

FACULTY HANDBOOK

2018 - 2019



Montgomery Junior/Senior High School
120 Penn Street
Montgomery, PA. 17752
(570) 547 – 1608 (p)
(570) 547 – 6755 (f)
BOARD OF SCHOOL DIRECTORS

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Superintendent

Mr. Joseph Stoudt
Jr./Sr. High School Principal

Mrs. Tara Bozella
Director of Student Services

EQUAL OPPORTUNITY STATEMENT

The Montgomery Area School District declares itself to be an Equal Rights and Opportunities School District. As an Equal Rights and Opportunities School District, it does not discriminate in employment, programs, services, or activities based on race, color, national origin, sex, religion, age, or handicap, in accordance with State and Federal laws, including Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964, and the American Disability Act of 1990. Inquiries should be directed to: Montgomery Area School District, 120 Penn Street, Montgomery, PA 17752. (570) 547-1608.

MISSION STATEMENT

The mission statement of the Montgomery Area School District, as the leader of an educational partnership with the community, is to ensure that all students will become independent learners, will acquire respect for self and others, and will attain the knowledge and skills needed to become successful, productive members in the ever changing global community.

Lycoming-Sullivan County Performance Standards Coalition Mission Statement

The Montgomery Area School District is a member of the Lycoming and Sullivan County Performance Standards Coalition. The Mission Statement, Value Statement, and Vision Statement of the Coalition follow:

Mission Statement – The school districts of Lycoming and Sullivan Counties will implement a standards-based educational program that is driven by rigorous and benchmarked academic standards, classroom instruction that is standards-based, and standards-based assessments which provide data to improve the effectiveness of the educational program enabling students to function in society and demonstrate increased academic performance.

Value Statement – That matters most to us is our students and their educational experiences, opportunities, preparation, and achievements.

Vision Statement – Students in Lycoming and Sullivan Counties will meet the standards necessary to compete in a global economy.



INTRODUCTION

The purpose of the *Student Handbook* is to give school district students and their parents/guardians an understanding of the general rules and guidelines for attending and receiving an education in our schools.

In a case of conflict between a Board Policy and the provisions of this handbook, the Board Policy most recently adopted by the Board will prevail.

Students and parents/guardians should be aware that this document is reviewed annually since policy adoption and revision is an ongoing process. These changes will generally supersede the provisions found in the handbook, which will become obsolete by the newly adopted policy. The handbook is not a contract between the school and parents/guardians or students. It can be amended at any time at the discretion of the district. If policy changes are enacted during the school year, the administration will communicate those changes to students, staff and parents/guardians.

Administration

EMERGENCY CLOSING

In the event of snow or other emergency weather conditions, school closing or delay will be announced on the following radio stations, local television stations and school district website.

Parents and staff will also receive a telephone message from ParentLink. **Please make sure your contact information is up to date in the HS office or you may not receive notifications.**

Radio Stations

| | | | |
|---------|-------|---------|------|
| WILQ-FM | 105.1 | WWPA-AM | 1340 |
| WZXR-FM | 103.7 | WVLY | |
| WBZD-FM | 93.3 | WKOK | |
| WQKX | | WEGH | |
| WJSA | | WPSU | |
| WMLP | | | |

Local Television Stations

| | |
|------|------------|
| WNEP | Channel 16 |
| WBRE | Chanel 28 |
| WYOU | Channel 22 |

District Website

www.montasd.org

Marking Periods

| | |
|--|---|
| October 30, 2018 QTR1 GRADE ENTRY November 7, 2018 | First Marking Period Ends OCTOBER 23 – NOVEMBER 6 Report Cards Issued |
| January 16, 2019 QTR2 GRADE ENTRY January 24, 2019 | Second Marking Period Ends JANUARY 9 – JANUARY 23 Report Cards Issued |
| March 22, 2019 QTR3 GRADE ENTRY April 1, 2019 | Third Marking Period Ends MARCH 15 – MARCH 29 Report Cards Issued |
| May 31, 2019 QTR4 GRADE ENTRY June 4, 2019 | Fourth Marking Period Ends MAY 24 – JUNE 3 Report Cards Issued |

Progress Reports

Progress reports due in the office on:

October 3, 2018 – GRADE ENTRY SEPT. 19 - OCT. 3
December 11, 2018 – GRADE ENTRY NOV. 27 - DEC. 11
February 26, 2019 – GRADE ENTRY FEB. 12 - FEB. 26
May 6, 2019 – GRADE ENTRY APR. 22 – MAY 6

18-19 BELL SCHEDULE

DOORS OPEN 7:45AM

BREAKFAST 7:45AM-7:57AM

| Period / Time |
|---|
| 1 (8:00-8:46) |
| 2 (8:49-9:30) |
| 3 (9:33-10:14) |
| 4 (10:17-10:58) |
| 5 (11:01-11:42) |
| 6A (11:45-12:15) -OR- 6A (11:45-12:26) |
| 6B (12:29-12:59) -OR- 6B (12:18-12:59) |
| 7 (1:02-1:32) |
| 8 (1:35-2:16) |
| 9 (2:19-3:00) |

2 HOUR DELAY – BELL SCHEDULE

10:00 - 10:14 Period 1

10:17 - 10:58 Rotating Periods 2, 3, 4

11:01 - 3:00 Periods 5 – 9

GENERAL INFORMATION

In an effort to avoid duplication of information, **teachers are asked to familiarize themselves with the student handbook.**

Please make note of the following requirements and guidelines for professional and support staff:

SCHOOL DAY

Paraprofessional day: TBD

Teacher day: 7:35-3:05

Student day: 8:00-3:00

Doors open at 7:45

Breakfast served from 7:45-7:57 (Grab and Go from PRIDE café)

ABSENTEE - PROFESSIONAL/PARAPROFESSIONAL

When an absence is **planned** for any reason (doctor's appointment, conference, personal day, etc.):

- Complete the '**Application for Use of Leave Days' (Green Sheet) that is available in the office** within the required time frame as is relevant
- No more than three professional staff members will be granted a personal day on any given day
- Please provide clear lesson plans, seating charts, and exact information for the substitute

If you will not be at school due to illness, you should call Annessa Snyder, **570-666-2978**, before 9:00 p.m. or between 4:00 a.m. and 6:00 a.m. The later the call, the less likely the chance of finding a substitute to cover. Please clearly state name and subject area, if leaving a voicemail.

SUBSTITUTES

Please prepare a substitute folder including backup lesson plans, updated seating chart, homeroom roster and procedures, teaching schedule, and all duty assignments for emergency purposes to be kept on or near your desk, in a place that is highly visible to the substitute.

Every effort will be made to engage a subject specific substitute teacher, although sometimes this is not possible. FLEX teachers/teacher on prep may need to be utilized for coverage if there is a shortage of substitutes on any given day.

ABSENTEE REPORTS, STUDENTS

Morning attendance is taken in 1st period by 8:00 am through SIS; in the event that there is a disruption in the technology system that controls this process, attendance should be taken on paper and sent to the office. Daily substitutes will use paper attendance; please provide directions for doing so in your substitute folder. Long-term substitutes will be provided with a login that enables them to access teacher attendance and electronic gradebook. Students arriving in 1st period after 8:00 are required to sign in and receive a pass from the office.

Taking morning attendance immediately and accurately is very necessary. An automated phone call goes out to parents when a student is marked absent; this is upsetting to a parent when a student is present and missed when attendance is taken.

Because we are responsible for the continual whereabouts of all students, teachers will be required to record student attendance in SIS each period. Teachers will also consistently require students to sign out and in when leaving and returning to the classroom. The sign-out sheet must include date and time and legible student name. Staff will keep sign-out sheets in an orderly fashion in the event they are needed when investigating the absence of a student. When leaving a class, students are to carry a bathroom or other pass/signed pass issued by a staff member in their possession.

Activities Accounts

All advisors will handle the Jr./Sr. High School activities accounts. Deposits are to be made at Jersey Shore State Bank. Faculty advisors should keep multiple copies of deposit slips, with one copy going to Grant Evangelisti in the business office. **Funds that are collected should be kept in the office safe until the deposit is made.**

Electronic record keeping should be backed up with paper copies; receipts should be given to students/parents for cash **and** check payments.

Alcohol/Drug Use

If you suspect a student is under the influence or you have information that a student may be in possession of drugs or alcohol, depending upon the circumstances, either elicit the assistance of another staff member, the school nurse, or contact administration for immediate assistance. Only an administrator, with another witness, may conduct a search upon a student. You will be asked to provide information in the form of a written statement for possible later use.

ParentLink Phone System

ParentLink will be utilized to send phone messages across the district to students, parents, and staff. It is used for school delays and closings, as well as for making announcements that benefit everyone district-wide. This system will be utilized as the primary source to circulate announcements district-wide. In the event that the ParentLink call system is not operational, the phone chain will be utilized. Staff members are reminded to make sure that contact information is updated at the District Office and at the building level.

Announcements

The first bell will ring at 7:57, signaling students to go to their 1st period class. A second bell will ring at 8:00; students should be in first period by that time. Attendance is taken and the Pledge of Allegiance/Flag Salute* is completed at this time. Any necessary announcements will be made via the PA system.

Morning announcements will continue to be read via the school's PA system. Staff is expected to maintain an environment in which all students can hear announcements. Anyone wishing to have an announcement read must submit the announcement to the Broadcasting department staff.

Brief and important afternoon announcements will be made over the intercom just before the end of period nine.

*Each teacher will lead his/her class in the Pledge of Allegiance. As per 22 Pa. Code 12.10, a student cannot be forced to participate in the Flag Salute/Pledge of Allegiance or disciplined for lack of participation as long as the student is not disruptive to the exercises. Thus, a student may exercise his/her right to sit quietly through the Flag Salute/Pledge of Allegiance without fear, ostracism, or reprimand.

Assemblies, Pep Rallies, Special Programs

These events are held periodically for the benefit of students. These events are offered as a reward to students for positive behavior. Students who do not meet the designated criteria will be supervised in an alternate setting during the event. Students are dismissed typically by grade level via the intercom. It is expected that teachers will escort their class and assist in monitoring student behavior.

Athletic Program

The athletic program of the high school is under the control of the High School Principal, Athletic Director, Game Manager, and Coaches. The following interscholastic sports are offered:

| FALL | WINTER | SPRING |
|-----------------------|------------------|-----------------|
| Girls Tennis | Wrestling | Baseball |
| Boys and Girls Soccer | Boys Basketball | Track and Field |
| Field Hockey | Girls Basketball | Softball |
| Football | Cheerleading | |
| Cross Country | | |
| Golf | | |
| Cheerleading | | |

Back to School Night/New Student Orientation

The Jr./Sr. High Back to School Night is scheduled for Wednesday, September 12 from 6-8pm. Teachers are to be available in their rooms as parents visit classrooms. This is an opportunity to set the tone for the remainder of the year. Show students and parents where they can access your syllabus and/or assignments on SIS and have some copies on hand for parents who may need them. The evening is designed as an informal "meet the teacher" night, with the primarily goal of inviting parents as partners in the learning process for your class, stressing the importance of communication between home and school.

Budget

There are three general categories for which teachers submit requisitions: general classroom supplies (paper, pens, tape, markers, etc.), curriculum-related materials and tools (texts, calculators, teacher resources, etc.), and conference and field trip requests. Budget request forms are submitted electronically to the building principal by the designated due date. Any forms not completed correctly will be returned. Building administrators are unable to satisfy requests if the necessary funds have not been allocated. Please double check your budget requisitions to ensure that nothing has been missed in the process. All packing slips should be returned to the business office.

Building evacuation and emergency drills

Every member of the school staff is expected to be familiar with the emergency procedures for the Jr./Sr. High School. Building evacuation and weather emergency information is up-to-date and is to be kept in the substitute folder. Failure to follow emergency plan expectations could result in liability litigation.

See the following appendix at the end of the handbook for evacuation and/or drill procedures. For all other evacuation/emergency information, please refer to the Emergency Operations Plan.

Appendix A. Weather Emergency

Building Maintenance

Please be proactive in maintaining building condition care by holding students to a high standard in terms of their use of the facilities and all furniture and equipment. All work requests must be submitted using the work request form that is available in the office. Submit maintenance needs in a timely manner to James Brecht, Supervisor of Buildings and Grounds.

Child Abuse/Neglect

By law, all school employees are mandated reporters in terms of child abuse or neglect. Any employee who has reason to believe that a child is abused or neglected is now required to immediately report such a case directly to the relevant agency. Follow up must occur with the school administration, guidance counselor, nurse, or other relevant school personnel. In addition, a school employee receiving information concerning abuse from a third party is obligated to report the case.

<https://www.compass.state.pa.us/CWIS/Public/ReferralsLearnMore>

Class/Club/Organization Advisors

The following staff members are advisors for the 2018-19 school year:

Sr. High Student Council – Shanna Haden
Jr. High Student Council – April Burchell
National Honor Society – Denise Liscum
Co-Drama – Cari McNear, Jessica Carpenter
Virtuoso Jr. – Shanna Haden
Odyssey of the Mind – Craig Miller
Elementary Yearbook – Judy Kulka
Jr./Sr. High Yearbook – Katherine Henzler
Asst. Jr./Sr. High Yearbook – Kaydee Miller
Sophomore Class Advisor – Janet Sellard
Junior Class Advisor – Nina Green
Senior Class Advisor – Jocelyn Mounsey
FCCLA – Janet Sellard
FBLA – Ryan Monoski
SADD – Lynette Murray
Bowling Club – Ryan Monoski
Co-TSA – Chris Ulrich, Kurt Wertman, Kevin Rank
Marching Band – Brian Rehn

Classroom Aesthetics

Classrooms should be attractive and aesthetically pleasing and are a reflection of the staff that occupies them. The appearance of the classroom is primarily the teacher's responsibility. Cleanliness and orderliness of the room is very important, and the teacher should communicate specific expectations for the students to assist with the care of the room. Custodians should not have to pick up litter and trash left by students and staff. Adequate classroom space is important for easy movement by students and staff; staff members are advised to minimize clutter. Extra textbooks and resources should be placed in storage.

In order to preserve the condition of the building, please adhere to the following guidelines:

- No tape is to be used to hang posters or announcements on painted drywall surfaces, whiteboards, or lockers.

- Posters and announcements may be hung on newly installed bulletin boards and tack strips, or cafeteria/glass hallway windows (with permission). We wish to avoid having signs hung haphazardly all over the building.
- Posters generated by students need to be electronically produced if they are to be hung in the hallways; exceptions are made if there is an artistic component that requires student handwork. All student posters must be reviewed for errors and approved before they can be placed in the hallways.

Communications

It is expected that staff read email consistently and respond in a timely manner when a response is needed/requested. Specifically, staff should stay informed by reading the postings on the district and Jr./Sr. High websites, district calendar, and daily absentee bulletin.

Effective and routine communication between home and school is not just very important but absolutely necessary. The community best supports teachers when students' parents are aware of learning and events taking place in the classroom. This can easily be accomplished through a variety of methods:

TELEPHONE CALL: Return message requests from parents / community members within 24 hours. Before making the call, organize your thoughts and information. Ask yourself if you would want to know this information if you were the parent. Keep these suggestions in mind:

The Positive Call:

- Introduce yourself.
- Say something positive about the student.
- Ask the parent to tell the child about the conversation.

The Problem Call: ***report the observed behavior, but reserve judgment***

- Introduce yourself.
- State the concern.
- Give specific examples. Don't use exaggerated jargon.
- Say what you would like the parent to do.
- Make a statement of confidence. "I'm sure that by working together we can..."

In an effort to increase student attendance, please make a call home to say you miss a given student in class! Also, provide genuine and positive attention to a student when s/he returns; do not admonish him or her for being absent. This has negative and unintended results.

EMAIL: More widespread use of email has provided a quick and easy way to communicate with parents, but caution must be used. Teachers should refrain from putting specific details in an email—particularly in regard to discipline or grading issues (due to their confidential nature). It is best to say something simple, for example, "Please contact me so we can discuss a concern I have about John in my class."

NEWSLETTER: Teachers may submit information to Jeremy Rhoades for inclusion in the district and Jr./Sr. High websites.

SIS: Teachers have taken advantage of the great features SIS offers in terms of posting information and assignments for students and parents via the Parent & Student Portal.

Communications of Complaints/Grievances

Communication within the professional community is expected to take place through the appropriate chain of command. The starting point in this process for any member of the faculty would likely be the building administrator. Complaints should be discussed in a private, informal conference between the parties involved. At least one (1) private meeting should take place between the parties before the complaint procedure is invoked. Any communication or grievance is to be discussed with the immediate supervisor first. If resolution is not obtained, the employee may then file a formal grievance.

Computer Accountability, Care, and Security

The 1:1 laptop program provides an extraordinary array of learning opportunities for students; it also prompts increased need for monitoring, care and security. Make yourself familiar with the student Chromebook handbook for policy, practice and procedures.

Computer Network Usage and Internet Access

The purpose of computer and computer network use, including Internet access, shall be to support education and academic research. The Board reserves the right to log network use, monitor fileserver space utilization and monitor Internet use and universal resource locator (URL) visitation by District users while respecting the privacy of both District users and our guests.

Access to the network and network resources is protected through the use of passwords. Failure to adequately protect or utilize secure passwords could result in unauthorized use of an individual's account. Staff will be prompted to change their password on a routine basis established by the district. Further, unauthorized access may lead to impermissible access to personal or District files. To protect the integrity of the system you are responsible to become thoroughly familiar with recommended practices and acceptable use guidelines for yourself as well as student use.

Users are solely responsible for any misuse of their password or login name. Security of the network and network resources is of the highest priority. Any activities that compromise network security, whether intentional or unintentional, will be dealt with in the appropriate manner. Attempts to intentionally compromise network security will be dealt with through the appropriate disciplinary and/or legal channels.

Conduct/Disciplinary Procedures - Staff

Teachers are expected to be familiar with and abide by The Code of Professional Practice and Conduct for Educators, which can be found online and posted in the faculty room.

All professional employees are expected to conduct themselves in a manner consistent with appropriate and orderly behavior. Effective operation of District programs requires the cooperation of all employees working together under a system of policies and rules applied fairly and consistently. The orderly conduct of the District's functions requires compliance with these policies and rules, and consistent penalties and disciplinary procedures for violations.

The Board directs that procedures be established whereby professional employees are informed of the disciplinary actions that are considered appropriate and may be applied for violation of District policies, rules and procedures. In the event dismissal charges are filed against a professional employee pursuant to law, the Board shall hold a hearing in accordance with the procedures established in the School Code.

All professional employees shall: comply with District policies, rules and regulations; attempt to maintain order; perform assigned job functions; and carry out directives issued by supervisors.

In the event it is necessary to demote or dismiss a professional employee, a hearing shall be provided as required by statute.

When engaged in assigned duties, no employee shall participate in activities that include but are not limited to the following:

- Physical or verbal abuse or threat of harm to anyone.
- Causing damage to district property, facilities and equipment.
- Forceful or unauthorized entry to or occupation of District facilities, buildings and grounds.
- Use, possession, distribution, or sale of alcohol, drugs, or other illegal substances.
- Use of profane or abusive language, symbols, or conduct
- Failure to comply with directives of District officials, security officers, or law enforcement officers.
- Carrying onto or possessing a weapon on school grounds.
- Violation of district policies, rules, and regulations.
- Violations of federal, state, or applicable municipal law or regulation.
- Conduct that may obstruct, disrupt, or interfere with teaching, research, service, administrative, or disciplinary functions of the district, or any activity sponsored or approved by the Board.

The Superintendent or designee shall prepare and promulgate disciplinary rules for violations of District policies, rules and procedures that provide progressive penalties, including but not limited to verbal warning, written warning, reprimand, suspension, demotion, dismissal or civil and criminal sanctions.

Conference/Workshop Requests

Attending educational conferences and workshops is an important component of a staff development plan—and will be planned strategically according to district/building level focus. Anticipated conference requests should be considered during the budget process. When requesting attendance at a conference / workshop, complete the *Conference Request* form and attach a copy of the flyer describing the activity.

The conference must relate to district, building, and/or professional goals and needs. Following attendance at the conference/workshop, the teacher should be prepared to share information and handouts at a department, building, or district meeting.

Discipline - Student

Staff members are to refer to the Student Handbook and School-Wide Positive Behavior Handbook for details regarding student rules/guidelines and for discipline levels. Staff are strongly urged to contact parents as needed when issues with students arise. Teacher contact, more so than administrative contact, goes a long way in developing a partnership with parents—provided the contact is positive and without judgment. Discernment of the difference between reporting behavior and evaluating behavior is critically important in discipline situations; particularly when/if there is a history of habitual problem behaviors with students and difficult relationships with their family members.

Please note the following information regarding the management of student behavior:

- Generally, behavior is evidence of needs met or needs unmet (in a particular context)

- The best action is one that is proactive rather than reactive
- The most effective measure in managing student behavior occurs in the classroom and directly involves the teacher and student
- If a student is sent to the office, the teacher must notify the office prior to the student's arrival
- Behaviors that warrant reporting also warrant documentation
- Student discipline is a confidential matter and it is professionally appropriate to share details surrounding discipline issues with *relevant staff only*

The *Code of Student Conduct* shall require students to:

- Conform to reasonable standards of socially acceptable behavior
- Respect the rights, person, and property of others
- Preserve the degree of order necessary to the educational program in which they are engaged
- Obey constituted authority and respond to those who hold that authority

The Superintendent or designee shall promulgate rules and regulations to implement Board policy governing student conduct which:

- Are not arbitrary, but bear a reasonable relationship to the need to maintain a school environment conducive to learning
- Do not discriminate among students
- Do not demean students
- Do not violate any individual rights guaranteed to students

The Superintendent or designee shall designate sanctions for the infractions of rules which:

- Relate in kind and degree to the infraction
- Help the student learn to accept responsibility for actions
- Are directed to ameliorating any harm caused by the student's misconduct
- Hold parents/guardians accountable for the actions of their child

Teaching staff and other District employees responsible for students shall have the authority to take reasonable actions necessary to control the disorderly conduct of students in all situations and in all places where students are within the jurisdiction of this Board and when such conduct interferes with the educational program of the schools or threatens the health and safety of others.

The building Principal or designee shall have the authority to assign more serious discipline to students, subject to the policies, rules and regulations of the District and to the student's due process right to notice, hearing, and appeal.

Any student disciplined by a district employee shall have the right to notice of the infraction and a hearing before the building principal prior to being disciplined.

An effective educational program requires a safe and orderly school environment; and the effectiveness of the instructional program is, in part, reflected in the behavior of students. School rules and Board policies shall govern student conduct in school, at school-sponsored activities, and during the time spent in travel to and from school. **All research on effective school management and discipline cites consistency of staff in enforcing targeted expectations as a necessary factor for school-wide effectiveness.**

PROACTIVE MEASURES TO AVOID DISCIPLINE ISSUES:

The creation of positive relationships with students is a professional responsibility and one of the most powerful instructional best practices. When this relationship is breached, take the initiative to come to an understanding with the student. Involving parents 'up-front' is strongly encouraged

prior to utilizing an office referral. Use the office for disciplinary problems when necessary, but use administration as a means of last resort. Teacher documentation of incidents, prior meetings, and steps taken should be maintained in SIS.

A well-planned, engaging lesson is one of the great aids to good classroom management, as are mutually respectful exchanges between students and staff. A double standard, whether perceived or observable, often creates conflict when dealing with adolescents. While adolescents sometimes resent rules and fail to see their applicability, they also appreciate choices, so look for opportunities to provide them. Teachers will be expected to assume the responsibility for a positive, well-managed classroom and a safe, orderly school environment.

Staff members are expected to handle discipline issues as addressed in the SWPB Handbook and may use any of the consequences consistent with the offense to address this behavior with the student. All incidents must be documented using the Teacher Journal in the Student Information System.

If teacher assigns a detention to a student, the teacher must record the incident and personally inform the parent/guardian of the detention. Teachers who assign a detention are permitted to have that student serve the detention with them on any day that is convenient for the teacher. Teachers may also choose to utilize office detention monitors – a 24-hour notice must be given to both the monitors and the student(s). A teacher detention may not exceed one half hour.

Duties

Professional and support staff members are assigned various duties, as outlined on their schedules. When updating substitute folders, please make explicit note of assigned duties. Students must be supervised by professional or support staff at all times. Students are not to be in the building after school hours without staff supervision. Members of the staff are responsible for the following, as assigned:

A.M. Hall - As assigned for monitoring students in the main hallway and cafeteria from 7:45-7:57 A.M.; several teachers are assigned to monitor students and ensure they begin moving to period 1 at the 7:57 bell.

Hall Duty- All teachers are expected to monitor hallway activity between classes. Standing by one's classroom door makes this a very easy routine.

Lunch Duty – A minimum of two teachers and/or instructional assistants are assigned to supervise the students in the cafeteria during each lunch period. Responsibilities include: monitoring the lunch lines, checking the lavatories, ensuring tables and floor are clear of trash, maintaining discipline, and ensuring that no food or open drink containers are taken from the cafeteria. This is best achieved by moving throughout the cafeteria during the lunch period.

Locker Room Duty – As assigned for monitoring students in the locker room during the first and last five minutes of each period

Bus Loop or Parking Lot Duty - According to assignment, it is expected that staff will use good judgment in positioning themselves on the bus platform or in the parking lot areas in order to provide the best supervision of students entering and exiting the building and school property. Student behaviors that are a legitimate safety concern should be submitted as an incident to be handled by the office.

After-School Detention Duty - Teachers have the option of scheduling an after-school detention with a student and monitoring the detention.

In-School Suspension Duty - Teachers and support staff members are assigned to supervise In-School Suspension in room S01. Staff members must report for ISS duty on time so as to not make another staff member late for class. In the event that someone does not show up for ISS duty, please notify the office, so students are not left unsupervised. Students in ISS are escorted to Lunch B together and return to the ISS room to eat their lunch. See guidelines below as applicable to ISS.

ISS Guidelines

- Attendance is to be taken; names of missing students are to be reported to the office
- Students are expected to have school work with them; when assigned work is completed, they may read something of their own choosing
- Students may not talk to other students during detention or ISS; they are permitted to ask the detention/ISS monitor for help with assignments
- Students are not permitted to eat or drink during detention or ISS (except during lunch)
- Students may use a Chromebook for completing assignments, as determined necessary by relevant classroom teachers; students are not permitted to use any personal electronic devices
- Students may not put their head down or sleep during detention or ISS
- Students must receive permission to use the restroom during detention or ISS; excessive restroom time should be reported
- Students who do not meet behavior expectations during detention or ISS will be referred to administration
- Students assigned to **ISS** will not be eligible to participate in any extra curricular activities, athletic practice, etc., on the day(s) of suspension; students assigned to **detention** who are involved in extra-curricular activities may or may not be permitted to participate on the day of the detention, at the discretion of the coach/advisor
- Students assigned to ISS will not be eligible to participate in scheduled special event, assembly or activity

Electronic Devices/Cellular Phones

Student possession and use of cellular phones on school campuses and school buses, at school sponsored activities, and while under the supervision and control of school district employees is permitted under circumstances described herein.

All Sr. High students will be permitted to use personal electronic devices/cellular telephones during their lunch period and/or with teacher permission in the classroom, under the following criteria:

- All phones will remain on silent.
- All devices must have head phones attached when listening to music/watching anything with sound.
- Students are not permitted to call or text any student in other classrooms.

All Jr. High students may only use personal electronic devices/cellular telephones on campus BEFORE and AFTER school ends. Jr. High students are strongly encouraged to place personal electronic devices/cellular telephones in their lockers during the day. These devices must be kept out of sight and turned off during the instructional program/in the classroom. Unauthorized use of these devices disrupts the instructional program and distracts from the learning environment.

School officials, including classroom teachers, may take personal electronic devices/cellular telephones away from students for failure to follow the above guidelines. Repeated unauthorized use of such devices will lead to disciplinary action.

Possession of laser pointers on school property, on buses, and other vehicles provided by the district is prohibited.

The district shall not be liable for the loss, damage or misuse of any personal electronic device brought to school by a student.

Please refer to the Chromebook policy handbook for additional information on the 1:1 Initiative.

Emergency Cards

It is essential that the office has an up-to-date record of the address and contact telephone numbers for each student and staff member. These are filed in the nurse's office. Updated information should immediately be reported to the office.

Expense Accounts, Reimbursement

Teachers who have reimbursable expenses must turn in the expenses, so that the business office reimburses them. Mileage reimbursement is equal to the rate set by the IRS.

Facilities Usage

The Board establishes that school equipment and facilities may not be used by District staff for personal reasons, either on or off school property, without explicit authorization or administrative permission. District facilities and equipment are available for staff use when/if in accordance with provisions of an applicable collective bargaining agreement or such use is clearly within the authorization granted in Board policy. Facilities use forms are available from the office or online; approval must be granted by administration before proceeding with event planning.

Faculty Meetings

Faculty meetings may be called at any time at the discretion of the administration. Every effort should be made to attend these meetings. If a conflict should exist, please contact the principal. Head coaches/advisors only are excused from meetings which conflict with a scheduled game or event.

Field Trips

Field trips when used as teaching and learning devices, are integral to the curriculum, are educationally sound, and are an important ingredient in the instructional program of the school. **The Field Trip Request form must be submitted to the Principal at least thirty (30) days prior to the field trip.** Field trip request forms are available in the office. Consideration for field trips begins during the budget process; trips not budgeted for are unlikely to be approved if there are considerable financial implications. **Overnight or out-of-state trips require approval of the Board of School Directors. Such requests require a minimum of eight (8) weeks advance notice and must be submitted one week before the school board meeting at which approval is requested.**

The building administrator shall approve the participation of all individuals who are members or beneficiaries of the organization(s) or sponsoring class or who are designated chaperones. No other individuals may participate in the trip.

Teachers or advisors conducting the trip or out-of-class activity **must notify classroom teachers five (5) school days prior to the trip as to which students are planning on attending any given trip.** Classroom teachers will check the list of possible participants in activities and will note who may be ineligible. Notification is submitted to the teacher conducting the trip by noon of the day after the list is received. The teacher or advisor conducting the field trip has the responsibility of notifying ineligible students as soon as possible.

Grading and Assessment

The purpose of grades is to numerically represent what a student knows, understands and can do in specific regard to any content area. This premise must serve as a guideline in assisting teachers to determine what to grade and how to grade student work. School grades are not to be based upon tests and exams only. It is expected that student performance also be evaluated through authentic learning tasks and projects. Homework may be counted as part of the grade. **Any grade lower than a 50% may be recorded on report cards during the first, second, or third marking periods, provided the teacher submit documentation to the office of remediation utilized and communications/meetings with the student's parents.**

School law is clear that it is not permissible to use grades as a punishment for behavior; hence it is no longer acceptable to give a zero for cheating or plagiarism. Other consequences are more effective (i.e. doing the assignment/test over, special seating for future assignments/testing, alternative assignment/testing). Also, caution should be used when factoring "participation" into student grades and offering "extra credit."

Assessment shall include descriptions of how achievement of academic standards will be measured and how this information will be used to assist students having difficulty meeting required standards. Students with disabilities shall be included in the district's assessment system, with appropriate accommodations when necessary.

Classroom assessment shall include a variety of assessment measures, which may include but not be limited to:

- Written work
- Scientific experiments
- Works of art or musical, theatrical or dance performances
- Demonstrations, performances, products or projects related to specific academic standards
- Oral presentations
- Pre-, formative, and summative assessments
- Diagnostic assessments
- Evaluations of portfolios of student work related to achievement of academic standards
- Benchmark assessments
- Final exams must be cumulative for the entire course

In addition to PSSA/PASA and Keystone Exam testing, other district assessments may include:

- Other measures, as appropriate, which may include standardized tests (i.e. CDTs, Study Island, intelligence, behavioral assessments, etc.)
- Nationally-available achievement tests

Teachers are asked to communicate with the guidance counselor regarding seniors who are failing a course so it can be determined if they are in danger of not graduating.

Graduation Activities

All staff members are encouraged to attend commencement exercises to show their support and interest in being a part of this significant time in the lives of our seniors who are completing their education with us. The staff's presence has a positive impact on both the graduates and the community who attend the ceremonies.

Guidance Services

Guidance Counseling as an integral part of the educational program which assists students in achieving optimal growth; aids students in identifying options and making choices in academic and vocational planning; assists students in career awareness planning; helps students relate school activities to outside life; and helps students learn to make their own decisions to solve problems independently.

The school counselor works extensively with students, parents, and teachers to aid students in progressing successfully through their educational career. Helping to eliminate obstacles in a student's education may include counseling in academics, behavior, social issues, personal development and family situations either individually or in a group setting. Teachers may refer individual students of concern to the counselor.

Gymnasium Use

The following policy governs use of the gym by school organizations.

- Permission to use the gymnasium must be approved by building administration; a facilities use form must be completed
- Request for use of equipment is to be included on the facilities use form and will be decided in consultation with the AD and PE teacher
- A faculty member is to serve as sponsor and is responsible for supervising the gym, the hall, and the locker room
- Proper shoes or sneakers must be worn on the gym floor
- The use of the gym may not interfere with the scheduled sports program
- No refreshments are permitted in the gym or locker room, with the exception of athletes, coaches, referees, and scorekeepers
- Groups using equipment are responsible for returning it in the same condition in which it was received; any damages to equipment are the responsibility of the group

Hall Pass and Hall Pass Restriction

When leaving a class, students are to carry a bathroom or other pass/signed pass issued by a staff member in their possession. Sign-out and sign-in will occur in the classroom. Students who consistently violate the hall pass rules and procedures will be placed on hall pass restriction. Specific restrictions will be determined on an individual basis and will be communicated to relevant staff.

Health Services/ HIPPA / FERPA

In compliance with the School Code, students of the Montgomery Area School District receive a comprehensive physical examination upon original entry, 6th & 11th grades. A physical exam by a private physician is accepted, if current. A parent may provide a signed statement stating that a medical exam is contrary to his/her religious beliefs. All individual records of health examinations are considered confidential records. The Health Insurance Portability and Accountability Act (HIPPA) and Family Education Rights and Privacy Act (FERPA) govern the confidentiality of student and staff medical information.

Homebound Instruction

The Board shall provide homebound instruction to students confined to home or hospital for physical disability, illness, injury, urgent reasons, or when such confinement is recommended for psychological or psychiatric reasons. Instruction may be provided in the home of the student or an alternate setting, as is necessary. Teachers delivering homebound instruction will be paid the contractual hourly wage.

Homework

Homework is an important part of a student's learning program and a research-based best practice—provided it is meaningful and students are able to complete it with minimal assistance. Homework serves several purposes—and teachers need to clearly identify the purpose of each assignment.

For students, homework can serve to:

- Introduce a new topic or concept
- Reinforce a topic or concept that has just been introduced; provide necessary practice
- Provide a review for a topic or concept that has yet to be assessed or is a lead-in to a related topic

For teachers, homework:

- Provides either *pre-assessment* or *formative* assessment of student understanding and informs the teacher of the next instructional step

The following guidelines and suggestions can be considered when designing homework assignments:

- Not all homework needs to be graded; that does not mean that it does not need to be checked—students need regular and routine feedback during their “practice” time
- Depending on the purpose of any given assignment, homework can be completed either individually or with a partner or group (students working together on homework does not necessarily constitute cheating!)
- If students are regularly not completing homework, investigate why and be willing to examine the value of the homework assigned
- Make the most of instructional time, but don't be afraid to grant a little time in class to permit students to start homework; this allows them the opportunity to ask questions when you are available to help

Projects/Long-Term Assignments

Long-term assignments will be presented to students in writing (or electronically accessed on student portal) and shall state the purpose of the assignment and its weight, the evaluation criteria, some suggested resources, and the date the assignment is due. Interim due dates (benchmarks) for various steps in the project are to be established so that the teacher is aware of the student's progress and instructional feedback can be given along the way. Teachers should not use student vacations as a time to complete long-term assignments. Successful completion of such assignments is dependent on regular contact with teachers.

Identification Cards

All staff members are expected to have their school-issued photo identification card visibly displayed on their person at all times during school time.

IEP Team

IDEIA (Individuals with Disabilities Education Improvement Act) requires the establishment of an Individualized Education Program (IEP) team. The IEP team is comprised of a minimum of a regular education teacher who is familiar with the student and/or the curriculum, a special education teacher, a local education administrator (LEA) who is authorized to obligate/spend district funds, the parent or guardian, and the student (particularly those who are 16 yrs. of age or older and who require transition services). The IEP team is responsible to develop the student's annual plan of services (IEP), and determines placement in the least restrictive environment. The IEP team may meet more frequently than one time per year if needed. Any member of the team may request a meeting. All teachers are responsible to be familiar with and implement the IEP of each identified child they teach. Primary emphasis is on the students' Present Educational Levels, Goals and Objectives, and Specially Designed instruction.

Regular education teachers may be asked to participate in IEP meetings; it is expected that everyone will take a turn. The special education teachers will invite teacher participation; the office will find coverage for participating teachers as may be needed. Special education teachers are encouraged to schedule IEP meetings during the regular education teacher's prep as often as possible, to prevent participating teachers from missing classes.

Special education law requires the "least restrictive environment" for identified students; for most, this is the regular education classroom. Teachers are required by law to provide differentiated instruction, assessment, and materials to accommodate their learning needs. The use of individual student laptops greatly enhances the opportunity for differentiated practice for all students!

Instructional Assistants/Paraprofessionals

The role of instructional assistants/paraprofessionals is to encourage, assist, and actively offer support services as required by an identified student's IEP. They are also encouraged to provide support to any student who could benefit from assistance. Teachers may make suggestions to improve the effectiveness of the classroom aide specific to their course objectives. Instructional assistants/paraprofessionals also will assist with a variety of duties, hallway monitoring, bus duties, lunch duties, and ISS duties.

Instructional Technology

The Instructional Technology Department (Jeremey Rhoades) is responsible for support, training, and maintenance of the computer hardware and software in the District. Work requests for technology related issues/items are sent electronically to Jeremey. With the large amount of technology in the district, the volume of IT requests is quite large. Requests are addressed on a priority basis.

An Instructional Coach has been introduced to the District for the purpose of providing professional development in the area of technology and to assist teachers in finding instructional and assessment resources that integrate technology into the classroom. Kelly Concini will serve all teachers in the district; her home base will be in library/media center.

Progress Reports and Report Cards

Progress reports are to be mailed home at the mid-point of each marking period and report cards will be sent home with students at the conclusion of each marking period, for those students whose parents have requested paper copies. Both reports will also be made available on the Parent Portal through SIS. **It is important that teachers demonstrate a quick turnaround in**

assessing assignments and recording grades. This is most important because of the need for immediate feedback and its impact on student learning, but also because parent and student access to the Parent Portal provides an ongoing report of student progress. There should also be a reasonable number of grades for each marking period. **The above items represent the most commonly expressed concerns by parents, and upon administrative follow-up, it is discovered that the expressed concerns are often justified.**

The grading system is as follows:

A - 95-100 B - 85-94 C - 75-84 D - 70-74 F - Below 70, Failing

Lesson Plans

Currently, there is not a prescribed format for lesson plans; however, administration reserves the right to implement a prescribed format at any time. The lack of a prescribed format in no way should be perceived that administration places minimal importance on planning, but instead, recognizes that teachers have individual preferences for formatting information in the same way that students do. It is well known that the more time spent in planning, the more effective the implementation of the lesson. No matter which format a teacher prefers, an acceptable lesson plan must include: stated objectives, designated assessments, description of instructional strategies (to include an introduction and closure), associated assignments, and tools & materials to be used. Plans must be easily located and should be clear enough that a substitute can follow them without confusion.

Library/Media Center

The library/media center is available for all students and staff. Students are expected to have a reasonable purpose such as research, project completion, or reading / book borrowing when they enter the library. Materials need to be returned on time or renewed. Teachers schedule the library facility for their class(es) through Kelly Concini.

Lockers

Lockers are to be assigned for each student in the Jr. High School. Students should plan strategically the best time for locker stops in order to make it to class on time.

Inoperable locks/lockers are to be reported to secretary in the main office.

Lost and Found

All articles and items found will be turned in to the office.

Mailboxes

Teachers are assigned a mailbox slot in the faculty room. Mail is to be checked daily.

Make-Up Policy/Incompletes

- A student is permitted to make up work that was missed due to absence.
- It is the student's responsibility to contact teachers regarding make-up work; however, students meet with better success when teachers have a system in place for distributing and collecting make-up work after a student absence. The work designated by the

teacher will be completed at the time suggested by the teacher. A general rule-of-thumb is students should be given one day for each day absent to make up work; teachers should use discretion regarding exceptional circumstances.

- The work may be made up prior to a planned absence.
- If a test is involved, an alternate test or means of evaluation may be used.
- The manner for giving credit for make-up work is left to the discretion of the teacher.
- The student will not be unduly penalized for genuine efforts to fulfill obligations.
- Any subject marked incomplete should be made up within one week. **Teachers have two weeks from the end of a marking period to submit incomplete grades to the office.**

Medications

As per state law, only registered school nurses shall administer medications. Students are not permitted to possess medications on their person to include prescription or over-the-counter medications. Sale and distribution of both these categories is a violation of the disciplinary code of conduct. Report the possession of any such items to administration.

Non-Discrimination in School and Classroom Practices

The Board declares it to be the policy of this district to provide an equal opportunity for all students / employees to achieve their maximum potential through the programs offered in the schools / employment practices regardless of race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin or handicap/disability.

The district shall provide to all students / employees, without discrimination, course offerings, counseling, assistance, employment, athletics and extracurricular activities. The district shall make reasonable accommodations for identified physical and mental impairments that constitute disabilities, consistent with the requirements of federal and state laws and regulations.

The Board encourages students / employees and third parties who have been subject to discrimination to promptly report such incidents to designated employees. The Board directs that complaints of discrimination shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations.

REPORTING DISCRIMINATION: A student, employee, or third party who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal.

If the building principal is the subject of a complaint, the student, employee, or third party shall report the incident directly to the Compliance Officer.

Nurse Visitations

Teachers should give students a pass when they visit the nurse's office. The nurse or secretary will sign the pass with the time when the student returns to class. Teachers are to check the return time. **The nurse's office will be closed from 12:30 – 1:00 each day; in the event of an emergency during this time, the office should be contacted.**

Observation/Supervision

The objectives of supervision and evaluation are to assess and improve performance, encourage professional growth, promote professional behavior, and facilitate attainment of district goals and objectives in order to benefit the district's students.

Information specific to the Teacher Effectiveness forms and process will continue to be made available to faculty. Reminders will be communicated to professional staff regarding participation in the formal observation or differentiated supervision mode for the upcoming year. Teacher observations will be recorded using the Pa-EETEP system and can be access through the district's website.

Parent/Teacher Conferences/Meetings/Communications

Parent/teacher communications are an important opportunity to exchange information about your students. Set a positive and professional tone. The following guidelines may assist you when preparing for the meeting:

- Provide a comfortable place to sit and talk. Do not use your desk as a 'barrier'.
- Begin and end the meeting with a positive comment regarding the student's strengths.
- Have a checklist prepared of items you want to discuss.
- Share the student's portfolio or work samples to support your remarks.
- Concentrate on 1-2 items you and the parent have identified to work on together.
- The parent should leave the meeting with an accurate understanding of the student's academic progress.
- Remember the reason for the meeting. Both you and the parent want the student to succeed.

Parking

All staff members will receive a parking stall and permit from the Jr./Sr. High School Principal. Please make sure that the permit is displayed while parking on campus.

Personal Outside Activities

The Board recognizes that members of the professional staff do enjoy private lives and may associate with others outside of school for economic, religious, cultural or personal reasons. However, the Board and its supervisory staff have a responsibility to evaluate staff members in terms of their effectiveness in discharging assigned duties and responsibilities. Therefore, when non-school activities impact upon a staff member's effectiveness within the school system, the Board reserves the right to evaluate the effect of such activities upon the individual's completion of responsibilities to the students and to the district's programs.

The Board acknowledges the right of its professional employees as citizens in a democratic society to speak out on issues of public concern. When those issues are related to the school system and its programs, however, the employee's freedom of expression must be balanced against the interests of this district.

Printer Access and Printing

Printers are positioned throughout the building for teacher and student use. Color jobs are **not** to be sent to the office copier by students without prior permission. With the technologies afforded us, the expectation exists that we will be significantly reducing paper use by posting and receiving assignments electronically.

Professional Attire

Teachers set an example in dress and grooming for their students to follow. A teacher should present an image of dignity and encourage respect for authority. These factors act in a positive manner towards the maintenance of classroom discipline. If a teacher feels that an exception to this policy under special circumstances would enable him/her to carry out assigned duties more effectively, a request should be made to the building principal. Professional dress is required of every staff member at all times. These clothing choices are **not** acceptable for school related activities: shorts, jeans, sweatpants, sweatshirts, and t-shirts.

District dress-down days occur on Fridays, with funds going to MASD identified student needs. The clothing items below are permitted. The cost is \$1.00 per Friday or \$30.00 for the year. Submit payment to Virginia Hill in the office.

- Jeans (in good repair), sneakers may be worn
- T-shirts and sweatshirts may be worn

Professional Development

Professional staff members are required to earn Act 48 credits each 5-year cycle and are responsible for tracking their credits to ensure maintenance of their professional certificate. The district, throughout each school year through in-service days and other meeting times, provides professional development. The Jr./Sr. High School will be implementing a personalized professional development plan for the 2018-19 school year.

Grade Promotion and Graduation Requirements

Please refer to the Student Handbook for updates and details.

Publicity

Recognition of student achievement is very important. Teachers are encouraged to publicize any student organization and special classroom activities by preparing rough drafts of news articles for the newspaper and/or school newsletter. Teachers must have approval from the administration before releasing any information to the press. Please remember that some students are not permitted to have their pictures posted on webpages and/or given to the press.

Purchase Orders

All purchase orders from budgeted funds must be processed through the High School Principal's office and approved before purchases are made.

Student Assistance Program (SAP)

The Student Assistance Program is a team of people who have been trained through a state-endorsed program to deal with drug, alcohol, suicide prevention and other mental health problems. This team works in cooperation with Mental Health/Mental Retardation, Drugs & Alcohol, and counseling services; to assist students experiencing school related problems in these areas.

If you have concerns about a student contact any SAP team member. Students or parents may also make a referral to the team. A student can also self-refer. An SAP brochure is available in the Guidance Office with additional information.

Security and Visitors

The following main entry doors will be open between 7:45 and 8:00 a.m.: main entrance and Tech Wing entrances. All other doors will remain locked at all times and student admittance through alternate doors is forbidden. Please do not prop any doors at any time. Once main entry doors are locked at 8:00 a.m., all students and visitors must enter through the main entrance. Visitors are required to sign-in and produce clearances (if necessary) in the office upon entry and receive a school-issued visitor pass. If you observe a visitor without a pass, immediately stop and question the visitor to determine if he/she has signed in at the main office. Personally escort visitors to the office if procedures have not been followed. Visitors will also be required to sign out when leaving the building.

Staff members are issued ID badges and key cards. There are numerous key card readers around the building.

All classrooms (labs, shops, music, etc.) have individual keys. If there are circumstances for which a teacher vacates a classroom, all keys must be turned in at the office. Classrooms should be locked when not in use. Room keys are not to be given to any student.

Mid-Term and Final Examinations

Mid-term and final evaluations can be test or project-based. Final examinations shall be administered to all students in subjects (1 credit or more) as per course syllabus in grades 9, 10, 11 and 12. Final evaluations must be comprehensive for the entire course. These evaluations will be recorded on reports to parents/guardians and shall be used to determine semester and final grades.

The final exam grades shall constitute 12% of the final course grade. Each quarterly grade shall constitute 22% of the final course grade.

Keystone and AP Exams may serve as final exams at teacher discretion. An exam schedule will be devised and communicated to faculty in order to balance the number of exams administered during a given day.

Student Cumulative Folders and Records

Cumulative student folders contain official school records and are stored in the Jr./Sr. High School office. No subjective comments are to be written about a student and placed in the folder. Persons requesting access to records must sign the access log inside the folder.

Student Handbook

The student handbook will be available electronically via the district website. Teachers are encouraged to familiarize themselves with the student handbook.

Student Recognition

The faculty will choose a Student of the Month for each grade level. Nominations will be for students who did something worthy of recognition and should be submitted to Denise Liscum each month.

Please take the time to congratulate these students for being Red Raider All-Stars.

Student Withdrawals

Students who withdraw during the school term must get a Student Withdrawal form from the office and have it initialed by each teacher on their schedule. Your signature indicates that the all textbooks and materials are returned, and obligations fulfilled.

No pupil is to be dropped from any course without consultation and agreement of the principal, guidance counselor, teacher, and parent. All students are encouraged to elect rigorous coursework with appropriate supports in place to help students succeed.

Tardiness - Professional

Throughout the year, on rare occasions, staff members may be late in arriving to work. To assure that all students are under supervision, each staff member is asked to notify the principal if he/she will be late to school. The office must also be notified when you arrive at work.

Records of excessive tardiness will be retained in the employee's personnel file.

Telephones

The phone system is part of a larger district system that currently covers all buildings and the district office. Teachers will receive a list of extension numbers.

Personal phone calls by staff during school hours are to be limited to emergencies. Teachers are also expected to model cell phone use and refrain from use in front of students.

At teacher discretion, students may use personal phones.

Textbooks

Please inform students of their responsibility for the condition of the book when returned. It is expected that books will be covered to protect and extend their usability. In the case of a missing or damaged textbook, submit a Student Obligation form to the office before the close of school.

Theft

Students and staff should immediately report any items or articles believed to have been stolen. A detailed written statement will be collected and an investigation conducted, if possible. Teachers should always secure class supplies, equipment, and personal items in locked cabinets or desk drawers. A borrower's list indicating name, date, and item description should be kept when lending school or personal materials, equipment, and supplies.

Tobacco Use

Smoking and the use of tobacco or nicotine products of any kind is prohibited on school grounds, in school buildings, in school-owned vehicles, and in other vehicles while operated under any contract with the District. This includes during school activities held off school property.

Transportation of Students

All student transportation must be in school-approved vehicles. It is strongly recommended that no staff member transport any student in a personal vehicle. Any staff member that will be transporting students must submit a copy of their driver's license to Kaydee Miller in the district office.

Tuition Reimbursement

Forms for tuition reimbursement are available in the district office. Teachers must reference the MAEA contract for information regarding the parameters and conditions regarding tuition reimbursement.

Appendix A – Weather Emergency

1. When the announcement is made please move to the following areas;
 - a. 7th grade use the Library stairwell and move to the first floor, library hallway.
 - b. 8th grade use the Junior High School Parking Lot stairwell and move to the basement hallway.
 - c. 1st floor elementary classes move to the hallway outside of your classrooms.
 - d. Library use the cafeteria stairwell and move to the hallway outside of the cafeteria with the gym classes.
 - e. Gym classes use the cafeteria stairwell and move to the cafeteria hallway.
 - f. Art Room, Band Room, Mrs. Glidewell, Mr. Mowery and Mrs. Nichol's room move to the hallway that connects the Junior High School to the Tech Wing.
 - g. Mrs. Henzler, Mr. Laidacker, Mrs. Carpenter, Mr. Stetts, S02, and S03 use the basement hallway.
 - h. Second floor of the Tech Wing move to the first floor hallway with Mrs. McNear, Mrs. Sellard, Mr. Wertman, Mr. Ulrich and Mr. Rank.
 - i. Students observed leaving a restroom should be directed to sit with the nearest group of students.

2. Please make sure that students are away from outside doors and windows.