbers posted on the outside. Please make Misti Hignite (ext.8000 or 8116) aware if there is not an identifying number next to a room.

[Medication Policy](#) (Policy 10.607)

School Responsibilities

1. Inform parents of medication policy and need for Authorization for Medication Form.
2. Provide Authorization for Medication Forms to parents and doctors' offices.
3. File properly documented Authorization for Medication Forms in principal's/designee's office. (student's record)
4. With proper Authorization for Medication Forms, administrator medications (prescription and non-prescription) and document online
5. Store medications and medication records in a secure/locked file.
6. At the end of the school year, file in individual student's health file Authorization for Medication Forms and daily medication log.

**School nurse will cover all information and documentation procedures required in Medication/Health Manual.*

Parents' Responsibilities:

1. Obtain Authorization for Medication Form from school/physician's office.
2. Complete parent information and have physician's office complete Authorization for Medication Form.

3. Have pharmacist label two containers if medication must be administered at school.
4. Deliver all medications (prescription and non-prescription) to and from school in original container for elementary and middle school students.
5. Inform the school principal of any serious changes in the child's health or any change in medication. Changes in medication, including altered dosages, require authorization from prescribing physician.

Exceptions:

1. Only a parent's note is required if a child needs a non-prescription medication for short term (less than one week) for a specific problem.
2. All students may transport and self-administer medication with prescribed inhalers if authorized by the physician.
3. High school students may transport and administer their own medication with proper documentation on the Authorization for Medication Form.

Nurse

Responsibilities:

- Case Management and consultation of children with chronic illness.
- Develop Health (IHPs) and Emergency Action plans (EAPs).
- Health Promotion and Education for students, staff and families.

**Students who are sick may not be left in the nurse's office without an adult for supervision.*

Examples of Appropriate Referrals: (complete referral and place in nurse's box)

- Student hospitalization
- Frequent absences due to illness
- Vision
- Dental Concerns
- Parent/Guardian non-compliance of medical needs
- Immunization
- Pregnancy

Telephone Calls/Faxes

**Phone calls from parents are to be returned within 24 hours or the next business day.*

Personal phone calls at school are to be kept to a minimum. The office staff has been instructed to take a message or send to voicemail. Teachers and teacher assistants have at least 4 opportunities during the instructional day to check messages: before school, planning, lunch, after school. Phones are not to be used to call into other teachers classrooms during instruction.

Teachers will not be calling each other in classrooms during the instructional day. This is a disruption to instruction.

Long distance phone calls are to be dialed from the office. Employees may only call long distance phone numbers if it is directly related to school or students. Please let Malissa Heath (heathm@pitt.k12.nc.us) know by email if you have made a long distance call. Provide Malissa with the number called, along with the date and time of the call.

Textbooks/Readers

Mrs. Bailey (ext. 8003) is the contact for textbooks. Mrs. Venters is the contact for ancillary materials. Please send a note at the end of the first or second student day indicating your textbook/ ancillary material status. All textbooks should contain a number and student name. Keep a list of assigned textbooks and the corresponding number. The teacher should place their initials beside the student's name in the textbook. If a book is lost or damaged, the **debt must be paid before another book will be issued. The student may not receive a report card or participate in Field Day until the debt has been paid.** The teacher will provide proper notification to the parent with the title and cost of the book. Please see Mrs. Evans for correct pricing.

Textbook Replacement Guidelines

New (1year)	100%
2 years	80%
3 years	60%
4-5 years	40%

Textbook Inventory must be accurate. If there are any discrepancies, teachers must notify Mrs. Evans (ext. 8003) immediately.

Non-Educational Movies

The showing of movies is discouraged and should be kept to a minimum. All movies must be approved by the principal/designee. The Video Request form must be completed three days prior to the showing of the movie.

Phone System Quick Start

Basic Phone Operations

Place Call with Handset

Pick up Handset

Enter Number

Press SEND soft key

Place Call with Speakerphone

Press Speaker Phone button

Enter Number

Press SEND soft key

End a Call

Hang up handset or press ENDCALL soft key

Call the OFFICE

Press OFFICE soft key

Pick up handset

View Call History

Press HIST soft key

Up arrow keys to scroll

Press SEND soft key to dial number

Voice Mail

When you have a new voice mail message, the MESSAGE key will be green and the red light on the top right of the phone will be blinking.

Accessing Voicemail

Press the MESSAGE button your phone

Enter your password followed by #

(default password is 9 + extension number)

Record Your Name

Access voicemail (see above)

Dial 03 and follow the prompts

Change Your Voicemail Password

Access voicemail

Dial 05 and follow the prompts

Retrieve Messages

Access voicemail and use following keys

1 - Play message

7 - Delete current message

5 - Next message

4 - Previous message

** - Rewind playback 3 seconds*

- Fast Forward playback 3 seconds

Student Dress Code and Appearance Policy Summary

View the Pitt County Schools Board Policy online.

[Employee Dress and Appearance \(PCS Procedure 7.0008\)](#)

Employees that are on duty or in attendance at school functions should dress appropriately. Employee guidelines also apply to student interns and volunteers.

It is considered inappropriate for school employees to wear the following attire:

- Any mode of dress or appearance that is so unusual or lacking in cleanliness that it disrupts class or learning activities
- Clothing and/or tattoos that promote the use of alcoholic beverages, tobacco, or controlled substances by words or symbols; that contain profanity or nudity; that depict violence; that are sexual in nature by words or symbols; or that are disruptive in some other manner
- Any clothing material made of denim, e.g., pants, skirts, jumpers, or sport jackets

Jeans of any color.

- Sweatpants
- Pierced jewelry anywhere other than in the ears
- Clothing that clings, is form-fitting, or exposes the midriff or chest when sitting or standing
- Shorts, skirts, or dresses that are higher than two inches above the top of the knee
- Rubber shoe thongs (flip-flops) or bedroom slippers
- Tailored shirts that are un-tucked, unless worn as a jacket

Modifications may be made by the appropriate supervisor to accommodate staff members who are engaged in specialized duties (such as physical education, vocational education, field-trips) or in specialized activities (workdays, spirit days, casual days, etc.) that require or permit a relaxed mode of dress.

Reasonable accommodation shall be made by the appropriate supervisor for those employees who, because of a sincerely held religious belief, cultural heritage, or medical reason request a waiver of a particular part of this policy for dress or appearance.

Any employee who does not meet the standards of this policy will be required to take corrective action. Any work time missed because of failure to comply with this policy will not be compensated, and repeated violations of this policy will be cause for disciplinary action as recommended by the principal or immediate supervisor.

Fees

All students are expected to pay school fees for the current year. The money is used to purchase additional instructional supplies to enhance the curriculum.

Total \$10.00

Payment of fees or an attempt to pay fees will need to occur prior to students going on a field trip. If fees have not been paid by **September 30th**, send home a copy of the letter provided in the forms section of this handbook. Turn in a list of students that haven't paid fees to the Assistant Principal by **October 7th**.

Field Trips

All Field Trips are postponed until further notice! In the event we operate under a regular school setting, the following are expectations.

Classes may take a maximum of 1 field trip per year. A charge for gas and drivers (if a TA is not used) will be assessed. Please check with the AP for the amount to charge for the trip. Teachers will charge appropriately if chartered buses are used for longer trips.

Field Trips are to serve an instructional purpose that is an extension of the NC Standard Course of Study goals and objectives. **Students are expected to use the mode of transportation being provided by the school. Parents must request in writing prior to the trip if alternate transportation is needed.** Any student may order and pay for a bag lunch through the cafeteria for the trip.

Teachers are to use the Cafeteria Meal Request form and turn it into the cafeteria 2 weeks prior to the field trip. It is the teacher's responsibility to add or delete names from the list. The last day to make changes on the list is 2 days prior to the trip; no exceptions. Lunches are to be picked up in the cafeteria the morning of the trip.

****County Forms/Planning Checklist/List of Suggested Field Trips is located on pages 45-50.***

Field Trips – Meal Request Form

Teachers are to let the cafeteria know at least **four weeks in advance** if their class will be going on a field trip. The Cafeteria Meal Request form is to be completed and turned into the cafeteria manager as notification. It will be the teacher's responsibility to add or delete names from the list. The last day to make changes on the list is **two days prior** to the field trip; no exceptions. Lunches are to be picked up in the cafeteria the day of the trip.

Revised 4/2011

Suggested Field Trips

Kindergarten

- Agricultural Experience – Briley's Farm – harvest, animals, plants in the field, plant seeds, corn maze (choose fall or spring)
- Kinston Nature Park – will design grade specific program

1st Grade

- Wilson to Rocky Mount Train Ride
- Imperial Center Children's Museum – Rocky Mount

2nd Grade

- Washington Estuarium
- Village of Yesteryear / local economics trips

3rd Grade

- Aurora – Texas Gulf
- Local Community trips – Economy, community helpers, Local Government, Fire/rescue, Library

4th Grade

- Raleigh – Government Complex – Museum of Natural History
- Tyron Palace – New Bern

5th Grade

- Atlantic Beach – Fort Macon, NC Aquarium
- Winton – Meherrin Indian culture, dance, drums, pottery, beading

6th Grade

- Beaufort maritime Museum
- Pitt County Agriculture Center

7th Grade

- Raleigh – National Weather service and climate office – NC State Centennial Campus
- Health Sciences experience – ECU School of Med/Hospital Tours Surgery, Heliport, etc.

8th Grade

- Outer Banks – Lost Colony, NC Aquarium, Jockey’s Ridge, Blackbeard’s Lair
- Raleigh – Agriculture and careers – NC State University Centennial Campus

These places have grade level specific programs.	These places will bring the experience to your school.
Imagination Station – Wilson	NC Museum of Art
River Park North – Greenville	NC Aquarium
Goose Creek	NC Planetarium
Emerge Gallery	Fire Dept/Park Rangers
	Charles B. Aycock Birthplace

Community Service Projects (Places your students can serve.)

- Homeless Shelters
- Food Bank
- First Born Community

- Oprah Ambassadors
- Senior Citizen Homes and Groups
- Foster Care Groups
- Operation In As Much

**Chicod Field Trip
Planning Checklist**

- I. ____ Trip Approval Forms
- II. ____ Date/Time Information - ***Check School's Master Calendar with Misti**

____ Date _____

____ Departure Time _____

____ Arrival Time at Destination _____

____ Time Returning to School _____

____ Dress Code – If uniforms will not be worn, explain why

III. ____ Loading/Unloading Area

IV. ____ Bus

Bus # _____

Drivers _____

- V. ____ Cost per Child
 ____ Payer/Account – *Talk with Malissa.
- VI. ____ Chaperones (1/15)
 ____ Parents
 ____ Interns
- VII. ____ Permission Form
 ____ Phone #/Emergency # on File for Trip
 ____ Parent Permission to Transport To/From
- VIII. ____ Medical
 ____ Authorization on File
- IX. ____ Meds for Students taken during School
- X. ____ Lunch / Contact the Cafeteria (How many bag lunches if needed.)
- XI. ____ Approval (Pollard and Evans)

EXHIBIT 9.404-A

PITT COUNTY SCHOOLS
 FIELD TRIP APPROVAL REQUEST AND PLANNING SHEET

School: _____ Group: _____

Destination: _____ City: _____

Dates of proposed trip: _____ Number of students: _____

Total days of trip: _____ Instructional days away from school: _____

Departure time: _____ Return time: _____

Purpose of trip: List instructional objectives related to North Carolina Standard Course of Study and planned follow-up activities. Attach additional sheets if necessary.

Chaperones: school personnel:

Chaperones: parents (anticipated number)

Transportation method: _____

Trip cost: _____ Cost to student:

Teacher(s): _____

Principal: _____
Date: _____

Overnight and out-of-state trips require
Superintendent (or designee) signature: _____

OUT-OF-COUNTRY FIELD TRIP APPROVED BY THE
PITT COUNTY BOARD OF EDUCATION

YES: _____ NO: _____ DATE: _____

***The principal must secure approval from the Superintendent or his/her designee
for overnight and out-of-state trips, at least one month in advance of the trip.**

EXHIBIT 9.404-B

PITT COUNTY SCHOOLS
PARENT/GUARDIAN PERMISSION FORM FOR FIELD TRIP

As parent/guardian of _____, I give permission for
(name of student)

his/her participation in the _____ sponsored field trip on _____
(school)

The itinerary includes the following:

Departure _____ a.m Return _____ p.m

Destination _____

Total cost to student _____

Place of lodging (if overnight) N/A

In case of emergency please contact:

Parent/guardian: _____

Address: _____

Phone number: _____

Work phone: _____

If parents cannot be reached, please contact:

Name: _____

Relationship: _____

Phone number: _____

Work phone: _____

Teacher(s)/chaperones(s) involved:

Comments:

Signed: _____
(parent/guardian)

Date: _____

PITT COUNTY SCHOOLS
MEDICAL AUTHORIZATION FOR FIELD TRIPS

I understand that the school will provide adult supervision and take reasonable precautions to provide a safe environment for students on field trips. I also recognize that there are risks to travel and Pitt County Schools cannot guarantee my child's safety.

If there is an accident or injury that results in a medical emergency affecting my child while on a field trip, and school personnel are unable to reach me to give permission for treatment, I, the parent/guardian of _____, a student at _____ School, do hereby grant permission to the adults supervising the school field trip, or to any licensed hospital or physician, to authorize emergency medical treatment for my child during said field trip. I agree to hold the responsible party who grants such permission harmless for that act and hereby release that individual from any liability in connection with granting permission for treatment.

I also specifically inform Pitt County Schools and the responsible adults participating in the field trip that my/our child, _____, has the following special medical needs (list medical problems or conditions, allergies, etc.): _____

My child needs the following medications, prescriptions, or special diet: _____

In connection with the above specific needs, we will furnish in writing from our child's personal physician all necessary information regarding any special medical needs or conditions that our child may have, together with instruction for appropriately dealing with such needs or conditions, to the adults supervising the field trip.

I acknowledge that I have carefully read the foregoing medical authorization and know that it applies to all field trips taken during the _____ - _____ school year, and I sign this as my own free act.

Parent/guardian signature

Date

Parent/guardian signature

Date

Student signature (if 18 or older)

Date

Name and telephone number of health insurance company, if any:

Emergency Procedures

Bomb Threats

A warning alarm in the same pattern as a Fire Drill will be heard. If there is an area identified as an imminent threat, Crisis Team Members will go to each group of students in the assigned area and direct the teacher to an alternate location. Expect the sports fields to be used in this instance.

Fire Drill

The laws of our state, the rules and regulations of our school board, and safe practices require that children in our school be trained to leave the school building in accordance with procedures known as a fire drill. The first fire drill of the year will take place within the first ten days of school. The signal for a fire will be a continuous on/off buzz from the fire alarm system. In case of a power failure the signal will be through oral communication or by using an air horn.

Fire Drill Procedures

1. See the map in your classroom for an exit route. **It is mandatory that maps with exit routes are posted**). See Mrs. Evans if yours is missing.
2. Close all windows and doors.
3. Leave the building quickly and quietly but keep in mind several classes may have to use the same exit.
4. Students should exit at least 50 feet from the building and then turn and face the building.
5. The teacher should **follow** students out of the room to confirm that the room is vacant.
6. Students should not loiter during a drill nor get coats and books.
7. In the event of a blocked exit, the closest alternate route should be chosen.
8. Teachers should have their **class grade book and Crisis Lockdown Procedures** with them.
9. In case of fire, the teacher has complete responsibility for his/her group.
10. The signal for returning is an announcement that the building is secure or a long bell. Students should reenter the building in a quiet and orderly manner.

Lockdown

In the event of a lockdown, an announcement will be made school wide that we are in currently in LOCKDOWN.

1. Remain calm and quiet.
2. Clear students from the hallway immediately and report to the nearest classroom.
3. Close and lock all windows and doors. The teachers and students should not leave the location.
4. Move students away from windows and doors. Seat students on the floor against a wall that would provide them with protection and concealment.
5. Account for all students.
6. Turn Off Lights

7. Students should remain in lockdown positions until an announcement is given.
8. If your classroom is called during a lockdown and you are asked if everything is ok, your response should be “YES”. If there is a problem in your classroom, your verbal response should be “Everything is OK now.”
9. Playgrounds - If you are outside on the playgrounds and you have direct access to your room go to your room. If not, go to the art building. In the art building if there is space in a classroom then go to a classroom. If there is no space in a classroom go to the bathroom or the lobby. Move with deliberate speed and remain calm.
10. Cafeteria - Move to the SWARM Store and adjacent rooms.
11. End of Lockdown Announcement

Tornado Drill

Tornado Watch: Review tornado plan and notify all teachers of impending weather conditions.

Tornado Warning: Lower blinds and drapes and relocate students to areas indicated on the relocation chart.

Procedure

- Be sure all students know where their drill area is located. Approximately 30 to 60 minutes advance warning will be issued.
- The tornado warning alarm will be a steady ringing tone.
- Lower blinds and drapes.
- Proceed in line from your classroom to designated areas as indicated. Students should walk quickly and silently; there is no need to panic. All shared and office personnel will proceed to the nearest designated area and assist teachers.
- Classes in the cafeteria will leave all items on their tables and move quickly and orderly to their designated areas.
- Staff and students not with their classes (bathroom or work room) should immediately return to their class.
- Students should lay face down, draw knees up under their body, and cover the back of their head with hands. Coats and jackets can be used to cover heads, arms and legs.
- Teachers must stay with their students and make certain that all students are present in designated areas until the “all clear” announcement is given.

Other Weather Warning Conditions

Severe Thunderstorm Watch: Conditions are such that a severe thunderstorm may develop.

Severe Thunderstorm Warning: A severe thunderstorm has developed and will probably affect those areas stated in the weather bulletin.

Relocate all students from portable classrooms to the main school building using the relocation chart.

Payroll: Certified Leave Guidelines Teachers Only

Certified Position Requiring a Substitute

Reporting Planned Absence:

- Submit appropriate leave form to Payroll Secretary.
- Report absences in AESOP. ***All Certified Staff that require a substitute and Teacher Assistants***

Reporting Unexpected Absence (Emergencies Only):

1. Call the front office and speak directly to Office Staff.
2. See Malissa or Misti as soon as you return to school.

Note:

- No Substitute Required Leave - you are responsible for submitting the appropriate leave form and Teacher Absence Report.
- **Intern Substitutes:** Please report to AESOP as “No Sub Needed” and leave the following message under “Notes to Substitute: “Intern, (intern’s name) will be substituting today, if you are a sub receiving this message, please do not accept this job.” If you do not have the option for “no sub needed” please see Malissa ASAP.

Certified Position Not Requiring a Substitute (Speech, ESL, Counselor, etc.)

Planned Absence:

- Communicate with necessary staff.
- PCS-4 must be completed 2 weeks before absence or earlier if possible.
(Professional/Personal Leave)

Unexpected Absences (Emergencies Only):

- Call the front office and speak directly to Office Staff or txt Mrs. Heath or Mr. Pollard
- Communicate with necessary staff.
- Communicate leave time frame with Payroll Secretary when more than one day is needed to insure your payroll information is accurately processed.

Appropriate Leave Form Listing
Certified Staff

Two or more forms are required for every absence.

ANNUAL LEAVE - (Must submit form pcs-3 at least 5 days in advance of leave day) Annual leave cannot be used on instruction days. **Leave is not considered approved until employee receives the yellow copy signed by the Principal.**

1. Leave Request Form (pcs-3)
2. Certified Absence Report (pcs-9)

SICK LEAVE - (Must submit form pcs-3 at least **5 days** in advance of leave day or day upon return in emergency situations). Sick Leave used **day before or day after a holiday** must accompany a doctor's note in order to be approved and/or be paid for the holiday. Leave is not considered approved until the employee receives the yellow copy signed by the Principal. Sick leave used on school event days (Field Day, Field trip, Awards, etc.) must accompany a doctor's note.

1. Leave Request Form (pcs-3)
2. Certified Absence Report (pcs-9)

PROFESSIONAL LEAVE – (Must submit form pcs-4 at least **2-weeks** in advance of leave day)
Contact Person must be indicated as specified on form. Must be a PCS employee.

1. Certified Absences Report (pcs-9)
2. Pitt County Certified Personnel Leave Request (pcs-4)

COMMUNITY LEAVE (Must submit court documentation and pcs-4 at least **2-weeks** in advance of leave day)

1. Certified Absence Report (pcs-9)
2. Pitt County Certified Personnel Leave Request Form (pcs-4)

PERSONAL LEAVE - (Must submit form pcs-4 at least **5 days** in advance of leave day) personal leave cannot be used on the staff return to work day for the school year, on a required teacher workday, on State testing dates, on the day before/after a holiday or vacation day, or on school event days.

1. Certified Absence Report (pcs-9)
2. Pitt County Certified Personnel Leave Request Form (pcs-4)

LEAVE OF ABSENCE – See **Payroll Secretary** for form packet for leave requiring 10 days or more (Must speak with Mrs. Heath before contacting county office):

1. Leave of Absence Certification Form (**submit at least 30 days prior to beginning leave date**)
2. Separation/Vacancy Notice
3. Certified Absence Report (pcs-9)
4. Return to Work/Fitness for Duty Form (due upon return to work from Leave of Absence – due to medical, maternal, educational, disability, etc.)

Requested leave that is not available will be processed as Day Without Pay (refer to your last payroll voucher for available leave balances).

Payroll Communication/Guidelines

TACs Users Only

To reduce classroom interruption, The Payroll Secretary will generally communicate with time sheet users via email. *Please check your email on a daily basis* for Payroll information. Edit forms are located beside the designated computer in the front office. If the form is not complete or you forget to clock in, it will be without pay if not corrected before the end of the month.

Please reference below Appropriate Leave Form Listing for TACs Users in order to properly prepare your leave as soon as possible prior to form due dates. Please report and prepare for absence according to your position as listed on the following pages.

Any requested leave that is not available will be processed as Day Without Pay (refer to your last payroll voucher for available leave balances).

See Payroll Secretary if you have questions.

Appropriate Leave Form Listing

ANNUAL LEAVE - (Must submit form pcs-3 (Leave Request Form) at least **5 days in advance of leave day**) annual leave cannot be used on instruction days for TAs requiring a sub or on the staff return to work day for the school year. Leave is not considered approved until the employee receives the yellow copy signed by the Principal. Annual leave cannot be used on school event days. (Field day, field trip, awards day, etc.)

SICK LEAVE - (Must submit form pcs-3 (Leave Request Form) at least **5 days in advance of leave day or day upon return in emergency situations**). Sick Leave used **day before or day after a holiday** must accompany a doctor's note in order to be approved and/or be paid for the holiday. Leave is not considered approved until the employee receives the yellow copy signed by the Principal. Sick leave used on school event days must accompany a doctor's note.

PROFESSIONAL LEAVE – (Must submit form pcs-4 (Pitt County Certified Personnel Leave Request) at least **2-weeks in advance of leave day**). **Contact Person** must be indicated as specified on form.

COMMUNITY LEAVE (Must submit court required documentation along with form pcs-4 (Pitt County Certified Personnel Leave Request Form) at least **2-weeks in advance of leave day**). **This leave is used only for court-required appearance.**

LEAVE OF ABSENCE - Any Leave requiring at least 10 days absence:

1. Meet with Mr. Pollard/Mrs. Heath to discuss Long Term Absence at least 30 days before the absence and before contacting the County Office.
2. Leave of Absence Certification Form (**submit at least 30 days prior to beginning leave date**)
3. Separation/Vacancy Notice

4. Return to Work/Fitness for Duty Form (due upon return to work from Leave of Absence – due to medical, maternal, educational, disability, etc.)

COMPENSATORY TIME – All time over your designated amount of hours must be used within the same week and must be approved by Administration before earning. Comp time is paid out each month and is calculated by the week. Comp time does NOT carry over to the next month for 10 month staff or Custodians.

Teacher Assistants (Position Does Not Require A Substitute)

Planned Absences:

- Submit appropriate form(s) to the Payroll Secretary. Leave is not considered approved until you receive the yellow copy back.

Unexpected Absences (Emergencies Only):

- Notify your teacher (if applicable)
- Call or text Heath and Pollard
- Communicate with the Payroll Secretary when more than one day is needed to ensure your payroll information is accurately processed.
- Submit PCS-3 (Leave Request Form) to the Payroll Secretary upon your return to work.

Custodial and Office Staff

Planned Absences:

- Communicate leave request with Lead Custodian
- Submit appropriate form(s) to Payroll Secretary before the absence, leave is not considered approved until you receive the yellow copy back.

Unexpected Absences (Emergencies Only):

- Notify Lead Custodian
- Call the front office and speak directly to Heath or Pollard
- Communicate with the Payroll Secretary when more than one day is needed to ensure your payroll information is accurately processed.
- Submit PCS-3 (Leave Request Form) to the Payroll Secretary upon your return to work.

All absences must be reported to the Payroll Secretary as soon as possible. Substitute should be instructed to report to the front office and sign in to receive a badge for the day. Annual Leave requests must be submitted at least two weeks in advance and sick leave must be turned in as soon as you arrive at school to start your day.

Child Involvement Leave

- One hour increments
- Sub required: 2 hour max at a time, divide class within grade level.
- No Sub required: up to 8 hours
- Designed for student awards day, IEP meetings, events at other schools – not designed for all day sub coverage.
- CI is not approved until the employee receives a yellow copy back.

Reserved for:
Teacher's Statement of Understanding
(Pitt County Schools
Individual School Accounting
Internal Controls and Responsibilities
Fiscal Year 2021-2022)

School Fund Expenditure Guidelines

In order to stay within Purchasing Guidelines (POLICY 3.604) we will no longer use the Check Request Form. **All expenditures must be pre-approved in writing** using form PCS-16 (In-School Purchase Order) as follows. These guidelines must also be followed for staff reimbursement requests.

Before Purchase:

- In-School Purchase Order must be **complete**.
- Principal must sign to indicate approval.
- Submit to Bookkeeper for assignment of Purchase Order Number.
- Once the PO number is assigned, the employee will receive the pink copy and is approved to make the purchase.
- The employee will submit (mail/fax) the order to be processed.

After Purchase:

- Employees will sign and date the invoice/receipt and staple to the PO white copy.
- Indicate invoice amount (**not to exceed approved amount**) in the rectangle shaped box located at the bottom section of PO.
- Submit the completed white copy with invoice/receipt to Bookkeeper for payment.

Note:

- Vendor name is the person or agency in which payment will be made.
- Activity Account must be indicated (see Bookkeeper if you don't know which account to use).
- Shipping Charges must be indicated.
- 7% NC Sales Tax must be calculated (including shipping charges).

- Reimbursements request will not be processed unless the above In-School Purchase Order Guidelines are followed.
- Receipts for reimbursements must be submitted within two weeks of purchase and be signed.
- Expenses will only be reimbursed up to the approved amount.
- **Employee can/will be held financially responsible for any unauthorized expenses.**

Receipt Book Procedure

Receipt Book Packet contains the following items: Deposit Bag, Receipt Book, Teacher Financial Report and Envelope. **All deposit items must be returned to the Bookkeeper at the end of 2017-2018 School Year.**

Procedures for Receipting Money in Teacher's Receipt Book

1. Receipt books will not be issued to staff this year. The school will utilize SchoolCashOnline for school fees and technology fees for the 2020/2021 school year.
2. Heath will provide a roster with boxes to check off patents in a sheet protector to be turned in with any monies.
3. Under no circumstances should students/parents/ECU students be allowed to handle cash/checks.
4. Money should be turned in to the bookkeeper on a daily basis by 2:00 p.m. Money is expected to be turned in daily.

Calendar of Events

Please refer to the referenced Google Calendars, school website, and Facebook pages for event calendars.