

MADISON HIGH SCHOOL

TEACHER HANDBOOK



2009-2010

Madison High School Schedules

Regular Schedule		Two Hour Delay	
7:57 8:00-9:30 9:30-9:37 9:40-11:10 11:10-11:17 11:10-11:40	First bell First Block Break Second Block Break First Lunch (3 rd block)	7:40 9:57 10:00-11:00 11:03-12:03 12:06-1:48 12:06-12:33	Teachers Report First bell First Block Second Block Third Block First Lunch (3 rd block)
11:50 11:47-12:17	Tardy bell Second lunch (3 rd block)	12:36 12:43-1:10	Tardy bell Second lunch (3 rd block)
12:37 12:24-12:54	Tardy bell Third lunch (3 rd block)	1:13 1:20-1:48	Tardy bell Third lunch (3 rd block)
1:00-1:30 1:20-1:27 1:30-3:00	Fourth Lunch Break Fourth Block	1:48-1:57 2:00-3:00	Break Fourth Block
Morning Activity Schedule (30 Minutes)		Afternoon Activity Schedule	
7:57 8:00-9:23 9:23-9:53 9:53-10:00 10:03-11:26 11:26-11:33 11:36-12:03	First Bell First Block Activity Block Break Second Block Break First Lunch (3 rd block)	7:57 8:00-9:25 9:25-9:32 9:35-11:00 11:00-11:07 11:10-11:34	First Bell First Block Break Second Block Break First Lunch (3 rd block)
12:06 12:17-12:44	Tardy bell Second lunch (3 rd block)	11:37 11:47-12:11	Tardy bell Second lunch (3 rd block)
12:47 12:59-1:28	Tardy bell Third lunch (3 rd block)	12:14 12:24-12:48	Tardy bell Third lunch (3 rd block)
1:28-1:35 1:38-3:00	Break Fourth Block	12:48-12:55 12:58-3:00 1:03-1:33 1:33-3:00	Break Fourth Block Activity Block Fourth Block
Pep Rally Schedule			
7:57 8:00-9:15 9:15-9:22 9:25-10:40 10:40-10:47 10:50-11:17	First Bell First Block Break Second Block Break First Lunch (3 rd block)	11:31-11:58 12:01 12:06-12:33	Second lunch (3 rd block) Tardy bell Third lunch (3 rd block)
11:20	Tardy bell	12:33-12:40 12:43-2:00 2:00-3:00	Break Fourth Block Activity

DUTIES OF ADMINISTRATION

Principal

Dr. Tony Tipton

- Curriculum
- SIT
- Staff Development
- Textbooks (Media)
- AB-Tech
- Budgets
- Evaluations
- ILT's
- Scheduling

Assistant Principal

Mr. Steve Bowlin

- Discipline
- Maintenance/Facilities
- Safe Schools
- Duties
- Parking

Assistant Principal

Mrs. Carolyn Franklin

- Buses/Discipline
- LEA – 1st Contact
- Fire Drills
- State Reports
- Lockers
- Field Trips
- SSMT
- Testing- Assist Teachers with materials & research

Vocational Director

Mrs. Rhonda Cuthbertson

- Scheduling
- Budget
- Teacher Evaluations/Observations
- Attendance of Vocational functions

Athletic Director

Mr. Mark Gosnell

- Scheduling
- Budget (with bookkeeper)
- Activity Buses
- Athletic Duties

SSMT

Mrs. Shelly Roeder

- At Risk Students (PEP)
- 504/Homebound referrals
- EC referrals

MADISON COUNTY SCHOOL'S MISSION STATEMENT

The Madison County Public School System is student focused, providing comprehensive educational experiences in a safe environment that equips and empowers students to be responsible citizens.

(Mission adopted by the Madison County Schools Board of Education spring 2003)

MADISON HIGH SCHOOL'S MISSION STATEMENT

The mission of Madison High School is to educate students to possess the 21st Century Skills necessary to achieve their potential in a changing world.

MHS Values

Persistence
Responsibility
Integrity
Determination
Excellence

TEACHERS DUTIES

General Statute 115C-307 outlines duties and responsibilities of teachers.

Teachers are to:

1. Maintain order and discipline,
2. Provide for the general well-being of students,
3. Provide limited medical care,
4. Teach students
5. Enter into Superintendent's plans of professional growth, and
6. Make reports as required by Superintendent or Board (falsification of reports is a misdemeanor and results in license revocation).

INSTRUCTION

Madison High School will offer staff development during the 2005-2006 school year based upon the plan developed by the school improvement team.

WRITING

Every classroom teacher should incorporate a writing prompt as a part of his/her daily lesson plans each week. Writing should NEVER be used for punishment. Writing is a responsibility of all teachers, all subjects K-12.

VOCABULARY DEVELOPMENT

Vocabulary development should be a daily part of every classroom, every subject K-12. Each teacher will develop a master vocabulary list for each course they teach.

CURRICULUM

The standard course of study establishes the curriculum for instruction. Instruction should be planned according to goals specified for the course. No one text provides for the full curriculum or the variety of approaches needed. Teachers should not rely on the textbook for planning strategies, emphasis, pacing or content of the course. A variety of strategies and materials are needed for full coverage of the curriculum. During the 2005-2006 school year Madison High will align instruction and develop six-week assessments.

COURSE SYLLABUS

Teachers will provide a course syllabus to each student at the start of each semester. The course syllabus should include the expectations for the course, the grading system that will be used, exam exemptions, and any other information needed for the student and parent to have a complete understanding of what will be expected for success in this course.

EXAM EXEMPTION POLICY

Students are exempt from final exams with the following conditions:

- 0 days absent and a “C” average
- 1 day absent and a “B” average
- 2 days absent and an “A” average

No exemptions are made for courses that have the state End of Course or VOCAT exams.

LESSON PLANS

All teachers should use **teach, assess, reteach, reassess** model to ensure that no student is falling behind.

Lesson plans should be developed a week in advance based upon a developed pacing guide, curriculum alignment guide, and common assessments for each course. It is recommended that teachers use the version of the templates provided and adapt to individual needs. All lesson plans must be sufficiently detailed so that another colleague looking at those plans will clearly understand what is to occur in each classroom each period.

PACING INSTRUCTION AND ASSESSMENT

Teachers need to teach at a brisk pace with constant review and reteaching. Even when working with students who are performing below grade level, teachers need to keep a quick pace to maintain interest. The teacher must break material down into small steps and review and reteach material each day.

Madison High School has completed the process of Common Pacing Guides in all subjects with common assessments to be given at set times in the semester. Some subjects have only one teacher, that teacher is still required to have and follow the pacing guide and give assessments as all other teachers. Evaluation of learning is an integral part of teaching and not simply for assigning grades. It should concentrate on assessing what students know and how they think. Evaluation should play a key role in planning, for what is not known or understood must be retaught.

TIME ON TASK

Teachers, students and administration should value class time. This means getting class started on time and have meaningful instruction from the **bell to bell**. Attendance should be taken in the first 10 minutes of class. **Accurate record keeping is part of the duties outlined in General Statute 115C-307.** Tardies can eat into the instruction process and even cause students to fail a course if they are allowed to build up. Teachers have a great impact on tardies. Teachers who value instruction and who plan well will be able to get class started quickly and students will know they will be behind if they are tardy to class. When one walks into any classroom, any time, students should be actively engaged in learning. A high rate of time on task is created through the teacher's careful planning, high expectations, classroom management and instructional feedback. This includes the last five minutes of class.

As principals, move through the building and classrooms, and notice students or classes off task, they should document and share their concerns with the teacher. They should provide suggestions and regularly monitor, since time on task is essential to student learning.

EXTENSION ACTIVITY FILE

It is critical that instructional time be monitored and protected. Teachers are required to have a file of extension activities so they do not find themselves in a situation where instructional time could be lost.

Teacher time-on-task is as critical as student time-on-task. **Teachers should be in their classroom when students arrive.** This is especially important in grades 9-12 where teachers see a different group each class period. Greeting students at the door sets the tone for the class and stops problems before they can begin.

Madison County Schools specifies that the teacher work day runs from 7:45 a.m. to 3:30 p.m. and considers these hours as the minimum number of hours teachers are to work. Each principal is responsible for monitoring faculty adherences to these times.

90 MINUTE BLOCK

Teaching in a 90 minute block provides teachers the opportunity to provide a variety of instructional activities other than/in addition to lecture. Such scheduling takes careful planning. Principals must monitor the use of the 90 minutes to insure that teachers use teaching strategies that make students more active learners. Every class must provide at least two transitions and use at least three different strategies/techniques. Each lesson should begin with a short pre-lesson activity and end with a review activity. Teachers should incorporate vocabulary into each lesson.

TEACHER ABSENCES

Teacher absences will be carefully monitored as the absence of the regular classroom teacher has a detrimental effect on student learning outcomes.

TEXTBOOKS

Any book lost will have to be paid for at the new book price. Should the school fail to collect the money from the student for the lost book; the school will be required to cover the cost. The central office will order no replacement textbook until the full price of each book is paid.

Damage to books, calculators, lab materials, etc. should be assessed when the damage occurs and students held responsible for payment.

MATERIALS

Any other materials that are purchased by Madison County Schools belong to the grade level, department, school, or program and not the individual teacher and must remain in the room if the teacher changes grade level or schools.

If summer school is held teachers hired to teach will be asked to gather materials from across the county. All teachers are expected to comply with this request, but should keep careful records of all materials loaned.

EOC/FINAL EXAM TESTING

No activities should be scheduled two weeks prior to EOC/Final Exam testing.

During the testing nothing should be taking place on campus or in the classroom that will divert the students' attention from the test.

Each teacher is required to conduct common assessments similar to the final exam for the course. Teachers with EOC exams should use sample questions in daily lessons.

REPORT CARDS

Report cards will be scheduled at the end of each nine-week grade period. Failure notices will be given at the end of the 3rd, 6th, 12th, and 15th week of each semester. Report cards will be sent at the 9th and 18th week. No student should receive less than a 60 for the first grading period.

PERSONAL EDUCATION PLANS

A student who is "at risk" may have a Personal Education Plan (PEP) developed for them by a team of teachers. Each PEP requires parent, student, and teacher signatures and documentation of parent contact throughout the grading period.

ADVISOR/ADVISEE PROGRAM

All students will be assigned to an advisor upon enrollment at Madison High School. The advisor/advisee program is designed to pair each student with an adult faculty member who will assist in academic and personal planning throughout the student's high school years. The advisor is available to provide answers to many high school concerns of both parents and students. The advisor helps plan the student's 4-year curriculum and determines his/her eligibility for grade promotion and school graduation. All faculty members are expected to become familiar with the school curriculum; programs, standards and requirements to better fulfill his/her role as an advisor. Senior Advisors will assist with and are expected to attend Prom.

COLLECTION OF MONEY

No money can be collected from students for any reason unless the principal first receives prior approval from the superintendent.

FEES

No fees can be charged to students for anything unless approved by the Madison County Board of Education.

FUNDRAISING

Fundraising is defined as anything in which students, staff, parents, or community are involved in gathering monies for the school. This includes selling items, charging admission to events, etc.

Prior approval is required for any fundraiser.

SALES

At no time are sales for personal profit allowed on campus.

At no time may any other organization sell items at school.

CONTESTS

No student, class, or school may enter any contests unless the principal first receives prior approval from the superintendent.

FIELD TRIPS

All field trips must be planned with the standard course of study for that particular group of students clearly in mind. Teachers must be required to complete a field trip request form. Any field trip/athletic events that require overnight lodging must follow these procedures.

1. Principal Approval
2. Board of Education approval
3. Contact must be made with the hotel/motel you are planning to stay with.
4. Reserve the number of rooms needed and document agreement on price. The hotel/motel should fax or send by mail a copy of your confirmation.
5. A check will then be issued for the amount on the confirmation. All receipts must be given to the school finance office.

All requests must be received 30 days in advance and the teacher must collect \$5.00 per student to pay for a bus drive and fuel if using a school activity bus.

No field trips will be approved during the last three weeks of each semester.

VIDEOS

All videos must have prior approval by the principal. No part of any video with an "R" rating is allowed to be shown.

Every teacher should complete a prior approval form requesting permission to show the video. This form should be kept on file with the teacher's lesson plans.

USE OF TOBACCO

Use of tobacco in any form in any building is forbidden. Violation of school policy shall be considered insubordination.

CUSTODIAL SERVICES

Madison High School has a custodial contract with ServiceMaster. Contract hours are limited, so teachers are asked to put trash cans that need to be emptied outside their classroom door each day. Chairs should be put up on tables at the end of each day to facilitate sweeping. Dusting is not part of the current custodial contract.

COMMUNITY RESOURCE PERSONS AND SCHOOL VOLUNTEERS

A list of volunteers by category will be kept in the media center and updated each year. Volunteers should sign in so a record of their time can be kept.

ATHLETICS

Athletic teams will not be dismissed prior to 3:00 p.m. unless approved by the principal.

The Madison High School program will be organized and operated according to the constitution, regulation and guidelines of North Carolina High School Athletic Association, the State Department of Public Instruction, and the Western highland AA Conference. Teachers should attend as many athletic events as possible during the year. The supervision of students at the events is the responsibility of the total school staff. Teachers will have rotating duty assignments during the year at athletic events.

N.C. HIGH SCHOOL ATHLETIC ASSOCIATION ATTENDANCE REQUIREMENTS

A player must have been in attendance for at least 85% of the previous semester. This calculates to 76.5 of 90 possible days. There will be no provisions made for any make-up on attendance. Any athlete who is absent 14 days will be ineligible for the entire next school semester.

ANNOUNCEMENTS

Announcements will only be made over the intercom at 8:00 A.M. and 3:00 P.M. All announcements should be in the main office by 7:45 A.M. the morning of the announcement. **Teachers should place announcements on the TV announcements to run throughout the day.**

FACULTY LOUNGE

Students are not allowed in the lounge for any reason. Teachers should not use the lounge when they have students or are on duty assignments. Teachers are encouraged to eat lunch in the cafeteria.

STUDENT INJURY AND/OR ILLNESS

All students and/or faculty injuries or illness must be IMMEDIATELY reported to a principal. Teachers should complete an accident/injury report and return to the office.

CERTIFICATE RENEWALS

All credits used for certificate renewals must be a part of your individual growth plan and approved by the principal and associate superintendent in advance.

COLLECTION OF FEES

All money collected by teachers must be turned in to the bookkeeper by 2:00 p.m. each day in the money envelope provided (coins should be rolled). No money can be left in the building at any time after school has been dismissed. No teacher will collect any fees without the permission of the principal, who will follow board policy. Money envelopes will be numbered. Used envelopes must be returned to the bookkeeper before a new one can be issued. Receipts must be removed from the envelopes daily. **Under no circumstances is it allowable to cash a check out of a money envelope for any reason, personal or otherwise!**

Teachers must receipt students in the classroom for all monies paid by the student. The teacher must number these receipts in sequence. The office will provide receipt books. They will be small (28 receipts to a book) – please continue to number receipts consecutively, with your first receipt in book #2 being receipt # 29. Remember to put your name and the # of each receipt book on the outside cover. **The collection envelopes and receipt books are part of our auditing process so it is very important that they are done correctly.**

All purchases must be done through the office with a Purchase Order Number (PO).

INSTRUCTIONAL SUPPLIES

Instructional supply will be allocated to each department. To secure supplies a teacher should fill out a requisition form and present it to the bookkeeper, after the department chairperson has approved it. The requisition will be forwarded to the central office to be ordered. No purchase can be made without an official purchase order. **ITEMS ORDERED WITHOUT AN OFFICAL PURCHASE ORDER OR APPROVAL FROM THE PRINCIPAL WILL BE THE SOLE RESPONSIBILITY OF THE INDIVIDUAL ORDERING.**

DISCIPLINE

It shall be the duty of all teachers to maintain good order and discipline in his or her classroom. It is also the duty of all teachers to correct any discipline problem at any time or place on campus. It is desirable that teacher do their own discipline. If there is a need for assistance, referrals should be made to the assistant principal who will determine action needed. Students are to be accompanied to the office by the teacher. If students are sent to the office unaccompanied, they will be sent back to class. **Teachers do not have the authority to suspend students from their class and should refrain from using this as a threat. Students should never be placed in the hall for discipline purposes.** If a student needs to be removed from class please refer them to the office for time out.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

The school maintains a cumulative educational record on each of its students. This record contains important information such as personal data, a health record, attendance reports, standardized test results and subject area grades. It is useful for many reasons: in case of an emergency, to comply with the compulsory attendance law, for course placement, to meet graduation requirements, etc. Under the Federal Family Educational Rights and Privacy Act, the following is considered “directory information” and can be made public unless a parent/guardian or eligible student requests that any or all of the information not be released without prior consent: your child’s name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, dates of school attendance, degrees and awards received and the most recent previous school attended. Your child’s education record is confidential and only available to you and to school officials or other agencies, with legitimate educational interests. Access privileges accorded to parents are transferred to the student when the student reaches 18 years of age or is attending an institution of post-secondary education.

GUIDANCE AND COUNSELING

If a student needs to see one of the counselors during a class period he/she must first go to the class that will be missed and get written permission from the teacher. Teachers are encouraged to refer students who exhibit physical or mental health needs, have need for career/vocational guidance, and/or students who are experiencing either short or long-term problems.

KEYS

The administration is responsible for all keys. Teachers will be issued keys. Keys issued to staff members should only be used by them and loaned to no one. Duplicates are not to be made for any reason. Teachers must sign for keys and return them upon leaving. All

teachers are responsible for the replacement cost of any lost keys (including locks). All employees must sign in/out using the timekeeper program.

LEAVING CAMPUS

Faculty members cannot give students permission to leave campus or send them on errands off campus. Students must have parent permission and administration approval before leaving campus. **Faculty members cannot leave campus during school hours without permission from the principal and signing the out/in log located in Mrs. Reese office.**

LEAVING THE CLASSROOM

Absence from the class by teachers and visiting with others during class periods causes a loss in teaching efficiency, invites disciplinary problems, and affects teacher morale in the school. These practices should be avoided. Classroom doors should be locked at all times including lunches when the room is empty, even if you are taking the class to lunch. This will help deter stealing and vandalism. This includes the all dressing rooms in the gym and practice facilities after school.

MANAGEMENT AND CARE OF THE BUILDING

All principals, teachers, students, and custodians shall be held responsible for the safe-keeping of the building during the school session, and all breakage and damage shall be repaired by those responsible for the same, and where any principal or teacher shall permit damage to the public school buildings by lack of proper supervision of pupils, such principals and teachers shall be held responsible for damage they could have prevented by reasonable supervision in the performance of their duties (Public School Law of North Carolina: Article 15 Section 9). Section 2902 and 2901 (b) or N.C. State Building Code prohibits space heaters of any kind in classrooms of public or private schools.

MEDIA CENTER

The media center will be used for study, research, and leisure reading. Any teacher may issue a student pass to a student for the use of the media center during class time. When a major portion of a class is scheduled to use the media center during class time, the teacher should accompany to instruct and supervise them.

NC COMPETENCY TEST: SCORE REPORTING PROCEDURES

Test results for students passing all parts of the N.C. competency Test are distributed to the student by advisors. Students take the interpretive information home to parents along with instruction.

Students who have failed one or more parts of the test are talked with individually prior to general distribution to all students. A copy of their test results along with an

explanatory letter is mailed to parents. The parents are urged to contact the school concerning test results and remediation programs.

FINAL EXAMS

Final exams, make-ups and retest will be scheduled by the administration sometime in the last week of the semester. No field trips will be approved the last two weeks before testing. Final exams are to count $\frac{1}{4}$ of the student's final average.

STATE END-OF-COURSE TESTING

End-of-course tests are administered during final exam periods and the scores are used in determining the final exam grade.

OFFICE

In order for the office personnel to serve all students, parents, visitors, and staff members efficiently, it is necessary that the office be used for business purposes only. The office should not be used as a passage from one part of the building to the other. . The office is not a place to gather and socialize. Teachers and students wishing to see office personnel should enter the main entrance to the office and check with the receptionist. Persons wanting to see the counselors should enter through the guidance office and check with the guidance secretary.

BUSES

All students will be dismissed at the 3:00 bell to go to their lockers. All teachers are to be on duty outside their classroom until the second load of buses has been dismissed.

TEACHER DUTIES

Teachers are assigned daily duties in addition to being outside his or her classroom door during passing. The duties are posted in the main office by the assistant principal. Each teacher should place in their room, near the door, a duty list where sub teachers will be able to see what duties they must cover in your absence.

CLUB MEETINGS

Clubs will be allowed to meet on the third Wednesday of each month after school with the exception of the last month of each semester. This scheduled time athletes will be allowed to attend the club meeting. Club sponsors should provide prior notification to the coach that the student athlete will need to miss set amount of time. The sponsor will be required to provide the coach with documentation the student athlete was at the club meeting. This will allow the student athlete to participate in both activities. Mutual cooperation between everyone will make a smoother year.

PARTIES

NO PARTIES

PLANNING PERIOD

This time should be utilized for professional planning, preparation for instruction or assisting in other necessary duties assigned by administration. Any other use of this time is considered less than professional practice.

SCHEDULE CHANGES

All schedule changes must be requested in the guidance office. Teachers may not switch lunch schedules without obtaining prior approval from the principal.

STUDENT SERVICES MANAGEMENT TEAM (SSMT)

Extraordinary academic, personal, and behavioral circumstances related to students, will be addressed through the SSMT. The SSMT will meet each day.

REPORTING AND RECORDING GRADES

Students are not permitted to transfer grades to a grade book or cumulative folders. Extreme care should be used in transferring grades. The family education rights and privacy act of 1974 (Section 513-515) of public law 93-380) mandates the confidentiality of and access to students records.

COMMENCEMENT PARTICIPATION REQUIREMENTS

It is the responsibility of every teacher at Madison High to be a part of the graduation commencement. This is a tradition as well as an honor. This day counts as one of the five SIT days required by the board.

SALESPERSONS

Salespersons will not be permitted to solicit business at school on school time. Groups will be called together for this purpose only on a voluntary basis outside of the 8:00-3:00 school day.

SELLING

No sales for personal profit or any organization other than a Madison High School sale will be permitted.

SUBSTITUTE TEACHERS

Teachers are provided with a current list of board approved substitute teachers. Teachers are responsible for arranging for a substitute and notifying the office they will be absent and who will be subbing. A daily list of substitutes will be provided to the principals. Teachers should have well planned lessons for the substitute and should always have emergency plans when needed. The lesson plan should include any duty assigned to that teacher.

TEACHER MEETINGS

Teacher meetings will be held during planning periods and after school. Meetings will be kept to a minimum and announced ahead of time except in case of an emergency.

TEACHER SIGN-IN/OUT

The sign-in/out computer will be located in the office. Teachers should sign themselves in each morning as they arrive and out as they are leaving. Teachers that find it necessary to leave early must have permission from the principal. The sign in/out is a record for payroll reporting. Please use the following codes for absences:

SL	sick leave
AL	annual leave
PL	personal leave (\$50.00 comes from your check per day)
WKSHP	workshops (indicate the workshop)
JD	jury duty
INCWTH	inclement weather (to be made up at the end of the year)

If an employee should be absent on a day designated as a school improvement day you can use the following absences:

Optional SIT day	SL, AL, or PL
Mandatory SIT day	SL only

When inclement weather begins the BOE will make a decision as to whether the day is an optional workday or annual leave day. For the employees that are new to the system, you should try to come every day when safety is not a major factor. You must take a leave day when you do not come on the optional days. For annual leave days all employees lose an annual leave day automatically. You do have the option of claiming an inclement weather day (optional days only) when you feel it is impossible to get to school because of snow or ice. However, if you use an inclement weather day, you will need to make these days up immediately following the last required days for the year set by the board of education or school improvement team. A report is sent to central office on June 30th reporting whether these days have been made up. If your obligations are not met on June 30th the days will automatically be deducted from your leave days.

TEXTBOOKS

Textbooks have been bar coded and entered into the automation system in the media center. They will be checked in/out through the media center and stored in the book room. Teachers should schedule a time for students to check out books through the media center. Textbooks that teachers usually keep in their classrooms for student use, but do not allow students to check out will be checked out to the individual teacher.

- All lost or damaged books are the responsibility of the student.
- Delinquent book fees (damaged or lost) will result in revocation of student privileges.

TELEPHONE

School telephones are to be used only for school business. These calls should be made and received from the phone in the teachers lounge. Teachers will not be called to the office during class time to receive phone calls. No long distance calls will be made from school phones. Cells phones should not be used during class time.

POLICY AND PROCEDURES FIRE DRILLS

Fire drills are necessary safety precautions and are required by law. Teachers should supervise the exit of students in their charge (according to the fire and emergency exit procedures posted in your room) when the fire alarm sounds.

1. The fire alarm sounds along with strobe lights.
2. All students and staff will evacuate the building, using the nearest exit, and report to their designated area.
3. Teachers should check their class roster after evacuation is completed and notify the office immediately if someone is missing.
4. All teachers and students should remain as a group until the all clear bell sounds.
5. In case of actual fire, students should be moved to the football field.
6. At no time should students or teachers block traffic lanes that might be needed for emergency vehicles.

BOMB THREATS

1. A bomb threat may be received in many ways, but usually by phone.
2. The recipient of the call will attempt to obtain all information possible from the caller and will immediately notify the principal or her designate, and no one else.
3. If evacuation is necessary, the signal will be short, intermittent rings of the bell.
4. All students and staff (except) staff members helping the department chairs search should be evacuated using the nearest exit and moving to the football stadium.
5. At no time should anyone block traffic lanes that may be needed for emergency vehicles.
6. After evacuation, the department chairs or their designee should report findings to the principal.

TORNADO EMERGENCY PLAN

1. A tornado watch means tornadoes are expected to develop. In the event of a tornado watch, office personnel will notify teachers individually. There is no need for teachers to inform students of the situation at this time. However, the principal will post lookouts.
2. A tornado warning means a tornado has actually been sighted. On receiving a tornado warning, the principal will immediately notify teachers, students, and all others by way of the PA system. The warning will consist simply of the statement that a tornado has been sighted and for all to report to designated areas and take

cover. Should a tornado warning be issued near the end of the school day, students will not be placed on school buses.

3. **Shelter.** Corridors and interior classrooms will be used as tornado shelters (see tornado shelter maps located in each classroom). Additional shelter areas include the band room, vocational restroom and the lower stairways of the vocational shop areas. All persons outside should seek inside shelter areas when a tornado warning is issued.

4. **Procedure.** Teachers should instruct students to proceed in a quiet and orderly manner to the corridor outside their rooms. A student should be selected to open windows slightly (where applicable) to allow for reduction of damage by allowing equalization of air pressure. The teacher should be the last person to leave the classroom and see that the door is propped open (excluding interior classrooms). Teachers should take a class roster and check roll when at the designated shelter point. If someone is missing the principal should be notified immediately. Once in the shelter area, all persons should assume a curled position so that their eyes and heads are protected. The clerical staff should secure all records and close the vault when a tornado warning is issued. Office staff: assignments are given for checking all areas of the building for people not in shelter areas. **NO ONE SHOULD BE IN THE GYM, CAFETERIA, LITTLE THEATER, MEDIA CENTER, OR SHOPS.**

PARKING

Faculty and staff should park in the area designated for faculty and staff parking. Parking is on a first come bases. Faculty and staff parking spaces are marked and numbered. All faculty and staff are to display parking stickers/tags. **No teachers should park in the back bus lot on the grass or on the sidewalks behind the band or art rooms.**

USE OF THE BULDING AT NIGHT

There should be written request in Gayla Reese's office, with approval, prior to using any school facility at night. This request should include the names of adult supervisors and be signed by the staff members making the request.

VISITORS

No one will be permitted to visit the school without permission from the principal.

LUNCH

Madison High School cafeteria offers multiple choices of foods each school day. Menu choices are to be posted at the entrance of each serving line. The cashier determines whether consumers have served themselves more than one serving.

Prices:

Breakfast – \$1.00 Students / \$.30 Reduced / \$1.25 Adults

Lunch – \$2.00 Students - \$.40 Reduced / \$3.00 Adults

Lunch is served in four periods. It is essential that every person leave the eating area clean for the next lunch. This includes: returning trays to the dish room, clearing the table of all disposable items, and wiping off any spilled foods. Failure to do so will result in disciplinary action. Administration and faculty will be assigned dining room duty.

APPLICATION FOR FREE/REDUCED MEALS

Students may apply for free and reduced meals at any time during the school year. The cafeteria cashiers and the school office have applications available. Applications must be completed annually. Applications are family applications, and they may apply on a single application, regardless of the schools they attend. Applications are processed in the Child Nutrition Office and notification of eligibility is made from that office. Each cashier has a roster of those students who are eligible for free or reduced price meals. This roster is updated as applications are received. Only those students whose names appear on this roster may eat at the free or reduced rate. Students must provide their Child Nutrition identification number when asked by the cashier. Concerns should be addressed to Michael Wallin at 649-9276, ext. 229.

STUDENT BODY ASSEMBLIES

Teachers are required to attend any assembly or program with their class. Below is an assembly supervision plan, which will provide supervision for assemblies. Please meet with your team and discuss how you will divide the supervision. If all students attend then the teacher will be expected to be present. Teachers who do not have a class during the scheduled assembly time will be expected to attend. Students that do not attend should not be allowed to leave the classroom. It would be great if your team could divide or rotate this responsibility. The media center is closed during all assemblies and activity periods.

PERSONAL FAXES AND COPIES

The Madison County Board of Education has adopted the policy that all faculty and staff who make personal copies or sends personal faxes should be charged for these. To send a fax you should see Gayla Reese for assistance. The policy states that:

- The fax will cost \$1.00 per sheet
- The copy will cost \$0.25 per sheet

