

Hillsboro Intermediate Faculty Handbook

2011-2012



INTERMEDIATE STAFF

Kathy Anders, 5th Grade
Rachel Carroll, 5th Grade
Keri Gowen, 5th Grade
Jennifer Gyngard, 5th Grade
Noelle Horner, 5th Grade
Mollie Oilar, 5th Grade
Amber Spiller, 6th Grade
Tammy Tindall, 5th Grade
Stephanie Vaughn, 5th Grade
Carrie Voyles, 5th Grade
Sherry Walker, 5th Grade

Tom Gordon, PE
Tracy Sitze, Technology
Lynsey Morearty, Art
Jonathon Wolf, Music

Christina Bourbon , Special Education

Tim Holman, Special Education
Cheryl Krah, Special Education
Claire Monahan, Special Education
Lauren Opperman, Special Education

Jason Orrick, Special Education

Kathy Bungenstock, Speech
Carla Golden, Speech

Carrie Brod, Para

Cole Price, Para

Anita Schwarz, Para
Kay Stewart, Para
Shawn Vaughn, Para
Kathy Wynn, Para
Beth Yancey, Para

Lizzie Cillo, Para

Nancy Morevac, Para

Amy Hodge, Counselor
Katie Reiter, Counselor

Tiffany Brooks, 6th Grade
Jill Cayou, 6th Grade
Bridget Evans, 6th Grade
Shelly Gross, 6th Grade
Jennifer Martin, 6th Grade
Stephanie Moore, 6th Grade
Jacob Munoz, 6th Grade
Cori Rowden, 6th Grade
Joan Sebaugh, 6th Grade
Sabrina Huston, 6th Grade
Lisa Welker, 6th Grade
Becky Windsor, 6th Grade

Tina Clark, Librarian
Melissa Haefner, Reading
Kristi Monroe, Reading

Krissy Venosdale, GATE

Kevin Blair, Band
Tim Dedert, Band

Allen Jinkerson, Custodian
Jerry Parish, Custodian

Steve , Custodian

Gina, Custodian

Sherry Koenig, Secretary
Karen Schuh, Secretary
Susan Williamson, Secretary

Scott Readnour, Principal
Kimberly Tooley, Assistant Principal

Those individuals in bold are new this year

PURPOSE

The purpose of this handbook is to delineate, as clearly as possible, the basic administrative policies and procedures by which Hillsboro Intermediate School will be operated. These policies and procedures are to be followed by all personnel. Each staff member is responsible to carefully read and acquaint themselves with the content of this handbook.

BOARD OF EDUCATION

President
DR. PAUL MAYNARD
Vice President
DR. JIM SUCHARSKI
Treasurer
MRS. JO ELLEN STRINGER
Member
MR. JOHN LEWIS
Member
MR. DAN MCCARTHY
Member
MR. GEORGE ENGELBACH
Member
MR. BO HARRISON
Member
MRS. BETH ANN JOHNSTON
Secretary to the Board

CENTRAL OFFICE ADMINISTRATION

DR. BEVERLY SCHONHOFF
Superintendent
MRS. JANA RHAME
Associate Superintendent

INTERMEDIATE ADMINISTRATION AND COUNSELORS

SCOTT READNOUR
Principal
KIMBERLY TOOLEY
Assistant Principal
AMY HODGE
Counselor
KATIE REITER
Counselor

HILLSBORO R-III MISSION STATEMENT

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

HILLSBORO R-III VISION

Our first priority is student achievement. To accomplish this, we envision:

The Hillsboro R-3 School District will be 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 INTERMEDIATE MISSION

To teach each student according to their needs; to nurture and support all our children in order for them to be successful

ABSENCES

In the event that a substitute is necessary, please use the following guidelines:

- If you know in advance that you will be absent, call sub-finder or go online.
- If the need for a sub arises over night, call sub-finder before 6:30 a.m.
- If the need arises after 6:30 a.m. on a school day, contact principal or Intermediate School office as soon as possible.
- DO NOT arrange for your own substitute. This causes conflicts.
- Please be sure that plans are left for the sub. If you need, you can email the office and your team members.
- Leave a short profile on your students.

To ensure a productive classroom environment conducive to learning during your absence, please furnish your substitute with clear and definite assignments. You should develop a substitute folder that includes the following:

1. Student list and seating chart
2. Daily Schedule
3. Location of books, AV equipment needed, etc
4. General expectations, class rules, notes about class, etc.
5. Name and room number of colleague who might help the sub.

Substitutes will complete a short evaluation for the teacher and principal. Teachers will complete a short evaluation of the sub for the principal.

The web address is:

<https://hillsboro.subfinderonline.com> OR call 1-866-921-4385

(Board policy GCBDA)

ACCIDENT REPORTS

Any time a student or staff is injured, the office must be notified, as well as the nurse. Do not move a student/teacher if the injury appears to be severe. Report forms are available in the office and should be completed as promptly as possible. It is better to error on the side of caution. If in doubt, send the student to the office. **(Board Policies: GBEA and EBE)**

ANNOUNCEMENTS

Teachers wishing to have announcements made are to hand them to the office secretary in written form prior to the ending of school each day for the next day's announcements. Announcements will be read between 8:40-8:50 each morning.

ARRIVAL & DEPARTURE

Everyone is expected to be at his or her teaching station by **8:00 a.m.** unless duty at another location has been assigned. Staff members who do not have direct student supervision at **8:20** should provide general supervision in hallways, outside and/or in the cafeteria.

Classes are dismissed at **3:25 p.m.** There may be instances when buses are late to pick up students. Please do not release students until the bell rings.

Some teachers will have a brief bus duty assignment that occurs at 3:25. Everyone is expected to remain in the building until **3:45 p.m. (Board Policies: GBCB and IC).**

ASSEMBLIES

Assemblies are a regular scheduled part of the curriculum. They are designed to be educational and 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, stomping of feet and booing are discourteous. Teachers are to escort their individual classes to the assembly site. All teachers should be seated with their individual classes and help to supervise all students. Teachers should check roll at each assembly.

ATTENDANCE RECORDS

Attendance records are kept in the office. Your obligation is to report your attendance via the student attendance portion of the **Infinite Campus** each morning by 9:15am. If for any reason your PC is not working properly, send your attendance – on paper – immediately to the office. Any student missing from class that is not listed on the daily memo should be reported to the office immediately. If you are aware of the reason for a student's absence, please inform the office – i.e. Jane Smith – out of town. If no reason is noted, a call will be made from the office to confirm the reason for student absence.

Students who must leave school during school hours must be signed out in the office. **DO NOT LET PARENTS TAKE STUDENTS FROM YOUR CLASSROOM.** Refer them to the office and the student will be called to leave.

When a student shows excessive absences or exhibits a pattern of chronic absences, parents should be contacted and/or the office notified. It is the responsibility of the teacher to speak with Guidance Services and/or At-Risk to see about how to best serve the student (**Board Policies: JEA and JED-API**).

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

- 4 Days of absence - Letter from Intermediate Office
- 8 Days of absence - Letter from the At Risk staff.
- 10 Days of absence - Parent Meeting with Office/At Risk staff.

Doctor's notes should be submitted to the office and a copy given to the PE teacher.

AUDIO-VISUAL EQUIPMENT

All audio-visual equipment needs should be processed through the library. The library should be notified immediately of equipment in need of repair.

BELL SCHEDULE

8:20 a.m.	Students released from the buses and may enter the buildings. All teachers at stations.
8:40 a.m.	Students to be in classrooms. Announcements – Begin classes.
3:25 p.m.	Dismissal

BUILDING/CLASSROOM APPEARANCE

When staff members note that equipment/building is damaged, 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 will fill out a safety sheet three times throughout the year.

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, please report to the principal. Please close and lock all windows and doors when leaving for the day. Please note: no plug-in air fresheners, candles, or candle warmers are permitted, as per our insurance carrier. Please maintain a current inventory of your classroom. The office needs a copy.

Each class will be assigned an area of the campus to maintain. It will be the responsibility of the class to keep it clean and looking nice. Please discuss ideas for this area with the office.

BULLETIN BOARDS

Please be sure to change your bulletin board periodically. Student work should be displayed, along with a scoring guide. You are responsible for hallway displays as well as boards within the classroom. Items can be attached to walls using only tacky putty.

CAFETERIA

Teachers are to escort their students to the cafeteria for lunch. Please do not leave students unattended in the cafeteria. Be sure that supervising teacher and/or the principal are present to oversee activities. Remind students of proper behavior and appropriate volume levels for the cafeteria. Teachers should pick up their students in the cafeteria. Teachers can arrange to have one person pick up both classes. If for some reason your class is not going to eat in the cafeteria, please notify the cafeteria and the office at least 5 days in advance.

Lunch money is collected each day. You have a short form to report the lunch money for your class. Teachers should send the lunch envelope to the office by 9:00 am.

CARE TEAM

Care Team is a process by which teachers can seek assistance in exploring and addressing specific students concerns related academic performance, behavior, socialization, emotions, and home environment. The team consists of representatives from both 5th and 6th grade teaching staff, as well as, representatives from Guidance, At-Risk, and the administration. The team will support the referring teacher by assisting in developing strategies and interventions, and/or a more comprehensive plan to address the student's issues.

CLASSROOM CURRICULUM EXEMPTIONS

Parents may request that their student be exempt from selected parts of class or course curriculum under certain conditions. Parents may deem some instructional materials or activities to be inappropriate for their student, or a student may have a legitimate personal objection. Teachers should use professional discretion in communicating the appropriate response to the student or parent. To facilitate curricular 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. An official alternative assignment form is available in the main office.
4. Teachers may allow a student to leave their classroom to secure access to alternative curriculum.

Note: The above information is taken from the Hillsboro R-3 Board Policy (Board Policy: IIA**).

CLASSROOM EVENTS

Please notify the office of any party or classroom event that is scheduled. All parties/events must be over by 2:45 pm so that buses can enter the parking lot. Parents must sign in and out of the office before going to the classroom. All food/drinks must be store bought, no home-made items. Events should not last more then an hour and only once a quarter.

CLASSROOM WEBSITES

All certified staff is required to develop and maintain a classroom website. This website should include information about the newsletters, classroom, curriculum, special events, and other pertinent information. All assignments should be posted on the website. The website should be updated at least monthly. Parents and students should be given the website information through your classroom newsletters.

CLEANING SUPPLIES

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 (**Board Policies: EBAB-AP1 and EBAB-AP2**).

COMMITTEES/MEETINGS

It is required that each teacher be a member of a district or building level committee. Teachers can sign up for committees at the start of the school year. The committees that are available are:

Peer Mediation, Activity, RTI, MAP, Track and Field, Charity, Spelling Bee, Courtesy, Spring Fling, and Career Day. If you are interested in serving on one of these committees, please contact the administration.

Teams will meet weekly. They will discuss students, interventions, and data pertinent to their classrooms. These teams will meet every two weeks with the principals.

Faculty meetings will be held monthly or as needed. All certified employees must attend. These meetings will be devoted to implementing professional practices in our school. Other faculty meetings may take place on early release days (**Board Policy: GCKB**).

COMMUNICATION

Daily Memo: Staff members will have a daily memo available on Infinite Campus. Should you have information that needs to be included, send the announcement, in written form, to the office secretary prior to 8:00 am.

Mail Boxes: The mail boxes are located in the main office. Please check your mail box in the morning and before leaving for the day. Please do not send students to pick up your mail, as the mail boxes 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. The office will not call into the room during instruction, unless it is necessary.

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

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 **(Board Policy: GBCB)**.

CONFERENCES AND CONFIDENTIALITY

Parent-teacher conferences will be held in the Fall and Spring, and as needed or as requested by the parent or teacher; for those students who are struggling. Documentation of such conferences should be placed in the student's permanent record file. The teacher should keep a log of all parent contact throughout the school year including the date, time and reason for the contact.

Comment and discussion regarding student personalities and records should be discussed only with the appropriate professionals in the educational setting. Specific student issues should not be part of public discussion. Professional discretion and courtesy should be used when discussing student, staff or 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. Details about "fair use" will be made available to all teachers. A summary of these standards will be posted or made available at each copy machine. 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 (Board Policy: EGAAA).

CUSTODIAL DUTIES

Custodial duties are as follows:

- Empty trash
- Clean desks (weekly)
- Sweep floors
- Mop floors (weekly)
- Mop halls (daily)
- Sweep rooms
- Clean board (weekly)
- Empty pencil sharpeners (as needed)

Special needs may be handled with a note in the custodian's mailbox or through the principal. Maintenance requests should be submitted through 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. Please be prepared! Your plans should include your lesson objective, researched based teaching methods, learner activities, assessment, DOK, and the Grade Level Expectations. All classroom lessons should follow the pacing guide. Textbooks and other instructional materials are supplemental to the curriculum and should be used accordingly.

DAILY SCHEDULES

Every teacher should post a classroom schedule in the room and follow the master schedule given to you.

DETENTIONS

Before school detentions may be used as a consequence for school and classroom misbehavior. Please give the detention teacher work for the student to do during their detention. The administration will send a list of student that is to serve detention to the teachers.

DIRECTORY INFORMATION

According to federal law, parent and students are notified that "Directory Information" will be released as deemed necessary by school officials. The following items are Directory Information: student's name, parent's name, address, telephone number, date, and place of birth, major field of study, participation in officially recognized activities, and sports, height, and weight of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended and photograph. Parents or eligible students will have ten (10) school days after the annual public notice to view the student's directory information and to provide written notice to the school that they choose to not have this information released. Unless prior written notice is received, the school district may disclose any of those items designated as directory information without prior written consent (**Board Policy: JO**).

DISCIPLINE (Send copy to office prior to the start of school)

Discipline should be a means of improving a student or a group. We are all familiar with the fact that we, as staff members, are often judged by the manner in which we control our classrooms. It is also a well-known fact that good discipline is conducive to good teaching.

Your obligation to the students is not discharged by mere presentation of subject matter. The responsibility for character development, personal and social adjustments, rests, in great part, with the teacher. Your attitude toward your students may make the difference between success and failure. The job of teaching is much easier if you have their respect and confidence. Teachers are responsible for the discipline of students in their care. Do not expect to start your classes without the usual outbreaks from youngsters. A firm hand at the beginning will help prevent difficulties later. Busy students usually are not disciplinary cases. A serious attempt to determine the cause of unusual behavior will usually result in a more satisfactory solution of problems. Criticism seldom accomplishes anything. Discipline is not a group matter. A whole room should not be punished for the misdeeds of a few. Parents should be called to inform them of the nature of the incident.

Post class rules and be sure that students know what is expected of them. Be consistent with rule enforcement.

Discipline cases minor in nature are best handled by the teacher. If trivial items are referred to the principal, his/her effectiveness for problems of a more serious nature will be lessened and children soon become aware of the ineffectiveness of the classroom teacher.

Teachers do not have the authority to “kick” a student out of class. 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 abnormal position.

Develop a sense of self-confidence. If you do not have confidence in yourself, no one will. Plan your work. From the beginning, know what you are going to do every minute of the day, quarter, semester and year and do it!

Be prepared. If you need additional equipment, make prior arrangements for such. Do not wait until class begins to send for items you need.

Make your class as interesting as possible. The teacher’s enthusiasm and sincerity toward lessons and activities will help ensure positive student behavior.

Practice fairness. Be fair at all costs. **DO NOT PLAY FAVORITES.** Students respect fairness on the part of the teachers.

Deserve respect of all students and demand it. Respect students. If a student has done a good piece of work, praise him – especially the problem student. Find something good in every child.

Promptness is conducive to good learning. Therefore, demand that all students be in attendance and on time.

Do not be gullible or suspicious. Do not believe everything students tell you.

Keep students busy and they will be happy. Do not give them a chance to loaf. Some form of homework may be desirable on various occasions throughout the year. Never give homework “just to have grades” or “just to keep students busy”. Homework should have a well-defined purpose and should be reasonable (**Board Policies: GBH and GCB**).

DUPLICATING REQUESTS

You may request that copies be made in the office. Your requests should be clearly marked with your name and instructions (i.e., page numbers, quantity, two-sided, etc) and placed in the box provided in the office **AT LEAST ONE DAY BEFORE YOU NEED THEM FOR CLASS.**

EMERGENCY DRILLS

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 test. Remember to take your grade book and to count students.

Fire Alarm - Teachers should lead their students from the building when the fire alarm sounds. Take grade books and proceed in orderly fashion to the designated area. Once there, teachers should take roll and keep their class together pending further instructions. Should a child be missing, do not re-enter the building. Notify office personnel, located outside in the front.

Tornado - Be familiar with the instructions posted in the room. Review these with the students.

Earthquake - Immediately take cover under anything that will provide some measure of protection from falling objects. Immediately after the crisis, calmly evacuate the building, following the procedure for a fire drill. If people are hurt and/or trapped in the room, the first order of business is to get everyone else to safety, then notify the administrator that people are hurt or trapped and their location. Keep your class together pending further instructions. Stay away from power lines, poles, trees, and buildings. Utilities should be shut off, and no one should re-enter the building unless it has been declared safe.

Hostage Situation - If a hostage crisis occurs in your room, try to communicate calmly with the perpetrator. Try to get the person to let you relay his demands to the office, thereby alerting the office to the situation.

If a hostage situation occurs at another location in your building, your responsibility is for the safety of your students. Follow the directions of the principal. Until such directions are given, lock your classroom door and gather the students against the wall nearest the hallway to make the room appear empty.

Bomb Threat - In the event of a bomb threat, notify the office immediately. If the building needs to be evacuated, follow the fire evacuation plan.

The district has developed a comprehensive emergency plan (ERIP) that all staff will be trained on and expected to follow (**Board Policies: EBC-AP 1-9**).

FIELD TRIPS

All field trips must be an extension of the curriculum. The principal must approve all field trips in advance. We will have one grade-wide field trip per grade level. If transportation is needed, it is the teacher's responsibility to fill out a Field Trip Request form in full. These forms are available in the office. Once completed the request form must be approved by the principal and sent to Transportation. The Director of Transportation will determine final availability of busses. Forms should be filed at least one month in advance of the date of the trip.

All trips should be scheduled to depart from school no earlier than 8:50 a.m. and must arrive back at school no later than 1:30 p.m.

Teachers should have a complete itinerary to be sent home with the student permission form. NO student may leave campus without a signed permission slip.

Students should be informed that field trips are an extension of the school and that all school rules apply. Teachers should be conscious of their responsibility to supervise students during all aspects of the trip including on the bus and in public places such as restaurants. Student participation is determined by their progress and behavior and is at the discretion of the teacher and principal (**Board Policy: IICA**).

LEADERSHIP TEAM

The leadership team consists of the grade level chairs, the RtI team, and the PLC chairs. This team will have monthly meeting to determine and refine the direction of the building. They will discuss curriculum and data related to the building. They are responsible for monthly meetings, communication with the staff, scheduling, and other duties not specified.

The grade level chairs serve for three years. Each year one of the three will be replaced by the next qualified staff member alphabetically. The next person in line can decline, it then moves to the person in order. The qualifications are as follows:

1. The teacher must have been in the building at least 4 years.
2. Not presently on an improvement plan.
3. Can fulfill the obligations of the position.
4. Wants the position.

The grade level chairs for the 2011-2012 are Tiffany Brooks, Kathy Anders, and Tina Clark.

GRADES, GRADEBOOKS AND REPORT CARDS

Grade books and cumulative folders are permanent records. Attendance and report cards are semi-permanent records and are used for the current year only. Work records, including lesson plans and daily memos, may be discarded after the current school year. Quarterly grades should be based on numerous quality assessments. One grade per week is a general guideline.

The grading system is A, B, C, D, or F. A committee determined the following figures to be associated with letter grades:

94 – 100 = A	73 – 76 = C
90 – 93 = A-	70 – 72 = C-
87 – 89 = B+	67 – 69 = D+
83—86 = B	63 – 66 = D
80 – 82 = B-	60 – 62 = D-
77 – 79 = C+	0 – 59 = F

Specials classes: 90 – 100 Excellent, 70 – 89 Satisfactory, 60 – 69 Needs Improvement, Below 60 Un-Satisfactory

Semester grades should reflect the 2 quarter grades. Semester grades should be recorded into permanent record cards at the end of each semester. Grades for the specials classes are different than the grade scale above.

Typically, reports cards will be distributed on the Friday following the last day of the quarter.

Students and Parents should not be surprised when they receive quarter/semester grades. Keep them informed and up to date about the progress or the lack thereof. If “extra credit” projects are used, this opportunity should be extended to every student, not just those who may wish to make up for a poor test or project score. Do not make the mistake of thinking that only a fixed percentage of students can receive A’s, B’s, etc. Conduct “grades” based on attitude, cooperation, citizenship, etc. should be recorded separately and should not affect the regular grades for each subject. Failure to keep proper records will be reflected in the PBTE **(Board Policy: IK)**.

GUIDANCE SERVICES

Guidance services are available to every student in the school. 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 (**Board Policy: JHD**).

Hall Passes

Hall passes 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. Hall passes should be implemented as follows:

2 - Bathroom passes (1 boy & 1 girl)

1 - Library pass

2 - General Pass

(No more than 5 students gone at a time)

HEALTH SERVICES

The office of the school nurse is located in the main office. 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. All 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.

Bodily Fluids Policy - All staff members must abide by the school policy. Sanitary gloves should be used. The school nurse should be notified as soon as possible (**Board Policies: EBB-AP, JHC-AP2, JHCB-AP, and JHCD-AP**).

HOMEWORK

Students are expected to complete their homework, however holding a student in for recess should only be done as a last resort (**Wellness Policy: ADF**). If students do not repeatedly complete homework, we will assign the student a morning detention 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 read the planner or the note you sent home. Students should not be kept in for not making Accelerated Reader or Math goals. A student should have no more than 45-60 minutes of homework per night. Do not randomly assign homework - make sure it is meaningful and has a purpose. Homework and school work should not be used for punishment.

Homework Guidelines for Hillsboro Intermediate School

- Homework should be for practice
- 5th -6th grade homework should take no longer than a total of 45-60 minutes to complete

- Homework must have a purpose - review and practice of a skill, helps promote study and organizational skills
- Homework policy should be read and signed by the parent and the child.
- Homework should be assigned based on student need and ability.
- The teacher should identify the purpose of the homework and communicate that purpose to the students.
- Homework should ALWAYS receive some form of feedback (grades, stickers, comments, conference).
- All teachers should use homework planners. Students should write the assignments in the planner. If an assignment isn't finished or it is homework, the teacher should circle or star (indicate in some way) so that the parents know what their child has for homework. THIS PROCESS MUST BE COMMUNICATED TO ALL PARENTS.
- Students should not be penalized due to parent's behavior. If a parent does not sign the planner because they were working or because the child was in trouble, do not punish the child. Again - be flexible - be understanding.

Communications with Parents

- Please inform parents in your beginning of the year materials that you are unable to comment on other children's assignments - talk about professionalism and privacy - talk about parents not always believing what their children come home and say.
- EXAMPLE - "Professionalism/Fairness - At times your child may come home and say that something was not fair in the classroom. Please keep in mind that I cannot comment on the needs of another child, just as you would not like me to comment on your child."
- Inform parents that they need to communicate with you when they seem to have an overabundance of homework or they are unable to complete the homework successfully.
- EXAMPLE - "If your child has more than 45-60 minutes of homework per night, please contact the teacher. This could be because your child is not using class time at school. If your child consistently cannot answer questions, contact the teacher."
- The teacher should identify the purpose of the homework and communicate that purpose to the students.

What to do with late or no homework:

- It should be done - homework is not a choice - student should do homework even if it means taking recess or giving detention.
- 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: Should you feel that an assignment should be penalized, you should not take more than 40%. Zeros should only be given when the students fails to turn in an assignment by the end of the quarter. Several attempts to collect the work should be made. Parent contact, through emails or phone calls, about missing assignment(s) is **required**. If you don't turn your grades in on time, I don't tell you, "never mind, you don't have to turn it in, you get a zero." If you don't turn your taxes in on time, the IRS doesn't say, "never mind, you don't have to pay them." Why would we allow students to get away with irresponsible behavior? STUDENTS SHOULD NOT BE GIVEN AN OPPORTUNITY TO FAIL!

Guidelines for parent involvement with homework:

Parents should not do homework for the children. Parents should be facilitators. If their child does not understand, they should ask questions about what they did in class - ask questions about the process.

IN-SCHOOL SUSPENSION

The principals make assignments to the In-School Suspension room. It is the responsibility of the principal to inform the teachers of their student in ISS. Teachers should provide appropriate assignments, exams, etc. to the ISS teacher (**Board Policy: JGB**).

KEYS

Teachers will be supplied keys to their rooms and storage areas as needed. All keys will be accounted for and turned in at the end of the school year (**Board Policy: ECA-AP1**).

LIBRARY SERVICES

Walk-ins are always welcome in the library. As a teacher you may want to check out books for your students. This will cut down the traffic so that library classes are not interrupted. Do not send students to the library only to get them out of class or because they are caught up with their work. Teachers who continually abuse this privilege will be addressed.

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. All A.V. needs should be processed through the library. Should equipment checked out to you need repair, notify the library immediately (**Board Policies: IIA, IIAC, and IIAC-R**).

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

The lounge is for the use of the staff. The students should not be in the lounge without direct teacher supervision. All staff must accept the responsibility for keeping the lounge neat and clean. Clean all your dirty dishes. Beverages and snacks sold in the staff lounges should not be purchased by or for students. As per district policy, smoking is prohibited (**Board Policy: GBCB**).

MAINTENANCE

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 (**Board Policy: ECB**).

MAKE-UP WORK

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. Please have absent student's work in the office when requested (**Board Policy: JED**).

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

State law mandates that any money collected in any way through school activities is under the control of the local Board of Education. All purchases, whether through activities or budgeted funds, shall have a written and signed requisition forms. Note: If you purchase something before you have received approval, you will be paying for it **(Board Policy: DI-AP)**.

MOVIES/VIDEOS

Teachers who wish to show movies as an instructional tool may do so during instructional time. Movies must be related to the district curriculum and instructional objectives. If you wish to show a movie as an instructional tool or as a reward, you must submit a movie permission form to the office one week in advance of the showing. In most cases movies will not be approved for indoor recess. Movies must have a rating of "G". "PG" movies can be shown only with approval from the office and with permission from each student's parent.

MOVING CLASSES

Teachers are expected to inform the office if they temporarily take their class to another location. Finding students and teachers is facilitated by this simple communication.

NEW BOOKS

All new books are stamped on the inside front and back covers and on page 100. Textbooks are numbered 92-001 a (initial) 92-002a (initial), etc. The 92 indicates the year purchased; 001 the number of the book; and "a" the last initial of the teacher. Books are expected to last a minimum of five years. This includes encyclopedias and dictionaries. If you need new books, contact your grade level chair/department chair.

OFF CAMPUS DURING SCHOOL HOURS

At times it is necessary for an employee to exit the campus during school hours for personal business. If you need to be off campus during your prep period, prior or during your lunch period, or leave early at the end of the day, you must sign out in the office and let the office and the principals know **(Board Policy: GCBDA)**.

OUT-OF-SCHOOL SUSPENSION

Principals can suspend students out of school for a maximum of ten days. Students, who turn in their work on time, will receive credit for class work missed when they are suspended out of school. All course work and tests must be completed within the first week or at the principal's discretion after the student returns to school **(Board Policy: JGD)**.

PARA'S

Instructional aides and Paraprofessionals may be utilized from 7:30 - 8:40 AM and 3:30 - 4:00 PM to operate the copy machines, laminating machines, to supervise the cafeteria, or to complete clerical tasks. They are to implement lessons and activities. They are not to copy papers for non instructional activities or out of school groups or activities. They

should be used to improve student skills, not write class newsletters, grade papers or record grades.

PARENT CONTACTS/CONFERENCES

Teachers should feel free to contact parents on an individual basis. Every parent contact should be noted in Infinite Campus or on a paper log. This data will be used as artifact data in your Performance Based Teacher Evaluation. The principal will check Infinite Campus each month to make sure all parents have been contacted. 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 over and above what communication you do through the student planner and/or newsletters/websites. Positive parent contact is something to strive for.

Parent teacher conferences are scheduled for the evening of Thursday, October 20, 4:00 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 as needed.

Conferences will be student led conferences.

****When calling parents, please leave a message before trying another number. If the student is calling, have them leave a message as well. Many times the office will get a phone call from a parent that saw the school called (Caller ID) but there is not message. These phone calls are disturbing to parents who worry that their child may be hurt/sick (Board Policy: IGBC).**

PARENT VOLUNTEERS AND VISITORS

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. Parents should fill out a volunteer policy sheet. Teachers should schedule parent volunteers according to what best suits the classroom needs. Volunteers should not be left unsupervised with our students.

BE NICE AND WELCOME PARENTS TO OUR BUILDING. IF A PARENT WANTS TO VOLUNTEER, LET THEM! (Board policies: IGBC, IICC, and IICC-AP).

PASSES

Bus Passes- Passes will not be issued for any bus that is at capacity.

On buses that have a few spaces where "exceptions" can be made, the following rules apply: - Passes will be issued for before and after school tutoring.

- Passes will be issued with a written request is made at least two days in advance for family-related reasons (i.e. family medical, family out of town and staying with other relatives)

- Passes will be issued for family emergencies. Poor planning is not an emergency.

Note: Passes will not be issued for students to visit friends for parties, sleepovers, etc. Lists of buses at capacity will be posted as soon as available. As the district grows it may be necessary to eliminate bus passes.

Hall Passes- Any student away from the rest of their class should have a hall pass. Passes should be used for bathroom use (never more than 1 boy/1 girl), library, nurse, office, etc. No more than 5 students should be gone at once.

PERMANENT RECORD

We are all responsible for the safe keeping of the permanent student record files. According to present regulations, these permanent records are to be kept in locked files. When posting semester grades, the files may be signed out of the office, but be sure they are not left unattended in your room over night. When returning the files to the cabinet, sign the records back in and be sure they are in the same order as they were when you removed them. New information should be filed to the back of the folder. Changes of address and/or telephone need to given to the office staff (**Board Policies: JO-AP, GCB, and JG**).

PLANNING PERIOD

The planning or “prep” period is designed to permit the teacher an opportunity to prepare for classes and to confer with students, parents and other teachers. It is very important that the planning period be used and not wasted. Teachers are not to leave the building during their planning period, unless prior arrangements have been made with the principal. This is contracted time. Twice a month teams will be scheduled to meet with the principals. Once a week team members will meet together. This meeting will be recorded on PLC log.

PLAYGROUND SAFETY RULES

1. Walk down the hill leading to the playground. Cross at the crosswalk only!
2. Stay on the playground at all times. Do not cross the road to get a ball, unless you are given permission by a teacher.
3. Stay off the steps and railings leading to the track.
4. Do not climb or hang on the backstop.
5. All students waiting to bat or kick should remain completely behind the backstop.
6. Do not play in the water.
7. Line up immediately when the whistle is blown.
8. No footballs of any type, baseballs, hard softballs, superballs, tennis balls, or golf balls allowed.
9. Carry all equipment to and from the playground.
10. Do not bully, pick on, or harass students at any time.

PROFESSIONAL CONFERENCES

Professional conferences are available for the staff to attend. If you are interested in a conference, please make sure that it fits in with your professional goals. Any staff member interested in going to a workshop or conference needs to discuss this with the principals and then fill out a trip request and an expense voucher. These forms should be turned in to the principals. For any conference, the staff should call Debbie Spiller (ext. 8001) in transportation to schedule the school vans. If you choose not to use the vans and they are available to you, you will not be reimbursed for mileage. All conferences should be entered on My Learning Plan. <http://www.mylearningplan.com> Username is your email address (**Board Policy: GCL-AP**).

PROFESSIONAL LEARNING COMMUNITIES

The Hillsboro R-3 School District is committed to the concept of 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 is expected to follow the 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 three common assessments throughout the school year to determine their level of progress. Students will also be given frequent evaluations in the area of reading to determine their level of need for RtI and to progress monitor. These common assessments will be scored, and analyzed within a given time frame. Each teaching pod is responsible for analyzing the data for the students in their respective classrooms. Each pod 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 you used was ineffective, change it! If it was effective, share it! Re-teach essential skills, share instructional strategies, re-assess. Each pod will be meeting together to discuss student performance on the common assessments and to plan interventions for those students that are not achieving. Staff members will be working on implementing a Response to Intervention practice (**Board Policy: GCL**).

PROGRESS REPORTS

A progress report will be sent home after 5-weeks of each 9-week or quarter period for any student receiving a D or an F. This report will be generated through the on-line grading system as well. 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 (**Board Policies: IK and IKE**).

PURCHASE OF SUPPLIES AND EQUIPMENT

Requisitions for major supplies are made once a year on forms provided. These are usually required in April or May for the following year. They will be prepared and handed 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 in they are in need of these supplies. **NO items are to be purchased 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 (**Board Policies: DJF-AP, CF, and IIA**).

RECESS

Recess schedules will be made at the beginning of each school year. Teachers should adhere to this schedule. If times are moved or added, the office staff should be notified. Children should not be sent to the office to spend their recess time. Teachers should establish a schedule within their team to rotate playground supervision and inside supervision for those students that need to remain in the building during recess periods. Outdoor recesses are scheduled each day. Parents should be sure their child's clothing is suitable for outside activities. Indoor activities are planned during inclement weather when children cannot play outside. Recess can be revoked at any time based on the discretion of the teacher, principal, or adult on duty **(Board Policy: ADF)**. Teachers should participate with their students at recess.

We will use Children's Hospital guidelines for weather restrictions on taking the students outside for recess:

Winter: (Temperature includes wind chill)

32°-90° –Children can stay out for an unlimited amount of time.

20°-32°-Children can stay out for 10-15 minutes

10°-20°-Children can stay out for 5 minutes

Summer: (Temperature includes heat index)

Up to 90°- Children can stay out for an unlimited amount of time.

90°-100°-Children can stay out with sun screen and plenty of water.

100° or above- Children should not go out.

RECORDS

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 **(Board Policies: JED, JO, JGF, and JG-R1)**.

RETENTION

The following are criteria for retaining a student:

1. At least two F's in the four core subject areas.
2. The teacher must have tried and documented a variety of interventions, made a referral to Care Team and made frequent contacts with the parent.

The process is as follows:

1. List of possible retainees is given to the office after 2nd quarter.
2. A letter is sent home from the office.
3. New list of possible retainees to the office after 3rd quarter. Note: This is the last time to add a student to the list.
4. Another letter is sent home from the office.
5. Final list of retainees to the office by the 2nd week in May. The principal shall have final say as to who will be retained.
6. The teacher must have tried and documented a variety of Interventions, as well as frequent contact with the parent.
7. The teacher must have referred the child to the Care Team for help and support.

(Board Policy: IKE)

SCHEDULE

Each teacher will be given a daily schedule for their classes. These schedules are based on 90 minute blocks of instruction for math and communication arts. Please follow these time frames, as all the classes are affected by the delays of others.

SPECIAL CLASSES

(ART, MUSIC, P.E., TECHNOLOGY)

It is the classroom teacher's responsibility to supervise travel to and from the special classes. Students must arrive and depart from special classes on time. When students are not picked up from specials on time, hallways become congested, noisy and disorderly. **Note: Students must not be held from special classes as punishment for regular classroom problems.

SPECIAL SERVICES

Special services referrals are made through the counselor. Please be alert to the special needs of our students (**Board Policies: IGBA, IKE, JECC, and JO**).

STAFF ID'S

All staff should arrange to have an ID made down at the Junior High or Intermediate. These ID's should be worn each day.

STAFF MEETINGS

Staff meetings will be held monthly and as needed. All teachers assigned to the Intermediate School are expected to attend and participate. Please keep minutes and attendance information from any team meetings. Every effort will be made to keep meetings brief. Each team is expected to meet weekly to discuss issues and instructional strategies. Team logs are to be turned in monthly. Book studies will be conducted through-out the year during PLC time (**Board Policy: GCKB**).

STUDENT HANDBOOK

It is your responsibility to become familiar with the information in the Student Handbook. Classroom practices should follow the information contained in the handbook (**Board Policies: JED, JFCF, JG, KB, CHCA, IGDBA, and EB-AP2**).

STUDENT SUPERVISION

Students should be supervised at all times – in the classroom, hallways, playground, and all areas of the school. Staff members should walk students to and from the cafeteria, special classes, and recess. At times, you may send a student to the library, bathroom, or elsewhere in the building with a hall pass and a buddy. 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. In addition to 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. This can only happen if you are actively supervising the students! All staff members should be vigilant and walk around while supervising. Sitting at your desk or at a table on the playground, is not actively supervising. If you need to leave the

room, please ask another teacher to cover for you. You are liable if you leave your students unattended (**Board Policy: GBCB**).

TEACHER ATTENDANCE

Regular attendance for a teacher is imperative. Absenteeism has a detrimental effect on all aspects of the educational process.

Teachers should not be absent without proper notification. To secure a substitute for unseen absences, call the sub-finder following the guidelines provided in the previous section. (Contact information for the sub-finder will be provided.) When advance notice is possible, please notify the principal and sub-finder. When you return from an absence you will be asked to fill out an employee absence report and return it to the building secretary (**Board Policies: GCBDA and GCCBDAA**).

TEACHER EVALUATIONS

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 in 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 (**Board Policy: GCN**).

TEACHER EXPECTATIONS

(BEYOND INSTRUCTIONAL ACTIVITIES)

Taking Attendance: Attendance should be taken at the beginning of each day and reported to the office on the computer through the student records program by 9:15 a.m.

Daily Lesson Plans: Plan books should contain daily lesson plans for at least one week in advance. Your plans should include research based teaching methods and the objectives that you teach should be based on Grade Level Expectations. Textbooks, AR books and other instructional materials are supplemental to the curriculum and should be used accordingly.

Lesson plans should be made available to substitute teachers. Plan books will be reviewed on Friday by the principals. They should include: objective, GLE, DOK, instructional strategy, learner activity, and assessment (when applicable)

Visitors: Parent and community involvement in the classroom are encouraged at Hillsboro Intermediate. In order to ensure the safety of our students, please notify the office in advance of any visitors. Refer all visitors to the office for proper check-in.

Student Aides: Student aides could come from the High School, Learning Center or the Junior High. These student aides should be closely supervised and used to help in general classroom duties. At no time should these student aides be left alone with our students. Do not send student aides to work with school machines (copy machine, dye cut machine, cutter, etc.).

Schedule Changes: At the start of the school year, each teacher is required to turn in a daily schedule to the principal. If class is being held in a different location or a time change has been made, the office must be notified. This ensures that the office will be able to contact teachers and students in case of emergencies.

Parent Communication-Teachers are expected to communicate with the parents. They need to keep the parents informed, especially if there are problems. Notes in the agenda should not be the only method of communication.

Websites: Each teacher will develop and maintain a class website. This site should be updated regularly with current assignments and activities.

Records: An excellent school has accurate and carefully composed records and reports. All school personnel are expected to do their part in maintaining the records.

Grades on Computer: The teachers are responsible for keeping up to date grades on the school computer system. Parents and administrators will be using this information. Please have them updated by each Monday.

Staff Communications: A large part of communication among the staff will be provided via email and written memos. These communications to the staff are not to be made available to the students. Please provide timely responses to any emails that you receive.

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.

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.

Student Supervision: Teachers are expected to help supervise students throughout the school buildings. Besides maintaining discipline in the classroom, teacher supervision duties include the hallways, restrooms, playground, assemblies, etc. Each staff member is responsible for helping prevent damage to school property and preventing general misbehavior. Students

should be supervised at all times. If you need to leave your students, please ask another teacher to cover for you and let the principals know. You are liable if you leave your students unattended.

Moving Classes: Teachers are expected to inform the office if they temporarily take their class to another location not covered by their class schedule. For instance, if you are going to a computer lab, fill out the sign-out sheet for the lab. If taking your class out to the pavilion, to a neighboring classroom, etc. - call the office **(Board Policies: IB, IK, IKE, GBCB, GCK, GCKB, IA, and GCN)**.

TEACHER PROFESSIONALISM

Dress: The district believes that student dress affects student behavior and as such believes that teachers dress affects students. Teachers are expected to dress professionally as befits their teaching activity. No shorts, spaghetti strap or revealing tops, flip flops, or hats. Blue jeans and jogging suits may be worn only on designated days.

Behavior: Teachers should refrain from eating in the classroom in front of students. They should keep a professional attitude in the classroom. Classroom behavior by teachers should be an example of “teaching by example”. Proper language, gestures, emotional control and mannerism should be a role model for students.

Confidentiality: Professional communication of educators requires no discussion of individual students and their problems in non-professional situations. Teacher’s dining rooms, classrooms, and public places are inappropriate locations for these discussions.

Preparation Period: The planning period is designed to permit the teacher an opportunity to prepare for classes, confer with students and parents, and collaborate with colleagues. This is contracted time. It is important that the planning period be used and not wasted. Teachers are not to leave the building during their planning period, unless prior arrangements have been made with the principals. Once per week, each team should meet to discuss any issues and share ideas. The team should meet once a month with the principals.

Cell Phones: Please refrain from using your phone for personal reasons. Texting and calling during instructional time should be for emergencies only.
(Board Policies: IB, IK, IKE, GBCB, GCK, GCKB, IA, and GCN)

TECHNOLOGY

Please be sure to review and follow the district guidelines for technology. No student is allowed to use the teacher computer as it contains private information. Please be safe and lock your workstation before leaving your computer. Do not bring in your personal laptops **(Board Policy: EHB-AP)**.

TEXT BOOKS

All new text books are to be stamped on the inside front and back covers as well as on page 100. Text books are numbered 06 (year)-0001 (book count) a (initial of teacher’s last name), 06-0002a, etc. For example, Mrs. Welker would number any new books 06-0001w, 06-0002w, 06-0003w, etc.

Books are expected to last a minimum of 5 years. This includes reference books as well (dictionaries, atlas, encyclopedias, etc.)

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. Replacement costs and damage fines will be assessed at the end of the school year. Prices will be provided by the office.

As classified staff, it is possible to accrue comp. time, with principal approval, as special circumstances arise.

VENDING MACHINES

Please supervise the use of the milk and water machines by students. Properly instructing students on machine use will alleviate problems. No open beverages allowed in the hallways. No beverages allowed on the buses. Change will not be made in the office.

WORDS OF THE MONTH

WORK DAYS

Formatted: 5/24/11