



North Wilkes High School
Home of the Vikings
2986 Traphill Road
Hays, North Carolina 28635
<http://nwhs.wilkescountyschools.org/>

Mr. J. David Johnson, Principal
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2019 -2020 Faculty Handbook

VIKINGS

STRIVE for excellence,

EXCEED expectations,

and LEAD by example.

A Message from the Principal

I am excited to return to my alma mater and work with you'll to help each student be successful. The North Wilkes community was a wonderful community to grow up and I know we are a key factor in ensuring the North community is a great place today.

We all entering education a various times and likely with various motivations, but we all became teachers to help others. Let's all commit to do our best each day and do everything we can to help each person that enters our doors have a great day.

We have provided this faculty handbook to help clear up any questions and provide guidance when needed. Thank you for everything you do for students.

Let's all work together to make this year Great!

David

Faculty

Adams, Melony - Media Specialist
Adams, Jamie - Latin
Baity, Tammy - Exceptional Children (TA)
Berrier, Dwayne - PE
Barlow, Danille - English
Byers, Justin - Band
Brown, Kate - English
Brown, Regina - Social Worker
Bell, Kim - Instructional Specialist/Testing Coord.
Call, Logan - PE/Athletic Director
Chipman, Monty - PE
Church, Scott - Custodian
Johnson, Logan - Exceptional Children
Cline, James - Exceptional Children
Curtis, Maria - Business
Deal, Ann - Family & Consumer Science
Earp, Jennifer - English
Fettinger, Patricia - Science
Owens, Austin - Exceptional Children
Goldman, Dan - Math
Greene, Mike - Social Studies
Gregory, David - Exceptional Children
Baugess, Jamiee - ESL
Holbrook, Jarvis - Custodian
Anderson, Whitney - Receptionist
Holloway, Brian - Math
Holloway, Sarah - Finance Secretary
Johnson, David - Principal
Johnson, Michael - CTE
Johnson, Noah - ALP
Johnson, Thomas - Math
Johnston, Blake - Student Success
Jolly, Summer - Science
Kennedy, Joe - SRO
Lyon, Brett - Daymark
Martin, Ed - CTE
Mastrella, Liz - Guidance
Mathis, Kim - Data Manager
McDaniel, Opal - Custodian
McGrady, Robin - Science
Miles, Jamie - Health Science
Miles, Sarah - English
Miller, Junior - Guidance
Mitchell-Royal, Ellen - Art
Moore, Bonnie - Exceptional Children (TA)
Simms, Veronica - Exceptional Children
Phillips, Seth - Social Studies
Privette, Sarah - Chorus
Prouty, Dan - Social Studies/Science
Quiroga, Ingrid - Spanish
Reavis, Tina - IT Specialist
Richardson, Debbie - Exceptional Children (TA)
Shirk, Deana - Math
Shumate, Mark - ISS
Sidden, Mandy - Nurse
Smith, Samantha - Math
Spicer, Robert - Head Custodian
Splawn, Nikki - Health Occupations
Stanford, Cathy - English
Walker, Lloyd - Social Studies
Walker, Melissa - English
Walker, Tracy - Business
Watkins, Randy - Custodian/Bus Driver
Watkins, Teresa - CTE
Welborn, Tony - ALP (TA)
Wilson, Caitlin - Math
Wilson, Rick - CTE
Wood, Ronnie - TA

The Leadership Team

The desire to be an efficient and effective high school has resulted in North Wilkes High School adopting a site-based management team and administration. Policies and practices are presented to the Leadership Team for review and recommendations. The members of this team are also responsible for accurately communicating information with all other staff members and stakeholders. This team meets the second Wednesday of each month. Currently, team members include:

| | |
|-------------------------------|----------------|
| English | Sarah Miles |
| Math | Caitlin Wilson |
| Science | Summer Jolly |
| Social Studies | Michael Greene |
| CTE | Tracy Walker |
| Fine Arts | Ellen Royal |
| Non-Certified | Sarah Holloway |
| PBIS Representative | Deana Shirk |
| Exceptional Children | David Gregory |
| Administration | David Johnson |
| Administration | Dee Surgeon |
| Testing/Instructional Support | Kim Bell |
| Special Areas Representative | Melony Adams |
| Parent Representatives | |

The 2019-2020 Leadership Team will be voted on at the opening faculty meeting in August.

Day-to-Day Operation

Maintaining Professionalism and High Expectations

Every member of the North Wilkes High School Staff has been chosen to perform specific duties and fulfill certain responsibilities. If at any time, there is a question of what the responsibilities or expectations are for your position, please meet with the principal.

Thank you for being prepared to provide our students with the kind of excellent curricular and co-curricular experiences for which North Wilkes has become known. Teachers are expected to have daily lesson plans which directly address the specific goals of the course as described in the NC Essential Standards or Course Blueprint. Teacher lesson plans may be kept in any format and manner the teacher chooses, unless other directions have been given to the teacher by the principal or assistant principal. The lesson plans need not be turned in (unless directed to do so by an administrator). Weekly plans should be kept in the curriculum notebook and available for review at any time. All teachers/staff will wear their school ID every day. This is another step in keeping our school safe.

Every staff member will be evaluated in accordance with the policies set forth by NCDPI and the Wilkes County School System. The evaluation schedule and the administrator responsible for managing the evaluation of each staff member will be shared after the school year is underway. All certified staff will have an Individual, Monitored, or Directed Growth Plan on file describing their short and long range professional goals.

Confidentiality

Please be mindful of the nature of all conversations concerning students and staff members. Information that is confidential must remain confidential.

Workday Hours

The normal school day for teachers and most other staff members will be 7:30am - 4:00 pm. Exceptions will be shared with staff members on an individual basis. Staff members will be given the professional courtesy to make Optional and Required Workday schedules more flexible. In most cases, this will allow for an earlier/later start/end time and for lunch off-campus if you so desire. However, all staff members are expected to sign in and out in the front office. Staff members failing to work a full day, will be required to use annual leave or comp time in no less than half-day increments. This will be discussed at a staff meeting at the beginning of the school year.

TimeKeeper

Teachers need to sign into TimeKeeper every morning. You do not need to worry about signing out. Non-certified staff must clock in and out each day. If you miss a day for any reason please notify the bookkeeper as soon as possible.

Teacher/Staff Dress Expectations

All staff members are expected to dress in a professional manner. Staff members, other than PE teachers or coaches preparing to leave for athletic contests, are not permitted to wear shorts and/or t-shirts while performing their duties as a classroom teacher.

Blue jeans (w/out holes) may only be worn on Fridays. T-shirts which display school colors and/or school spirit may also be worn on Fridays. (Due to the nature of their jobs, this does not apply to those who work in the shop area).

Questions regarding appropriate dress should be directed to the principal.

Non-Instructional Duties

Every certified member of the staff will be assigned non-instructional duties. A list and schedule of these duties will be shared by your duty team leader. This should be updated by the 27th of each month. Please be certain to fulfill these important responsibilities. Should you have an appointment or other obligation that conflicts with your assigned duty, it is your responsibility to find someone to cover for you.

Staff Parking

Parking areas for staff members are located in the lot beside the main office. Please honor signs or spaces marked "Handicapped," "Buses Only," and "No Parking."

If you are scheduled to be off campus and require a substitute, please enter in AESOP location for staff parking so that he/she will know where to park. This is very important.

Classroom Cleanliness (Please make this a priority)

All staff members are ultimately responsible for the cleanliness of their assigned area. Your efforts, combined with those of our custodial staff will help to maintain a clean, safe, and professional learning environment. Please communicate and demonstrate expectations of neatness and cleanliness to your students. Please share concerns about

the cleanliness of your room, office, the workrooms, or restrooms with the principal. If at all possible, before students leave your room at the end of your day, please ask them to remove all debris (including power strips) from the floor.

Displaying Materials in Classrooms

Please take great care in posting and displaying materials in the classroom. No tape that leaves residue and nothing that leaves permanent holes or markings should be used.

Displaying Materials and Announcements in Hallways and Cafeteria

Only information concerning school events may be posted on campus unless permission is obtained from the principal. Please discuss with principal/assistant principal before posting any materials in the building. Once the posting has been approved, the following guidelines should be followed:

- Place the announcement on glass surfaces only, using clear “scotch” tape. As soon after the event as possible, remove the poster, the tape, and any glue residue.
- Please do not put posters or announcements on lockers, walls, or wooden doors, or any material from which it may be difficult to remove.
- Once your announced event/meeting is over, please remove all postings throughout the building.

Daily Announcements for Students

Daily intercom announcements will be made at the beginning and the end of every school day (except for emergencies or unusual situations). The morning announcements will consist of reciting The Pledge of Allegiance and observing a moment of silence. Every effort will be made not to disrupt instructional time throughout the day. Announcements should be submitted via the Google Form located in Canvas (2018-2019 Staff Information course) as far in advance as possible.

Teacher/Staff Absences-Securing Substitutes

AESOP/SUBSTITUTES needs to be handled by the individual teacher. As soon as you know you will be out and require a substitute, please enter it into AESOP. If it is after 6:30am on the morning of the absence, please call bookkeeper immediately to notify them of your absence. **THE MORE EFFICIENTLY THIS IS ADDED, THE LESS LIKELIHOOD THAT TEACHERS WILL HAVE TO COVER THE CLASS IN YOUR ABSENCE.** There were many instances last year that 50+ substitutes were called the day of an absence and it remained unfilled. There is a preferred substitute list that will be shared on Google Drive.

The “Aesop” system will be used to secure substitutes when needed. To use the system, do the following:

1. Simply dial 1-800-942-3767
2. Enter your ID number followed by the pound key (“#”)
3. Enter your PIN number followed by the pound key (“#”)
4. Once you are logged in the system, you will be given prompts for the various menu choices.

*When entering an absence, please wait until you receive a confirmation number before you terminate the phone call. Your transaction is not complete until you receive a confirmation number.

You may also go online and enter the absence. The bookkeeper will provide usernames and passwords at the beginning of the school year. Go to www.aesoponline.com, sign in, go to create absence, choose day and type of leave. Insert any comments you would like to leave for sub or administrator. Click create absence. If you have

communicated and know the sub that is filling in for you when you go to create your absence you can click create and assign. This will allow you to put the sub into your job. Only do this if you have communicated with the sub and they can fulfill your absence.

Staff members who do not require a substitute should report the need to be absent to an administrator. Those staff members are asked to inform the bookkeeper of the date and time of their return to work, the length of the absence, and the reason or code for the absence.

According to North Carolina Public School Laws, teachers may have substitutes for these reasons:

- personal illness
- family illness
- death in the immediate family
- personal leave
- approved professional activities

Please remember to include for your substitute the directions to staff parking area.

Personal Leave

Based on a request being made at least five days in advance of the date desired, personal leave shall be granted to a teacher without the teacher having to divulge a reason provided such leave is not: (1) requested for a required teacher workday or (2) the day before or after holidays and scheduled vacation days. Exceptions will be handled by the principal on an individual basis. Personal leave will not be allowed in excess of the earned number of days.

Out-of-class time

Except for emergencies, teachers will not be called out of class for telephone calls or for drop-in meetings with parents or business callers. Messages will be placed on voice mail. Do not leave your students unattended.

Leaving Campus during the School Day

Please notify the principal or the assistant principal if you need to leave school grounds during the school day between 7:30 a.m. and 4:00 p.m. You need to sign out in the office regardless of whether it is school-related or personal. Please include the time you leave campus and your expected return time. Please sign back in upon your return. FAILURE TO FOLLOW THESE PROCEDURES WILL RESULT IN LOSS OF ANNUAL LEAVE.

“Comp-Time” for Certified Staff-Guidelines

A comp time form will be linked in Canvas (2018-2019 Staff Information). This form must be completed before comp-time is taken and must be turned in at the end of each month. All forms will go to the principal and must be approved before comp time is granted.

When comp-time is taken, please inform the bookkeeper so that your form can be pulled and hours deducted. This should be done beforehand. Google Forms will be sent before breaks from school so that you may choose the type of leave you wish to use. If no response is given and you do not clock in, an annual leave day will be taken from you.

Examples of acceptable comp-time:

- Work done after 4:00 pm that is NOT part of the regular daily responsibilities (faculty meetings excluded).
- Work done after-hours for which no supplement is received
- Prom
- Gate Duty
- Tutoring after 4:00 pm

Telephones and Cell Phones

The phones in the classrooms are long distance accessible. Staff members are expected to utilize professional and ethical discretion with regard to making long distance phone calls. Please do not utilize long distance capabilities to conduct personal business.

Students are not permitted to use classroom phones without supervision.

Cell phones may be used at any time before/after school starts, during break, classroom transition and lunch... but NOT in any location during class time (this includes hallways). Cell phones should NOT be seen/used in the classroom, gymnasium, restroom, locker room at any time – unless given permission from the teacher to do otherwise. Cell phones being used or that are heard in any “off-limit” area will be confiscated. Any staff member confiscating electronic devices (ie. Cell phone, Ipod, MP3, etc...) should turn them in to either the principal or assistant principal on the same day it is taken. Confiscated devices may be picked up by a parent/guardian on the last school day of each week between 2:00 and 4:00 pm. (Refer to Local School Board Policy #4304)

****Staff members should not make or take any cell phone calls during the time they are supervising students. Staff members utilizing a cell phone during school hours should do so in the privacy of his/her office/classroom.

Meeting Schedule

Wednesday afternoons are to be reserved for meetings. The first Wednesday of each month is reserved for Leadership Team. The second Wednesday of each month is reserved for our monthly faculty meeting. Department/PLC meetings will take place during SMART Lunch as scheduled.

Planning period meetings and other afternoon or workday meetings will be called as needed with as much notice as possible provided.

Everyone is expected to attend appropriate meetings as scheduled.

BOOKKEEPING PROCEDURES: Receipting Money and Check Requests

- All money must be turned in by 2:00pm. If you know that you may not be able to get receipt book turned in at the designated time, please let the bookkeeper know as soon as possible.
- You are not required to roll loose change **unless you have enough to make a full roll.** Coin rolls are kept in the bookkeeper’s office.
- When turning in money, please use the blue Daily Cash Report form located in your receipt book. **Make sure you include the receipt numbers written in your receipt book from – to on the cash report.** If your Daily Cash Report does not include your name, date, receipt numbers or does not balance, you will be required to fix the report. Bookkeepers can no longer fill in this information for you.
- You **MUST RECEIPT ALL money \$10.00 and over individually.** If you collect money under \$10.00 each, you may write one receipt and ATTACH a sheet with those student’s names from which you collected funds.
- **WHEN TURNING IN MONEY, DO NOT LEAVE THE RECEIPT BOOK IN BOOKKEEPER’S MAILBOX OR LAYING ON BOOKKEEPERS DESK.** If bookkeeper is not in the office, please leave the money with Data Manager, Assistant Principal or Principal. **ALL MONEY \$10.00 AND OVER MUST BE TURNED IN DAILY. This is county policy and auditors check to make sure that the date on receipt and the date received are the same. DO NOT SEND MONEY TO THE OFFICE WITH STUDENTS AT ANYTIME.**
- **DO NOT HOLD ANY MONEY OR CHECKS FOR ANY REASON.** If you cannot receipt your money that day, please bring to bookkeeper. You can continue to receipt when you return.
- **MAKE SURE THAT YOU TEAR OUT THE WHITE COPY OF THE RECEIPT.** The only time you will need to leave the white copy in the receipt book is if you void a receipt.

- Please make sure your money is all turned the same way and unfolded.

PURCHASE ORDERS are located in the bookkeepers office. Use a purchase order when requesting items to be ordered. Once a purchase order is filled out, you will need to give to Mr. Johnson for approval.

CHECK REQUEST FORMS are also located in the bookkeepers office or on the Google drive. **YOU ARE REQUIRED TO FILL OUT A FORM FOR ANY PAYMENT REQUEST.** Do not email invoices or place invoices in bookkeepers mailbox/desk without a Check Request Form. Each form and invoice, once complete, needs to be turned into the bookkeeper by 2:15 on Tuesday. Checks are only written one day a week, on Wednesday, so plan accordingly. If there is an instance where you need a check on a day other than Wednesday, you will need to get approval from Mr. Johnson.

CREDIT CARDS ARE LOCATED IN BOOKKEEPERS OFFICE FOR Wal-mart and First Community Bank. Before you may use one of those cards for your purchase, you must get approval from the bookkeeper. There will be a sign out process to obtain the credit cards. **EVERY CREDIT CARD PURCHASE MUST BE FOR SCHOOL USE ONLY. EVERY PURCHASE MUST HAVE A RECEIPT. EVERYTHING ON YOUR RECEIPT MUST BE REIMBURSED. NO PERSONAL ITEMS AND SCHOOL ITEMS ON SAME RECEIPT OR YOU WILL NOT RECEIVE THE REIMBURSEMENT.** Once you return with credit card and receipt, you will be required to fill out a Request for Check form with receipt attached and turn in to bookkeeper for Mr. Johnson to approve.

NO checks for services rendered can be made to school employees from your school account. A form will have to be completed and sent to the BOE in order for them to write the check. FICA at 7.65% and retirement of 14.23% will be added to what your account is charged.

IF payment is made to a non-school employee, you will need to turn in their SSN and address when requesting payment. **FUNDRAISERS** must be approved by Mr. Johnson and a form complete before you may proceed. Those forms are located in the bookkeepers office.

Indebtedness

Each homeroom teacher will be responsible for receipting current year student fees. Homeroom will meet twice a month. Homeroom teachers will be provided a list of fees per homeroom at the beginning of the year. This list will be updated monthly and sent out before homeroom meets.

Example: All students have a Student fee(this includes their mailings and locker for the school year).

High School Attendance Policy

Please read thoroughly as this policy (4400) is new for Wilkes County Schools

LOSS OF OPPORTUNITY TO EARN CREDIT DUE TO INADEQUATE ATTENDANCE IN GRADES 9-12

A student shall lose credit for absences beyond six (6) ***unless*** the student makes up all work required by the teacher, completes the semester with a passing average (not counting the final exam grade), and makes a grade of 70 or higher on the final exam.

Appeal Process - Any student who is denied the opportunity to earn credit for any course shall have a right to appeal to the school's attendance committee.

Any appeal to the attendance committee must be submitted, in writing, to the principal. The notice of and request for appeal must state the reason the student believes he should be allowed the opportunity to earn credit for the course. Written documents in support of the student's statement must be attached to the notice of request for appeal.

Upon returning to school after an absence, the student should present a note (parent/guardian or medical) explaining his/her absence. The note should include the student's name, the date of the absence and the reason for the absence. The absence will be coded accordingly. *Students returning to school after an absence without presenting documentation of why he/she was absent will be coded as skipping school and disciplinary actions will follow.*

Attendance Procedures

NOTE: All absences (excused or unexcused) are counted in this policy.

Upon returning to school after an absence, the following procedures should be followed:

- When a student is absent from a class, he/she will be marked absent in PowerSchool, and the absence will be coded as "unexcused." Students presenting a forged note will receive up to 3 days of ISS. ALL notes are subject to verification.
- Upon returning to school, the student will put their absence note in a designated box located in the front office and proceed to class as usual. The note should contain the student's name, current date, date of absence, reason for absence and parent/guardian signature.
- If a student does not bring a note within 3 school days, the absence will remain coded as unexcused regardless of the reason for the absence.
- The receptionist will get notes from this box during 1st block and code the absence(s) in PowerSchool as excused if warranted by the student's note.
- Teachers will check PowerSchool during each class period to determine if a student has been absent in his/her other classes, if the student checked in or out of school, if the student is skipping, and/or if an absence has been re-coded as excused.

Check In/Check Out Procedures

Students arriving on campus after 7:45 am must come by the front office to check in and receive an admission slip to present to their teacher. Students should not be permitted to class without an admission slip.

Students will be allowed to check out of school under the following conditions:

- A parent/guardian comes to the front office to sign the student out (valid identification may be required). Parents/Guardians should not call ahead to sign their student out.
- A note is presented to the front office before the school day begins with the student's name, reason for dismissal, parent signature and a contact number to verify the note. Once the note is verified, we will make arrangements for the student to be dismissed from class at the appropriate time.
- For purposes of attendance, a student must be in class for at least half of the class period to be counted present, otherwise the student will be counted absent.
- Students will NOT be permitted to check out during SMARTLunch unless a doctor's note is provided. This is a protected hour for our students to receive tutoring and to participate in extra-curricular school sponsored activities.

Students who are 18 years old or older must have parental permission to check out

Tardy Policy

Please read thoroughly as this policy is new for NWHS!

It is absolutely necessary that students be in class and prepared for the lesson to begin when the tardy bell rings. A tardy student disrupts the instructional process for the entire class. The following policy will be followed concerning tardies:

- If a student is tardy (1st or 2nd period) and does not provide a note from the front office or another teacher to be excused, the student must serve a 30 minute lunch detention during **SMARTLunch A** on the day the infraction occurs. Students must report to the lunch detention location (room 404 in the business building) at the beginning of the session (if a student arrives after the detention tardy bell rings, he/she must stay the entire hour). Students required to stay the entire hour will be allowed to order lunch from the cafeteria.
- If a student is tardy (3rd period), he/she will be written up with a Major disciplinary infraction and will spend the entire **SMARTLunch** in detention on the day following the infraction. Students required to stay the entire hour will be allowed to order lunch from the cafeteria.
- If a student is tardy (4th period), he/she will serve a 30 minute lunch detention during **SMARTLunch A** on the day following the infraction. Students must report to the lunch detention location at the beginning of the session (if a student arrives after the detention tardy bell rings, he/she must stay the entire hour).

If a student driver accumulates excessive tardies, his/her driving privileges may be revoked

Detention location is Room 404 in the business building

Textbooks and Instructional Supplies

Teachers and Department Chairs are asked to have a system for accounting for the textbooks. Please submit requests for additional textbooks to the media center coordinator. Please do not loan textbooks to other schools without obtaining prior approval from the assistant principal.

Instructional supplies were ordered based on needs and requests from the previous school year. Requests for customary supplies may be given to the bookkeeper. Other requests for materials and supplies should be given to the principal or assistant principal.

Lesson Plans

Each teacher is expected to have lesson plans designed to direct daily instruction and kept in a Curriculum Notebook on his/her desk. These need not be turned into an administrator unless requested. If you need assistance developing concise, yet specific lesson plans, please see your department chairperson, the curriculum specialist, the principal, or the assistant principal.

In order to maximize instructional time, showing full length movies should be kept to a minimum.

NOTE: No R rated movies or movie clips are permitted.

Emergency lesson plans are to be updated and included in your curriculum notebook. A copy should be submitted to the assistant principal within the first five days of each semester.

Media Center

From Mrs. Adams, NWHS Media Coordinator:

I am passionate about ensuring that our media center is a place that encourages creativity, collaboration, individual exploration, and learning- a place where everyone feels valued, and a love of reading is fostered. I want to provide support in any way that helps students, staff, and community become effective, self-reliant, critical users and producers of ideas and information. And I want to make it fun! To that end, here are specific goals for the media program and physical space:

- To prepare the students of today for the world of tomorrow
- To provide a welcoming physical space.
- To collaborate with teachers to enhance instruction.
- To assist staff and students with integrating web tools into personal and professional learning.
- To create a learning environment that provides 24/7 access to print and digital resources that support the curriculum and independent reading.
- To encourage interaction across local, regional, national and global communities.

Daily Schedule

The media center is open daily from 7:30-4:00 for research, collaboration, project design and production, makerspace work, independent reading, virtual class work, and social interaction. Students and staff are encouraged to use the media center before, during, and after school.

Smart Lunch

The media center is open Monday through Thursday during Smart Lunch for Study Hall. Mondays, Tuesdays and Thursdays are designated Silent Study Hall. A limited number of students are allowed on a first-come, first-served basis. The media center is closed on Friday during Smart Lunch to provide time for activities such as book clubs and the Media Advisory Group to meet. Students must eat lunch prior to entering the media center- no food is allowed in the media center during Study Hall.

Environment

Social interaction and group work is encouraged in the media center as it relates to educational goals. However, disruptive noise levels and unruly behavior that disturbs others will not be allowed.

Work Spaces

Individual, small-group, and whole class work spaces are available in the media center. Included in these areas are puzzles, chess and board game sets, a maker space and video production area. After calling ahead, teachers may send students with a written pass to work independently or in small groups at any time during the school day. Teachers should also contact the media specialist to schedule the whole-class space, maker space, video production area, or to send multiple groups at once.

Printing

If students need something printed for a class assignment or graduation project, see Mrs. Hicks or Mrs. Adams for instructions and information.

Programs

A variety of programs are held in the media center, from club induction ceremonies, to Northfest and lots more. Watch announcements for details and schedules.

Suggestions

Give your ideas or suggestions for new books, programs, or ways to make the media center better to Mrs. Adams.

Environment

Social interaction and group work is encouraged in the media center as it relates to educational goals. However, disruptive noise levels and unruly behavior that disturbs others will not be allowed.

Copy Machines

The high-volume copy machines have been placed throughout the building. An access code will be provided to all staff members. Please be as conservative as possible when making copies so that funds may be directed to other instructional needs.

Copyright laws must be strictly followed.

- Do not permit students to use copy machines.
- Please obtain administrative permission before making personal copies.
- If a machine malfunctions during your use, please notify the office immediately.

Schedule Change Procedures

Teachers will receive a class list showing students registered for each class. This list may change during the first few days of each semester.

Student schedules will be changed only upon approval of the principal or assistant principal. Valid reasons for requesting a schedule change include:

- being registered for a course without having passed the prerequisite
- needing a course for graduation/Academic Scholars program
- requesting an academic course in place of an elective
- retaking a failed course
- scheduling errors

Approved scheduled changes will be entered directly by a counselor or administrator. When a schedule has been changed, the change will be reflected on the teacher's class lists found on the computer. Guidance will issue a revised schedule to the student.

All schedule changes should be completed prior to the 5th day of each semester.

Wilkes County Schools values the hard work, self-discipline, honesty, integrity, and mutual respect of all students. This Code has been established to uphold these values. Cheating, collusion, lying, and plagiarism will not be tolerated.

The following offenses constitute violations of the academic integrity code:

Cheating: Giving, taking, or presenting information or material that unethically or fraudulently aids self or others on any work to be considered in the determination of a grade or the completion of an academic requirement or the enhancement of one’s record or academic career.

1. **Individual Cheating:** To practice or attempt to practice dishonesty or deception in the taking of tests or in the preparation or submission of academic work purporting to be one’s own; to copy or attempt to copy another person’s test, paper, or other graded work in a course; to use or to provide any notes or other prepared materials that a student is not permitted to consult during a testing period or to bring those materials into the testing area with the intent to use; to submit identical or near identical papers or coursework for credit in more than one course without permission of the instructor; to steal, deface, or destroy any research materials or technology that may deprive others of their use; to obstruct or interfere with another student’s academic work; to retain, possess, or circulate previously used exams, copies of blank tests, or other assignments without the instructor’s permission.

2. **Collusion** (action taken by two or more persons together to cheat): To allow another person to copy tests, papers, or other graded course work; to provide assistance to others in the preparation of graded course work without the express consent of the instructor. Questions related to homework or other assignments should be directed to the instructor. Failing to report that another student has used your work or another’s work to commit violations of academic integrity – with or without consent.

Lying: Committing a forgery or giving a statement known to be false or dishonest, orally or in writing, for the purpose of, or having the effect of, protecting or improving one’s grades in a course, one’s academic record, or one’s academic standing.

Plagiarizing: The act of willfully copying a sentence, several sentences, or a significant part of a sentence from any source, including internet sites, that has been written by someone other than the person submitting the paper, and then neglecting to indicate that the material has been copied; also, copying from another writer by changing one or two words in the sentence, or to rearrange the order of the wording, or to paraphrase, or to summarize information and then neglect to furnish documentation. For all assignments, especially team or collaborative assignments check with the teacher to find out what level of cooperation and/or sharing is permitted.

Attempting: Attempting to participate in any act that if completed would result in loss of academic integrity. A student caught “attempting” to participate in such an act will face the same consequences as one who actually commits a violation.

Consequences for committing acts of Academic dishonesty:

1st Offense in any course – Student will receive a zero on the assignment, parent conference, receive a written reprimand, 1 day of ISS, and be placed on academic probation in that course for the remainder of the semester.

2nd Offense in the **SAME** course – Student will receive an “F” in the course and 1 day of OSS. Depending upon the number of days left in the semester... the principal will decide whether to require the student to participate in Credit Recovery, or to retake the course at a later date. Student will lose the privilege of being recognized with honors by any organization sponsored by the school.

3rd Cumulative Offense (in any combination of courses) – Student will lose the privilege of being recognized with honors by any organization sponsored by the school. Student must appear before the school’s discipline committee. The committee will decide whether a placement in the Alternate Learning Program is needed.

NOTE: Depending upon the severity of the violation... additional consequences may be determined by the discipline committee. (i.e. Tampering with the school network/server or password protected files could result in criminal charges being filed)

By signing below, I attest to the fact that I have received prior written notice of the Academic Integrity Code for the WCS system, and agree to uphold the aforementioned standards on all academic work.

(Student Signature)

(Parent/Guardian Signature)

Bell Schedules for Week One of School 2019-2020

Monday, August 26th

| | |
|-------------|---|
| 7:45-8:30 | Schoolwide Assembly in Gym |
| 8:40-9:30 | Extended Homeroom (Homeroom Information Powerpoint) |
| 9:35-10:35 | 1st period |
| 10:35-10:47 | Breakfast/Break |
| 10:52-12:00 | 2nd period |
| 12:00-12:20 | SMARTLunch A |
| 12:20-12:40 | SMARTLunch B |
| 12:44-2:05 | 3rd period |
| 2:09-3:30 | 4th period |

Tuesday, August 27th, Wednesday, August 28th and Thursday, August 29th

| | |
|-------------|-------------------|
| 7:45-9:16 | 1st period |
| 9:16-9:23 | Breakfast/Break |
| 9:27-10:00 | Extended Homeroom |
| 10:04-11:31 | 2nd Period |
| 11:31-11:56 | SMARTLunch A |
| 11:56-12:21 | SMARTLunch B |
| 12:25-1:56 | 3rd period |
| 2:00-3:30 | 4th period |

Friday, August 30th : Pep Rally Schedule

North Wilkes High School 2019-2020 Bell Schedules

Daily Schedule

| | |
|-------------|--------------------------------|
| 7:41 | Warning Bell |
| 7:45-9:21 | First Period |
| 9:21-9:28 | Breakfast/Break |
| 9:32-11:08 | Second Period |
| 11:08-11:37 | SMART Lunch A |
| 11:12 | Tardy Bell for Lunch Detention |
| 11:37-12:06 | SMART Lunch B |
| 12:11-1:47 | Third Period |
| 1:54-3:30 | Fourth Period |

| | |
|--------------------------|--------------------------------|
| Homeroom Schedule | |
| 7:41 | Warning Bell |
| 7:45-9:16 | First Period |
| 9:16-9:23 | Breakfast/Break |
| 9:27-9:42 | Homeroom |
| 9:46-11:17 | Second Period |
| 11:17-11:46 | SMART Lunch A |
| 11:21 | Tardy Bell for Lunch Detention |
| 11:46-12:15 | SMART Lunch B |
| 12:20-1:51 | Third Period |
| 1:58-3:30 | Fourth Period |

| | |
|--|--------------------------------|
| Pep Rally/Afternoon Assembly (45) | |
| 7:41 | Warning Bell |
| 7:45-9:09 | First Period |
| 9:09-9:15 | Breakfast/Break |
| 9:19-10:43 | Second Period |
| 10:43-11:12 | SMART Lunch A |
| 10:47 | Tardy Bell for Lunch Detention |
| 11:12-11:41 | SMART Lunch B |
| 11:46-1:10 | Third Period |
| 1:17-2:40 | Fourth Period |
| 2:45-3:30 | Pep Rally/Assembly |

| | |
|----------------------|-----------------|
| Early Release | |
| 7:41 | Warning Bell |
| 7:45-8:45 | First Period |
| 8:45-8:51 | Breakfast/Break |
| 8:55-9:55 | Second Period |
| 9:55-10:55 | Third Period |

| | |
|-------------|--------------------------------|
| 10:55-11:24 | SMART Lunch A |
| 10:59 | Tardy Bell for Lunch Detention |
| 11:24-11:53 | SMART Lunch B |
| 12:00-1:00 | Fourth Period |

| | |
|-----------------------|--------------------------------|
| One Hour Delay | |
| 8:41 | Warning Bell |
| 8:45-10:07 | First Period |
| 10:12-11:34 | Second Period |
| 11:34-12:03 | SMART Lunch A |
| 11:38 | Tardy Bell for Lunch Detention |
| 12:03-12:32 | SMART Lunch B |
| 12:37-1:59 | Third Period |
| 2:06-3:30 | Fourth Period |

| | |
|-----------------------|--------------------------------|
| Two Hour Delay | |
| 9:41 | Warning Bell |
| 9:45-10:55 | First Period |
| 11:00-12:10 | Second Period |
| 12:10-12:35 | SMART Lunch A |
| 12:14 | Tardy Bell for Lunch Detention |
| 12:35-1:00 | SMART Lunch B |
| 1:05-2:15 | Third Period |
| 2:20-3:30 | Fourth Period |

WILKES COUNTY SCHOOLS
Important Dates to Remember
2019-2020

| <u>Progress Reports</u> | <u>Report Cards</u> |
|--------------------------------|----------------------------|
| September 25, 2019 | October 30, 2019 |
| December 3, 2019 | January 29, 2020 |
| February 19, 2020 | March 25, 2020 |
| April 28, 2020 | TBA |

Please remember — Progress Reports should never be issued on a Thursday or Friday
All dates are subject to change, in case of inclement weather

All report cards and interim reports will be run in POWERSCHOOL. Interims will be given out two times in each term as will report cards. At 4.5 and 13.5 weeks, teachers will give interim reports to all students. Report cards will be given out in class. Report cards will be done at the 9 and 18 week period. A School Messenger announcement will remind parents to be on the alert for progress reports and report cards. Teachers are asked to communicate with parents often, especially for students who are not being successful or working to their potential. Parents should never be surprised by the grade they read on their child’s report card. Please be reminded that the faculty has agreed to award an **additional two-points** to the final semester grade for all students who have perfect attendance in the class and **one additional point for only 1 absence/tardy**. For year-long courses, the two points are to be awarded each semester. Reminder: perfect attendance means no absences or tardies.

Wilkes County Schools

Honor Graduate Recognition Protocol

Beginning with the 2018-2019 school year, Wilkes County Schools will use the Latin Honors System for recognizing honor graduates in all high schools. Policy 3450 describes the changes and expectations.

Policy 3450

Class ranking is a method of measuring academic performance. The Wilkes County Board of Education also recognizes other means of evaluating student achievement, including grade point average, courses completed, the rigor of the curriculum, results of tests and, assessments and recommendation letters.

High school principals shall provide for the compilation of class rankings to be listed on the student transcripts and may make class rank information available periodically to students and their parents or guardians. While the board encourages broad means of recognizing student achievement, high school principals shall not use class rank to designate a valedictorian or salutatorian. Beginning with graduating class of 2019, high school principals shall designate the following senior honors:

- Student with a 3.5-3.99 weighted grade point average shall receive the distinction of cum laude
- Students with a 4.00-4.249 weighted grade point average shall receive the distinction of magna cum laude
- Students with 4.25 or higher weighted grade point average shall receive the distinction of summa cum laude

Principals shall ensure that class ranking is computed in accordance with State Board of Education Policy GCS-L-004. The superintendent and principal shall ensure that students and parents receive adequate notice as to

how class rank is calculated and shall provide written procedures on how students with equal grades, or grades that may be perceived as equal, will be treated. Nothing in this policy provides a student with any legal entitlement to a particular class rank or title.

Timeline for determining honor graduates:

1. At the completion of first semester, schools will run the GPA and class ranking report for all juniors and seniors. This report will be used to determine Junior Marshals for that school year's graduation. The same report will also generate the honors graduate list for any preparations for graduations (programs, awards programs, etc).
2. At the end of 2nd semester, counselors will run the GPA report after grades have been finalized. Students that earn the honors recognition in second semester will be announced as an honor graduate and receive the correct graduation regalia (cord, collar, etc.) for graduation. Their name will not be printed in the program due to the program printing deadlines.
3. Each school will determine what graduation regalia (cord, collar, etc.) students will wear to recognize honor graduates.
4. All honors graduates of Wilkes County Schools will receive an emblem on the diploma designating the honor distinction.

Grade Change Procedures

When a student completes time and work to remove a grade of "INC" or if you find an error in your grade calculations and must subsequently change the mark issued to a student, complete the grade change form located in Canvas (2018-2019 Staff Information course). *We no longer use paper copies.* Please change grades as soon as a student completes make-up time and work or as soon as you determine that an incorrect mark has been issued. Students who receive an "INC" have the following six weeks to remove the incomplete or the grade reverts to an "F".

Field Trip Procedures

Field trips that support the instructional program are encouraged. However, in light of the economic challenges that many are facing, please make every effort to limit expenses. Efforts to avoid having students miss the instruction of their other classes will be appreciated. Please submit requests for field trips as much in advance as possible. Trips that require travel out-of-state or overnight require Board approval and must be submitted at the beginning of each semester. No trips will be approved during the last 30 calendar days of the semester except for extenuating circumstances. Students must be in good academic and disciplinary standing to attend off campus events. To request a field trip, please fill out the **Field Trip Request** form in Canvas (Staff Information course) under the "Forms" module and turn that in to the principal. Once approved, that form will be handed off to the assistant principal to coordinate buses, drivers, etc. A copy of the form will be returned to you, the teacher, once scheduling is complete and the trip will be added to the school calendar.

*****Please make sure that you use the form located in Canvas (it is the updated form provided by WCS)*****

The Safety Team

Issues concerning safety and discipline issues should be shared immediately with the principal or assistant principal. Issues that may require implementing new rules or procedures will be discussed with the Safety Team. Currently, those members include:

Assistant Principal/Chair
Media
Math Teacher
Cafeteria
Custodian
Science Teacher
School Nurse
Athletic Director
Allied Health
ISS / ALP Coordinator
School Resource Officer
Vocational
Exceptional Children
FCS
Principal
Parent Representative

North Wilkes High School
Positive Behavior Interventions and Support (PBIS) Information

What is PBIS?

Positive behavior interventions and support is a system that is developed by a school for improving student behavior. It is used:

- with all students
- across all environments in school (classroom, lunchroom, restroom, all school grounds)
- to help schools to create effective learning environments

Why does a school choose to use PBIS?

Schools that implement school-wide positive behavior interventions and support are schools that are interested in:

1. Identifying and teaching expected student behaviors.
2. Finding ways to reinforce and reward those behaviors.
3. Enforcing consistent meaningful consequences when violations occur.

PBIS is a planned way to meet the behavioral needs of students in a school. Parents are important in the success of PBIS, and many choose to use a similar system at home.

Identify and Teach Expected Behavior

- Identify expectations across all environments, particularly those areas where data supports there are improvements needed.
- Provide examples of what behaviors are expected, including for the cafeteria, bus, and social areas such as the gym or playground/ball field.
- Post the expectations throughout the building.

Teaching the behavioral expectations means that the school PBIS team must identify what the expectations are in different locations across the school day. The team will develop a teaching matrix of the behaviors expected. They will be different in different environments.

North Wilkes High School School-Wide Expectations

In accordance with PBIS universal guidelines, the PBIS expectations at North Wilkes High School are designed to:

- Provide a clear understanding of expected student behavior
- Be few in number
- Be positively stated
- Use familiar language
- Include example behaviors designed for instruction

Classroom Teacher Expectations

1. Teachers will teach, model, and practice each of the school-wide behavioral expectations.
2. Teachers will display and use the classroom expectations based upon the school-wide expectations.
(Classroom expectations are to be posted in the classroom)
3. Teachers will use research-based interventions when working with students who fail to meet building-wide and/or classroom expectations. (www.interventioncentral.org and various other resources)
4. Teachers will develop and/or use PBIS established strategies for recognizing students who meet and/or exceed school-wide and classroom expectations using informal and formal recognition programs such as classroom, individual, and school-wide rewards.

Student Recognition

The PBIS recognition programs are designed to recognize those individuals who uphold the **BLUE** expectations on a regular basis. Teachers and administrators are responsible for acknowledging students by giving specific and positive feedback to students who are meeting school-wide expectations.

Rewards:

Teachers are also encouraged to reward classroom-wide positive behavior. (For example: no tardies for a certain period of time could result in a no homework night or other teacher- determined rewards.)

School-wide rewards may also be given as determined by the administration and PBIS Team.

Discipline

All students are expected to behave and attempt to do all classroom assignments. If they do not, use all the intervention strategies you can.

The minimum expectation for most classroom discipline issues includes a student conference and parental contact (please include these efforts on the google form for “Minor Infraction Report”). If these do not work, the office will intervene and assist you. Any incident involving fighting, drugs, weapons, or gross insubordination should be sent to the office *immediately* (A form can be filled out at a later time).

Please keep in mind that classroom management is a part of the evaluation process. Research indicates that approximately 95% of all discipline problems occur within the first and last five minutes of class. This is a direct reflection of poor classroom management.

The principal will discuss the student handbook at the opening staff meeting. Please take the time to go over **county policies, school policies, and classroom policies** with the students at the beginning of the semester.

****ALL staff members are expected to consistently enforce policies and procedures.

Student Work for In-School Suspension

When students are sent to ISS through the disciplinary process, they must have assignments prepared by their teachers and delivered to the ISS instructor. Such assignments may be sent daily or can cover the entire period in ISS. Efforts to deliver assignments promptly will be appreciated. Computer usage will be permitted on a case by case basis. Staff members are not permitted to send students to ISS without the permission of school administrators.

Off-Limit Areas

Areas that are off-limits to students include the teacher workrooms, office workroom, the staff lounge, and staff restrooms. Students are not to go into the administrative area (beyond the secretary's desk) unless accompanied by a staff member or unless the student was called for by an administrator, counselor, the SRO, or the bookkeeper. Students may not use the vending machines in the office workroom.

North Wilkes High School Discipline Matrix

| Offense | 1 st | 2 nd | 3 rd |
|---|--|---|--|
| Tardies (1st, 2nd, and 4th Periods) | Lunch detention (on the same day as the offense for 1 st /2 nd periods...on the day following the offense for 3 rd /4 th period) | Same as 1 st offense, with parent contact | Same as 2 nd offense, possible loss of driving privileges |
| Tardies for 3rd Period | Major with full Lunch Detention following day | Same as 1st offense with parent contact. | Same as 2nd offense, possible loss of driving privileges |
| Unauthorized departure from campus | Parent Notification and 1 day of ISS | Parent Conference, Up to 3 days of ISS, and possible loss of driving | 3-5 days of ISS and possible loss of driving privilege for semester |
| Possession of a Firearm | Immediate Expulsion for 365 days | | |
| Possession of/use of alcohol or drugs (could result in a suspension for remainder of semester) | 3-10 days OSS and on probation for remainder of high school career; referral to appropriate substance abuse agency | 3-10 days OSS; recommend long-term suspension for remainder of the school year. | |
| Sale or distribution of drugs or alcohol | Immediate 10 days OSS with recommendation for long-term suspension for the remainder of school year | | |

| | | | | |
|--|--|--|---|---|
| Tobacco or Vape use or possession | | 1 day of ISS | Up to 3 days ISS, possible loss of driving privileges for up to 3 days | Up to 3 days OSS, possible loss of driving privileges for remainder of semester |
| Sexual Harassment or Bullying | | Required counseling, written notification from victim, referral to SRO for possible charges, parent conference | 3 days ISS, referral to SRO for possible charges | Up to 3 days OSS, referral to SRO for possible charges |
| Aggressive Communication/Behavior | | 1 day ISS | 3 days ISS | Up to 3 days OSS |
| Fighting/Physical Assault Extreme Vulgarity directed at faculty, or Communicating Threats (may result in long term suspension at any point deemed appropriate by school administration) | | 3-10 days OSS | 3-10 days OSS | 3-10 days OSS |
| Assault resulting in injury, involving a weapon by more than one person, or on a school employee | | Immediate 10 days OSS with recommendation for long term suspension for the remainder of the school year | | |
| Theft and/or Destruction of school property (Law Enforcement contacted) | | Up to 3 days ISS and restitution | 3 days OSS and restitution | 5 days OSS and restitution |
| Computer usage violation | | Financial compensation for damages; any other disciplinary action deemed appropriate by school officials | Loss of privilege to take laptop home for the remainder of the semester; financial compensation for damages | Loss of privilege to take laptop home for the remainder of the year; financial compensation for damages |
| Class/school disruption or improper checkout | | Up to 1 day ISS | Up to 3 days ISS | Up to 3 days OSS |

| | | | | |
|--|--|---|--|--|
| Forgery, insubordination, failure to comply, profanity, disrespect, being in an unauthorized area | | Up to 3 days ISS and parent notification | Up to 3 days OSS and parents meet for consultation | Up to 5 days OSS; students and parents meet with administrators to find solutions. |
| Cutting class, skipping school | | Lunch detention (up to 3 days) | Lunch detention (up to 5 days) | Parent Meeting (discussion of possible solutions) |
| Cheating/Honor Code Violation | | Student receives zero on assignment, 1 day of ISS, academic probation for that particular course | | |
| Public Display of Affection | | Minor Discipline Referral, warning from administration/guidance, documentation of warning | 1 day of ISS | Up to 3 days of ISS |
| Use of cell phones/electronic devices during class time | | Phone taken, may be picked up by a parent/guardian between 2:00 and 4:00 on the last day of the week. (WCS Board policy) | | |
| Dress Code Violation | | Minor Discipline Referral, warning to student, change of clothes required | Same as 1 st offense, remain in ISS for remainder of school day | |

The Principal and/or Assistant Principal may make modifications for students at their discretion.

SMART Lunch **Students Maximizing Academics, Relationships and Time**

- Students may use electronic devices if they do not disturb others during this time. The exception to this rule is *any classroom*.
- Students must remain in the authorized areas during this lunch time.
- Students are expected to keep the campus clean at all times. Failure to do so will result in loss of SMART Lunch opportunities.

SMART Lunch Student Expectations

SMART Lunch is a privilege that has both rights and responsibilities:

Students will:

- Remain on campus during SMART Lunch (including Early Dismissal)
- Clean up after eating (Neatness is an **expectation** of SMART Lunch)
- Take advantage of tutorial sessions
- Listen and follow directions given by NWHS staff members
- Keep hallways clear (no standing or sitting)
- Manage time wisely

- Follow all school rules and be on your best behavior
- Move with a purpose
- No hanging out or loitering in the hallways
- All students are expected to attend SMART Lunch tutorials

Cafeteria Expectations:

- Must be sitting down, eating or in line to receive lunch
- May only remain for EITHER A-lunch OR B-lunch

Approved Locations where food is allowed:

- Classrooms with teachers
- Student courtyards
- Cafeteria

Non-Food Areas:

- Hallways (except when transporting food on the way to tutorials)
- Media Center
- Gym

Students are expected and encouraged to move based on personal needs:

- Tutorials
- Cafeteria
- Restrooms
- Media Center
- Intramurals

Smart Lunch Intramurals

Students will have the option to attend intramurals during Smart Lunch IF they meet the following criteria:

- Passing ALL classes with a “C” or higher
- NO missing assignments in any class
- In good standing with the High School Attendance Policy
 - Under 6 absences in each class
 - No more than 3 tardies in each class

Passes will be handed out in the front office each morning on intramural days. There will be 25 passes for each block and they will be first come first served to students who meet ALL criteria. Passes will need to be given to the teacher when entering intramurals and the teacher will need to return them to the front office.

SMART Lunch Attendance Incentive:

When a student attends 4 SMART Lunch tutoring sessions (all for the same course) - they earn 1 point for the final 9 week grade. No partial points - all or nothing.

Example #1 - Student attends 4 SMART Lunch tutoring sessions for Math. The student earns a 89 average for the final 9 week grade. The Math teacher will add the 1 point earned through SMART Lunch attendance to the 9 week average and the student will now have a 90 on their 9 week report card.

Example #2 - Student attends 12 SMART lunch tutoring sessions for English. The student earns a 57 average for the 9 week grade. The English teacher will add 3 points earned through SMART Lunch attendance to the 9 week average and the student will now have a 60 on their 9 week report card.

Student/Parent Electronic handbook (E-book)

An electronic version of the student/parent handbook is available to all students. Parents who do not have internet access may obtain a paper copy of this information by submitting a written request to the assistant principal. The assistant principal will review this information with the staff. It will be reviewed with the students during homeroom on the first day of school and as part of the enrollment process for students that come after the year begins.

Wilkes County Schools Policies

North Wilkes High School staff members are expected to abide by all policies which govern Wilkes County Schools personnel. The policies are posted on-line at the LEA web site. A few specific policies are reviewed with the staff at the beginning of each school year. However, every employee is responsible for being aware of and strictly following all WCS policies. When in doubt, please ask for clarification or direction before taking action. All WCS personnel must complete the policy review in the Safe Schools Online module at <http://wilkes.nc.safeschools.com/>

Our Goal is to Promote High Expectations for Student Success...

Thank you for using all resources available to help our students be successful and reach their academic, artistic, and athletic goals. Effective and consistent communication is critical in helping to ensure success for our students. Please make use of the counselors, parents, administrators, the Student Success Coordinator, coaches, and your colleagues as you search for ways to help your students be successful. This is an enormous responsibility and not one that has to always be done alone. Thank you for caring about each of your students. It really is about relationships.