

Hillsboro Junior High Faculty Handbook



2011-2012

TEACHER HANDBOOK

PREFACE

We want to welcome each of you back for a new and exciting year at Hillsboro Junior 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.

Heath Allison
Principal

Jonathan Isaacson
Assistant Principal

Hillsboro R-3 School District Mission Statement

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

Hillsboro R-3 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 Junior High

<u>Vision</u>	<u>Mission</u>
<p>Hillsboro Junior High is a student-centered community that fosters academic and social development for all. In partnership with the parents and community, the staff of Hillsboro Jr. High will assure each student receives an engaging, rigorous curriculum and innovative practices tailored to meet the unique needs of early adolescents.</p>	<p>The mission of Hillsboro Jr. High is to support the transition between elementary and high school, by providing a safe, goal-oriented learning environment that cultivates creativity, leadership, and excellence through education.</p>

Our Staff Believes:

- Junior high students have unique physical, social, emotional, and intellectual needs
- Our students' academic, emotional and social development should be at the center of the decision-making process
- All educational programs and school practices should be student-centered and based on a thorough knowledge of the developmental characteristics of junior high school students
- A structured, safe, and supporting environment promotes learning
- A student's self-esteem is enhanced by positive relationships and mutual respect among and between students and staff
- Instructional practices should incorporate learning activities that take into account differences in learning styles
- Students learn best when they are actively engaged
- Students learn to make appropriate decisions when provided a supportive and challenging learning environment
- The junior high school experience should enhance the student's ability to develop positive peer relationships and coping skills
- Challenging expectations increase individual student performance
- Exceptional students require special services and support from all staff



What our values are at the Junior High:

Climate	<p>We value the classroom as the core unit of successful education</p> <ul style="list-style-type: none"> ▪ Provide a safe, supportive environment that is conducive to learning ▪ Decisions are always driven by the focus on improving student achievement ▪ Acknowledgment and celebration for the achievements of students and staff ▪ Promote open communication between parents, teachers, and students which encourages teamwork and cooperation
Staff	<p>We value highly qualified and professional faculty and staff</p> <ul style="list-style-type: none"> ▪ Demonstrate a personal commitment to the academic success and general well-being of all students ▪ Focus on increased student achievement and instruction methods with both current research and proven effective classroom practices ▪ Ensure regular collaboration on job effectiveness and efficiency, curriculum and instruction, interventions, individual students and school/department improvement ▪ Working together in collaborative teams to continually offer an aligned curriculum that is based on state and local standards ▪ Pursue continuous professional development
Academic Excellence	<p>We value a challenging and comprehensive curriculum for all</p> <ul style="list-style-type: none"> ▪ Continually strive to improve instructional effectiveness ▪ Create and implement promising instructional strategies for improving student achievement on a continuing basis ▪ Set high standards and expectations for student success and engage in reflection and collective inquiry on the results of student achievement in order to improve learning ▪ Value higher order thinking skills and incorporating various methods of instruction to motivate students
Students	<p>We value each student as an individual who will learn</p> <ul style="list-style-type: none"> ▪ Students will show respect to themselves, their peers and faculty and staff ▪ Students will accept responsibility for their learning and actions ▪ Students will set challenging goals and give their best effort to achieve high academic standards ▪ Students will encourage others in an atmosphere of support
Parents and Community	<p>We value exceptional service to students, parents/guardians, colleagues and the community</p> <ul style="list-style-type: none"> • Provide parents with resources, strategies, and information to help children succeed academically and socially ▪ Parents are included as viable members of the educational team to develop and support appropriate educational goals for their children ▪ Parents are supportive of district and school's vision and mission

HILLSBORO R-3 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
Jimmy Turner	Director of Maintenance
Cathy Freeman	High School Principal
Carl Imhof	Assistant H.S. Principal
Mark Groner	Assistant H.S. Principal
Eddie Moreno	Athletic Director/Assistant H.S. Principal
Melissa Hildebrand	Learning Center/Assistant H.S. Principal
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
Dr. John Koenecker	Primary Assistant Principal

Faculty and Staff 2011-2012

First Name	Last Name	Title	Location
Marca	Abney	Cafeteria	Cafeteria
Heath	Allison	Principal	Main Office
Nancy	Ball	Counselors' Secretary	Guidance Office
Kevin	Blair	Instrumental Music	101
Caryn	Boren	Spec. Ed.-7	205
Angela	Boylan	Cafeteria	Cafeteria
Robyn	Bubulka	Math-7	209
Laura	Burgio	Science-8	311
Margie	Burris	Soc.Studies-8	210
Cory	Carrico	Para	401
Sandra	Carrow	Para	205
Rhonda	Chiles	Com. Arts-7	106
Christa	Shinault	Cafeteria Manager	Cafeteria
Kristi	Crocker	Soc.Studies-7	206
Keith	Cruzado	Spec. Ed. Gr. 8	600
Timothy	Dedert	Instrumental Music	101
Liz	Duggan	Soc. Studies-8	212
Patty	Fears	Lib. Secretary	Library
Joe	Fehlker	Counselor	Guidance Office
Erin	Folwarski	Soc.Studies-7	208
Mike	Genge	At-Risk-7	108
Mady	Hern	Spec. Ed.	600
Kim	Glessner	G.A.T.E.	203
Lonnie	Grant	Day Custodian	Main Hall
Kim	Gratton	Food Service	Cafeteria
Dan	Gronborg	P.E./Health	Gym
Kristine	Gronborg	Math-8	211
Nicole	Heitert	Science-7	307
Mady	Hern	Spec. Ed.	600
Paul	Holland	P.E./Health	Gym
Dina	Holland	Science-7	305
Jon	Isaacson	Assistant Principal	Main Office
Shelly	Isermann	Art	301
Sherrie	Jackson	Cons.Science 7-8	400
Sarah	Junghans	Com. Arts-7	109
Michael	Kay	Para	205
Del	Kemp	Com. Arts-8	117
Dotie	Krive	Cafeteria	Cafeteria
Debbie	Laidlaw	Para	205

Faculty and Staff 2011-2012

First Name	Last Name	Title	Location
Suzette	Lamb	Lib. Media Spec.	Library
Traci	Lammert	Spec.Ed.	401
Kristen	Maerli	Com. Arts-8	113
Mike	Miller	Evening Custodian	Main Office Hall
		Evening Custodian	Main Office Hall
Tish	Naeger	Counselor	Guidance Office
Brian	Robbins	P.E.	Gym/Wt.Room
Christea	Reiser	Spec. Ed.	601
Kim	Saxton	Bldg. Secretary	Main Office
Lois	Schachner	Foreign Lang. 7-8	116
Kelley	Schmidt	Math-7	207
Michael	Sebourn	Science-8	309
Robyn	Smelser	Art 7-8	303
Shawn	Smith	Computers 7-8	110
Deborah	Stukey	Math-8	213
Justin	Thomas	Choir 7-8	100/101
Kathy	Tucker	P.E./Health	Gym
Karen	Vaughn	P.E./Health	Gym
Kathi	Wakeland	Attendance Secretary	Main Office
Becky	Walker	At Risk-8/ Media	108
		Para	600
Cullie	Wilkins	Day Custodian	Cafeteria
Pam	Williams	Cafeteria	Cafeteria
Dori	Womack	Cafeteria	Cafeteria
Karen	Ziegler	Nurse	Nurse's Office

Junior High Coaches

Basketball, Boys	Paul Holland, Alex Rougely
Basketball, Girls	Karen Vaughn, Mady Hern
Cheerleading	Kristen Maerli
Cross Country	Paul Holland, Tish Naeger
Football	Jason Gillman, Nathan Kemp, Dan Fox, Zach Weiss
Pom Pon	Julie Lewis
Track	Brian Robbins, Robyn Bubulka, Tom Gordon, Mady Hern
Volleyball	Karen Vaughn, Erin Folwarski
Wrestling	Dan Gronborg, Don Bolyard

High School Coaches

Baseball, 9 th	Joe Fehlker
Basketball, Head Girls	Joe Fehlker
Basketball, Asst. Girls	Tish Naeger
Golf, Head	Kathy Tucker
Softball, Assistant	Mady Hern
Track, Head Girls	Dina Holland
Track, Head Boys	Mike Genge

Sponsors

Archery Club	Dan Gronborg
Future Problem Solving	Kim Glessner
Honor Society	Margie Burris
Messenger Editor	Joe Fehlker
Publications	Becky Walker
Special Olympics	Traci Lammert
Student Council	Sherrie Jackson, Justin Thomas

Department Heads

Art	Michelle Isermann
Consumer Science	Sherrie Jackson
Foreign Language	Lois Schachner
Guidance	Joe Fehlker
Keyboarding	Shawn Smith
Language Arts	Kristen Maerli**
Library	Suzette Lamb
Math	Deb Stukey**
Music	Justin Thomas**
Physical Education	Kathy Tucker**
Science	Dina Holland**
Social Studies	Erin Folwarski**
Special Services	Keith Cruzado**

****PLC Team Leader**

LUNCH SCHEDULE

A			B		
Chiles	29	28	Maerli	25	24
Junghans	21	21	Kemp	27	27
Bubulka	0	0	Stukey	27	27
Schmidt	0	0	Gronborg, K	24	23
Heitert	28	28	Sebourn	20	20
Holland, D	28	28	Burgio	24	24
Folwarski	27	29	Duggan	0	0
Crocker	28	27	Burris	0	0
Dedert	60	60	Hern	7	7
Boren	11	11	Jackson	0	0
Cruzado	0	0	Vaughn	0	0
Genge	3	0	Gronborg, D	25	31
Lammert	3	3	Holland, P	27	22
Glessner	7	7	Tucker	27	30
Thomas	0	0	Walker	9	9
Smith	24	17	Isermann	29	18
Reiser	5	5	Schachner	8	8
Smelser	22	20	Robbins	0	22
TOTAL	296	284	279	292	
aides	11	10			
totals	586	586			

BELL SCHEDULE

7:10	Drop Off
7:17	Warning Bell
7:21-8:07	1 st Period (46)
8:11-8:57	2 nd Period (46)
9:01-9:30	Academic Lab (29)
9:34-10:20	3 rd Period (46)
10:24-11:10	4 th Period (46)
11:10-11:35	A Lunch (25)
11:39-12:25	5 th Period 11:14-12:00 (46)
	B Lunch 12:00-12:25 (25)
12:29-1:15	6 th Period (46)
1:19-2:05	7 th Period (46)

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

Academic Lab Period

Our academic lab will be a daily period of 29 minutes in which all students will participate. Students will be assigned to a teacher (advisor) for the entire year where they will be involved in a variety of activities; including response to intervention (RtI), character development, competitions, guided study halls, AR reading days, etc.

Accidents/Injury (Board Policies GBEA and EBBA)

Anytime a student or adult is injured, the office should be notified, as well as the nurse. Do not move the student or adult 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! Should a staff member be injured, it will need to be reported immediately. In case of injury, please read Policy **GBEA**.

Announcements

Announcements - Staff members wishing to have announcements made are to hand them to the office secretary in written form the day before they are to be read. Announcements will be read over the phone intercom at the beginning of Academic Lab as well as posted on Infinite Campus.

Arrival and Departure (Board Policy GBCB and IC)

Staff hours are 6:45 A.M. – 2:30 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 6:45a.m. and at their respective teaching station door by 7:10 a.m. each school day. 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 2:30 p.m., unless they are supervising a group of students (tutoring, sports, 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 2:30 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 our on-line Infinite Campus..

Should a student arrive in your classroom after the bell rings, please make sure that the student signed in the office. Each student that signed in will have a tardy slip, signed by Kim or Kathy. If a student does not have the slip, please send him/her to the office to get one. This will help us to keep accurate attendance records.

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 child!

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: that no plug-in air fresheners, candles, and/or candle warmers are allowed in classrooms per our insurance carrier.

Cafeteria

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

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 7th and 8th 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. For more information, see Laura Asinger and/or Joe Fehlker.

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

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. **BE CONSISTENT!**

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.

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 typically 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 (Board Policy GBCB)

Announcements - Staff members wishing to have announcements made are to hand them to the office secretary in written form the day before they are to be read. Announcements will be read over the phone intercom at the beginning of Academic Lab as well as posted on Infinite Campus.

Mail Boxes - The mailboxes are located in the teacher lounge. 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.

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 (Board Policy EGAAA)

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 custodial closet across from 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) GLE, 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.

Directory Information (Board Policy JO)

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.

Duplicating Materials/ Copying

Your requests should be placed in the proper box in the office the day previous to their required use. Any requests placed in the box will be duplicated by our paraprofessionals before and/or after school. Please prepare ahead of time to allow them time to accommodate everyone's needs. The secretaries have a huge job and it is difficult for them to stop and make copies for you. When the main office copier is being used, feel free to use the copy machines in the counselor's office or the library.

Emergency Drills (Board Policies 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.

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 immediately.

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.

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 Junior 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 Principal and/or Activities Director.

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 Principal 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 economic limitations on their part.
5. Money collected through the activity sales should be deposited promptly with the school office. All deposits should be given to the 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, 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 sponsors 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.

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. Report cards will be distributed normally on the Friday following the last day of the quarter.

The Hillsboro R-3 School Board voted to use the following grading scale:

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

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.

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.

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.

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

The office of the school nurse is located in the hallway across from the counselor's 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. **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.

Homework

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:

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: Should you feel that an assignment should be penalized, you should not take more than 50%. Zeros should only be given when the student fails to turn in an assignment by the end of the quarter. Several

attempts to collect the work should be made. Parent contact about missing assignment(s) is required.
STUDENTS SHOULD NOT BE GIVEN AN OPPORTUNITY TO FAIL!

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 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.

As a material center, the library has filmstrips, slides, recordings, transparencies, vertical file material, periodicals, tapes, posters, kits, games, pictures, and books. The audio-visual card catalog in the library is an index for the above audio-visual materials. Free film catalogs are available for your use.

Cassette systems, record players, filmstrip machines, movie projectors, tape recorders, overhead projectors, opaque projectors, and previewers for filmstrips are available and may be engaged for specific times by making arrangements in the library or resource center. Materials to be laminated should be sent to the library by Monday of each week.

If you wish to have material on a specific subject, this material can be sent to your classroom.

Important references assigned for class use can be placed on reserve where greater control can be assured. Reserve books may be checked out for overnight use at the Seventh Period and returned before the First Period.

Files of magazines ranging back a number of years are available. The Readers' Guide to Periodical Literature, and other magazines' indexes are also available.

Ms. Lamb will give instruction in the use of the library to your classes whenever it is convenient for you. Please make an appointment one week in advance.

Any teacher desiring to bring a class to the library should contact Ms. Lamb one week in advance.

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.

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 7:10, after 2:05, 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 see Kim in the office so that she can 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 turned in to Kim Saxton, 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.

Movies/Videos

Movies and videos that are shown in the classroom should be of an educational nature. The only exceptions to this rule is class rewards. Movies/videos should be rated PG. If you wish to show an R-rated movie parent permission must be obtained. Please follow all copyright rules and regulations.

Parent Contact/Teacher Conferences (Board Policy IGBC)

Teachers should feel free to contact parents on an individual basis. Parent contact should be recorded on our Infinite Campus system parent contact log. This data will be used as artifact data in your Performance Based Teacher Evaluation. The principal will check the parent contact forms each month. As a general rule: all parents should be contacted at least once per semester. This contact should be through e-mail, conference, positive post card, or phone call. Positive parent contact is always worth your time and pays off for both you, the student, and their parents. Documentation of such contact should be placed on the parent contact log.

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 as needed for students who are not meeting expectations.

**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.

Parent Volunteers and Visitors (Board Policies IGBC, 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.

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 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 their planner filled out for a hall pass. Passes should be used for bathroom use (never more than 1 boy/1 girl), library, nurse, office, etc.

Permanent Record Check Out (Board Policies JO-AP, GCB, JG)

All records must be checked out through the office. Do not go into the files and take one without checking in with the school secretary. We have a responsibility to keep these files in a locked file. Do not leave these files unattended in your room! When returning files, check in with the school secretary and be sure to have the contents in the same order as they were when you removed them.

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. Once per week, each grade level team should meet and confer about lesson plans, assessments and instructional strategies. Each grade level team will meet with the principal periodically to review progress.

It is very important that the planning period be used and not wasted. 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 Debbie Spiller (ext 8001) at

Transportation 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 Assistant Superintendent, Jana Rhame.

Professional Learning Communities (Board Policy GCL)

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 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.

Progress Reports (Board Policy IK, IKE)

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. 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.

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.

Staff ID's

All staff should arrange to have an ID made in the Counselor's Office. These ID's need to be worn each day.

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

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

Student Planners

Students will be given a student planner if needed. It is designed as an organizational tool for students and parents. Each student should write assignments and classroom information in the planner each day. The planner should also be used as a communication tool between teacher and parent. Please develop a system that would indicate whether or not an assignment is homework and then COMMUNICATE that system to parents.

Student Supervision (Board Policy GBCB)

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)

Students may be suspended in the form of 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.

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 in 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)

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.

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.

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)

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.

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.

As classified staff, it is possible to accrue comp. time, with principal approval, as special circumstances arise. Please know that you cannot accrue more than 16 hours of comp. time and it must be taken before the end of the year.

Words of the Month

August-Respect	September-Responsibility
October-Honesty	November-Caring
December-Giving	January-Friendship (Tolerance and Acceptance)
February-Kindness	March-Patience
April-Perseverance	May-Celebrate Success

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.