School Handbook Reflection

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The Administrative Team as well as the School Improvement Team put a lot of work in organizing and updating the 2019-2020 Student and Parent Handbook for Tarboro High School. The handbook is very well organized and written. In this reflection, I plan to highlight what I think are some of the most important components of the handbook.

Our Student Handbook begins with something that I believe is extremely important, and that is the mission statement and the vision statement. I think this really sets the tone for the rest of the handbook. Your mission and vision statements also establish what it is you plan to do for kids and the standard you wish to portray throughout that process. The mission statement states that: **The Tarboro High School Community will work together to build positive relationships with all stakeholders and prepare students to achieve personal success in an ever-changing** **society.** The vision statement states**: Our belief, “Tarboro High-A School of Promise, Pride, and Purpose”, allows the faculty to create a collaborative educational setting that prepares our** **students for the 21st Century**. The Priority Standards established by the Edgecombe County Public School System are also listed as anchors:

1. **Priority Standard 1**- Academic Excellence
2. **Priority Standard 2**- Talent Recruitment and Development
3. **Priority Standard 3**- Equity in Action: The Whole Child
4. **Priority Standard 4**- Purposeful Partnerships
5. **Priority Standard 5**- Resilient Foundation

I think that it is critical that the school’s mission and vision statement somewhat be aligned with the vision of the school system. The ECPS Mission Statement is:

**We promote a community of learning that gives our students an “EDGE” in pursuit of the** **graduate aims**: *Empowerment \*Determination \*Growth Mindset \*Exposure*

 There is a wide-range of other information covered in our handbook ranging from bell schedules, attendance policy, grading system, medication policy, dress code, parking regulations, prom, school board policy, and the school calendar. The rhetoric and language that the handbook can easily be comprehended by our staff, students, and parents. The handbook can easily be navigated in its entirety. There is a useful table of contents that allows any stakeholder to go straight to the section that they desire specific information. My favorite part of the handbook is the information listed below. For every department of our school, the contact person is listed. This is not only helpful for students and parents, but this is helpful for new teachers or newcomers to our staff.

 The school handbook is typically submitted to faculty and staff electronically. One reason for this is so that if changes need to be made, they can be made promptly. At open house and even on the first days of school, hard copies are distributed to parents and students. Teachers spend the first week during homeroom reviewing the student handbook to make sure that students are clear on school expectations and procedures. We also conduct grade level meetings to go over the handbook during the first week of school with each grade level.

 One suggestion that I would make is that the handbook be offered in Spanish to our EL students and their families. This would make their experience a lot easier as they navigate through the student/parent handbook.

 Overall, I believe that our school handbook is very well organized. I think that is provides an effective framework for the culture of our school. I think it also provides stability and intentionality to everything that we do at Tarboro High School.

Table 1: School Activities Directory

**Contact Information**

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| --- | --- |
| Activities/Scheduling Events | Terry Hopkins |
| Student Address Changes | Cynthia Bridgers |
| Staff Address Changes | Chonell Shaw |
| Announcements | Jackie Pearce |
| Athletics | Jamie Willoughby |
| Attendance | Individual Teachers / Cynthia Bridgers |
| Band/Color Guard | Ty Matson |
| Buildings and Grounds | Leshaun Jenkins |
| Bus/Transportation | Leshaun Jenkins |
| Career Development Services | Dawn Cuthrell |
| Check In/Check Out | Jackie Pearce |
| Child Nutrition | Gail Clark (Cafeteria Manager) |
| Class Rings | Pippa Bryant/ Herff Jones |
| Clubs | Club Sponsors / Hillary Boutwell |
| College Information | Student Services |
| CTE (Career Technical Education) | Dawn Cuthrell |
| Disciplinary Procedures | Administration |
| Driver Education | Antonio Suggs |
| Emergency Messages | Jackie Pearce / Antonio Suggs |
| Exceptional Children | Linda Draughn / Rebecca Mills |
| Field Trips | Individual Teachers / Leshaun Jenkins |
| Financial Aid | Student Services |
| First Aid/Health Issues | Jackie Pearce / Jamie Willoughby |
| 504 Questions | Student Services |
| GED/Adult High School | Student Services |
| Graduation Materials/Cap & Gown | Pippa Bryant/ Herff Jones |
| Graduation Requirements | Student Services |
| In-School Suspension | Anthony Adams / Administration |
| Junior-Senior Prom | TBD |
| Locks/Lockers | Hillary Boutwell/Mrs. Bridgers |
| Lost & Found | Jackie Pearce |
| Media Center | Pippa Bryant |
| Medications at School | School Nurse |
| Out of School Suspension | Administration |
| Student Parking | Jackie Pearce |
| PBIS | James Williams |
| ROTC | Major David Wilson / Master Sergeant Robert Garrett |
| Schedule Changes | Administration / Student Services |
| School Pictures | Pippa Bryant |
| Senior Events/Activities | Pippa Bryant |
| Social Worker | John Cooper |
| Student Government | Jessica Jones / Tasha Cooper |
| Substitutes | Chonell Shaw |
| Testing | Hillary Boutwell |
| Transcripts | Student Services / Cynthia Bridgers |
| Yearbook | Amanda Morris |