

NORTH ROWAN HIGH SCHOOL

300 North Whitehead Avenue
Spencer, NC 28159
(704) 636-4420



FACULTY HANDBOOK 2021 – 2022

Mrs. Meredith Williams, Principal/Community Principal
Mrs. Rebecca Rolfsmeyer, Assistant Principal
Mr. Ronald Lamar Wilkerson, Assistant Principal

Daily Work Schedule

Office Hours	8:00am – 4:00pm
Teacher Day	8:00am – 4:00pm
Student Day	8:30am – 3:30pm

Staff Arrival

All classified staff must sign-in using TACS each day. Classified staff can access TACS in the teacher's mailroom or on any school computer with internet service.

All certified staff must report to school by 8:00 am. You must notify the principal and front office via phone or text if you are going to be late or absent.

Any staff member needing to leave school for any reason during the school day should advise the principal and then sign out in the office. You will be responsible for securing your own coverage if applicable. Leaving to attend personal business during school hours should be avoided as much as possible. On teacher workdays, teachers should work seven hours with a one-hour break for lunch and arrive no later than 8:00 am.

Student Arrival

Students will enter the building from two locations: the front door and the cafeteria/bus drop off. Students will not be permitted in the building until 8:00 am.

Professional Conduct

- Arrive on-time (8:00 am) and call the office and principal if you are going to be late for any reason.
- Maintain the confidentiality of student, parent, and staff information. Do not discuss private information with persons not directly involved with the student.
- Adhere to school, district and state policies, procedures, and laws.
- Complete lesson plans that challenge all learners daily. Have lessons available for administrators daily and submit them in advance when asked.
- Supervise all students in class.
- Keep parents informed through frequent email and phone calls and maintain a parent communication log to be presented at all observation post conferences.

Professional Dress

It is an expectation that all staff members dress in a manner that honors the teaching profession. On Fridays and workdays, the staff can wear school logo shirts. Jeans can only be worn on designated "jean days".

Absences from School

All teaching staff are required to present 3 days of emergency sub plans including seating charts, class rosters, daily activity bell/schedule, duty roles and dismissal procedures to administration by August 30, 2021. These sub plans must be updated at the start of each quarter.

In the event of an absence, you must go to [Frontline Education](#) to report your absence. If you require assistance please see the financial secretary. If you are trying to enter an absence within an hour of the start of school, you must call the school at (704)-636-4420 to notify school administration and speak with the financial secretary to schedule your absence.

Substitutes are paid for either a half-day or whole day and are expected to arrive at the appropriate time.

Teachers / Staff MUST enter absences for personal leave days at least 5 days prior to the day of an absence for approval. Teachers who are going to be chronically absent due to illness are to discuss this situation with the principal.

Staff should be out for legitimate reasons only. RSS lists acceptable reasons for using leave as follows:

Sick Leave

Sick leave is any absence caused by illness, injury, physical disability, quarantine, and/or death in the immediate family (Immediate family is defined as the employee, the employee's spouse, children, parents, and other dependents that live in the household). A physician's statement may be required at the discretion of the principal. More than 7 days of consecutive leave will require FMLA paperwork. Please consult with the principal if you may require more than 7 consecutive days for an appropriate process.

Personal Leave

Administration must approve all personal leave. If personal leave is requested 5 days in advance, a reason is not required. Personal leave is assessed in whole or half day increments. Personal leave may be used during optional workdays without a salary deduction. Further use of personal leave days when students are in attendance will result in a salary deduction of \$50.00.

Annual Leave

Annual leave may be used only during optional workdays.

Early Departure

Faculty and Staff cannot leave campus without permission from the principal. When leaving for longer than an hour, a ½ -day leave must be taken and a substitute must be secured. Classified employees will use the TACS to record their departures / returns.

Workshop/Staff Development

In order to take time off from school for a workshop or staff development of any kind, a [Professional Development Form](#) (found in our Canvas group) must be completed and given to the financial secretary before the absence. The form will require the principal's signature and budget code for the funding source paying for the substitute. Failure to complete this form in advance of the absence will require the teacher to take a different type of leave to account for the time off campus.

Required, Optional and Protected Workdays

All workdays are designated by RSS. Required workdays cannot be used for annual leave, although annual leave may be used during optional days. If a workday is deemed protected, school-wide meetings will not be held during that day.

Visitors and Guest Speakers

Guest speakers are a great way to make real world connections to content. In addition to face-to-face speakers, these connections could be established via Zoom or other virtual platforms. All guest speakers that will be entering the building will receive administrative approval before being invited into the school. After approval, all visitors are to check in at the front office where they will be given a visitor's pass which must be displayed at all times.

Field Trip Planning Procedures

All field trips will adhere to RSS policy.

All teachers should follow the below guidelines and procedures to ensure that transportation needs are satisfactorily met. All field trips that require the use of a bus will need to be entered into [Travel Tracker](#). If trips are not submitted for approval by administration in a timely manner, a vehicle cannot be assigned and the trip will be denied by the Transportation Department.

This list shows the approval process for Travel Tracker:

- Enter the trip request in [Travel Tracker](#).
- Secure a driver for your field trip (see Mr Wilkerson for potential drivers).
- Notify the cafeteria to request and provide lunches for students.
- Collaborate with the Nurse regarding emergency medical information and restrictions for students approved for the trip (Medical Request Form).
- Email the staff with a list of students attending all field trips, preferably a couple of days before departure. Follow up with a list of students that were actually in attendance for the trip.

Purchase Orders

Everyone must complete a Purchase Order Form through the financial secretary prior to making any purchase on the school's behalf. The school will not reimburse for purchases made without a P.O. Commissioner's money follows different rules, which are provided annually if the money is approved by the Commissioner's. The financial secretary can assist in procuring purchase orders and approval. Failure to follow the proper avenues may result in teachers paying for item(s)/service(s) out-of-pocket.

North Rowan High School's Curriculum Focus

Our ultimate goal is to nurture and encourage students to cultivate their gifts and passions for academics, careers, and life. To do so, our instruction must be authentic, personalized, and made fully relevant to the real world. In addition to meeting the academic needs of our students, we will enhance their interpersonal skills including communication, collaboration, critical thinking, creativity, and agency.

All teachers will adhere to the objectives outlined by the State and foundational standards from the District for their given subject area. However, it is the teachers' role to make that content authentic to students. Lessons will be tailored using the school lesson plan template to allow for problem-based learning with a focus on building core content and interpersonal skills together. Lessons should challenge students to work collaboratively, utilize technology, and solve higher-order problems with a goal of preparing students for college. All teachers will promote objective-mastery learning, whereby students are continually encouraged to increase their mastery of course objectives.

Daily lesson planning is expected and written lesson plans should be available for administrative walkthroughs. Teachers are expected to turn in daily lesson plans via Google Drive at [tiny url.com/nrlessons](https://tinyurl.com/nrlessons).

IEP's/504's

A number of your students' educational frameworks are governed by their IEPs/504s, and you are responsible for ensuring that they receive the modifications or accommodations they require when providing these students with educational services. All classroom teachers should receive IEP/504 accommodations from the student's case manager by August 17, 2021. Please inform Mrs. Rolfsmeyer if you do not receive an IEP/504 by the designated date.

When requested by an IEP/504 case manager, regular education teachers should make every effort to attend IEP/504 meetings. The IEP/504 is reviewed by a team, of which the regular education teacher is an important part. When feedback for the IEP/504 is requested, it should be provided by teachers in a timely manner with any required supporting student work or assessment data.

Tuesdays and Thursdays will be protected planning periods for teachers, to the greatest extent possible. IEP meetings will be scheduled on M/W/F and there will be

no lunch duty on Tuesdays or Thursdays. Some of this protected time will allow for collaborative planning following this process:

Tuesday Instructional Design Teams

Teachers will meet each Tuesday to collaboratively plan for student overall academic success. Focus will include, but will not be limited to, the following:

- Instructional Design
- Measuring student mastery and responding to learning needs
- Classroom Management
- Technology Integration
- Connecting content across the classroom

Thursday Data Days

Teachers will meet biweekly on Thursdays during planning to work collaboratively on data disaggregation. Data gathered and assessed throughout the year will allow us to inform our practices to equitably serve each student.

Supervising Students

Students must be supervised at all times while in the classroom. Anytime students are in transition, all teachers and staff are to be at their assigned duty stations. Students should not leave the classroom during instructional time without an adult escort or hall pass.

Managing Student Behavior

Management of behavior of all students at NRHS is the responsibility of every staff member at all times. Every staff member is expected to address any student whenever necessary to help them think through their behavior and meet our shared expectations. Remember, you are the adult in the classroom and you are in charge of your classroom. Do not personalize your interactions with students. Always treat your students respectfully; never embarrass or belittle them.

Always use good judgment and a professional demeanor when disciplining students, making sure that you enforce all RSS, school, and classroom rules and procedures fairly and consistently. Remember that we must first teach the behaviors we want students to show and then offer them support in meeting our expectations. For students who present challenging behaviors, document all interventions used in Panorama and ensure regular parent contact is made. Remember that documentation can be called for at any time by our District Office as it is a legal document. Please request assistance from student services as needed. Do not hesitate to call the office if you need help. We are here to support you in any way that we can.

Grading and Responsiveness to Student Needs

Progress Reports

Following the North Rowan High School calendar, teachers will have grades in Powerschool for mid-term reports and will send home paper copies for any student with a D or F in the class.

Teachers should contact parents before the mid-term if a student is in danger of failing. Teachers will be expected to contact the parents of all students failing at mid-term and document the conference in Panorama.

Grade Reports - Report Cards

Each quarter, the data manager will establish and communicate deadlines for posting grades. Teachers are expected to adhere to these deadlines. Report cards will be distributed as noted on the school calendar.

Teachers should communicate grading information on the class syllabus or information page. Accurate recording of grades is required.

Teachers should only use incomplete in a report card grade as directed by the principal. Students who show mastery of a previous quarter's material may receive a modified quarter grade from the teacher. However, a Grade Change Form must be completed with the data manager to assure correct calculation of the overall grade. It is inappropriate to override the final grade for a quarter, semester, or year. The scores in the grade book should support the average. If improvement is made, please change the actual assignment grade so mastery can be correctly communicated to all stakeholders.

Students in Danger of Failing

Teams should work collaboratively to identify students who are making multiple D's and F's. These students, in danger of failing, should be referred as early as possible to the MTSS team through the school counseling department.

Grading Practices and Guidelines

Grading Scale:

A	90 - 100
B	80 - 90
C	70 - 80
D	60 - 70
F	59 - Below

Grades assigned should be:

- Based on objective criteria and/or clearly defined rubrics.
- Reflective of the content standards for the subject taught in which the grade is assigned.
- Reflective of the objectives and skills mastered.
- Clearly indicated if modifications to assignments have been made and are appropriate based on student needs.
- Clear and valid representation of student performance.

PowerSchool Policies

Grades must be entered into PowerSchool for ParentPortal communication purposes. Grades should be fully updated each Monday. We will communicate to parents that checking Parent Portal on Mondays will yield the most up-to-date grade. Although you may keep grades in other locations like Canvas or Google Classroom, PowerSchool is the ultimate record for grades. Therefore, it is the grades in Powerschool that must be kept accurate on a weekly basis.

SUPPORT STAFF ASSIGNMENTS

Ms. Donna Flowers - 1st Position Secretary

- Payroll/paychecks
- Insurance
- Purchases/purchase orders
- Deposits
- Money/receipts
- Substitutes
- Copiers
- Workman's Compensation
- Postage
- Athletic record keeping
- Front Desk relief
- Instructional/Office Supplies
- School Communication/forms

Ms. Debra McBride - 2nd Position Secretary

- Answer telephones and greet visitors
- Daily Announcement sheet
- Staff Directories/Emergency Forms
- Intercom Communication
- Mail and Postage
- Substitute Assignments
- Tardy Admittance Passes
- Medication Assistant
- Back-up Worker's Comp
- School phone services/phone log

Mrs. Ericka Tanner - Power School Data Manager

- Daily attendance/ period attendance
- Student Information (grades, discipline reports, student emergency forms, address/bus information, custody information)
- Powerschool
- Front desk relief
- Medication assistant backup

Ms. Sarah Thompson – Student Services Secretary

- Enrollments and withdrawals
- Schedule parent conferences
- Guidance telephones
- Cumulative folders
- Medication coordinator
- Front desk relief

School Counselors:

Mrs. Angela Keaton

Mrs. Kia Creamer

Mrs. Thomasine Oglesby-Keaton-El

- Enrollments and withdrawals
- Student schedules
- Student progress towards graduation
- Check in/Check outs tier 2 students
- SAT
- College and Career Promise
- 504s
- Connections with outside services
- Supporting the development of healthy life and social skills in students
- Scholarships

Student Success Coordinator

Mr. Reggie McConneaughey:

- Assist with parent/home contacts
- Attendance intervention
- MTSS tier 2 and 3 processes
- ISS and OSS reentry
- Credit Recovery
- Student Retention

Intervention Specialist:

Ms. Amber Gilmore

- Enrollments and withdrawals
- Student schedules
- Student progress towards graduation
- Check in/Check outs tier 2 students
- SAT
- College and Career Promise

Parent Liaison:

Mrs. Christal McRae

- Enrollments and withdrawals
- Student schedules
- Student progress towards graduation
- Check in/Check outs tier 2 students
- SAT
- College and Career Promise

Logistics and Maintenance

Emergency Drills

Creating and maintaining a safe environment that promotes learning requires a proactive approach. It is necessary that we engage in simulations of potential hazards and natural disasters that could affect the health and safety of our staff and students. Refer to your classroom copy of the Emergency Response Procedures to make yourself familiar with your responsibilities.

School and Classroom Appearance

All classrooms are expected to be conducive to learning. Each classroom must display student work, be well organized, and clean at all times. Do not place anything on your door that will cover the window. Keep classroom doors locked.

When you leave each day, be certain that your blinds are closed. Do not have any toxic chemicals in your classroom including air fresheners, deodorizers, candles, window cleaners, etc. All White-Out and white board cleaners must be locked and secured.

Custodial Services

You can email requests for repairs in your classroom or assistance with custodial needs.

Copies

Each semester you are allotted copies. As part of our digital conversion, you are expected to limit the amount of paper copies provided to students. However, when instructionally appropriate, use copies to make your instruction as strong as possible in addition to a wide array of software on students' devices. You will use your staff badge to login in to the copiers.

School Security

During the day, it is best to keep your room door locked when there is no one there. Always keep money and your personal belongings secured. At the end of the day, please be certain that your windows are locked, blinds lowered and closed, lights off, and the door is locked.

All RSS employees must display an identification badge at all times. Contact the District Office (704)-636-7500 to set up an appointment. Also, all visitors must display a visitor's pass. If you see any one within the building who does not have these required identifications, you are to inform that person that he/she is to go to the main office. Upon communicating this directive, you are to notify the office about the situation. All visitors should enter through the front door. In the event that you are hesitant to confront a non-identified person, you are to contact the office immediately.

Collecting Money from Students

At times during the school year, teachers will need to receipt money collected for field trips or other reasons. See the list of School Board approved student fees [here](#). If you do collect money, follow the listed procedures:

1. All money collected from students must be turned into the financial secretary by 2 pm each day. Under no circumstances are monies to be kept in the classroom or in a separate bank account.
2. Use only the receipt books furnished by the school office. Receipts are to be written at the time the money is received. Voided receipts are to be kept in the receipt book with the original stapled to the duplicate if it has already been torn out.
3. Number, date and sign each receipt. Be sure to designate the purpose of the receipted money. The date on the receipt should be the date on which the student paid the fee. Do not allow students to help write receipts for you. The collection of money is entirely your responsibility.
4. When money is turned in to the office, mark your last written receipt with the beginning and ending receipt number of that collection, the date, and the total amount collected. In addition, a Collection Report form must be completed fully and submitted to the financial secretary each time that you turn-in money.
5. The secretary will verify the amount of money turned in with the amount of your receipts. An office receipt will be written to cover the total amount collected and the secretary will attach this to the last duplicate written in your book. Always check to be sure that an office receipt covers your last duplicate.
6. Teachers are responsible for notifying the financial secretary when a fee/fine has been paid. Teachers are also responsible for seeing that students pay fees owed.
7. The system's auditor checks receipt books and records periodically during the year. An auditing firm conducts a year-end audit of all school records.
8. **DO NOT DESTROY RECEIPTS OR RECEIPT BOOKS.**
Incorrect money collecting procedures are potential grounds for dismissal.

Rules and Requirements of Receipt Book Procedures

1. The financial secretary will furnish teachers' receipt books.
2. Only one person per receipt book and books are teachers only--no teacher assistants, students, or substitutes may write receipts.
3. All money or checks collected must have a receipt written for it except when pre-numbered tickets are issued.

4. Any collections of less than \$5.00 each can be receipted on a single receipt with a list of students and the amount per student attached.
5. The white copy of the receipt is given to the student and the yellow copy left attached in the book.
6. When a receipt is voided, both copies remain in the book.
7. Receipts should be written as the money is collected.
8. Receipts should be filled out completely and designate the purpose of the funds (insurance, pictures, etc.).
9. Use receipts in the numerical sequence issued. Do not skip receipts.
10. Teachers will not cash checks or issue personal checks in place of cash collected.
11. All receipts should indicate whether cash or check.
12. All receipts should be totaled and the total written in the margin along with the beginning receipt number and the ending receipt number and should match to the penny with the amount of money turned in.
13. A collection report must be turned in with the receipt book and must be filled out completely.
14. Receipts must be turned in the day they are collected. They should be turned in to the office by 2pm unless otherwise arranged with the financial secretary.
15. Do not leave receipt books unattended by leaving them in the secretary's door or lying on her desk.

It is the responsibility of the school principal to see that all money collected or disbursed in the school is handled in an auditable fashion. He/she will be notified of any problems or discrepancies that do not comply with the above requirements.

Fundraisers

1. All school sponsored fundraising projects must be submitted on a Request for Fund Raising Project to the school principal for approval. The project must be approved before it can be undertaken.
2. Upon approval of the project, the financial secretary will walk the club or organization through the necessary process.
3. Please note that these procedures reference SCHOOL SPONSORED activities. Outside projects are distinctly separate from the school and should not be operated in any manner by school personnel.
4. The advisor should keep records on items distributed to students for sale. The receipting procedures should be followed in receipting students. The advisor will turn the money into the office on a daily basis, receiving a receipt from the school treasurer.

PTA

The PTA is a self-supporting body of parents and teachers, planning and working together to provide programs and activities to meet the needs of children and youth in the school and community. All faculty and staff are expected to join and to support the PTA. This gives the faculty/staff another opportunity to interact with parents and to demonstrate support for your school and its programs. PTA President: Carol Everhart

115C-307. Duties of Teachers.

- (a) To Maintain Order and Discipline. - It shall be the duty of all teachers, including student teachers, substitute teachers, voluntary teachers, and teacher assistants when given authority over some part of the school program by the principal or supervising teacher, to maintain good order and discipline in their respective schools. A teacher, student teacher, substitute teacher, voluntary teacher, or teacher assistant shall report to the principal acts of violence in school and students suspended or expelled from school as required to be reported in accordance with State Board policies.
- (b) To Provide for General Well-Being of Students. - It shall be the duty of all teachers, including student teachers, substitute teachers, voluntary teachers, and teacher assistants when given authority over some part of the school program by the principal or supervising teacher, to encourage temperance, morality, industry, and neatness; to promote the health of all pupils, especially of children in the first three grades, by providing frequent periods of recreation, to supervise the play activities during recess, and to encourage wholesome exercises for all children.
- (c) To Provide Some Medical Care to Students. - It is within the scope of duty of teachers, including substitute teachers, teacher assistants, student teachers or any other public school employee when given such authority by the board of education or its designee to provide medical care to students as provided in G.S. 115C-375.1.
- (d) To Teach the Students. - It shall be the duty of all teachers, including student teachers, substitute teachers, voluntary teachers, and teacher assistants when given authority over some part of the school program by the principal or supervising teacher, to teach as thoroughly as they are able all branches which they are required to teach; to provide for singing in the school, and so far as possible to give instruction in the public school music.
- (e) To Enter into the Superintendent's Plans for Professional Growth. - It shall be the duty of all teachers, including student teachers, substitute teachers, voluntary teachers, and teacher assistants when given authority over some part of the school program by the principal or supervising teacher, to enter actively into the plans of the superintendent for the professional growth of the teachers.
- (f) To Discourage Nonattendance. - Teachers shall cooperate with the principal in ascertaining the cause of nonattendance of pupils that he may report all violators of the compulsory attendance law to the school social worker in accordance with rules promulgated by the State Board of Education.
- (g) To Make Required Reports. - A teacher shall make all reports required by the local board of education. The superintendent shall not approve the voucher for a teacher's pay until the required monthly and annual reports are made.

The superintendent may require a teacher to make reports to the principal.

A teacher shall be given access to the information in the student information management system to expedite the process of preparing reports or otherwise providing information. A teacher shall not be required by the local board, the

superintendent, or the principal to (i) provide information that is already available on the student information management system; (ii) provide the same written information more than once during a school year unless the information has changed during the ensuing period; or (iii) complete forms, for children with disabilities, that are not necessary to ensure compliance with the federal Individuals with Disabilities Education Act (IDEA). Notwithstanding the forgoing, a local board may require information available on its student information management system or require the same information twice if the superintendent determines that there is (i) a compelling need and (ii) no more expeditious manner of providing the information to the local board. A school improvement team may request that the superintendent consider the elimination of a redundant reporting requirement for the teachers at its school if it identifies in its school improvement plan a more expeditious manner of providing the information to the local board. The superintendent shall recommend to the local board whether the reporting requirement should be eliminated for that school. If the superintendent does not recommend elimination of the reporting requirement, the school improvement team may request a hearing by the local board as provided in G.S. 115C-45(c).

Any teacher who knowingly and willfully makes or procures another to make any false report or records, requisitions, or payrolls, respecting daily attendance of pupils in the public schools, payroll data sheets, or other reports required to be made to any board or officer in the performance of their duties, shall be guilty of a Class 1 misdemeanor and the certificate of such person to teach in the public schools of North Carolina shall be revoked by the Superintendent of Public Instruction.

(h) To Take Care of School Buildings. - It shall be the duty of every teacher to instruct children in proper care of property and to exercise due care in the protection of school property, in accordance with the provisions of G.S. 115C-523. (1955, c. 1372, art. 17, ss. 4, 6; 1959, cc. 1016, 1294; 1969, c. 638, ss. 2, 3; 1971, c. 434; 1981, c. 423, s. 1; 1985, c. 642; c. 686, s. 2; 1989, c. 585, s. 4; 1993, c. 539, s. 884; 1994, Ex. Sess., c. 24, s. 14(c); 1997-443, s. 8.29(k); 2000-67, s. 8.18(a); 2005-22, s. 2(a); 2013-226, s. 11(b).)

EMPLOYEE DRESS AND APPEARANCE

Policy Code: 7340

The board believes that the appearance and the conduct of its faculty are of supreme importance in establishing a positive image for education in the community and for presenting a good example for students. Therefore, the board affirms its expectation that all personnel will be professionally, neatly and appropriately attired for the work to be done. An employee's dress must not disrupt or distract from the educational process and must be in accordance with health and safety standards. The superintendent shall develop and communicate to employees guidelines for appropriate dress and appearance. Such guidelines

may authorize the principal or department supervisors to develop specific dress or appearance requirements for each school or department.

Administrative and supervisory personnel shall set a good example in personal appearance and good manners and shall encourage and expect employees to dress in accordance with the board's expectations. An employee's supervisor will make an initial determination of whether an employee's dress or appearance is inappropriate. In making this determination, the supervisor will consider the following factors:

1. the nature of the work;
2. whether the dress is consistent with a professional environment;
3. health and safety factors;
4. the nature of the employee's public contact and the normal expectations of outside parties with whom the employee will work;
5. the employee's interaction with students;
6. the prevailing practices of other workers in similar jobs; and
7. any properly established guidelines for dress or appearance.

Specific guidelines include but are not limited to: clothing should not be see-through, cut, slashed, torn, should cover the back and torso, necklines and arm cuts should not be too low as to be disruptive or distracting, should not be too short, too tight, too loose, or too revealing. No clothing, jewelry, or tattoos (permanent or temporary) shall advertise drugs/alcohol, or display obscene or pornographic words, symbols, or images that may be offensive to others and visible body piercing jewelry must be professional in nature and appearance.

Jeans can be worn for approved fundraising programs or for designated school-wide events .

No flip flops (rubber or plastic soled shoes with a thong between the toes) should be worn during the school day. Any type of sandal should be professional in appearance.

Employee dress and appearance should at all times be professional. Potential violations will be reviewed and evaluated at the principal or supervisor's discretion.

If the supervisor determines that the employee's dress or appearance violates the established guidelines or is hazardous to the health or safety of the employee, fellow employees or students, the supervisor shall counsel the employee regarding attire that is consistent with this policy and shall determine whether the employee is allowed to remain at work or must leave work to change his or her dress. Any failure to follow the supervisor's directive and/or blatant or repeated violations of

this policy will subject the employee to disciplinary action up to, and including, dismissal.

Legal References: G.S. 115C-36, -47

