

FACULTY HANDBOOK

2011-2012

PLEASANTON HIGH SCHOOL MISSION STATEMENT

The mission of the Pleasanton High School faculty, staff and administration is to provide a safe and positive learning environment, which offers the opportunity for development of life-long learning skills that enable students to become productive citizens in our changing society.

*This handbook is in addition to the BOE Policy manual and PEA negotiated agreement. Coaches and sponsors should also refer to the Administrative Guidelines for their activities.

USD 344 MISSION

TO ENABLE ALL STUDENTS TO LEARN

Intellectual Development

To develop the skills of perception, memory reasoning, problem solving, creativity, and communication in such a way that the student may reach his/her potential

Social Development

To develop a healthy interaction with others, including those of different race, religion, or culture, by encouraging a positive team spirit and co-operation.

Physical Development

To develop a positive attitude toward self and others which includes a love for learning, self-discipline, and appreciation of art, music, literature, and nature.

Moral and Ethical Behavior

To strengthen his/her moral and ethical behavior and demonstrate good human relations.

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FIRST DAY OF SCHOOL

Mr. Schmidt will call for each class to the Computer Lab for distribution of student planners, sign up for Gmail, and review of Handbook.

Teachers will plan for regular periods of instruction to include making students aware of their expectations, procedures (tardies, make-up work, materials, etc.), grading scale (letter grades are established in the student handbook) this should cover points/percentage of tests, assignments, daily work and other information necessary to enhance the smooth operation of the class. Written copies of the classroom guidelines will be given to each student for their future reference. These guidelines will be given to new students as they enter the class throughout the school year. Care should be taken to ensure these guidelines are consistent with school policies, practices and procedures.

No behavior can be included in grades. A separate evaluation for behavior may be notated on grade printout.

Teachers will issue textbooks and record the textbook numbers on the textbook checkout sheet provided and a copy given to the office.

STUDENT SUPERVISION

Teachers will work with their peers to insure the halls are monitored. A recommended Schedule is attached. Please work with each other to insure halls are monitored. The presence of a teacher in all areas of the building is the best encouragement we can provide for positive student behavior and also provides an opportunity for informal interaction with students. Activities are an important part of the total educational program of Pleasanton Junior/High School. Supervision of meetings, practices, rehearsals, etc. is the responsibility of the sponsor of the group. Students must be supervised while participating in any school related activity.

PROGRESS REPORTS

All grades will be updated weekly to ensure accurate reflection of student's grades.

GRADE REPORTS

Grade reports will be made available for all students upon request. Grades are also available for parents and students on PowerSchool on a daily basis.

Call parents if a student is failing your class: your call should be documented on the "conversation" log. (See sample conversation log in the back of this handbook.)

OTI (Opportunities to Improve)

Students on OTI list may be suspended from field trips as determined by the sponsor and administration.

GRADE BOOKS

It is very important that each teacher keep accurate records of grades and attendance. All grades should be recorded on the computer grade book so they will be available to justify semester grades to students and parents. Accurate attendance records are also important in the event they are needed to verify the official attendance data maintained in the office. Teachers are encouraged to confer with Mr. Schmidt if he/she believes a student has an attendance problem. **No changes to official attendance data will be made after 48 hours of the students' absence or tardy.**

PLAN BOOKS

Each teacher will maintain lesson plans. Document your lesson plans on EDMODO or Google Calendar for sharing with your students. Plan books will not be purchased and all plans should be updated weekly.

ADMINISTRATIVE EXPECTATIONS FOR CLASSROOM MANAGEMENT

Instructional time is a valuable commodity. Class/instructional time are to be used for the purpose of attaining educational objectives. It is the responsibility of the classroom teacher to provide structure, direction, and supervision so all students use classroom time appropriately and beneficially.

Teaching methods may differ with teacher or material being taught. The teacher should be able to justify their method of instruction. An effective teacher will use varying instructional strategies to enhance learning by the students. **This may include teaching and re-teaching objectives until the student adequately understands what is being taught.**

Study time may be a worthwhile use of class time provided the students have specific assignments relative to the subject. Research indicates good teaching methods do not include a large amount of worksheets. **Research does show that use of the internet and primary sources are an effective tool for learning. Use these resources as they tend to be cost effective and student centered.** Direct assistance and supervision will be provided by the teacher at all times and can usually be best accomplished by the teacher moving about the classroom. **FREE TIME IS NONPRODUCTIVE TIME** and tends to manifest behavior problems. (Limit free time, teach from bell to bell.)

Students should be in their seats unless involved in an educational activity, which can be best, accomplished by other arrangements. The teacher will be able to justify the alternate arrangement based on the educational objective of the lesson. Routine tasks like sharpening pencils, throwing away trash; etc. will be addressed in the classroom guidelines.

Time out of the classroom should be very minimal for students. Students should bring appropriate materials to class and use the restroom during passing period between classes.

On those rare occasions when the teacher finds it necessary to send a student out of class, the teacher will fill out the student's agenda to send with the student specifying time and destination. Do not let more than one student out of your classroom at a time. If you send a student to Mrs. Bortzfield, Mrs. Hardy or Mr. Herl, have their approval first.

PUNCTUALITY is important for students and teachers. Teachers should be prepared to start class on time and insist students be in class on time.

A current copy of the seating chart and/or current roster should be left on your desk for a sub.

The effective teacher is in control of his/her classroom at all times. While discipline may vary from teacher to teacher; discipline is an essential ingredient in effective teaching. The best plan for controlling inappropriate behavior is advance planning of interesting and worthwhile educational activities involving all students. **TEACHERS WILL DEAL WITH ROUTINE DISCIPLINE PROBLEMS IN THE CLASSROOM AND ARE TO USE THE TEACHER/STUDENT CONFERENCES, DETENTION TIME AND PARENT CONTACT AS DISCIPLINARY TOOLS.** These interventions must be documented, copies sent to parents and the school counselor for each occurrence. You must show implementation of action taken to deter future inappropriate student behavior. If a persisting problem with a student occurs, the teacher should refer the student to the MTSS Team.

TELEPHONE USAGE

The telephones in the building are for business use by the staff. **Students are not to use the phones in the classrooms.** Students may use their cell phones between classes and while on lunch break. Students who are ill should report to the office if they wish to call home. Staff members are to limit their use of the phones to a minimum in order to keep phone lines available for business use. Do not use Line 6 for your calls; this is the only line available for student use. A voice mailbox is available and will be utilized for teachers and staff on incoming calls. **Classes will not be interrupted for phone calls unless in case of emergency.** Check your voicemail periodically.

ATTENDANCE-TARDIES

1st hour teachers will take lunch count. Dress code violations will be identified and reported as necessary. Please consider the menu important—it is essential the cooks have an accurate count.

Should a student arrive to class tardy the teacher needs to call the office so that student's attendance can be corrected. Students that are excused must be allowed to make up the work they have missed. Students that are unexcused are not allowed to receive credit on make-up work unless they make up the assignments on their own time.

Teachers should be diligent in recording absences. Check to see if the absence is excused or unexcused.

Students are expected to be in the classroom, in their seats and ready for class at the sound of the tardy bell. Tardiness will not be an acceptable form of student behavior.

TARDIES

Tracking of attendance and tardies is the responsibility of the Teacher. Accuracy is a MUST. Inaccuracy can only be corrected within 48 hours.

1st and 2nd Tardy-teacher discretion up to and including 30 minute post school.

3rd and subsequent tardies will be dealt with by the Office and will include the following:

3rd Tardy-30 minute Post School-failure to serve will result in 1 day ALC to be served on Friday.

4th Tardy-45 minute Post School-failure to serve will result in 1 day ALC to be served on Friday.

5th Tardy-60 minute Post School –Failure to serve will result in 2 days of ALC to be served on Friday and Monday.

6th and subsequent Tardy-ALC number of days to be determined by Principal

ABSENTEE ASSIGNMENTS

Teachers are requested to use EDMODO or Google Applications to share work missed with absent students. To avoid interruptions to your class, use EDMODO and Google Aps to communicate with students.

DAILY ANNOUNCEMENTS

General announcements to the student body and staff will be made using the daily bulletin. The bulletin will be read each morning over the intercom at 8:05 a.m. The bulletin will be posted on the bulletin board by the office where students may refer to it throughout the day.

Guidelines for daily bulletin

1. Announcements will be limited in length.
2. **General announcements regarding a particular event will be limited to three days, even if the wording is changed.**
3. Meetings should be planned ahead of time to avoid lengthy bulletins.
4. All lists for students excused for school activities should be e-mailed to all teachers and the office in **alphabetical** order 2 days in advance of the activity. Example-gone on 8/20 should be e-mailed on 8/18.
5. Communications to small groups should be accomplished using personal memos or notes and not the bulletin.
6. All teachers will post the bulletin where it is accessible to students

7. The sponsor must sign all club announcements.
8. Requests for an announcement in the bulletin must be sent via email to Mrs. Lowe before 7:30 a.m. each day. No corrections to emails will be made. All emails will be copied and pasted “as is” to the bulletin. Announcement requests received after 7:30 a.m. will be placed on the next school day’s bulletin.

COURSE OF STUDY OUTLINES-STATE STANDARDS

Course of study outlines and course objectives for all **classes should be maintained on a google doc and shared with Mr. Schmidt.** These guidelines describe the course that has been approved by the Board of Education. Teachers should have a copy for all classes they teach and be sure they follow these guidelines.

STUDENT AIDES

Student aides will not be assigned without the consent of the administration. Student aides can be beneficial to the instructional process and provide a beneficial learning experience for the student. Aides can also create problems and waste time. **It is important the teacher plan and supervise the activities of their student aides. These students are the responsibility of the teacher to whom they are assigned.** Worthwhile activities might include tutoring, research, and special projects. Aides may not be used for grading student’s work. **These students should follow the same guidelines as the other students in the class.**

TEACHER ATTENDANCE AND ABSENCES

There can be no equal substitute for the regular classroom teacher. The consistency and continuity provided by the regular teacher are important to student learning. It is essential that when the regular teacher is absent the person substituting be provided adequate information to facilitate a near normal instructional day. Current and complete lesson plans, seating chart, etc. allow the substitute to do more than baby-sit the students. Teachers should always have their lesson plans current on the school website. Teachers who are unexpectedly absent will have instructional materials readily available in their classroom.

Teachers who must be absent should notify Danita Snyder as soon as possible in order to facilitate getting the best substitute available. Teachers are encouraged to state their preference for substitutes. Teachers who become ill should call Danita Snyder home-913-352-6169 between 6:00 a.m. and 7:00 a.m. Teachers are encouraged to call the prior evening if they know they will be unable to work on the following day.

Discretionary/Professional leave applications are available in the lounge. These should be completed in a timely fashion. Consult the Master Agreement between USD 344 and Pleasanton NEA.

PROFESSIONAL DEVELOPMENT

Conference attendance reimbursement for meals will not exceed \$30.00 per day.

OFFICE HOURS

Office hours for the building are from 7:30 a.m. to 4:00 p.m. Teachers should plan accordingly.

REQUESTING ACTIVITY FUNDS/DEPOSITING MONIES

Activity Fund checks will be written any day that time permits. *Please request your check at least two days before you need it.*

Sponsors are encouraged to utilize their club/class treasurer and keep financial records to ensure adequate availability of funds.

Activity fund deposits are to be counted and turned into the office by 1:00 p.m. please include a “Fund Deposit” form. DO NOT KEEP MONEY IN YOUR ROOM.

MAIL BOXES AND E-MAIL

Please check your mailbox daily and E-mail frequently each day. **Please keep your mailbox cleaned out weekly.**

ACCIDENT REPORTS

The teacher must report all accidents to the office ASAP and a report filled out. This is for all students and all teacher accidents. Be detailed in your report; circumstances of the accident, date, time and location.

STUDY TRIPS/ACTIVITY TRIPS

Study trips and activity trips may be beneficial to the total educational opportunities available to the students. Students on the OTI list may not be allowed to participate in “study” trips without sponsor and administration approval. These trips must be carefully planned and closely supervised by the sponsor of the group. The school will provide transportation for these events. Transportation arrangements for the events should be arranged through the office. In the event the sponsor is unable to accompany the students on the trip, the trip will be cancelled unless a suitable volunteer substitute sponsor can be identified.

In planning for a field trip the following must be submitted for approval:

1. Activity Trip Request Form (Be specific on number of students, leave and return times)
2. Educational objectives/student cost
3. Employee Request to be Absent Form

An approved field trip will require the following:

1. Student Request to be Absent form signed by parent/guardian and each teacher. Teacher signature indicates only that the teacher has acknowledged future absence. **If any teacher feels the student should be in class they need to visit with the teacher/sponsor.** These forms are given to the teacher/sponsor and turned into the office PRIOR to the trip.
 1. Lists of students to be absent e-mailed to all teachers and the office at least two days in advance in **alphabetical** order.
 2. Teacher/sponsor must take a copy of Consent To Treat Form for each student.

Transportation: Vehicle will be determined by number of students. A van will be used for seven or fewer students. Teachers will pick up keys from Central Office. Eight students or more will require a bus.

When monies are involved, it must be collected by the teacher and turned in each day for safekeeping. Monies for tickets must be collected from the students before receiving or purchasing tickets.

The day of the trip, the teacher in charge must inform the office of students who do not attend before departing on the trip. **(Take roll on the bus.) If you leave before 7:30 a.m., call the school by 8:05 a.m. with absentee information.**

Supervision of students while on the bus, stopping to eat, etc., or at destination will be in accordance with the school handbook policy. The dress code **is in effect** on all trips.

In regard to any school-sponsored activity, students are required to ride school transportation to the event (no exceptions). Students may ride home from the event **ONLY** with parent or guardian. Parent or guardian must sign a release form each time their student does not return home on school transportation. *An exception to this policy may be granted with prior approval of Administration. Forms are available in the office.

ATHLETIC TRIPS

Transportation will be arranged through the Athletic Director by sport season.

Coaches will e-mail an **alphabetical** list of athletes and time to be released to the office and all teachers' one day before the event. Release time and departure times must be well planned; "last minute" changes should be minimal.

Supervision of students while on the bus, stopping to eat, etc., or at destination will be in accordance with the school handbook policy. The dress code **is in effect** on all trips.

USE OF BUILDING

Any use of the school facilities outside of the regular school day must be requested in writing. Depending on facility and purpose, advance planning is the operative phrase, as some requests will require Board of Education approval. All requests will be submitted to the Principal's office for routing.

All club/class events must use request forms. The principal must approve activities requiring deviation of class schedule at least one week in advance. Sponsors are asked to check the school calendar and do advance planning. An official activity calendar will be maintained in the office. All school related activities, should be scheduled and approved by Mr. Schmidt.

CLASS/CLUB MEETINGS

Meetings will follow a routine schedule: Meetings will be held during seminar on Tuesday and Thursday of each week. First Group meetings will be immediately after school starts. Class meetings may be held on Wednesday during seminar. **Seminar for all under classmen will be productive time and we want to avoid interruptions to a bare minimum-The Junior and Senior Class may require more meetings based on Sponsor and Administrative approval.**

Each class/club is responsible to supply a list of participants to each teacher after the 1st meeting. Class/club sponsors assume the responsibility of taking roll at their meetings and report absentees to the office. Daily bulletin will not list the students each time.

Any meetings held outside of the time frame listed above must be approved by the principal one week in advance and listed in Daily Bulletin two days in advance.

FIRE & TORNADO DRILLS

Each teacher must be familiar with the procedure to be followed in case of emergencies such as fire and tornado. Periodic drills will be conducted throughout the school year so students will become familiar with the proper procedures. Teachers will provide direction and supervision during these drills and should encourage the students to proceed in a safe and timely fashion. Each teacher will be responsible for assisting any disabled student in his/her charge to the nearest exit or safe refuge area. Each building administrator will be responsible for assisting any disabled visitors to the nearest accessible exit or safe refuge area.

A copy of the fire and tornado procedures will be given to the teacher and will be posted in the classroom. Teachers will take their rosters with them.

The signal for a fire drill will be the ringing of the fire buzzers, which are positioned in the hallways of the building. The fire doors will close in the hallways. Teachers will close their classroom door.

The signal for a tornado drill will be the short rings of the bell system. In case of power failure, we will use the bullhorn. The fire doors will not close in the hallways. Teachers will close their classroom door.

Library and Computer Lab Usage

A sign up sheet will be posted in the lab, please plan ahead and use the sign up sheet to insure that the lab is available for you as your plans dictate. Testing and state and MAP testing will take priority throughout the year.

When utilizing the library, insure that your students have something productive to work on. Mrs. Marshall will send students back to your room if they are not productive. Check on students periodically to insure that they are completing the tasks you have assigned.

Teacher Dress Code: The Teachers dress code shall comply with the high school dress code as stated in the student handbook with the following exceptions: no holes in clothes, no shirts without sleeves, and no slacks or pants above the knee.

2011-2012 FACULTY AND STAFF

Schmidt, David	Secondary Principal
Lowe, Jennifer	Secondary Secretary
Robert Nolan	Counselor, English
Beltz, James	Band, Choral
Bortzfield, Robin	At-Risk-Yearbook-KMAP
Bright, Kim	Special Ed Para
Chapman, Darick	Vocational Educational
Conley, Linda	Computers, Business
Deer, Linda	Assistant Secretary
Dent, Melinda	JH and HS Science
German, Karen	JH Reading and PE
Hardy, Kaye	JH Science, JH English
Howard, Kirby	FACS
Jones, Norman	Science
King, Alan	Math
Landrum, Pam	Language Arts
Laver, Julie	HS Art
Laver, Travis	Asst. Supt. Computer Tech / Head Teacher
Marshall, Kendra	Librarian
Neal Herl	Special Ed
Myers, Susan	ALC
Rogers, Jamie	JH & HS Math
Sabine, Ethan	Social Studies
Saulsberry, Dan	PE and Health/HS Social Studies

Highlighted names indicate the Members of the MTSS team

