

Southeastern Early College High School

Faculty/Staff Handbook

2009-2010

SEC's Faculty Vision

Southeastern Early College High School is a safe, secure and stimulating environment that is conducive to learning. All students at SEC will become proficient in 21st Century Skills. Graduates will be college-ready and possess critical thinking skills, academic knowledge, communication skills, professional skills, technological skills, and healthy habits.

- **Critical Thinking:** *Students will use higher order thinking skills to create solutions to problems across the curriculum and defend those problems. Students will be aware of authentic challenges confronting local, state, national, and global societies.*
- **Academic Knowledge:** *Students will internalize and apply academic knowledge in cross-curricular and “real-life” situations.*
- **Communications Skills:** *Students will clearly articulate and demonstrate effective presentation techniques in both written and oral communication. Students will learn to be active and open-minded listeners.*
- **Professional Skills:** *Students will demonstrate responsibility, accountability, organization, ethics, civic awareness, and positive interpersonal skills and apply them in the field.*
- **Technology Skills:** *Students will show proficiency using technological tools, processes, and systems.*
- **Healthy Habits:** *Students will make educated decisions to improve and sustain positive physical and mental health.*

ASSUMPTIONS:

1. *Literacy no longer refers to readin', writin', and 'rithmetic. Therefore, its instruction must take place as part of every content area. This instruction must be rigorous, supporting high expectations for all students. Appropriate support systems must be in place to ensure that all students reach those expectations. In fact, SEC understands that the new 3 R's of high school education are Relationship, Relevance, and Rigor and we strive to incorporate these each day.*
2. *Assessment of students must take multiple formal and informal forms and be ongoing and embedded in instruction.*
3. *Teachers must be involved in high quality professional development – including follow-up support. When feasible, professional development will be in-house in order to ensure validity, acceptance, and sustained use.*
4. *All areas of the curriculum will provide students opportunities to interact with relevant and engaging texts and to participate in both low-stakes and high-stakes writing.*
5. *All curriculum areas will be provided with collections of appealing reading materials at multiple reading levels to assist in delivering the N. C. Standard Course of Study: magazines, journals, primary source documents, biographies, memoirs, non-fiction, poetry, drama, technical writing, essays, and newspapers. Materials will be selected to reflect cultural diversity and a variety*

of points of view. These materials will be regularly supplemented with non-print and digital media.

- 6. Students must be given occasions to apply learning in new contexts. With this in mind, the Friday experience, under the guidance of the house teacher and student's family, will provide opportunities for students to interact in professional environments and to serve their communities.*

I. Introduction

Southeastern Early College High School is a small, innovative public high school that is part of Columbus County Schools and Southeastern Community College. The LEA for this school is CCS and employees of SEC should follow all rules and regulations stipulated by CCS. Since our location is on the campus of SCC we will also do our best to conform to the dress code and behavioral expectations of SCC employees. Note that this document is a work in progress and is subject to change at any time.

II. General Schedule

The faculty/staff of SEC will follow a calendar different from the college or the other public high schools. Please refer to this calendar for information about days of employment. Generally, the employee's day begins at 8:45 a.m. with sign-in at the office. At this time, the employee should meet briefly with other staff to check for any modifications to the schedule or daily info.

Announcements and mail must be picked up from your box in the office each morning. We will have group assembly in the auditorium each Monday at 9:00 and on other days as needed. Other days at 9:00 teachers will report to first period where they take attendance and lunch orders. The school day officially begins at 9:15 am. The day for staff ends at 5:15 p.m. Monday through Thursday. On Fridays, the workday will begin with a team meeting in A-223 at 8:30 a.m. All employees are expected to be professional and work on campus a minimum of 37.5 hours per week. It is not necessary to sign out through the office. At times, the schedule may need to be flexed. Any variations must be approved by the principal.

9:15 -10:50	First period	(Science planning)
10:55- 12:25	Second Period	(Math planning)
12:25-12:55	Lunch	
1:00 -2:30	Third Period	(English planning)
2:35 -4:05	Fourth Period	(History planning)
4:10 -4:55	Fifth Period	

Early Release Friday Schedule

9:15-10:05	PLC turn in and speakers
10:10-12:45	Academic time to be determined monthly
12:50-1:15	Lunch

(Note: The periods listed for Fridays are fluid. We may choose to have science labs, PBLs, clubs, etc. We may meet every class briefly instead depending on need. The only thing in stone is to meet with PLC and have a speaker scheduled.)

III. School Philosophies

The intent of Early Colleges is best studied elsewhere. In short, SEC faculty will be committed to a different style of teaching and learning than what takes place in the traditional textbook-driven high school program. Grading will include PBL and interactive notebook grades each quarter, cross-curricular teaching and planning, a school-wide literacy program using reading circles and low stakes writing, high level questioning, quarterly outlines which are directly correlated to the NCSCOS, benchmark assessments, and the use of MAP and other data to drive

instruction. Team planning will take place in A-223 each Friday morning at 8:30 in A 223. Teachers of the same content area have the same planning period and are expected to plan together. Documentation of this joint planning is to be uploaded to the Groupwise Lesson Plans folder each Thursday. Grade-level teams are expected to document that they meet regularly also.

There are other school-wide instructional strategies and curricular decisions that are non-negotiable. These include differentiation, use of formative data such as MAP and Classcape, green ink grading, school-wide rubric grading, county grading policies, use of Moodle, NCWise, and a consistent, comprehensive discipline plan. All of this is addressed at the beginning of each school year to allow for faculty input and leadership in decision making and implementation.

IV. Staff duties

As much as possible there will be minimal student supervision duties outside of the classroom. These will include lunch duty which consists of being in the assigned area to head off trouble as well as interact with kids socially. Ms. Bridgers will help supervise inside the trailer area each day during lunch. Parent volunteers will also help in this area. Other staff should refer to the following chart for their assignment.

Mon: Gann-lounge, Gore-picnic

Tue: Ferriola-lounge, Whalen-picnic, Winkelman--lounge

Wed: Gore-lounge, Gann-picnic

Thu: Whalen-lounge, Ferriola-picnic, Winkelman-picnic

Fri: Worley – both areas

Mrs. Worley will be available in her office to meet with students during lunch except when students are here on Fridays. Then she will supervise the lunch areas.

Mrs. Boykin will supervise the unloading of the buses from 8:45-9:10 am Monday-Thursday.

Mr. Hobbs will supervise the loading of the buses from 4:50-5:05 pm Monday and Wednesday.

Mr. Lykins will supervise the loading of the buses from 4:50-5:05 pm Tuesday and Thursday.

Mr. Lykins will serve as safety inspector/coordinator.

Mr. Hobbs will serve as webmaster and technology coordinator.

Ms. Ferriola will serve as MAP coordinator.

Ms. Worley will coordinate all other testing as well as the GO program and ambassadors.

Ms. Boykin will serve as graduation project coordinator and SIT coordinator.

Ms. Williamson will coordinate inventory.

Ms. Bridgers will serve as school treasurer, receptionist, secretary, and data manager.

Ms. Gore will serve as literacy coordinator.

Mr. Whalen will coordinate student presentations each Monday in assembly.

Mrs. Gann will compile a monthly calendar for distribution

During the first semester we will try a new activity called detention lunch. This will be held in the supervising teacher's room from 12:25-12:55. Mr. Lykins will supervise during the month of August, Mrs. Ferriola during the month of September, Mrs. Boykin during the month of October, Mrs. Gore during the month of November, and Mr. Hobbs in December. The supervisor of detention lunch is free of other lunch duty that month and should be in his/her classroom ready to supervise no later than 12:30. Students who are assigned detention lunch will be listed on the announcements that morning and should be dismissed to get their school lunch at 12:20 so they can be in place when the other students exit class.

V. Field Trips and events (see final page for protocol)

Early college staff are expected to participate in numerous events outside of school hours. These include all parent meetings, talent shows and other programs, graduation, baccalaureate, and field trips. Teachers are encouraged to plan curriculum related day trips for their classes on Fridays. The entire school will take a college tour on October 2nd. Overnight trips are as follows and each teacher must attend the trip for which he/she is responsible and may also chaperone one other trip free of charge.

Freshmen-- Washington, D.C. on March 3rd and 4th -- coordinated by Mr. Lykins, Ms. Winkelman, and Ms. Gore.

Sophomores – Williamsburg, Virginia April 8-10 -- Ms. Ferriola, Mr. Whalen, and Mrs. Worley.

Junior/Senior – Orlando, Florida December 31-January 3-- Ms. Boykin, Mr. Hobbs, and Mrs. Gann.

CCS asks that no field trips be scheduled after May 1st. The exception will be the school-wide Carowinds trip for students who meet their academic goals which will be Thursday, May 20. Academic Goals will be set in the first 9 weeks with the PLC teacher. They must include raising at least 1 EOC score by 1 level (or maintaining a 4), attendance goals, job shadowing goals, and 1 other tbd.

VI. Zero Period and Fifth Period Schedule

Fifth period will be a time for students who need extra help to enroll in remediation or enrichment courses (some for credit) taught by certified teachers (preferably the same teacher they have for that subject during the school day). Students who are excelling in their school work may take elective courses or a permanent club at this time. These assignments will last for 1 semester. Each teacher is expected to offer a remediation course one semester and an elective course the other alternating with the other teacher in that field. Zero period is the time from 8:30-9:15 each day during which teachers may wish to be available for drop-in tutoring and makeup work. It is highly advisable that each teacher select at least one day to be available for zero period and put this on his/her syllabus to make parents aware.

VII. Communication

This is a digital age and it is expected that faculty check their Moodle page, email and voice mail at the beginning, middle, and end of each school day. In addition, mailboxes in the office should be checked each morning for the announcements, memos and any snail mail. It is highly advisable that staff check their emails and voice mails regularly even during breaks and summer.

VIII. Teacher Absences

Ten month employees have holidays and annual leave built into their calendars and should therefore not miss work except in extreme situations to include death in the family or sickness in the home. If the absence is for a workshop be sure to follow CCS protocols for prior approval for travel, nclb standards, and schoollink registration and evaluation.

Please refer to the CCS personnel handbook for official county policies regarding leave. In the rare event of a planned absence—notify Mrs. Davis and Mrs. Bridgers as far in advance as possible. Routine medical and dental appointments should not be scheduled to interfere with instructional time. If you must be out, please contact a substitute and coordinate lesson plans and duty coverage with that person. This prevents miscommunication which can occur through

messages being passed through several people. Inform the office of which substitute will be coming for you and any special things we need to watch for or help with. It is very helpful to the sub if you have a seating chart for each of your classes in the room. In the event of an emergency or unplanned absence use the following protocol:

1. Call myself (640-7243) or Frankie (640-8655) by 7:30 a.m. Do not stop calling until you have actually spoken to one of us. A voice mail is unacceptable.
2. If possible, email us a current lesson plan suitable for a sub. Student assignments should be easy to supervise and should not require expertise.
3. For those days when that is not possible, always maintain an emergency folder in the office in Frankie's possession that has review-type assignments and activities for at least two days worth of absences. This folder should also contain helpful information like the daily schedule, and your classroom rules and teacher duties.

The county only recognizes whole day and half day increments of time for absences so plan accordingly. Medical documentation may be required at the principal's discretion in the case of excessive absences. The principal also has the right to refuse a request for leave.

IX. Personal Injury

If an employee is injured on the job, a personal injury form must be completed and given to one of the secretaries. We have to report any injury, no matter how small, on our OSHA report. Mr. Lykins will be in charge of safety/security issues and will investigate any claims with the assistance of the principal.

X. Injury to Students

If a student is injured at school, an incident report form should be completed immediately and given to the secretary. A copy of this form is sent to the superintendent's office and to SCC and kept on file.

XI. Cumulative Folders

Cumulative folders are kept in the counselor's offices. When working with folders, please remember to sign them out. Folders should remain in the guidance department each night. Under no circumstances should a cumulative folder be taken off campus except by permission of the principal.

XII. Receipts

If any fees or monies are collected from students, parents, or businesses they must be given a receipt and receipt books and monies are to be turned in to the main office daily for accounting purposes. No amount of money in excess of \$200 may be kept in the staff member's possession overnight. This is state law. In general, it is best practice to let the school's treasurer, Ms. Bridgers, handle all funds. Therefore, teachers will only collect fees during the first 2 weeks of school. After that time all club, trip, and other money will be taken up only by Mrs. Bridgers or in the case of school store items, Mrs. Williamson.

XIII. Repairs/Maintenance

Repair requests for your room or its contents should be reported in writing/email to the principal and college liaison. Please include room number. If you have a safety concern, please ask Mr. Lykins to evaluate it.

XIV. Office Professionalism

It is our expectation that all staff will present themselves professionally at all times in behavior, communication, and dress. Columbus County policy addresses expected dress code.

XV. Course Syllabi/IGP

All teachers will turn in a syllabus, a quarterly outline for each course tied to the SCOS, benchmark assessments tied to the SCOS, and an Individual Growth Plan at the beginning of the semester.

XVI. Attendance/Recordkeeping

This is an important task that must be completed each period using NCWise software. Bear in mind that official vs. excused student absences are determined by the principal.

XVII. Classroom Management

Classrooms should be made as attractive as possible to motivate student learning. Integration of subject matter is expected and students should be actively involved during their learning. Proper care of furniture and materials should be taught and rooms kept neat and clean. At the end of the day, please turn off lights, shut down computers, and lock classroom doors. Our classrooms may be used for college events, so it is wise practice to lock up valuable materials.

We must remember in everything we do that our purpose here is to serve students and prepare them to be productive adults. Classroom management is the responsibility of the teacher. Fair and consistent classroom management and organization most often includes collecting background data, student/teacher counseling, teacher consequences, and parental contact. Teachers should develop a comprehensive classroom management plan that uses both positive reinforcement, and negative when appropriate. Teachers should regularly use support (parents, guidance counselors, mentors, school psychologist, administrators, social worker, curriculum coordinator, and others) to help with classroom management. Each teacher is expected to post classroom procedures in accordance with the Student Handbooks. When a discipline form is sent to the office, the administrator will hear the student's account of the incident and investigate (due process), award a consequence when necessary, and document findings. Except in extreme cases, teachers are asked to document lower interventions prior to office referral. Please keep a matrix showing student warning, student sidebar, parent contact prior to write up.

Beginning in the fall of 2009, teachers may assign lunch detentions to students who have not completed an assignment by its due date. The protocol is as follows:

1. Inform student that assignment must be turned in to you before 9:15 the following morning.
2. Send student's name and assignment to detention supervisor by 5:00 that day. Even if the student is receiving detention for behavior rather than homework, an assignment must be given.
3. Detention supervisor sends cumulative list of names to Mrs. Davis by 5:15 daily to go on the announcements for the following day.
4. Students' names are on announcements in the morning. These students are to leave second period 5 minutes early, go directly to the trailer to pick up school lunch (no grill for them), and report to detention supervisor's room. The students will eat and work on their missing assignments for 30 minutes with no talking. They will turn in the completed assignments to the supervisor of detention before leaving. If they have not completed the assignment, the supervisor will put their name on the list again for the following day until such time as it is completed. The supervisor will turn it in to the teacher.

5. If a student completes his assignment and gives to the teacher by 9:15 am the following morning, the teacher will call the detention supervisor and the office to have the student's name removed from the detention list.

XVIII. School Management

Students should not be left unattended. Even during clubs or tutoring, do not leave your students unattended. If there is an emergency and you need to leave your classroom, please notify a coworker next door or across the hall that you are leaving your class unattended and ask them to be responsible for your students.

Students should not be sent on errands around the campus unattended either. Class time should be used for learning. There are, of course, a few exceptions that will arise. If you send a student to another building, please call an adult in that building and have them watch for the student to appear in a reasonable amount of time.

Our school has an open door policy which means administrators, parents, and visitors may come to your class to observe at any time. Please make them welcome. In addition, our office has an open door policy and we work diligently to make people feel welcome and want to be there. Please respect this decision.

XIX. Homework and Absence Procedures

Homework should be assigned daily. It should be work that can be done in no more than 30 minutes by the average student. It may include reflection writing on the day's work, practice problems, study island, tutorials online, work on PBLs, etc. Long-term projects that require time management and independent work should also be a regular part of the student experience here. Please keep an up to date Moodle page so that absent students may get their assignments. Parents will also enjoy using this to check on student grades.

Each day Mrs. Bridgers will attempt to call the homes of absent students and will let you know of any pertinent information she finds out. **If a student has three consecutive unexcused absences from class, it is the teacher's responsibility to call the parent.** In addition, when a student reaches 5 total unexcused absences from your class you should notify Kristen Nance, school social worker and the SEC office staff so that procedures for potential truancy can begin.

XX. Parent Contact Log

Teachers and staff are expected to average 3 parent contacts per week (not including PTA and open house meetings). A log is in the office to record these. Emails, phone calls, letters, and conferences are suggested regularly for any student who is not progressing. In fact, if a student makes below a C in a course, the principal would expect documentation that the parents were contacted numerous times. Another avenue is positive postcards home. Pre-postaged cards will be available in the log notebook for your use.

XX. Matrix of student data

All teachers will keep a matrix of data on all students they teach. This info will initially be generated from the office and teachers will then add their own info to this. This should be organized by class period and be available in a notebook in the classroom.

XXI. Fire/Tornado Drill

On the first day of school, one of the first items on the agenda should be an explanation of the procedure you will follow for fire/tornado drills, bomb threats, etc. An announced fire drill will

be conducted early in the year. Review the information on emergency procedures found in your SCC campus safety booklet. Continue throughout the semester to remind students of emergency procedures.

Mr. Lykins will coordinate our safety and crisis plans with the college and Columbus County Schools. He will train all staff at the beginning of each semester.

XXII. Parking

Staff can park in SCC faculty parking spaces in any lot on campus. A new sticker must be obtained from the switchboard downstairs each year. Students may only park in the lots beside A building, the auditorium, and B building.

XXIII. Working after hours

It is perfectly fine to work on campus after hours (including weekends), however, security needs to be notified if you are here at a time when the college is closed. This is necessary not only as a precaution to protect you, but also because several of the SCC buildings have electronic security devices that may go off if you attempt to enter the building.

XXIV. Caution/Alert Policy

Yellow Alert will be called whenever there is cause for caution beyond the ordinary. This could include but is not limited to bomb threats, threats of terror, threats to individuals, or inclement weather. Following are general procedures to be followed until such time as the principal's deems it prudent to return to normal (green) status.

- Classroom doors will be locked and closed.
- Students will not be allowed to leave class to use the restroom or take care of personal needs.
- Students will only be allowed to leave the classroom with adult guides.
- Students will change classes at the prescribed times, but all staff will execute the following lookout positions during that change:
 - Hobbs – sweep through M building
 - Lykins – stand outside to survey back of campus near trailer
 - Bridgers – office
 - Worley – faculty lounge watch front of campus through outside window
 - Williamson – sweep through B building
 - Ferriola – base of G building in front of lounge outside
 - Gann – balcony by elevator in A building
 - Boykin --downstairs between A building and auditorium
 - Whalen – monitor outside between G and library
 - Winkelman – monitor upstairs in G
 - Gore – first floor of G
- During a security-related caution lunch students may go to the grill under the supervision of Ms. Davis, but must then return to picnic area/trailer or upstairs classrooms in G building (with teacher permission and provided the caution is not weather related) to eat. Bridgers and Worley will stay in A building. Hobbs and Lykins will supervise trailer/picnic area, and depending on the reason for the caution, students may be disallowed from eating outside in the open. Boykin will sweep M building and B building. In the event of a weather caution, all students will be served and will eat in the bottom of G building.

- At the end of the day, adults will walk to lookout points stated in bullet 4 above during the loading of the buses with the exception that Lykins will supervise the wooded area where the buses load.
- In the event of a national disaster, or a tornado watch or warning with sufficient time allowed, the entire student body and faculty will report to the auditorium to wait out the storm.

XXV. End of the Year Checkout/Inventory

There is a checkout sheet with items that must be completed in order to receive your summer pay. These include maintaining an inventory of items in your room and turning in a list to the office. Always put a Columbus County Inventory tag on any item that is worth \$400 or more and list it on your inventory. If you have any questions about which items belong to SCC and which to the school, check with the office.

XXVI. Professional Development/Summer Retreat

It is always our intention to provide opportunities for high quality professional development. NSP has a summer institute each June and all teachers are expected to attend this at least once. In addition, our school will have a planning retreat each July to prepare for the new year. Beyond that, NSP and the Coalition of Essential Schools will be our primary sources for PD. Each teacher is encouraged to participate in at least one content related PD each year also. It will be the responsibility of that teacher to put in a request for that event and plan for it in the departmental budget that year. Additionally, each teacher is expected to make arrangements to visit one early college or innovative high school during the first nine weeks of each year and to participated in any required activities of CCS.

XXVII. Computer Access/Use

A laptop computer will be provided for each teacher's use. This may be taken home and used also. Each user must sign an agreement with SCC to have access to the internet network here. Computers generally should not be used during class time for personal business such as checking emails.

XXVIII. Calling Tree

All staff should maintain up to date phone numbers, addresses, etc with the school secretary and principal. In addition, this contact info should be shared with other staff. In the event that news needs to be shared quickly, the following protocol will be used in addition to any emails or alert nows that may go out:

Mrs. Davis will call Mrs. Bridgers, Mrs. Worley, and Mr. Lykins

Mrs. Bridgers will call Mrs. Williamson and the bus garage and school lunch people if needed

Mrs. Worley will call Mr. Hobbs, Mrs. Gann, and Mrs. Boykin

Mr. Lykins will call Mrs. Ferriola, Mr. Whalen, Ms. Winkelman and Mrs. Gore

Field Trip Protocol

1. Discuss plans for trip at team meeting to see how it affects other teachers and classes. Make sure trip relates to SCOS objectives. Research to determine costs involved.
2. Make proposal to principal showing dates, times, transportation means, and cost breakdown as well as fundraisers or student fee if necessary.
3. Complete CCS field trip request form at least 4 weeks prior to trip and take to Bonita Pridgen at central office for board approval. (For class trips please complete this step months in advance so that contracts can be paid.)
4. Request contracts from all vendors (hotels, bus companies, etc.). Only the principal can sign contracts for the school. Send back to vendors with signatures. Request checks from Mrs. Bridgers. Send to vendors. (Note, some checks have to come from the board and may take 2 weeks to get. Remember, they are sometimes closed when we are open so plan ahead since some of our trips occur during their holidays.)
5. After board approval, send home permission slips to parents and have returned at least 2 days prior to the actual trip. Permission slips must be approved by the principal and should include dates, times, mode of transportation and a rough itinerary.
6. Be sure to obtain emergency cash, money for parking and tips, and gas money if taking an activity bus from Mrs. Bridgers at least 2 days prior to trip.