



**Southern Boone County R-I  
School District  
High School Faculty Handbook  
2012-2013**

**August 16, 2012**

**Mission Statement**

**Excellence in Learning for ALL  
HIGH SCHOOL FACULTY POLICY**

## **ARRIVAL AND DEPARTURE TIMES**

Staff members should arrive at school before 7:45 a.m. Each staff member is to be at his/her assigned area at 7:45 a.m. until the 8:00 bell rings. Staff members are expected to remain at school until 3:30 p.m. Staff members who need to arrive late or leave early should notify the administration prior to doing so. Faculty or staff absences, departures, or late arrivals will be recorded as one-quarter, one-half, or one full day of leave time, as noted in board policy GCBDA, Staff Short-term Leaves and Absences. During the school workday, any departures from the building by staff or faculty (unscheduled by work assignments) will require notification and **approval** of the principal or office as to the location and expected return time of the staff members.

## **ATTENDANCE PROCEDURES**

Attendance will be taken within the first ten (10) minutes of class and entered on the computer hourly. A student who is tardy should be recorded as such. If the tardy is excused, the tardy should not count against the student.

## **CALENDAR**

Please notify the office at the earliest possible date of any special events, field trips, parent nights, guest speakers, etc. that have not already been scheduled or which need to be changed.

## **CLASS SPONSORS**

Duty time as a class sponsor will vary with the class sponsored and the activity involved. Class sponsors will be assigned with assignments rotating each year. The number of sponsors needed per class is:

Ninth grade:	Three
Tenth grade:	Three
Eleventh grade:	Four
Twelfth grade:	Four

## **CRISIS MANAGEMENT PLAN**

The district Crisis Management Plan should be placed in each room by the door so that the information is accessible for the teacher and/or substitute.

## **DISCIPLINE REFERRALS**

Teachers are expected to discuss classroom and school behavior expectations with students, including consequences such as detention, ISS, and OSS. Discipline procedures follow our PBS matrix. Teachers must carry out disciplinary actions in accordance with school-wide expectations.

When a student needs to be sent to the office for a discipline referral, please complete the discipline referral on SIS Profile.

## **DRESS**

A teacher's manner of dress should always reflect professionalism and good taste. Casual wear (blue jeans, overalls, tennis shoes, wind suits, etc.) should only be worn on Fridays or the last

day of the school week. In order to do this, staff members must pay \$1.00 for each week to wear jeans or dress down. At the end of the year, the staff will award a scholarship to a graduating senior based on the funds accumulated.

## **DUTIES**

Faculty members will be assigned duties per the schedule. During this time, teachers should monitor student behavior. Teachers on parking lot duty should make sure that students do not loiter on the parking lot. Once the students arrive on school grounds, they are to enter the school.

Faculty members will be assigned lunch duty once per week. One faculty member should monitor the ala carte line; one should monitor the regular lunch line; and one should remain in the commons to monitor the students who are eating. Once all students have gone through the lunch lines, faculty members should move to the commons area to assist in monitoring the students. At the end of the lunch period, faculty members should make sure students clean up their area and throw away all trash. Remember that active supervision is always more effective than passive supervision. A teacher on his/her feet, moving throughout the lunchroom, can prevent many potential problems.

## **EMERGENCY EXIT**

The emergency exit map should be visibly placed in each room by the door with an arrow indicating the proper exit. Every teacher should have a green/red card to show all students are accounted for during an emergency or drill. A date of scheduled drills is given out at the beginning of the year. All staff and students are to report to the designated areas for emergency drills.

## **FACULTY MEETINGS**

Faculty meetings will be scheduled throughout the school year. The meetings will be held at 3:30 and will last until 4:30. Teachers will know of meeting dates in advance and are expected to be in attendance at each meeting. All outside obligations should be scheduled around faculty meetings.

## **FUNDRAISING**

Any faculty member who wishes to hold or conduct a fundraiser, field trip, or assess or pass on costs of an activity to students will first present, in writing, the details of the activity and reasons to the principal (on appropriate fundraiser request forms if necessary). They will also need to receive approval before sending home any announcements of such an activity.

## **GRADING GUIDELINES**

All high school faculty are expected to issue appropriate grade checks on the days designated. A dated list will be provided each school year and is also provided in the student handbook. Each

grade check will reflect all assignments and student work up to that date. It is the teacher's responsibility to thoroughly explain his/her grading system and to keep the SIS grade book current. Teachers should strive to keep grade books current each week but must have the grade books current for each grade check. Please remember that our school patrons can access their student's grades, so teachers are strongly encouraged to keep this information current.

### **HALL PASSES**

All students leaving a classroom for any reason should have a hall pass. The passport section of the student planner is the only acceptable hall pass. No student should be released from your classroom without his/her handbook.

### **INSTRUCTIONAL PRACTICE**

High school teachers must be engaged in bell-to-bell teaching. This means that all students must be engaged in activities directly related to that particular class at all times. Teachers must make a special emphasis on highly engaging activities, stressing active learning and teaching through authentic project work, cooperative learning, hands-on learning, active discussions, etc. While this type of teaching is not feasible 100% of the time, active teacher and student engagement should be prevalent throughout the day.

### **PBTE – PERFORMANCE BASED TEACHER EVALUATION**

Please review the process for evaluating certificated teachers outlined earlier in this handbook. The process and all related paperwork is on the district computer network, on the T drive.

### **PDC**

All staff members are encouraged to engage in professional development activities throughout the year. Staff members are encouraged to attend a professional development activity. A PDC form needs to be completed and turned in to the principal and then PDC committee members for approval prior to the activity. CEU credit needs to be completed prior to the activity.

### **PHONE CALLS / MESSAGES**

Personal phone calls will not be sent into the classroom except in emergency situations. Any personal calls that staff members need to make should be done at lunch or individual planning times. Please check voicemail and email daily for messages before leaving the building. Please do not use your cell phones during class time.

### **PROGRESS CHECKS**

Teachers are expected to keep all parties updated on the progress or lack of progress in each class. Parents of any student who is earning a grade of "C" or below must be contacted by the classroom teacher. This correspondence can be through a face-to-face meeting, email, or a telephone call. It would be best practice to use a combination of these means of communication for students who need to be contacted more than once throughout the school year. Teachers are also encouraged to contact parents of student who consistently perform at high levels and parents of students who show significant improvement. Please document these conversations on SIS.

## **PURCHASING AND REQUISITIONS**

All requisitions for needed supplies are to be made through the office. The requisition should include the name, item number, description of product, where it may be purchased, the name of the teacher, and the cost. **Shipping and handling must be included in the final cost.** Staff members should not telephone in orders and then follow up with the purchase requisitions, or purchase items and request reimbursement without prior approval. Always keep a copy of anything turned into the office. Request for reimbursement without prior approval may result in the individual not being reimbursed.

## **SCHOOL – HOME COMMUNICATION**

We must pride ourselves on consistent and frequent communication with each student's parent/guardian concerning his/her progress. Parents form a vital link in the growth of our students. Our parents are frequent visitors to parent portal, so it's important for us to keep this current, especially grades and homework assignments. Any written communication to be sent home to parents should be approved by the building principal in advance.

## **STAFF ABSENCE/ILLNESS**

Teachers who are unable to report to school should notify the building administrator at the earliest possible date. In case of illness, please contact the building principal no later than 6:00 a.m. on the day of the absence. The night before is appropriate if a teacher knows that he/she is not going to be able to attend the following morning. If additional days of absence are necessary, please let the office know so substitutes can be contacted. Absence for any reason other than illness should be approved in advance by completing a "REQUEST FOR LEAVE" online or on paper. This form needs to be completed in advance and submitted to the building principal for approval prior to the absence.

## **STUDENT DISMISSAL**

If a student must leave during the day, the office will contact the teacher, either through a phone call or by issuing a pass.

## **STUDENT HEALTH CONCERNS**

A copy of student health concerns will be distributed at the beginning of the year. All information is confidential. All staff should be aware of health concerns that impact the student, including during recess.

## **STUDENT LATE WORK POLICY**

### **Late Work**

Procedures for appropriate handling of late work are detailed in the student handbook. This information can be found in the Teacher Planner.

## **STUDENT SUPERVISION**

Faculty and staff members must monitor students in the hallway before and after school and between classes. All staff members are expected to be a visible presence in the building, especially between classes and during passing time. Failure to provide adequate supervision can result in teacher liability issues and possible disciplinary action.

Every teacher is responsible for the supervision of students throughout the building. **Do not leave the students unsupervised.**

### **SUBSTITUTE PLANS**

It is imperative that you have a substitute plan that contains more than enough activities to keep the students actively engaged in learning for the entire class period. Teachers should keep this on file and updated. You may submit a paper copy to the office, or you may do so electronically.

### **TEXTBOOK CHECK-OUT**

It is imperative that each teacher be responsible for all their books, both those checked out and those left on the shelf. Textbook monies may be declining in the upcoming years. Therefore, we must take care to track all existing books.

The following procedure is required for student check-out and check-in of books:

1. The teacher should place the student's full name, date, and condition of the textbook issued to student on the "Book Checkout List," and the student should sign his/her name acknowledging receipt of the book.
2. Upon receiving a textbook, each student should make a complete list of any and all damages to the textbook on a sheet of paper. This sheet of paper should be collected by the teacher and kept until the book is checked in. Textbook numbers should also be recorded in the teacher's grade book.
3. Books must be checked back in with extreme care. Teachers should check book damage against the list prepared by the student when the book was checked out. If there is any additional damage to the book, a student fine/fee form must be filled out. The same check-in procedure applies whether a student checks out during the school term or at the end of the school year. The student should sign his/her name in the "Returned" column with the teacher initialing that it was returned.

### **VISITORS**

Personal visitors should not be in the classroom when students are present or instruction is occurring, unless the administrator has given prior approval.