

GCHS TEACHER HANDBOOK

2017-2018

***Student Council Theme
Together We Are GRAND***



**GRAND COUNTY HIGH SCHOOL
TEACHER HANDBOOK
2017-2018**

The following is our staff handbook that will answer many of the frequently asked questions related to the functioning of the school. Topics are organized alphabetically. There is a file named “Important Teacher Documents 2017-2018” on the shared drive. Electronic files important to teachers will be stored there for access. The important documents file folder will be updated and utilized throughout the year.

ABUSE

District Policy 4070A

<http://www.grandschools.org/sites/default/files/2016-03/4070A-ReportingChildAbuseAndChildSexualAbusePreventionEducation.pdf>.

If there is suspicion of child abuse contact the administration or counselor.

Protocol is for the reporting teacher to do the initial contact and reporting to DCFS and/or Law Enforcement. Reporting should be done in conjunction with contacting administration or the counselor. The priority should be your report to DCFS. We/teachers are required

to report but we do not make a determination as to guilt. For reporting, call the following number: 1-855-323-3237 or e-mail

<mailto:dcfsintake@utah.gov>. There may be a longer turn around if you e-mail.

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) Granite School District Packets which we transitioned to in the 2015-16 school year, 2) The Jefferson County (packet) program which is what we have used for the past several years and we will keep on hand for a while longer, and 3) A+. Only online classes from an accredited institution 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 remain on track to graduate. In addition, In School Suspension (ISS) and support for students who a teacher may send for academic reasons are functions of the ASC. The ASC is located in Room #100 of the Tech Center and is facilitated by Ms. Katelyn Finley throughout the day.

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 the student and call the office for assistance. In all cases, the office will determine if parent and EMS notification are warranted and make the call. If a suspected head injury is the case, we will enact the concussion protocol that we have been using in our athletic programs. All students must, along with their parents/guardians, sign concussion forms before they can participate in P.E. courses or courses that have outings such as field trips that may expose students to potential head trauma.

If you were a witness to the accident or were the teacher in charge, get with DeAnn Cobb to fill out the accident report. 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 you do not have zip lock bag with rubber gloves and band aids, contact DeAnn Cobb. If a staff member is injured while at work obtain a workman's comp report from DeAnn to fill out as soon as possible.

ACCREDITATION

We completed accreditation last year and will begin to implement the goals as outlined in our self-study and the refinement areas presented by the visiting team. See the [goal form](#) and [visiting team report](#) for more details.

ADMIT SLIPS

Students will need to come to the office for admit slips for all tardies throughout the day. Students must still sign the tardy book in your room as in the past, but must be sent to the office before they will be admitted to your classroom. In this way, we can better deal with students who are chronically tardy as "Lunch Detention" alone has not been effective the past couple of years as a means to change behavior for our chronically tardy students.

ADVISORS

With the exception of teachers with split assignments with the Middle School or other specified staff, all teaching staff will have advisees assigned to them by grade level. Student council members will be assigned to Maralee Francis as her advisor group. Special Education teaching staff will be assigned those students on their caseloads as their advisees for those students with high needs. The mild/moderate students in grades 10,11, and 12 will be split between the Special Education English and math teachers. Advisors will be responsible for handing out grades at the time of parent teacher conferences, discussion of credit evaluations, and meeting with advisees during advisory times. Advisory time may be used to set goals, monitor student progress toward goal attainment, create learning opportunities, assign tutoring sessions after school Tuesday through Thursday, work with student government to create group building initiatives, assign tutoring during the tutoring and incentive time, and develop better rapport with your advisees. Each teacher's advisor group will be assigned to them as an independent study class in the 7th period slot on Aspire. Attendance is taken during this time slot. A specific protocol for attendance tracking will be given out and explained at the beginning of each school year.

ANNOUNCEMENTS

If staff members want information placed in the announcements, they must e-mail the information to DeAnn Cobb in the main office by the end of first period. Please edit and review your own announcements, the main office simply copies and pastes this information. They do not fact or grammatically check your announcement.

Announcements placed in the daily bulletin by students must have administrative approval. In an effort to avoid too much class disruption, we do not read the full announcements over the intercom. However, our student Body President will lead the Pledge of Allegiance each morning at the beginning of 1st period followed by short announcements pertinent to the day. The full announcements are to be made available in your third period class for student use. You may summarize pertinent announcements during this class period or hand a copy out for students to peruse. Announcements will be e-mailed to all staff and anyone else that has requested to receive the announcements. The announcements are also posted on our school's website.

Sometimes, announcements will be broadcast between classes or after school. If you have a student that was called to the office, please check with them to ensure they heard the call. If it is necessary to read an announcement over the intercom, please be professional and have a pre-planned script prior to talking. This will eliminate unnecessary time utilized and "stumbling" over word choice.

ASSEMBLY PROCEDURES

Before departing for a scheduled assembly, teachers should review expectations for proper etiquette with their students.

Students should:

1. Enter the auditorium quietly and quickly.
2. Sit in assigned area with their advisor as applicable.
3. Come to order immediately upon request.
4. Keep hands, feet and objects to self.
5. NO food or drink into the auditorium.
6. Show appreciation according to the type of assembly being held.
7. Remain seated until dismissed.
8. Remember that all school rules apply during an assembly, including cellphone use, phones must be off and away.

Advisors will sit with their students and monitor the auditorium during all assemblies. As an advisor, if you are unable to attend an assembly and have given notice to the administration, you need to plan with a fellow advisor seated close to you in the auditorium.

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. 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 in the Sheltered Instruction Observation Protocol (SIOP) professional development training as well as other “Best Practices” including explicit instructional techniques. In addition, familiarize yourself with the Utah Effective Teaching Standards (UETS) as these standards are the basis for your evaluations. [See the UETS](#). Align your teaching goals and assignments with the UETS.

BELIEF STATEMENTS

We believe that. . . .

- Education is an opportunity and a responsibility.
- The best educational opportunities are safe and challenging.
- Parents, students, and school personnel can work together collaboratively.
- Effective communication leads to success.
- Learning is a lifelong process.

BELL SCHEDULES 2017-2018

#1 – Regular Day

1 st Period	7:45 – 8:45
2 nd Period	8:49 – 9:49
3 rd Period	9:53 – 10:53
4 th Period	10:57 – 11:57
LUNCH	11:57 – 12:32
5 th Period	12:36 – 1:36
6 th Period	1:40 – 2:40

#2 – Early Out – District Wide

1 st Period	7:45 – 8:27
2 nd Period	8:31 – 9:13
3 rd Period	9:17 – 9:59
4 th Period	10:03 – 10:45
5 th Period	10:49 – 11:31
LUNCH	11:31 – 11:57
6 th Period	12:01 – 12:45

#3 – Friday Early Release

1 st Period	7:45 – 8:29
2 nd Period	8:33 – 9:17
3 rd Period	9:21 – 10:05
4 th Period	10:09 – 10:54
Advisory	10:58 – 11:08
Inc./Tutoring	11:08 – 11:53
LUNCH	11:53 – 12:23
5 th Period	12:27 – 1:11
6 th Period	1:15 – 1:58

***#4 – Assembly Schedule**

1 st Period	7:45 – 8:35
2 nd Period	8:39 – 9:29
3 rd Period	9:33 – 10:23
4 th Period	10:27 – 11:17
ASSEMBLY	11:21 – 12:21
LUNCH	12:21 – 12:51
5 th Period	12:55 – 1:45
6 th Period	1:49 – 2:40

*We may have to change the time of the assemblies depending upon the participant's or our needs, etc. We will use the advisory time on Friday's when appropriate for assemblies as well.

BUILDING ACCESS AND SECURITY

The high school building is one that gets high usage and is difficult to secure. During normal working days the custodians are responsible for securing 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. This can be completed by walking the perimeter of the building and ensuring that all doors are secure.

Mary Marable is the keeper of the keys for the high school. You must sign a contract and obtain your keys from Dr. Marable. The district office makes your picture badge/key card and you need to make arrangements with Becky Carrigan at the district office.

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.**

BULLYING

The School District expects staff to take reasonable and timely steps to protect students from bullying. Staff shall educate all students about bullying behaviors, including cyber bullying, and about strategies to end bullying. Finally, staff shall document incidents, contact parents and provide follow-up to assure situations involving bullying stop. It is important to include the administration as soon as you suspect bullying has occurred. The school district will be reviewing and revising the bullying policy per legislative mandate.

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. [Requests are to be submitted electronically.](#)

Please note, if you are going to be driving any district or school vehicle, you must have had the defensive driver training every two years or you will not be allowed to use these vehicles. This training is online. To access the program, go to www.risk.utah.gov and click on "Risk Training". The Risk Training area is located on the left side of the page under the search bar.

CLEANING SUPPLIES

Under no circumstances should you bring your own cleaning supplies or chemicals from home. It is important to utilize supplies at school. Custodians should be requested to clean areas. If a custodian is not available and you need to clean an area of the school, use school based cleaning supplies.

CLUBS AND OTHER LUNCH TIME MEETINGS

If you have a club meeting at lunch or other meetings at lunch, you need to provide a list of students who will be attending. We will no longer allow students to pass through the office during lunch without prior knowledge. You will need to meet the students and escort them to your room.

COMMITTEES

Graduation Committee

This committee meets 2-3 times per year. The first meeting is at the end of January to begin planning for the year end graduation. Graduation is a large production that takes many individuals to make it a successful experience. New members are welcome. This committee is facilitated by the principal.

Leadership Team

The Leadership Team is made up of Department Chairs and other staff who want to help make decisions regarding the functioning of our school. We will have subcommittee work this year to help facilitate the goals and improvement areas that came from last year's accreditation. Leadership meets every other Wednesday after school.

Safe School/Safety Drills

This group is made up of staff who are interested in setting up and facilitating our evacuation drills such as lock down or fire drills. This group is facilitated by Jim Stocks and usually meets once per month during lunch.

Safe School Violation

This group helps the Assistant Principal or Principal make recommendations to the Superintendent regarding students who are suspended from school due to a safe school violation.

School Community Council (SCC)

This group is made up of parents and staff members. Each year, our school is allotted an amount of money from the Trust Land Fund. This council develops a plan each year and allocates the Trust Land Funds per the plan. The SCC meets every second Monday of the each month. There has to be two more parents on the council as compared to teachers. The chair of the council has to be a parent.

Social Committee

The Social Committee is comprised of staff members who will work to facilitate a positive working environment for our staff members. For example, pot luck lunches, assembly participation, and other fun activities will be developed by this committee. This committee is facilitated by Christa Green.

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, check mailboxes in the main office each day and read the Thursday 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. We will use the meeting norms as established. We will look at the norms again this fall and determine if any revisions are necessary.

We will be sharing the High School calendar via Outlook or Google with all staff. If you do not have access to the shared calendar, let DeAnn know ASAP. As with announcements, all events need to be posted on the HS Outlook or Google calendar. If you have an event scheduled, (i.e. you are taking your class on a field trip, taking a group to competition, etc.,) you must inform the main office of this event with as much detail as possible.

COMMUNICATION-PARENT

It is the goal of our school to maintain effective home/school communication. It is a requirement of every teacher 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 Aspire for parent access, at least every 5 days! In addition, it is imperative to have your Aspire grade book updated for advisory to be effective. **The teacher should be the first contact point for communicating with parents regarding their son's/daughter's academic/behavioral issues, positive or negative.** We have a functional automated phone calling system in place this year.

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.

COPIES

If you are having student aids make photocopies or if you are making photocopies, please use the large volume copy machines in the library, upstairs workroom, or the Tech Center Outer Office. **The Color copiers in the main office, workroom by the library, or Tech Center Inner Office should not be used for making general copies.**

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. **Again, make sure full length movies are directly related to your curricula and a disclosure is sent home prior to showing the movie. The [movie disclosures](#) can be found in the Important Documents Folder for 2017-2018 on the Shared Drive.**

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. The Color Copy Machines have the capability to scan documents as well and fall under the same copyright standards.

CURRICULUM

1. Curriculum guidelines are prescribed by the Utah State Core Curriculum. The core curricula can be found on the Utah State Board of Education Website (USBE) website:
<https://www.schools.utah.gov/Search?keyword=Core+Curriculum>. CTE information can be located at:
<https://www.schools.utah.gov/cte/aboutcte/ctefacts>.
2. Teachers are expected to work on the mapping of the curriculum for the areas they teach. This process should be facilitated by the teacher **team during PLC time. This will be a focus for this year.**
3. Each department head will meet with administration during Leadership to discuss the curriculum and the mapping of the curriculum.

DETENTION

Teachers may request students to remain after class or school for behavior modification or academic assistance. In such cases, please contact parents and give a one-day notice if the detention is after school. The one-day notice must be given to bus riders, especially. Contact their next teacher if the meeting causes the student to be tardy to their next class. 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, call home and note all of this on Aspire as an academic intervention.

Lunch detention and restricting students' open campus privileges are frequently used for attendance infractions and behavior related issues. You may assign Lunch Detention to a student by requesting this action through the administration.

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 are expected to know what is expected of the students in the student handbook. Teachers should have their classroom rules posted. Be positive and involve parents and students. Teachers will use appropriate referral processes as outlined by our [school wide behavior protocol](#) if administrative intervention is required. If persistent difficulties continue, academic or behavioral, please fill out a form for referral to the School Based Support Team (See **SBST fillable PDF in the Important Documents folder for 2017-2018**).

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 on Aspire as soon as possible and call the office to alert us that your student should arrive.

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, school wide classroom conduct expectations/ rules, and consequences where applicable.

*Make sure to add information regarding any movies that you utilize on a consistent basis and an opt out for parents/students. Have an alternative assignment to replace the assignment associated with the movie. There is a school wide [movie disclosure](#) available on the shared drive in the Important Documents Folder for 2017-2018.

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. For a [complete list of what your disclosures should contain](#), there is a file on the Shared Drive in the Important Documents folder for 2017-2018.

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. **All teaching staff shall keep the students under their supervision until the end of the period when you dismiss them. There is a major liability issue if you allow students to leave school property during school hours unsupervised.** The only exception to this is during lunch. We have an open campus and students may leave for lunch provided they are not a part of lunch detention or otherwise required to stay on campus.

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. If you do not feel comfortable confronting a student, please call or e-mail the office and we will call them in to assess the situation. However, it is best practice if you talk to the student immediately so they do not go through the day without having to change. If we do not confront the student immediately, this is the reason why the dress code enforcement becomes ineffective. Working together we can enforce this policy more consistently.

DRUG AND ALCOHOL POLICY AND REPORTING OF STUDENT PROHIBITED ACTS

See the student/parent handbook for 2017-2018 and school **District Policy 4014A.3**.
<http://www.grandschools.org/sites/default/files/2016-03/4014A.3-Reporting-StudentProhibitedActs.pdf>.

EARLY RELEASE FRIDAYS

We will utilize a modified early release schedule every Friday (See schedule #3 above in the Bell Schedule section). However, we will utilize the time from 2:50 to approximately 4:15 on Mondays to have faculty meetings, implementation of the Common Core in English and Math, continue meeting in our professional learning communities (PLCs) which focuses on improved student learning, and working on the goals from our recent accreditation. There will be a rotating schedule on the shared calendar and accompanying agenda/expectation for each Monday meeting. **We moved our meetings to Mondays in lieu of using the early release time on Friday. You are free to leave the building at 2:00 pm on Fridays since we have already put in the time on Monday.**

EVALUATIONS

A copy of the current rotation schedule for each administrator is in the Important Documents folder 2017-2018 on the Shared Drive. We will have a review of the evaluation format throughout the course of the school year. Specific information will be given to each staff member during the initial pre-conference visit regarding the evaluation format. In addition, familiarize yourself with the Utah Effective Teaching Standards (UETS) and Rubric as these standards are the basis for your evaluations and goal setting. [See the UETS Rubric](#). Please review the [Evaluation Process Overview](#) in the Shared folder in the Important Teacher Documents Folder for 2017-2018.

FACULTY FUND

Each year, the office staff manages our fund to provide gifts or flowers to faculty members during times of loss, extended illness or for other reasons to be determined. Periodically the office staff will request donations for this or other funds. Your participation is strictly voluntary and has no bearing on whether you receive a gift if you are in need.

FACULTY MEETINGS

Meetings will be scheduled for the third Monday each month at 2:50 pm or when deemed necessary by administration. They will be held in the shared classroom, #125 across from the woodshop in the Tech Center or in another designated space when applicable. 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 prior to the meeting. We will be adhering to the norms we establish near the beginning of the year regarding faculty meeting protocol.**

FACULTY ROOMS

The faculty rooms are for staff use only. Students are not to use these rooms, nor are faculty members to invite students to the faculty room for consultation. Staff should work to keep the rooms **neat and clean, especially the refrigerators.**

FAILING STUDENTS and THREE WEEK GRADE CHECKS

Teachers need to communicate with parents when a student is failing or at risk of failing. No student will receive a failing grade whose parent or guardian has not been contacted prior to the final grade being given. This should be done by using an automated phone program, e-mail, mail, or phone call, and documented in Aspire within academic interventions. Documentation should include: dates and times you make contact, what you discussed with the parent or guardian and steps of accountability for the student. If the student is a senior the counselor must also be informed immediately and early in the school year when applicable.

FILMS/VIDEOS IN THE CLASSROOM

Prior 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 on the shared drive in the important documents folder 2017-2018. There is a [fillable PDF](#) as well. (Please see note about Disclosure content as it relates to video use in the Disclosure section above). Please be pro-active and have the permission necessary prior to showing videos in your courses. 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.

FIELD TRIPS OR TIMES OUT OF CLASSROOM

Any time you are out of your classroom with students for field trips or short excursions, please leave a note on your door explaining where you are located and also e-mail DeAnn in the office. This is critical when parents come to check out their child for doctor's appointments, etc. It is unprofessional and embarrassing to not know where their child is located when their parent arrives to check them out.

FORMS

All forms are located in a vertical file system in the main office next to the principal's office attached to the cement pillar: Ask DeAnn Cobb.

FURNITURE

Furniture is assigned by classroom and should not be moved or removed from a room without administrative permission. All items purchased with district funds are the property of the school. If you have a sofa or other furniture in your classroom that is not covered in a material that is easily cleaned, it must be removed or recovered.

If you have personal items or furniture in your room, please note that: 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 be placed on Aspire or other electronic accessible platforms via the grade book and must be available to parents at all times. You may choose to also keep your grades in a hand written form, but we use the Aspire program exclusively and you are required to update your grades on Aspire every 5 school days. If you need assistance with Aspire ask a colleague or the administration. We will also have training opportunities facilitated by Theresa Wilson from the South East Service Center (SESC).

REMINDER: Be sure to update your Aspire grades at least every 5 days. Keeping your grade book updated on Aspire is critical for several reasons, the most important being it is essential to your professionalism. In addition, parents have the option of having e-mail updates sent from Aspire which could be sent daily, every week grades are checked for each student by advisors and the student is held accountable if their grade is a C+ or lower. Every three weeks, grades are used to determine eligibility for participation in extracurricular activities.

Citizenship Grades

Students receive a citizenship grade in all classes. Each teacher determines their own citizenship grade. Citizenship grades can affect a student's ability to join and stay in honor society, be the valedictorian, and do show up on a student's transcript. Therefore, citizenship grades should be well thought out and should not overlap other portions of the letter grade for your course.

The minimum citizenship grade must include:

When students receive their fifth tardy in a class their citizenship grades will be lowered to an "N". If a seventh tardy is received, the citizenship grades will be a "U" on the report card for that class. Two U's on a report card will result in the students being ineligible for participation in extra-curricular activities. If a student receives a truancy, their citizenship grade will be an "N". If they have two or more truanancies, they will receive a "U" for citizenship.

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. It is also important that homework is used as a review of materials students can do without your supervision and help.

HOURS

Staff hours are from 7:30 am until 3:00 pm with the exception of Friday's in which the day ends at 1:58. In addition, departments agreed to conduct tutoring sessions Tuesday through Thursday from 2:40-3:30 ([See the Tutoring section for the departmental rotation.](#)). Teachers may leave at 2:40 one more day in order to make up for their day of tutoring. **Teachers should check out in the office if they leave during their prep period so we can be accountable if we need to contact you.**

HOUSEKEEPING

Custodians will vacuum, empty the trash and clean your room each day. If you need repairs done fill out the [*fillable PDF maintenance](#) request form located in the Important Documents folder for 2017-2018 on the Shared Drive and e-mail it to the principal for processing. (***Note: Robert Farnsworth, Business Administrator, has indicated that we will be moving to an online maintenance request system sometime this school year.**) The work will be assigned and an electronic copy of the work order will be e-mailed back to you. Expect the students to clean the floor and straighten the desks each period. **At the end of the day, have your students place their chairs on your tables.** Our custodial staff works hard to keep our building clean. Please help them as much as possible. **Remember: food and drinks are allowed in the classrooms with teacher discretion. Food is not allowed in the hallways. For special occasions, food may be consumed in the classroom as well. However, please inform administration when those special occasions occur.**

ILLNESS-STUDENT

DeAnn Cobb/Judy Sweeney 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 the issue.

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 DeAnn Cobb and fill out an accident report when injuries occur. It is very important to document how the injury occurred and what was done as follow-up. One of the Safe School Committee's duties is to have a roster of staff that are CPR and First Aid trained. The staff members that are trained can help you assess the injury as well. If you do not have the zip lock of first aid materials, call DeAnn so she can create a kit and give you one.

KEYS

Mary Marable is in charge of issuing all keys for the school. You will need at a minimum an outside door key/electronic key with ID and a key to your room. Electronic key/IDs are obtained at the District Office. Please see Becky Carrigan for your electronic key/ID. **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/electronic access to the building during their season and/or pre-season conditioning.**

LESSON PLANS:

Lesson plans maybe requested by your evaluator if there appears to be an issue with your planning during classroom observations. If requested, the plans must be turned in Friday or first thing Monday morning to your evaluator. Electronic lesson plans are fine. Often, new staff members have shared their electronic calendar with administration and placed their lesson plans on their calendars. If feedback is desired regarding lesson planning, you may request your evaluator to check them weekly. **An emergency lesson plan, required of all staff, for each class you teach should be on file with DeAnn Cobb for incidences that take you out of the building that are not pre-planned, etc.**

LGBTQIA

The school board has been involved this past summer with post activities following the training the district had last spring dealing with students who fall in the LGBTQIA spectrum. The new school based therapist, shared between the high school and middle school, will facilitate the development of GSA (Gay Straight Alliance) clubs at both schools. If you are interested in helping with these clubs, you can contact Brad Flinn when he begins in early September.

LICENSURE AND LICENSE RENEWAL

It is important that all teaching staff maintain their licensure according to District Policy 4012A. This policy can be found at:

<http://www.grandschools.org/sites/default/files/2016-03/4012A-Contracts-CertifiedEmployees.pdf>. In particular, section 2.2 reads:

2.2 Licensed Staff

It is the responsibility of the new teacher or the teacher whose license has expired to secure a legal license required for teaching in the State of Utah. If the employee does not attain or renew the license within six months of employment (or expiration of license) their contract may be voided. It is the responsibility of the employee to see that the District Office receives a copy of the license.

If you are up for relicensure, the principal will place a card, received from the state, as a reminder in your mail box. The relicensure process is outlined on the card. However, if you go to the following address, you can look at the process. <http://www.utah.gov/elr/>. This site is offline until August 24th, 2017. The URL may change, so the hyperlink above may not work after the 24th.

LOST AND FOUND

Lost and found is located by the wall opposite the main office door next to the trophy case. At times, the custodians may place items on the hangers. There has not been a good record of students recovering lost items. Items that are not recovered over a period of time are donated to the local thrift stores.

MISSION STATEMENT

To educate all students in a safe, supportive, challenging environment where they can learn to be responsible citizens and lifelong learners. [See formatted poster.](#)

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 cannot administer medications, even with parent approval by note or over the phone. The only exception to this is if they have a 504 or medical plan which allows self-administration of medication.** 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. We have had some incidences of theft in past years. **In addition, if you are a coach or club sponsor, do not keep money from fundraisers, etc. Please give the money to Libby Vaccaro immediately so she can receipt the money to the proper accounts.**

OCCUPATIONAL INJURY REPORT

If you are injured on the job obtain the proper forms from DeAnn Cobb 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. This report must be given to Robert Farnsworth, District Business Administrator, for Insurance purposes.

PUBLIC RELATIONS

The enhancement of public relations is a critical part of what we do as educators, especially in a small community. Let us 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, use the automated phone system, and send positive e-mails. Help build a positive rapport with parents and the community. Open communication is key for successful relationships to develop and thrive. **We have a part time public relations staff member at the district level. Laura Haley has moved, but is still monitoring and posting information related to school functions on our school and District Facebook pages, Blogs, and Instagram until a replacement can be hired. Please do not use your personal social media accounts to interact with students. (See Scope of Employment and Student Relations sections)**

PURCHASE ORDERS

No materials are to be ordered without a purchase order. A purchase order may be obtained from Libby Vaccaro. The principal must approve all purchase orders. It is imperative that you give Libby 2-3 days lead time for all purchase orders and check requests. There cannot be last minute requests. In most cases, teachers will also have access to Out of Pocket money. This account and all budgets will be monitored closely. If you want to be reimbursed for purchases that you make from your own funds you must obtain prior approval from Mrs. Vaccaro and the principal. After the fact requests **will not** be reimbursed.

REFERRALS FOR SPECIAL NEEDS – SPECIAL EDUCATION

Anyone may make a referral for a student if there is a belief that there is a learning disability or behavioral issue. A referral conference (See SBST form) will be held to determine what the student's needs are and if special education testing is appropriate. **Teachers need to document strategies that have been utilized to help the student succeed and verify that they were not successful before a student can be tested for special education.** We must follow the proper protocol before testing.

INSURANCE FOR STUDENTS: Applications are available in the office.

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 every other Wednesday after school in the Academic Support Center. SBST will 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. Please send referrals to Katelyn Finley, Derek Cook, or administration.

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.**

SCOPE OF EMPLOYMENT AS IT RELATES TO STUDENTS

District Policy 4017A outlines the relationship teachers must maintain with students in and out of the school setting. The policy can be found at:

<http://www.grandschools.org/sites/default/files/2016-03/4017A-ScopeOfEmployment.pdf>.

SECTION 504

Section 504 of the Americans with Disabilities Act protects persons with handicaps from being discriminated against or helps students who may be recovering from a serious injury or surgery. 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. Applicable 504 plan accommodations will be shared at the beginning of each trimester with staff members who are working with the student for the first time. 504 meetings will be set up by the principal. The accommodations developed under section 504 are as legally binding as those developed for a student who has an individual education plan (IEP) through our special education department.

SEXUAL HARASSMENT

The district sexual harassment policy can be found at:

<http://www.grandschools.org/sites/default/files/2016-03/4075-EmployeeSexualHarassment.pdf>.

You will need to be familiar with this policy and then sign the document stating that you have read, understand, and agree to adhere to the policy. There is a fillable PDF form located in the Important Documents folder for 2017-2018 in a folder labeled sexual harassment policy.

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. Use the planners when and where appropriate for your courses. They are a great resource. We will continue to use the planners as hall passes as well. A short lesson plan will be provided for you to go over specific planner contents in the first advisory.

STUDENTS OUT OF CLASS

Any student out of class must have a pass (Please use the Student planners for your hall pass 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 receive a note from the office or another teacher, please honor these notes.** If you allow students to leave your class to use the bathroom, please make sure they have their planner for their hall pass. Do not use other items for a hall 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. We will continue to require a specific written note to excuse an absence and it has to be turned in within 3 school days. We no longer accept phone calls or e-mailed excuses. Excused absences are set by state law and include: deaths in a family, illness, doctor's appointments, and extenuating circumstances as deemed excusable by the administration.

STUDENT RELATIONS

District Policy 4076A outlines specifically the relationship we are to maintain with students. The policy can be found at:

<http://www.grandschools.org/sites/default/files/2016-03/4076A-DistrictEmployeeAndStudentRelations.pdf>.

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. Make sure we have applicable grades and or books/fines, etc. for the student.

SUBSTITUTE TEACHERS

When it is necessary for a teacher to be absent from school for any reason, school related or personal and they know in advance, fill out a [Fillable PDF Leave Request](#) form found in the Important Documents folder for 2017-2018 located in the Shared Drive. The form is in a folder named Certified Leave Request Fillable. Fill out the form and save it to your U-Drive with your name. E-mail the form to the applicable administrator for approval. Unless otherwise determined, send all forms to the principal for approval. After the administration approves the absence, DeAnn will call Misty 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 Misty to call a substitute.

Teachers should leave sub plans on their desk or in their mail box. In addition, e-mailing your plans to DeAnn or the principal is helpful as well. Any special instructions to the sub should be detailed; such as lunch duty, a different bell schedule, or a scheduled fire drill, etc. An emergency sub plan should be on file in the main office with DeAnn in the event you cannot make out regular sub plans. If there is an issue with a substitute, please let Dr. Hren, Dr. Marable, Mr. Stocks, or Misty know. Every effort will be made to provide you with the best sub possible. However, our sub pool is very limited depending upon the time of year. As is often the case, we have to cover absent teachers within our building. Teachers and staff have been great to cover for each other. In the event that we have to cover utilizing in-house staff, DeAnn will be facilitating the coverage. You may sign a separate pink sheet to be paid for giving up your prep period for covering another teacher's class.

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. (See SCOPE OF EMPLOYMENT AS IT RELATES TO STUDENTS)**

SURVEYS AND QUESTIONNAIRES

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

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TARDY POLICY

Students are to be held accountable to be on time to your class. **All staff will be expected to use a tardy book to keep track of their tardies.** If you do not have a tardy book, please let Mary Marable know before school starts. **When a student is tardy send them to the office for a pass. They are to enter your classroom after receiving a pass from the office and sign your tardy book as well.** If it is an excused tardy, it will be reflected on the pass from the office. Have a specific plan in place for dealing with tardies in your classroom. This plan should be documented in your disclosure statement and needs to follow the minimum standards listed in the student handbook.

If a student reaches 10 tardies in any of their classes or combination of classes in one trimester, they will be assigned 5 days of lunch detention through the main office. Each successive 10 tardies will result in an additional 5 days of lunch detention. In addition, you may have your own consequences for tardies within your classroom.

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. The two exceptions are during lunch or if you want students to use their phones for educational purposes during your class. Otherwise, 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 after school 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. Often, students are allowed to work with custodial staff in lieu of paying the fines. The use of I-Pods or other electronic devices in class is up to the discretion of the individual teacher and should be explained in your classroom disclosures.

ACT	11	College Readiness	February 27 Make – up March 20, April 3 Accommodated Feb. 27- March 13 Online Feb. 27 – March 13
SAGE Summative and DLM	3-12	Writing ELA, Math & Science	Mar. 20-April - May 24
WIDA ACCESS	K-12	ELP	Jan. 8 – March 9

TESTING

We will be SAGE testing at the end of the school year in math, English, and Science for grades 9-10. We will test Earth Science only at the end of 2nd trimester as well. We also give end of course CTE tests. If you are a teacher who will be proctoring these tests, you will need to complete the [testing ethics training](#) and sign the [fillable PDF](#) form attesting that you have gone through the training. The training must be done annually. Send your signed form to the principal via e-mail. The testing ethics training as well as verification form can be found in the Testing Ethics folder on the Shared Drive in the Important Documents folder for 2017-2018. Our ESL students will be tested using the WIDA ACCESS test. In addition, we will be giving all 11th grade students the ACT test as in the past.

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. The textbook rotation is in the Shared Drive in the Important Documents folder 2017-2018 in a folder named [Text Book Rotation](#). When textbooks are to be ordered the department chair should submit the request to the principal by the first of April or before if necessary. We roll over our textbook budget balance, so we should have adequate funds to meet your needs. We also purchase text books for any department if there are adequate funds. However large purchases will be based upon the rotation as set.

TUESDAY	WEDNESDAY	THURSDAY
Science/CTE Sciences/Math	Social Studies/ Science/Math	Math/Science/Social Studies – Dr. LaBrec
Business/Computers	Performing/Visual Arts	Woodshop
PE/Health/Medical Anatomy	Auto Shop	Foreign Languages
	FACS/ ESL	
	English	Architectural Design/Graphic/etc.

***TUTORING**

***THE LIBRARY IS OPEN UNTIL 5:00 PM MONDAY – THURSDAY AND FRIDAY UNTIL 4:00 PM**

Continuing this year, in conjunction with our 40-minute advisory time every Friday, we will offer tutoring from 2:40-3:30 Tuesday through Thursday. As part of the advisor sessions, advisors will encourage students to go to tutoring if their grade drops below a C- in any of their courses. The matrix above will be the department rotation for tutoring.

UNEXCUSED ABSENCES

An unexcused absence is one for which the student did not get permission to miss school usually resulting in a truancy. If an absence results in truancy, 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. Please read your e-mails as we request homework via this mode of communication quite often. In addition, parents will be e-mailing you requesting homework, especially, if their child has been ill, on vacation, or suspended.

VISITORS

All visitors are to sign in at the office and will be issued a visitor lanyard or sticker as a pass 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. Visiting students will only be allowed to come during lunch. They must 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

John Mealey supervises the lab and staff may sign up via the Outlook/Google calendars for the writing lab or other labs on our campus. If you need help signing up for a lab via Outlook/Google, talk to a colleague or administration. Under no circumstances should teachers send students to the lab(s) 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.