

Hillsboro High School Faculty Handbook



2011-2012

TEACHER HANDBOOK

PREFACE

We want to welcome each of you back for a new and exciting year at our Hillsboro High. This includes a special welcome to our new faculty members. We are honored to be associated with such a special group of faculty, staff, and students. Each day we all need to remember that educating our students is a wonderful privilege and responsibility.

This teacher handbook has been prepared for the purpose of keeping all faculty members informed concerning administrative procedures and assignments. We realize the handbook cannot possibly cover every aspect. Therefore, as questions or situations arise, please contact the office for answers. Please familiarize yourself with the information; we hope it will be of help to you.

Cathy Freeman
Building Principal

Mark Groner
Assistant Principal

Melissa Hildebrand
Assistant Principal for Alternative Educational Services

Carl Imhof
Assistant Principal

Edward Moreno
Assistant Principal for Student Athletics and Activities

Hillsboro R-III School District Mission Statement

Our school and community will educate and inspire our students through exceptional learning opportunities.

Hillsboro R-III School District Vision Statement

Our first priority is student achievement.

To accomplish this we envision:

A true partnership including parents, students, staff, the Board of Education, and community resources,

A well-equipped, qualified staff that puts students first, exhibits strong leadership, a passion for learning, and a commitment to success for every student,

A curriculum based on research and best practices that allows students to demonstrate knowledge through a variety of activities,

Exceptional facilities providing safe and developmentally appropriate environments that allow for short and long-term growth.

HILLSBORO R-III SCHOOL DISTRICT

Board of Education

Dr. Paul Maynard	President
Dr. James Sucharski	Vice President
Jo Ellen Stringer	Treasurer
George Engelbach	Member
Bo Harrison	Member
John Lewis	Member
Dan McCarthy	Member
Beth Ann Johnston	Secretary

Administration

Dr. Beverly Schonhoff	Superintendent
Jana Rhame	Associate Superintendent
Kelly Genge	Chief Financial Officer
Kim Jackson	Director of Food Service
Ronald Martin	Director of Transportation
Steve Murray	Director of Technology
Jimmie Turner	Director of Maintenance
Cathy Freeman	High School Principal
Carl Imhof	Assistant H.S. Principal
Mark Groner	Assistant H.S. Principal
Melissa Hildebrand	Assistant H.S. Principal for Alternative Svc.
Eddie Moreno	Assistant H.S. Principal for Activities
Heath Allison	Junior High Principal
Jon Isaacson	Assistant Principal Junior High
Scott Readnour	Intermediate School Principal
Dr. Kim Tooley	Intermediate Assistant Principal
Jackie Kocurek	Elementary Principal
Jim Ramsey	Elementary Assistant Principal
Dr. Callista Kostine	Primary Principal
John Koenecker	Primary Assistant Principal

HHS Bell Schedule MONDAY, THURSDAY, FRIDAY		HHS Bell Schedule TUESDAY "BLUE" DAY		HHS Bell Schedule WEDNESDAY "WHITE" DAY	
Zero Hour	6:40-7:30	Zero Hour	6:40-7:30	Zero Hour	6:40-7:30
Warning Bell	7:30	Warning Bell	7:30	Warning Bell	7:30
1 st hour	7:35-8:25	1 st hour	7:35-9:10	2 nd hour	7:35-9:10
2 nd hour	8:30-9:19	3 rd hour	9:15-10:45	4 th hour	9:15-10:45
3 rd hour	9:24-10:13	5 th hour	10:50-12:50	6 th hour	10:50-12:50
4 th hour	10:18-11:07	"A" Lunch Shift	10:50-11:15	"A" Lunch Shift	10:50-11:15
5 th hour	11:12-12:37	"B" Lunch Shift	11:20-11:45	"B" Lunch Shift	11:20-11:45
"A" Lunch Shift	11:12-11:37	"C" Lunch Shift	11:50-12:15	"C" Lunch Shift	11:50-12:15
"B" Lunch Shift	11:42-12:07	7 th hour	12:55-2:25	RtI	12:55-2:25
"C" Lunch Shift	12:12-12:37				
6 th hour	12:42-1:31				
7 th hour	1:36-2:25				

High School Office Staff

Aimee Platoff	Office Manager	Ext. 1002
Gayle Null	Activities Secretary	Ext. 1021
Karen Hinds	Guidance Secretary	Ext. 1006
Sharrie Busch	Registrar	Ext. 1103
Christy John	Attendance Secretary	Ext. 1012
M'Linda Garth	Receptionist, 9/11 Secretary	Ext. 1001
Julie Reiter	Receptionist, 10/12 Secretary	Ext. 1019

High School Health Services Staff

Tobie Lammert, RN	Ext. 1008
Rene Hartney, RMA	Ext. 1080

High School Guidance Staff

Heather Burris	Students A-E	Ext. 1025
Brandon Holthausen	Students F-K	Ext. 1024
Kevin Gillespie	Students L-R	Ext. 1023
Sarah Dix	Students S-Z	Ext. 1022
Jessica DiPaolo	Building Test Coordinator	Ext. 1020
Erin Peirce	A+ Coordinator	Ext. 1020

High School Library Media Services Staff

Karen Huskey	Library Media Specialist	Ext. 1007
Amber Parks	Library Media Specialist	Ext. 1296
Debbie Loeffelmann	LMC Secretary	Ext. 1291

Staff Procedures

Absences (Board Policy GCBDA)

Teachers should not be absent without proper notification. To secure a substitute teacher, contact Subfinder via email and/or phone. You will need your pin number to access the program. After 6:30 a.m., call the school office to secure a substitute. Please limit the number of days that you call after 6:30 a.m. – office staff does not arrive until 6:45 a.m. and it is often very difficult to arrange a substitute at that time. You should have received a copy of instructions for Subfinder, along with your pin number, during the 2007-2008 school year or upon employment. The web address is:

<https://hillsboro.subfinderonline.com> OR call 1-866-921-4385 **Your PIN is:** _____

The school secretary will furnish an employee absence report which should be returned to the office completed. Please familiarize yourself with district and building policies.

Substitutes - To facilitate order in your classroom during your absence be sure to furnish the substitute with clear and definite assignments. Also, you need to leave in an obvious place a substitute folder containing the following:

1. Seating chart
2. Emergency
3. Your daily schedule
4. Location of books, A.V. equipment needed
5. General expectations and classroom rules
6. Name and room number of a colleague who might help a substitute teacher
7. Name of a trustworthy student in each class

Note: Indicate any special attendance or seating procedures you have, and the method of recording absences in your grade book

Announcements

Announcements / Daily Bulletin - The bulletin will be read daily over the intercom at the end of second hour and posted on Infinite Campus. Preference will be given to official items; personal information should not be a part of the daily bulletin. Teachers should give any announcement to the office by 7:45 a.m. (Items for announcement any later than this may not get into the bulletin). .

Arrival and Departure (Board Policy GBCB and IC)

Staff hours are 7:15 A.M. – 3:00 P.M. - All staff is encouraged to be here everyday and prompt with their attendance. All staff members are expected to be in the building at 7:15a.m. and at their respective teaching station. Please greet students as they enter your classroom and stand so that you can supervise the classroom and hallway. Staff members are free to leave the building at 3:00 p.m., unless they are supervising a group of students (tutoring, detentions, or clubs). Please do not release students until the bell rings.

Staff members are on duty all day and should leave school only in case of necessity after checking with the principal. If it is necessary to leave before 3:00 p.m., the principal must approve (Board Policy GBCB). If this is the case, please be sure to sign out in the office.

Assemblies

Assemblies are a regularly scheduled part of the curriculum and as such are designed to be educational as well as entertaining experiences. They also provide one of the few opportunities in school for students to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. In live entertainment, unlike radio, television, or movies, the performers are very conscious of their audience. It is the individual teacher's responsibility to instruct students that all talking, whispering, whistling, stamping of feet and booing are discourteous. Teachers are to escort their individual classes to the assembly site. All teachers should be seated with their classes and help with the supervision of all students. Teachers should check role at each assembly and upon returning to the classroom.

Attendance Records (Board Policies JEA, JED-API)

Attendance records are kept in the office. Your obligation is to report your absentees each hour within the first 10 minutes of class, via Infinite Campus. Students arriving late to school must report in to the office. Upon returning to the classroom, they should have a tardy slip or late to school slip.

Attendance should be taken on the computer at the beginning of each hour, and the office should be notified ASAP if any changes need to be made to attendance. If computers are down or when substitute teachers are present, slips from the office should be used every class hour to report attendance. The attendance slip should contain the date, teacher's name, and class hour. Students are not to enter attendance onto official records or into the room's computer. Accurate attendance is the responsibility of the teacher; this is especially important in relation to the school's attendance policy of denying credit for absences in excess of seven per semester. Inaccuracy in attendance taking can have adverse effects on students and the school.

When a student shows excessive absences or exhibits a pattern of chronic absences parents should be contacted by the office.

These actions will be taken at the following benchmarks of absenteeism:

4 Days of absence - Letter from the office

8 Days of absence - Letter from the principal

10 Days of absence - Parent meeting with administration

Students who must leave school during the school hours must be signed out through the office. Do not let parents and relatives take students from your classroom. Refer them to the office and we will call for the student. Do not allow a child to leave school with anyone during the school day without permission from the office. If parents or persons picking up a child come to your room, please

direct them to the office to sign that child out. If the adult says that they already signed them out, do not release the child. The office will call for the student!

Building/Classroom (Board Policy ECB)

When staff members note that equipment/building is damaged, either by intention or accident, they shall communicate the damage to the office. It is the duty of the staff members to supervise students so that damage to the school building, furniture, equipment, or other school property does not occur.

Teachers are responsible for the appearance of their classroom and to see that the room is properly ventilated and lighted. Special needs may occur that require maintenance or custodial assistance. In such cases, you must enter your maintenance request on the Maintenance Direct program. Teachers should close and lock all windows and doors when leaving for the day as well as turn off all lights.

*Please note: No plug in air fresheners, candles, or candle warmers are allowed in the building, per the district insurance carrier.

Cafeteria

Breakfast and lunch are served by our cafeteria. Upon entering the building in the morning, students should go directly to the commons/cafe for breakfast.

Lunch -The efficiency of our lunchroom schedule depends on following a strict schedule. Please do not alter the time schedule, as it will affect everyone. If for some reason your class is not going to eat in the cafeteria (field trip, reward, etc.) please notify the cafeteria and the principal in advance.

Students who accumulate excessive charges will not be allowed to continue charging. However, those students should not go without lunch. They will be given a sandwich and milk.

Care Team

High school faculty make up the Care Team, a committee created to identify behaviors of “At Risk” students, to make interventions, and to refer to the proper agency. If a faculty member has a concern about a student, the following steps should be taken:

1. Complete an “I’m Concerned About” slip located in the dining room, counseling office, or main office. Place in the CARE team box on top of the mailboxes. Signing your name is optional.
2. A secretary will collect data from all of a student’s teachers on the observed behaviors of the student. This information will be kept in a confidential file.
3. CARE team members will assess the information given by staff members. They may choose to a) track the student, monitoring behavior but taking no action, b) refer to a counselor or assistant principal, c) contact the parent and inform them of the concern, or d) plan an intervention (confronting the student of said behaviors).

4. Be patient! Often parents, school administrators, counselors, and/or juvenile officers are unable to get the student immediate help. However, if a problem exists, the students will in time display such a behavior that a parent will agree to seek help, the student will be suspended from school, law officials may be notified, etc.
5. If you have referred a student and wish to know what action has taken place, contact the designated CARE team chairperson. Confidential envelopes with the behavior checklists should be kept confidential. Files will remain confidential. Do not allow students to have access to the information. Be especially careful not to leave these items on your desk where students may casually view them.
6. If is necessary that you refer “concern” in order for students to get help. Do not overlook the bloodshot eye, constant tardiness, the smell of tobacco/alcohol products, the decline in grades, etc. Your help is imperative.

Conference Room

The conference room is located in the rear of the library. This room serves as a meeting place for IEP’s, professional development activities, video conferencing, etc. Scheduling of this room should be done through the **High School Office Manager**.

Classroom Curriculum Exceptions (Board Policy IIA)

Parents may request that their student be exempt from selected parts of a class or course curriculum under certain conditions. Parents may deem some instructional materials or activities to be inappropriate for their student, or the student may have legitimate personal objections. Teachers should use professional discretion in communicating the appropriate response to the student or parent. To facilitate curricula objectives and yet still allow students to be educated with their classmates, teachers should use the following guidelines:

1. Teachers may provide students and parents with a syllabus of required readings a class uses.
2. Teachers should advise students of oral reading guidelines and refrain from forcing the exempt student to read aloud or view materials that may be offensive to them.
3. Teachers will allow students to request, through the parent/s, an alternative assignment.
4. Teachers may allow a student to leave their classroom to secure access to alternative curriculum

** Please note: The above information is taken from the Hillsboro R-3 Board policy.

Classroom Management (Board Policies GBH and GCB)

Classroom management is different than discipline! Effectively managing your classroom is an essential part of maintaining control and discipline. An effective teacher manages a classroom. An ineffective teacher disciplines a classroom. The number one problem in the classroom is not discipline; it is the lack of procedures and routines. Classroom management deals with the procedures that you must establish at the beginning of the school year. Students must know how you want them to

begin the day; pass in papers, sharpen their pencils, line up, etc. Procedures must be rehearsed over and over again until the students do them automatically. When this happens, you have a routine.

Discipline Plan - Each teacher should develop a discipline plan for their classroom, which shall be posted in the room and turned in to the office. Discipline is concerned with how students behave. The plan shall include rules to follow in the room, consequences for not following the rules, and possible rewards for following the rules. When all alternatives have been exhausted in the classroom, the teacher should ask the principal for help. Before a child is sent to the office for constant misbehavior, classroom teachers should have contacted parents, informing them of any behavior concern.

From the beginning, know what you are going to do every minute of the day, quarter, semester, and year and do it! Students must be shown respect and you must expect it back from them. The key to maintaining classroom control is respect. Being consistent in your decisions and actions will greatly help your ability to earn the respect of your students.

Minor discipline cases are best handled by the teacher. If trivial items are referred to the principal, the teacher's effectiveness for problems of a more serious nature will be lessened and the students will soon become aware of the ineffectiveness of the classroom teacher. If a situation arises where a child needs to be removed from the classroom, call the principal for assistance. Students should not be "kicked out" of the classroom. Situations of this sort are to be discussed with the principal and then a course of action will be set up. If you do this without consulting the principal, you are putting yourself in an awkward position.

Discipline is not a group matter. A whole room should not be punished for the misdeeds of a few. Please remember to talk with a student individually, instead of humiliating them in front of the entire class.

All classroom teachers should show respect to all students. Fairness should be practiced - do not play favorites. Children should be taught and shown how to take responsibility for the choices that they make. One of the biggest mistakes a teacher can make is getting into a power struggle with a student. Do Not Engage! Simply state what it is you want the child to do, then walk away. After a fair amount of time, go back to the student and repeat your expectation. If it is possible to give a choice, do that. That will help the student maintain some form of control over the situation. "I need you to work on your spelling." "I can see that you are still not working on your spelling. You can choose to work on it now, or at tutoring. It is your choice."

Throughout this entire process, parent communication is a must! No discipline report should come to the office without the teacher first having contacted the parent. The only exception to this rule is violence, sexual misconduct, or other severe misbehavior. Use your common sense and remember, every time you send a student to the principal, it could lessen your effectiveness in the student's eyes.

It is the intention of the principal/s to support every staff member. Make sure that he/she can support the decisions you make by following the philosophy, policies, and procedures of the school/district.

Classroom Website

All staff are required to develop and maintain a classroom website. This website should include information about the classroom, curriculum, special events, and other pertinent information. All

assignments should be posted on the website. The website should be updated each week. Parents and students should be given the website information through your classroom communication. Administrators will use this information to see what you are teaching to assist with walk-through visits.

*****FAILURE TO KEEP YOUR ASSIGNMENT PAGES AND THE INFINITE CAMPUS GRADES UP TO DATE WILL BE REFLECTED IN YOUR PERFORMANCE BASED EVALUATION.**

Cleaning Supplies (Board Policies EBAB AP1 and EBAB AP2)

Our insurance provider requires that we only use district approved cleaning supplies in the classroom. Do not use any outside chemicals. If you need supplies to clean, please ask the custodial staff for supplies.

Committees and Meetings (Board Policy GCKB)

It is required that each teacher be a member of a district or building level committee. A list of committees and their function will be available at the beginning of each school year.

Faculty meetings will be held once per month and/or as needed. All certified employees must attend. These meetings will be devoted to implementing professional practices in our school. The faculty meeting will take place on early release days.

A large part of communication will be provided in writing via memo, or email. Written communications to the staff are not to be made available to the students. Please keep minutes and attendance information from any team meetings. A copy should be turned in to the office.

Communication

Announcements / Daily Bulletin - The bulletin will be presented daily over the intercom and posted on Infinite Campus. Preference will be given to official items. Teachers should email items for announcements to the Office Manager Aimee Platoff and Cheryl Tilley by 7:45 a.m. (Items for announcement any later than this may not get into the bulletin). Faculty and staff should refrain from asking that special announcements be made during the day. The office will try not to interrupt with the intercom except in the case of emergencies and special occasions.

Mail Boxes - The mailboxes are located in the teacher work room. Please check your mailbox in the morning and before leaving for the day. Please do not send students to pick up your mail, as the mailboxes contain confidential information.

Telephones - The telephones are our intercom. Please make sure that your phone is off voice mail each day so that we can get messages to you. Use your prep period to make and receive phone calls. Informing others of your prep period will help considerably. Teachers will not be called from class to receive phone calls unless it is an emergency. Otherwise, a message will be sent to you.

Voicemail/Email - Each teacher has voice mail and email capabilities. Please review the instructions and check each daily.

News Articles - Each department will be required to turn in articles for each publication of the "Messenger". Each teacher should contribute to your department news.

Intercom - Each room has an intercom button on the wall beside the room's main door. Pushing the button will activate the intercom phones in the main office if you need help in that manner.

Weekly Bulletin - The weekly calendar of events will be composed by the Activities Director and published on Fridays. Each teacher is encouraged to cooperate fully with the Activities Director to schedule activities and to keep the director fully informed on changes in schedules.

Confidentiality - Comment and discussion regarding student personalities and records should only be discussed with appropriate people in the education setting. Student behavior problems should not be part of public discussions. Professional discretion and courtesy should be used in discussing all staff and district concerns.

Copyrighted Material

It is the intent of the board to delineate, enforce and abide by the provisions of current copyright laws as they affect the school district and its employees. Copyrighted materials, whether printed or not, will not be duplicated unless such reproduction meets "fair use" standards, or unless written permission from the copyright holder has been obtained. The board does not sanction illegal duplication in any form. Employees who willfully disregard the district's copyright position are in violation of board policy. They do so at their own risk and assume all responsibility.

Custodial Duties

Custodians empty trash, sweep rooms, spot mop/mop, clean boards, and empty pencil sharpeners. Special needs can be handled with a note in the custodian's notebook, located in the main office. This notebook can also be used to document cleaning issues that need to be addressed: cobwebs somewhere in the building, concerns, ideas, special attention, etc. Maintenance items will be handled with a work order completed on the Maintenance Direct program.

Daily Lesson Plans

Your plan book should contain daily lesson plans at least one week in advance. Plan books may be reviewed at any time by the principal.

Your plans should include 6 items: 1) CLE, 2) Lesson Objective, 3) DOK, 4) Instructional Strategy, 5) Learner Activity, and 6) Assessment. All classroom lessons should follow the pacing guide. Textbooks, AR, and other instructional materials are supplemental to the curriculum and should be used accordingly.

Duplicating Materials

Teachers should not make excessive copies on the photocopying machine in the duplicating room office (over 100 pages).

--Teachers should restrict students from using the office machine

--Large quantity printing (over 100 copies) can be done by the Desktop Publishing/Production Printing class if given enough notice. Deliver such items to the course teacher with written instructions concerning format and numbers needed.

Emergency Drills (Board Policy EBC AP 1-9)

All emergency procedures should be posted by the classroom door. Teachers should instruct their classes in the proper procedure for emergency drills. It is important to review the procedure throughout the school year. Teachers will normally be alerted when we are planning a drill. Remember to take your grade book and to count students.

The district has developed a comprehensive emergency plan (ERIP) that all staff will be trained on and expected to follow. Emergency drill information is as follows:

Emergency Book

Each teacher should have an emergency book in which seating charts, regular daily routines, and student sign-out lists are kept. Anytime a student signs out from one's room, their time and destination must be noted.

Emergency Cards-Red and Green

These cards are to be used to indicate the status of your students during a time of emergency. Should an emergency situation occur, please follow prescribed procedures: Once you have taken roll, the green card would be placed in your window to let us know that everyone is present and accounted for. A red card in your window would identify for us who in your class is either missing or injured. Please write the names of those students, specifying the concern, on the red card so that it would be easily read by authorities and administrators as they attempt to secure the building.

Evacuation Emergencies (Please refer to *Emergency Response Teacher Packet*)

1. Fire Alarm. Teachers should lead their students from the building when the fire alarm sounds. Take your grade books and proceed in an orderly fashion to the designated area. Once there, teachers should take roll and keep their students together pending further instructions.
2. Tornado Alarm. The emergency procedure must be posted each room. Instructors should be familiar with the instructions and review them with their students. A special sound denotes the tornado alarm.
3. Earthquake/building collapse. An earthquake occurs without warning! Immediately take cover under anything that will provide some measure of protection from falling objects. A desk or table will provide some protection. Immediately after the crisis,

calmly evacuate the building, following the procedure for a fire drill (see above). If there are people hurt and/or trapped in the room, the first order of business is to get everyone else to safety, then notify an administrator that people are hurt or trapped and their location. Keep your students together pending further instructions. Stay away from power lines, poles, trees, and buildings. Utilities should be shut off, and no one should re-enter buildings until they have been declared safe.

4. **Hostage/Situation.** If a hostage intruder crisis occurs in your room, try to communicate calmly with the perpetrator. Communications and negotiations are tools to use. Try to get the person to let you relay his demands to the office, thereby alerting the office of the situation. If a hostage situation occurs at another location in our building, your responsibility is for the safety of your students. Follow the directions of the principal (these directions will be communicated in person). Until other directions are given, lock your classroom door and gather the students against the wall nearest the hallway to make the room appear empty.
5. **Bomb Threat.** In the event of a bomb threat notify the main office immediately. If an evacuation is necessary, the fire plan will be used, but you will be directed to take your students as far as possible from the building and parked cars. These areas will be designated by your administrators.
6. **Accidents/Incidents.** Report any accident to the office as soon as possible. Please secure an "Incident Report" form from the office. If emergency care is needed, report over the intercom to the office or send a student for help. It is better to err on the side of caution than to not take action.
7. **Nursing Services.** The school nurse is available to diagnose minor illnesses of students. The nurse will not dispense aspirin or Tylenol. Students are to store their prescription medicines with the nurse and should try to take that medicine between classes or during lunch.
8. **Bodily Fluids Policy.** Staff members must abide by the school Bodily Fluids Policy in any emergency where body fluids are involved. Sanitary gloves should be used; the school nurse or other emergency personnel should be notified as soon as possible.

Extra Curricular Activities

Each teacher should make an effort to attend some of each type of extracurricular activity that takes place in our school system. Teachers are admitted free to all school activities.

Many schools will admit you to their games upon showing your professional education organization membership card or Hillsboro Faculty ID.

Teachers are to inform students in advance of an activity that the students may participate in which will warrant a change of clothing during the day. In these situations students are to be informed to bring the necessary clothing to school in order to make the change well in advance of the performance. Only in extreme emergencies should it be necessary for a student to have to go home to change clothes during the day.

Buses are provided for students to attend sports events and school activities which are held at another location. The following regulations apply to those trips:

1. All school rules and regulations and penalties apply to school activities.
2. Students who ride the bus to an activity must also ride the bus back to school unless the student's parents sign with the sponsor or coach for permission to take them home.
3. It will not be permissible for students to take privately owned vehicles to attend an activity in which they participate.
4. Sponsors should remain at school after meetings, performances, or the return of activity buses until all students/participants you are responsible for have been picked up by the parent/guardian, or designee.

Any active high school will have a busy calendar of school events. Teachers are asked to schedule club meetings and special events well in advance. It is recommended that regular club meetings be held on the same day each week. All meetings and organizational activities are to have prior approval from the Principal's office. Regular meeting dates for the year may be scheduled by contacting the Principal's secretary. Meeting dates will be made available on a first-come, first-serve basis.

Teachers are reminded that students working on various projects or attending organizational meetings should not be left unsupervised. Teachers must stay with students until all students have left.

Sponsorships Responsibilities: All extra and co-curricular activities shall be done through the Activities Director / Assistant Principal.

Activity Scheduling

1. All activities and practices must end no later than 11:00 p.m.
2. When an organization sponsors an activity, the principals and/or activity director must approve the guidelines for those eligible to attend.
3. Encourage the participation and attendance of parents.
4. Sponsors of any activity must remain with and supervise their students.

Sales

1. Any fund raising activity must be scheduled with the Activities Director and receive prior approval. Any single item or sale totaling over \$10.00 should be noted with a receipt that has the organization, sponsor, and a phone number.
2. An organization should not schedule a fundraiser at the same time as another organization.
3. Faculty should not sell items of a fund-raising nature time other than the time allotted for the organization.
4. According to state law, students may not be charged for any material that they need to complete the requirements for a class. Exceptions to the law are items personally consumed by the students (such as food) or material used for a project that the student will keep for personal use. Teachers should use discretion in this matter because no student should be discriminated against because of economy limitations on their part.
5. Money collected through the activity sales should be deposited promptly with the high school office. All deposits should be given to the Athletic/Activities secretary. Cash transactions

with vendors are not proper. All checks should be initialed by the sponsor/coach so that transactions can be tracked and properly credited.

Scholastic Eligibility

1. All students must pass six (6) subjects in the preceding semester in order to participate in interschool competition. Students must also be taking a minimum of six classes during the semester of the sport. This requirement includes athletics, cheerleading, pom pon squad, debate, speech, and music.
2. A student failing, or near failing, in one or more classes may be denied the privilege of field trip participation due to the obvious need to attend classes. Students will not be allowed to participate in field trips if they have exceeded the number of allowed days for attendance.
3. Students must attend at least four classes during a school day in order to participate in any school activity that day. The principal must approve any exception in advance.
4. Activity advisers and coaches should check their student eligibility closely each semester. An eligibility list of non-athletic activities may be required each semester to be submitted to the principal.

Field Trips (Board Policy IICA)

All off-campus field trips must be approved in advance by the principal. Staff can secure field trip request forms from the office. A copy of the form should be submitted to the principal for approval at least 2 weeks in advance. The Director of Transportation will determine final availability of buses. Teachers should have a complete itinerary to be sent home with students with a permission form. NO student may leave campus without a signed permission slip. A note signed by the parent will suffice as a permission slip as long as it has the date, parent signature and states that the parent gives permission for the child to go to the specified location.

Field trips and activities are scheduled to be an extension of the school curriculum. All students must ride the school bus. Adults may be asked to assist the field trip if extra supervision is necessary. Final decision concerning adult participation on field trips and activities will be made by the principal. Adults who help on a field trip may not bring other children. Parents or relatives who assist are expected to follow the direction of the teacher and follow all school rules. No adult should be left alone with a group of students. Please have all groups stay together with the teacher. All adults are to be a model for the students. All adults must stay with their assigned group on the field trip.

Students should be aware that field trips are an extension of school and therefore all rules apply. There is a great deal of responsibility on the teacher involved with a field trip. If you are concerned about a student attending a field trip, please discuss the matter with the principal before excluding anyone. Please be conscious of your responsibilities for supervision on the trip, including the bus.

Class field trips should be taken before March 31st. Any trip request after March 31st must have special approval from the principal.

Grading and Report Cards (Board Policy IK)

All teachers should keep an accurate record of each student's progress during the school year. Each teacher is responsible for placing grades in the electronic grade book through Infinite Campus. Because we have an electronic grade book system, which includes parent access, it is imperative that you keep current on your grading and keep it updated. **Grades should be updated AT LEAST once per week.** Your failure to do so will be reflected in your Performance Based Teacher Evaluation.

Report cards will be generated through this on-line grade system. Semester grades should reflect the overall grade a student has earned for the semester. The main office personnel will print and mail the report card to the student's home, and will be distributed normally on the Friday following the last day of the quarter.

Students and Parents should not be surprised when they receive quarter / semester grades. Please keep them informed and up to date about progress or lack thereof. If "extra credit" projects are used, this opportunity should be extended to every student, not just to those who may wish to make up for a poor test score or project. Do not make the mistake of thinking that only a fixed percentage of students can receive A's, B's, etc.

At times some students will require special grade checks either from the principal or the counselor. Quick responses to these checks are important.

Student grades are electronically filed through the Infinite Campus program. A printout of the electronic grade book is to be turned into the office at the end of the school year to be kept on file for future reference. Complete and accurate grading is a must; grade keeping should be such that other school personnel can interpret the grades in absence of the teacher.

The High School grading scale:

A-----	100-90%
B-----	89-80%
C-----	79%-70%
D-----	69-60%
F-----	59-0%

Guidance Services (Board Policy JHD)

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, information about various colleges, technical and vocational schools, job training programs, help with home, school, and social concerns. The student determines directions and goals in counseling. With the counselor, a student may discuss and explore freely and in confidence any problem or feelings that

are personally important. During counseling, these concerns may be talked through and examined, alternatives explored, and decisions made about future courses of action. Should the student find that special and/or additional assistance of some sort is needed, the counselor will assist in finding such help as may be needed. Parents are encouraged to talk to a counselor about any area of concern related to their children and the school.

Should you have concern about any of your students, check with the counselor. Together, you can form a plan to best serve the needs of the student. In addition, faculty should be familiar with the following:

Dropping/Adding Students

All drops and adds of students should be processed through the guidance office with appropriate clerical changes. Disciplinary dropping of a student from a class shall be done only through appropriate channels: administrators and parents must be contacted and such disciplinary drops should be done only as a last resort when that student hinders the educational progress of the class.

Referrals

Crisis/Special Problems Intervention. If a teacher senses that a student is having problems beyond which the teacher can address, the teacher should communicate their concerns to a counselor for evaluation. (Examples of such problems may be divorce, possible abuse, a death in the family, possible destructive behavior, and conflicts with other students).

Special Education. A student unsuccessful in the academic and social adjustment to the regular classroom may be referred to the guidance center. In prospective special education cases, a teacher should fill out the proper form for more adequate evaluation of the student's placement.

Group Tests. The guidance center will conduct periodic group tests. Faculty may use the results of such tests with counselors in placement and analysis of student needs.

Hall Passes

Hall passes are customized and provided by the teacher. They should be used by all students when not in the classroom. Faculty should continually monitor the use of passes from their classes and students in the hall.

Health Services (Board Policies JHC-AP2, JHCB-AP, JHCD-AP)

The office of the school nurse is located in guidance hallway. Cumulative health records are maintained for all students, which include their immunizations, history of diseases, and results of testing at school, physical examination results and other health information. **Students sent to the nurse should have a pass from the classroom teacher.** If emergency care is needed, report over the phone to the office, or send a student for help. It is better to err on the side of caution than to not take action. Accident Report Forms are available in the nurse's office and should be promptly returned. In addition, faculty must be familiar with the Bodily Fluids Policy.

Homework (Board Policy ADF)

Students are expected to complete all of their homework. If students do not complete homework we will assign the student a tutoring session provided that the parent has been contacted and the student/parent has been given another opportunity to complete the assignments. Please be sure that you have talked directly to the parent or received a note/email back from the parent. Do not assume that the parent has heard the phone message or read the note/e-mail you sent home. Do not randomly assign homework - make sure it is meaningful and has a purpose.

What to do with late or no homework: (Remember! Zero is NOT an option!!!)

It should be done - homework is not a choice - student should do homework even if it means taking away privileges, assigning tutoring, detention, or an office referral.

As a teacher you have the right to penalize a student's grade for a late assignment. However, before doing that, please take into consideration their homework record and/or the needs of the child. Be understanding. Be flexible.

Late policy: STUDENTS SHOULD NOT BE GIVEN AN OPPORTUNITY TO FAIL! Hillsboro High School will no longer accept work that is below a minimum level. Students will have to redo work that does not meet these requirements, and zeros will not be allowed. Several attempts to collect the work should be made. Parent contact about missing assignment(s) is required. Please see department chairs for specific parameters.

Keys (Board Policy ECA-AP1)

Teachers will be supplied with keys to their rooms and storage areas as needed. Master keys will only be supplied to personnel in regular need of such keys. All keys will be accounted for and turned in at the end of the school year. Loaning keys to students is strongly discouraged.

Library Media Center Services (Board Policies IIA, IIAC, IIAC-R)

We hope that all teachers will find materials and services, given through the library, helpful in making teaching more meaningful. Suggestions for materials may be made at any time.

The media specialist will give instruction in the use of the library to your classes whenever it is convenient for you. Faculty is encouraged to make use of the LMC facilities. Early scheduling of use facilitates management of the LMC and convenience for all the teachers. Faculty is to refer to the following procedures:

Class use of LMC

Please schedule use of the LMC by more than four students or your entire class as early in advance as possible. A one-day notice is a minimum.

Check-out Materials

Books: Faculty members have indefinite checkout privileges of LMC materials. Please return at the end of each semester for record-keeping purposes.

Audio-Visual: Most audio-visual materials used on a daily basis usually remain in the classroom (filmstrip and 16mm projectors, overhead projectors, and record players, etc.

TV/VCR Units: The majority of TV/VCR units are assigned to designated classrooms on a yearly basis. Additional units are available in the LMC for temporary use. Videocassette recorders and television monitors are usually checked out on a temporary basis from the librarian and should be returned immediately after use.

Requesting Purchases

Contact the librarian to order books for the LMC or audio-visual items to be used in the classroom.

Over-due Items

The LMC requests faculty cooperation in distributing over-due notices to their first hour students; these notices usually put into faculty mailboxes.

If teachers need to send individual students from class for library work, five students (with individual passes) at a time may be sent, with prior approval by the librarian. In addition, it is the responsibility of the teachers to supervise their class while in the library for a group activity.

Lost and Found

Articles of clothing and other items that are found should be taken to the Nurse's office. If items are not claimed during a one-month period, they will be donated to charity.

Lounge (Board Policy GBCB)

The lounge is for teacher use before 7:15, after 2:19, at lunchtime, and during your prep period. Students, including student workers and your own children, should not be in the lounge. The sodas, candy bars, etc., are not for students and should not be purchased by or for students. Each staff member must accept the responsibility for keeping the lounge neat in appearance. As per district policy, smoking is prohibited.

Maintenance (Board Policy ECB)

Should you have a maintenance issue (repairs, plumbing, tile, A/C, etc.) please go to the Maintenance Direct program and log your request into the system.

Make Up Work (Board Policy JED)

Please assist students in gathering any work missed due to absences. Missed work must be made up within a reasonable amount of time depending upon the length and cause of the absence. A general rule: students should have the same number of days to make up work as the number of days that they were absent.

Master Calendar of Events

A master calendar of events is posted in the office. ALL CLASSROOM / SCHOOL EVENTS, MEETINGS, etc. should be recorded on the master calendar. To record on the calendar, contact the school secretary.

Money (Board Policy DI-AP)

Special care should be taken in handling all money. Money should not be left in your desk or room unattended at any time. All money should be submitted to the building secretary. All money needs to be turned in promptly. Do not hold checks until fundraisers are completed.

State law mandates that any money collected in any way through school activities be under the control of the local Board of Education. All purchases, whether through activities or budgeted funds, shall have a written and signed requisition form. Note: if you purchase something before you have received approval, you will be paying for it.

Local Purchases

Teachers must secure “Local Purchase Order” to buy products from local vendors. Teacher must get the purchase approved by the principal before making the purchase. Reimbursement to faculty for unapproved purchases will not be made.

Requisitions/Purchase Orders

Requisitions/Purchase Orders are to be used to purchase other items. Teachers must submit a “Requisition” for approval. Preferred requisitions are typed from the Requisition spreadsheet furnished by the office. The requisition should be complete: accurate name and address of vendor, individual costs, and total cost. From this requisition, the office will make the purchase approved by the department head. Phone orders are not to be made without prior approval of the principal. Unapproved orders are the responsibility of the person ordering not the school.

Depositing Money

Sponsors should turn into the office any money as soon as possible. Large sums of money should be removed from classrooms. Coins must be rolled and counted. Bills should be counted and organized appropriately. (Ones in bundles of \$25.00, all other bills in bundles of \$100.00) The office will furnish a receipt which should be filed by each organizational sponsor. The activity sponsor or coach must initial all checks so that transactions can be properly recorded and tracked.

Capital Outlay Money

Major non-expendable item purchases are submitted yearly to the principal through department chairpersons during normal budget processes.

Movies

Permission to show movies or movie clips must be obtained from administration one week prior to integrating into classroom lesson plans. The exception to this is with regard to films that have been approved and formally adopted in the course syllabus. Parental permission slips must be sent home for any film that has an “R” rating.

Parent Communication and Teacher Conferences (Board Policy IGBC)

Teachers should feel free to contact parents on an individual basis. Monthly parent contact forms need to be filed in your teacher portfolio file. As a general rule: all parents should be contacted at least once per quarter. This contact should be through e-mail, conference, or phone call. This is in addition to communication utilized through the student weekly folders. Always strive for positive parent contact.

Parent teacher conferences are scheduled for the evening of Thursday, October 20, 3:30 PM to 7:00 PM and Friday, October 21, 8:00 AM to 11:30 AM. These are required conferences and parents will be receiving their child’s report card for the first quarter during this conference. Spring conferences will be held on an as need basis. Teachers certainly should not feel limited to these dates, and make arrangements for additional conferencing any time it is warranted.

Parent Volunteers and Visitors (Board Policies IGCB, ICC, ICC-AP)

Guests are welcome in our school building. In order for these guests to be received properly, the office should be notified in advance. All guests are required to sign in the office and receive a visitor's pass before reporting to the classroom.

Planning Period

The planning period is designed to permit the teacher an opportunity to prepare for classes and to confer with students, parents and colleagues. Conference/preparation periods are considered “on task” time for which you are under contract. Teachers are expected to use the preparation time for school

and class work-not personal business. Preparation periods are not intended to serve as a “late starting day”, an “extended lunch break”, or “shortened day”. Teachers are expected to arrive to work by 7:15 a.m. and may leave at 3:00 p.m.

It is very important that the planning period be used to complete professional responsibilities. Educators are being held more accountable every year. Make good use of your planning time. Teachers are not to leave the building during their planning period, unless prior arrangements have been made with the principal.

Professional Conferences (Board Policy GCL-AP)

Professional conferences are available for staff to attend. If interested in a conference, please make sure that the conference fits in with your professional goals. All conferences must be submitted on My Learning Plan – a web based program that will keep track of all PDC hours. Any staff member interested in going to a workshop or conference needs to fill out a Trip Request and Expense Voucher. These forms should be turned into the principal for approval. For any conference, staff must call the transportation department to schedule the school vans. If the school van is available, staff must take the vans. If you choose not to take the school vans, and they are available, you are not able to collect mileage. Care must be taken while filling out the forms. After the trip, attach bills and other documentation of expenses to the Reimbursement Form. This form, along with a copy of your approved Trip Request form should be sent to the Associate Superintendent, Jana Rhame.

Professional Learning Communities (Board Policy GCL)

The Hillsboro R-3 School District is committed to working as Professional Learning Communities. As such, it is imperative that all staff members embrace this concept and make changes accordingly. If you are new to the PLC concept, it will be important to familiarize yourself with the information. Please see the principal for professional materials that may help you with this.

Every staff member will be working toward raising student achievement through effective instructional practices. To do this, each grade level subject is expected to develop a pacing guide for all core subjects. This pacing guide not only serves as a guide for when you should cover concepts, but also how long you should spend on concepts. Staff will identify essential skills, which will place importance on some grade level expectations. When these essential skills are identified, the staff member will continue to teach these concepts until all students in the classroom have mastered these skills. Essential skills do not have a timeline. They are taught until mastery!

Students will be given common assessments for each of the core subjects, physical education/health, and computers. These common assessments will be scored, and analyzed within a given time frame. Each teaching team is responsible for analyzing the data for the students in their respective classrooms. Each team is responsible for completing a report after analyzing the data. This report should be turned into the school principal and your PLC chair.

The focus this school year is going to be on making changes so that all instructional strategies are effective. If, after analyzing your data, you determine that the instructional strategy that you used

was ineffective, change it! If it was effective, share it! Re-teach essential skills, share instructional strategies, re-assess. Each team will be meeting together to discuss student performance on the common assessments and to plan interventions to those students that are not achieving.

Purchase of Supplies and Equipment (Board Policies DJF-AP, CF, IIA)

Requisitions for major supplies are made once a year on forms provided. These are usually required in January or February for the following year. They will be prepared and handed in to the Department Head. The Department Head will then sign off and turn the order in to the Principal. These orders will be compiled into one order. These requisitions are necessary for the Superintendent's Office to budget the buying for the following year. All general school supplies are kept in the office. Teachers may contact the school secretary when they are in need of these supplies. **NO items are to be purchased by staff members (including coaches and sponsors) without prior approval.** Reimbursement for professional expenses will also require prior approval. Very few items will be purchased during the year unless prior arrangements have been made.

Records (Board Policies JED, JO, JGF, JG-R1)

Grade books and cumulative folders are permanent records. Daily absentee forms and report cards are semi-permanent records and are used for the current year only. Lesson plans and daily memos are work records and have a value only during the current year and are discarded at the end of the year.

An excellent school has accurate and carefully composed records and reports. All school personnel are expected to do their part in accuracy and composition

Reports (Board Policies GBEA, EBBA, IK, and IKE)

Accident Reports: Teachers involved or witnessing any accident in which a student is injured is to fill out the appropriate accident report that is available in the office.

Progress Reports: A progress report will be sent for any student receiving a D or an F. This report will be generated through the on-line grading system. Please make sure all grades are up to date. Parents and guardians are encouraged to contact the teacher should they have any questions. When sending deficient grades home, please be sure to explain why the grade is low, i.e., missing work, low scores, etc. **A parent should never be surprised that the D or F is coming home.** Be sure to keep in constant communication with parents.

Student Handbook and Student Discipline Handbooks (Board Policies JED, JFCF, JG, KB, CHCA, IGDBA, EB-AP2)

All students will receive a discipline handbook for their use. Please familiarize yourself with the rules and guidelines set forth in the discipline code.

It is your responsibility to become familiar with the information in the Student Handbook. Classroom practices should follow the information contained in the handbook.

Staff ID's

All staff should arrange to have an ID made in the Main Office. These ID's should be on staff each day, and are used as hall passes as well.

Student Injury (Board Policies GBEA and EBBA)

Anytime a student is injured, the office should be notified, as well as the nurse. Do not move a student if the injury seems severe. Accident Report Forms are available in the Nurse's Office and should be completed as promptly as possible. It is better to err on the side of caution instead of getting a phone call from a parent. Send the student to the nurse if you have any doubt!

Student Supervision (Board Policy GCBC)

Students should be supervised at all times – in the classroom, hallways, and outdoors. At times, you may send a student to the library, bathroom, or elsewhere in the building with a hall pass. Please be aware of who is out of the classroom and make every attempt to keep students together in case of emergency. The responsibility and authority of staff extends beyond the classroom. The development of school citizenship is a team effort.

Teachers are expected to help supervise students throughout the school. Besides maintaining discipline in the classroom, teachers' supervision duties include the hallways, restrooms, assemblies, etc. All teachers are expected to attend assemblies and help supervise. Each staff member is responsible for helping prevent damage to school property and preventing general misbehavior.

If you need to leave the room, please ask another teacher to cover for you. You are liable if you leave your students unattended.

Suspensions (Board Policies JGD-AP, JGE-AP1)

Although rare, students may be suspended from school. This can be an In School Suspension (ISS), or an Out of School Suspension (OSS). In both cases, teachers are required to gather all assignments that the student is required to take and submit them to the school office. Students will be required to complete all assignments for a grade. Certain assignments will have to be modified due to the change in the student's environment.

In-School Suspension - the assistant principal or the principal makes assignments to the In-School Suspension room. Teachers should provide appropriate assignments, exams, etc. to the ISS teacher when requested. The quick submission of those assignments is critical to the success of the program. Department packets should be made available for those times a student needs to be sent to the In-School Suspension room immediately.

Out of School Suspension - these suspensions from school are assigned only by the principals up to ten days. Student will receive credit for class work missed when they are suspended out of school. Teachers should furnish class work upon request for students. Work is due the day the student returns to school, unless extenuating circumstances occur.

Teacher Aides

Student Aides will be allowed only if approved by the principal. Student aides should be closely supervised. They should be used to help in general classroom duties. They are not to leave the classroom except with permission of the teacher—and should have teacher aid pass. Teachers should never send a student on an errand from the building without proper building notification and parent permission. Teacher aid forms will be given to the teacher at the beginning of the year with instructions.

Teacher Evaluation (Board Policy GCN)

The purpose of teacher evaluation is improvement of instruction. Formal performance-based evaluation will be conducted as per school board policy. Administrators will conduct informal teacher evaluations on a continuous basis. Supervision will be conducted in a constructive, candid, fair, and realistic manner.

Principals will formally evaluate teaching performance of untenured faculty each year; all tenured faculty will be evaluated as stipulated by the PBTE. Permanent faculty will submit yearly professional development plans. Non-tenured teachers will have summative evaluations each year. As part of the PBTE administrators and teachers are to keep artifact data that can be used to document the completion of certain criteria on the summative evaluation form. All staff are required to keep a folder with examples of such artifact data. Much of this data is collected as part of the teacher's daily routine. We are asking that you keep some of the items to look at during the observation conference. Listed are items that can be placed in a folder for this purpose. They include, but are not limited to:

- Examples of parent communication
- Lesson Plans
- Questions that you use to engage students
- Examples of how you assess student progress
- Examples of scoring guides
- Interventions for struggling students

Each teacher should have a copy of the Performance Based Teacher Evaluation Plan as a guide to policy.

Teacher Professionalism (Board Policies IB, IK, GBCB, GCKB, IA, GCN)

Staff members are to be faithful and prompt in attendance, support and enforce board and building regulations, turn in reports on time, attend meetings as scheduled by the administration, look out for the safety and welfare of all students, dress professionally, refrain from using language, gestures, and mannerisms that are profane, and use the faculty lounge for its intended purpose.

Dress - The school district believes that student dress affects student behavior and as such thinks that teacher dress affects students. Teachers are expected to dress professionally as befits their teaching activity. Teacher dress should follow student dress code as well.

Behavior - Classroom behavior by teacher should be an example of teaching by example. Proper language, gestures, emotional control and mannerisms should be a role model for students.

Staff Ethics and Conduct - Please remember that the welfare of the child is the first concern of the school district. It is the responsibility of the staff members to support programs and activities when in public. When making criticism of staff members, departments, or programs it should be done in a professional manner and to an administrator.

Confidentiality - Professional communication of educators requires no discussion of individual students and their problems in non-professional situations. The teacher's lounge and public places are inappropriate locations for these discussions.

Technology (Board Policy EHB-AP)

It is your responsibility to review and follow district guidelines set forth in the district technology agreement. Please note that personal laptops are not allowed on campus.

Textbooks

Teachers will be furnished enough copies of textbooks lists for each class so that an accurate record of books checked out can be kept. Names of students, numbers and condition of books are to be noted on these lists. Please use these correctly.

Make sure that each book has a number and a nameplate on the inside front cover. Students should be told to write their name on the nameplate.

Students are expected to pay for lost or damaged beyond use of books according to the following schedule:

4 years old or older	25% of cost
3 years old	50% of cost
2 years old	75% of cost
1-year-old	Full Price

Timesheets

Any staff members that are on a time sheet need to access the on-line time sheet. The on-line time sheet calculates the amount of hours that you work each week. At the end of the pay period (the 15th of each month), you are to print out your timesheet and turn it into the school secretary. The office will route the timesheets to the appropriate central office staff.

Work Days

In-service day work hours are 8:00 a.m. - 3:00 p.m., unless otherwise notified. Please use each day productively: prepare instructional plans, finalize grades, review files, attend professional training, etc.