

# Faculty Handbook

# 2019

Rules and Regulations for the Faculty and Staff

Washington  
Middle School

## Absences (Board Policy GCBDA)

Teachers should not be absent without proper notification. To secure a substitute teacher, contact Subfinder via email and/or phone. You will need your pin number to access the program. After 6:30 a.m., call the school office to secure a substitute. Please limit the number of days that you call after 6:30 a.m. – office staff does not arrive until 6:45 a.m. and it is often very difficult to arrange a substitute at that time. You should have received a copy of instructions for Subfinder, along with your pin number, during the 2007-2008 school year or upon employment. The web address is: <https://hillsboro.subfinderonline.com> OR call 1-866-921-4385 Your PIN is: \_\_\_\_\_

The school secretary will furnish an employee absence report which should be returned to the office completed. Please familiarize yourself with district and building policies.

Substitutes - To facilitate order in your classroom during your absence be sure to furnish the substitute with clear and definite assignments. Also, you need to leave in an obvious place a substitute folder containing the following:

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

Note: Indicate any special attendance or seating procedures you have, and the method of recording absences in your grade book

## Announcements

Announcements / Daily Bulletin - The announcements will be presented daily during each lunch shift and will be posted on Infinite Campus. Preference will be given to official items; personal information

should not be a part of the daily bulletin. Teachers should give any announcement to the office by 7:15 a.m. (Items for announcement any later than this may not get into the bulletin). .

#### Arrival and Departure (Board Policy GBCB and IC)

Staff hours are 7:15 A.M. – 3:00 P.M. - All staff is encouraged to be here everyday and prompt with their attendance. All staff members are expected to be in the building at 7:15a.m. and at their respective teaching station. Please greet students as they enter your classroom and stand so that you can supervise the classroom and hallway. Staff members are free to leave the building at 3:00 p.m., unless they are supervising a group of students (tutoring, detentions, or clubs). Please do not release students until the bell rings.

Staff members are on duty all day and should leave school only in case of necessity after gaining approval from administration. If it is necessary to leave before 3:00 p.m., the principal must approve (Board Policy GBCB) and sign out in the office.

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#### Assemblies

Assemblies are a regularly scheduled part of the curriculum and as such are designed to be educational as well as entertaining experiences. They also provide one of the few opportunities in school for students to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. In live entertainment, unlike radio, television, or movies, the performers are very conscious of their audience. It is the individual teacher's responsibility to instruct students that all talking, whispering, whistling, stamping of feet and booing are discourteous. Teachers are to escort their individual classes to the assembly site. All teachers should be seated with their classes and help with the supervision of all students. Teachers should check role at each assembly and upon returning to the classroom.

#### Attendance Records (Board Policies JEA, JED-API)

Attendance records are kept in the office. Your obligation is to report your absentees each hour within the first 10 minutes of class, via Infinite Campus. Students arriving late to school must report in to the office. Upon returning to the classroom, they should have a tardy slip or late to school slip.

Attendance should be taken on the computer at the beginning of each hour, and the office should be notified ASAP if any changes need to be made to attendance. If computers are down or when substitute teachers are present, slips from the office should be used every class hour to report attendance. The attendance slip should contain the date, teacher's name, and class hour. Students are not to enter attendance onto official records or into the room's computer. Accurate attendance is the responsibility of the teacher; this is especially important in relation to the school's attendance policy of denying credit for absences in excess of seven per semester. Inaccuracy in attendance taking can have adverse effects on students and the school.

When a student shows excessive absences or exhibits a pattern of chronic absences parents should be contacted by the office.

These actions will be taken at the following benchmarks of absenteeism:

4 Days of absence - Letter from the office

8 Days of absence - Letter from the principal

10 Days of absence - Parent meeting with administration

Students who must leave school during the school hours must be signed out through the office. Do not let parents and relatives take students from your classroom. Refer them to the office and we will call for the student. Do not allow a child to leave school with anyone during the school day without permission from the office. If parents or persons picking up a child come to your room, please direct them to the office to sign that child out. If the adult says that they already signed them out, do not release the child. The office will call for the student!

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Building/Classroom (Board Policy ECB)

When staff members note that equipment/building is damaged, either by intention or accident, they shall communicate the damage to the office. It is the duty of the staff members to supervise students so that damage to the school building, furniture, equipment, or other school property does not occur.

Teachers are responsible for the appearance of their classroom and to see that the room is properly ventilated and lighted. Special needs may occur that require maintenance or custodial assistance. In such cases, you must enter your maintenance request on the Maintenance Direct program. Teachers should close and lock all windows and doors when leaving for the day as well as turn off all lights.

\*Please note: Plug-in air fresheners, candles, and/or candle warmers are NOT allowed in the building, per the district insurance carrier.

#### Bulletin Boards

Each hall/department has a designated bulletin board. These boards should be kept up and changed at the direction of the building principal or her designee.

#### Cafeteria (EF)

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

Lunch -The efficiency of our lunchroom schedule depends on following a strict schedule. Please do not alter the time schedule, as it will affect everyone. If for some reason your class is not going to eat in the cafeteria (field trip, reward, etc.) please notify the cafeteria and the principal in advance.

Students who accumulate excessive charges will not be allowed to continue charging. However, those students should not go without lunch. They will be given a sandwich and milk.

#### Care Team (IGBA)

High school faculty make up the Care Team, a committee created to identify behaviors of "At Risk" students, to make interventions, and to refer to the proper agency. If a faculty member has a concern about a student, the following steps should be taken:

1. Complete an "I'm Concerned About" slip located in the dining room, counseling office, or main office. Place in the CARE team box on top of the mailboxes. Signing your name is optional.
2. A secretary will collect data from all of a student's teachers on the observed behaviors of the student. This information will be kept in a confidential file.
3. CARE team members will assess the information given by staff members. They may choose to

a) track the student, monitoring behavior but taking no action, b) refer to a counselor or  
9 assistant principal, c) contact the parent and inform them of the concern, or d) plan  
an intervention (confronting the student of said behaviors).

4. Be patient! Often parents, school administrators, counselors, and/or juvenile officers are  
unable to get the student immediate help. However, if a problem exists, the students will in time  
display such a behavior that a parent will agree to seek help, the student will be suspended from  
school, law officials may be notified, etc.

5. If you have referred a student and wish to know what action has taken place, contact the  
designated CARE team chairperson. Confidential envelopes with the behavior checklists should  
be kept confidential. Files will remain confidential. Do not allow students to have access to the  
information. Be especially careful not to leave these items on your desk where students may  
casually view them.

6. It is necessary that you refer "concern" in order for students to get help. Do not overlook the  
bloodshot eye, constant tardiness, the smell of tobacco/alcohol products, the decline in grades,  
etc. Your help is this is imperative.

#### Classroom Curriculum Exceptions (Board Policy IIA)

Parents may request that their student be exempt from selected parts of a class or course curriculum  
under certain conditions. Parents may deem some instructional materials or activities to be  
inappropriate for their student, or the student may have legitimate personal objections. Teachers  
should use professional discretion in communicating the appropriate response to the student or parent.  
To facilitate curricula objectives and yet still allow students to be educated with their classmates,  
teachers should use the following guidelines:

1. Teachers may provide students and parents with a syllabus of required readings a  
class uses.
2. Teachers should advise students of oral reading guidelines and refrain from forcing the  
exempt student to read aloud or view materials that may be offensive to them.

3. Teachers will allow students to request, through the parent/s, an alternative assignment. 4. Teachers may allow a student to leave their classroom to secure access to alternative curriculum

\*\* Please note: The above information is taken from the Hillsboro R-3 Board policy.

Classroom Management (Board Policies GBH, GBCB, JG, JG-R)

Classroom management is different than discipline! Effectively managing your classroom is an essential part of maintaining control and discipline. An effective teacher manages a classroom. An ineffective teacher disciplines a classroom. The number one problem in the classroom is not discipline; it is the lack of procedures and routines. Classroom management deals with the procedures that you must establish at the beginning of the school year. Students must know how you want them to begin the day; pass in papers, sharpen their pencils, line up, etc. Procedures must be rehearsed over and over again until the students do them automatically. When this happens, you have a routine.

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Discipline Plan - Each teacher should develop a discipline plan for their classroom, which shall be posted in the room and turned in to the office. Discipline is concerned with how students behave. The plan shall include rules to follow in the room, consequences for not following the rules, and possible rewards for following the rules. When all alternatives have been exhausted in the classroom, the teacher should ask the principal for help. Before a child is sent to the office for constant misbehavior, classroom teachers should have contacted parents, informing them of any behavior concern. From the beginning, know what you are going to do every minute of the day, quarter, semester, and year and do it! Students must be shown respect and you must expect it back from them. The key to maintaining classroom control is respect. Being consistent in your decisions and actions will greatly help your ability to earn the respect of your students.

Minor discipline cases are best handled by the teacher. If trivial items are referred to the principal, the teacher's effectiveness for problems of a more serious nature will be lessened and the students will soon become aware of the ineffectiveness of the classroom teacher. If a situation arises where a child needs to be removed from the classroom, call the principal for assistance. Students should not be "kicked out" of the classroom. Situations of this sort are to be discussed with the principal and then a

course of action will be set up. If you do this without consulting the principal, you are putting yourself in an awkward position.

Discipline is not a group matter. A whole room should not be punished for the misdeeds of a few.

Please remember to talk with a student individually, instead of humiliating them in front of the entire class.

All classroom teachers should show respect to all students. Fairness should be practiced - do not play favorites. Children should be taught and shown how to take responsibility for the choices that they make. One of the biggest mistakes a teacher can make is getting into a power struggle with a student. Do Not Engage! Simply state what it is you want the child to do, then walk away. After a fair amount of time, go back to the student and repeat your expectation. If it is possible to give a choice, do that. That will help the student maintain some form of control over the situation. "I need you to work on your spelling." "I can see that you are still not working on your spelling. You can choose to work on it now, or at tutoring. It is your choice."

Throughout this entire process, parent communication is a must! No discipline report should come to the office without the teacher first having contacted the parent. The only exception to this rule is violence, sexual misconduct, or other severe misbehavior. Use your common sense and remember, every time you send a student to the principal, it could lessen your effectiveness in the student's eyes.

It is the intention of the principal/s to support every staff member. Make sure that he/she can support the decisions you make by following the philosophy, policies, and procedures of the school/district.

#### Classroom Website (IGBC)

All staff are required to develop and maintain a classroom website. This website should include information about the classroom, curriculum, special events, and other pertinent information. All



assignments should be posted on the website. The website should be updated each week. Parents and students should be given the website information through your classroom communication.

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Administrators will use this information to see what you are teaching to assist with walk-through visits.

**\*\*\*FAILURE TO KEEP YOUR ASSIGNMENT PAGES AND THE INFINITE CAMPUS GRADES UP TO DATE WILL BE REFLECTED IN YOUR PERFORMANCE BASED EVALUATION.**

Cleaning Supplies (Board Policies EBAB AP1 and EBAB AP2)

Our insurance provider requires that we only use district approved cleaning supplies in the classroom. Do not use any outside chemicals. If you need supplies to clean, please ask the custodial staff for supplies.

Committees and Meetings (Board Policy GCKB)

It is required that each teacher be a member of a district or building level committee. A list of committees and their function will be available at the beginning of each school year.

Faculty meetings will be held once per month and/or as needed. All certified employees must attend.

These meetings will be devoted to implementing professional practices in our school. The faculty meeting will take place on early release days.

A large part of communication will be provided in writing via memo, or email. Written communications to the staff are not to be made available to the students. Please keep minutes and attendance information from any team meetings. A copy should be turned in to the office.

Communication (GBH, GBCB)

Announcements / Daily Bulletin - The announcements will be presented daily during each lunch shift and will be posted on Infinite Campus. Preference will be given to official items. Teachers should email items for announcements to the Office Manager by 7:15 a.m. (Items for announcement any later than this may not get into the bulletin). Faculty and staff should refrain from asking that special

announcements be made during the day. The office will try not to interrupt with the intercom except in the case of emergencies and special occasions.

Mail Boxes - The mailboxes are located in the teacher work room. Please check your mailbox in the morning and before leaving for the day. Please do not send students to pick up your mail, as the mailboxes contain confidential information.

Telephones - The telephones are our intercom. Please make sure that your phone is off voice mail each day so that we can get messages to you. Use your prep period to make and receive phone calls.

Informing others of your prep period will help considerably. Teachers will not be called from class to receive phone calls unless it is an emergency. Otherwise, a message will be sent to you.

Voicemail/Email - Each teacher has voice mail and email capabilities. Please review the instructions and check each daily. It is a professional responsibility to ensure that messages are returned consistently and in a prompt manner.

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News Articles - Each department will be required to turn in articles for each publication of the "Messenger". Each teacher should contribute to your department news.

Intercom - Each room has an intercom button on the wall beside the room's main door. Pushing the button will activate the intercom phones in the main office if you need help in that manner.

Weekly Bulletin - The weekly calendar of events will be composed by the Activities Director and published on Fridays. Each teacher is encouraged to cooperate fully with the Activities Director to schedule activities and to keep the director fully informed on changes in schedules.

Confidentiality - Comment and discussion regarding student personalities and records should only be discussed with appropriate people in the education setting. Student behavior problems should not be

part of public discussions. Professional discretion and courtesy should be used in discussing all staff and district concerns.

#### Conference Room

The conference room is located in the rear of the library. This room serves as a meeting place for IEP's, professional development activities, video conferencing, etc. Scheduling of this room should be done through the High School Office Manager.

#### Copyrighted Material (EGAAA)

It is the intent of the board to delineate, enforce and abide by the provisions of current copyright laws as they affect the school district and its employees. Copyrighted materials, whether printed or not, will not be duplicated unless such reproduction meets "fair use" standards, or unless written permission from the copyright holder has been obtained. The board does not sanction illegal duplication in any form. Employees who willfully disregard the district's copyright position are in violation of board policy. They do so at their own risk and assume all responsibility.

#### Custodial Duties

Custodians empty trash, sweep rooms, spot mop/mop, clean boards, and empty pencil sharpeners. Special needs can be handled with a note in the custodian's notebook, located in the main office. This notebook can also be used to document cleaning issues that need to be addressed: cobwebs somewhere in the building, concerns, ideas, special attention, etc. Maintenance items will be handled with a work order completed on the Maintenance Direct program.

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#### Daily Lesson Plans (IA, IB, IGA)

Your plan book should contain daily lesson plans at least one week in advance. Plan books may be reviewed at any time by the principal.

Your plans should include 6 items: 1) CLE, 2) Lesson Objective, 3) DOK, 4) Instructional Strategy, 5) Learner Activity, and 6) Assessment. All classroom lessons should follow the pacing guide. Textbooks and other instructional materials are supplemental to the curriculum and should be used accordingly.

#### Detentions (JGB)

Lunch and after school detentions may be used as a consequence for school and classroom misbehavior. Please give the detention teacher work for the student to do during their detention. The administration will send a list of students that are to serve detention to the teachers.

#### Duplicating Materials

Teachers should not make excessive copies on the photocopying machine in the duplicating room office (over 100 pages).

--Teachers should restrict students from using the office machine

--Large quantity printing (over 100 copies) can be done by the Desktop Publishing/Production Printing class if given enough notice. Deliver such items to the course teacher with written instructions concerning format and numbers needed.

#### Emergency Drills (Board Policy EBC AP 1-9)

All emergency procedures should be posted by the classroom door. Teachers should instruct their classes in the proper procedure for emergency drills. It is important to review the procedure throughout the school year. Teachers will normally be alerted when we are planning a drill.

Remember to take your grade book and to count students.

The district has developed a comprehensive emergency plan (ERIP) that all staff will be trained on and expected to follow. Emergency drill information is as follows:

#### Emergency Book

Each teacher should have an emergency book in which seating charts, regular daily routines, and student sign-out lists are kept. Anytime a student signs out from one's room, their time and destination must be noted.

#### Emergency Cards-Red and Green

These cards are to be used to indicate the status of your students during a time of emergency. Should an emergency situation occur, please follow prescribed procedures: Once you have taken roll, the green card would be placed in your window to let us know that everyone is present and accounted for. A red card in your window would identify for us who in your class is either missing or injured. Please write the names of those students, specifying the concern, on the red card so that it would be easily read by authorities and administrators as they attempt to secure the building.

#### Evacuation Emergencies (Please refer to Emergency Response Teacher Packet)

1. Fire Alarm. Teachers should lead their students from the building when the fire alarm sounds. Take your grade books and proceed in an orderly fashion to the designated area. Once there, teachers should take roll and keep their students together pending further instructions.
2. Tornado Alarm. The emergency procedure must be posted each room. Instructors should be familiar with the instructions and review them with their students. A special sound denotes the tornado alarm.
3. Earthquake/building collapse. An earthquake occurs without warning! Immediately take cover under anything that will provide some measure of protection from falling objects. A desk or table will provide some protection. Immediately after the crisis, calmly evacuate the building, following the procedure for a fire drill (see above). If there are people hurt and/or trapped in the room, the first order of business is to get everyone else to safety, then notify an administrator that people are hurt or trapped and their location. Keep your students together pending further instructions. Stay away from power lines, poles, trees, and buildings. Utilities should be shut off, and no one should re-enter buildings until they have been declared safe.

4.       Hostage/Situation. If a hostage intruder crisis occurs in your room, try to communicate calmly with the perpetrator. Communications and negotiations are tools to use. Try to get the person to let you relay his demands to the office, thereby alerting the office of the situation. If a hostage situation occurs at another location in our building, your responsibility is for the safety of your students. Follow the directions of the principal (these directions will be communicated in person). Until other directions are given, lock your classroom door and gather the students against the wall nearest the hallway to make the room appear empty.
5.       Bomb Threat. In the event of a bomb threat notify the main office immediately. If an evacuation is necessary, the fire plan will be used, but you will be directed to take your students as far as possible from the building and parked cars. These areas will be designated by your administrators.
6.       Accidents/Incidents. Report any accident to the office as soon as possible. Please secure an "Incident Report" form from the office. If emergency care is needed, report over the intercom to the office or send a student for help. It is better to err on the side of caution than to not take action.
7.       Nursing Services. The school nurse is available to diagnose minor illnesses of students. The nurse will not dispense aspirin or Tylenol. Students are to store their prescription medicines with the nurse and should try to take that medicine between classes or during lunch.
8.       Bodily Fluids Policy. Staff members must abide by the school Bodily Fluids Policy in any emergency where body fluids are involved. Sanitary gloves should be used; the school nurse or other emergency personnel should be notified as soon as possible.

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#### Extra-Curricular Activities

Each teacher should make an effort to attend some of each type of extracurricular activity that takes place in our school system. Teachers are admitted free to all school activities.

Many schools will admit you to their games upon showing your professional education organization membership card or Hillsboro Faculty ID.

Teachers are to inform students in advance of an activity that the students may participate in which will warrant a change of clothing during the day. In these situations students are to be informed to bring the necessary clothing to school in order to make the change well in advance of the performance. Only in extreme emergencies should it be necessary for a student to have to go home to change clothes during the day.

Buses are provided for students to attend sports events and school activities which are held at another location. The following regulations apply to those trips:

1. All school rules and regulations and penalties apply to school activities.
2. Students who ride the bus to an activity must also ride the bus back to school unless the student's parents sign with the sponsor or coach for permission to take them home.
3. It will not be permissible for students to take privately owned vehicles to attend an activity in which they participate.
4. Sponsors should remain at school after meetings, performances, or the return of activity buses until all students/participants you are responsible for have been picked up by the parent/guardian, or designee.

Any active high school will have a busy calendar of school events. Teachers are asked to schedule club meetings and special events well in advance. It is recommended that regular club meetings be held on the same day each week. All meetings and organizational activities are to have prior approval from the Principal's office. Regular meeting dates for the year may be scheduled by contacting the Principal's secretary. Meeting dates will be made available on a first-come, first-serve basis.

Teachers are reminded that students working on various projects or attending organizational meetings should not be left unsupervised. Teachers must stay with students until all students have left.

Sponsorships Responsibilities: All extra and co-curricular activities shall be done through the Activities Director / Assistant Principal.

#### Activity Scheduling

1. All activities and practices must end no later than 11:00 p.m.

2. When an organization sponsors an activity, the principals and/or activity director must approve the guidelines for those eligible to attend.
3. Encourage the participation and attendance of parents.
4. Sponsors of any activity must remain with and supervise their students.