

Burns High School *Home of the Hilanders* *2024-2025* *Staff Handbook*

Mission Statement:

Prepare contributing members of society while honoring Harney County's traditions and diverse culture.

Harney County School District #3 does not discriminate on the basis of race, religion, color, national origin, disability, marital status, sex, sexual orientation or age in providing education or access to benefits of education services, activities and programs in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issues: Section 504 of the Rehabilitation Act of 1973, as amended: and the Americans with Disabilities Act; and the Americans with Disabilities Act Amendments Act of 2008.

Any information contained in this student handbook is subject to unilateral revision or elimination from time to time without notice.

Administrative Staff

Principal	Erin Toelle
Dean of Students	Mario Recanzone
Office Manager	Gracie Stanwyck
Office/Athletic Assistant	Edie Corns



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Preface

The Burns Staff handbook has been developed to provide a resource for all staff members. It will enable new staff members to become more comfortable and familiar with Burns High School. It will also provide information for all staff when questions arise concerning procedures.

It is important that all staff members read the entire handbook. Referring to the handbook will save time. The handbook will help to answer your questions quickly and hopefully cut down on the number of inquiries you will need to make to meet your needs.

Your input is essential to help make this handbook a better resource for all staff. Please forward your suggestions/feedback to your building administrator.

Bell Schedule

Regular Schedule
Period 1: 7:45 - 8:42
Period 2: 8:47 - 9:44
Period 3: 9:49 - 10:46

1st Thursday Advisory Schedule
Period 1: 7:45-8:38
Period 2: 8:43 - 9:36
Advisory: 9:41 - 10:06

2 Hour Late Schedule
Period 1: 9:45 - 10:25
Period 2: 10:30 - 11:10
Period 3: 11:15 - 11:55

Period 4: 10:51 - 11:48
Lunch: 11:48 - 12:24
Period 5: 12:29 - 1:26
Period 6: 1:31 - 2:28
Period 7: 2:33 - 3:30

Period 3: 10:11 - 11:04
Period 4: 11:09 - 12:02
Lunch: 12:02 - 12:35
Period 5: 12:41 - 1:34
Period 6: 1:39 - 2:32
Period 7: 2:37 - 3:30

Lunch: 11:55 - 12:30
Period 4: 12:35 - 1:15
Period 5: 1:20 - 2:00
Period 6: 2:05 - 2:45
Period 7: 2:50 - 3:30

Burns High School is on a 7 period day.

Section I: Teacher Management Responsibilities

Announcements/Intercom Use:

Announcements being made over the intercom must be cleared through an administrator. Intercom use is limited to specific times and should not interrupt classes in progress.

Assemblies:

All assemblies will be part of the yearly activities calendar. Assemblies will be in the daily bulletin, please realize that assemblies and other special schedules are subject to change throughout the year. Every teacher is asked to accompany their students to the assembly area and supervise students throughout.

Attendance Policy:

Classroom teachers are responsible for encouraging good attendance practices and following up on students who are demonstrating difficulties in attendance. **You are expected to call parents when absences are affecting student grades, and you are required to call home if absences are jeopardizing a student's ability to pass.** You may contact the administration if you are concerned about excessive attendance issues. Refer to ORS 339.005

The Attendance Caller (phone system) will call home for all unexcused absences. It will identify which class was not attended. If an excuse is turned in within two days, the "U" (unexcused absence) will be removed. If a student brings you a written excuse from a parent, direct them to take the excuse to the office. Students who enter your room after the bell rings are considered tardy.

Attendance Reporting:

It is the teacher's responsibility to take attendance. Student attendance needs to be recorded through Synergy and submitted promptly after each class period begins. You will be expected to take attendance accurately each day. Attendance must be entered in Synergy no later than 15 minutes after the class period begins. Do not give Substitute teachers your Synergy password. Substitutes will record attendance on hard copy roll call lists provided by the office.

Classroom Repairs and Maintenance:

For repairs, furniture needs, pest control or general maintenance issues, please email your building principal with the specific information. Identify the issue/item and the exact location. Minor issues may be handled by the building custodial crew.

Confidentiality:

Teachers are expected to follow standard confidentiality guidelines regarding students and/or family information. When confidential information is received through a counselor or an administrator, that information will not be shared with parents, students, or other staff members unless the counselor or administrator gives consent.

Conversations you may have with anyone regarding confidential information should be conducted in a private setting. Hallways, the staff lounge, and work areas are not private settings. Please treat all statements or comments about our students as sensitive. Comments made about students by staff in open areas (i.e. staff lounge, copy room, halls, etc.) may be overheard by other staff and students.

Copyright Guidelines:

District copyright guidelines prohibit the reproduction of copyrighted materials without written permission. Works of authorship include, but are not limited to, the following categories: computer programs, dramatic works, including any accompanying music, literary work, motion pictures and other audiovisual works, musical works, including any accompanying work, pantomimes and choreographic works, pictorial, graphic, and sculptural works, and sound recordings.

Daily Announcements:

Daily announcements contain weekly calendar events, schedule changes, and important student and staff information. Please have requests into the Office Manager the day before you wish the announcement to be made.

Email:

E-mail has become a standard method of communication used in the school setting. All teachers have a district account. Teachers are expected to check their email daily and respond in a timely manner. Administrative approval must be granted prior to sending any all-staff emails.

Guest Speakers/Controversial Topics:

Teachers are encouraged to help students investigate controversial issues which fall within the curriculum they teach. Discussion of controversial issues will help students to learn to analyze problems, gather and sort facts, use discrimination in assessing facts and opinions, and form conclusions. Teachers may need to request parent permission for their students to participate in sensitive and/or controversial class activities. If you feel the topic or speaker is controversial, you need to meet with your administrator. An administrator must approve all guest speakers prior to their presentation.

Hall Passes:

The classroom teacher is the most critical person in ensuring that our building is a secure and positive learning environment. Releasing students from your supervision during class time will affect other classrooms. **All students being released from the classroom during a class period MUST have a BHS approved pass in hand.** Students may not be released to go anywhere the first ten minutes and last ten minutes of the class period. Additionally never dismiss your class prior to the scheduled release time.

Inclement Weather/School Closure:

In the event that weather conditions or unexpected circumstances dictate that school will not be in session, you may receive information through our inTouch alert system, as well as email to alert you.

Movies/Videos:

Videos should be shown in the classroom ONLY if in support of student achievement of curriculum goals and/or content standards. Any film, movie, or videos which carries with it a rating from the Motion Picture Association (i.e. PG13) must be approved by an administrator prior to any showing. Upon approval, the administrator will determine if parent permission is necessary for the activity.

As a rule, only age-appropriate movies should be shown at the high school level. If there is the slightest possible question as to the appropriateness of a video, your administrator should be consulted before the video is shown. Teachers must adhere to Policy IIABB-AR for showing movies/videos.

Parent/Guardian Communication Guidelines:

A phone call to parent(s)/guardian(s) produces the most positive results and serves as valuable public relations for our school. A phone call will often clear up many misunderstandings that may exist and provide a personal touch to the parent/teacher relationship. Phone calls that are for the purpose of reporting deficiencies need to be documented by using a Communication Log through Synergy. Specific information, as well as date and time of the call, will be helpful to have if the nature of the contact needs to be revisited.

Written newsletters or similar publications that relate student activities are also encouraged. This form of communication may provide parents with current information including topics being covered, projects, and homework assignments in the class. Remember, written comments on corrected papers also can reach the audience of both student(s) and parent(s)/guardian(s).

Email and websites have also become tools of communication for teachers and parents. Making communications convenient and readily accessible enhances the overall learning environment created by the teacher.

Teachers are expected to return parent phone calls. If a return contact cannot be completed, an administrator is to be contacted and informed of the situation. Teachers are also expected to check their voicemail daily. Good communication between parent, student, and teacher is fundamental criteria in good teaching practices.

ParentVUE and StudentVUE:

Please encourage your students and their parent(s)/guardian(s) to use StudentVUE and ParentVUE.

Room Responsibilities:

At the end of the year, you are expected to leave the room in the same condition that you found it in the fall. If you have an extensive tear down of wall hangings or large amounts of trash, let our custodians know and they will assist you. Please remove as many items off the walls as you can so the walls can be scrubbed. Removal of staples and tacks will also be appreciated. Please do not leave the room with trash on the floor.

Keeping your room uncluttered and large items off the floor will allow our custodial staff to keep your room clean. Please place your room's trash can by the door at the end of each day.

Student Field Trips:

The board recognizes the educational value of field trips and extra-curricular activities involving transportation. However, the board is also accountable for the expenditures and the effective and legal use of district vehicles. Therefore, all field trips and related expenses must be approved by the building administration.

1. Principal may authorize trips for which funds have been budgeted. All required funding for trips must be secured 2 weeks prior to the event.
2. Trips must be approved using the District Field Trip Request Form and entered at least 90 days prior to the requested trip date.
3. An itinerary must be submitted and approved by the administration prior to the trip.

All students participating in field trips must be cleared through the main office at least one school day prior to the event. Supervising teachers will provide printed attendance sheets to the main office indicating which students will be participating in the field trip.

Section II: General Staff Information

Certified and Classified Absence Notification:

All staff will use AESOP to report absences and secure Certified or Classified Substitutes. Please be sure to fill out the High School Substitute Information Sheet for your substitute folder. Also include all specific lesson plans or instructions in your folder and return it to the front Office Manager. All teaching staff are required to have at least three pre-prepared lesson plans per prep available in their sub folder, at all times in case of emergency absences.

In the event you are absent, you will need to contact AESOP and leave the necessary information. If you are ill in the late evening or very early morning, please do not wait until just before school starts to see if you will feel well enough to come to school. In the event your circumstances require you to call for a substitute after 6:30 a.m., you will need to contact your front Office Manager immediately through email, text or call.

If you prearrange a substitute, please make sure you inform the Office Manger so they can assign them correctly.

Calendars:

The Burns High School Calendar is available on-line and updated daily. If you are planning an activity that you would like to have placed on the school calendar, please submit a Facility Request Form to the main office. Upon approval, the form will be returned to you as a confirmation.

The Burns School District Calendar is also available online. A hard copy of the HCSD#3 Calendar - which denotes holidays, in-service, etc. - is included. Please contact the Activities Director if you would like to have events placed on the district calendar.

Duty Hours:

The duty hours for teaching staff are Monday through Thursday, 7:15 am – 4:15 pm. Occasional variances to this schedule are possible, but only when approved as flex-time by the building principal in emergency situations.

Employee Policies and Contracts:

All district policies are available online. Special attention should be given to the Sexual Harassment and Reporting of Suspected Abuse of a Child. Collective bargaining agreements with the Board of Education of Harney County School District #3 and Burns-Hines Education Association are also available.

Facility Request:

All activities or events requiring space other than your own classroom during the school day, must be approved by the Administration/Activities Director.

Fundraising:

All fundraising activities require prior administrative approval. Use the Fundraiser Request Form. Return completed forms to Building Principal, at least two weeks prior to the event.

Key Cards/Keys:

All Burns School District staff will be issued key cards that allow entry to school doors through our Card Lock System. Your identification/access card is not to be placed in the hands of students or non-employees. In the event that you lose your card, you must contact the building Office Manager immediately. There is a fee for replacement of lost cards. If your card is damaged or is not working properly, a new one will be issued at no charge. If you need your access hours to the building changed, you will need to contact your administrator. All staff members are required to display proper identification (key card or staff ID card) at all times during school hours.

Prep Periods:

Prep periods are to be used for planning, class preparations, correcting papers, updating grades, etc. You are expected to remain on campus during prep periods. **If you need to leave campus, you must have administrative approval.**

Reporting Child Abuse:

All school employees must report (or cause a report to be made) when there is reasonable cause to believe that a child has been abused ORS 339.372. In the event that you become aware of abuse, you must immediately report the information to the student's counselor and notify the building principal. It is your responsibility to see that a report is made to Child Welfare Services. DHS phone number is 877-877-5081. After reporting to DHS, please complete the log report located in the office.

School Telephones:

The use of school telephones is to be limited to school related business only. You may use the phones in the office to make calls related to your professional responsibilities as well if needed.

Staff Mail Boxes/Voicemail:

Staff mailboxes are located along the wall in the copy room. Checking your mailbox daily will ensure that you are kept informed of school related issues. Each staff member has "voicemail" available. You are responsible for checking your voicemail each day. Your calls coming into the school during class time should be directed to your voice mailbox, unless it is an emergency.

Staff Parking:

No parking on the West side of building between building and fields as well as on the North side of the building between the school building and shops.

Student Body Account Requests/Purchase Orders:

Before purchasing or ordering product/items you need to fill out a Request for Student Body Purchase form and receive administrative approval. These forms are available in the main office

Any purchase made by a staff member seeking reimbursement must have prior administrative approval. Purchases made without prior approval will be the responsibility of the staff member making the

purchase. Reimbursement for approved staff purchases will only occur with a proper receipt showing approved purchases made with cash – not credit or debit cards.

Please request a cash box at least one day prior to a fundraising event or ticket sales. Please notify the Office Manager of the denominations and amount needed for start-up of the cash box. The cash box must be returned to the office after the last lunch every day and/or the first school day following the event.

The office secretaries will collect all money from students. A list of students who have fines, fees, or debt from loss or damage to school property shall be given to the office at the close of each semester. Do not send students to the office during class time to pay fees.

Never keep money in your classroom. You may be held responsible for any lost or stolen funds in your possession.

Teacher Aides:

Teacher Aides will only be assigned by the Administration. Use of Teacher Aides is not a practice that will be routinely used at Burns High School.

Teaching Supplies:

Items such as pens, paper, doc-cameras, and basic office type supplies for teachers are kept in the main office. Please see secretaries in the main office.

Technology Support:

When experiencing technology issues, please start by contacting the HCSD#3 tech department at techsupport@hcsd3.k12.or.us or seeing them directly in their office at BHS

Tobacco-Free Campus:

Burns is a tobacco-free campus. State law prohibits smoking on public property. Please do not smoke or use vapor pens within 1,000 feet of the campus. Smokeless tobacco products are also prohibited on campus.

Section III: Emergency Information

*****Refer to page 18 for QUICK REFERENCE GUIDE*****

Emergency Building Evacuation Plan (Fire Drill):

Listed below are the people who will be in charge of specific areas during any evacuation of the buildings. All staff will return to the building when they receive the all clear from area radio personnel. DO NOT RESPOND TO ANY BELL AS AN ALL CLEAR SIGNAL. Teachers will take their roll sheets with them any time the building is evacuated. We will always report to Assembly Areas after any building evacuation.

Incident Commander: Building Principal

Site Coordinator: Dean of Students/ Vice Principal

Clerical/Scribe: Office Manager

Facilities Coordinator: Head Custodial

Evacuation Assembly Areas:

Area 1: East parking lot near main entry

Area 2: West side of building on athletic fields

Area 3: South side of building by TVCC

Restroom Sweep Protocols:

The office staff or staff with rooms near restroom facilities will sweep all restrooms.

Emergency First Aid Team/Emergency Procedures:

In the event of a first aid emergency or building emergency, immediately call the main office. It is the teachers' responsibility to know emergency procedures and plans. You are to familiarize your students with the escape plan for your room and other emergency procedures, which involve students.

Earthquake, lock down, and emergency building evacuation plans are attached to this handbook.

Lock-Down and Lock-Out Procedures:

A lock down is initiated if an intruder is detected in a BHS campus building.

1. In the event of a lock down, a PA announcement will inform students and staff that the school is in LOCK DOWN!
2. A staff member in each room will lock the entrance door to their room, turn the lights off, and clear all phone lines.
3. All staff members will immediately direct the students to find a secure place in the classroom. (i.e., away from windows, under a desk, out of sight of someone looking in the room).
4. Students in the cafeteria will go directly to the closest area that can be secured (ie: Locker Room) unless that is the area of concern, and follow the above procedure.
5. All staff members will complete the Student/Staff Accountability Forms.
6. A PA announcement will notify you when the emergency incident is over and inform you if the building is safe or whether you are to evacuate to another location.
7. During a lock down that requires law enforcement to clear the building, staff members will remain in lock down until directed to evacuate.

NOTE: All lock down DRILLS will begin with the message, from the office staff indicating that it is in fact a drill.

A lock out is used to ensure staff and student safety in the event there is a threat in the surrounding area. The lock out functions similar to a lock down except teachers continue to provide instruction.

1. When a lock out is declared (over the PA), teachers are to close and lock their doors.
2. Students are not allowed to leave or enter the classroom once it is secured.
3. Teachers are to continue with the delivery of instruction.
4. All communication will come through the PA system.
5. The lock out will be lifted once the threat has been removed, or if the threat escalates, the school could move to a lockdown situation.

NOTE: All lock down DRILLS will begin with the message, from the office staff indicating that it is in fact a drill.

Earthquake Evacuation Plan

1. Warning Signal: The tremor itself
2. Procedures: (Most Important – STAY CALM)
3. The teacher, or person in authority, will call "DROP." Staff and students will get under a desk, table or in a doorway. They will drop, cover and hold the object they are using for cover.

- a. In the Gym, students will exit to the nearest safe location: locker room, hallway, outside
 - b. In the cafeteria, students will get under the tables
 - c. If students/staff are on the athletic field(s) or outside the classroom, they should stay away from the buildings, trees, and overhead power lines. They should lie down or crouch low to the ground. At the conclusion of the tremor, they should report to their assigned assembly area and join their immediate class and teacher
 - d. Remain in that position until the shaking stops. The teacher, or person in authority, should attempt to calm the students.
4. Immediately after the shaking stops and the building has stabilized, the teacher or person in authority will call "EVACUATE." Students and staff will leave the building through their regular Fire Exits (DO NOT LOCK Classroom door) and proceed to their assembly area where students will sit on the ground.
 5. Take your attendance book with you to your assigned assembly area and immediately complete ALL Staff and Student Accountability Forms. Indicate missing persons/injured persons, and all persons present. Continue to maintain a calm demeanor with students.
 6. Administration will secure the parking lots.
 7. Administration will report to the Command Center and plan for First Aid Teams.
 8. Custodian/Maintenance staff will secure gas and water mains.
 9. All school personnel wait for instructions.
 10. Administration/Safety Team will be given a sweep report and designates where help is needed most.
 11. Administration/Safety Team assigns First Aid Team members and one sweep commander or assistant to enter the building and administer First Aid.
 12. Command Center gives a status report to the Incident Commander.
 13. The Incident Commander makes decision on safety of students/staff re-entering building or student dismissal.
 14. Next day debriefing with Incident commander and Medical Personnel.

Reporting Accidents:

All student or staff injuries must be reported to the main office. If you or a student is injured, an Incident Report Form (available at the main office) must be filled out and turned in to your administrator.

Reporting Hazardous Spills:

A hazardous spill is a spill of blood, body fluids, or such material that would be harmful to a person coming in contact with it. In the event of a biohazard spill, inform the office immediately. A custodian who is trained to clean the spill will be sent immediately to the location. Please keep students clear of the spill before and during the clean-up.

If you or any student comes in contact with a biohazard spill, you must immediately follow the biohazard safety procedures as they apply and report the incident to your administrator.

Safety Committee:

The Burns High School Safety Committee meets Quarterly to discuss safety issues in the building. If you have safety concerns that you would like the committee to address, please email the building administrator.

Section IV: Conduct and Discipline

Confiscating Items from Students:

If an item is removed from a student because it violates school policy or it interrupts the learning environment, the item must be identified and turned in at the main office. The Administration will keep the item secured and arrange for its return or further processing. Please notify the parents if this is a chronic problem. If a confiscated item is lost or stolen, you may be held responsible for its replacement.

If a confiscated item is not legal for the student to possess, the building administrator will take the proper steps in notifying parent(s)/guardian(s) and law enforcement if needed.

Discipline:

Discipline in and out of the classroom is a shared responsibility. It is important to give students clear expectations for behaviors in your classroom. Rules and expectations for classroom behavior will be posted in the classroom. Your syllabus is another direct method of communicating your expectations. Recognizing behaviors, both positive and negative, are essential to good classroom management.

A parent(s)/guardian(s) contact by the teacher may bring quick results and will ensure that everyone is aware of a problem and possible consequences. This first step lets parent(s)/guardian(s) know that their input is needed and welcomed. Parent(s)/Guardian(s) want to know if their child is failing or being removed from a class. Your contact will allow parent(s)/guardian(s) a chance to help correct the poor behavior.

Referrals:

All initial referrals should be submitted to the Administration. The following guidelines are to provide a consistent and effective discipline procedure for our school. If you have any questions, please contact an administrator.

1. Immediate Building Referrals

a. Students violating any of the Referral Level Offenses should have a referral documenting the offense. Please refer to the Student Rights and Responsibilities Handbook (available in the main office).

2. Chronic Interventions

a. Do not write a referral on a chronic behavior problem i.e., repeated classroom violations, repeated minor disruptions or behaviors unless other interventions have been made. Phone contacts with parent(s)/guardian(s) (very important), documented warnings, and change of seating arrangements are a few examples of intervention.

b. Be sure you include your interventions and parent(s)/guardian(s) contacts on the referral. Before serious consequences are given for repeated minor violations parents have a reasonable expectation to be notified of the behavior and be allowed to address the issue with their student.

3. Helpful Hints in Writing a Referral

a. If you saw or heard the event, write it in detail on the referral. Complete details will give the administrator the information needed to process the referral.

b. On the referral form by the area provided, please indicate the interventions previously taken. Greater detail will provide a better tool to work with and give parents a clearer understanding of what is going on.

c. Write in detail the verbal dialogue that violated policies. In other words, write down the offending language you heard. Be specific. This may be hard to do when the language is particularly vulgar, but it is necessary.

d. If an adult was not a witness to the event, be sure to record the first and last names of students who were witnesses. **These names do not go on the referral. Attach them on a separate piece of paper.**

e. Do not write any other student's name on the referral. Confidentiality for students other than the referred student must be maintained.

f. The referral will be read by many people. If you have information that may not be appropriate or timely to be placed on the referral, simply send additional information in an email to the administration.

g. Avoid words that need a lot of interpretation. Words like “rude” and “disrespectful” are subject to interpretation by student(s) and parent(s)/guardian(s) alike. Be specific about the situation.

h. Please attach any suggestions that you feel would be effective for the student other than the traditional options. Your input is valuable.

Student Cell Phones/Personal Electronic Devices (PED):

Students may be allowed to use cell phones and other personal electronic devices on district property and at district sponsored activities provided such devices are not used in any manner that may disrupt the learning environment, or violate Board policies, administrative regulations, school or classroom rules, state and federal law (Board Policy JFCEB). Students are not allowed to use cell phones in classrooms during class time. Consequences will include, but are not limited to: the first consequence will result in a warning by school personnel, which is always given on day one, by the building principal and staff. The second consequence will result in the phone being confiscated and delivered to the main office, and the device may be returned at the end of the day. The third consequence will result in a referral and the device being returned only to the parent(s)/guardian(s) of the offending student.

In any emergency, cell phones are not to be used. This is a security issue and will be strictly enforced. Immediate removal of the phone is needed to prevent obstruction of school emergency procedures (communications become jammed as a result of the high volume of usage of phones). These devices need to be turned off during emergencies. A lock down/secure situation could be compromised by the operation of these devices.

Students on Suspension:

Students who are suspended are administratively removed from the classroom. Homework requests for suspended students must be returned to the office within 24 hours. Expectations for make-up work and tests are the same as for students who have excused absences. Remember, the suspension is at the directive of the administrator; the student does not have the choice. Withholding work and hurting the student academically is not the purpose of a suspension.

Section V: Curriculum and Assessment

Students are more likely to fail if they do not know what to learn, and they are likely to fail if they do not know what to do. Therefore, having learning goals and objectives clearly posted and clearly stated (in front of the class), helps to set students up for success.

Staff will post objectives and daily essential questions in kid friendly language that best meet Common Core State Standards. Goals and Objectives will be discussed with students prior to the beginning of each lesson and most ideally noted in their planners.

Course Syllabus:

Your course syllabus is an important communication tool to parents and students. The following are basic elements that should be in your syllabus:

1. Course Title
2. Required Text/Materials
3. Course Description
4. Course Requirements
5. Grading Policy

6. Late Work Policy
7. Unit Plan
8. Classroom Rules, Expectations and Procedures

The syllabi for each course you teach must be turned in to your administrator within the first two weeks of the first semester, or when a new course begins in the second semester.

Grade Books:

It is required that all student grades are kept and maintained in Synergy. A hard copy of grades is also required by all teachers once all grades for each semester are finalized. Parents, teachers, coaches and other staff must be able to monitor the progress of students; this is only possible if all grades are kept and maintained in Synergy at all times. It is expected that all grade books in Synergy are updated weekly, however, teachers are encouraged to enter grades more frequently.

Grade Changes:

To change a grade, you must complete a Grade Change form. No grade change can be made 1 week after the start of the next semester. All grade changes must be approved by the administration.

Grading Policy:

Grades are a measure of student achievement. Students will be evaluated fairly and consistently by the teacher based upon the achievement of specific course objectives.

A copy of the Course Objectives, including grading requirements and expected student outcomes, is to be shared with the student at the beginning of each course. Parent(s)/guardian(s) are encouraged to review the course objectives, grading requirements, and expected outcomes with their student(s) and the teacher.

Grades are defined as follows:

- A. Indicates excellent or outstanding performance. The subject matter is fully grasped, and course objectives have been mastered.
- B. Indicates the student has met all the objectives in the course and has shown an above average grasp of the subject matter.
- C. Indicates the student has met the requirements and objectives of the course satisfactorily and has grasped the subject matter at an average level of competency.
- D. Indicates the student has met a minimum number of the course objectives to satisfy requirements for the course, but his/her grasp of the subject matter was below average.
- F. Indicates the student has not met a sufficient number of course objectives to pass at a minimum level and therefore, receives no credit. The student should either repeat the course, or be counseled into some other program or course.
- IP. Indicates the student's work is incomplete, or insufficient to justify a passing grade. In such cases, the student must complete the work to a passing grade level within 1 week after the next trimester begins in order to earn credit. Failure to complete the required work to a passing grade level will result in an F grade and no credit.
- P. Indicates the student has satisfactorily met the course objectives in a pass/no pass course. Teacher assistants and after school or summer school make-up classes will be graded on a

pass/no pass system. The student will receive credit if they pass, but no grade will be computed in the grade point average.

NP. Indicates the student has not met the course objectives in a pass/no pass course.

Homework Request:

After a student has been absent for more than one (1) day, parent(s)/guardian(s) can contact the office and request homework for their student(s). Once a request has been made to the office for homework, a request from the office will be made to the staff members who have the student(s). The expectation is that all staff will have the requested homework to the office by the end of the day it's requested. Students are allowed one day for each day absent to make up work

Progress Reports/Midterm Grades:

Progress reports and final grades must be completed and checked off in the office on or before the designated time and date. Notification of these deadlines will be sent by email, with instructions included. Please read the directions carefully.

Year End:

Your grade book, attendance book and lesson plans must be submitted to the main office at the end of the year. Your grade book is an important document that is used to verify any questions that may arise regarding a student(s) grade or credit status. It is important that grades, absences, class names, periods and other essential information be recorded accurately, and should be easily interpreted by another person. All semesters must be included.

Section VI: Evaluation and Goal-Setting

District Performance Standards:

Performance standards provide a framework that links effective teaching and learning with student success. All employees will strive to meet the performance standards; once met, they will continue to develop skills and strategies to enhance their expertise.

Goal Setting:

We believe that continually improving the practice of each teacher and also improving the outcomes for each and every student is essential to reaching our long-term goals. Therefore, each teacher collaborates with his or her supervisor annually to set or update goals designed to improve his or her instruction, while supporting the overall school improvement and student performance goals for his or her educational setting. Please visit the Teacher Growth and Evaluation Handbook for timeline of Evaluation process.

Definitions

1. Formal Observation: Summative statement of professional performance based on multiple measures. That is preplanned.
2. Informal Observation: Scheduled or unannounced time in the classroom for the purpose of gathering information on professional performance; must include communication to the teacher about the data that was gathered during the observation
3. Walk-through: Informal visit to the classroom for any number of reasons.

Staff Evaluation Calendar:

1. Goal Setting

- a. Forms and individual conferences should be completed by October 15.
- b. All goal-setting forms are due to the supervising administrator by October 15. This date can be requested sooner if desired for better time management.

Certified Staff: 2 Student Learning Goals

Classified Staff: 1 Professional Development Goal

- c. Mid-year review of goals will be conducted ideally prior to the end of the calendar year.

2. Observations

- a. Probationary Licensed Staff(first 3 years) – minimum of 2 Informals and 2 Formals
- b. Contract Licensed Staff on cycle – 2 formals, 1 Informal or 3 Informals based on rotation
- c. Classified – 1 per year

3. Informal drop-ins are expected throughout the year.

4. Summative Evaluations

IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

OCCUPANTS

Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

STAFF

Close and lock door
Account for occupants and staff
Do business as usual



SECURE! Get inside. Lock outside doors.

OCCUPANTS

Return inside
Do business as usual

STAFF

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for occupants and staff
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

OCCUPANTS

Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend

STAFF

Lock interior doors
Turn out the lights
Move away from sight
Do not open the door
Maintain silence
Account for occupants and staff
Prepare to evade or defend



EVACUATE! (A location may be specified)

OCCUPANTS

Evacuate to specified location
Bring your phone
Instructions may be provided about retaining or leaving belongings

STAFF

Lead evacuation to specified location
Account for occupants and staff
Notify if missing, extra or injured people



SHELTER! Hazard and safety strategy.

OCCUPANTS

Use appropriate safety strategy for the hazard

Hazard

Tornado
Hazmat
Earthquake
Tsunami

Safety Strategy

Evacuate to shelter area
Seal the room
Drop, cover and hold
Get to high ground

STAFF

Lead safety strategy
Account for occupants and staff
Notify if missing, extra or injured people

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