WINDSOR

HIGH SCHOOL

**FACULTY HANDBOOK**



**2014-2015**

**Mission Statement Board Policy AD**

The mission of the Windsor C-1 School District is to inspire all students to develop a vision within themselves and become contributing members of society, by providing excellent educational opportunities founded on the fundamentals of a caring family, school, and community.

The district has a board approved Comprehensive School Improvement Plan (CSIP) guided by the missions statement and based on the district’s fundamental beliefs about teaching and learning. This plan serves as the district’s foundations for allocating resources, developing policies and procedures, and selecting and implementing programs designed to raise student achievement.

A copy of the district’s CSIP is available in the high school principal’s office and the superintendent’s office.

**Vision Statement**

The Windsor C-1 School District is one in which all stakeholders work collaboratively to be academic leaders in an atmosphere of mutual respect. It is a true learning community where everyone strives to improve our academic excellence through progressive curriculum and instructional practice. The schools of our district exhibit high standards, with the needs of our students as the top priority.

**Non-Discrimination Policy Board Policy AC**

As a political subdivision, employer, recipient of federal funds and educational institution, the Board of Education is prohibited from, and hereby declares a policy against, engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, religion, sex, national origin, ancestry, disability, age or use of leave protected by the Family and Medical Leave Act, in its programs, activities and with regard to employment. The Board is an equal opportunity employer.

Marital, maternal, or paternal status shall not effect the rights and privileges of district students to receive an education. Those students are eligible to participate in all activities and receive honors the same as any other students enrolled in the district.

To ensure that these obligations are met, the Board designates the Director of Special Education, Christina Holmes, to act as the district’s nondiscrimination laws compliance coordinator.

**Relevant District Goals and Objectives Board Policy AE**

**GOAL 1 – Student Performance**

**OBJECTIVES**

All general education students will meet the annual performance targets in CA, MA, and SC. The district-identified students with an IEP will meet the annual performance targets in CA, MA, and SC.

All attendance centers in the district will meet state recommended goals of 95% for daily student attendance.

Fifty percent of students taking the ACT will score at or above the state average.

The graduation rate will stay at or above the state average or increase if already above state average.

**GOAL 2 – Highly Qualified Staff**

**OBJECTIVES**

The Windsor C-1 School District will attract, mentor, and retain highly qualified staff through coordinated efforts of the administration.

**GOAL 3 – Facilities, Support, Instructional Resources**

**OBJECTIVES**

Student performance will improve by adding technological resources.

Health services will continue to provide a healthy and safe environment that allows students and staff to succeed.

All Windsor C-1 School District facilities will be improved and maintained to adequately provide for all students and staff.

**GOAL 4 – Parent and Community Involvement**

**OBJECTIVES**

Identify the needs of the parents and community members in regards to the school district.

Provide a structure for parents to receive support for specific areas of need.

Provide opportunities for students, parents, and community members to participate in activities and/or training outside the regular school day.

Honor community members who exhibit good character.

**GOAL 5 – Governance**

**OBJECTIVES**

Ensure staff, students, and parents feel safe at school.

The district will provide effective communication between the board of education, administration, staff, and community.

The district will provide better communication between the BOE, administration, staff and community.

**WHS Value Statements (updated April, 08)**

**Value Statement 1**: We value collaboration in decision making therefore we will:

* Utilize collaboration time to its maximum potential
* Respectfully listen and share our ideas and experiences with our colleagues
* Encourage all students to accomplish their learning goals

**Value Statement 2:** We value being an academic leader in the state of Missouri. Therefore we will:

* Continue to develop a challenging, positive learning environment
* Be a model for team members who communicate in an atmosphere of mutual respect
* Instill a passion for lifelong learning that extends beyond state requirements
* Ensure that all have the opportunity to excel academically by valuing hard work for all stakeholders, including faculty, administration, and students

**Value Statement 3:** We value working in an atmosphere of mutual respect. Therefore we will:

* Act in a professional manner with integrity and honesty
* Develop relationships characterized by caring and respect
* Support and encourage each other
* Follow the chain of command to resolve conflicts
* Display a positive attitude
* Be open with communication and be free of fear to discuss possibilities
* Have a positive learning environment, high standards allowing all students to reach their fullest personal potential
* Lead by example

**Value Statement 4:** We value increasing student achievement by teaching and assessing progressive curriculum and instructional practices. Therefore we will:

* Teach to the course curriculum, realizing that curriculum is an ever-changing document that needs to be updated frequently
* Learn and practice a variety of teaching strategies, including using differentiated instruction techniques and other techniques that appeal to a variety of learning styles
* Provide evidence of student mastery of course curriculum through formatives, summatives and benchmark tests
* Use varied remediation strategies based on results entered into and found in Mastery Manager and based on the finding through LIT team meetings and collaboration
* Incorporate technology and other tools such as Interactive whiteboards, web-based learning, United Streaming and the AIMSweb.

**Value Statement 5:** We value academic excellence through progressive curriculum and instructional practice. Therefore we will:

* Seek to improve ourselves, our classroom, and our profession
* Continue to update our teaching methods and curriculum
* Utilize PDC to enhance our teaching techniques and seek to improve our potential
* See curriculum as a changing and evolving document

**Value Statement 6:** We value high standards. Therefore we will:

* Utilize technology and best practices found at conferences and group discussions to prepare the student for the 21st century
* Use remediation and enrichment strategies to reach the needs of all of our students
* Administer and hold our students to high standards in order to provide the necessary skills to enable them to be future leaders of our community

**Value Statement 7:** We value that the needs of our students are the top priority. Therefore we will:

* Use RTI, as well as smaller class sizes and teachers collaborating to reflect on best teaching practices.

**Staff Conduct Board Policy GBCB**

The Board of Education expects that each professional and support staff member shall put forth every effort to promote a quality instructional program in the school district. In building a quality program, employees must meet certain expectations, which include, but are not limited to, the following:

1. Become familiar with, enforce, and follow all board policies, regulations, administrative procedures, other directions given by district administrators and state and federal laws as they affect the performance of job duties.

2. Maintain courteous and professional relationships with pupils, parents/guardians, other employees of the district and all patrons of the district.

3. Keep current on developments affecting the employee’s area of expertise or position.

4. Transact all official business with the appropriate designated authority in the district in a timely manner.

5. Transmit constructive criticism of other staff members or of any department of the school district to the particular school administrator who has the administrative responsibility for improving the situation.

6. Care for, properly use and protect school property.

7. Attend all required staff meetings called by the district administration, unless excused.

8. Keep all student records, medical information and other sensitive information confidential as directed by law, Board policy, district procedures and the employee’s supervisor.

9. Immediately report all dangerous building conditions or situations to the building supervisor and take action to rectify the situation and/or protect the safety of students and others if necessary.

10. Properly supervise all students. The Board expects all students to be under assigned adult supervision at all times during the school and during any school activity. Except in an emergency, no employee will leave an assigned group unsupervised.

11. Obey all safety rules, including rules protecting the safety and welfare of students.

12. Submit all required reports or paperwork at the time requested. Employees will not falsify records maintained by the school district.

13. Refrain from using profanity in the school setting.

14. Dress professionally and in a manner that will not interfere with the educational environment. *(Teachers may wear jeans and a school t-shirt or a shirt with a collar on Fridays. Early release days are NOT “dress down” or “casual” days.)*

15. Come to work at the time specified by the employee handbook or by the employee’s supervisor. Employees, who are late to work, stop working before the scheduled time or work beyond the scheduled time without permission may be subject to discipline, including termination. ***7:20am-2:50pm****.*

16. School employees, other than commissioned law enforcement officers, shall not strip search students, as defined in state law, except in situations where an employee reasonably believes that the student possesses a weapon, explosive or substance that poses an imminent threat of physical harm to the student or others and a commissioned law enforcement officer is not immediately available.

17. School employees shall not direct a student to remove an emblem, insignia or garment, including a religious emblem, insignia or garment, as long as such emblem, insignia, or garment is worn in a manner that does not promote disruptive behavior.

18. State law prohibits teachers from participating in the management of a campaign for the election or defeat of a member of the Board of Education that employs such teacher.

19. Employees will not use district funds or resources to advocate, support, or oppose any ballot measure or candidate for public office.

20. Employees will not use any time during the working day for campaign purposes, unless allowed by law.

**Social Networking**

 Please be cautious of how you use any social networking sites.

**Lunch Account**

 Staff members will not be allowed to be negative more than $5.00 on their account.

**Staff/Student Relations Board Policy GBH**

The relationship between professional staff members and students in the school district should be one of cooperation, understanding and mutual respect. All employees have the responsibility of providing an atmosphere conducive to learning, which should be accomplished through effective individual and group discipline. All students and staff will treat each other with respect.

Differences and problems that arise between an employee and student are typically best worked out by conferences between these two (2) persons or between the employee and the parent of the student. However, employees and students should immediately report a violation or perceived violation of the district’s non-discrimination and anti-harassment policy (AC), regardless of whether a conference has been held.

 No employee may use his or her status as an employee to adversely influence a student of the district. No employee may date, make advances toward, or engage in any sexual relationship with a district student, regardless of the student’s age, the perceived consensual nature of the relationship, where advances are made or whether the employee directly supervises the student. Further, no employees may discuss or plan a future romantic or sexual relationship with a student. All employees possessing evidence of or witnessing such conduct or sexual harassment shall report it to the district’s administration immediately. All employees or school officials who know or have reasonable cause to suspect child abuse shall immediately report the suspected abuse to the principal or to the Children’s Services hotline, pursuant to state law.

**Instruction**

Curriculum is a working document and must be used on a daily basis. Lesson plans will be used to help document instructional strategies teachers are using in the classrooms. Teachers will need to identify the Grade Level Expectations and Concepts being taught in each of their classes. Reference should also be made to the instructional calendar. Please make notes or suggestions on curriculum during the school year so we can continue to update and improve our instruction. Revised curriculum, with your personal notes, will be turned into the curriculum director at the end of the year. The building principal may request daily lesson plans. Teachers are expected to maintain an active learning environment in their classroom. Teachers are expected to interact with students in the classroom. Grade Level Expectations or objectives should be posted in your room on a daily basis. Only movies that have been prior approved by the Curriculum Director or building principal may be shown.

# Special Education

Staff members are responsible for meeting the needs of our special education students. It is everyone’s responsibility to ensure we are following, without exceeding, the accommodations of a student’s IEP or 504 plan. Visit with the student’s case manager, an administrator, counselor, or any member of the special education team if you have questions regarding specific student accommodations.

**Class Syllabus**

A Class Syllabus will be distributed to all students the first week of class. Please include the following information:

-Course description

-Classroom expectations and responsibilities

-Discipline Policy

-Grading scale and point breakdown for the class work, homework, tests and finals

-List of course objectives

-Teacher contact times (preparation period)

-E-mail address and voice mail phone number

-Make-up policy for the class

-Any special needs for the class

Turn in a copy of each one of your syllabi to Mr. Buscher by August 27th. This information should also be posted to your web site by this date.

**Substitute Packets**

Each teacher is required to keep a sub packet in the office in case of absence. Please maintain updated class rosters, seating assignments, daily assignments, and extra duty assignments in your sub packet. Please have sub folder to Chris Martin by August 27th.

**ISS Work**

In School Suspension information will be distributed to you via e-mail. Please deliver all assignments to the ISS Room (150) or the ISS supervisor’s mailbox. The ISS teacher will inform you if he needs more work for the students. Please make every effort to send work to keep students engaged while they are in ISS. The ISS teacher will put completed assignments back in your mailbox in the teachers’ lounge at the end of each day.

**Climate**

Each teacher is directly responsible for the appearance and expression of their classroom or work area. Attitudes of the students are greatly affected by the appearance of your classroom as well as the school building. Establishing a positive atmosphere and academic environment is the responsibility of all professional staff members of Windsor High School. Please try and leave your classroom doors open in an effort to promote this type of atmosphere. This will also help to provide more supervision in the halls. Do not cover windows or doors. Please contact the building principal for approval before doing any painting or major changes in your classroom.

**Classroom Management**

Teachers shall have the authority to make and enforce necessary rules for their classrooms (school and district policy should set the precedent for all classroom rules). All classroom rules need to be posted for viewing in each classroom. Teachers will need to explain your discipline policy to each class. Teachers will be responsible for all discipline related to their classroom rules. If an incident arises where a student needs to be sent to the office for disobeying your authority, please fill out the discipline referral and be detailed as to what has happened so the administrator can understand the situation. The Windsor C-1 Board of Education recognizes the teacher’s responsibility to maintain control and discipline in the classroom and the school in accordance with board policies and administrative procedures.

**Student Aides**

Students who wish to apply as a student aide may obtain an application in guided study. Student aide positions are reserved for utilization in the various departments, main office or guidance office.

**Closed Campus for Students**

 Students must have permission to return to their cars during the school day once they have arrived at school. A pass from the attendance office is required if students need to leave campus during the school hours. Students should not be granted permission to leave campus to go out to lunch. Parents must be notified and give approval before a student leaves campus during school hours. NO ONE other than a parent/grandparent/sibling can visit for lunch or bring lunch to a student. No friends/visitors are allowed on campus.

**Planning Period**

All certified personnel need to be available during your scheduled planning period. Notify the office if circumstances arise where you are not available and you need to leave the school grounds. Planning periods are “Planning for Student Learning” and not ‘free time’ for teachers. Teachers who have planning periods lst or last hour of the day are expected to be on campus. Teachers will help with the Tardy Sweeps during the first few minutes of their planning period.

**Attendance**

Teachers are to keep accurate written records of student attendance. The teacher is to record daily absences. Please **report your attendance on SIS in the last ten minutes** of class. Students are not permitted to take attendance. A student tardy over 25 minutes is to be counted absent. Students are not to be counted absent when attending school-related activities. Be sure to keep a written copy of your attendance in case SIS has a failure.

**Tardies**

Tardies are counted every hour and are accumulative throughout the day/ semester. Teachers help with the Tardy Sweeps the hour they have their plan period.

1 tardy = warning

2 tardies = warning

3 tardies = 1 lunch detention

4 tardies = 2 lunch detentions

5 tardies = 1 after school detention

6 tardies = 2 after school detention

7 tardies = 1 day ISS

8 tardies = 2 days ISS

9 tardies = ISS (pending parent conference)

10 tardies = Alternative placement

After 10 tardies, Parent conference, possible schedule change with consideration of placement in Alternative School.

*Tardies reset at zero (0) at the beginning of every quarter.*

If lunch detentions are missed, the student can expect the following actions by the principals:

 Miss 1 lunch detention = 2 lunch detentions

 Miss 2 lunch detention = 1 after school detention

 Miss 1 after school detention = 2 after school detentions

 Miss 2 after school detentions = ISS

**Hall Passes**

In the student planner, there is an area at the bottom of the pages to be signed by teachers to excuse a student from class. Students that do not have a planner should be sent to the office to purchase a new student planner for $5.00.

Hall passes should be issued in moderation and only if necessary. Please respect other faculty member’s class time by not sending students to their class or sitting students outside your class in the halls. All students must have a signed student planner or approved pass if they are in the hall during class.

Taking a minute of class time to write assignments, homework, etc. in the student planner will help encourage students to use the planner.

**Grading and Grade Books**

All teachers should observe the following grade scale for all classes.

100 – 93% A

92 - 90% A-

89 – 87% B+

86 – 83% B

82 – 80% B-

79 – 77% C+

76 – 73% C

72 – 70% C-

69 – 67% D+

66 – 63% D

62 – 60% D-

Below 60% F

The minimum passing grade is D-. The grade of F in a required course means the course will need to be repeated until a passing grade is earned. Refer to the schedule below for turning in mid-quarter deficiency notices and final grades for the quarter and semester.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | Includes Coursework from |  |  | Grades Due | Grading CycleOpen in SIS from |  |  |
|  |  |  |  |  |  |  |  |  |
| **Progress 1** |  | 8/22/14 | To | 9/12/14 | 9/15/14 | 9/15/14 | To | 9/16/14 |
| **Progress 2** |  | 8/22/14 | To | 10/3/14 | 10/6/14 | 10/6/14 | To | 10/7/14 |
| **1st Quarter** |  | 8/22/14 | To | 10/17/14 | 10/20/14 | 10/20/14 | To | 10/21/14 |
| **Progress 3** |  | 8/22/14 | To | 11/7/14 | 11/10/14 | 11/10/14 | To | 11/11/14 |
| **Progress 4** |  | 8/22/14 | To | 11/25/14 | 12/1/14 | 11/26/14 | To | 12/2/14 |
| **2nd Quarter** |  | 8/22/14 | To | 12/19/14 | 1/5/15 | 12/22/14 | To | 1/6/15 |
| **1st Semester** |  | 8/22/14 | To | 12/19/14 | 1/5/15 | 12/22/14 | To | 1/6/15 |
| **Progress 5** |  | 1/5/15 | To | 1/23/15 | 1/26/15 | 1/26/15 | To | 1/27/15 |
| **Progress 6** |  | 1/5/15 | To | 2/20/15 | 2/23/15 | 2/23/15 | To | 2/24/15 |
| **3rd Quarter** |  | 1/5/15 | To | 3/13/15 | 3/16/15 | 3/16/15 | To | 3/17/15 |
| **Progress 7** |  | 1/5/15 | To | 4/1/15 | 4/2/15 | 4/2/15 | To | 4/3/15 |
| **Progress 8** |  | 1/5/15 | To | 5/1/15 | 5/4/15 | 5/4/15 | To | 5/5/15 |
| **4th Quarter** |  | 1/5/15 | To | 5/20/15 | 5/20/15 | 5/20/15 | To | 5/21/15 |
| **2nd Semester** |  | 1/5/15 | To | 5/20/15 | 5/20/15 | 5/20/15 | To | 5/21/15 |

**NOTE: The grading cycle in SISk12 will close at 11:59 P.M. on the due date listed above**

Grades are based on the following formula:

* Summative Assignments = 75%
* All other assignments (which are to be labeled “Participation”) = 25%
* Formulas are already set-up in your gradebook. All assignments must be designed as “summative” or “Participation”…..**DO NOT** use homework, lab, etc.

1st Semester grades are calculated as per the following:

* 2nd Quarter (90%) & Final Exam (10%)
* Honors Courses: 2nd Quarter (80%) & Final Exam (20%)

2nd Semester Grades are calculated as per the following:

* 4th Quarter (90%) & Final Exam (10%)
* Honors Courses: 4th Quarter (80%) & Final Exam (20%)

\*\*\*\*\***Teachers:** You are responsible for making the 80%/20% change to your grade book. If you have any problems, please see me.\*\*\*\*\*

Final exams are required in all courses. Summatives (Common Assessments), projects and research papers will count for 75% of the final grade in a semester. The other 25% will be classroom work, homework and participation. NO EXTRA CREDIT can be figured into grades.

If a student is doing poorly in your class, contact the parents immediately.

 **Excused and Unexcused Absence**

When a student is absent from class, teachers will need to check SIS to see if the student’s absence is excused or unexcused. Those students who are unexcused should not be allowed to make up their work. Please refer to the attendance policy in the student handbook for a definition of what constitutes an excused or unexcused absence

**Faculty Attendance**

In the event that you have to miss school during the year, you will need to call Julie Martin by 5:30am at 464-4447. Please make every effort to call Julie as soon as you know that you will be unable to be at school. At various times in the year it is extremely difficult to find substitutes.

**Daily Supervision Duties**

In order for our school to function properly and maintain safety standards, every staff member will be required to perform supervision duties before, during and after school hours throughout the year. These duties will be divided up as evenly as possible on a rotating basis. If you are unable to perform your assigned duty on any given day, you are responsible for finding a replacement.

 **I.D. Badges**

Faculty members are encouraged to display their ID badges at all times during school hours. ID badges are required to purchase food or drink from the cafeteria. Money must be deposited in your account before 9:20am. See Ms. Zwetow in the library if you need a new ID Badge. ID badges are also used to enter the main doors and the doors by the library off the back faculty parking lot. The ID badge can be ‘swiped’ by the black proximity box to enter the building.

**Please do not use a key to enter the building-you must utilize your ID badge.**

#### **Extra Duty Pay**

Mr. Jason Naucke, the Athletic Director oversees the Extra Duty Stipend Schedule. If you are coaching, a sponsor of a club/class or activity, please check this schedule to see if you are correctly placed with step or level. Working games, clock, ticket takers, graduation-faculty helpers are paid through the athletic/ activities program. Please see Mr. Naucke or Tina Byrd about your pay for these activities. Homework lab (after school T and Th 2:30—4:00 pm), home-bound tutoring, summertime curriculum writing and after-school detention are other opportunities to get involved in the district and help students.

**Visitors**

All visitors to the school and persons wishing to talk with a student, regardless of the reason, should be directed to the principal’s office before they are allowed to go anywhere in the school. If their business should warrant, a pass will be issued for them to carry and show. A visitors badge will be assigned only by the principal’s office. Any person not displaying a visitors badge should be sent to the office immediately.

**Pets or Animals**

Due to safety, sanitary, and liability concerns, any pets or animals brought onto campus will need to be approved through the office.

**Emergency Procedures**

Please be familiar with and post all procedure in your classroom. Throughout the school year we will have Fire, Earthquake, Intruder, and Tornado Drills at announced and unannounced times. These are done in conjunction with MSIP requirements.

**Field Trips**

Mr. Naucke must approve all field trips. A field trip request sheet is available in the office. Upon approval, the teacher will have to make arrangements for a bus through the transportation department. A request for a bus must be submitted at least two (2) weeks in advance to eliminate scheduling conflicts, ensure availability of drivers, etc. In addition, the teacher will be responsible for letting the cafeteria know the amount of students that will not be eating lunch on that particular day. Also, e-mail a list of students who are attending the field trip two weeks in advance to every staff member and turn in a list to the office. Please allow only one teacher to chaperone per 25 students attending the field trip. Teachers are not to count these students absent. Students will be responsible for making up work that they missed in other classes while on the field trip. They will have one (1) day in which to make up this work. The day of the field trip, as you board the bus, another attendance list must be taken and given to the attendance secretary. Also, a cell phone number of the teacher attending the field trip should be left in the main office for emergencies. Please turn in all requests for the year to Mr. Naucke by September 5th.

**Guest Speakers**

Guest Speakers are encouraged and welcomed. They can provide students with firsthand knowledge of various topics being covered. Please get prior approval from an administrator. All guest speakers need to check into the office for visitors’ passes.

**Extracurricular Activities**

All extracurricular events need to be approved by Mr. Naucke. Visit with Mr. Naucke in person to discuss concerts, performances, exhibitions, or other events taking place outside of normal school hours. Be sure to check, and make reservations, on the building and district calendars. Jacob Yim is in charge of booking the district facilities. All arrangements to book the building must be made through Jacob Yim at 464-4490.

# Daily Announcements

Any faculty member or group that wishes to have an announcement published must submit the announcement via e-mail to Ms. Martin. Announcements will be broadcast via televisions within the commons and SIS.

**Fund Raising and $$$**

All fundraising activities must be approved through Mr. Buscher. It is the responsibility of the sponsor to collect and turn in all money to the office. Do not leave any money or checks overnight in your classroom. The sponsor will be responsible for all money and checks left in the classroom. All funds should be accounted for in the office. Do not keep money in your room to use as a “slush fund”.

**Signs and Posters**

Mr. Buscher must approve any sign or poster displayed in the hallways of the school. Any display not approved will be taken down and thrown away. If approved, please make sure that you take down your signs after the event has taken place. Only hang items on the bulletin boards in the hallways. Do not staple or tape signs to the drywall or to any painted surfaces!

**Movies**

Movies without a direct correlation to the curriculum are not to be shown. The building principal must approve all movies not written into your curriculum. Please observe the federal and state copyright and viewing laws.

**School Purchasing and Receiving Procedures**

Only Mr. Buscher shall authorize the purchase of all items for the high school. Request for needed supplies/equipment should be made on a requisition form available in the office; the forms then should be turned into Chris Martin for approval. No orders should be made without prior approval. If any items are purchased without prior approval, that party will assume full financial responsibility. The district will not assume the responsibility for unauthorized purchases.

No person or group shall purchase any item through the school for non-school purposes without the approval of the Board of Education.

**School Closing Information**

If unforeseen conditions should arise which would necessitate the temporary closing of the school, you will be notified through the SIS automated phone system as soon as possible. If the school must be closed due to an emergency or inclement weather it will be announced on radio stations KMOX, WIL 92.3, KJFF 1400 AM, KMOV CHANNEL 4 and KSDK CHANNEL 5.

**School Phones**

Phones are available in the teacher’s lounge, library, and in most classrooms for school business. These phones are to be used to contact parents on student progress and behavior. Personal long distance phone calls are not allowed.

**Parking Areas and Passes**

There are three areas that are designated for faculty only. Refer to the school map or visit with Tammy Engelbach. Each staff member is issued a parking pass at the beginning of the year. Please display this pass at all times by hanging it from your rearview mirror.

**Library Media Center**

Teachers are encouraged to make sufficient use of the library facilities by bringing students to the library during class time to obtain resource materials. Any class brought to the library needs to be supervised by the classroom teacher. In addition, the computer lab is also available for use during your class time. Please sign up in advance when bringing a class to the library or computer lab. The library also has a growing collection of professional materials.

NO substitute teachers may take a class to the library or use the mobile lap tops. Please make other sub plans other than use of the computers or research in the library.

**Nurse’s Office**

Students must have a signed planner from the teacher before going to the nurse’s office. Do not send students to the nurse’s office to take care of tattoos and body piercing. These need to be addressed by the student on his/her own time, not class time. Please use discretion when sending students to the nurse’s office. Some students will ask to go everyday and there is no reason for this unless they are on medications, or treatments of some kind. The nurse will notify you if this is the case. Please ask the student to wait until the last few minutes of the hour for minor complaints like insect bites, etc. If you have a question about a particular student, please see the nurse and work out a solution.

**Counselors Office**

Students are to make appointments to see any of the counselors. Use discretion if a student requests to go to the counselor’s offices and does not have a pass documenting the appointment. Student’s appointments should be made before school and during passing periods.

**Textbooks and Students Fines**

The books to be issued to pupils at the beginning of the school year will be found in the rooms where the classes meet. The texts are the property of the school and are to be returned to the teacher by whom they were issued upon completion of the course. If a student transfers to another teacher or school, they should return the text at the time of transfer to the teacher who issued it. Teachers are to note the book number of the text books in their grade books. All books should be kept in the classrooms where they are used. Damaged books are to be paid for by the student. Fines for damage should be charged only if damage is due to student misuse. A $10 dollar fine will be charged if the book is still useable. Full cost will be charged if the book is not useable. Students should not be fined for regular wear and tear on a book. Lost book fines are the cost of replacing the books. Teachers will maintain a record of books issued to a student, and the return of them. Please see the form in the back of this handbook.

**Inventories**

Teachers and coaches will be responsible for their class and program inventories. Please check beginning inventories and complete ending inventories and turn into Chris Martin.

# Calendar

Please e-mail all meetings, field trips, etc to Tammy Engelbach to be included in the master building calendar.

**Subbing for a teacher for an hour**

 Sometimes, in the course of the day, a teacher may have to have only an hour (one class period) subbed for them. In the event that a substitute teacher cannot be arranged to cover the class, and a teacher is asked to sub during their plan period, the teacher will be compensated for this with a stipend of $10. Please see Chris Martin in the main office to fill out a form for this stipend. NOTE: Only an administrator or Chris Martin has the authorization to ask a teacher to cover another teacher’s class during the day. All ‘substitutes’ (even for a partial hour) must be cleared through the main office with an administrator.

**Faculty Meeting Schedule**

 Faculty meetings will be conducted on a monthly basis on our district scheduled professional development days.

### 14 – 15 Morning Duty Schedule

|  |  |  |  |
| --- | --- | --- | --- |
| **Week of** |  |  |  |
| 8/18 | Kraatz | Willenbrock | Hutchison |
| 8/25 | Montgomery | Navratil | Pouvaranukoah |
| 9/2 | Geimer | Sellman | Dalaviras |
| 9/8 | Stoffey | Pardeck | Crabtree |
| 9/15 | Ford | Brooks | Dutton |
| 9/22 | Maddock | Boehm | Kovach |
| 9/29 | Schmidt | Honz | Mueller |
| 10/6 | Greeen | Pagel | Miller, K |
| 10/13 | Malec | Crawford | Stockwell |
| 10/20 | Carranza | Van Dyke | Hyde |
| 10/27 | Klingeman | Dueker | Thayer |
| 11/3 | Bright | Darmody | Young |
| 11/10 | Drew | Leech | Sieter |
| 11/17 | Shackelford | Howard | Laupp |
| 11/24 | Pikul | Pennycook | Ward |
| 12/1 | Mathes | Woods | Hutchison |
| 12/8 | Boehm | Thayer | Carranza |
| 12/15 | Isaacson | Pagel | Klingeman |
| 1/5 | Pikul | Ward | Drew |
| 1/12 | Montgomery | Navratil | Van Dyke |
| 1/20 | Geimer | Brooks | Dalaviras |
| 1/26 | Dutton | Honz | Crabtree |
| 2/2 | Leech | Marty | Ford |
| 2/9 | Laupp | Hunter | Malec |
| 2/17 | Crawford | Mathes | Mueller |
| 2/23 | Green | Kraatz | Malec |
| 3/2 | Laupp | Woods | Miller, K. |
| 3/9 | Maddock | Marty | Hyde |
| 3/16 | Young | Dueker | Pardeck |
| 3/23 | Hunter | Darmody | Sellman |
| 3/30 | Mathes | Schmidt | Sieter |
| 4/6 | Shackelford | Howard | Navratil |
| 4/13 | Stoffey | Pennycook | Willenbrock |
| 4/20 | Pouvaranukoah | Mathes | Hutchison |
| 4/27 | Boehm | Pagel | Carranza |
| 5/4 | Isaacson | Maddock | Klingeman |
| 5/11 | Pikul | Ward | Drew |
| 5/18 | Montgomery | Navratil | Sieter |

**PDC tuition reimbursement:**

Please see Kris Miller about tuition reimbursement.

**Retake Guidelines:**

* Students enrolled in regular classes will be allowed to retake two (2) assessments per semester, excluding finals.
* Student enrolled in honors classes will be allowed to retake one (1) assessment per semester, excluding finals.
* Dual credit and AP courses are excluded from the retake policy.
* Retake procedures may vary by department.

**GUIDED STUDY**

**Teachers:**

* Accurate attendance (which includes student aides).
* Master list of students that are student aides for other teachers.
* Weekly communication with grade level administrator in regards to students with D (s) and/or F(s).

**Students:**

* Must have a pass to leave – if going to another classroom/teacher – must have a pass from the teacher prior to the guided study hour.
* Any student with a D or F will not be allowed to leave the classroom (except to use the restroom) without a pass from the grade level administrator.
* Students are required to work quietly and without disrupting other students.
* Library passes must be obtained by Mrs. Zwetow prior to the guided study hour – no student will be allowed to go to the library without a pass from Mrs. Zwetow.