Union Pines High School
2014-2015
Faculty Handbook

Robin Lea, Principal
Melonie Jones, Assistant Principal
Nick Capps, Assistant Principal
Kate Faw, Assistant Principal

1981 Union Church Rd., Cameron, NC 28326
910-947-5511  910-947-5117 (fax)
www.ncmcs.org/uphs

Union Pines High School
Vision Statement
Creating a safe, exciting environment where students become ethical, productive citizens and life-long learners.

Mission Statement
Provide a safe and orderly environment in which learning takes place without disruption and encourage our students and their parents to share in our efforts to create a safe learning environment.

Core Beliefs
• All decisions will be based on what is best for the student’s learning and developmental needs.
• All students are unique and learn differently and will be challenged to their full potential.
• Community and parental involvement will be encouraged and supported.
• Adults will be competent and prepared for their roles.
• Adults will function as caring, positive role models for students and other adults.
• Adults will be accountable for achieving goals and objectives of their role assignment as measured through fair and consistent performance evaluations.
• People will be treated fairly taking into account their individual differences.
• People, time and facilities are important resources; allocation of resources will be differentiated on the needs of each school.
Moore County Schools’ Mission, Vision and Core Beliefs

**Mission:** Our mission is to provide engaging experiences that result in students learning what is needed to be successful.

**Vision:**
- Moore County Schools is the heart of the community.
- We are clear about our direction, and we are responsive to our students and the community.
- Everyone in the district embraces learning while providing a safe environment where all thrive.
- We value diversity, and we are committed to profound learning that enhances the quality of life for each individual.

**Core Beliefs:**

**We believe:**
- We build community
- We are accountable both to those we serve and for what we do
- We are partners in learning with students, staff, parents and community
- We develop leaders
- We provide a safe learning environment
- We secure and strategically allocate resources

Compliance with School and District Policies

It is the employee’s responsibility to follow Moore County School Board Policy. Ignorance of policy is never an excuse for behavior that may be inappropriate. Employees may access all of Moore County School’s policies via the “Board of Education” link on our website. As an additional reminder, Moore County Board of Education Policy 3050/4050 requires employer notification upon any charge of a crime or arrest. Employees should understand that any traffic ticket that cannot be paid off, such as a DWI, is not considered a minor traffic offense.

Employees can find all applicable board policies at the following link:

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Administration and Staff

Administrative Staff
Principal – Robin Lea
- LEA Responsibilities
- Administrative School Improvement/Design Team Representative
- Budget and Finance Coordinator
- Student Support/Counseling Services
- Athletic Program Administrator – works directly with Athletic Director
- Master Schedule Administrator
- Coordinator of Evaluation Documents/Observation Schedule and collection for Central Office
- Skillful Observations
- Attendance Appeals
- Safe School Plan/SRO Administrator/Critical Incident (Black Box) Coordinator
- Fire/Tornado/Lockdown/Inspection Reporting
- School-wide/District Calendar Coordinator
- Clubs
- Field Trip Approvals

Assistant Principal – Melonie Jones
- Attendance, Tardy, and Discipline for grades 11 and 12
- LEA EC/SST Representative for grades 11 and 12
- Professional Development Design
- English, Math, and EC Department Liaison
- PowerSchool & TeacherGradebook Facilitator
- Reading Plus & APEX (Credit Recovery) Program Monitor
- Drop Out Prevention Administrator
- Benchmark/County Assessments Coordinator
- Primary Testing Coordinator (EOC/Common Exams, CTE)
- Staff Duty Assignments for Supervision

Assistant Principal – Nick Capps
- Attendance, Tardy, and Disciplinarian for grade 10
- LEA EC/SST Representative for grade 10
- PE, JROTC, Foreign Language, Fine Arts Department Liaison
- Grounds, Facility, Custodial, and Maintenance Administrator
- Keys and Locker Administrator
- Transportation and Bus Liaison
- Textbook Administrator
- The PLAN & ACT Testing Coordinator
Assistant Principal – Kate Faw
- Attendance, Tardy, and Disciplinarian for grade 9
- LEA EC/SST Representative for grade 9
- Social Studies, Science, CTE, and Distance Learning Department Liaison
- Beginning and New Teacher Support Coordinator
- School-wide Technology Liaison
- At-Risk/CLC Liaison
- Moore Success Program Monitor
- CTE Testing Coordinator (WorkKeys)

Dr. Eric Porter is the Assistant Superintendent responsible for Union Pines High School. He will be on campus frequently, is available for assistance, and will schedule time to meet individually with staff members, if desired.

### Faculty and Student Support Staff

**Guidance Counselors:**
- Donna Everett: Last Names A – E
- Janice French: Last Names F – M
- Renee Portfolio: Last Names N - Z

Janet Caddell – Scholarship Coordinator
Jenn Kraft – Admin Assistant/Registrar
Stacy Patterson – Career Development Counselor
Scott Absher – At-Risk Coordinator
Erica Murtaugh – School Psychologist
Kim Richardson – School Social Worker
Sharon Nichols – School Nurse
Paul McNeill – SRO
Timmy Bullins – SRO
Alan Frye – Special Populations Coordinator
  - Alternative Discipline
Mr. Roper – Parking Lot Supervisor

### Custodial and Maintenance Staff

Dean Bailey
Carl Colasacco
Michael Crawford
Elder De La Cruz
Miriam De La Cruz
Kevin Stutts
Joyce Vample
Walter Brower – Maintenance

### Front Office Staff

Phyllis Thomas – Admin Asst/Reception
Donna Long – Attendance
Cathy Brady – Data Manager
Kim Thompson – Bookkeeper

### Media Center Staff

Mitzi Walker – Media Specialist/IT
Cyndi Smith – Media Assistant
Faculty

English Department:
Katherine Buie
Amanda Himmelberger, Chair
Joye Kelly
Edana McDonald
Johnna Nall
Amy Parsons
Cora Prude
Doug Stalls

Math Department:
Justin Blackburn
Lauren Bowman
Elaine Everts, Chair
Laura Giles
Brian Gray
Dan Nicholson
Elizabeth Springer

Science Department:
Glenn Caviness, Chair
John Frye
Travis Hammond
Rick Johnson
Wendy Lloyd
Michelle Lynch
Terrie McRimmon

Social Studies Department:
Jeremy Blake
Jamie Eads
Jim Gibbons
Robert Hobgood
Nicole Matthews
Greg Simmons
Chris Vondruska

Foreign Language Department:
Josh Cassellius
Kelly Lawton, Chair
Rebecca Shepard
Sindia Tellado

JROTC:
Philip Enkema
Keith Dangerfield

Fine Arts Department:
Robert Hill
Michael Jones
Cathy McCanless
Judy Osborne, Chair
Michelle Wittenrich

Physical Education Department:
Nick Boney, Chair
Valerie Maness
Eric Marion
Ryan Riggan

Career Technical Education Department:
Marta Braun-Kane, Health Occupations
Elizabeth Christensen, Foods
Alan Cox, Auto Tech
William Garner, Construction
Chad Hill, Marketing, Bus. Ed
Pam Jensen, Foods
Greg Mayer, Digital Media
Carmen McLamb, Biomed, Health Occ.
Zach McNeill, Ag Science
Thomas Prim, Comp. App.
Sara Beth Routh, Animal Science
Lowell Simon, Entrepreneurship
Paul von Hardenberg, Fund. of Tech.
Kelli Watts, Marketing, Car. Tech.

Exceptional Education Department:
Nancy Carter
Amanda Clevenger
Toni Douglas-Boney
Rob Hooks
Christy McKinnon
Rick Peters
Aymee Tiffany
Kathi Tideman
Cathy Bly, TA
Danielle Clothier, TA
Vicki Comer, TA
Anna Garner, TA
Cathy Grant, TA
Tracy Murphy, TA
James Sineath, TA
Chris Thomas, TA
Distance Learning Labs:
Joy Mercer & Mary Beth Thomas

Athletic Coaching Staff
Athletic Director – Bobby Purvis
Baseball – Chad Hill
Basketball (Boys) – Nick Boney
Basketball (Girls) – John Lewkowicz
Cheerleading – Karina Cameron & Julie Shook
Cross Country/Track – Nathaniel Carter
Football – Ryan Riggan
Golf (Boys) – Alan Cox
Golf (Girls) – Tom Parsons
Softball – Ashley Taylor
Soccer (Boys) – James Horwath
Soccer (Girls) – Jeremy Blake
Swimming – Beth Christensen
Volleyball – Toni Douglas-Boney
Wrestling – Chris Vondruska

For an updated sports schedules, visit the UP website:

http://www.ncmcs.org/domain/1445

Performing Arts
Union Pines High School has a strong Arts program that provides many opportunities to celebrate the work of students in the arts. For a schedule of all events, see the appendix.
## School Representatives

<table>
<thead>
<tr>
<th>Council/Group and Contact Person</th>
<th>Representative’s Name /Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>TAC (Teacher Advisory Council)</td>
<td>Doug Stalls</td>
</tr>
<tr>
<td>Contact: Kathy Kennedy</td>
<td><a href="mailto:dstalls@ncmcs.org">dstalls@ncmcs.org</a></td>
</tr>
<tr>
<td></td>
<td>Cathy Brady</td>
</tr>
<tr>
<td>SSAC: (Support Staff Advisory Council)</td>
<td><a href="mailto:cbrady@ncmcs.org">cbrady@ncmcs.org</a></td>
</tr>
<tr>
<td>Contact: Anita Alpenfels/Mike Griffin</td>
<td></td>
</tr>
<tr>
<td>SAC: (Student Advisory Council for Middle and High School Students)</td>
<td>Abigail Verchick</td>
</tr>
<tr>
<td>Contact: Lisa Troutman/Eric Porter</td>
<td><a href="mailto:alv0329@ncmcs.net">alv0329@ncmcs.net</a></td>
</tr>
<tr>
<td></td>
<td>Jordyn McRimmon</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:jnm1017@ncmcs.net">jnm1017@ncmcs.net</a></td>
</tr>
<tr>
<td>CPC: (County Parent Council)</td>
<td>Bonna Leonard</td>
</tr>
<tr>
<td>(2014-15 PTA/PTSA/PTO President or selected representative.)</td>
<td><a href="mailto:lleonard6@nc.rr.com">lleonard6@nc.rr.com</a></td>
</tr>
<tr>
<td>Contact: Amber Rach</td>
<td></td>
</tr>
<tr>
<td>United Way:</td>
<td>Kim Thompson</td>
</tr>
<tr>
<td>Contact: Anita Alpenfels</td>
<td><a href="mailto:kthompson@ncmcs.org">kthompson@ncmcs.org</a></td>
</tr>
<tr>
<td>News Contact:</td>
<td>Amy Parsons</td>
</tr>
<tr>
<td>Contact: Amber Rach</td>
<td><a href="mailto:aeparsons@ncmcs.org">aeparsons@ncmcs.org</a></td>
</tr>
<tr>
<td>Webmaster:</td>
<td>Jenn Kraft</td>
</tr>
<tr>
<td>Contact: Amber Rach</td>
<td><a href="mailto:jkraft@ncmcs.org">jkraft@ncmcs.org</a></td>
</tr>
<tr>
<td>Volunteer Coordinator:</td>
<td>Cyndi Smith</td>
</tr>
<tr>
<td>Contact: Amber Rach</td>
<td><a href="mailto:csmith@ncmcs.org">csmith@ncmcs.org</a></td>
</tr>
<tr>
<td>Testing Coordinator:</td>
<td>Melonie Jones</td>
</tr>
<tr>
<td>Contact: Mike Metcalf</td>
<td><a href="mailto:mejones@ncmcs.org">mejones@ncmcs.org</a></td>
</tr>
</tbody>
</table>
Accounting
Staff members must issue receipts for all monies collected in the official receipt book. All monies must be turned into Kim Thompson, the bookkeeper, **no later than 2:00 pm on the day they are collected. Money cannot be kept in the teacher’s possession overnight.**
- Accept only checks made payable to UNION PINES HIGH SCHOOL
- The sponsor/advisor of a student activity will receipt students and teachers for monies received for fundraising.
- The gatekeeper at athletic events will count the receipts at the end of the game and turn the money into the athletic director or a designee.

Attendance – Faculty and Staff
The school day for all teachers begins at 8:00 am and ends at 4:00 pm, regardless of your planning period. Teachers with first and fourth planning are expected to arrive at 8:00 am and leave no earlier than 4:00 pm. Errands and personal business should be taken care of outside of the school day – planning periods are set aside specifically for instructional planning and it sets the wrong example for students and the community when teachers are not in school.
- Staff members’ hours vary according to their job description.
- Teachers or staff members who need to leave campus during the work day, **for any reason**, should confirm with an administrator and sign out in the notebook with the administrative assistant.
- Teachers and staff must sign in on Teacher Workdays and Professional Development days.

In case of absence, faculty and staff are required to complete the subfinder process – if you are unsure of this process, please see your Department Chair, Phyllis Thomas, or Kim Thompson.

Attendance – PowerSchool Procedures
Pupil Enrollment - We must verify the enrollment and attendance of all pupils at the beginning of the school year. This verification is necessary both to establish actual membership and to begin action toward continued compliance with compulsory attendance.
- Class attendance rosters from PowerSchool are your official lists of students. In the first 10 days of school, return the printed first period roster to Cathy Brady immediately after first period as well as entering your attendance in PowerSchool. If you have a student that is on your roster, but has not attended class, contact a guidance counselor to confirm his/her enrollment.
- Students are dropped and added to courses by guidance counselors **only**. Students who have a schedule change will receive a new copy of the schedule to show the teacher.
Daily Attendance – Attendance is recorded using PowerSchool (instructions are included in the appendix). Keeping accurate course attendance records for each student is a legal responsibility for teachers and is tied to course credit, athletic eligibility, legal court documentation, and disciplinary processes.

- Teachers can check student period attendance through PowerSchool to determine early dismissals and tardies. If a student does not appear on this report as absent, then the student may be skipping. If a teacher confirms that a student is skipping, he/she is required to inform the parent and turn in a discipline referral to the appropriate administrator.

- A student must be in school for at least half a day to be counted present at school and in a class for at least 46 minutes to be counted present for the class period.

- Students in ISS or OSS are NOT counted as absent. Donna Long will code all OSS students.

- Upon returning to school after an absence, a student is required to present a written note signed by the parent/guardian, bearing the exact date(s) of absence and stating the reason for the absence. First period teachers will record the reason for the absence in PowerSchool for all periods. A student has three days to bring a note from home explaining the absence. After the third day, the absence will be coded as unexcused.

Make Up Work - In cases of excused absences, students are entitled to make up work if desired.

- Teachers should communicate with students concerning the protocol for making up work in the first days of school. A suggested protocol is that the work is made up within the same amount of days that the student was absent. For example, if a student was absent for two days, he/she will have two days to make up the work. If the work is not made up in the allotted time, a failing work may be recorded for the incomplete work and averaged accordingly.

- Although OSS is not considered an excused absence, make up work in this category is to be negotiated with the teacher and/or principal. Students who are suspended should be given the opportunity to make up missed content in some way.

Excessive Absences – The Moore County Schools Attendance policy states that a student who misses more than 8 days in a class per semester or 16 for a yearlong class may not receive credit for that class, even with a passing grade. However, under extenuating circumstances, a student may appeal excessive absences. The appeal process can be found in the student handbook and on the UP website.

- Teachers are required to send home a letter to the parents/guardians of absent students at intervals of 3, 5, and 8 days (a template is available in the appendix) unless the student is hospitalized. A guidance counselor and the school social worker must be informed whenever 3 unexcused absences are reached or whenever 10 total absences are reached, regardless of the reason. Address the letter to the parents and mail it from the front office – Phyllis Thomas has UP envelopes in the office. Keep documentation of mailing the letter in your parent contact log.
Early Dismissal – If it is absolutely necessary for a student to have an early dismissal, the Attendance office will handle the student’s request on an individual basis. Any request for early dismissal must be presented to Donna Long in the Attendance office before 8:30 am. Students will receive an early dismissal slip to inform the teacher of their departure time.

- Students who are involved in pre-approved school activities that cause them to miss assigned classes are to be counted present for the day and in each class. Students will be responsible for making up any missed work.
- Teachers requesting release of students (including athletics) must make arrangements in advance of the absence and submit a student roster to the principal at least 7 days in advance for approval. This roster should be emailed to all teachers 2 days before the planned activity.

Tardy Policy – We believe that each student should receive 90 minutes of uninterrupted instruction each class period. It is the student’s responsibility to be in class on time. When students are late, teachers should follow the tardy policy.

- 1st Unexcused Tardy - Warning – Student prints his/her name, signs and dates the teacher’s tardy ledger.
- 2nd Unexcused Tardy - Teacher Detention (before or after school or lunch) and teacher calls the parent and records the call in the parent log.
- 3rd Unexcused Tardy - Teacher Detention and Conference with an Administrator – the administrator will call the parent.
- 4th Unexcused Tardy - Discipline Referral – One Day ISS
- 5th Unexcused Tardy - Behavior Modification Plan created.

Students who drive or ride private transportation and are tardy due to car trouble, etc. shall receive unexcused tardies since bus transportation is provided for students.

Truancy/Skipping Class – After checking the PowerSchool absence reports, teachers should report students suspected of skipping to the designated administrator:

- 9th Grade – Faw
- 10th Grade – Capps
- 11th/12th Grade – Jones

Building Security
At the close of each school day, teachers should secure their classrooms and immediate area:

- Venetian blinds should be lowered to full length with the slats closed
- All doors should be locked, including inside and outside doors
- Corridor doors will be closed and locked as soon as possible after school each day to eliminate students coming into the building. Please be careful to close these doors completely so they lock when you enter or leave the building in the afternoon
- When you are keeping students after school, please let them out one door and secure it after them
- Check to be sure all lights are turned off before leaving your room
Calendar
The following link opens the Moore County Schools 2014-2015 school calendar:
- http://www.ncmcs.org/page/53

Communication
Community – The best opportunity we have for developing good public relations in our school and community is our daily contact with students. Parents and the community are impressed with the understanding, patience, and willingness on the part of teachers to go out of the way to help a student.
- Teachers are expected to set up the voice mail on their phones and to check their messages daily.
  To change your voice mail:
  - Pick up the handset
  - Dial 5-2-9
  - Enter the pass code 0000
  - Dial 3
  - Dial 1
  - Record your voice mail
  - Hang up
- All teachers are required to keep a parent contact log and record any contact and contact attempts to parents/guardians including phone and email.
- Professional etiquette is required when using email with parents and colleagues. Pause before you hit send!

School - Teachers are expected to check their mailboxes every morning and to check their email at least three times a day. Most of the information necessary to teachers will be distributed through email.
- Teachers can set up a classroom webpage for communication and instructional purposes. Contact John Patota, Technology Facilitator, to set up the required training.

Crisis Plan
The UPHS crisis plan can be found in the appendix.

Discipline
The key to good discipline is effective and engaging instruction. If students are engaged in meaningful work that is individualized to meet their learning needs, then discipline problems are minimal. Teachers should have a shared process for creating class expectations as well as enforcing those expectations. These expectations should be communicated to parents/guardians. Teachers must communicate with parents/guardians before referring a student to administration for a violation of classroom expectations.
Disciplinary issues should be reported on the referral form (in the appendix) to the designated principal who will take action and report the consequence to teacher(s).
  - 9th - Faw
  - 10th - Capps
  - 11th/12th - Jones

In case of emergency (immediate removal of a student), call Extension 201 and the receptionist will contact an administrator to come to your classroom.
  - Under no circumstance is a student to be sent out of a classroom unaccompanied.

Administration will assign students to ISS - teachers are not allowed to send students out of their class. The following process will be followed for students in ISS:
  - When an administrator assigns ISS, he/she will send out an email notifying teachers of the day and/or periods that students will attend ISS.
  - ISS will send out another email to verify that the student actually attended ISS. If you do not receive this follow up email, you can assume the student did not show and you can count him/her absent.
  - Teachers are responsible for ensuring students have work to do while they are in ISS. Teachers can give this work directly to the student, put it in the ISS Coordinator’s mailbox in the front office, or take it/send it to the ISS room.
  - Students are responsible for turning in work directly to their teachers. The Coordinator will work directly with a teacher who wants a student to test in ISS.

Equipment and Supplies
Copy machines and other office supplies are available in the teacher workrooms in the main building and in Forest Creek. We encourage a paperless classroom as much as possible and teachers will be limited in the number of copies made. Please see Kim Thompson for your copy code and maximum copy number.

Fire Inspections
There will be 3 fire inspections each year. One will be from the Department of Insurance and two from the Fire Marshal's Office. The following are rules that must be adhered to:
  - No exit door or window should be blocked
  - No door or window should be covered with paper
  - No air returns should be blocked
  - Drop cords cannot be used
  - No more than 20% of a wall should be covered with combustible material
  - Combustible liquids, gasoline, etc... must be stored in an outside building
  - Gas cans should be an approved type with self-closing lids
  - Stairways should be kept clean and should not be used as storage
  - At no time should an electric heater be used
  - Only approved locks should be used to secure doors – no chains
  - Nothing is to be stored in electrical/boiler rooms
  - Nothing is to be hanging from the ceiling
  - Candles should never be used
Forms
Most forms are housed in the large chest in the back hallway (near attendance office) in the front office area.

Hall Passes
Students are not to be outside or in hallways during classes unnecessarily. Students who are out of the class for a legitimate reason must have a hall pass. No more than one student should be excused to go to the restroom at one time.

Home Visitation
The value received from personal contact with the homes of our students has proven to be great and we encourage this whenever possible.

Injury - Employee
When an injury occurs, the employee must report it immediately to his/her supervisor and fill out an accident/injury report. This report will be given to the bookkeeper who will contact the Finance Office and provide the necessary information to the employee about seeking medical care.

Injury – Student
In the case of a student injury, the front office should be notified so that a first responder and/or the nurse can be sent to the classroom. Teachers must fill out a student accident report the same day and turn it into the office.

Keys
All staff will be issued those keys that are necessary to access areas of the building in which they must work and secure materials and equipment. Nick Capps is responsible for issuing all keys. All staff must check out keys before school starts and return them at the end of the year:
  o There will be a $3.00 fee for lost keys.
  o No key may be duplicated.
  o Teachers should remain in possession of their keys at all times – students should never have access to a teacher’s keys.

Media Center
All teachers are encouraged to use the media center as a resource and for support of their curriculum. The media specialist, Mitzi Walker, invites teachers to sign up with her via email or in person to coordinate a visit.

  • Teachers and/or students may check a Chromebook in/out in the Media Center.
Parking
Faculty and staff have designated parking spaces. See Phyllis Thomas for available parking spaces and your parking tag.

Professional/Personal Leave
Professional leave must be submitted at least 10 days in advance and personal leave must be submitted at least 5 days in advance.

Smoking
Federal law prohibits smoking on campus. Staff members are not to use tobacco products during regular school hours or at school functions held after school, including coaches at practices and games.

Supervision of Students
It is essential to maintain a safe school environment and, by law, teachers are required to maintain close supervision over students in all situations. To accomplish this, it is necessary for teachers to stay with their classes at all times (except in case of emergency) and to help monitor students as they move between classes and at lunch. It is expected that all teachers stand outside their classroom during the change of classes, or at other designated areas, to encourage students to move to the next class quickly and in an orderly fashion. During class, teachers must remain with the class at all times. In case of emergency, teachers should notify the office and ask another faculty member for assistance in supervising the class. Teachers should never leave a class unattended to run off materials or to ask office personnel to run copies.

Teachers will be assigned additional duties before or after school and at lunch. Teachers are expected to complete their assigned duty each day or find a replacement. Substitutes should be informed of the assigned duty in your absence. The duty roster is available in the appendix.

Textbooks
All textbooks must be accounted for at the end of each year. Department chairs and Nick Capps are in charge of the initial distribution of textbooks to teachers. It is the teacher’s responsibility to keep updated written records for all books distributed to the class. At the end of each semester, teachers must submit a list of students who have lost textbooks, the number of the book they were assigned, and the cost of the book. These forms can be found in the appendix.

- If you need extra textbooks, contact the department chair – do not borrow them from another teacher.
- If a student is withdrawn from school, you will receive a withdrawal form. Make sure that you indicate if the student has returned the book. If you do not recover the book from the student, indicate in your records the date the student was withdrawn and note that the book was not returned.
Assessments
A calendar of training and assessments is included in the appendix. Teachers are expected to comply with all county benchmark testing as well as their own formative and summative classroom assessments.

Field Trips
Information on field trip procedures can be found on the Moore County website.
  - [http://www.ncmcs.org/page/955](http://www.ncmcs.org/page/955)

Parent Portal & Grading Policy
With the implementation of the PowerSchool Parent Portal, parents and students can log in to check grades and attendance, so accurate records and consistency are keys to effective communication.

Teachers will communicate their expectations and grading policy to students and parents within the first 10 days of school. All grades will be kept in TeacherGradebook in PowerSchool and teachers will update them **every Wednesday by 4:00**. Teachers should have a minimum of 12 grades each six week period and at least 3 grades in each category if weighted category grades are being used.

Instructions for setting up the grade book are in the appendix, and teachers can find more information and support by clicking on the link from the Department of Planning, Accountability, and Research: [http://www.ncmcs.org/page/325](http://www.ncmcs.org/page/325).

The Moore County grading scale will be used:

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<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>93 – 100</td>
</tr>
<tr>
<td>B</td>
<td>85 – 92</td>
</tr>
<tr>
<td>C</td>
<td>77 – 84</td>
</tr>
<tr>
<td>D</td>
<td>70 – 76</td>
</tr>
<tr>
<td>F</td>
<td>0 – 69</td>
</tr>
</tbody>
</table>

Guest Speakers
Outside speakers should be approved by the administration in advance of their visit.

North Carolina Standard Course of Study
All teachers are expected to follow the NCSCOS which is based on the Common Core. Resources for the curriculum can be found on the Instructional Design and Innovation department page on the Moore County Schools website.
Personalized Education Plans
Teachers are required to create and monitor PEPs for students who are identified as priority, but who do not have an Individualized Education Plan (IEP). Stacy Patterson works with these students and teachers.

Professional Learning Communities
Curriculum departments meet in PLCs at least 2 – 4 times per month to discuss and analyze student data and work, create common assessments, share best practices, and provide support to one another as an instructional team. Each team is required to create norms for the work of the team and to select a facilitator. Minutes are emailed to the principal at the end of each six weeks. Administrators are available to help the team at any time.

Progress/Interim Reports
As soon as a student shows a decline in his/her school work or is failing to achieve basic mastery, teachers must make personal contact with the parent/guardian by telephone or conference. Interim reports must be sent out every 3 weeks and any time a student is failing or in danger of failing a course.

Grading Periods

**Interim Reports:**
- September 12 or 15
- October 24 or 28
- December 19 or January 5
- February 20 or 23
- April 2 or 13
- May 15 or 18

**End of Grading Period:**
- October 6
- November 21
- January 23
- March 6
- April 28
- June 11

**Report Card Dates:**
- October 8
- November 25
- January 28
- March 11
- April 30
- June 11 – mailed to grades 9 - 11
Video
The use of video in the classroom can be a powerful learning tool. However, teachers must ensure that the video used is aligned with the NC Standard Course of Study, appropriate for the target class, and approved by the administration in advance. (Forms are found in the appendix) There is rarely an effective use for an entire movie in class and this practice is strongly discouraged.

Webpage/Internet
All staff members are to follow the MCS Internet Policy found on the MCS website. Student-Parent internet agreement forms will be filed in the student’s cumulative folder.

“My report is about how important it is to save paper, electricity, and other resources. I’ll send it to you telepathically.”
Schedules

Regular Daily Student Schedule

Zero Period 7:45-8:25
First Bell 8:25
1st Period 8:30-10:05
Break/Class Change 10:05-10:15
2nd Period 10:15-11:45
3rd Period 11:50-1:55

1st Lunch - 11:50-12:20
2nd Lunch - 12:40-1:10
3rd Lunch - 1:25-1:55

4th Period 2:00-3:30

Early Release Student Schedule

First Bell 8:25
1st period 8:30-9:25
2nd period 9:30-10:25
Break 10:25-10:35
3rd Period 10:35-11:30
4th Period 11:35-12:30

One Hour Delay Student Schedule

First Bell 9:25
1st Period 9:30-10:05
Break/Class Change 10:05-10:15
2nd Period 10:15-11:45
3rd Period 11:50-1:55

1st Lunch - 11:50-12:20
2nd Lunch - 12:40-1:10
3rd Lunch - 1:25-1:55

4th Period 2:00-3:30

Two Hour Delay Student Schedule

First Bell 10:25
1st Period 10:30-11:05
2nd Period 11:10-11:50
3rd Period 11:50-1:55

1st Lunch - 11:50-12:20
2nd Lunch - 12:40-1:10
3rd Lunch - 1:25-1:55

4th Period 2:00-3:30
Appendix Contents

Crisis Plan

Excessive Absence Letter

Discipline Referral Form

Performing Arts Calendar

PowerSchool Instructions – Attendance and Gradebook

Testing Calendar

Video Approval Forms
Union Pines High School
Emergency Crisis Plan Update 2013-14

- All staff is required to review the Moore County Schools Emergency Crisis Guide
- Each classroom must have the MCS Emergency Crisis Guide and this UPHS Crisis Plan
- Red and green code cards must be posted with the MCS Emergency Crisis Guide in the wall box provided
- No other materials are to be stored in the wall box
- All staff members are to stop teaching and follow lock-down procedure.

Action Plan
If a crisis occurs:

- The Principal takes charge. In the Principal’s absence, the Assistant Principal or designee takes charge.
- The emergency code is announced: The school is now in “lock down”. Lock all doors and place the appropriate card under the hallway door. Do not open door; cover door window; and close blinds. Students in the hallways or in the restroom should go to the nearest classroom or Main Office if door is locked. Keep students away from windows and doors. Keep students calm. Stay off the phone unless absolutely necessary.

Red
Someone is hurt and/or we have a serious problem.

Green
The classroom is under control.

No Card
Authorities will assume that something is wrong.

- All Teachers and Teacher Assistants remain in the classroom with students. No teacher/teacher assistant is to leave the classroom area unless authorized by the Principal or designee.
- The Principal, Assistant Principals, SRO, Safe-Schools Coordinator, Designated First Responder, and Custodians are the only personnel to be out of the classroom/commons area(s) if directed by law enforcement or principal. Liaisons will be notified in person. (First Responders: A. Cox, C. Thomas, Capps, Jones, Purvis, Dangerfield, Gray, Boney, Kane, Johnson, A. Frye, Simmons and Lea.)
- If the school is to be evacuated, follow the fire evacuation routes or escort students to the Football Field (Principal or designee will announce location). Take class rolls to ensure that all students are present. Classes that are usually evacuated to the back of the building (shop areas) should proceed to the back of the Rescue Squad/EMS area. New Century Middle or Sandhills Farmlife will be contacted for bus evacuation in the event of a bomb threat, chemical spill, etc.
- Do not use any of the classroom phones. Phone lines must remain open.
- Phone Liaisons (Administrative Assistant or Data Manager) call:
  Law Enforcement 911 (Phyllis Thomas)
  Medical Personnel (through the 911 call)
  County Office 947-2976 – Dr. Eric Porter (Cathy Brady)
  In addition, ask for Tim Lussier to be notified.
- Appropriate parents notified (as indicated by Principal or designee)
- Others (as indicated by Principal or designee)
- Public Relations Liaison interacts with media representatives as needed in the Principal’s assigned “safe” area: Media Center; Gym, Auditorium, ROTC Building, Football Stadium, Union Presbyterian Church (Bobby Purvis)
- Visitor Liaison assists Law Enforcement/Emergency Services in access to the crisis area and in controlling outside visitors/parents. (Kim Thompson)
- Medical Liaison goes to the hospital if student(s)/staff are sent. (Alan Cox)
- First Response Team Members available to assist as deemed necessary by the Principal or designee.

A written statement will be sent to parents at the end of the crisis/school day. (Robin)
Date: _____________________________

Dear ______________________________,

This letter is to notify you that your child, ______________________________ has accumulated (circle one: 3 consecutive, 5, or 8+) unexcused and/or excused absences since the beginning of the semester. Please be reminded that Moore County Schools enforces an eight day absence policy for high school students. These eight days include both excused and unexcused absences. Excessive absences will result in the child failing his/her course(s). In high school, attendance is taken in each of the four periods. In the event that absences are excused, be reminded that it is the parent’s responsibility to provide proper documentation to the school.

Any absence will be considered unexcused unless the school is notified in writing by the parent or guardian of a valid reason for the absence. Reasons for excused absences include: illness or injury (excessive absences must have a doctor’s verification), quarantine, death in the immediate family, medical or dental appointments, court or administrative proceedings, and religious observance, and educational opportunity (with prior approval from principal). The student/parent is responsible for acquiring and submitting proper documentation to the school in the event of an excused absence. This information must be presented to the first period teacher when the student admit slip is issued to the student.

The North Carolina Compulsory Attendance Law (G.S. 115-378) clearly states that the parent is responsible for the attendance of a student between the ages of 7 and 16. The law also states that the parent must be notified when a child has an excessive number of absences. I must advise you that you may be in violation of this law. Continuation of ten full school days of unexcused absences may result in prosecution.

In North Carolina, a student under 18 years of age will lose their driver’s license or driving permit if he/she does not pass three out of four classes. This includes failures due to excessive absences. Please refer to the UPHS Student Handbook for additional information. If you cannot locate your child’s copy of the handbook, refer to www.ncmcs.org/uphs to view the student handbook.

In order for your child’s educational needs to be met, it is important that he/she attend school every day possible. It is our purpose to give you and your child every encouragement and support in improving attendance. Our school social worker, guidance counselors, principals, or teachers would like to assist you in any way to enable regular school attendance for your child. Please feel free to call the school to discuss this matter.

Sincerely,

Teacher

Your Child’s Current Grade in ________________ is __________.
Absences to Date are ____________________
Union Pines High School Discipline Referral

Submit completed discipline referral to an Assistant Principal. Never send a student out of class unsupervised. Call the Front Office at extension 201 if immediate removal of a student is necessary.

Date of Referral______________ Teacher/Staff Member ___________________________

_________________________ _______ _____ _____ ______________________________

Student Name Grade Sex Race Course/Period

Is this student currently enrolled in a special program? _____Yes _____No

Academic grade currently in this course __________

Number of times this student has been sent out/removed from your class __________

Inappropriate Behavior (check all that apply)

_____Skipping   _____Excessive Tardiness   _____Disrespect   _____Other

_____Minor Disruption   _____Threats to Staff   _____Failure to Comply

Teacher Explanation – Exact details are to be described; be specific.

_____________________________________________________________________________

____________________________________________

First Level Consequences used by teacher (check all that apply and include dates):

_____Telephone Parent Contact   _____Face-to-Face Parent Contact   _____Written Parent Contact

_____Before/After School Detention   _____Lunch Detention   _____Conference with Student

_____Conference with School Personnel _____________________________ (name)

**************************************************************************************************************************************************

Second Level Consequences used by Administrative Staff

_____Student Conference   _____Parent Conference   _____Parent Contacted by phone

_____Detention   _____ISS   _____OSS

# of days ______ # of days ______

Comments:

________________________________________________________________________________
Union Pines High School – Performing Arts Calendar 2014-2015
(Please note that these dates and times are subject to change.)
6/9/14

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Event</th>
<th>Time</th>
<th>Where</th>
</tr>
</thead>
<tbody>
<tr>
<td>September</td>
<td></td>
<td>Band Competitions</td>
<td>See band website <a href="http://www.unionpinesband.org">www.unionpinesband.org</a> for full band schedule with all pertinent information, places, times, etc....</td>
<td>Away</td>
</tr>
<tr>
<td>October</td>
<td>Fridays and Saturdays</td>
<td>Marching Band at all home varsity football games and band competitions</td>
<td>See marching band schedule on website <a href="http://www.unionpinesband.org">www.unionpinesband.org</a></td>
<td>Home and Away</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Farm Bureau</td>
<td>4:00 – 9:00</td>
<td>Auditorium and Cafeteria</td>
</tr>
<tr>
<td></td>
<td>14</td>
<td>One-Acts</td>
<td>7 pm</td>
<td>Auditorium</td>
</tr>
<tr>
<td></td>
<td>21</td>
<td>Chorus and Orchestra Concert</td>
<td>7 pm</td>
<td>Auditorium</td>
</tr>
<tr>
<td></td>
<td>25</td>
<td>Viking Classic</td>
<td>All day-UP Band Hosts</td>
<td>Campus</td>
</tr>
<tr>
<td>November</td>
<td>1</td>
<td>Band Competition</td>
<td>See band schedule <a href="http://www.unionpinesband.org">www.unionpinesband.org</a></td>
<td>Away</td>
</tr>
<tr>
<td></td>
<td>7 and 8</td>
<td>Play Festival</td>
<td>All day and evening</td>
<td>Away</td>
</tr>
<tr>
<td></td>
<td>6</td>
<td>All County Orchestra</td>
<td>All day</td>
<td>?</td>
</tr>
<tr>
<td></td>
<td>12</td>
<td>All County Band auditions</td>
<td>4:30 to 6:00</td>
<td>New Century</td>
</tr>
<tr>
<td></td>
<td>8</td>
<td>Band -Veterans Memorial Service</td>
<td>10:00 am</td>
<td>Carthage</td>
</tr>
<tr>
<td></td>
<td>19 and 20</td>
<td>Musical Auditions</td>
<td>3:30 – 5:30</td>
<td>auditorium</td>
</tr>
<tr>
<td></td>
<td>21 and 22</td>
<td>All County Band</td>
<td>All day</td>
<td>Pinecrest</td>
</tr>
<tr>
<td>December</td>
<td>4</td>
<td>Christmas Radio Play</td>
<td>7 pm</td>
<td>Auditorium</td>
</tr>
<tr>
<td></td>
<td>6</td>
<td>Southern Pines Parade (Band)</td>
<td>10:00 am</td>
<td>Southern Pines</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Carthage Parade (chorus &amp; band)</td>
<td>6:00 pm</td>
<td>Carthage</td>
</tr>
<tr>
<td></td>
<td>10 and 11</td>
<td>Musical Callbacks</td>
<td>3:30 – 5:30</td>
<td>Auditorium</td>
</tr>
<tr>
<td></td>
<td>15</td>
<td>Art Show, Chorus and Orchestra Concert</td>
<td>6:00 art show 7 pm concert</td>
<td>Hallways and auditorium</td>
</tr>
<tr>
<td>Month</td>
<td>Date</td>
<td>Event</td>
<td>Time</td>
<td>Where</td>
</tr>
<tr>
<td>-----------</td>
<td>------------</td>
<td>------------------------------</td>
<td>-----------------------</td>
<td>-------------------------------------</td>
</tr>
<tr>
<td>January</td>
<td>All</td>
<td>Set construction and rehearsal</td>
<td></td>
<td>Auditorium</td>
</tr>
<tr>
<td></td>
<td>10</td>
<td>All District Band Auditions</td>
<td>Morning to Mid-Afternoon</td>
<td>Sampson Middle School</td>
</tr>
<tr>
<td></td>
<td>30 and 31</td>
<td>All District Band Auditions</td>
<td>All Day</td>
<td>Methodist University</td>
</tr>
<tr>
<td>February</td>
<td>All</td>
<td>Set construction and rehearsal</td>
<td></td>
<td>Auditorium</td>
</tr>
<tr>
<td>March</td>
<td>8 - 12</td>
<td>Musical Dress Rehearsals</td>
<td>4:00 – 10:00 pm</td>
<td>Auditorium, Cafeteria, Band &amp; Orchestra Room</td>
</tr>
<tr>
<td></td>
<td>7</td>
<td>All State Band Auditions</td>
<td>Late morning, early afternoon</td>
<td>East Davidson H.S.</td>
</tr>
<tr>
<td></td>
<td>13, 14, 15</td>
<td>Musical Performances</td>
<td>7 pm, 3:00 pm</td>
<td>Auditorium, Cafe, Band &amp; Orchestra Room</td>
</tr>
<tr>
<td></td>
<td>24, 25, 26, or 27</td>
<td>Band Music Performance Assessment</td>
<td>All day</td>
<td>West Johnston H.S.</td>
</tr>
<tr>
<td></td>
<td>24</td>
<td>Orchestra Concert</td>
<td>7 pm</td>
<td>Auditorium</td>
</tr>
<tr>
<td></td>
<td>TBA</td>
<td>Orchestra Contest</td>
<td></td>
<td>Away</td>
</tr>
<tr>
<td></td>
<td>20</td>
<td>Dessert Theatre</td>
<td>7 pm</td>
<td>Cafeteria &amp; Auditorium</td>
</tr>
<tr>
<td>April</td>
<td>(?)</td>
<td>Piquet Music Festival</td>
<td></td>
<td>National Golf Club</td>
</tr>
<tr>
<td></td>
<td>17, 18, &amp; 19</td>
<td>Spring Band Trip</td>
<td></td>
<td>Atlanta, GA.</td>
</tr>
<tr>
<td>May</td>
<td>14</td>
<td>One-Acts</td>
<td>7 pm</td>
<td>Auditorium</td>
</tr>
<tr>
<td></td>
<td>1,2, and 3</td>
<td>All State Band Auditions</td>
<td>All Day</td>
<td>UNC-Greensboro</td>
</tr>
<tr>
<td></td>
<td>9</td>
<td>Band – Buggy Festival</td>
<td>9 or 10 am</td>
<td>Carthage</td>
</tr>
<tr>
<td></td>
<td>12</td>
<td>NCMS Band Concert</td>
<td>7 pm</td>
<td>Auditorium</td>
</tr>
<tr>
<td>Month</td>
<td>Date</td>
<td>Event</td>
<td>Time</td>
<td>Where</td>
</tr>
<tr>
<td>-------</td>
<td>------</td>
<td>-------</td>
<td>------</td>
<td>-------</td>
</tr>
<tr>
<td></td>
<td>21</td>
<td>Band Concert Banquet and Awards</td>
<td>7 pm</td>
<td>Auditorium Cafeteria</td>
</tr>
<tr>
<td></td>
<td>18</td>
<td>Chorus Concert, Art Show, Orchestra Concert</td>
<td>6 pm</td>
<td>Auditorium, Hallways</td>
</tr>
<tr>
<td></td>
<td>26</td>
<td>Keyboard Recital</td>
<td>7 pm</td>
<td>Bandroom</td>
</tr>
<tr>
<td></td>
<td>19</td>
<td>Thespian Induction</td>
<td>6 pm</td>
<td>Cafeteria, Auditorium</td>
</tr>
<tr>
<td>June</td>
<td>12</td>
<td>Graduation (band, chorus, orchestra)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
PowerTeacher Quick Reference Card

Accessing Student Information
1. On the PowerTeacher start page, click the backpack icon next to the class you want to view.
2. Click the student's name.
3. Choose a student page to access from the Select screens pop-up menu. Clicking on a student's last name takes you to the default student screen. Clicking on their first name takes you to the last page you worked with.

Printing School Reports
Your school creates the reports available to you in PowerTeacher.
1. On the PowerTeacher start page, click the printer icon next to the class for which you want to print a report.
2. Choose the report from the Which report would you like to print pop-up menu.
3. Choose the watermark text (optional).
4. Choose what you want PowerSchool to prepare your report.
5. Click Submit.

Change Password
1. On the PowerTeacher start page, click Personalize.
2. On the Personalize page, click Change Password.
3. Enter your old password, then enter and verify the new password.
4. Click Submit.

Accessing PowerTeacher Help
To access the PowerTeacher Online Help, click the Help icon, which looks like a question mark.

Gradebook Quick Reference
Creating Categories
1. On the gradebook menu bar, choose Tools > Categories.
2. Click the Plus (+) button in the lower left corner of the window. Enter the required information.
3. Click Close.

Add Assignments
You can add assignments directly from the Assignments window or the Scoresheet window using the Plus (+) button. Alternatively, you can right-click click if you are using a two-button mouse.
1. Select a class, then click the Assignments or Scoresheet tab.
2. Click the Plus (+) button. The New Assignment window appears. Enter the required information.
3. Click Save.

Change Publishing Assignments
1. Select a class, then click the Assignments or Scoresheet tab.
2. Select the assignment you want to publish, then click the Publish tab.
3. From the Publish Assignment pop-up menu, choose when to publish the assignment.
4. If you selected On Specific Date, enter the date the assignment should appear in the Date On field.
5. If you selected Days Before Due, enter the number of days the assignment should appear prior to the date that it is due in the Days Before Due field.
6. Click Save.

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Continued on next page
Set Final Grade Preferences
1. On the gradebook menu bar, choose Gradebook > Preferences.
2. Select the appropriate When calculating a grade the value should be option.
3. Choose the number of digits to appear after the decimal point from the Store calculated grades with up to pop-up menu.
4. Click OK.

Define Final Grade Calculation
1. Select a class, then click the Grades Setup tab.
2. Click the name of the reporting term for which you want to set up final grade calculation.
3. Select the appropriate for Calculate Final Grade Using option.
4. Click Save.

Filter a Scoresheet
1. Select a class, then click the Scoresheet tab.
2. Choose one or more of the following filters:
   • Filter By Reporting Term
   • Filter By Category
   • Filter By Students

Open the Score Inspector
1. Select a class from the Classes pane, then click the Scoresheet tab.
2. From the Gradebook menu bar, choose Tools > Score Inspector.
   Or, from any assignment field (or Final Grade field) within the Scoresheet, press COMMAND+click (Mac) or right-click (Windows) and select Score Inspector.

Enter a Score
1. Select a class, then click the Scoresheet tab.
   Or, open the Score Inspector.
2. Click the assignment column of the student for whom you want to enter a score.
3. Enter the score using one of the following:
   • On the Scoresheet window, press ENTER or RETURN. The score appears on the Scoresheet as the cursor advances to the next assignment field. Click Save.
   • On the Score Inspector window, use the Previous and Next arrows to repeat for each student, then click Close to save.

Mark Assignments
1. Select a class, then click the Scoresheet tab.
   Or, open the Score Inspector.
2. Click in the assignment column of the student for whom you want to enter an assignment status:
   • On the Scoresheet window, press COMMAND+click (Mac) or right-click (Windows) and select Collected, Late, or Exempt. Click Save.
   • On the Score Inspector window, select the Collected, Late, or Exempt checkbox. Click Close to save.

Add a Final Grade Comment
1. Open the Score Inspector and select the final grade of the student you want to update.
2. Manually enter final grade comments in the Comment field and/or click Comment Bank to select one or more predefined comments. Use the Previous and Next arrows to repeat for each student, if applicable.
3. Click Close to save.

Manually Override Final Grades
1. Select a class from the Classes pane, then click the Scoresheet tab.
2. Choose a term from the Filter By Reporting Term pop-up menu.
3. Open the Score Inspector and select the final grade of the student you want to update. The final grade field appears highlighted.
4. Select the Manual Override checkbox. Enter the new grade in the appropriate field, and enter any comments in the Comment field, if applicable. Use the Previous and Next arrows to repeat for each student, if applicable.
5. Click Close to save.

Reports
The following reports are available on the gradebook:
Reports tab: Attendance Grid, Category Total, Final Grade a Comment Verification, Individual Student Report, Missing Assignment, Scoresheet, and Student Roster

Accessing Gradebook Help
To access the PowerTeacher gradebook Online Help, click Help > Contents on the gradebook menu bar.
Alternately, you can press COMMAND+SHIFT+F (? (Mac) or press F1 (Windows).
<table>
<thead>
<tr>
<th>Dates</th>
<th>Event</th>
<th>Grade(s)</th>
<th>Estimated Testing Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Initial required w/in 30</strong></td>
<td>WIDA Access Placement Test (W-APT) Initial and Reclassification Testing</td>
<td>K-12</td>
<td>180 minutes</td>
</tr>
<tr>
<td><strong>days of enrollment at</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>beg of yr or 14 calendar</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>days if student enrolls</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>after begin of yr</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>September 8-11</td>
<td>High School Interim Assessments</td>
<td>EOC Courses</td>
<td>60 Minutes</td>
</tr>
<tr>
<td>September 30-Oct 3</td>
<td>High School Interim Assessments</td>
<td>EOC Courses</td>
<td>60 Minutes</td>
</tr>
<tr>
<td>October 1-31</td>
<td>Plan Assessment</td>
<td>10</td>
<td>140 minutes</td>
</tr>
<tr>
<td>October 28-31</td>
<td>High School Interim Assessments</td>
<td>EOC Courses</td>
<td>60 Minutes</td>
</tr>
<tr>
<td>November 18-21</td>
<td>High School Interim Assessments (Cumulative Assessments)</td>
<td>EOC Courses</td>
<td>60 Minutes</td>
</tr>
<tr>
<td>December 1-5</td>
<td>WorkKeys Administration for Early Graduates (paper and pencil version)</td>
<td>CTE 12th grade Concentrators</td>
<td>N/A</td>
</tr>
<tr>
<td>December 15-18</td>
<td>High School Interim Assessments</td>
<td>EOC Courses</td>
<td>60 Minutes</td>
</tr>
<tr>
<td>January 16-23</td>
<td>High School NC Final Exam Administration</td>
<td>9-12</td>
<td>240 Minutes per enrolled class</td>
</tr>
<tr>
<td>January 16-23</td>
<td>NC EOC English II, Biology, Math I, EOC Administration</td>
<td>9-12</td>
<td>240 Minutes per enrolled class</td>
</tr>
<tr>
<td>Date</td>
<td>Event Description</td>
<td>Grade(s)</td>
<td>Duration</td>
</tr>
<tr>
<td>---------------------</td>
<td>------------------------------------------------------------</td>
<td>----------------</td>
<td>-----------</td>
</tr>
<tr>
<td>February 2-March 13, 2015</td>
<td>ACCESS for ELLs Administration</td>
<td>K-12 Select Students</td>
<td>180 minutes</td>
</tr>
<tr>
<td>February 9-12, 2014</td>
<td>High School Interim Assessments</td>
<td>EOC Courses</td>
<td>60 Minutes</td>
</tr>
<tr>
<td>February 9-20 2014</td>
<td>WorkKeys Administration</td>
<td>CTE 12th grade Concentrators</td>
<td>90 instructional minutes</td>
</tr>
<tr>
<td>March 3, 2015</td>
<td>ACT Administration</td>
<td>11</td>
<td>225 minutes</td>
</tr>
<tr>
<td>March 3-6, 2015, 2014</td>
<td>High School Interim Assessments</td>
<td>EOC Courses</td>
<td>60 Minutes</td>
</tr>
<tr>
<td>March 3-17, 2015</td>
<td>ACT Administration with Accommodations</td>
<td>11</td>
<td>225 minutes</td>
</tr>
<tr>
<td>March 3-17, 2015</td>
<td>NC EXTEND 1 Alternate Assessment for ACT</td>
<td>Select Students 11th (in lieu of ACT)</td>
<td>untimed</td>
</tr>
<tr>
<td>March 3-17, 2015</td>
<td>College and Career Ready Alternate Assessment for ACT</td>
<td>Select Students 11th (in lieu of ACT)</td>
<td>untimed</td>
</tr>
<tr>
<td>March 5, 2014</td>
<td>NAEP testing - Union Pines</td>
<td>Grade 12</td>
<td>90 minutes</td>
</tr>
<tr>
<td>March 17, 2015</td>
<td>ACT Make-up</td>
<td>11</td>
<td>225 Minutes</td>
</tr>
<tr>
<td>March 23-26, 2015</td>
<td>High School Interim Assessments</td>
<td>EOC Courses</td>
<td>60 Minutes</td>
</tr>
<tr>
<td>April 28-May 1, 2015</td>
<td>High School Interim Assessment (Cumulative Assessments)</td>
<td>EOC Courses</td>
<td>60 Minutes</td>
</tr>
<tr>
<td>May 19-22, 2015</td>
<td>High School Interim Assessments</td>
<td>EOC Courses</td>
<td>60 Minutes</td>
</tr>
<tr>
<td>May 29-June 11, 2015</td>
<td>NC EXTEND 1 Administration</td>
<td>Select students 10th grade English II, Biology, Math I</td>
<td>untimed</td>
</tr>
<tr>
<td>June 5-11, 2015</td>
<td>High School EOC, CTE, NCFE</td>
<td>9-12</td>
<td>240 minutes</td>
</tr>
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</table>
UTILIZATION OF VIDEO IN INSTRUCTIONAL SETTINGS

The Moore County school system recognizes the value of teachers using videotapes in instructional settings in conjunction with an integrated curriculum. The establishment of guidelines facilitates appropriate selection and utilization of this medium. Individual faculty/staff members and building administrators have responsibility for implementing this regulation.

Teachers have permission to use (perform) videos without a public performance license as stipulated by Section 110 (1) of the Copyright Statute (U.S. Code, Title 17). The following conditions must be satisfied: The use must be (1) in a nonprofit educational institution; (2) in a classroom or similar place devoted to instruction; (3) part of the regular instructional process, thus ruling out extracurricular or recreational uses; (4) with teacher, students, and video in the same place, thus ruling out transmissions from outside of that building; (5) a lawfully made copy.

Entertainment and reward uses of commercial videos are not in compliance with Section 110 (1) of the Copyright Statute. If a video is used for entertainment or reward during the school day and/or at school-sponsored activities, performance rights must be obtained from the copyright holder, or his legal designee.

Video request procedures prior to use of the media encourage instructional planning, ensure access to necessary equipment, and serve as a legal safeguard. Such record-keeping strategies should be site-based decisions.

School-owned videos are purchased with the written understanding that they will be used in instructional settings even if the labeling reads “for home use only.” Site-based decisions may limit use of instructional media by grade level or department. In such instances, permission to digress from procedure should be obtained from the school administrator.

Privately purchased videos are sold with a home use only agreement, not with audience rights. However, a 1985 interpretation by the NC Attorney General reaffirms that such an application would be permissible for educators under Section 110 (1). Teachers wishing to use videos from outside the school collection should comply with site-based decisions regarding approval. Use of parent-owned or student-owned commercial videos in classrooms is discouraged.

Other educational agency videos (i.e. public library, state library, Department of Public Instruction) are acquired through predetermined selection procedures. These titles would be permissible under Section 110 (1) and appropriate for the audiences specified. Site-based decisions govern their level of use.

Rental videos are circulated under a contractual agreement for home use only; however, the NC Attorney General’s interpretation reaffirms permissible use for educators. Videos to be shown at school should be rented in the school’s name.
**Rated** videotapes or laser videodiscs (PG, PG-13, R) used in the instructional setting must be preceded by permission from the principal and the parent-signed approval forms for the class if any student in the class does not meet the age requirement. If all students meet the age requirement, but the content is controversial, permission slips are recommended. Permission slips must be kept on file. Rated media in the school collection must be clearly marked with precautions including the reasons for restriction (i.e. language, sex, violence).

If a student does not have permission to view a PG, PG-13 or R-rated video, the teacher must give that student a not-penalized alternative. NC-17 movies (“No One/Child 17 and under admitted”) are not allowed. These guidelines also apply to movies used for entertainment or reward.

**Closed circuit** transmission of videos is permissible in an instructional setting when the conditions of Section 110 (1) are met as determined by the interpretation from the NC Attorney General.

**Television** viewing should be in face-to-face teaching activities. Educators should be aware of television ratings, and viewing decisions should be based upon guidelines consistent with rated videos.

**Off-air recording** of School Television series has copyright clearance for public schools in North Carolina. The copyright status appears on each series fact sheet in the STV Catalog. The limitations on recording of commercial and PBS programs vary; however, the 10-day fair use guidelines are applicable to most commercial broadcasts, and the 7-Day School Rerecord Rights are applicable to PBS.

**Copying** of commercial programming beyond the parameters of the fair use guidelines is subject to fines of up to $10,000 for each occurrence. Archival copying is not applicable to audiovisual and electronic formats except computer software.

**School-produced videotapes** should be confined to use for the designated purpose. Viewing outside the school premises (i.e. Web sites, multimedia presentations, civic meetings) requires administrative approval and parental consent of the students filmed.

**Substitute teacher’s** use of video should be in keeping with the teacher’s lesson plan. Emergency use of irrelevant videos is not in compliance with Section 110 (1).

*Instructional Technology Division, NCDPI, Learning Connections, August 1997 (revised)*
Moore County Schools Video Approval Form
For Classroom Instruction
Submit at least 1 week prior to video use.
Attach the alternative lesson plan for students w/out parental permission.

Title of Video___________________________________________________________

If a rating of “PG” or higher, have you sent parental notification? ___Yes ___No

If “NO”, please explain:
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

How does the film support your curriculum?
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

What learning activities will take place in conjunction with viewing the film?
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

When will the video be shown?  Time:  _________  Date:  ______________
How much of the video will be shown?  _____________________________

I have read and understand the attached state guidelines printed on the back of this document.
Printed Name of Teacher:  ______________________________________________
Signature__________________________________  Date_________________________

For Administrative Use:

Approved_________________________  Disapproved_________________________

Principal Signature:  ___________________________________________________________________  Date:  _______________