

# **TEACHER'S HANDBOOK**

**2010-2011**

**ASH GROVE JUNIOR HIGH  
&  
HIGH SCHOOL**

**“Teamwork divides the effort and  
multiplies the effect”**

### **Quality Education Relies on the Performance of the Teachers**

The most important factor in the teaching-learning process is the teacher. Without teachers this will not be possible. Teachers are like computers who are always engaged in multi-tasking. Teachers perform various tasks not only as teacher but as facilitator, adviser, guidance counselor, friend, confidante, as parent and many others. It is never easy to perform these many and varied tasks of a teacher. Sometimes the only compensation you receive as a fruit of your labor is seeing your students learn and seeing them as successful individuals in the future.

Therefore, I am blessed to work with such an outstanding staff of teachers that give much for little in return.

Thank you for all your hard work in advance of the 2010-2011 school year.

Sincerely,

Mr. Thompson

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## **ASH GROVE R-IV MISSION STATEMENT**

The Ash Grove R-IV mission is to provide quality, comprehensive educational experiences that will enable all students to become life-long learners and productive, informed citizens.

## **ASH GROVE R-IV EDUCATIONAL PHILOSOPHY**

The Ash Grove R-IV Board of Education, administrators, teachers, and staff recognize each student as a unique individual who has the potential to become a responsible, productive citizen in a democratic society. Furthermore, we believe that each student should be encouraged to develop critical thinking and problem-solving skills and encouraged to achieve to the limits of his/her capabilities. We believe every individual associated with the Ash Grove R-IV School has a commitment to instill self-esteem/self-confidence in each student and provide an educational environment for the children of the district which will foster and accelerate their intellectual, technical, physical, social, and career development while preparing them for the twenty-first century.

## **ASH GROVE R-IV EDUCATIONAL GOALS AND OBJECTIVES**

- Ash Grove R-IV students will acquire the knowledge and skills to gather, analyze, and apply information and ideas.
- Ash Grove R-IV students will acquire the knowledge and skills to communicate effectively within and beyond the classroom.
- Ash Grove R-IV students will acquire the knowledge and skills to recognize and solve problems.
- Ash Grove R-IV students will acquire the knowledge and leadership skills to make decisions and act as responsible members of society.
- Ash Grove R-IV students will acquire the knowledge and technical skills to enable them to effectively apply current technology.
- Ash Grove R-IV students will acquire a knowledge of diverse culture, both past and present.
- Ash Grove R-IV students will acquire the knowledge and life-skills to realize the importance of positive work ethics and selection of career choices.
- Ash Grove R-IV students will acquire the knowledge and skills that will enable them to lead a healthy lifestyle.

## **INTRODUCTION**

It is our belief that all students in the Ash Grove R-IV School District can learn and are entitled to the type of education that will contribute to their effectiveness as citizens in a democracy. It is our purpose to formulate an educational program that will stimulate students' interests, develop their skills, attitudes and ideals, and prepare them for family and community responsibilities. We recognize individual differences among our students and we propose that each student will be treated as an individual. It is our goal to offer a

program that will enable all students to profit by their school experiences and thereby become assets to the community.

The Board of Education, in cooperation with the administrative and teaching staffs, must strive continually to promote the highest standards of excellence in personnel, academics and related aspects of student education. The successful operation of the school depends upon communication and cooperation at all levels.

### **FIRST DAY OF SCHOOL**

During Seminar on the first (or second) day of school, the student handbook is to be read to the students and Seminar rules are to be fully explained. Teachers should give each student a copy of the course syllabus and fully explain all expectations for each student.

### **HOURS**

All teachers should be in the building by 8:00 and in their room and available to their students by 8:15. Teachers are expected to remain at school until at least 3:30 p.m. unless special permission is granted to leave earlier. Teachers should also be available for consultation with students and parents as necessary. Faculty meetings will normally be scheduled after school on first Wednesday of each month at 3:20. All teachers should make arrangements to be in attendance.

### **GRADING**

In order to measure student progress, grading is an essential part of class work. Grades should be clearly marked in the grade book and kept up-to-date in the SIS gradebook program (by Friday of each week, all grades in SIS must be up-to-date). The grade distribution chart at the top of the "Class Record" book should be completed on a semester basis. The specific manner in which a student's grades are determined will be left up to the teacher with the understanding that the teacher will make the students aware of his/her grading procedures early in the course of the semester or year. The following grading scale will normally be used:

100---90	= A	69---60	= D
89---80	= B	59---below	= F
79---70	= C		

The grading scale for each class should be covered in the course syllabus distributed to each student on the first day of class, and reviewed with parents during Open House. Teachers should always strive to be fair and consistent. A 4 – Point grading scale is in effect which includes the following intervals: A, A-, B+, B, B-, C+, C, C-, D+, D, D-, and F. In no instance is an A+ or an F- to be given to a student. There should be a significant number of grades in the grade book to justify a grade given to a student. If participation is a significant part of a student's grade, participation points should be written in the grade book at least once a week.

An “I” (incomplete grade) is given to a student who has not completed the required course work. All “I” grades must be removed within two weeks following the close of the quarter. Those not removed will be permanently recorded as an F unless the principal grants an extension of time. N/C or No Credit will be given to students who drop a class as outlined in the student handbook.

Progress reports will be sent at the end of the 4<sup>th</sup>, 13<sup>th</sup>, 22<sup>nd</sup>, and 31<sup>st</sup> weeks. BE SURE TO CHECK GRADES FOR ANY STUDENTS WHO TRANSFER IN FROM ANOTHER SCHOOL AND INCORPORATE THEIR TRANSFER GRADE PROPORTIONALLY.

Grades should be distributed proportionally among the various grade ranges. There should not be an overabundance of any one grade given to the students of a particular teacher on a regular basis. Progress reports are sent for every student in every class.

If it appears likely that a student will receive a failing grade for a class, but did not receive a progress report at mid-quarter, the teacher should notify the student’s parents regarding the student’s grade and the possible reason(s) for it. A phone call would be best, but a mailed progress report may be used if the parents can’t be contacted by phone in person. The parents of any student receiving an F should be contacted personally by the teacher before the grade card goes out. The names of any student failing a class for the semester should be given to the counselor and the principal.

Teachers should notify students when they have missed seven, eight, nine, ten and eleven class periods—specifically stating that the student will receive an “F” grade unless one hour of time is made up with the teacher (before or after school) five days prior to the end of the semester. Students who miss 11 or more unexcused school days may not make up time and will receive an F for the course.

### **DISHONESTY/CHEATING**

It is every teachers’ responsibility to ensure that all students do their own school work. Teachers should make students fully aware of their expectations regarding cheating, sharing answers, letting others copy work, etc. If an assignment is considered to be “group work,” where students can share answers for a common grade, please make sure the students are well informed of that practice. Otherwise, students should fully expect all work that they turn in (whether graded or not graded) to be their own.

Teachers shall handle situations of cheating and dishonesty in the following manner:

- 1<sup>st</sup> OFFENSE: Students receive a zero on the assignment. The teacher calls the student’s parents to inform them of the situation. Discipline referral sent to the office.
- 2<sup>nd</sup> OFFENSE: Students receive a zero on the assignment, teacher calls the student’s parents to inform them of situation. The student may not make a grade above a C for the semester in that class. Discipline referral sent to the office.
- 3<sup>rd</sup> OFFENSE: Students receive a zero on the assignment, teacher calls the student’s parents to inform them of situation. The student fails the class for the semester. Discipline referral sent to the office.

Students will face additional disciplinary consequences for acts of dishonesty and cheating besides those listed above. For this reason, it is necessary to inform the principal (through a disciplinary referral form) of all instances of cheating in class.

## **SEMESTER FINALS**

The last two days of each semester are used for the express purpose of giving semester finals. All teachers will give their students a comprehensive final in each class during this time. No student will be allowed to take his/her finals early without prior permission from the principal. Students who are gone during finals, who should take finals, will be given two weeks to make up their finals and have that score averaged into their grade. Students who have not made-up their finals after two weeks will be given a zero on their final and their grade should be calculated accordingly. Final exams (and grading) should be rigorous—leaving little or no time for students to do other things at the end (movies, etc.)

## **RECORDS**

Records are extremely important. Each teacher is held responsible for keeping accurate records. Each teacher will be given a grade book to be used for four, nine-week, quarters.

1. Information that should definitely be filled out in record/grade books and transferred weekly to the SIS gradebook program where possible:
  - a. Names arranged in alphabetical order with last names first
  - b. Absences and tardies for each student
  - c. Daily, weekly, quiz and test scores. Identify each specifically by name of assignment
  - d. Quarter grades and semester grades properly identified with the total points possible for each and the total points that each student earned.
2. Teachers, including all Seminar teachers, are to make a written report of hourly absences. These attendance sheets will be collected during each period. The attendance sheets should have the number of absences posted after the student's name if they have been absent five or more times. When a student is absent for the seventh time in a semester, he/she should not be admitted to class, but should be sent to the counselor's office to receive an attendance contract. Attendance sheets can be picked up in the teacher's mailbox each morning for that day (Red or White). New attendance sheets will be printed and given to teachers every two weeks.
3. The only time that a student is not counted absent when he/she is actually out of class is when the school has excused him/her for a school or school-related function. A list of students taking part in the school function should be turned in to the office by the sponsor, using the appropriate form, and distributed to all teachers at least two days prior to the function.
4. Absence slips are issued by the office. Be sure to ask for absence slips at the beginning of each class for students who were gone. Students are responsible for

obtaining their absence slips before school starts. If they have to be sent to the office to get one, they should be given a tardy.

5. Every nine weeks, report cards are given to students. These are given approximately one week following the close of the quarter.
6. Permanent records are on file in the office and are open to school personnel on a need-to-know basis.
7. Teacher assistants should not be involved in activities such as recording grades or grading tests. No teacher assistant should ever have access to or help put grades into the SIS gradebook program.
8. All required reports and grade sheets should be submitted to the office in a timely manner.
9. Seminar teachers should retain copies and ensure that each student has turned in all necessary forms and letters (i.e. handbook confirmation, extracurricular eligibility contract, Tylenol permit, etc.)

### **GRADE CARDS**

1. Teachers will submit grades for each student in each class using the SIS gradebook program prior to 8:00 a.m. on the assigned day.
2. The office will verify that the student grades have been entered properly into the computer and will print out grade verification forms for each teacher. Teachers are to check each student's grade to make sure that all have been entered correctly. If a change is necessary, make the change on the verification sheet and sign the sheet on the bottom.
3. Grade cards will be printed in the office and distributed to all Seminar teachers. Students will receive their grade cards in their Seminar classes. Lists of students owing fines will be given to the teachers prior to grade card day. No students owing fines are to be given grade cards.

### **PROGRESS REPORTS**

1. Teachers will submit progress report grades for each student in to the office prior to 8:00 a.m. on the assigned day using the SIS gradebook program. Teachers will print individual progress reports and duplicates—with a copy of turned in to the office.
2. All students will receive a progress report grade in each class.
3. All teachers will pass out their progress reports on the assigned day.
4. Seminar teachers will receive a list of their Seminar students who received progress report grades in the D or F range. The Seminar teachers are responsible for calling the parents of all the students in their Seminar class who received progress reports and notify them that the students received them. If parents cannot be contacted, a copy of the progress report may be mailed to them. All contacts with parents should be documented!

### **CLASSROOM CONDITIONS**

1. Fire, tornado, and earthquake drills will be practiced on approximately a semester basis. Please have maps posted showing these routes. Maps are available from the

- office. Each room should show the route from that room only and be posted near the door.
2. HOUSEKEEPING-- Teachers shall exercise due diligence in maintaining appropriate standards for good housekeeping in their classrooms. Lights should be turned off when not in use. All classrooms are to be locked during lunch and/or when the teacher is not in the room. All windows should be closed and locked at the end of the day. Air-conditioning and heating temperatures should be adjusted prior to leaving the room for the day.
  3. PROTECTION OF PROPERTY—Teachers shall exercise due diligence to preserve the good condition of all buildings, furniture, and equipment in their charge. They shall be alert to prevent the defacing of school property by writing, scratching or carving. They shall not mar plastered or painted surfaces by tacking up decorations or materials for exhibition either for classroom work or for special occasions.
  4. TEXTBOOKS AND SUPPLIES—Teachers shall be responsible for the care and custody of all textbooks and educational supplies assigned to their respective rooms. Teachers shall issue books to students and keep records of the materials issued to each student. At the start of the school year all new material should be stamped with the school stamp and listed on the inventory sheets/computer discs. Teachers shall exercise due care to insure that all books belonging to the school district are returned at the end of the year in good condition.
  5. INVENTORY—Teachers shall be responsible for maintaining an up-to-date inventory of all items assigned to them in their classroom or other responsibility areas. This up-to-date shall be turned-in to the office on disc at the end of each school year.

## **SPONSORS AND ORGANIZATIONS**

Sponsors are appointed for each class and for various school organizations and activities. Sponsors are expected to attend meetings and to provide their class or organization with appropriate guidance and supervision.

The sponsors should be responsible for and control all fund raising done by the class or organization. The following should be observed by all organizations:

1. All activities should be scheduled through the principal's office, including summer activities.
2. All social activities should terminate by 11:00 p.m. when a school day follows and 11:30 p.m. when a school day does not follow.
3. In scheduling school-sponsored events, Wednesday nights should be avoided if at all possible.
4. Sponsors are responsible for seeing that rooms, equipment and materials used during an event are left and/or returned in satisfactory condition. Especially the gym and cafeteria.
5. The principal must approve all fund raising activities and dates. The sponsor must first complete a Fund Raising Proposal. After the fundraiser has been completed a Fund Raising Report must be filed with the principal. All fund raising guidelines must be observed.
6. When a class or organization is selling their services, (i.e. car wash or bake sale) at least one sponsor should be present at all times.

In addition to the above responsibilities, the sponsors of the following classes will have these responsibilities (monetary amounts are estimates only, used to serve as a guide for planning purposes):

**Freshman Class Sponsors:**

1. Collect class dues (amounts to be determined by the class officers and sponsors)
2. Have the class participate in one fundraising activity

**Sophomore Class Sponsors:**

1. Collect class dues (amounts to be determined by the class officers and sponsors)
2. Have the class participate in one fundraising activity

**Junior Class Sponsors:**

1. Collect dues (amounts to be determined by the class officers and sponsors). Juniors that owe money from dues will not be able to attend the Prom as juniors.
2. Have the class participate in one fundraising activity, normally "Nut Sales" through Hammons Pantry in Stockton
3. Sponsor the "Sock Hop" dance after the homecoming football game. All class sponsors chaperone the dance, arrange for the music, and prepare to sell concessions if desired. The dance will end at 11:30 p.m. A sign-up sheet for visitors needs to be put in the office during the week before the dance. No student attending another school will be allowed to attend the dance unless they have been signed up on the list. All students must sign the departure list and state the time when they left the dance. No one may leave the dance and return.
4. Sponsor the Junior-Senior Prom and Banquet (in late March or April). An average of \$4,500-\$5,000) is needed to sponsor this event.
  - a. Secure a location for the event a year in advance with meal (\$3,300)
  - b. Have invitations printed and distributed to all juniors, seniors, faculty, administrators, board members, etc. (\$130)
  - c. Secure music/band for the dance (\$350)
  - d. Make decorations or have the room decorated (\$300-\$500)
  - e. Make or purchase momentos that the juniors can take with them from the dance-- candles, stemware, etc. (\$400-\$500)
  - f. Programs for the evening (\$150-\$200)
  - g. Make a backdrop for Prom pictures. Give our contracted photographer the date and time to be there.
  - h. All sponsors should be present the entire evening. No students are allowed to leave the "Prom" area and return.

**Senior Class Sponsors:**

1. Make sure that there are adequate funds remaining in the class account to cover graduation expenses. Surplus money at the end of the year may be donated to project graduation or to the school for the purchase of special items.
  - a. Purchase flowers for each person graduating, and flowers for all persons participating in Baccalaureate and Graduation Exercises. (\$150)
  - b. Purchase programs for Graduation (1000) and Baccalaureate (500). (\$75)
  - c. Purchase the frame for the composite picture. (\$50)
2. Have the senior class vote on and chose a class flower, motto, graduation program cover, baccalaureate program cover, speaker for baccalaureate, announcement covers, and escorts. All sponsors are to assist with graduation and baccalaureate exercises.
3. Sponsors work with the principal to pass out graduation caps and gowns to all seniors. The sponsors should make sure that each senior has ordered a cap and gown and that it has arrived at school.
4. The sponsors should help organize and attend the meetings of senior parents as they plan for project graduation. The sponsors should attend at least the first few hours of project graduation.

#### **High School Student Council:**

1. Sponsors two blood drives, one in the fall and one in the spring.
2. Sponsors football homecoming.
3. Sponsors the dance after basketball homecoming and arranges for supervision.
4. Takes care of the Juice machine in the cafeteria.

#### **High School Beta Club:**

1. Sponsors basketball homecoming—normally the first Friday home game in February.

#### **Publications Class:**

1. Sponsors Oracle—normally the first Friday basketball home game of the season.

#### **Jr. High Student Council:**

1. Sponsors the Spring Mixer dance in April.

#### **Cheerleading:**

The primary role of cheerleading is as a support group for athletic events and to instill school spirit and pride in the student body. The following guidelines will be adhered to in order to ensure the smooth operation and organization of the cheerleading squads:

1. The school will provide uniforms for the cheerleaders which will be returned to the school in good condition at the end of school.
2. Cheerleaders will be responsible for purchasing shoes, socks and briefs as well as any costs associated with attending cheer camps.

3. The cheer sponsor will determine if the cheer squad will participate in cheer camps or competitions. The sponsor will choose the date and times of any camps. Any junior high cheer camps will be “in-house” only. The camps are optional for the cheerleaders to attend.
4. The school will pay for the high school cheer squad to participate in regional and state competitions if the sponsor chooses to participate in such activities.
5. There will be no fundraising activities to pay for cheer camps.
6. High school cheerleaders are expected to attend and cheer for every home and away football and boys basketball game. They will also cheer for girls basketball tournament games when possible.
7. The Jr. High cheerleaders are expected to attend and cheer for every home football and boys basketball game, and tournament basketball games when appropriate and possible (as determined by the cheer sponsor).
8. Cheerleaders must follow the same eligibility guidelines as participants in other extra-curricular activities.

### **Coaches and Sponsors:**

All coaches and sponsors will abide by the guidelines in the “Extra-Curricular/Activities Handbook”. In addition, coaches shall meet with all players prior to the beginning of each season to discuss eligibility rules. Each potential player and their parent/guardian will sign a form stating they are aware of the eligibility rules and the consequences for not abiding by the rules.

Every coach and sponsor of an extra-curricular activity will make a roster of all individuals participating in their activity. The roster will be reviewed by the sponsor to ensure that each person participating has an “Eligibility Standards Contract” on file. These contracts should be in the possession of each student’s seminar teacher. The final roster will be submitted to the high school office.

### **EXTRA-CURRICULAR ACTIVITY TRANSPORTATION**

The principal is to be notified whenever students will be traveling on school business (i.e. field trips, athletic events, and academic contests). When the trip and date have been approved by the principal a transportation request must then be filled out, signed by the principal, and sent to the superintendent’s office. When school-sponsored activities are approved requiring students to leave school property, students shall accompany the team or group using the mode of transportation arranged by the school. Any deviation from this policy requires the following:

1. Approval for alternative transportation must be made in advance with the principal or athletic director. A signed note or phone call from a parent requesting an exception will be approved and signed by the principal and given to the activity sponsor. The note will specify the approved parent providing transportation. Students are not permitted to drive themselves on any trip.

2. Students are encouraged to ride school-provided transportation to and from their event or activity. The procedure for parents providing transportation for their child after an event or activity will be:
  - a) The parent must sign out the student for release with the sponsors knowledge and approval.
  - b) The parents/guardians are the only individuals who can sign a student out to ride home with a parent.
3. If there is any doubt about the circumstances, the student will ride the transportation provided by the school.
4. Students are not allowed to transport themselves to or from any school-sponsored activity where transportation has been provided by the school. Students may transport themselves to and from “practices” when the school does not provide transportation.
5. Under emergency conditions, the sponsor in charge will use his/her judgment in approving all requests.

Teachers are not to transport students in their personal vehicles unless express permission has been given by the principal who has previously been contacted by parents in writing giving permission for the teacher to transport their child. When students are transported in private vehicles, they are to be wearing a seat belt at all times. No student should ever be allowed to ride in the back of a truck.

### **EXTRA-CURRICULAR ACTIVITY TRIPS THAT REQUIRE OVERNIGHT STAY**

The sponsor(s) or coach of the activity must prepare a written, detailed agenda for the trip that is being proposed and present it to the principal. When the trip is approved by the principal, the school board must approve the trip. The sponsor(s) or coach wanting to take the trip must be present at the appropriate school board meeting to ask the school board for permission to take the trip, as well as, answer the board’s questions in regards to the overnight trip.

### **USE OF PHONES**

The only phone that students may use during the school day is in the high school office. Following extra-curricular activities, students may use other phones under the direct supervision of their teacher. Students may possess but may not use or have visible cell phones from 8:30 a.m. to 3:10 p.m.

### **SCHOOL DANCES**

The school board has approved only four dances per year. They are:

1. Football homecoming dance—sponsored by the Jr. Class for students 7-12.
2. Basketball homecoming dance—sponsored by the High School Student Council for students 7-12.
3. Prom Dance—sponsored by the Junior Class for Juniors and Seniors.
4. Oracle Dance—sponsored by senior class/project graduation
5. Spring Mixer—sponsored by the Jr. High Student Council for Jr. High students.

No other dances are approved by the board of education. If another dance is requested for fundraising purposes, it must be approved by the high school principal. If the principal approves the dance, it must then be approved by the school board. Additional dances are not encouraged. Sponsors should use a different means of fundraising besides asking to sponsor an additional dance. All high school dances should end by 11:30 p.m. Sponsor must have 7-10 adult chaperones in the dance (teachers or parents of students) at all times.

### **ACTIVITY ACCOUNTING AND FUND RAISING PROJECTS**

Clubs are formed to provide enrichment to school experiences. They can be a meaningful part of the school experience. All money handled by the various clubs, organizations, and classes shall be channeled through the Activity Account of the Ash Grove School District funds. The money collected by the different groups shall be turned in to the office for proper accounting. The proper authorities should make requests for expenditures from the different funds on the proper forms. Groups who desire to know the balance on hand in a particular fund may secure the information by going to the office of the superintendent. Activity funds and fund-raisers will be handled using the following as guidelines:

1. Club/organization sponsors and members should determine the financial needs of the club/organization for the year.
2. Methods for meeting those financial needs shall be discussed and determined by the club/organization.
3. If a fund-raiser is deemed necessary or desired, it shall be approved and scheduled with the principal well in advance of the fund-raiser itself. No fund-raiser will be scheduled at the same time as any other fund-raiser.
4. Door to door selling in the community should be kept to an absolute minimum. The selling of candy is permitted, but shall be limited to after-school or at-home sales. Candy is not to be sold at school!
5. A purchase order must be submitted and approved (with estimated cost) prior to the beginning of the fund-raiser.
6. The profits from the fund-raisers are to be used only for the financial needs of the whole club/organization as determined by the whole group and its sponsor.
7. Exact records of all monetary transactions and tallies of an individual's profits (when practical) as a result of a fund-raiser should be kept by the sponsor. All money received should be counted, coins rolled, and sent to the principal's office on the same day that it was received using a "Monetary Accounting Form."
8. No monetary "prizes" or incentives shall be offered to students selling the most items.
9. A student's "individual profits" should be used to meet their financial obligations prior to requiring them to pay individually for items which the club/organization deems necessary.
10. Individuals who do not fund-raise shall be required to pay the full cost of the needed item or items.
11. All money shall be received and "in-hand" prior to making an order for fundraising supplies. Orders shall **not** be taken without receiving the money for the items at the time of the order.
12. Students may be reimbursed for out-of-pocket expenses from the club/organization account if they have proper records/receipts for such expenses and if they have earned enough in "individual profits" to be reimbursed. The reimbursed item must have been originally purchased or ordered through the club/organization account for the needs of the group and required for the whole group.

13. The money in a club/organization account belongs to the school, not individuals in a club/organization. The remaining balance in an account may not be distributed to individuals in the club (unless #9 above applies).
14. Money in a group account cannot be used to benefit single individuals while the benefits or opportunities are not offered to other members in the group. Just because an individual has enough personal profits to purchase something extra out of the group account, even though it may relate to the group (i.e., extra jacket, extra uniform) does not make it justifiable because it is not a group need.

### **CLASS/CLUB MEETINGS**

All class and club meetings will be scheduled during Seminar where they may meet once a month. If additional meetings are desired, the class or club may schedule them before or after school. Parliamentary procedure should be observed at all meetings. The secretary of each class shall keep complete and accurate record of the minutes for every meeting. A copy of the minutes and the names of the members attending shall be kept by the club or class for their records.

### **HALLWAY SUPERVISION**

Teachers can do a great deal to improve students' hallway conduct by observing the hallway adjacent to their room. A great deal of confusion and unnecessary running will be prevented if teachers arrange time to be outside their rooms during the time when students are passing to and from classes. **PLEASE BE AT YOUR DOOR**

### **CURRICULUM GUIDES & LESSON PLANS**

A complete curriculum guide is to be prepared and kept current for each class taught. Each teacher will be responsible for following the curriculum guide as written. The teacher must also have current daily lesson plans (one week in advance) and grade book. These will be inspected as a part of the teacher evaluation process, please have them available.

All teachers will make out and keep a lesson plan book for the coming week. These lesson plans need not be done in great detail, but should offer a workable guide that a substitute could follow if necessary to teach a class.

### **TEACHER COLLABORATION**

Teachers are strongly encouraged to collaborate with each other to do interdisciplinary teaching units. Students will become more actively involved with the material as it becomes more relevant to them and what they are learning in more than one class.

### **COURSE SYLLABUS**

Each teacher should have a course syllabus that is passed out to students at the beginning of the year (or semester if it is a semester class). The course syllabus should include the following things:

1. Course Title
2. Prerequisites (if applicable)
3. Textbooks used
4. Purpose of the course
5. Course objectives
6. Course outline
7. Grading scale/procedures
8. Class rules/consequences
9. Other details

A copy of each course syllabus should be given to the principal at the start of each school year.

### **GOAL SETTING**

Teachers are to set long-term and short-term goals for themselves each year. These goals should relate to the improvement of the teacher and/or the teacher's teaching methods. The use of cooperative learning, technology, and interdisciplinary units are always good areas upon which to focus some goals, as well as, supporting the Building Level Improvement Plan.

Each teacher's goals should be given to and discussed with the principal by the first week of September each year. The Principal will meet with each teacher at the end of the year to discuss progress made towards completion of each goal.

Coaches/sponsors should collaboratively set team goals with their group or organization and encourage individuals to set attainable goals for themselves. These goals should be referred to often as well as progress towards attaining them.

### **PRESS RELEASES**

Press releases will be sent out from the principal's office. Please, submit items that you think are newsworthy to the office. All news releases must be approved and cleared by the office.

### **TEACHER EVALUATIONS**

All teachers will be periodically evaluated by the principal or another administrator. Non-tenured teachers will be formally observed and evaluated at least twice a year. Tenured teachers will be observed and evaluated at least every three years. One of the two observations done each year will be scheduled with the principal at a time arranged by the teacher. The teacher must fill-out a pre-observation form and meet with the principal/administrator prior to the observation itself. During each class observed, the principal will be looking for a variety of things including:

1. Anticipatory Set
2. Statement of Objectives/Written Objectives on the board
3. Input/Teaching Methods—the principal will expect to see cooperative learning, the use of multimedia, and limited use of lecture.

4. Methods used to check comprehension or understanding of students
5. Closure
6. Student level of engagement
7. Clear academic focus
8. Evidence of that objective are tied to State and National standards

No teacher can do an effective job of teaching by continually sitting at his/her desk. Teachers should move about the room while teaching and helping individual students when not teaching the class as a whole.

Teachers who need to improve in some aspect of the teaching process will collaboratively work with the principal/administrator to write a “Job Target” or “Professional Development Plan.” The plan will include:

1. Criterion found to be needing improvement
2. The specific objective that needs to be met
3. The procedures that will be used to meet the objective
4. The methods to be used to determine if the objectives are being met
5. The date(s) by which the objective(s) will be met
6. Signatures of the teacher and principal/administrator

### **CAREER LADDER**

Every teacher participating in the career ladder program should meet with the principal during the first week of school to determine the criteria necessary to meet career ladder expectations and to turn in expectation verification forms.

Stage 1: must meet hourly (60) and other requirements and “meet expectations” on summative observation evaluation.

Stage 2: must meet hourly (90) and other requirements and be “above performance expectation” in two areas—one of which is in the area of “Instructional Process”.

Stage 3: must meet hourly (120) and other requirements and be “above performance expectation” in three areas—one of which is in the area of “Instructional Process”.

Due to the availability of hours that can be obtained in before and after school tutoring with students, teachers are encouraged to generate at least half of their required career ladder hours in “tutoring”.

### **PERSONAL AND SICK LEAVE DAYS**

1. Teachers will be given 7 days sick leave during the year without pay deductions. These days may accumulate unlimitedly. Sick leave applies to an illness of the teacher or illness or death in the immediate family.
2. Teachers will be given two days for personal business during the year (business that cannot be taken care of on weekends or after school time). This is cumulative up to 6 days—after accumulating six days; the additional days will be applied to the teacher’s sick leave. These days should be scheduled at least 3 days in advance

whenever possible. Please, do not take them on a Friday, a day proceeding a holiday, or on professional development days.

3. Teachers who are absent for other reasons (pleasure, poor road conditions, etc.) will forfeit a day's salary for each day absent.
4. Whenever a teacher is ill or unable to come to school, the principal should be called before 10:00 p.m. on the prior evening or by 6:45 a.m. on the day that the teacher needs to be absent. It is very important that adequate lesson plans be available so the substitute teacher will have an opportunity to teach something meaningful and applicable to the students.
5. Teachers who are ill for an extended period and have exhausted all of their personal sick leave and personal days may request that additional sick days from the sick leave pool be donated to them. The request must be made in writing and verified by a physician.

### **CERTIFIED STAFF COMPENSATION**

Certified staff will be paid in equal installments over a 12 month period.

### **EXCUSING OF STUDENTS**

1. Excusing students from class should be held to a minimum. No teacher will call a student out of another teacher's class without permission from the office. There are two steps to follow when excusing students from any class:
  - a. There must be initial agreement between the teachers involved.
  - b. Final approval must be obtained from the principal with the specific reasons for the excuse explained.
2. A teacher who writes a pass for a student to leave class accepts responsibility for the supervision and conduct of that student while they are out of class.
3. Teachers may never have students run errands off of school grounds or drive cars for school business.

### **DISCIPLINE**

It is the desire of the Board of Education and the administration that teachers maintain a high level of discipline in class, during activities, and on the school grounds. Do not hesitate to correct students at any time.

Students who are belligerent and argumentative are not to be tolerated. If deemed advisable, do not hesitate to send them to the office. However, this should not be carried to an extreme, as teachers might lose the respect of their students when they send students out of class too frequently.

The responsibility for school discipline rests upon the instructional staff and administrative staff. It would be well to remember two points in this respect. Anyone who praises the school discipline as being "good" is accepting his/her share of the credit. By the same token, anyone who criticizes the school discipline as "bad" is accepting his/her share of the blame.

The importance of contacting parents early cannot be over-emphasized. Before students are sent to the office for general classroom misconduct, it is expected that the teacher take steps to improve the behavior. These steps include:

1. Have a conference with the student.
2. Contact the parents/guardians regarding the students conduct in class.
3. Change the student's seat.
4. Have the student serve a 30-minute detention with you (the teacher).

There may be times when, in the best interest of the class and the instructional environment, a student may need to be sent to the office. Please send the student to the office with the Disciplinary Referral Form completed, or send it to the office as soon as possible. Please document specifically what happened and what you have done to correct the behavior prior to sending the student to the office.

There are, of course, many instances when a student should be removed immediately from class. In these cases, please fill-out a referral form and send it to the office when you can state exactly why the student was sent.

Goals of School Discipline:

1. To create and preserve the conditions essential to the orderly progress of the school.
2. To prepare students for effective participation in adult life.
3. To instill the fundamental lesson of self-control.

Trends in School Discipline:

There are two healthy trends in discipline today. These are as follows:

1. Emphasis is on avoiding discipline problems rather than on planning methods of punishment to correct actions after they have taken place.
2. Emphasis on attempting to develop self-discipline on the part of students by positive means rather than by fear of punishment. It is recognized that school discipline must provide more than restraints. It must build within students, whenever possible, the desire to live successfully in today's world and in the outside world of tomorrow.

Preventing Discipline Problems

The classroom teacher can do much to prevent the development of discipline problems. Generally, it will be found that students who are kept on task and actively engaged in a lesson will not create discipline problems. The suggestions given below may be helpful to teachers in creating and maintaining a proper classroom situation.

1. Do not accept an infraction by any student as something personal. The fact that a student misbehaves in class does not necessarily mean that he/she dislikes the teacher.
2. Students should be corrected quietly and calmly.

3. Threats should be avoided. These may serve only as a challenge to some students to see how far they can go before being punished.
4. The teacher should be friendly but do not let the students forget that you are the teacher. Teachers cannot make decisions based upon whether the students will “like” them. Teachers are not to allow students to call them by their first names.
5. The teacher should be firm, fair and considerate in dealing with all students.
6. Avoid stereotyping a student as a discipline problem. If this is done, the chances are they will become a disciplinary problem.
7. Contact the parent if a problem continues.
8. The classroom should be neat and pleasant to work in.
9. Classroom work should be well planned and meaningful to all students. Classroom routines should be established to save time in grading, passing in papers, etc.
10. The student should be made to feel that he/she is a vital part of the class.

### Maintaining Discipline

Teachers should address all discipline problems that come to their attention. Discipline is as much a part of teaching as anything else. In fact, very little teaching can take place if proper classroom discipline is not maintained.

The teacher can solve many of the minor problems of classroom misconduct, both in and out of the classroom. A few simple words from the teacher may be enough to correct a student who demonstrates behavior that is considered improper school conduct.

There will be times when a teacher feels it is necessary to report or send a student to the office. In regard to this, please, keep the following points in mind:

1. Report to the office, by way of a Disciplinary Referral Form, the nature of the infraction by the student and what you have done previously to remedy the situation.
2. Bring the student to the office, if possible. If this is not possible, check as soon as possible to see that the student arrived at the office.
3. If you feel that a student is becoming a discipline problem, it is a good idea to report this to the office, even when you do not find it necessary to send the student to the office.

The office will deal with discipline problems which are of a more serious nature. Actions taken in regard to these problems include:

1. Conference with student/warning by principal
2. Letter to parent
3. Conference with parent
4. Friday after-school detentions
5. Saturday school detentions
6. In-school suspension
7. Corporal punishment
8. Suspension from school
9. Expulsion from school

### **TEACHER-ASSIGNED DETENTIONS**

Prior to sending a student to the office for general misbehavior or tardies, the teacher should require the student serve a 30-minute detention with them. If the student fails to serve the detention as assigned and agreed upon, the detention time doubles to one hour. If the student fails to serve that detention, a disciplinary referral form should be sent to the office regarding the situation. Please explain fully what measures you have taken up to that point.

### **PURCHASING OF SUPPLIES AND EQUIPMENT**

1. Requisitions for supplies by high school teachers are to be turned in to the principal.
2. **All bills and fees will be paid through purchase orders. Nothing should be ordered or purchased without having a signed purchase order in hand for the item!**
3. Purchase order requisitions for textbooks and supplies for the next school year should be turned in to the principal's office no later than the second week of April.
4. The school will not be held responsible for any purchases made without a signed purchase order.

### **SEMINAR PERIOD**

#### **Seminar Time Schedule:**

The following time schedule is to be adhered to during Seminar:

10:05 – 10:20:	Sustained Silent Reading (SSR) time in class
10:20 – 10:45:	Students work individually or travel to a teacher with a “hot slip” only
10:45 – 11:05:	“Channel One” news time in class for all students
11:05 – 11:30:	Open travel time to teachers for tutoring, with seminar cards or Agendas. Open gym, music, library, and computer labs—if students have no progress reports or failing grades (if they do, they may only travel to those specific classes in which they are doing poorly). Students must demonstrate a legitimate need to see another teacher before they will be allowed to travel.
11:30 – 11:35	All students should be back in their seminar class.

#### **Tardies to Seminar:**

Besides the normal consequences for tardies to any class, the following guidelines will also be followed for those students who are tardy to Seminar:

- |                        |   |
|------------------------|---|
| 1 <sup>st</sup> Tardy: | No traveling during that Seminar period               |
| 2 <sup>nd</sup> Tardy: | No traveling during Seminar for three Seminar periods |
| 3 <sup>rd</sup> Tardy: | No traveling during Seminar for three weeks           |
| 4 <sup>th</sup> Tardy: | No traveling during Seminar for six weeks             |

#### **Open Gym Time:**

The last Seminar period of the week will be designated as Jr. High Open Gym time. Only Jr. High students may go to the gym during that time. All other Seminar periods will be designated as High School Open Gym time, for High School students only.

### **Sustained Silent Reading:**

The first fifteen minutes of each seminar is to be solely dedicated to having the students read a book quietly to themselves. Only books are to be used during this time, not newspapers, magazines, etc. Each teacher is to read a book at the same time as the students to model the appropriate behavior and attitude.

### **Accelerated Reader Program in Seminar:**

The Accelerated Reader (AR) program is a computerized reading program used to monitor students' reading levels and comprehension. All students in grades 7 & 8 will be required to participate in the program in both seminar and English. By participating, students will be required to read a book worth a predetermined number of points and pass a quiz on those books each quarter. Students will be given time in seminar and in English to read and take the quizzes. Student participation and quiz scores will be a major factor in the overall grades of both classes (seminar and English). However, no more than 1/3 of each student's seminar grade should be tied to the Accelerated Reader program.

### **General Seminar Rules:**

1. All rules pertaining to other classes also apply to Seminar. All students are to be working quietly while in Seminar. If students have class work to do, they should quietly read a book or magazine. Students not bringing work to do or a book to read will be sent to get one and charged with a tardy.
2. There will be no playing games in Seminar class, including cards. No candy, food, drinks, or music will be allowed in class.
3. Students must have an Agenda or Seminar card in order to travel.
4. Students may not go to their lockers during Seminar, students will be sent back to class and should be given a tardy.

### **Student Advisory in Seminar:**

Teachers are to take an interest in the academics and activities of each of their seminar students. They are to serve as a mentor and guide to each of these students by maintaining contact with them and their parents as occasions arise. Seminar teachers are responsible for keeping parents abreast of their student's progress reports or other difficulties that the student might be having. Each student should feel that their seminar teacher cares about them and will be an advocate for them with other teachers and the principal.

### **Community Service in Seminar:**

Each seminar class will perform one act of community/school service each semester. This service may use the entire 90-minute seminar block. Students and teachers are to work collaboratively as a class to organize and accomplish the service project.

## **Seminar Reward Days:**

Each quarter, students in good standing with the school (no fines, discipline referrals, etc.) will be eligible to participate in the reward day. The reward day will take place during an entire Seminar block of time. Students will be divided into grade levels to participate in different activities. Students will be allowed to purchase pop, candy, popcorn, and other items as desired. The Seminar committee is responsible for planning and carrying-out the reward day activities for each grade. Students who have served no detentions or suspensions will be eligible to attend.

## **PROCEDURES FOR STUDENT ASSEMBLIES**

When at all possible, school assemblies will take place during Seminar in order to protect instructional time. Seminar teachers will be assigned specific locations to sit in the gym with their Seminar class. Teachers are to help maintain control of the students sitting in their area. Please note the name of students causing trouble and fill-out a discipline referral form for that student. Students causing problems at assemblies will not be allowed to attend in the future.

## **FIELD TRIPS**

Field trips, if properly conducted, can be a very helpful aid to the teacher. Field trips must be carefully planned as an integral part of the course and with consideration of the type of pupils who will be taking the trip. Proper safety precautions must be taken. The teacher is responsible for the conduct of the students while on field trips.

1. Review the plans and purposes of the trip with the principal. Field trips will not be approved if they interfere with testing schedules or other school-wide functions.
2. Secure a bus from the superintendent's secretary.
3. Make arrangements for students to bring consent forms from parents.
4. A list of students planning to attend the field trip must be in the teacher's mailboxes 24 hours before the trip takes place. This applies only to those field trips which will necessitate a student or students missing other classes.
5. Notify the office when you leave the building and report any students who are not attending. If some students are remaining behind, arrangements must be made for them regarding where they will be and what they will be doing.
6. All school regulations are to be enforced on field trips.

## **GATE DUTY ASSIGNMENTS**

Teachers will be assigned or given the opportunity to sign up for gate duty at the beginning of each school year. Each teacher will need to serve 2-3 assignments throughout the year. A list of emergency gate workers will also be generated. Teachers will be called to serve in cases of emergency starting from the first name on the list.

## **BUILDING REPRESENTATIVES**

Each year the Jr. High and High School faculty will elect two faculty members to serve as building representatives. A building representative normally serves for two years. Building representatives have traditionally been responsible for collecting money from teachers for the flower fund, sending cards and/or letters to sick teachers, etc. Building representatives also are responsible for having each teacher sign-up for gate duty and having each slot full.

**MISCELLANEOUS**

1. When it is necessary for a teacher to leave school at any time during the day or be away from his/her class for ANY length of time, the office must be notified. Please do not leave any class unattended.
2. Orderly withdrawal from the building in case of fire or any other emergency necessitates the establishment of systematic directions. Before the first alarm is sounded, each teacher will be given specific instructions for his/her room.
3. All sales people and visitors to the building are to report to the office before being given permission to go anywhere else in the school. Please schedule guest speakers with the principal.
4. Classes are not to be dismissed early without authorization from the principal. Students are to be on-task for the entire 90 minutes during each block.
5. Departmental cooperation is of the greatest importance in our school. Any disagreement among faculty members will be worked out confidentially in the principal's office. Never should an argument or an emotional situation take place in the presence of students.
6. All activities such as picnics, fund raising, field trips, etc., must have prior approval from the principal and be placed on the calendar kept in the office.
7. Do not get students interested in a project until you have given serious thought to it and have completed a proposal with the office.
8. All staff members are professionals and should dress accordingly.
9. No movies (the kind you might rent at a video store) are to be shown to students for any reason without prior permission from the principal.
10. Classrooms where there are door windows or windows next to the door should have nothing covering the windows.
11. Teachers should please set their thermostats to moderate levels throughout the years. Please adjust them accordingly prior to leaving school for the day.
12. No animals or pets are allowed in school without permission from the principal. No classroom animals or pets are allowed at school through the summer months.

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