



Southeast Collegiate Prep Academy Staff Handbook 2023-2024

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Assistant Principal: LaSaundra Siddle
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Southeast Collegiate Prep Academy 2023-2024 Motto:

“TURN UP! Turn up your voice, Turn up your energy, Turn up your empathy, Turn up your team, Turn up your pride! TURN UP!”

Southeast Collegiate Prep Academy Quick Info

Mission

The mission of SCPA is to ensure all students graduate with the knowledge, skills and attitude necessary to reach their potential and be responsible citizens in an ever-changing world.

Vision

Southeast Collegiate Prep Academy will provide opportunities that will lead students toward rewarding careers, lifelong learning, and a successful quality of life

Colors

Green and Gold

Mascot

Trojan

Halifax County Schools

“Charting A New Course”

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Board of Education Members

Mr. Tyus Few, Chair

Dr. Joyce Lashley, Vice-Chair

Mr. Claude Cooper

Mrs. Carolyn Hawkins

Mr. Charles Hedgepeth

Mr. James Mills

Mr. Michael Hawkins Sr.

Central Office Administration

Dr. Eric Cunningham, Superintendent

Dr. Tyrana Battle, Assistant Superintendent

The purpose of this Staff Handbook is to serve as a framework to all staff at Southeast Collegiate Prep Academy (SCPA). It is composed of policy, procedure and regulations that must be consistently supported and enforced to ensure a successful school year. Each staff member has online access to the staff handbook and it's responsible for the information contained therein as well as the ongoing maintenance of the handbook. The staff handbook is subject to change, update, and edit when appropriate. Staff will be notified before any changes or edits are made. In addition, it is very important for staff members to read the [Halifax County Schools employee handbook](#) and familiarize themselves with the essential information along with [Halifax County Schools board policies](#) which are also found and updated online.

Southeast Collegiate Prep Academy Culture & Climate

Growth Mindset:

Growth Mindset > Fixed Mindset

Situation	Fixed Mindset	Growth Mindset
Challenges	Challenges are avoided to maintain the appearance of intelligence.	Challenges are embraced, stemming from a desire to learn.
Obstacles	Giving up in the face of obstacles and setbacks is a common response.	showing persistence in the face of obstacles and setbacks is a common response.
Effort	Having to try or put in effort is viewed as a negative; if you have to try, you're not very smart or talented.	Doing hard work and putting an effort paves the path to achievement and success.
Criticism	Negative feedback, regardless of how constructive, is ignored.	Criticism provides important feedback they can Aid in learning.
Success of others	Other people's success is viewed as a threat and invokes feelings of insecurity and vulnerability	Other people's success can be a source of inspiration and education.

Behavior Philosophy to Build Culture

“Culture is not formed by motivational speeches or statements of values. It is formed by repeated practice; using every minute of every day to build good habits.”

Daily Practices for Staff

All Staff are expected to. . .

Greet students as they enter the classroom with a smile.	Monitor hallways during transition being visibly seen.	Begin each class block with something positive to share. include student participation.
Maintain four to one ratio of positive affirmations to student redirection.	Review initiatives of the day along with promoting schoolwide programs and PBIS incentives.	Bell to bell instruction with real world activities designed to increase student comprehension of Concepts discussed.
Promote positive social emotional development for students and staff.	Check in with students on issues or concerns.	Conclude each class block with quote, exit activity, or positive ending statement to encourage

		and uplift staff and students.
*** Staff Ideas	*** Staff Ideas	*** Staff Ideas

School Motto for 2023-2024

Our efforts this year will be to "turn up!" We will review our current efforts and will turn up the volume to make our goals and dreams our current state and reality. Turn up your voice, Turn up your energy, Turn up your empathy, Turn up your team, Turn up your pride!"

Leadership Team Members

Antoine Alston	Nicole Claude	Michael Jones	Shamika Neville
KP Perry Jr.	Dontrell Powell	Quentin Rogers	Jackie Ruffin-Pittman
Edwin Sexton	LaSaundra Siddle	Eve Settles	Jodie Washington

The School Improvement team

The School Improvement team should be roughly 10 Staff members and a community representative. The School Improvement team creates the leadership team that will create sub committees to lead the following groups below.

Instructional Committee: This group will create a decision making process for all things involving instruction and professional development for staff. This group will lead PLC meetings, as well as support teachers on best practices and district specific mandates. This group will also lead and schedule evaluation, peer observations and oversee mentorship programs for our beginning teachers.

PBIS/Student Behavior Support Committee: This group will head up our PBIS team to create and present behavior expectations and incentives for students and staff. This committee will create, display and share implement strategies and best practices for classroom management within the school. This group should also develop a behavior matrix analyzing the proper behavior displayed in each area of the campus.

Staff Support/Staff Culture Committee: This group will lead our staff support and cultural development initiatives. This team will work to ensure staff are provided the necessary support to be productive and fully offer exceptional instruction to our students. This group will also plan and develop social and emotional support resources for staff as well as plan staff outings and celebrations.

Community Involvement Committee: This group will create lines of communication between the school and our surrounding community. This group will be in charge of communication and outreach designed to lead community events held at the school and/or on the schools behalf. Athletics, clubs, competitions and performances will also fall under this group's responsibilities.

All staff members will have a voice in all decision making processes. The leadership team is responsible for disseminating information and addressing issues and concerns of the staff. The staff members within each group are asked to share data and discussion points with all departments to keep the faculty informed on all policy and procedures.

Team	Date	Time	Location
Professional Learning Communities (PLC)	Tuesday & Wednesday	Planning Periods	PLC Room
Committee Meetings/Community Outreach	Once a month/TBD	3:30 pm	TBD
Committee Meetings/PBIS	Once a month/TBD	3:30 pm	TBD
Committee Meetings/School Improvement Team	2nd & 4th Monday Monthly	3:30 pm	Media Center
Faculty Meetings	1st Monday Monthly	3:30 pm	Media Center
Committee Meetings/Staff Support	Once a month/TBD	3:30 pm	TBD

Administrative and Support Staff Roles and Responsibilities

Principal: Kenneth Perry Jr.

- Overall leadership and management of the high school.
- Setting a clear vision, mission, and goals for the school.
- Ensuring compliance with educational standards and regulations.
- Building a positive school culture and fostering a safe learning environment.
- Supervising and evaluating teaching and administrative staff.
- Developing and managing the school budget.
- Collaborating with parents, students, and community stakeholders.
- Oversee handling disciplinary issues and conflict resolution.(Grade 12)
- Promoting professional development for staff members.
- Facilitate Professional Learning Community Meetings.
- Participating in curriculum development and improvement efforts.
- Representing the school at district and community meetings.
- Handling scheduling and class assignments.
- Develop intervention plans for struggling students.
- Coordinating student activities, clubs, and events.

Assistant Principal: LaSaundra Siddle

- Assisting the principal in day-to-day operations and decision-making.
- Overseeing student discipline and behavior management.
- Coordinating student activities, clubs, and events.
- Managing attendance and truancy issues.
- Assisting with teacher evaluations and professional development.
- Supervising campus facilities and maintenance.
- Collaborating with parents and addressing their concerns.
- Serving as acting principal in the principal's absence.
- Addressing student behavioral issues and conflicts.
- Handling disciplinary issues and conflict resolution.(Grades 9-11)
- Develop intervention plans for struggling students.
- Assist in coordinating student activities, clubs, and events.

School Counselor: Quentin Rogers

- Lead PBIS committee and program
- Supporting student welfare and well-being.
- Promote school/district behavior expectations.
- Coordinating student support services (counseling, health services, etc.).
- Promoting a positive school climate and anti-bullying efforts.
- Working with families to develop intervention plans for struggling students.
- Coordinating student orientations and transition programs.
- Assist in coordinating student activities, clubs, and events.

Athletics Director: Dontrell Powell

- Overseeing sports programs and athletic events.
- Coordinating scheduling of practices and games.
- Ensuring compliance with athletic regulations and safety standards.
- Assist with managing coaching staff and athletic department budget.
- Promoting sportsmanship and positive behavior among athletes.
- Collaborating with school administration and community.
- Assist in coordinating student activities, clubs, and events.

Front Office Staff(Bookkeeper,Data Manager, Receptionist): Moore/ Claude/ Graham

- Greet and welcome all stakeholders of Southeast.
- Provide general information about the school, its programs, events, and policies.
- Maintain a professional and friendly demeanor to create a positive first impression.
- Manage incoming and outgoing calls, emails, and correspondence.
- Issue visitor badges and maintain a log of visitors entering the school.
- Distribute important announcements, newsletters, and information to the appropriate recipients.
- Handle inquiries and provide accurate information to parents and students regarding school events, schedules, and policies.
- Assist with handling student attendance records, absenteeism, and tardiness.
- Maintain and update student and staff records in the school's database.
- Assist with scheduling appointments, meetings.
- Assist new students and parents with the enrollment and registration process.
- Collect and verify required documents and information from students enrolling in the school.

- Input enrollment data accurately into the school's database.
- Maintain organized and up-to-date files, records, and documents related to students and school operations.
- Assist in generating reports related to attendance, enrollment, and other administrative data.
- Collect fees, fines, and payments from students and parents.
- Maintain accurate records of financial transactions and provide receipts as needed.
- Collaborate with teachers, administrators, and other staff members to ensure smooth school operations.
- Address minor concerns and issues raised by parents, students, and visitors, or escalate them to higher authorities when necessary.

SRO: Daniel Jones:

- Monitor and control access to the school premises, ensuring security protocols are followed.
- Follow established protocols for emergency situations, such as lockdowns or evacuations.
- Assist in ensuring that emergency contact information for students is accurate and up-to-date.

LightHouse Keeper:Ryan Sinclair:

- Troubleshoot basic technical issues or escalate them to the appropriate department.
- Create student email accounts
- Maintain inventory of devices issued to Southeast Collegiate Prep Academy
- Hardware support(printers, cables, power cords, connections, etc)
- Submitting Help Desk tickets.

Custodian Staff:Barnes/Bullock/Whitaker

- Keep the campus clean, organized, and visually appealing.
- Assist with maintenance issues/concerns
- Setting/Unsetting Alarm systems
- Deliveries and distribution of specific equipment/desks/chairs

Weekly Updates

At the beginning of each school week, the principal will email weekly newsletters called the weekly update. This document will have news and updates and will also be located in the staff's Google Drive for future reference. Each staff member is expected to read this memo by the end of the school day Monday and be held accountable for the information contained within it. all school-wide staff communication that a particular individual wants to share with the staff should be sent to the principal by Friday to ensure it meets the deadline for the weekly update.

Southeast Collegiate Prep Academy Building Specifics

Adherence to all SCPA/ HCS Policies

[The Halifax County School Board Policy.](#)

Care of Classroom/Building

Classrooms are expected to be organized, well maintained and ready for instruction to maximize instructions of students. All staff members are expected to assist the custodial staff in the care of the building and classrooms. Classrooms, offices, and lounges are to be left each day ready to be cleaned.

Teachers should insist that students clean up at the end of each class period. Trash should not be left underneath students' desks and on the floor.

Make sure all blinds are pulled down and closed before leaving for the day.

Turn off the computer monitors and laptops (classroom, labs, library) before leaving.

Turn off all lights when not in use.

No items are allowed to be hung on the window blinds or ceiling tiles.

Microwaves, personal refrigerators and coffee makers should not be in the classroom.

Close cabinets and lock all doors before leaving.

Unless staff is supervising students/student events, staff should leave the building through front entrances no later than 5:00pm each day.

Cell Phones ([Policy Code: 4318 Use of Wireless Communication Devices](#))

Students will not be allowed to use their cell phones during instructional time unless specifically directed by a staff member.

Cell phones are not to be used by adults during instructional time, faculty meetings, and/or professional development sessions.

Email

Each staff member is expected to check his/her mailbox daily. Please check your EMAIL account at least once each block. Crucial information is communicated through email and we need to ensure that everyone opens, reads, and responds to their email in a timely fashion.

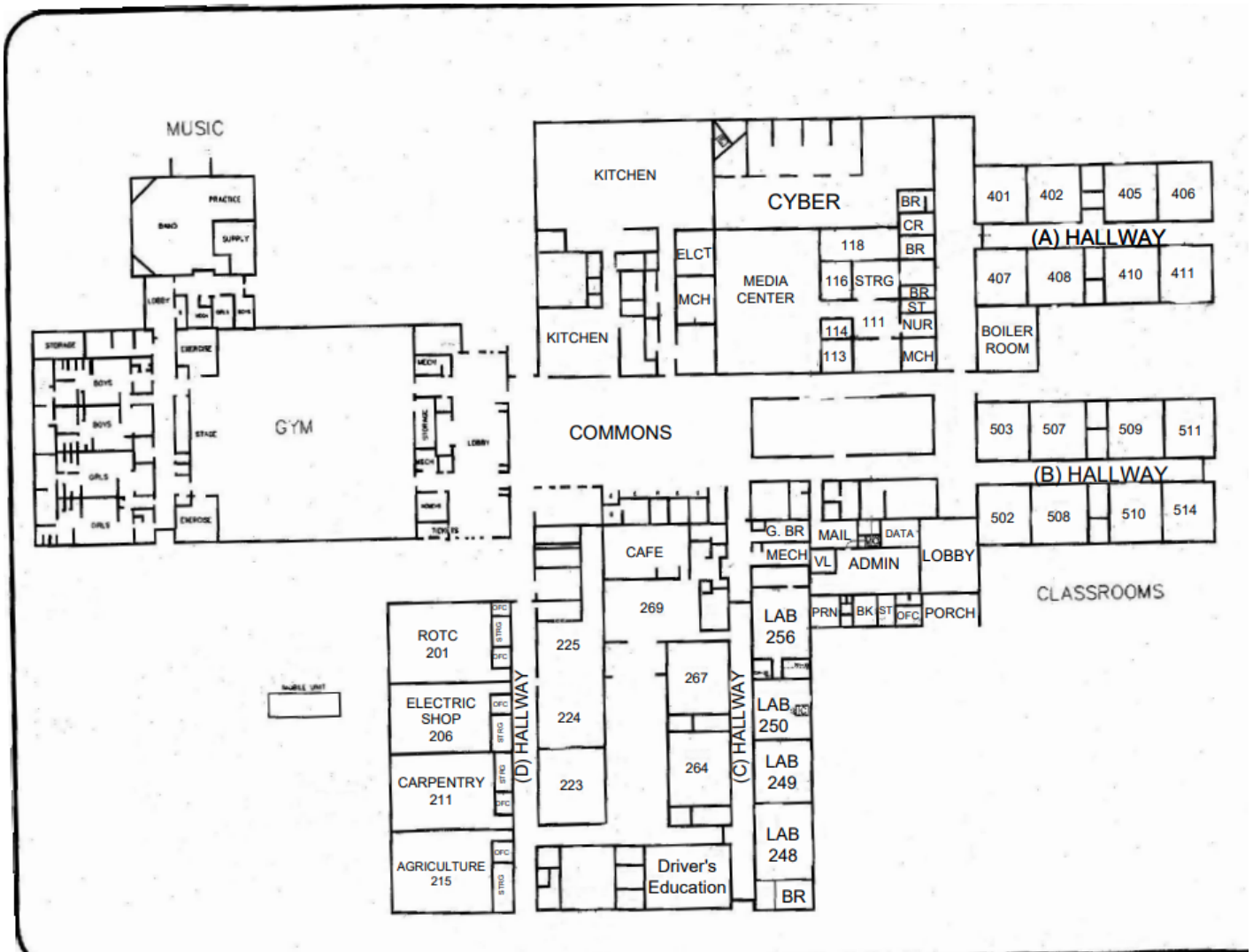
Keys

Keys will be issued to all teachers for the classroom that they use. Do not have keys duplicated under any circumstances and make sure your keys are secured at all times. If a key is lost or stolen, immediately notify Perry/Siddle. This is the only way we can maintain the security of the building. Keys will be turned in at the end of the year as a part of the Check-Out procedure.

Mailboxes

No student is to be sent to obtain mail from a teacher's mailbox or to pick up supplies from the office. Teachers are asked to check the mailbox in the morning before homeroom, at lunchtime, and before leaving in the afternoon. Mailboxes are not to be used as extra storage. Faculty and staff are required to check and clean mailboxes daily.

Map of School



PBIS Building/Classroom Expectations

[PBIS Expectations Chart](#)

Professional Dress Code ([Policy Code: 7340 Employee Dress and Appearance](#))

Staff members are expected to adhere to the dress code as outlined in the Board Policy. Unless we are having a dress-down day or some other activity that dictates alternative attire, staff members should not wear jeans, jerseys, wind suits/jogging suits, or sneakers/flip flops. Professional attire is promoted each and every day. An employee's dress must not disrupt or distract from the educational process and must be in accordance with health and safety standards..

Southeast Collegiate Prep Academy Staff

Name	Subject	Room #
Dontrell Powell	Athletic Director	

Alicia Guerra	Band	
Christian Nketiah	Biology/Earth & Environment	
Tomarra Hall	Chemistry/Physical Science	
Quentin Rogers	Counselor	
Eric Parker	CTE - AG	
	CTE - Business	
Sharmaine Manigos	CTE - Culinary Arts I, II, III	
Ryan Sinclair	CTE - Industrial Technology	
Rexel Banzon	EC-Inclusion/Math/Science	
Jodi Washington	EC -Inclusion/English/History	
Justine Simmons	EC/Teacher Assistant	
	EC/Teacher Assistant	
Mary Manohar	EC - TMD	
Felix Ahiaku	English I & III	
Aldrin Bulatao	English II & IV	
Dontrell Powell	Health/PE	
Edwin Sexton	American History I & II	
Tanisha Daley-Williams	World History & Civics	
Reina Eunice Valmoria	Math I & Foundations	
Rochel Lucero	Math I & III	
Shaina Dimitui	Math II & IV	

Eva Settles	Reach Associate/Eng II	
Michael Jones	JROTC	
Ronny Osorio	Spanish	

Name	Subject	Room #
Officer Jones	School Resource Officer	-----
Shamika Neville	CTE/CIMC/CDC/SPC	Guidance Center
Teresa Boyd	Nurse	
Jacquelyn Ruffin-Pittman	Media Spec.	
	Parent Liaison	
Quentin Rogers	School Counselor	
Joyce Whitehead	Social Worker	
Antoine Alston	Behavior Spec./ISS	
Kimberley Moore	Payroll/Bookkeeper	
Nicole Claude	Data Manager	
Priscilla Graham	Receptionist	
Cathy Barnes	Custodian	
Monte Bullock	Custodian	
Henry Whitaker	Head Custodian	
Shannon Smith	Cafeteria Manager	Cafeteria

Diana Scott	Cashier	Cafeteria
Gloria Brinkley	Cafeteria Staff	Cafeteria
Tammie Whitaker	Bus Driver	312 AM
Mary Smith	Bus Driver	315
Curtis Shields	Bus Driver	316
Joseph Lewis	Bus Driver	318
Linda Bobbitt	Bus Driver	319 AM
Debbie Epps	Bus Driver	319 PM

Telephones

The use of school telephones by students should be limited to emergency calls only. Please do not issue a pass for a student to use the phone unless you know that they are ill or that an emergency exists. All transportation arrangements should be made at home. Students should know before they come to school whether or not they are staying after school for practice, after school tutoring, etc., and should have made those arrangements with their parents. Exceptions will be made when there are unexpected changes in the school schedule or routines. Students will not be called out of class to answer the phone. Teachers will be called to the phone for emergencies only. All other phone messages will be placed in your mailbox or emailed to a staff member directly. Please check your box daily. All long-distance calls should be made in the office by permission only so that they can be properly logged.

Southeast Collegiate Prep Academy Daily Operations

Adherence to all SCPA/ HCS Policies

[The Halifax County School Board Policy.](#)

Absences/Attendance - Staff ([Policy Code: 7500 Workday/Overtime/Expectations](#))

All staff members are expected to be present at work and on time. We are here to impact our students and it is difficult to achieve if you are not here. Advance notice of absence is desired when possible. It is the staff member's responsibility to complete a leave form and submit it for approval along with entering the absence in LINQ (the online platform). All staff are expected to initially enter through the front of the school building and sign in immediately upon arrival. All staff should park in the front parking lot. There are no exceptions.

Please be reminded that all staff members are paid to work a full instructional day.

Staff members are expected to sign in and out every day if they wish to be paid.

Staff members are expected to remain on campus the ENTIRE DAY unless there is an emergency. (Emergency calls should come through Perry/Siddle office).

Anyone who needs to leave campus should first obtain permission from the principal and must sign out and in.

Staff members will be required to take a half-day of leave if off-campus for more than one hour.

Staff members must make every effort to call Perry/Siddle when they expect to be late.

Upon arrival, staff members must sign in at the front office.

Staff attendance and promptness will be monitored closely. Habitual issues will be subject to progressive discipline (i.e., a warning, a letter of reprimand to be placed in their personnel file, an action plan, etc.).

Absences/Attendance Correction Procedure

Teachers are to contact the parents of any child who has three (3) consecutive absences, three (3) accumulated unexcused absences, or five (5) accumulated absences. The administration and Guidance department must also be notified via email and contact log entry. During this parent/guardian contact, the teacher should review the attendance policy. The teacher should document all contact in case this information is needed for court proceedings. When a child has accumulated five (5) consecutive absences, the teacher must notify the school counselor and the principal/assistant principal of the fifth (5th) absence.

We will classify the homeroom this year as the student's first block class. Homeroom teachers must enter student attendance in PowerSchool by 8:30 am every school day. It is mandatory to provide a reason code for students who are absent or arrive late. Any tardy students must sign in at the main office and receive a tardy slip to enter class. The front office staff will correct attendance when students are late to school or sign out early. It is adequate for educators to maintain accurate attendance records in the grade book. Within five (5) days, teachers can modify attendance records in PowerSchool.

Classroom teachers are expected to submit attendance for Blocks 2-4 within the first 10 minutes of class block. Classroom teachers will also submit tardy notifications in PowerSchool. Classroom teachers should record tardies for blocks 2-4 in the Educator's Handbook. Administration will review Educators handbook daily for tardis and address accordingly.

After-School Events/Supervision

Students and parents are appreciative of staff members who attend school functions after school hours. Teachers are expected to attend designated activities and other extracurricular activities that take place at school. Please use the After [School Event Sign Up](#) link to sign up for 3 after school supervision assignments per semester.

Discipline

The classroom teacher must establish clear classroom expectations, guidelines and procedures at the beginning of the semester to obtain control of the class. All staff members are expected to teach student behavioral expectations for every aspect of the classroom/school. Please utilize the [PBIS behavior matrix](#) and [Southeast Collegiate Prep Academy Behavior Flow Chart](#) to guide discussions on discipline and the expectations for students and staff. The first 3 days of class should prioritize classroom expectations and school guidelines for students to follow. There should be lessons explaining the rules and role-playing used to emphasize the rules to be accomplished. It is the expectation that staff flow the 4:1, praise to redirection ratio.

Duty Schedule

Staff Duty Responsibilities and Procedures

Emergency Preparedness/Procedures

[Emergency Procedures Folder](#)

Hall Passes/Excused from Class

When a student is excused from class, they must have a pass at all times (classroom specific) with time the student left class, destination, staff signature, and student name. Students are not allowed to leave class during the first thirty minutes or last thirty minutes of class unless it is an emergency.

Inclement Weather Procedures

When an announcement is made that schools are closed, the procedures below will be in effect. The announcement will be made on the HCS District website at www.halifax.k12.nc.us, on the HCS Facebook/Twitter pages, an HCS Alert Now phone message, and on local TV stations.

Code 0: All Schools and Administrative offices are closed. Emergency personnel report to work when it is safe.

Code 1: 1 hour Late (Schools will open 1 hour late. Emergency personnel are to report at regular time.

Code 2: 2 hours late (Schools will open 2 hours late. Emergency personnel are to report at regular time.

After School event cancellations will be made by 3:00pm. The decision to close school or to operate on a delayed schedule will be announced by 6:00pm, if possible. In rare cases (inclement weather after 6:00 PM), an announcement will be made using the same protocol.

HCS District Website – www.halifax.k12.nc.us

HCS Facebook Page – www.facebook.com/halifaxcountyschooldistrict

HCS Twitter Page – <http://twitter.com/@HalifaxRise>

Television Stations- WITN (News 7), WRAL (News 5), WTVD (News 11), WNCN (News 17), and WNCT (News 9)

Radio Stations- WCBTAM1230

News Outlets- The Roanoke Rapids Daily Herald and RR Spin

Please refer to the Halifax County School's page to view a special announcement for the Superintendent

Morning Arrival/Afternoon Dismissal/Morning Announcements

Students will arrive on campus at 7:30 am, pick up breakfast, and remain in the cafeteria until dismissal. Teachers are encouraged to use this time for positive relationships building with students in the cafeteria. A bell will ring at 7:55am signaling all students should report directly to their first block/homeroom. School Announcements will be available at 8:05am Announcements/Bell will be made at the end of the school day for students to be released to their departure areas.

Master Calendar

All school events are updated on the [Southeast Collegiate Prep Academy master calendar](#). Please be sure to check the calendar before scheduling events. All school activities must be approved and put on the calendar by an office or administrative staff member. If you have items to add to the calendar, submit them to the administrative staff or for office staff in writing by email. Please give an appropriate and professional amount of time ahead of the event to ensure proper communication and calendar update can take place.

Non-Instructional Time

Planning periods are important for teachers. Professional learning teams (PLC) will meet during teacher planning time to conduct discussions regarding preparation for instruction. Planning time can also be used to make parent phone calls, analyze data, organize your space, etc.

Be flexible, you may be needed to take on an unexpected duty.

Nurse/First Aid

The Nurses Office is located in the A Hall Lobby complex. Students should visit the Nurse's office for emergencies and as a short term method of handling First Aid. No student will be allowed to stay longer than 30 minutes. Teachers should provide a note to the student before sending the student to the Nurse.

In the case of extreme emergencies, the teacher should notify the office immediately. Our certified trainers/first responders will be on call to assist the administration until medical help can be called to the campus.

Parent Communication

Frequent communication with parents is critical. Teachers will provide their email addresses as well as their classroom management system details(Google Classroom, etc) to parents at the beginning of the semester. Note: Parents need to hear positives about their children as well as communicate areas of growth.

PLCs will discuss specific steps teachers will make in order to develop proper communication with students and their home families. It is an expectation that all staff members must make contact with their block 1 students and their families by phone or in person before the beginning of school.

PLCs will attempt to schedule parent conferences at interim and report card ending dates for all students performing below 70% when calculating course grades. When conducting a conference with parents, it is essential that teachers have concrete documentation to support their evaluations of students. Please share work samples and assessment data with parents. Also keep a record of parent communication(emails, phone calls, conference logs,etc) for each student. Be sure to document parental Communication in ECATS or designated areas determined by PLC.

Assistance and support will always be provided to staff members regarding parent contact meetings and parent conferences. Please contact an administrator or counselor for support.

Parking for Staff

Staff should Park in the front parking lot on campus. There are no exceptions to this. Parking for staff will be located in the front sections of the parking lot with the last 2 rows of parking lot being reserved for staff.

Procedures for Securing Substitutes

Staff members are expected to use the Frontline Calling System to request a substitute teacher and record the absence in LINQ. Staff members who are absent from school are expected to inform Perry/Siddle as soon as you know of your absence. It is best practice to inform the school of a staff absence at least a day in advance so that coverage can be arranged for classes.

Appropriate leave forms must be completed in advance and signed by the principal. In the event of an emergency, please call Perry/Siddle.

Purchasing

Please see the bookkeeper and administration before making any attempts to make a purchase. Any purchases made without going through the bookkeeper and administration will result in personal financial liability of the purchase.

Staff Injuries

All staff injuries or accidents requiring first aid should be reported immediately to the nurse/secretary/administration. Any employee who has suffered accidental injury or contracted an occupational disease in the course of employment is eligible for medical payment, compensation for lost salary, or death benefits under the workers' compensation program. The injured staff member should see the school secretary complete a North Carolina Industrial Commission document. This document must be sent to the Central Office within 3-5 days from the date of the injury or accident.

Staff Workday

Regular school days for teachers begin at 7:30 a.m. and end when supervisory responsibilities have concluded. (Generally 3:30 p.m.) Exceptions are assigned to duties beyond the school day or faculty meetings. All staff members are expected to arrive on time and be at their assigned stations before the students arrive. A teacher's workday (day without students) begins at 8:00 a.m. and ends at 4:00 p.m.

Substitute Teachers

Throughout the year, the role of substitute teachers will be crucial in our school's obtaining its goals. This is a very tough job and it is extremely competitive getting the best substitutes into our school. Therefore, to assist them, all teachers are asked to leave detailed lesson plans if they are absent. Please include class lists, daily schedules, duties, and any other pertinent information that you think would be helpful.

Lesson plans, discipline procedures, seating charts, and assigned duties must be left on the teacher's desk in the classroom and in [the Substitute Folder](#) found here and (hard copy) in the mailroom in the front office.

All teachers are expected to provide a week's worth of emergency lesson plans, in the event of a true emergency. Emergency Lesson Plans must be uploaded into Google Drive by September 4, 2023.

The [Substitute Folder](#) should include the following information per class/group, as applicable:

Student Rosters/Seating Charts

Names of any other teachers that may co-teach during certain periods
Appropriate, curriculum-aligned, easy-to-implement plans

Any necessary forms for classroom management throughout the day
Emergency routes/procedures
Classroom schedule
Extra-duties for teacher/substitute (excluding cafeteria duty)
Discipline/management procedures(PBIS Expectations Sheet)
Designated student helpers
Designated teachers, assistants, administrators who can assist
Health forms for students who have Health Plans.
Location for students' completed work
Map of school
Parking information

We asked that you prepare this and have a copy in the front office mail room. We have a file folder for staff to submit as well as a Google Drive folder. Having a printed copy of sub folder contents is required. Sub lesson plans should be aligned with the current topic of study. You should only include videos that relate to the unit of study. All lesson plans should be designed so that a substitute teacher can easily follow your plans.

Supervision of Students

All staff members are expected to assist in promoting positive student expectations in the building, on school grounds, in the classroom, and all school events/programs. The administration shall cooperate with staff members in maintaining proper school conduct and morale. Strictly adhere to the following:

Arrive at all assigned duties on time (before student arrival).

Stand outside your classroom door/area in the morning, between classes, and at the end of the day to supervise transitions.

Do not leave students unattended at any time. Do not place students outside of your classroom in the corridor for disciplinary reasons. Use teacher buddy system/see PBIS

All students in the halls (during class time) must have a written pass. Passes must be signed by the teacher and indicate the destination, date, and time. Students in the halls without passes will be sent back to the classroom.

Students should not be sent to the office for tardy admit slips between classes. Students should be admitted to class and procedures for tardiness should be followed (see discipline section).

If a teacher is responsible for students being tardy to their next-period class, that teacher should write an admit slip for the students. Limit this as much as possible.

Assembly program supervision – Walk the entire class to assembly in an orderly, respectful fashion; sit with students and monitor their behavior. All staff members are expected to attend all assembly programs and activities.

Students are expected to transition at a controlled, orderly fashion and pace. Teach expectations.

Transitions

It is mandatory that all teachers stand outside their classroom doors during transition time between classes. Staff members are expected to monitor hallways during transition time and after next block begins for 10 minutes after the bell rings at the start of the staff member's planning block.

Please stand at your threshold during class changes, or at the designated post assigned by the Principal. Some staff members will be assigned special duty areas before and after school along with during transition. It is required that you be at your duty post for school safety and liability.

Visitors

All visitors must report to the main office to sign in and be issued a visitor's pass to wear while on campus. Visitors are not allowed beyond the main office unless accompanied by a staff member. Students and staff may not bring visitors to school during the school day unless specifically approved by administration.

Volunteers

Volunteers will need to be approved each school year. Check with the front office and administrative team for a list of volunteers to see if a potential volunteer is eligible. Please encourage individuals who wish to support and assist the school to register and be approved to volunteer.

Southeast Collegiate Prep Academy Instructional Practices

Bell Schedule

[Bell Schedule Folder](#)

Class Block Structure

Classroom instruction should be built around instructional delivery from Bell to Bell. Lessons and activities within the block schedule should be engaging, involve a social emotional developmental aspect, assess where students are given the instruction, and provide a launch and/or exit activity.

Example:

1. Teacher Led/Introduction
2. Connection to introduction
3. Collaborative Learning
4. Reflect on Learning
5. Build Independence

Teacher Led	Connect or Introduce	Collaborative Learning	Reflect on Learning	Build Independence	Focus Questions for Observational Data
Graphic Organizers	Anchor Activities	Jigsaw/Jigsaw II	Error Analysis	Menus	<ol style="list-style-type: none"> 1. What are the assessment results strengths and gaps? 2. What skills and concepts were achieved from the learning target and what still needs to be learned? 3. Who did we teach effectively and who still needs help? 4. Which strategies were used effectively and which ones were not?
Scaffolding	Card Sort	Numbered Heads Together	GIST Summarizing Activity	Contracts/ Independent Projects	
Study Skills	Concept Mapping	Reciprocal Teaching	Exit Cards/ Journal Prompts	Practice and Challenge by Choice	
		Send-A-Problem	Inquiry Writing	Self-reported Grades	
		Teammates Consult	Feedback	Success Criteria	
		Think-Ink-Pair-Share	RAFT	Tiered Assignments	
			Single Point Rubric		

Clubs

Teachers will be involved in facilitating School clubs throughout the school year. Teachers are encouraged to include student feedback and student interest when establishing and creating School clubs. Students should not be left unsupervised for any reason. new clubs are encouraged to provide opportunity for all students outside of the instructional activities and even the instructional day. If you are interested at any time in starting a new club, you must obtain approval by the administration. We encourage as much participation and involvement as possible in our school clubs.

Curriculum

It is the expectation that all staff members at Southeast Collegiate Prep Academy follow all State

and District instructional programs and that the curriculum resources provided will be implemented with fidelity. This includes following as accurately and as close as possible District pacing guides along with assessment schedules.

Data

Professional learning communities(PLC) will meet weekly to collect and analyze data and an effort to optimize responsive teaching opportunities. instructional time during classes is the best time to provide Target and responsive instruction for all students. Common assessments (formative and summative) measure learning outcomes/standards. PLCs will use the data from common assessments to analyze and facilitate strategic grouping of students based on their needs according to the particular standard objective and/or skill discussed. Teachers are expected to attend PLCs arriving on time with data ready to analyze and discuss. Teachers are also expected to facilitate data talks with students periodically throughout the school year. students will analyze personal performance data such as grades and standardized assessment data to identify best practices and create the most opportunities for our students.

Field Trips

Each PLC requested field trip should be designed to enhance instructional activities and correlate with the instructional programs offered at Southeast Collegiate Prep Academy. Your PLC should coordinate field trips. The school leadership team will approve all field trips for the school year to ensure consistency throughout the year.

It is encouraged that each PLC should request at least one field trip per semester. Be mindful of the amount of requested time and capital resources needed by students and families when requesting field trips.

Approval must be received before advertising a trip to parents and/or collecting money.

All students are invited to participate in field trips even if they are unable to pay or discipline concerns are present. Do not hold any student out of field trips for Behavioral issues unless approved by Administration

Note: When your group is going on a field trip, all inhalers, medications and epipens must be taken on a field trip. If a student is scheduled to take their daily medication while you are out of the building, it is to be taken along with and given at the prescribed time. Lunch will be provided by our cafeteria staff for all field trips. There are no exceptions. Field trip requests must be submitted by September 29th for Fall semester and Jan 31st for Spring semester.

Grading

High schools shall use one grading scale. Grades and the corresponding number of quality points are shown below. Teachers are required to record grades in an official grade book. Grades must be entered via PowerSchool. Printouts from the computerized program may be attached to the grade book. All grade changes must be entered by the PowerSchool Data Manager with the approval of the Principal. Grade change forms are available through the Data Manager and must be submitted in person by the teacher requesting the change, along with an explanation for the change. One unit of credit will be granted for a term course unless otherwise noted in the curriculum. All grading practices and procedures will follow expectations set by the Halifax County Schools Board of Education.

A	90-100
B	80-89

C	70-79
D	60-69
F	59-50

Grading Percentages Breakdown

Student grades will be calculated based on the following weights determined by PLCs. Each PLC will determine the type of assignments that fall into each category. The PLCs will establish grading practices and each course in each PLC will be fully aligned. 50 will be the lowest grade score recorded.

Enter PLC Grade Breakdown Decisionsby 8/24

Example Grade Breakdown

Project Based Learning (2-3 per Grading Block)	30%
Assessments (2-3 per Grading Block).....	30%
Minors (Quizzes/Classwork Assignments).....	20%
Skill Development (Homework, etc).....	20%

Homework ([Policy Code: 3135 Homework](#))

The use of homework as a teaching and study device depends upon the subject matter and the methods of teaching. When homework is assigned, it should be checked and/or reviewed. The students should be helped with any mistakes made. Homework should not be assigned unless the student understands what he or she is to do and how it is to be done. Homework should and can be modified to the needs and abilities of the student. It is recommended that students should not need to spend more than a reasonable amount of time on homework per evening (Max. 15 minutes per course).

Late Work

Assignment due dates are set by the classroom teacher. All work is expected to be completed by the dates that have been set by the teacher. Students with missing assignments should meet with the classroom teacher to see what can be done to prevent a student's grade from being impacted. Students have opportunities to work on assignments before school, during lunch, and additional time set by classroom teachers and students. If students have multiple missing assignments, the teacher, administrator, and counselor will meet with the student and determine a plan to assist the student with missing assignments.

Lesson Plan

Daily lesson planning should include standards and learning targets for each day. Plans will be done in the district provided [lesson plan template](#). Teachers are responsible for uploading their weekly lesson plans at an administrative assign date. Lesson plans should be shared with instructional support teachers to allow them the opportunity to integrate standards into the lessons. Learning targets for each course should be posted using the Halifax County Schools board

configuration policy and reference throughout the lesson.

Pacing Guide

[District Pacing Guide](#)

Testing Calendar

[Testing Calendar](#)

Syllabus

Course syllabus serves as a foundational document for your course and should include certain key elements to provide students and parents with a comprehensive understanding of the course's structure, content, expectations, and policies. It is expected that your syllabus contains the following information.

- Instructor's name and contact information (email, office hours, etc.)
- Course title, code, and section
- Brief overview of the course's content and purpose
- Specific learning objectives or goals for the course
- List of textbooks, readings, software, and any other materials needed for the course
- Outline of the sequence of topics and assignments throughout the semester (as accurate as possible)
- Description of assignments, projects, quizzes, exams, and any other assessments (as accurate as possible)
- Information about grading criteria and how assessments contribute to the final grade
- Grading scale and criteria (e.g., percentage breakdown for assignments, exams, projects, etc.)
- Information about how to calculate one's own grade based on performance
- Late submission policy (PLC specific)
- Academic integrity and plagiarism policy
- Special accommodation and accessibility considerations
- Communication expectations between students and instructor
- Expectations for student behavior and classroom conduct (PBIS Expectations)
- Information on how to contact the instructor with questions or concerns
- Any additional information that is unique to the course, such as field trips, guest speakers, or lab requirements
- Disclaimer: A statement indicating that the syllabus is subject to change, and that students will be notified of any updates

Professional Learning Community (PLC)

Instructional staff engage in structured collaboration each week with professional learning communities (PLC). PLCs are collaborative teams that engage in an ongoing process of collecting data geared towards exploring and expanding practices to improve student outcomes. PLC members identify and make target efforts towards addressing a problem of practice/common challenge through strategic intervention that is monitored. Southeast Collegiate Prep Academy will follow the PLC schedule listed below.

Professional Learning Community (PLC) Weekly Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
Block 1	Admin/Front Office	Spanish/C.A	Band/Guide		
Block 2		History	English		
Block 3		Science	Math		
Block 4		JrROTC/Agr	PE/Elec Trade		

