

**HILLSBORO
HIGH SCHOOL
Trojans**

FACULTY & STAFF

HANDBOOK

2009-2010

I. GENERAL INFORMATION

U.S.D. 410 Vision:

Unified School District 410 requires that student enrolled in district schools develop and demonstrate scholastic, technical, social, and problem-solving skills essential for achieving personal, academic, and occupational success.

2009-2010

BOARD OF EDUCATION

Eddie Weber, President

Rod Koons, Vice President

Gary Andrews

TBD

Debbie Geis

Dale Klassen

Mark Rooker

ADMINISTRATION

Steve Noble Superintendent

Max Heinrichs Principal

Robert Rempel Activities Director

Hillsboro High School

Bell Schedule

<u>Monday – Thursday</u>				<u>Friday</u>			
<u>Period</u>	<u>Start</u>	<u>End</u>	<u>Minutes</u>	<u>Period</u>	<u>Start</u>	<u>End</u>	<u>Minutes</u>
1/2	8:30	9:56	86	1	8:30	9:11	41
3/4	10:01	11:27	86	2	9:16	9:57	41
LS	11:32	12:01	31	3	10:02	10:43	41
Lun.	12:01	12:33	86	4	10:48	11:29	41
5/6	12:33	1:59	86	LS	11:34	11:59	25
7/8	2:04	3:30	86	Lun.	11:59	12:31	32
				5	12:31	1:12	41
				6	1:17	1:58	41
				7	2:03	2:44	41
				8	2:49	3:30	41

II. SCHOOL CLIMATE AND PROFESSIONAL RELATIONS

HARASSMENT: Students, parents, and district employees are encouraged to notify district administrators immediately when harassment occurs. Hazing, harassment, intimidation, menacing or bullying by students, staff or third parties is strictly prohibited and shall not be tolerated in the district. Student whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion.

Staff whose behavior is found to be in violation will be subject to discipline, up to and including dismissal. Third parties whose behavior is found to be in violation shall be subject to appropriate sanctions as determined and imposed by the superintendent or board. Individuals may also be referred to law enforcement officials.

NOTICE OF NONDISCRIMINATION: The district shall maintain a learning environment free from discrimination, insult, intimidation, or harassment due to race, color, religion, sex, age, national origin, or disability. Any incident of discrimination in any form shall promptly be reported to the teacher, the principal or other appropriate school official for investigation and corrective action by the compliance officer. Any student who engages in discrimination may be reprimanded and counseled to refrain from such conduct. Any student who continues to engage in discriminatory conduct shall be disciplined. Any student who engages in discriminatory behavior may be disciplined in a manner deemed appropriate by the administration, up to and including suspension or expulsion from school.

PROFESSIONAL ETHICS

1. No teacher should criticize another teacher before students, parents, outsiders, or friends.
2. No teacher should criticize the school or its policies before students, parents, or those not connected with the school. Bring critical matters to the attention of the principal, in whose office there will always be opportunity to express one's opinion freely.
3. Every teacher should respect the field of teaching of every other teacher. It is a grave mistake to assume that your department is more important than that of any other department.
4. The professional relations of the teacher with his/her pupils demand the same scrupulous care that is required in the confidential relations of one teacher with another.
5. Confidential student information, whether written or oral, shall be handled in a confidential manner and be discussed only with parents/guardians of the particular student and appropriate school personnel. Violations of this rule which violate the privacy of students could result in disciplinary actions being taken against the employee, including termination.

STAFF-ADMINISTRATIVE COMMUNICATIONS: Every staff member should first take up his problem or complaint with his or her immediate administrative supervisor in a private informal conference. In the event the issue is not resolved, the staff member should notify his/her immediate administrative supervisor of the decision to proceed to the next administrative level. This chain of command will continue until a satisfactory adjustment is made or until the issue reaches the superintendent of school. **A STAFF MEMBER SHOULD NEVER APPROACH AN INDIVIDUAL BOARD MEMBER WITH A PROBLEM.** All issues and complaints should be resolved at the lowest possible administrative level.

STUDENT PRIVACY RIGHTS: Much of the student information or records required to be kept are confidential, and state and federal law limits its release: for example, driver records and vehicle registration information obtained pursuant to Social and Rehabilitation Services (SRS) interventions, social security number information, and professional misconduct background checks. Employees are prohibited from divulging information contained in the student records and files of the district, except to other, authorized employees who may need such information for an educational purpose in connection with their duties and to authorized persons or agencies only in accordance with law, district policies, and administration rules. Without authorization from immediate supervisors, employees, except under law or court order must refuse to provide information. In all cases, immediately notify the employee's immediate supervisor of any requests. Any employee who inappropriately releases information, or uses confidential information obtained in the course of his/her employment in the district will be disciplined in accordance with board policies, the negotiated agreement, and district procedures. Disciplinary action may include penalties, up to, and including termination.

TEACHER AUTHORITY: Teachers have the authority to maintain school rules and a proper school climate at all times. This responsibility extends beyond their own classrooms and includes all areas of, and all events of the school. Pupils who refuse to comply with reasonable requests of any teacher or other school-employed adult will be subject to appropriate disciplinary action.

TITLE IX: Hillsboro High School complies with Title IX of the Education Amendments of 1972, which prohibits sex discrimination in federally assisted educational programs. This means there shall be no sex discrimination in regards to course enrollment, organizational membership, athletic programs, facilities, curricular materials, and employment practices at Hillsboro High School.

FIVE WAYS TO LOSE THE RESPECT OF STUDENTS

1. **Shifting Responsibility:** Anytime you send a pupil to the principal's office (or threaten to do so) you transfer your responsibility to another person. You thereby give up your own accountability for the pupil that has been placed in your care and your influence over the student has been weakened.
2. **Threatening:** Threats set a price on disobedience. If the student is willing to pay the price, he disobeys. There is always the danger that a threat will overstep the bounds of reason. Designed to instill fear, it fails to dissuade, and then he who threatens is in trouble. If the teacher doesn't carry out the threat, he weakens his authority. If he carries out the threat, he loses respect.
3. **Inconsistency:** A teacher is inconsistent when he punishes one student for an offense and lets another go unpunished for the same offense. A teacher is inconsistent when he is exacting one day and lax another. Inconsistency is compounded by unfairness, vacillation, and indecision.
4. **Showing Temperament:** A teacher who lets his feelings come to the surface every time things do not flow smoothly is in danger of losing the students' respect. In one major survey of children's opinions, it was found that students have little respect for the teacher who 'flies off the handle' or who is unpredictable, either hard-boiled or overly sweet.
5. **Belittling:** Disparage a student, his work, his friends, his family, his goals, or his possessions and you become smaller in the student's eyes. Belittling can take many forms--worst of which is to depreciate the student before his fellow pupils.

III. BUILDING COMMUNICATION

BOARD OF EDUCATION POLICIES: BOE policies govern all district employees; to insure proper compliance staff members should read these policies found in the Policy Manual. Policy Manual books are located in the library and in the principal's office.

SCHOOL CLOSING INFORMATION

In the event of inclement weather or mechanical breakdown, school may be closed, starting time may be delayed, or school may be dismissed early. Announcements will be made over the USD 410 web page, local radio stations and the TV stations listed below:

www.usd410.net	USD 410 Web Site
KFDI	FM 101.3
KFH	AM 1330
KSAL	AM 1150
KYEZ	FM 94
KDGS	FM 93.9
KJRG	AM 950
KKRD	FM 107.3
KFTI	AM 1070
KICT	FM T-95
KWCH (TV)	CHANNEL 12
KAKE	CHANNEL 10
KSNW	CHANNEL 3
LOCAL ACCESS	CHANNEL 45
Hillsboro Free Press	620-947-5702

It is recommended that each family formulate a plan of action in the event school is delayed, cancelled, or dismissed early. Bus drivers will not travel roads which appear to them dangerous or impassable.

DAILY ANNOUNCEMENTS: Daily announcements will be read over the intercom each morning at the beginning of second period. Desired announcements must be submitted to the office by 8:30 each morning. Announcements must be submitted in writing or by e-mail to the office. Students must have their sponsor's signature on all announcements submitted to the office.

DEPARTMENT MEETINGS: During the 2nd nine weeks, Mr. Heinrichs and Miss Holub will meet with departments. The meetings will last about 25-30 minutes for the purpose of discussing curriculum, schedules, budgets, etc. for the 2010-2011 academic year.

E-MAIL: Most communication with teachers is done by e-mail. Please check e-mail frequently.

RELEASE OF EMPLOYEE INFORMATION:

- Kansas law requires that school districts release upon request the following information about employees: name, length of employment, work assignment, and salary.
- Directory information, including name, address, telephone number, e-mail address, work assignment and photograph of employee is considered public information and will be routinely released by U.S.D. 410.
- Employees that do not wish to have the above information released should contact the district office.

TELEPHONE (TEACHER USE): Teachers are allowed to make long-distance phone calls dealing with school-related business. Teachers will not be called to answer calls except in cases of emergency or if the call is from a close member of the family. Students are not to use classroom phones.

GENERAL MEETING DATES AND TIMES: Faculty Meeting, Building Improvement Team (BIT), and HS Site Council dates and meeting times can be found in the back of this handbook, appendix ii.

IV. CAMPUS SECURITY AND SAFETY

BLOODBORNE PATHOGENS: If at anytime you are exposed to mucus or blood from another person at school, you are required to complete an exposure form. These forms may be obtained from the office. Please use caution when dealing with these matters. Use rubber gloves when appropriate or allow the student to use emergency treatment themselves, if applicable. Please contact the office immediately so that we can arrange for a cleanup crew.

CRISIS PLAN and CALLING TREE: See Alernow on page

DOORS: When leaving the building during non-school hours (weekends, evening, etc.) check the door to make sure the door is completely closed and locked. Don't assume that someone else will lock the door at a later time.

HARASSMENT OF STUDENTS BY STUDENTS: Known harassment of any kind should be reported to the building principal or counselor. Harassment includes but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose of effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

INJURY AND ACCIDENT REPORTING PROCEDURES:

- Notify the office at once when a student has been injured.
- The office will be responsible to see that proper medical attention is obtained, if necessary.
- The supervising teacher will fill out an accident report. Accident reports are in the office.

KEYS: Each teacher is issued a set of school keys for their own personal use throughout the year. It will be each teacher's responsibility to see that key usage is not abused. Under no circumstances should a teacher or school employee ever loan his/her keys to a student or any individual other than another school employee.

MONEY: Money collected through various fund raising projects and other school related collections should not be left in a classroom. Money should be given to Mrs. Dalke for deposit in school's office safe. Non-activity fund money collected for student projects, over due books, etc. must be turned into the office in a timely manner.

SAFETY DRILLS: Evacuation directions are posted near the door of each room.

- **Fire:** State law requires one fire drill each month. When outside, students and staff are to move at least 50 feet away from the building. Record books and class enrollment lists should be taken during drills.
- **Tornado:** State law requires tornado drills to be conducted during the fall and spring. Staff and students should move quickly to areas designated as shelter areas.

SEARCH AND SEIZURE: The courts, in the presence of reasonable suspicion, have deemed student locker searches and vehicle searches permissible. Items considered to be illegal, illicit, dangerous, or disruptive can be confiscated. If there is reasonable suspicion that a search is necessary, please contact the building principal to ensure that student privacy rights are not violated. To prevent violations of student rights, legal guidelines determine the type and scope (intrusiveness) of allowable searches.

SUPERVISION OF STUDENTS:

- **Supervision of Classroom:** Supervision is a legal responsibility and needs to be fully understood by all faculty and staff members. Teachers must not leave students unattended in their classes. Do not leave a classroom unless arrangements have been made with another staff member or administrator to supervise students. Teachers are to be in classrooms when students arrive and remain until students depart. If a teacher has students in two locations of the building, such as the classroom and computer lab, be diligent in supervising both locations. Any teacher who finds it necessary to leave their classroom while supervising students shall first secure prior approval from a building principal.
- **Non- School Time Activities:** Students are not to be permitted to work, play, or hold practices in the evenings, on weekends, or during holidays unless under the direct supervision of an instructor who has made proper arrangements and scheduled the event.

VISITORS: If the visitor is here for tutoring, putting up locker signs, or is a salesman that regularly visits school (i.e. Jostens), they may continue without delay. All others are to report to the office for the purpose of:

1. Stating their reason, or business, for being in the school building
 2. Identifying the person they want to see.
- If the visitor wants to see a student, the student will be called to the office.
 - If a request is made to go past the office, an administrator should escort them to their destination. If the visitor wants to see a staff member, contact the staff member and request them to meet the visitor in the office.
 - Parents may go to their student's locker. But, if the parent wants to talk to the student, the student should come to the office.
 - A private area can be arranged if a request is made to speak in private.
 - If a visitor enters the building without stopping in the office, call a building administrator to handle the situation.
 - If no building administrator available, and if a person refuses to remain in the office as requested, or enters the building from another location and refuses to come to the office, call the police at once.

V. BUDGETING AND REQUISITIONS

ACTIVITY FUND: Hillsboro High School maintains an activity fund. Donna Dalke is the HHS Activity Fund Treasurer.

Sponsors are responsible for collecting money prior to placing an order for T-shirts, jackets, etc. If items should be ordered without money in hand, it is the responsibility of the sponsor to collect students' money, not the office. No order can exceed the current balance in the fund. The office will distribute the items, if requested.

The following guidelines apply to the use of each account:

- No commitments or indebtedness shall be incurred unless there is sufficient cash-on-hand in that account to cover the cost of the order. It is the responsibility of the sponsor to assure that no activity fund violates this principle.
- Payments will not be made to vendors until a bill or invoice is presented to the Activity Fund Treasurer.
- Expenditures are initiated by having the authorized staff member submit a completed purchase order to the Activity Fund Treasurer.
- The Activity Fund Treasurer will maintain records of the balance in each account.
- Sponsors will be given the balance in the account upon request.
- After payment has been made, a copy of the purchase order with the building principal's signature will be returned to the sponsor.
- Unless otherwise indicated, the Activity Fund Treasurer will order all items requested through the purchase order.

DEPARTMENTAL BUDGET LINE ITEM CODE NUMBERS:

Code numbers are found in appendix ii. Requisitions can not be completed without identifying the proper budget line.

LOCAL PURCHASES: On occasion, USD 410 allows small purchases to be charged locally, provided money is available in the respective budget. The teacher must have an itemized ticket, enter information on an e-req, record the e-req number on the ticket and give it to Mrs. Dalke. **IN A TIMELY MANNER.** Students may not charge purchases to the district.

PURCHASING GUIDELINES:

Generating Requisitions:

- Requisition will be generated using an e-req (<http://eregs.datateam.com/>). Each user will have a log-in name and log-in password. Be sure to include the line item code number found on appendix iii.
- The building principal will evaluate the need and determine if funds are available. When the principal has approved the requisition, it will be sent to the Superintendent for signature.

Petty Cash Refunds: When using your own money or credit cards to purchase items, you can be reimbursed through the petty cash fund. However, do not expect immediate payment. The district prefers to write refund checks after the BOE meeting, the second Monday of each month.

REQUESTS FOR PROFESSIONAL LEAVE: When making such a request, complete the request on My Learning Plan, first using the **Conference** request form. MLP will require information regarding the workshop/conference, including information about registration, lodging, meals and vehicle needs. Lodging arrangements are made by the central office.

REQUESTS FOR VEHICLES (other than athletic transportation, workshops, conferences):

Teachers must submit a **transportation request** to the building principal in order to secure the use of a district car, van, or school bus. Transportation requests are available in the office and, when possible, should be submitted at least one week prior to the event. This form will be returned to the teacher's mailbox indicating the vehicle assigned for the trip. Payment for mileage when driving a personal vehicle will only be made when school transportation is NOT available and after the superintendent has made authorization.

VI. ACADEMICS AND GRADING

ACADEMIC DETENTION: Hillsboro High School has developed the academic detention program (generally within the teacher's own classroom) in order (1) to increase the likelihood of student academic success; (2) to not allow students to fail a class by simply defaulting and not accomplishing the required work; and (3) to help students accept responsibility for their education. The guidelines for **academic detention** are in the HHS Parent/Student Handbook and students' agendas. If a student fails to attend an assigned **academic detention**, an office referral can be made for refusing a reasonable request. In order for the program to be successful it is imperative that the policies be enforced with consistency by all teachers...

COURSE DESCRIPTIONS: Each teacher is required to have on file with the counselor a Course Description for each course he/she teaches. The principal will designate the format to be used in these descriptions.

GRADING: The teachers will post class grades (by use of computer) to the counselor's office at the end of each grading period. Semester grades are the only grades recorded on a student's transcript, using ONLY A, B, C, D, & F. Alternative grades, such as S (satisfactory) and U (unsatisfactory) can be used for students with an IEP. Incompletes (I) can be given at the end of the first semester, but not at the end of the second semester. Students given an incomplete will have only three school days beyond the end of the semester to complete missing work. Due dates for reporting grades can be found on the HHS Website online calendar.

GRADE BOOKS: Because grade books are legal documents, teachers are required to turn them in to the principal's office at the end of the academic year.

GRADING SCALE: Letter grades used to designate a pupil's progress are:

<u>Grades and Percentages</u>		
A+	99-100	A 96-98.99 A- 94-95.99
B+	91-93.99	B 88-90.99 B- 86-87.99
C+	83-85.99	C 80-82.99 C- 78-79.99
D+	75-77.99	D 72-74.99 D- 70-71.99
F	69.99 and below	
I	Incomplete	

INCOMPLETE GRADES: Generally, incomplete grades are used at the end of the first semester to allow students that incur excused absences late in the grading period to complete work. When an incomplete is issued, it will be the instructor's duty to inform the counselor of the grade to be issued. (A helpful hint to prevent incompletes is to set deadlines and to stick to them). All incomplete assignments (not necessarily final grades) at the end of the school year will automatically be recorded as an F unless appeal is made because of a prolonged illness.

GRADE REPORTS:

1. **Teacher's Weekly Grade Report:** Weekly Grade Reports will be reviewed on the first day of the school each week at 8:00 am. This report will be used to determine student eligibility for the upcoming week based on **CUMULATIVE** grades for the semester. On the first day of each week, Mr. Rempel will prepare a summary of these reports and distribute a copy to teachers. The purpose of this summary is to make teachers and coaches aware of students who are having academic difficulties. REMEMBER THE

WEEKLY GRADE REPORT SUMMARY IS A CONFIDENTIAL DOCUMENT AND MUST NOT BE SHARED WITH STUDENTS. You may visit with students individually concerning their academic status and provide assistance as needed.

2. **Mid Term Grade Reports:** Progress Reports are sent to the parents if their student isn't performing to his/her ability or is in jeopardy of failing. A printed copy of the student's grade report is given to both the counselor and HS office (for mailing).

3. Parent notification of concerns about a student's grade can, and should be sent, when timely, regardless of the any specified reporting date (i.e. mid-term reporting dates)

VII. GENERAL PROCEDURES

ABSENCES OF EMPLOYEES: Requesting Personal leave: Teachers requesting personal leave must complete a School Employee Report of Absence form prior to the absence. Forms are in the HS office.

ACTIVITY MEETINGS: School organizations and class meetings will be scheduled during Learning Support time, 11:30 a.m.-12:02 p.m. ALL MEETINGS MUST BE SCHEDULED WITH MR. HEINRICHS and may be changed only with his consent. Room assignments for meetings will be made when scheduled. Meetings can be canceled or rescheduled (with approval from Mr. Heinrichs.)

ACTIVITIES & STUDENT ABSENCES: Students involved in school-sponsored activities will be absent from classes on occasion. In order to keep teachers informed, a list of students leaving and the time they are to be dismissed should submit by coaches or sponsors via email to all teachers and the office secretary at least **two (2) full days** prior to a school-sponsored activity in order for teachers to plan accordingly. It is up to the discretion of individual teachers as to how make-up work shall be completed. If the list of announced students leaving is changed, please make sure that corrections and changes are updated. If this procedure is followed accurately, we can eliminate potential confusion.

ADMITTING STUDENTS AFTER AN ABSENCE: Students returning to school following an absence will come to class without an admit slip. They will be called to the office if they have not provided the office a reason for their absence.

ALLOWING A STUDENT TO LEAVE CLASS: If a student is planning to leave school during an on-going class, he/she must have an office generated pass (not a hand written note from the parent) to be allowed to leave the classroom. If anything other than an office generated pass is presented, call the office and notify the secretary that the student is being sent to the office to properly check out.

ASSEMBLIES: All teachers are expected to attend all assemblies, lyceums, pep assemblies, etc. Teachers should spread out among the students to assist in monitoring appropriate student conduct.

ATTENDANCE OF TEACHERS AT ACTIVITIES: The life of the school extends beyond the class offerings of the master class schedule. A major part of student life is found in the extra-curricular activities of the school. Many students appreciate the support they see from faculty members that attend their programs, plays, concerts, and sporting events. In this light, board policy states *"The Board of Education feels that all teachers should assume proper responsibility for attendance at school programs. The faculty expects cooperation from students and should support students by showing interest in their programs."*

ATTENDANCE OF TEACHERS AT STUDENT I.E.P.'S: Each student who has been identified as a student with learning disabilities by the Marion County Special Education Cooperative must have a current Individual Educational Program on file. I.E.P. teams will consist of the special teacher, the counselor, the building principal, and any of the student's regular education teachers. All members of the I.E.P. team are requested to attend the I.E.P. conference. Those who cannot attend should notify the SPED teacher and offer a written account of the student's performance.

CHURCH NIGHT ACTIVITIES: Board policies state "*Wednesday night has been set aside as Church Night.*" This is interpreted to mean that no school activities shall be scheduled after 6:00 pm on Wednesday night.

CLASSROOM GUIDELINES: For a teacher to be effective in the instructional process, organized and orderly classrooms are a necessity. Each teacher, therefore, will develop and establish guidelines for student behavior within his/her classroom. Guidelines are to be written down, handed out, read and explained to students at the beginning of the school year and/or the semester. Each teacher is responsible to enforce his/her guidelines. Disruptive behavior can be brought to the attention of the principal for disciplinary action by writing an office referral. It should be noted that all handbook policies, BOE policies, etc. are automatically included as classroom guidelines.

COMPUTER SYSTEMS:

- Computer systems are primarily for educational and professional use. Personal use of the computer system is permissible. All educational and professional information created by staff shall be considered district property.
- Because of the nature of existing technology, employees should have no expectation of privacy when using district e-mail or other computer applications. District administrators may monitor employee e-mail and other computer applications only when it is necessary due to technical reasons or when there is suspicion that the computer system is being used for illicit or illegal activities.
- All employees must use appropriate language in all messages. Employees are expected to conduct themselves in a professional manner and to use the system according to these guidelines or other guidelines published by the administration.
- The district retains the right to duplicate any information in the system or on any hard drive. Employees who violate district computer policies are subject to disciplinary action up to and including termination.

COPY MACHINE: The teachers' workroom and high school office each have a copy machine for teachers to utilize. There is also a copy machine in the WMC. **It is recommended that teachers first try to use the workroom machine before copying on the other available machines, but in the event of heavy use, feel free to access any available copier.** A color copier is located in the MS office and can be used by high school teachers. Because of cost factors, printers in classrooms are not to be used for multiple (i.e. for the entire class) black or colored copies.

FACULTY WORK HOURS: Working hours for the high school faculty will be from 8:10 a.m. to 3:45 p.m. The principal must approve any deviation from the schedule.

FIELD TRIPS: Requests for all field trips must be made through the principal's office and placed on the school calendar at least two weeks in advance.

- Field trips and organization/club trips may be denied if over 50 miles one way.
- The BOE/Superintendent will approve trips out of state.
- To avoid congestion and conflicts during our very busy spring activity schedule, field trips will NOT be placed on the calendar during the month of May.
- Class field trips that exceed the 86 minutes class time are limited to one trip per year.

HALL PASSES: Students are not to be in the halls during class time unless their teacher has signed the agenda book or pink hall pass. A student cannot use another student's agenda book.

Passes, including a signed agenda book, are to be used by a teacher when:

- A teacher requests a student during Learning Support.
- A teacher is sending a student to a designated location such as the library, the bathroom, or to get a drink.

- A teacher detains a student past the dismissal bell, making the student late for their next class. (NOTE: Students are not to be admitted late to any class without a pass issued by the office and/ or another staff member.)
- Teachers should utilize a classroom sign-out sheet in order to keep track of students leaving their room, especially during Learning Support. Students must check out and check back in using the check-out sheet provided.

PLANNING PERIODS: Each teacher will get approximately 86 minutes of plan time each day. Some exceptions exist. Teachers are encouraged to notify the office whenever it is necessary that they leave the school building during planning time.

LEAVING THE BUILDING DURING CLASS HOURS: Requests to leave the building during regular class hour (non-planning time) are to be cleared through Mr. Heinrichs.

MEDIA CENTER GUIDELINES: The Wiebe Media Center is a quiet place and everyone is requested to help maintain this practice.

- For scheduling purposes, teachers are to schedule the library before bringing a group/class.
- Do not send groups to the library unattended and do not leave your class after bringing them to the library. Library personnel will not supervise a teacher's class.
- Sign-up for the use of the computer lab, conference room, and project room prior to your needed time.
- Only four students are allowed to work at a table when classes are working in the WMC.
- Students entering the library during class time must have a signed agenda or pink slip and before returning to their class, the student will have the librarian sign him/her out of the library.
- Food and drink are not allowed in the Wiebe Media Center.

Student Guidelines for WMC:

- Students are to make arrangements to use the WMC during LS time at the circulation desk before 11:30 a.m. on the day they plan to use the media center.
- Only 20 students may use the library during LS.
- Two individuals or less will sit at a table.
- Students will be dismissed at 11:55 a.m. to go back to their LS room before the lunch break.
- Books and magazines are checked out for a period of two weeks. Current magazines are not to leave the media center.
- Library computers are for academic work. E-mails, games, chat-rooms, etc. are not allowed.

SALESPERSONS VISITING SCHOOL: No teacher will be called out of class to visit with a salesman or other businessman. Meeting with sales people may occur before or after school or during your planning period.

SCHEDULING EVENTS & FACILITIES: All school sponsored events and events that will be using the high school or middle school must be placed on the official school calendar. In order to place an event on the calendar, see Mr. Rempel who will also make sure facilities such as gyms, auditorium and rooms are available.

STUDENT IMPROVEMENT TEAM (SIT): Teachers are encouraged to make referrals to the building principal or to the counselor when a non-IEP student exhibits consistent and unusual (abnormal) behavior patterns (socially or academically). When a student's performance does not change in the desired direction with modifications, a system of support for the student and teacher can begin through a Student Improvement Team. Referral forms may be obtained through the counselor or building principal. After a referral is made, further information is gathered from other teachers, and if appropriate, a team is assembled by the principal to aid the teacher alter the misbehavior. Designated teachers are expected to attend SIT meetings.

SUBSTITUTES:

Requesting a substitute

1. A teacher leaving for an event that is on the calendar (Forensics, Scholar Bowl, FFA, FCCLA, etc.) will have to complete the **Request for Substitute form** indicating a need for a substitute assignment. These forms are in the office.
2. Teachers leaving school early because they are coaching out-of-town should always check with Mrs. Dalke to make sure their class will be covered. A **Report of Absence/Request for Leave, needs to be filled out prior to absence.** Please come to the office to obtain this form.
3. **Emergency Needs:** When a substitute is needed due to illness or an emergency, teachers can contact Mr. Heinrichs by phone at home (947-4046), or at the HS office, after 6:30 a.m. Upon returning from an absence, teachers will have to complete a form titled **Report of Absence/Request for Leave.** Please come to the office to obtain this form.
4. **Requesting a substitute for Professional Leave:** This is done using the Conference Request on *My Learning Plan*.

SUBSTITUTE CONCERNS: Teachers are to make concerns regarding substitutes' performance to Mr. Heinrichs.

SUBSTITUTE LESSON PLANS: Teachers are to leave complete lesson plans for the substitute on their desk. A substitute teacher folder shall be maintained in each classroom containing classroom rules, emergency lesson plans, class rosters, seating charts and other pertinent information.

TARDIES, LATE TO CLASS: A student will be considered tardy when he/she is not in the classroom at the beginning of the class period. Unless the office or another teacher has excused the tardy, the tardy will be considered UNEXCUSED. When a student is tardy, send him/her to the office for a tardy slip. The student will return to class with a yellow copy of the tardy referral.

TARDIES, BOOKS & MATERIALS: Book tardies are given to students who do not bring required books and other materials (papers, reports, worksheets, etc.) to class and are asked to return to their locker to get the materials. It is the responsibility of the student to bring required materials to class. When a student is sent to his/her locker to get materials also send him/her to the office for a book tardy slip. The student will return to class with a yellow copy of the book tardy referral.

TEACHER AUTHORITY:

- Teachers have the authority to maintain school rules and a proper school climate at all times. This responsibility extends beyond their own classrooms and includes all areas of, and all events of the school. Pupils who refuse to comply with reasonable requests of any teacher or other school-employed adult will be subject to appropriate disciplinary action.
- Teachers are expected to handle discipline matters within the classroom. When the student's behavior becomes severe enough to send a student to the office, teachers are to follow up by completing a written Discipline Referral Form. Send a completed form to the Principal's Office as soon as possible.

TRIPS: SCHOOL SPONSORED

Report the following:

- Definite amount that each student will need to contribute toward the trip.
- Each student's contributions need to be documented and those that are not making progress toward projected student contributions need to be informed well in advance of the trip. Parents should also be notified by letter.

Estimated costs for lodging and meals

Motel Costs

- Number of sponsors and number of sponsor rooms needed
- Number of females and males
- Faculty and administration accompanying the group
- Number of drivers needed to drive school vehicles

Trip Activities:

- Provide an estimated itinerary.
- Where the buses go and the hours that the buses are used will affect the cost by as much as \$500-\$600.
- Estimated cost of activities and amounts that the students are expected to pay, if any.
- Meal expenses: amounts that the students are expected to pay, if any.

WORK ORDERS: U.S.D. 410 Work Order forms must be filled out when requesting the maintenance and/or custodial staff to perform specific tasks. Work Order forms are located in the high school office.

WORKROOM: The workroom is provided for the convenience and comfort of all staff members. For convenience, teacher's supplies are stored in the teacher's workroom so you do not have to go through the office secretary. It is the staff's responsibility to keep the workroom neat and orderly and to notify the office when repairs or maintenance is needed. The teacher workroom is off limits to students unless a teacher or staff member accompanies them.

VIII. Classroom Instruction that Works: Robert Marzano
Research Based Strategies for Increasing Student Achievement

U.S.D. 410's teacher evaluation form addresses four categories of teaching performance.

1. Instructional Techniques
2. Interpersonal Relationships
3. Classroom Management and Organization
4. Personal and Professional

The four categories listed above have a bearing on the performance of classroom teachers, either positively or negatively. However, those dealing with Instructional Techniques have the most direct impact on student learning.

Instructional Techniques are specific teaching skills/behaviors that are non-content focused because they cross all content areas, grade-levels, etc. The following instructional strategies have the highest probability of enhancing student achievement for all students in all subject areas at all grade levels.

1. **Identifying Similarities and Differences: (Percentile Gain-45)** compare, contrast, classify, metaphors, analogies.
2. **Summarizing and Note Taking: (Percentile Gain-34)** "rule-based" strategy, summary frames, graphic organizers for comparison, combining notes, formats for notes.
3. **Reinforcing Effort and Providing Recognition: (Percentile Gain-29)** teaching about effort, keep track of effort and achievement, praise, rewards.
4. **Homework and Practice: (Percentile Gain-28)** assigning homework, clear purpose and outcomes, practice one specific aspect of the lesson.
5. **Nonlinguistic Representation: (Percentile Gain-27)** Use activities that allow the students to create their own images or mental pictures about a concept, de-emphasizing the teacher telling the student about the concept.
6. **Cooperative Learning: (Percentile Gain-27)** Using a variety of criteria for grouping students, managing group size, etc.
7. **Setting Goals and Providing Feedback: (Percentile Gain-23)** narrowing goals, what goals should NOT be, contracts, feedback (corrective, timely, specific in type, student-led)
8. **Generating and Testing Hypothesis: (Percentile Gain-23)** explaining hypothesis clearly, systems analysis, problem solving, historical investigation, invention, experimental inquiry, decision making, conclusions, using templates
9. **Questions, Cues, and Advanced Organizers: (Percentile Gain-22)** focus on what is important, higher level questioning, wait time, get back ground knowledge, elicit inferences, use analytical questions, analyze perspectives

To use the Alert Now Phone System and send an immediate phone message:

Dial
 Select 2Other Options
 Select1Send msg immediately
 MA User ID No.
 Password.....
 Wait while they verify
 List No.#
 Press 1 to confirm
 Press 2to record msg
 Record your message and end with #
 1) Identify yourself
 2) Give the date
 3) State the location
 4) End with a salutation i.e. "Good-night"
 "The length of your message is ____"
 Press 3 to send & hang up

****Please Note****

Background noise can interfere with recording phone messages. Try to make your calls in a secluded room/area.

If you are not given the option to Press 3 to send - you probably did not make the correct selection on the first question. It seems strange, but the first question is "To record and save a message into your Alertnow Web account, press 1".

You do NOT want to SAVE anything - you want to send immediately. So therefore, be sure to answer with a 2 for other options.

Name	PrimaryMAList	
09 Both Choirs	312	09 HMS Volleyball 282
09 Chess Guild	324	09 HMS Wrestling 297
09 Concert Choir	310	09 HS Baseball 327
09 FCCLA	357	09 HS BB cheerleaders 345
09 FFA	333	09 HS Boys Basketball 322
09 GAP	335	09 HS Boys Tennis 328
09 HHS Band	320	09 HS cross country 392
09 HMS Boys Basketball	222	09 HS FB cheerleaders 399
		09 HS football 332
09 HMS Football	232	09 HS Girls Basketball 342
09 HMS Girls Basketball	242	09 HS girls tennis 348
09 HMS Track	287	09 HS Golf 346
		09 HS Softball 372
		09 HS Track 387
		09 HS volleyball 382
		09 HS Wrestling 397
		09 Mixed Chorus 311
		09 TSA 383
		Class of 2009 350
		Class of 2010 351
		Class of 2011 352
		Class of 2012 353
		Class of 2013 213
		Class of 2014 214
		Class of 2015 215
		Class of 2016 2016
		Class of 2017 2017
		Class of 2018 2018
		Class of 2019 2019
		Class of 2020 2020
		Class of 2021 2012
		Entire HES 178
		Entire HHS 378
		Entire HMS 278
		HMS SBC 2221
		Parents As Teachers 728
		Spirit N Celebration 376
		TSA National 2355
		USD 410 Families 8734
		USD 410 Staff 873

Appendix i

GENERAL MEETING DATES AND TIMES: 2009-10

August	11	Monday	Faculty Mtg.	8:00 am	Tech Lecture
	17	Monday	Site Council	7:00 pm	Library
	20	Thursday	PIN Night	7:00pm	Auditorium
	25	Tuesday	BIT	7:40 am	Conf. Room
Sept.	16	Wednesday	Faculty Mtg.	7:40am	FACS
	21	Monday	Site Council	7:00pm	Library
	29	Tuesday	BIT	7:40am	Conf. Room
Oct.	14	Wednesday	Faculty Mtg.	7:40am	FACS
	19	Tuesday	Site Council	7:00am	Library
	27	Tuesday	BIT	7:40am	Conf. Room
Nov.	11	Wednesday	Faculty Mtg.	7:40am	FACS
	16	Monday	Site Council	7:00pm	Library
	24	Tuesday	BIT	7:40am	Conf. Room
Dec.	16	Wednesday	Faculty Mtg.	7:40am	FACS
	21	Monday	Site Council	7:00pm	Library
	22	Tuesday	BIT	7:40am	Conf. Room
Jan.	13	Wednesday	Faculty Mtg.	7:40am	FACS
	25	Monday	Site Council	7:00	Library
	26	Tuesday	BIT	7:40am	Conf. Room
Feb.	10	Wednesday	Faculty Mtg.	7:40am	FACS
	15	Monday	Site Council	7:00pm	Library
	23	Tuesday	BIT	7:40am	Conf. Room
March	10	Wednesday	Faculty Mtg.	7:40am	FACS
	22	Monday	Site Council	7:00pm	Library
	30	Tuesday	BIT	7:40am	Conf. Room
April	14	Wednesday	Faculty Mtg.	7:40am	FACS
	19	Tuesday	Site Council	7:40am	Conf. Room
	20	Monday	BIT	7:00pm	Library
May	5	Wednesday	Faculty Mtg.	7:40am	FACS
	17	Monday	Site Council	7:00pm	Library
	18	Tuesday	BIT	7:40am	Conf. Room

Appendix ii

DEPARTMENTAL BUDGET LINE ITEM CODE NUMBERS

Please put the appropriate code numbers on requisitions forms sent to the office.

06-04-1000-610-03	HS Art, Dalke	HS/MS Media Center	Sandy Arnold
06-04-1000-610-05-01	HS English, Woelk	6-04-2200-610	Supplies
06-04-1000-610-05-02	HS English, Knoll	06-04-2200-641-01	Books
		06-04-2200-642	Periodicals
		06-04-2200-650-01	Ed. Television
06-04-1000-610-05-04	Eng. Bebermeyer	06-04-2200-300	Spectrum Support
06-04-1000-610-06	HS Forensics	06-04-2220-730	Media Center Equip.
06-04-2140-610	HS Counseling		
06-04-1000-610-13-01	HS Math, Major	HS/MS Instrumental Music	Walker
06-04-1000-610-13-02	HS Math, Loewen	06-04-1100-439	Instrument Repair
06-04-1000-610-14	PE & Health, Haslett	06-04-1100-490	Uniform Cleaning
06-04-1000-610-15-01	HS Science, Baldner	16-04-1100-738	Instruments/Equipment
06-04-1000-610-15-02	HS Science, O'Hare	06-04-1200-610	Music & Supplies
06-04-1000-610-16-01	HS Soc. Studies, Robb	06-04-1100-890-01	Music Entry Fees
06-04-1000-610-16-02	HS Soc. Studies, Holmes	16-04-1000-730	Instructional Equip
06-04-1000-610-17	HS Spanish, Bebermeyer	HS/MS Vocal Music	Just
06-04-1000-610-19-01	HS Yearbook, Woelk	06-04-1200-439	Piano Tuning
06-04-1000-610-20	HS Scholars' Bowl	06-04-1200-610	Music & Supplies
06-04-1000-610-22	National Honor Society	06-04-1200-619	State Expense
	Journalism/Newspaper	06-04-1200-890	Entry Fees
Vocational			
34-00-1000-610-01	Ag Teaching Supplies, Roberts		
34-00-1000-730-01	Ag Furniture, /Equip/Computers		
34-00-1000-730-06-01	Art Furniture, Equip/Computers		
34-00-1000-610-02	Business Teaching Supplies, Boldt		
34-00-1000-610-05	Business, Teaching Supplies, Hiebert		
34-00-1000-730-02-01	Business Furniture, /Equip/Computers		
34-00-1000-610-03	FACS Teaching Supplies, Leihy		
34-00-1000-730-04	Tech Furniture/Equip/Computers		
34-00-1000-610-04	Tech Teaching Supplies, Bell/Harvey		
34-00-1000-730-03-01	FACS Furniture/Equip/Computers		
34-00-1000-730-05	Yearbook Furniture/Equip/Computers		