

GRAND COUNTY HIGH SCHOOL
TEACHER HANDBOOK
2010-2011

The following is an electronic file of our staff handbook that will answer the most frequently asked questions related to the functioning of the school. Topics are organized alphabetically. Almost all forms referred to are available in the pigeonhole file outside the principal's office. There is a file named "Important Teacher Documents 2010-2011" in the shared drive. Electronic files important to teachers will be stored there for access and printing if desired. This file folder will be updated and utilized throughout the year.

ABUSE

If there is suspicion of child abuse contact the administration or counselor. **Protocol would be for the reporting teacher to do the initial contact and reporting to DCFS.** We/ teachers are required to report but we do not make a determination as to guilt. If there is a question or concern report it to the counselor or the administration.

ACADEMIC SUPPORT CENTER

The Academic Support Center (ASC) is available for students who have failed a class and need to make up the credit in order to stay on track to graduate. There are three options available for credit recovery: 1) The Jefferson County (packet) program which is available at the Academic Support Center. 2) The Electronic High School which is available on-line and is approved by the State of Utah and 3) correspondence courses through BYU. Only the Electronic High School classes may be taken for original credit unless a student has extenuating circumstances. In this case, approval by the administration is required. For example, if a student arrives mid-trimester or later, credit recovery packets have been utilized in some instances to gain original credit in order for a student to stay on track to graduate. Revisions have also been made to the ASC this year. Skills for Success will be available for incoming freshman and possibly selected sophomores that have struggled academically. We will also have an English Skill course that will allow students to make up failing grades for English 9-11. This is a more proactive approach and will hopefully better meet the needs of our students.

ACCIDENTS

If students are injured while at school send them to the office or accompany them if it is a serious injury. If there is a head or neck injury do not move them, but call the office for assistance. The office will determine if parent notification is warranted and make the call. If you were a witness to the accident or were the teacher in charge get an accident report from Sherry and fill it out. If the injury involves bleeding obtain rubber gloves to deal with the situation. These safety items will be available for all classrooms and there will be a supply in the office. If a staff member is injured while at work obtain a workman's comp report from Sherry to fill out as soon as possible.

ADVISORS

All staff members will have advisees assigned to them by grade level. Advisors will be responsible for handing out grades at the time of parent teacher conferences, discussion of credit evaluations, and meeting with advisees as deemed appropriate for the functioning of the school. We will continue utilizing the 3 week and $\frac{3}{4}$ grade checks with incentives and tutoring sessions for all students (See a more detailed explanation for the incentive/tutoring sessions under Failing Students below.). If all goes well, we will revisit the tutoring and incentive protocol for possible revision this school year.

ANNOUNCEMENTS

If staff members want information placed in the daily bulletin they must write out or e-mail the information and give/send it to Sherry Mathson by the end of first period. Announcements placed in the daily bulletin by students must have administrative approval. We will not read the announcements over the intercom. Therefore, make sure announcements are available in your third period class for student use. You may summarize pertinent announcements during this class period as well.

Announcements will be e-mailed to the Technical Science and Art Center (TSAC) teachers each day, if you would like them e-mailed to you please let Sherry know. The announcements are also posted on our school's website. As per previous discussions, please be professional when it is necessary to read announcements over the intercom and have a pre-planned script prior to talking. This will eliminate unnecessary time and "stumbling" over word choice.

ASSEMBLY PROCEDURES

Before departing for a scheduled assembly teachers should review expectations for proper etiquette with their students. Suggested behaviors include:

1. enter the auditorium quietly and quickly
2. sit in assigned area if it has been designated (This worked well with the last school wide assembly in the spring of 2010.)
3. come to order immediately upon request
4. keep hands, feet and objects to self
5. don't bring food or drink into the auditorium
6. show appreciation according to the type of assembly being held
7. remain seated until dismissed by the teacher, student body officer, or the administration

Staff should sit with the students or monitor the auditorium in all assemblies.

ASSIGNMENTS

All assignments must be connected to the curriculum being taught. Assignments should not be given for busy work. We are held accountable for teaching the state core curriculum. Since the core is quite extensive, all assignments should be relevant to and supportive of student acquisition of the state standards. Assignments should be defensible if questioned by parents or the administration. It is recommended that: Assignments should be in alignment with your curriculum maps and contain pedagogical practices learned in the Sheltered Instruction Observation Protocol (SIOP) professional development training as well as other "Best Practices".

BELIEF STATEMENTS

We believe that. . . .

- Education is an opportunity.
- Parents, students, and school personnel working together promote life-long learning.
- Students and school personnel need to be effective communicators capable of using oral, written, artistic, mathematical, and technological forms of expression.
- Students need to learn and practice socially responsible behavior.
- Learning is a life-long process.
- Students need to be resourceful thinkers capable of solving problems, both independently and collaboratively.
- Students need to be self-directed individuals who establish personal goals that satisfy both themselves and societal needs.
- Students and staff have the right to an educational environment that is safe and challenging.
- Students must do their own work, learn from their own successes and mistakes, focus on the present task, and be self-disciplined.

BELL SCHEDULE FOR 2010-2011

BELL SCHEDULE

#1 – Regular Day

1 st Period	7:50 - 9:00
2 nd Period	9:05 - 10:15
3 rd Period	10:20 - 11:30
LUNCH	11:30 - 12:05
4 th Period	12:10 - 1:20
5 th Period	1:25 - 2:35

#2 – Early Out

1 st Period	7:50 - 8:40
2 nd Period	8:45 - 9:35
3 rd Period	9:40 - 10:30
4 th Period	10:35 - 11:25
LUNCH	11:25 - 11:50
5 th Period	11:55 - 12:45

#3 – Tutor/Incentive

1 st Period	7:50- 8:45
Tutoring/Incentive	8:50-10:20
2 nd Period	10:25-11:20
LUNCH	11:20-11:50
3 rd Period	11:55-12:45
4 th Period	12:50-1:40
5 th Period	1:45-2:35

#4 – Short Advisory

1 st Period	7:50 - 8:55
2 nd Period	9:00 - 10:05
ADV. MTG	10:10 - 10:30
3 rd Period	10:35 - 11:40
LUNCH	11:40 - 12:15
4 th Period	12:20 - 1:25
5 th Period	1:30 - 2:35

#5 – Long Advisory

1 st Period	7:50 - 8:50
2 nd Period	8:55 - 9:55
ADV. MTG	10:00 - 10:45
3 rd Period	10:50 - 11:50
LUNCH	11:50 - 12:25
4 th Period	12:30 - 1:28
5 th Period	1:33 - 2:35

#6 – Assembly Schedule

1 st Period	7:50- 8:40
2 nd Period	8:45-9:30
3 rd Period	9:35-10:25
ASSEMBLY	10:30-11:30
4 th Period	12:10-1:20
5 th Period	1:25-2:35

BUILDING SECURITY

Our building is one that gets high usage and is difficult to secure. During normal working days the custodians are responsible to secure the building. However, if you are in the building on weekends or after 10:00 pm with or without students, it is your responsibility to check **ALL exterior** doors before you leave. Frank Melo is the keeper of the keys. You must sign a contract sheet and obtain your keys from him.

Do not lend your keys to students. If students are in the building without a responsible adult that has been approved by the administration the school keys they are in possession of will be confiscated and not returned until after a conference with those responsible for the keys has been held. **This is especially true for the weight room, gymnasium, and auditorium.**

BUSSES/SUBURBANS

All requests for busses/suburbans must be submitted to Ron Dolphin, the Activities Director, at least two weeks prior to a scheduled event. Bus/suburban requests are located in the file outside of the principal's office. Please note, if you are going to be driving any district or school vehicle, you must have had the defensive driver training on an every other year basis or you will not be allowed to use these vehicles. This training is now online. To access the program, go to www.risk.utah.gov and click on "Driver Safety Video and Test".

CITIZENSHIP GRADE

Students receive a citizenship grade in all classes. This may be a topic for revision this year in order to have a consistent way to derive a citizenship grade in all courses. If a consistent way to derive citizenship grades is accomplished, we may use this grade for our incentive/tutoring times as well.

COMMON PREP GROUP MEETINGS

We will continue the utilization of common prep group meetings as a means to discuss topics of concern, develop new ideas, begin the accreditation process, and work towards the creation of a professional learning community.

COMMUNICATION-SCHOOL

A challenge to any school organization is inner communication. It is the responsibility of each teacher to read e-mail on the computer each day, check the calendar regularly (**We will be sharing the yearly calendar via Outlook with all staff. If you do not have access to the shared calendar, let Sherry know ASAP.**), check mailboxes each day and read the Friday Reflections via e-mail. In addition, teachers are required to attend all faculty meetings unless prior approval was given for being absent. However, you are still responsible for information given at the meeting.

COMMUNICATION-PARENT

It is the goal of our school to maintain effective home/school communication. Please make every effort to communicate regularly with parents about assignments, grades, attendance, and behavior. Students may not be given a failing grade if on-going communication with the parents has not taken place. **Grades must be entered on SIS for parent access and be kept up to date, at least every 10 days! This is especially true for eligibility and incentive/tutoring grade checks. We also plan to utilize the automated phone system to update parents/guardians regarding their daughter's/son's grades. It will be imperative to have your SIS grade book updated for this to be effective. Also Good News Cards are available. If you fill them out, the office will mail them. The teacher should be the first contact point for communicating with parents regarding their son's/daughter's academic/behavioral issues, positive or negative.**

CONFERENCES

Parent/teacher/student conferences are held three times a year. Teachers are encouraged to hold conferences with parents at any time they need to deal with a particular issue or concern. Parents need to be informed of their student's progress on a regular basis. In the event you anticipate a negative parent conference please request attendance by the administration.

COPYRIGHT

Grand County Schools are committed to observing the Federal Copyright Laws. It is the responsibility of each teacher to ensure that they do not violate these laws. We will be obtaining movie licensing rights again this year to show movies from various production companies.

COMPUTER SOFTWARE

1. school equipment may not be used to illegally copy software
2. illegally copied software may not be used in schools
3. networked software must be purchased for networks
4. Using scanners for copying graphics or pages of books falls under the same guidelines as though a copy machine were used

CURRICULUM

1. Curriculum guidelines are prescribed by the Utah State Core Curriculum. The core curricula can be found on the Utah State Office of Education (USOE) website, <http://www.usoe.k12.ut.us/>. Click on Departments on the top left side of the page and find Curriculum and Instruction.
2. Teachers are expected to work on the mapping of the curriculum for the areas they teach. This process should be facilitated by the Department Chairs.
3. Each department will meet regularly with administration to discuss the curriculum and the mapping of the curriculum. This is a goal that we need to work on achieving and maintaining.

DISCLOSURE STATEMENTS

An open disclosure statement is a document submitted by teachers and coaches/advisors to parents, students, and administration. It contains the following information: curriculum objectives, learning activities – including any movies that will be utilized as part of the curricula, criteria and methods of assessment, classroom conduct expectations, rules and consequences where applicable. Please add your personal expectation for electronic device utilization in your classroom other than cell phones. Disclosure statements should be made available within the first week of school or extra-curricular activity.

Disclosure Statements should also include a discussion of how the Desired Results for Student Learning (DRSLs) will be addressed. Disclosures for extra-curricular activities are not required to address the DRSLs unless an individual coach/advisor wants to include them. (See DRSLs below)

DESIRED RESULTS FOR STUDENT LEARNING (DRSLs)

Communication

- Students communicate with clarity, purpose and understanding of audience using a wide range of communications skills.
- Students recognize, analyze and evaluate various forms of communication.

Thinking

- Students access, analyze, classify, organize and synthesize information from a variety of sources in order to solve problems.
- Students evaluate their problem-solving process and refine it using multiple strategies, personal skills and time management skills.
- Students generate new and creative ideas.
- Students connect knowledge and experience from different subject areas.

Collaboration

- Students work with others in a variety of situations to set and achieve goals.
- Students manage and evaluate their behavior when working together in groups.
- Students strive to overcome disagreements and conflict caused by diversity of opinions and beliefs.

Work Ethic

- Students demonstrate an understanding of how skills learned in high school build confidence and success in the workplace.
- Students demonstrate an understanding of the need for citizens to contribute to their community and nation through gainful employment.
- Students make a commitment to doing quality work.

Personal, Social and Civic Responsibility

- Students take responsibility for personal actions and act ethically, (e.g. demonstrate honesty, fairness and integrity).
- Students respect themselves and others, and understand and appreciate the diversity and interdependence of all people.
- Students act as responsible citizens in their local community, the state and the nation.

Global Awareness

- Students demonstrate an understanding of global issues.
- Students demonstrate an understanding of and responsibility for their views on environmental issues.

DETENTION

Teachers may request students to remain after school for behavior modification or academic assistance. In such cases it is best to contact parents and give a one day notice. The one day notice must be given to bus riders, especially. If a student does not attend detention assigned for behavior reasons you may refer that student to the administration. If a student does not show for academic assistance it is best to document it and give a copy of the documentation to the office. **With the opening of our campus, we will be utilizing lunch detentions and restricting students' open campus privileges for attendance infractions and behavior related issues.**

DISCIPLINE

Teachers are expected to enforce school/district wide rules at all times. Specific rules of behavior for GCHS are discussed in the parent/student handbook. Teachers should have their classroom rules posted. Be positive. Involve parents. Teachers will use appropriate referral forms if administrative intervention is required. If persistent difficulties continue, academic or behavioral, please notify the administration, Mrs. Goheen, or Peggy Nissen for referral to the School Based Support Team (See SBST forms in pigeon hole cubbies outside the principal's office). These referrals can be verbal or e-mail as well. Please do not send students to the office in large numbers unless there is a severe infraction of your rules. If you send a student to the office please make out a referral as soon as possible and send it to the office. With the advent of the habitual misbehaving student court referral process, it is particularly important to have written documentation in the form of an office referral for record keeping purposes.

DISMISSAL

Students leaving school must check out through the office. If students leave without checking out properly they will be considered truant. Regarding dismissal from your class; please have students remain in their seats until you dismiss them. The bell is only a signal for you to dismiss; not for them to automatically leave. Also, do not dismiss your students early. **With our new Technical Science and Art Center (TSAC) being located next to the main building, there will be no need to modify the 5 minute passing time for students taking courses in that building.** All teaching staff should keep the students under their supervision until the end of the period when you dismiss them. There is a major liability issue if we allow students to leave school property during school hours unsupervised. **The only exception to this supervisory role is during lunch (Remember we have open campus for lunch.), if students have cadet, work release, work experience, work based learning, release time, or driving to and from the construction site.**

DRESS STANDARDS-STUDENTS

Enforcing our dress code is a team effort and cannot be done by a couple of teachers and the administration. Our student/parent handbook defines what acceptable dress is for our students. Instead of confronting the students, please call the office and we will call them in to assess the situation. Working together we can enforce this policy more consistently.

DRUG AND ALCOHOL POLICY

See the student/parent handbook and school district policy.

EVALUATIONS

A copy of the current rotation schedule is in the Important Documents folder in the Shared Drive. More specific information will be given to staff during the initial pre-conference visit regarding the evaluation format.

FACULTY FUND

Our social committee will decide if a collection will be taken to set up a fund to provide gifts or flowers to faculty members during times of loss or extended illness or for other reasons to be determined by the committee.

FACULTY MEETINGS

Meetings will be scheduled every other Wednesday at 2:45 pm or as needed. They will be held in the Mrs. Reed's room, library, or the TSAC. We sometimes eat prior to our meetings. The main meetings will be for the purpose of discussing vital topics or the dispensing of information that cannot be done by memo. The administration reserves the right to cancel meetings if no business needs to be taken care of. All teachers are expected to attend unless excused by the principal. This year, we will utilize one faculty meeting time per month for Department meetings and other accreditation needs.

FACULTY ROOM

The faculty room is for staff use only. Students are not to use this room, nor are faculty members to invite students to the faculty room for consultation. Staff should work to keep the room neat and clean, especially the refrigerator.

FAILING STUDENTS

Teachers will give notice to parents when a student is failing or at risk of failing. If the student is a senior the counselor must also be informed. No students will be failed whose parent or guardian has not been contacted prior to the final grade being given. Contact parents even if there is a chance of failure. Also grade reports are expected periodically, so Ron Dolphin can do the eligibility report, and we can continue our incentive/tutoring program. This program was initiated for all students at our school. At the three week and $\frac{3}{4}$ grade checks, we check all students' grades. Those students with a D+ or less grade are assigned to tutoring and those C- or better grades can choose from various incentive options such as watching a movie or playing board games. The incentive/tutoring time is 8:50-10:20 (See Tutoring Incentive Schedule #3 in the Student handbook) following soon after the grade check times. We utilize the Advisor/Advisee sessions for grade checks, goal setting, and incentive sign-up. **Be sure to update your SIS grades at least every 10 days.**

FILMS/VIDEOS IN THE CLASSROOM

Permission must be obtained from parents to show videos rated PG, PG-13, or NR. There is a form to send home for parent review and signature. This form is located in the office form file next to the principal's office. Any videos that are shown must be justified by being supportive of your core curriculum. There is a public perception that we often show videos to fill up time. Just be sure you can justify the educational value of the video as related to your curriculum. We will be obtaining licensing to show videos from various production companies again this year.

FORMS

As mentioned previously all forms are located in a file in the main office next to the principal's office: Ask Sherry.

FURNITURE

Furniture is assigned by classroom and should not be moved without administrative permission. All items purchased with district funds are the property of the school. All personal items are not insured by the district unless specific steps have been taken.

GRADES AND GRADING

Grades are the responsibility of the teacher and should be reflective of the students' performance in class. All grades, both academic and citizenship must be reasonable, defensible, and be documented. By Utah code, all grades must now be placed on SIS (Student Information System) via the grade book and must be available to parents at all times. If you need assistance with SIS ask a colleague or the administration. **Be sure to update your SIS grades at least every 10 days.**

HOMEWORK

Homework can and should be a positive and effective learning tool to extend the learning in the classroom and to teach time management and study skills. Make homework meaningful and related to your curriculum. Parents need to be informed of the homework expectations in the disclosure statement.

HOURS

Staff hours are from 7:30 am until 3:00 pm with the exception of Monday's in which the day ends at 3:30 and Friday's in which teachers may leave at 2:30. We will have faculty meetings planned every other Wednesday from 2:45-3:45. We utilize this time in lieu of being here Monday's until 3:30. Teachers should check out in the office if they leave during their prep period.

HOUSEKEEPING

Custodians will vacuum, empty the trash and clean your room each day. If you need repairs done fill out a maintenance request and give it to the principal for processing. Generally the work will be assigned and a copy of the work order will be put in your box. Expect the students to clean the floor and straighten the desks each period. Our custodial staff works hard to keep our building clean. Help them out all you can. **Remember: food and drinks are not allowed in the classroom except for special occasions.** Please inform administration when those special occasions occur.

ILLNESS-STUDENT

Kathie will call a parent if a student is ill or injured at school. If you send a student to the office please call the office and explain what the problem is.

INJURY

If a student is injured while under your supervision, survey and assess the situation. If there is a question regarding the severity, call the office for assistance. In this case, do not move the student. If bleeding is involved do not administer aid until you have your protective latex gloves in place. Each classroom is provided with a blood born pathogen kit for use in these cases. Please get with Sherry and fill out an accident report when injuries occur. This is very important to document how the injury occurred and what was done as follow-up.

KEYS

Frank Melo and Lance LeVar are in charge of issuing all keys for the school. You will need as a minimum an outside door key and a key to your room. **Please do not loan your building keys to non-employees to gain access to the building. See building security. Coaches/Advisors outside the building or non-employee coaches will only be issued keys for access to the building during their season and/or pre-season conditioning. We will be working on having electronic access to the exterior doors to the locker rooms and possibly the south west/north west hallway entrances. If this happens, there will be no exterior keys available for the high school except for emergency entrance.**

LESSON PLANS

Lesson plans are required of all new staff. They must be turned in on Friday or first thing Monday morning to the administration. **An emergency lesson plan, required of all staff, for each class you teach should be on file with Sherry.**

LOST AND FOUND

Lost and found is located in the main office although at times the custodians place items in their work area. There has not been a good record of students recovering lost items.

MISSION STATEMENT

Drawing upon the unique resources of Grand County, we will foster educational excellence in a safe environment where all students may acquire the skills, knowledge, and values necessary to contribute and adapt to a diverse and ever-changing world.

MAILBOXES

Staff should clean out their mailboxes and check them each day. Do not send students to the mailboxes to get your mail. Teachers should also check their e-mail each day.

MEDIA CENTER (LIBRARY)

Do not send students to the media center without a pass. You should arrange with the Librarian if you want to take your class to the center. If you plan for your class to be in the center you must accompany them. Also reinforce these expectations with substitutes.

MEDICATIONS AT SCHOOL

By law the school cannot dispense any medications, over the counter or prescription. **Parents must come to the school to administer the medication. We can no longer give medication, even with parent approval by note or over the phone.** Refer students to the office to take care of handling these procedures properly.

MONEY

Money brought to the school is the responsibility of the owner and the school assumes no liability. As a staff member do not leave money or valuables unlocked in your classroom.

OCCUPATIONAL INJURY REPORT

If you are injured on the job obtain the proper forms from Sherry to fill out. Do this within 24 hours of the injury. This is not the same report that you should fill out for student injuries.

PUBLIC RELATIONS

The enhancement of public relations is a part of our action plan. Let's take every opportunity to portray our school and our profession in a positive light with the community. Send notes home of a positive nature. There are positive note cards available in the office. If you fill them out, we will send them. Make positive phone calls and send positive e-mails. Get the parents and the community working with us in a collegial manner.

PURCHASE ORDERS

No materials are to be ordered without a purchase order. A purchase order may be obtained from Libby. The principal must approve all purchase orders. Because of the current financial situation, the budget will continue to be monitored closely. If you want to be reimbursed for purchases that you make from your own funds you must obtain prior approval. Also, new for this year, the district office will be giving us a total amount for supplies and equipment. This means that the department chairs will need to meet with me after meeting with their departments to determine how much you will be able to spend. We will track the flow of funds at the building level, not at the district level.

QUALITY TEACHING

Under the terms of the Quality Teaching Grant each full time teacher may be paid for 19.5 hours of work outside of the normal contract day. This work must be related to our accreditation process or district goals and result in school improvement. The Leadership team helps to determine what activities are appropriate for Quality Teaching Hours.

(Note: These funds have been cut for this year. There will not be any money for the extra 19.5 hours this year.)

REFERRALS FOR SPECIAL NEEDS

Anyone may make a referral on a student if there is a belief that there is learning disability or behavioral issue. A referral conference (See SBST form) will be held to determine what the students needs are and if special education testing is appropriate.

SCHOOL INSURANCE FOR STUDENTS: Applications are available in the office.

SCHOOL PROPERTY CARE AND USE

Keep your teaching area neat. If you have storage areas you will be expected to keep those areas neat and clean as well. If you are working with a group that puts up signs and posters around the school please have students take them down after the event has been held. Make sure that signs and posters are put up with appropriate fastening devices. Also all parties must have administrative approval before placing signs or flyers in or around the school.

SECTION 504

Section 504 of the Americans with Disabilities Act protects persons with handicaps from being discriminated against. Section 504 falls under the responsibility of the regular education program. The school, staff, and parents must work in collaboration to help guarantee that the student is provided with the necessary accommodations and/or services. A 504 meeting must be held at the beginning of each trimester with staff that are working with the student for the first time. These meetings will be set up by Stephen Hren or Lance LeVar.

SCHOOL BASED SUPPORT TEAM (SBST) MEETINGS

Continuing this school year, we will be utilizing a permanent school based support team. Members will be responsible for taking in referrals, setting up, and conducting the strategy meetings. Membership will be voluntary and on a rotating basis unless it is deemed by the administration that assigned membership is necessary.

The team meets on Wednesday mornings and work initially with the teacher(s) of the student and administration to develop an immediate intervention to help the student be more successful. After follow-up, revisions may be made to the plan with possible parent meetings and/or wrap meetings if necessary.

STUDENT TRANSFER OR WITHDRAWAL FROM SCHOOL

When students leave our school they will be issued a check out form by the office. This form must be signed by the student's teachers before they will officially be checked out of GCHS.

SUBSTITUTE TEACHERS

When it is necessary for a teacher to be absent from school and they know in advance fill out a Pre-arranged Substitute Request form found in the office. After the administration approves the absence, Sherry will call Ann Arehart and arrange for a substitute teacher. If it is necessary for the teacher to be absent from school because of an illness or another emergency, the teacher should call the sub office at 259-5913 and request Ann Arehart to call a substitute. Teachers should leave sub plans on their desk or in their mailbox. Any special instructions to the sub should be detailed; such as lunch duty, or a different bell schedule. An emergency sub plan should be on file with Sherry in the event you cannot make out regular sub plans. Teachers are asked to fill out a substitute evaluation form upon return to school. Every effort will be made to provide you with the best sub possible. However, our sub pool is often times limited depending upon the time of year.

SUPERVISION

This is a critical area of responsibility in today's world. Generally speaking, the teacher is responsible for the students they instruct during the times that students are assigned to them. Do not leave students by themselves at any time. Do not leave students alone in the classroom or in the hallway if they need to be removed from class. If you need assistance call the office or ask a neighboring teacher to watch your class as well as theirs for a short time. If you allow students to be in your classroom at lunch or after school you must be with them to provide supervision. **Do not allow students to leave school grounds while under your supervision without properly checking out of school. This is a liability issue for the individual teacher as well as the school/district.**

STUDENT HANDBOOK/PLANNER

The school will provide one handbook/planner free of charge to all students. (If a student loses a planner, they will have to pay \$5.00 to receive a new planner.) A good life lesson for students would be for you to provide them instruction in how to best utilize them. Try to use them when and where appropriate for your courses. They are a great resource. We will continue to use the planners as hall passes as well.

SURVEYS AND QUESTIONNAIRES

Any surveys or questionnaires distributed in the school must first receive administrative approval.

STUDENTS OUT OF CLASS

Any student out of class must have a pass **(Please use the Student planners for your hall pass again this school year.)** or they will be escorted back to class. **Students should not be excused to go to see the counselor or another teacher unless they have prior written permission.** Students who are tardy because they have been in the office or with another teacher will have a pass to return to class written by the detaining teacher or office staff. If you allow students to leave your class to use the restroom please provide them with a pass. We recommend that you do not allow students to go to their lockers. Under no circumstances should you allow them to go to the vending machines. We recommend you have a checkout log in your classroom so you can keep track of who leaves and when. This documentation can be very helpful.

TARDY POLICY

Whatever you do, hold students accountable to be on time to your class. School wide supervision is difficult when some teachers allow students to come to their class late with no consequence. All staff will be expected to use a tardy book this year to keep track of their tardies. When a student is tardy don't send them to the office for a pass. If it's an excused tardy the student can bring you a pass at a later time. Have a specific plan in place for dealing with tardies in your classroom. This plan should be documented in your disclosure statements.

TELEPHONE/CELL PHONES/I-PODS

Teacher and students will not be called out of class for phone calls unless it is an emergency. Students should not be allowed out of class to use the school phones unless you think it is an emergency and you give them a pass. Cell phones should not be utilized in the school from the beginning bell until the ending bell, this includes lunch. The phones should be out of sight and powered off. If students are using a cell phone in your class or building you should confiscate it and bring it to the office for a parent to pick up. A fine of \$25.00 dollars for the first confiscation and \$50.00 thereafter will be issued. See district wide policy on line. The use of I-Pods or other electronic devices in class is up to the discretion of the individual teacher

TESTING

The Utah Basic Skills Competency (UBSCT) will no longer be given. The CRT's are given in language arts, science, and math at the end of the B section of a course. The Utah Alternative Language Performance Assessment (UALPA) window is from the beginning of the school year until April 1st. All staff that give or help proctor these tests must go through the annual testing ethics training and sign the testing ethics training sheets. The Principal keeps these sheets as a record for the State Office of Education. (See testing schedule.)

TEXTBOOKS

Textbooks are assigned to students by number and are the property of the school. Students are responsible for textbook care. Damaged or lost books must be paid for or replaced. Please inform the office (Libby) when a fine needs to be assessed. A textbook rotation has been established for all departments and rotates on a five year cycle. When textbooks are to be ordered the department chair should submit the request to the principal on the first of April.

UNEXCUSED ABSENCES

An unexcused absence is one for which the student did not get permission to miss school usually resulting in a truancy and work may not be made up. A student who has been suspended may make up missed work. It is best, when possible, to provide this work before the student leaves and expect it to be completed when they return

VISITORS

All visitors are to sign in at the office and will be issued a visitor lanyard that is to be worn throughout their stay in the building. Student visitors are discouraged from attendance. Student visitors will only be allowed upon administrative approval at least 24 hours in advance. They must then have a visitor's pass. **If you see individuals, adult or student age, in the building or on the grounds that do not have the proper identification, please escort them to the office or call the office and let us know so we can talk to the individual(s).**

WRITING LAB

We have a wonderful facility in our writing lab. John Mealey supervises the lab and staff may sign up with him to take their classes into the lab. Under no circumstances should teachers send students to the lab unsupervised or take a class to the lab and leave them unsupervised. If you need to leave temporarily please get a colleague to supervise in your absence.

