

FACULTY HANDBOOK

2018-2019

**Green River High School
Green River, Wyoming**

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SCHOOL MISSION STATEMENT

Sweetwater School District #2 Mission Statement

Our mission is to be an exemplary student-focused community committed to challenging students to reach their full potential.

GRHS Mission Statement

GRHS – Great Relationships High Standards.

GRHS School Belief Statement

All students will reach their full potential as responsible, ethical, and productive members of society. We are committed to furthering the intellectual, physical, emotional, social, ethical, and aesthetic growth of all students.

As we value the inherent worth and dignity of each individual, we believe each person has a right to an educational experience focused on individual strengths, interests, needs, and aspirations. We are committed to furthering the intellectual, physical, emotional, social, ethical, and aesthetic growth of all students. We endeavor to provide educational opportunities as varied as the students who come to us and as evolving as the world they inhabit and will inherit.

We recognize that in today's complex and challenging society, our students must be capable of developing and applying creative, and resourceful solutions to present and future problems. At the same time, we also recognize that our students need to develop an appreciation for all aspects of the world around them.

Green River High School's staff and administration make a commitment to provide the following:

1. Academic rigor in the classrooms
 2. Educators who are knowledgeable and enthusiastic
 3. A safe and pleasant environment in which to learn
 4. Well-equipped classrooms and a well-maintained facility
 5. Assistance with post-secondary preparations
 6. Educators who are dedicated and committed to excellence
-
1. Our expectations for students are as follows:
 - a. Students will arrive daily and on time for all of their classes
 - b. Students will turn in their best quality work and on time

- c. The conduct of students will be appropriate at all times
- d. Students will be fully involved in their own plans for excellence

ABSENCE FROM SCHOOL

Teachers are expected to call, as soon as possible, an administration office secretary or district “hot-line” secretary to report an impending absence when necessary to be absent from school due to illness or other personal reasons. **If the absence is for the day of the notification please call the “sub hot-line” at 872-8816 between 6:15 a.m. and 7:15 a.m.** If plans are made in advance for a forthcoming trip with students or other activities, please notify all affected parties several days to weeks in advance (the principal must approve all prearranged absences).

The teacher shall provide adequate lesson plans and other information in the Substitute Teacher Folder; and is to be left in the classroom. If possible, leave your contact information for the substitute and prepare with the substitute ahead of time. A copy of the Checklist for Substitute Teacher folders is provided at the back of this handbook. The teacher is to maintain a complete, updated Substitute Teacher Folder at all times during the school year. Teachers shall provide lesson plans for their substitutes that provide a meaningful continuation of instruction in their absence.

Personal Request are granted by the school principal. Personal days should be planned ahead of time and approved by building principal.

ACCIDENTS

All student injuries are to be reported to the school nurse who will decide if the student needs to see a doctor. The nurse will notify a student guardian/parent. An accident report is to be completed by the person in charge and placed on file in the office.

ADVANCED OFFICE SKILLS (AOS) STUDENTS

The sponsoring teachers are responsible for their AOS students at all times. Teachers will train their AOS students to use the copy machine as necessary. Training on copy machines will also be set up by office personnel (Mary & Becky). AOS students are not permitted to work, unsupervised, in a designated staff work area unless using the copy machine to make copies for the teacher. At no time shall the teacher allow the AOS student to leave campus. An AOS student is not permitted to see confidential information such as student grades or have a password to the teacher’s Infinite Campus. The number of available AOS students may change from year-to-year depending on enrollment. Please refer to AOS in the Course Description Handbook for rules and procedures.

ANIMALS IN THE SCHOOL (Board Policy ING)

Staff is requested to obtain prior permission from the principal before allowing a pet or animal of any kind into the classroom or on campus.

ASSEMBLIES

Teachers will accompany their classes to all assemblies and supervise students for the duration of the assembly unless specifically excused by the principal.

ATTENDANCE POLICY – Students

Wyoming Compulsory School Attendance Statute

Every parent, guardian or other person having control or charge of any child who is a resident of this state and whose seventh birthday falls on or before September 15th of any year and who has not yet attained his sixteenth birthday or completed the tenth grade shall be required to send such child to, and such child shall be required to attend, a public or private school each year, during the entire time that the public schools shall be in session in the district in which the pupil resides; provided, that the board of trustees of each school district may exempt any child from the operation of this article when:

- a. The board believes that compulsory attendance in school would be detrimental to the mental or physical health of such child or the other children in the school; provided, the board may designate at the expense of the district a medical doctor of its choice to guide it and support it in its decision;
 - b. The board feels that compulsory school attendance might work undue hardship;
- or
- c. The child has been legally excluded from the regular schools pursuant to the provisions of W.W. 21-4-306.

A more complete description of the student attendance policy including definitions and procedures is written in the Student Handbook. Please see an Administration Office Secretary for a copy of the Student Handbook.

Regular Schedule Monday

7:35 – Warning Bell

Period 1:	7:40 – 8:31	(51min)
Period 2:	8:36 – 9:27	(51 min)
Period 3:	9:32 – 10:25	(53 min)
Period 4:	10:30 – 11:21	(51 min)
Options:	11:21 – 11:49	(28 min)
Lunch:	11:49 – 12:19	(30 min)
Period 5:	12:19– 1:10	(51 min)
Period 6:	1: 15– 2:06	(51 min)
Period 7	2:11 - 3:02	(51 min)

Regular Tues - Thursday

Period 1	7:40 - 8:35	(55 Min)
Period 2	8:39 - 9:34	(55 Min)
Period 3	9:38 - 10:33	(55 Min)
Period 4	10:37 - 11:34	(57 Min) Announcements
Lunch	11:34 - 12:09	(35 Min)
Period 5	12:09 - 1:04	(55 Min)
Period 6	1:08 - 2:03	(55 Min)
Period 7	2:07 - 3:02	(55 Min)

Regular Friday

Period 1	7:40 - 8:21	(41 Min) Announcements
Period 2	8:25 - 9:04	(39 Min)
Period 3	9:08 - 9:47	(39 Min)
Period 4	9:51 - 10:30	(39 Min)
Period 5	10:34 - 11:13	(39 Min)
Period 6	11:17 - 11:56	(39 Min)
Period 7	12:00 - 12:39	(39 Min)
Lunch	12:39 - 1:13	(34 Min)
Interventions	1:13 - 3:02	(109 Min)

CHILD ABUSE OR NEGLECT

Any person who knows or has reasonable cause to believe or suspect that a child has been abused or neglected or who observes any child being subjected to conditions or circumstances that would reasonably result in abuse or neglect shall immediately report it to the child protective agency or local law enforcement agency or cause a report to be made. All records concerning reports and investigations of child abuse or neglect are confidential. (Board policy JHG)

Procedure for Reporting Child Abuse/Neglect

1. When a staff member believes that a student has been abused or neglected, he/she must report it immediately. Please do not wait until the end of the day or until the next day.
2. The first staff member who comes into contact with a student who they believe has been abused or neglected will contact the principal.
3. The staff member who is assigned the responsibility of conducting the preliminary assessment will inform the principal of the results of the assessment, and they will decide whether or not to call the proper authorities.

4. The assessing staff member will complete all of the required documentation and distribute it according to policy and procedures. This report must be signed by the principal or his/her designee and sent to the superintendent's office.
5. After being contacted the police or DFS will be allowed to interview the student without the permission of the parent, custodian, or guardian.
6. The staff member making the initial report may be required to provide a written statement about the incident.
7. The staff member who conducted the preliminary assessment may call upon the school nurse, teacher or guidance counselor to assist in completing the process.
8. If the staff member assigned to carry out this responsibility is not available, the building principal may assign this function to another staff member in the building.

CLASS ADVISORS

NHS	Tori Hemphill
Required:	Induction Ceremony
Student Council	Amanda Santhuff and Megan Allen
Required:	Assist with on-going building activities
Senior Class	Kayla Majhanovich and Margo King
Required:	Homecoming (dance, parade, bonfire) senior class meetings, banquet, senior parent meetings, senior dance
Junior Class	Denise Mosley and Shane Steiss
Required:	Prom and junior class meetings
Sophomore Class	Megan Allen and Spencer Cantrell
Required:	Snowball and sophomore class meetings
Freshmen Class	Erin Freeman and Marissa DeClercq
Required:	MORP and freshman class meetings

Note: All sponsors are encourage to participate in the Homecoming Festivities.

CLASSROOM MANAGEMENT

Individual teacher classroom management/discipline practices are to be written into the syllabus for each course and submitted to the principal by the first Week of school each year. Consider the following when developing your classroom management/discipline practices:

- creating an academically rigorous, calm, and safe environment where students have the opportunity to succeed in achieving their optimum academic potential.
- helping students take responsibility for making right decisions
- expectations of other teachers in the building when developing your classroom policies and procedures as consistency throughout the building helps students make correct behavioral decisions and leads to student success.
- catching students being good as a good way to teach students the behavior
- involving parents since parental support is essential for the academic, social and emotional attitude; and behavior of students whether in school or out.

- establishing an atmosphere of mutual respect where consequences for many inappropriate behaviors are determined by the classroom teacher and/or negotiated between the classroom teacher and the student(s).
- helping students practice your classroom's unique procedures such as materials to be brought everyday to class, how students are to leave their seats, how to obtain assignments when absent, rules on late assignments, hall pass privileges, grading components and their effect(s) on the grade – PRACTICE, PRACTICE, PRACTICE, ROUTINES!
- being consistent in what you say and do!
- quickly learning and using the student's names
- finding an effective way of quieting the kids, rather than Shh, BE QUIET, or calm down.... Avoid using threats to control the class.
- addressing behavior issues quickly, calmly, appropriately, and "fairly".
- assuming nothing, asking, and seeking best information.
- using a scale of escalating circumstances (verbal warning, student/teacher conference, phone call to parents (consequences if applicable), parent/teacher/student face-to-face meeting, discipline referral to administration, etc.).
- doing what you say you will do!
- being confidential by giving information only on a "need-to-know basis".

Teacher Discipline Procedures:

Teachers are expected to address student misbehavior through informal talks with the student; contacts with the parent/guardian; classroom detentions before school, lunch, or after school; or referral to an administrator (Behavior referral forms may be obtained from the Administration Office). Do not recommend suspensions of any type. Teachers may only assign detention that will take place under that teacher's supervision. Out-of-school suspensions or assignment to the school-wide detention location may be assigned only by an Administrator.

NEVER send a student(s) out of your room or area of supervision when discipline is involved. The student may not make it to the place instructed and administration will not know what happened without speaking to you as the student version will be different than yours most of the time. If you need a student immediately separated from you and the class, call the office and someone will come to assist you. You may also call on a colleague to provide the necessary separation until assistance arrives.

The Student Handbook defines infractions and lists consequences. Discipline is generally managed by the administration. Call 872-8300 (Administration Office Secretary) to contact an administrator. Please do not send a student out of your class for discipline without direct adult supervision of the student.

In addition it is important for teachers to know that a student may be disciplined for misconduct that occurs at a school sponsored event; (2) occurs traveling to or from school or a school sponsored event; (3) in any manner adversely affects the operation of any school; and (4) that brings disrespect to the school.

CRISIS MANAGEMENT/SCHOOL SAFETY

Crisis Management Packets: Revised packets will be distributed to all staff members before the first day of school; and are to be kept updated, particularly with accurate class rosters, and available at all times. Updates may be issued through the Administration Office throughout the school year.

Drills: It is imperative for school safety that crisis procedures are practiced enough for staff and students to follow the procedures during a real crisis.

Fire Drills: It is state law that there shall be a fire drill at least once a month. Fire Drills are to be taken seriously by all students and staff. See the GRHS Crisis Management Packet for fire drill procedures and evacuation areas. The following general regulations will apply to fire drills in all schools:

1. All persons will immediately evacuate to 100 feet or further from the building.
2. Each person will follow their classroom evacuation plan, leave through the designated exit, and go directly to the assigned evacuation area.
3. If an exit is blocked, the class involved will go to the nearest exit.
4. All doors and windows are to be closed before leaving the classroom.
5. When outside, the teacher will conduct roll call of all students and report to the person in charge outside the building.
6. Students are expected to remain with their teacher at all times.

Lock-down Drills, Relocation Drills, Send Home drills: These types of drills may be practiced during the school year. The procedures for each of these events are described in the Crisis Management Packet. It is the responsibility of the staff to know and follow these procedures. Teachers are expected to train students on these procedures particularly in reference to their unique area of the building.

Visitors: It is imperative Visitor's obtain a pass and it be visible at all times while in the building. Please report any unidentified persons immediately to the Administrator Office Secretary (872-8300).

DAILY AND SPECIAL ANNOUNCEMENTS

Daily announcements will be read over the school-wide intercom system at the beginning of 3rd period. A copy of the announcements is posted and teachers will receive announcements by email. Teachers are to send submissions for announcements to the office **by email** before 3:30 p.m. the day before inclusion in the announcements. **Please facilitate a quiet classroom environment during the reading of the daily announcements and wait for all announcements to be read before beginning classroom activities.** In order to minimize interruption of instruction, special announcements will not be made over the school-wide intercom system during class time

without administrator approval. Please seek administrative approval and notify the entire faculty days in advance if such special announcements will be made during class time for a large group of students to attend such events as class meetings in the theater or a student body assembly in the gym.

DELIVERIES TO SCHOOL

Personal mail/packages are not to be addressed to the school or delivered to the school.

DETAINED SLIP

If you detain a student from their next period class, the student should be sent to the attendance office secretary with a pass from that teacher (packets of hall pass slips to be used for this purpose may be obtained from an Administration Office Secretary).

Communication between the student's teachers best occurs **BEFORE** the student is late for the next class.

DISPLAY OF SIGNS/POSTERS

Windows on classroom doors must allow clear visibility into each classroom. Posters or otherwise must not cover the window. Signs and posters must be in good taste and should be done well (correct spelling and grammar, trimmed and/or framed edges, appear level when posted, uniform lettering, acceptable graphics, etc.) to present our school properly to all visitors, staff, and students who see them.

DRESS CODE-Student

Please become familiar with the dress code for students in the Student Handbook. Deal with and report violations to an administrator. Dress code forbids the wearing of hats during the school day while in the building.

DRESS CODE-Staff

Staff members are expected to adhere to and "go beyond" the minimums as described in the student dress code. Staff members are expected to dress in a professional manner as to support the learning environment of the school. Professional dress includes such clothing as slack-type pants instead of blue-jeans, collared polo-type shirts in place of t-shirts or sweatshirts; and coordinated "athletic wear" for PE teachers or shop-pants for shop teachers. Lab coats, aprons, or the like worn to protect clothing may be purchased though funds from the department budgets.

DUTIES AND RESPONSIBILITIES OF TEACHERS

(Note: The policies in this handbook relating to responsibilities and duties of teachers may appear in more than one area of this document)

Teachers are expected to:

- abide by the policies and regulations of the Board of Trustees. Many of the applicable policies are in this handbook and the complete policy manual is available in the main office (ex. Board Policy GBC-IE - Code of Ethics of the Education Profession).
- support school policies and procedures as written in this Faculty Handbook and the Student Handbook.
- care for, instruct, supervise, and discipline assigned students.
- effectively and responsibly supervise students when acting outside the regular classroom environment as a sponsor for such activities as field trips, athletic events, performances, fairs, and dances. These teachers are to fully comply with the transportation and substitute teacher request guidelines (timely, detailed, complete, accurate, student rosters, updates, etc.)
- to provide close supervision of hallways and classrooms. (GCKA) Please do not leave your classroom unlocked or unsupervised. Please supervise the hallways during the 5 minutes before and after each class period.
- submit to the principal at the beginning of the school year a course syllabus for each of your assigned courses.
- submit an accurate attendance record to the Attendance Clerk within the first 10 minutes of each class period and resubmit any revised attendance records by 3:20 p.m. Attendance is reported to the through the Student Information System. In the event that the system is inoperable it is expected that teachers will submit attendance on a paper copy of the class roster.
- direct students to the attendance office to properly check out (parent permission, sign-out) before leaving campus. Teachers shall not grant permission for students to leave school during school hours. (Board Policy JEDB)
- to remain in the building during planning periods. In the event that the teacher feels it necessary to leave, the teacher is expected to notify the main office receptionist upon leaving and returning. (Board policy GCJ-R)
- furnish no other than to SW#2 school officials any list of names or addresses of students or of teachers

- be the only person to enter grades into the teacher's grade book. Students (including AOS) will not have access to student grades or grading programs at any time
- to communicate frequently with student parents/guardians. The phone, Infinite Campus (Student Information System), and e-mail could be effective ways to facilitate this communication.
- to participate in curriculum and in-service programs as well as workshops and professional programs. They are encouraged to grow professionally during their service in the school system. The principal requires attendance at faculty meetings and parent/teacher conferences. (Board Policy GCL/GCKB)
- to assume reasonable duties over and above their regular teaching assignments. These may include supervision of halls, cafeteria, and bus loading areas or as assigned by the principal. (GCKA)

EATING/DRINKING IN BUILDING

Students may eat and/or drink only in the Commons. All staff is to assist in the monitoring of hallways and enforcement of this policy. Teachers are responsible for the care of their classrooms and to consider this before allowing food or drink into their classrooms.

ELECTRONIC DEVICES

Staff is requested to not use cell phones when/where students can see you during the school day. Please do not allow your cell phone to be seen or heard by students during the school day. If your personal cell phone is stolen or misplaced, it is your responsibility and will not be investigated.

ELIGIBILITY STANDARDS

Students must be passing each class (minimum of 60%) to be eligible to participate in any school sponsored activity. Eligibility checks occur on the first day of each school week. Reports will be harvested from Infinite Campus at 8:00 am on that day. Each teacher must update grades in their Infinite Campus grade book weekly so that the most recent grade information is available.

EQUIPMENT

School property (i.e. computer equipment, tools, furniture, athletic equipment etc.) is not to be removed from the school campus without permission from the principal.

EVALUATION OF TEACHERS

The teacher evaluation process has been developed to help educators in our district grow professionally through a meaningful evaluation and supervision process that includes both formal and informal observations. To facilitate this goal, evaluations highlight both praiseworthy areas and areas in need of improvement. The process is intended to stimulate a collaborative interchange of ideas between the teacher and the administrator. Administrators will make frequent visits to your classroom with this objective in mind. All evaluations are conducted according to the district evaluation policy (*Teacher Evaluation Process*). As part of this process, a Professional Growth Plan is required at the beginning of each school year with a written reflection of the plan submitted to the principal toward the end of the year. Approximately 1/3 of the staff will be formally evaluated each year (See these forms in the Faculty Binder). (Board policy GCN-1)

These forms will also be sent out electronically at the start of each school year.

EXPULSION

A student may be subject to a long suspension (10 days), a short suspension (1-3 days), or any number in between. After 10 days of out-of-school suspension, expulsion may be recommended by a school administrator and imposed by the Board of Trustees following a hearing before a board designated hearing officer. Only the board can expel a student. Upon expulsion, a student is not permitted on district property or at district functions unless the student has been readmitted to school by the board. When a special education student engages in misconduct that could result in suspension or expulsion, the district shall follow state and federal laws governing suspension and expulsion of special education students. (Board Policy JGD)

FACILITIES USE REQUEST

The facility should be used for meaningful educational projects. It has been our policy to make it available for your needs and those of the community. If you need to use a room other than your own, request permission to use the room by way of the Facilities Use Request form available in the Administration or Activities Office (see this form in the Faculty Binder). If permission is granted, the form will be forwarded to the head custodian to insure that there are no duplications of usage and to schedule custodial services.

FIELD TRIPS

All field trip (form in Faculty Binder) and transportation requests (form in Faculty Binder) must be approved by the principal at least two weeks in advance. Teachers are required to send home and receive back signed field trip permission slips so that the teacher knows that the parent/guardian has been made aware of the field trip. The traveling teacher must be in possession of a copy of each student's medical release form. Students are to be "eligible" (D or better in all classes) to participate in a field trip if the

trip is scheduled during other teacher's class periods. Teachers are to notify the Activities Office for assistance in checking the eligibility of the students who are to participate in the field trip. The teacher is responsible for making supervision and assignment arrangements for any student(s) remaining at school during that class period(s) for which the class is out of school for the field trip. Students are to be aware that all school policies apply while on the field trip. Enough supervision must be provided so that student management is effective. A roster of those attending the field trip must be submitted to the attendance office no later than a day prior to departure.

(Also see Transportation section in this handbook.) (Board policy IICA)

On overnight field trips or excursions, all staff, including teachers, coaches, bus drivers, and others, should observe the following guidelines to help ensure student safety. Review these guidelines with chaperones. The staff member organizing the trip is responsible for securing necessary adult supervision for the trip and providing orientation regarding what is required of chaperones. The staff member shall review the district policy and student code of conduct in the student handbook and activities handbook.

1. **RULES.** All school rules, including the code of conduct, apply during overnight field trips. Review these rules with students. Remind students that they must respect each other and that there must be no bullying, harassment, hazing, fighting, or other misconduct. Ask students to report any misconduct. Warn student about serious disciplinary action that can result from misconduct on a trip. Also, warn students at the beginning of the trip that their property can be subject to searches.
2. **SUPERVISION.** Trip chaperones must provide reasonable supervision to students at all time during the trip, including in the middle of the night. Do not schedule any unsupervised time for students.
3. **SEARCHES.** You may conduct searches of students' personal property, purses, backpacks, and bags if you have reasonable suspicion that a student is violating school rules or a law. These searches may occur at any time during the field trip, including in hotel rooms or before students board buses. Please see me for information on conducting searches. Chaperones may not conduct searches.
4. **RELEASE OF STUDENT.** If a student violates school policy or the law, immediately notify the students' parent(s) or guardian(s) and an administrator. Call the police if a student violates the law, such as possessing drugs/alcohol or a weapon. You may *only* release a student from the trip if parents or guardians pick them up. *Do not* send a student home alone from a trip. (Please refer to Activities Handbook)
5. Teachers or sponsors who are taking students out of the city limits for a field trip must have emergency contact and release information on each student. (Forms can be obtained in the office)

FUND RAISING

When doing fund raising please follow these guidelines:

1. The advisor/coach/sponsor shall complete a Fund Raising Request Form, initiating their request to conduct a fundraiser. The form is obtained through the Activities Office (see form in Faculty Binder).
2. All fundraisers are to be approved by the principal prior to starting the activity. Do not order supplies before the fundraising activity is approved.
3. Order supplies using **ONLY** an approved purchase order (PO).
4. The administrative secretary will handle money from fundraisers. Protect yourself by keeping records of all money collected and ask for receipts when depositing money.

GRADING

Teachers will record and maintain their grades using Infinite Campus. Grades should be updated and posted on IC at least once a week. A weekly posting of grades for eligibility will be required by 8 am of the first day of the school week.

After considering the advantages and potential disadvantages of 50/50 grading, all teacher grade books will now be averaged continuously. This means that the 1st or 3rd Quarter grades are now progress reports and that the semester grade will be an average of all grades for the semester. Grades may still be weighted based on the importance of the content being assessed, and a semester test may once again be included in the average.

If you need assistance in setting up your grade book or have questions about measurement and recording of student learning, please contact Kathie Phillip.

Administration of the grading system is the responsibility of the principal. (Board Policy IKA) You will be expected to record and maintain your grades, attendance, and assessments using Infinite Campus. Your grades and comments will be exported from your program. A memo describing the proper procedure and the date deadline will be provided. Comments are required to accompany any grade of “D” or “F”.

Mid-term reports for each student will be compiled by the registrar and issued each 4½ weeks between quarter report cards. These mid-term reports will be distributed to the students during a class period.

Quarter Grades and report cards will be compiled by the registrar and issued each 9 week period of the school year. The grade reports for 1st and 3rd quarter will be distributed during parent/teacher conferences. The grade reports for 1st semester (quarters 1 and 2) and 2nd semester (quarters 3 and 4) will be mailed home.

Grade replacement with a passing grade will be allowed only in the case of a student receiving an F, and after repeating the course. In each case, the lower grade will remain on the transcript, but not figured into the student's G.P.A. Credit will be awarded only once.

Incompletes/Grade change

Any student who requests additional time to submit assignments to earn a higher grade, will have a maximum of two weeks (unless his/her instructor with principal approval extends the deadline) after the last day of the grading period in order to eliminate the "Incomplete" status and receive a grade for the reporting period. A grade change form is required and it is available from the registrar in the Guidance Office. The final grade is to reflect what is posted on Infinite Campus. Once the "Incomplete" has changed, the grade is final.

GUESTS TO CLASSROOM

Guest speakers or participants to your curriculum are encouraged in all subject areas with prior approval by administration. Please instruct guests to obtain a Visitor's Pass upon entering the building.

Student Guests: Student guests to the classroom are generally not allowed but may be approved by the principal. All student guests must be enrolled in a high school, and be on an approved absence such as holiday breaks or excused absence. In all cases, a "Visitor's pass" must be obtained through the office and clearly displayed during the visit. (Board policy INA & KK)

HOMEWORK REQUESTS

Throughout the school year, there are many times when either parents or administrators request homework for students. Emergencies arise with families or incidents happen at school, which require a student to be suspended for a period of days. In such cases, a homework request will be sent to teachers via e-mail. Whenever possible, the homework request will give adequate time for teachers to get homework sent to the office.

Please send homework for these requests to the office in a timely manner. If the student did not miss anything during class, please indicate that in an e-mail or a note to the office.

HOURS OF DUTY

Contracted hours for teachers are from 7:15 to 3:30 daily. Please notify the principal if these times need to be altered because of personal reasons. (Board policy GCJ)

KEYS

Students are not authorized to be in possession of keys to any of the school's buildings, classrooms, offices, athletic areas, or otherwise. Please monitor your assigned keys carefully. If a key is lost or misplaced, you will need to complete a lost key form.

LIBRARY PROCEDURES

Teachers are encouraged to use the library and should schedule their classes in advance with the librarian. There are enough computers in the library to accommodate a teacher's entire class. TV/VCR/DVD may be checked out to classroom teachers. The librarian will assist your classes with research options as required.

Lesson Plans

Teachers are expected to have lesson plans prepared for their classes which identify learning objectives, daily learning targets and unit outcomes. Lesson plans should be available upon request.

MAIL (incoming/outgoing)

It is expected of teachers to check their mailboxes each morning when they arrive and before leaving at the close of school. Do not have personal mail sent to the school address. It is also expected that teachers will check daily their district email twice a day as this is a primary method of district communication.

MEDICINES

Only the school nurse, administrators or their designee can administer to students medication, including aspirin or acetaminophen tablets. Students on prescription medication that need to take it during school hours are to bring a permission slip signed by both their doctor and parent/guardian. Prescription medications are to be stored only with the school nurse. A medication log sheet and the signed permission slip will be kept in the nurse's office. Staff members are invited to check with the school nurse regarding medical concerns or questions that they too might have while at school.

MEETINGS

Bi-monthly faculty meetings will be held monthly in the media center at 7:00 a.m. or as scheduled. Any faculty member may suggest items for the agenda. Please email your suggestions to any administrator prior to the day of the meeting. (board policy GCKB)

MONEY

Teachers: please be aware that potential liability exists if you are collecting, holding, paying, or receiving money from students for any reason. Please do not take money from students as a penalty for an infraction.

Please note that the Wyoming State Examiner in reviewing school audits for a number of years has insisted that all “monies” be deposited through a school district controlled account. Make sure funds are properly handled and accounted for.

NATIONAL TRAVEL

Requests for National Travel funds are made through the principal. A specific formula for obtaining funding has been established by committee and communicated as requested.

PARENT CONFERENCES/CONTACTS

Parent/Teacher conferences are our major effort to communicate with parents about the progress of their student and are scheduled to occur mid-term during first and third quarters. Teachers are expected to attend conferences. Any pre-arranged faculty absences during conferences must be approved by the principal. The first day of P/T conferences will be in the commons-arena style. The second day is held from your classrooms. It is expected that the teacher will be in contact with (at least at midterm time) with the parent(s)/guardian(s) of any student who is failing the course (parents are generally critical of the school because we “did not let them know” that their student scores low, submits late assignments, behaves inappropriately, and so forth). Please make voice or face-to-face (rather than e-mail only) contact with a parent/guardian of any student having a failing grade if no contact is made during conferences. If you need to have a colleague help deal with a parent conference, please seek the support of the counselor or administrator.

PARKING

All faculty/coaches/sponsors may park in the east and west parking lots of the high school. Please do not park in the front area marked for visitors or in handicapped areas at any time during the school day. Staff cars in the parking lot require a parking permit on the rearview mirror. Permits are available through the office. Coaches/sponsors are asked not to park in front of the school when away for activities. Staff should avoid parking in the pool area. The parking area above the school by the media center may be used by staff but not students.

PURCHASING

All purchases must first be submitted to the office on a requisition form and approved by the principal. The intended purpose of purchasing by local purchase order is three fold: 1) It allows the flexibility for staff members to pick up low cost items that are required for their jobs on very short notice; 2) It encourages purchasing from local vendors; and 3)

It allows the business office to pay the vendor in a shorter time frame. You may pick Local Purchase Orders from the office. The minimum amount allowed on a local purchase order is \$5.00 and the maximum amount is \$500.00.

Wal-Mart credit cards may be checked out at Central Office. Purchases made on these credit cards must be for the communicated amounts within reason and may not be made by students. A complete register receipt and the credit card must be returned to Central Office after purchase. Office supplies, computer supplies, toner cartridges, etc., must not be purchased from Wal-Mart. Use of this credit card is closely monitored and intended for local purchases only.

No orders are to be made by teaching staff without a PO or the shipment will be held up at warehouse until the PO is processed and could be denied. All purchases include fundraiser merchandise as well.

Do not use Personal credit cards for school related purposes. Use of **district credit cards** for other than the costs specifically intended is not authorized without permission by the principal. The employee will incur the costs. Use of district credit cards must follow strict procedures set by Central Office.

SCHEDULE CHANGES

If for any reason except attendance reasons it is felt by a teacher that a change of schedule for a student may be necessary, the teacher should first consult the student's guidance counselor. Schedule changes will be made if there are extenuating circumstances evaluated by the principal. Some changes may be resolved by parental contact.

Parent requested changes are considered if a personal conference is held between a parent, counselor, or administrator and the teacher. If a student requests a change of teacher, it is only fair that the teacher hears parental/student concerns. Every attempt will be made to see that changes of schedule are kept to a minimum.

STAFF ETHICS

All District employees serve as role models to students and, as such, are expected to model positive, healthy human behavior and relationships that are emotionally, physically and intellectually safe. Such safe and healthy relationships are to be evidenced by Staff through appropriate boundaries in their relationships with students on and off District property, appropriate usage of technology, and respectful interactions with others.

For purposes of this policy, Staff includes any District employee, including administrators, certified staff, and support staff. All staff have a responsibility to maintain an atmosphere conducive to learning, modeling self-control, understanding, respect and cooperation.

Staff should be professional at all times in their relationships with other staff members, students, and student guardians. For purposes of this policy, professionalism means the display of respect and work ethic, within our job roles and throughout our work hours, to teach, model and encourage honesty, productivity, the honoring of confidentiality, and the acceptance of differences.

Staff have an ethical responsibility to model appropriate dress, manners, and behavior on school property and while performing school duties.

Staff are responsible for maintaining student discipline and shall be treated with respect by students at all times. At school or school-related activities, students will not address Staff on a first-name basis.

Although it is desirable that Staff have a sincere interest in students as individuals, partiality and impropriety are to be avoided. Inappropriate involvement with individual students should be avoided regardless of whether or not the student may have “consented” to such conduct. Such conduct is not compatible with professional ethics.

Staff shall use good judgment in their relationships with students, both inside and outside of the school environment.

Any staff member who engages in prohibited conduct under this policy may be subject to discipline, up to and including termination of employment, subject to all applicable due process rights.

Adopted: Date of Manual Recodification

Revision Adopted: August 9, 2011

CROSS REF.: BBF-E School Board Member Ethics

STUDENT TRANSPORTATION IN PRIVATE VEHICLES

District Personnel shall not transport students in personal vehicles at any time.

Revised: November 9, 2010

Revised: Date of Manual Recodification

CROSS REF.: DLC, Expense Reimbursements

STUDENT WITHDRAWAL FROM SCHOOL

If a student desires to withdraw from school during the school year, the student must meet with the principal and then secure a “Withdrawal Form” from the registrar in the guidance office. This form must be signed by the principal, teachers, a counselor, the librarian, and a parent/guardian; and returned to the guidance office by the student.

In some situations a student may withdrawal from school without prior teacher contact. The registrar and principal will handle the withdrawal process for these students. The

guidance office will send a withdrawal form to teachers for signatures. Grades and any books/material fines are to be noted on the withdrawal form. It is critical that teachers complete the withdrawal form as soon as possible, as school or other institutions are waiting on this information before accepting the student in question

SUBMITTING REPORTS TO THE OFFICE

The need for accuracy and promptness in submitting reports (verified) of any type to the appropriate office cannot be over-emphasized. An entire procedure can be held up and much time wasted because a report fails to be submitted on time. **Daily attendance reports are among the most important of these reports.**

SUBSTITUTES

Teachers shall provide lesson plans for their substitutes that provide a meaningful continuation to instruction in their absence. Teachers are required to complete the sub folder provided and keep it up-to-date in the event the substitute experiences difficulty.

Substitute protocol when there is a shortage of district approved substitutes

1. Subs already in the building cover during planning time
2. Instructional Facilitators {as available}
3. Substitute Certified Aides
4. Counselor (1)
5. Counselor (1)
6. Librarian
7. Assistant Principal
8. Combining classes
9. Principal
10. Teachers on planning

The principal reserves the right to change the order of the substitute protocol as the situation becomes necessary.

Substitute Folder Checklist

- Crisis Management Plan
- Classroom Evacuation Route
- Location of first aid supplies
- Name(s)/location(s) of helpful teacher(s) and trustworthy student(s)
- Behavior Referral Forms
- Hall pass and/or Hall Pass forms
- Syllabus
- Seating Chart

- Attendance Rosters (2 copies of each class period)
- Options Attendance
- Special student instructions (accommodations, medical alerts, etc.)
- Teacher's Daily Schedule
- Emergency Lesson Plans
- Prepared Lesson Plan(s) for the day(s)
- Location of textbooks, papers, materials
- Other items not listed here that might assure best learning in the absence of the teacher

NOTE: Substitute Teachers are given their own copy of the GRHS Substitute Teacher Handbook (containing such information as the Bell Schedules, the Master Schedule, GRHS floor plan, and Staff Duty Schedule) and GRHS Student Handbook.

SUPERVISION (Board policy JHFA)

It is the responsibility of all classroom teachers to remain with their students at all times. If for any reason a teacher may find it necessary to leave their students, it is the teacher's responsibility to make arrangements for proper supervision prior to leaving the room.

Teachers who desire to conduct classes at locations other than those regularly scheduled should obtain permission from the principal. It is important that administrators are able to locate students and teachers in case of an emergency.

When students are in school, engaging in school-sponsored activities, or traveling to and from school on school buses, they are responsible to the school, and the school is responsible for them. School buses will not leave the departure site without school supervisors in sufficient numbers aboard the bus.

School personnel have a definite legal duty to students in their school, the duty of protecting them from reasonable foreseeable risk of harm.

The Board expects all students to be under direct adult supervision when they are in school, on school grounds, traveling under school auspices, or engaging in school-sponsored activities. School personnel assigned this supervision are expected to act as reasonably prudent adults in providing for the safety of the students in their charge.

SUPPLIES

Class record books, lesson plan books, all forms and pass permits may be secured at the office. Classroom/office supplies can also be obtained through the office.

SURVEYS

Surveys, as part of a learning experience, can be valuable. However, if students or staff are going to seek opinions, conduct polls, etc., either in or out of the school building, the survey process must have approval from the principal.

SYLLABI

Course syllabi are to be submitted to the principal no later than the first day of school. Include classroom management practices in the course syllabus.

Syllabus Template

(Course Name/Core Subject area)

Instructor	Email address	School phone number
Planning period time	Home phone optional	

Course Description, textbook, credit, prerequisite (May be taken from course handbook)

Standards (List the standards that this course will address) **Percentage of the Semester grade tied to standards assessments.**

Performance Standards

Enter narrative criteria for performance evaluation here. Describe the level you expect students to perform at in order to be considered “proficient” at this grade level or in this class.

Enter narrative criteria for performance to be evaluated as “advanced proficient” if applicable.

Method of assessing the course and/or standards (Unit exams, type projects, CRT’s, etc.)

Classroom Policies and Procedures (Specific to your classroom: i.e. Grading, tardiness, class participation, exams, makeup work, missed assignments, homework, late work, field trips, etc.)

Behavior Expectations

Other information (at your discretion)

*Please sign and return the bottom portion of this form to the teacher by (date).

I have read and understand the course requirements as described above. Signing below indicates only that the classroom procedures and expectations have been read.

Student signature: _____ **Parent signature:** _____

TARDINESS - Students

There are a number of ways that teachers might effectively increase the number of students who are on time for their classes. Discuss with your colleagues and use effective strategies for encouraging student on-time behavior.

- Point out that being on time is a workplace and life skill. People who are constantly late risk unemployment or fewer promotions, missed planes, missed appointments and irritated friends, family, employers and co-workers.
- Kids who are late often think everyone is just like them. You could share with them that over 92% of students at GRHS arrive on time for their classes and never go over the number of tardies allowed by school policy (18 per year, 9 per semester).
- Several teachers in our building assign 5 minutes of classroom detention for each minute (or part of a minute) late, cleanup assignments, writing assignments and other sanctions. If they fail to complete these, they are sent to the Dean of Students and his sanctions are less attractive.
- Teach from bell to bell. If students know that you are likely to spend several minutes taking roll or organizing for instruction, they may not see why being on time is important. If the teaching starts immediately and is engaging and relevant, most students will not choose to miss class.
- Make it immediate. If you enforce a tardy policy on a daily basis, it is going to be more effective than waiting for the Dean's office to make a "sweep" every 4 or 5 weeks.

TEXTBOOKS

Teachers will obtain textbooks from their department chairperson or book room. Any unpaid encumbrances from textbooks will be turned into the office. Teachers must keep an accurate and complete record of textbooks and materials issued to students. Please keep in close communication with the office on all student fines so that student records are accurate. When a fine is turned into the office the following information should be included: student name, book title, book number, and total amount assessed. Textbook adoption is set on a rotating basis by curriculum. Please contact the principal for further information. If you need to purchase replacement textbooks, they can be purchased from the building budget; and must be requested through the department chairperson.

TRANSPORTATION

All school trips require a driver employed by the Transportation Department per district policy. However, under unusual conditions field trip sponsors or activity sponsors may

drive school vehicles, provided they have the proper licenses and meet other qualifications required of the district.

A complete list of students participating must be left with administration/attendance office and field trip rules apply to school trips as well. The sponsor, while traveling outside the district with students, must possess a current and accurate copy of the each student's emergency release form.

Students that are participating in a school-sponsored activity must ride to the activity in the vehicle provided by the school. This includes any sports or classroom activities away from the high school campus. Deviating from district provided transportation takes special permission from the Activities Director and the Principal.

Any staff members on professional travel to nearby locations and without students are requested to complete the travel request; and take a school vehicle unless specific permission is obtained through the Principal.

Transportation Request Forms are available in the Administration Office. ALL transportation requests MUST be on the Administrative Secretary's desk no later than 10 days prior to the requested date of travel!

VIDEO SURVEILLANCE

Video cameras are installed at the high school for safety purposes and assisting in protecting the rights of all students and employees to be in the school environment.

VIDEO'S (FILMS, MOVIES)

Videotapes (DVD's) should be selected for the direct relevance to the instructional program. Each program must be selected for age and grade level appropriateness and viewers maturity level. The teacher will obtain prior permission from the principal before showing any video rated "R". The teacher will then provide prior notification and obtain parental written permission a minimum of 3 days before showing a video of the above rating if approved. Please communicate with the building principal and refer specifically to (Board Policy IIA) when selecting instructional materials.

VISITORS

Former students are considered visitors as well as students from other schools. All visitors must check in the office and receive a visitor's pass. Please limit student visitors to after school. Loitering is prohibited. All approved visitors will display a VISITOR badge. (Board Policy KK)

WEB SITE (DISTRICT)

www.sw2.k12.wy.us