SHEAD HIGH SCHOOL

STAFF HANDBOOK

TABLE OF CONTENTS

BASIC RESPONSIBILITIES	5-9
ACCIDENT REPORTS	10
ASSEMBLIES	10
ATTENDANCE AT SCHOOL FUCTIONS	10
ATTENDANCE REPORTING PROCEDURE	10
CARE OF CLASSROOMS, BOOKS, ETC.	11
CHILD ABUSE (SUSPECTED)	11
CLASS COVERAGE FOR ACTIVITIES	11
CLASS MOVEMENT	11
CRITICAL INCIDENT RESPONSE PLAN	11&12
CONFIDENTIALITY	12
COURSE SYLLABI	12
COURSE REINBURSEMENT	12
DETENTION	13
DRESS AND DECORUM	13
DISCIPLINE	13
DISCIPLINARY PROCEDURES	13&14
DUTY SCHEDULE	14
EMERGENCY/FIRE EXIT PROCEDURE	14
FIRE DRILLS (CODE GREEN)	14
EXAMS(MID-TRIMESTER AND FINALS)	15
EXPENSES	15
FACILITY USE	15
FIELD TRIPS	15&16
FILMS	16
FOOD AND DRINKS IN THE CLASSROOM	16
GRADES AND GRADING	16&17
INDIVIDUAL STUDENT PROJECTS	18
LEAVES (PERSONAL AND BREAVEMENT)	18
LIBRARY	18
MAINE INDIAN EDUCATION LIAISON	19
MEDICATIONS	19
NO SCHOOL ANOUNCEMENTS	19
PARENTAL CONTACT	19
PARKING	19
PASSES/PLANNERS	19
PHOTOCOPYING	20

PROFESSIONAL LEAVE 20
PUBLIC RELATIONS 20
PURCHASING AND REQUISITIONS 20
SCHOOL TELEPHONE 20&21
SMOKING 21
SPECIAL EDUCATION SERVICES 21
STAFF MEETINGS 21
STUDENT ABSENCES 21
STUDENT RECORDS 21
STUDENT TELEPHONE USE 21
SUBSTITUTES AND RESPONSIBILITIES 22
SUBSTITUTE INFO SHEET 23
SUSPECTED SUBSTANCE ABUSE/SUICIDE 24
VISITORS 24
END OF YEAR CHECK LIST 25
DUTY ROSTERS/CALL LISTS 26
SAMPLE FORMS 27
MISCELLANEOUS 28
CRITICAL INCIDENT RESPONSE PLAN 29

“People will forget what

You said; people will forget

what you did; but people will

never forget how you made them feel”

Maya Angelou

BASIC FACULTY PROFESSIONAL RESPONSIBILITIES

1. Meet daily schedule

7:45 a.m.	- Arrive; check mail, email, bulletins, etc.
7:50 a.m.	- In homeroom
11:00 a.m.	- Lunch, check duty schedule
2:35-3:35 p.m.	- Detention, check duty schedule
3:00p.m.	- Departure if no duty

2. Fulfill classroom responsibilities
   a. Be on time
   b. Start class promptly
   c. Take attendance
   d. Maintain up-to-date seating plans and class lists

3. Prepare for absences
   a. Notify office of expected absence the day before or of unexpected absence by 6:30 a.m. that morning
   b. Provide lesson plans for emergency use
   c. Have schedule for substitute on file in office

4. Fulfill other responsibilities
   a. Be on time to all duty assignments including meetings
   b. Always supervise all classes and duty assignments
   c. Complete necessary forms as required by the office

AREAS OF EMPHASIS FOR STUDENT AND BUILDING MANAGEMENT

The following will need our consistent attention throughout the school year. Be advised this is not an attempt to impose undue regulations on student conduct. It is, however, an indication that we want our present rules and regulations fairly and consistently enforced. If done correctly, we believe our students will respond in a positive manner to our expectations; in turn, our daily routine will run smoothly. It has been well documented that students do indeed react favorably when they see that reasonable rules are carried out in a friendly and positive manner. Let's do just that!

These points of emphasis will necessitate that teachers:

1. Be at their rooms at the appropriate time and take an active part in supervising behavior in the common areas of the building.
2. Issue passes (signed planners), including library passes, only in the proper manner. Please note that the procedure for passes must also include permission and signature from the receiving teacher or librarian.
3. Take responsibility for checking on any student whose schedule is in doubt.
4. Supervise and assist on proper student use of lobby, halls, gymnasium, and music room.
5. Emphasize general building cleanliness and, more specifically, cleanliness in the lobby during lunch.
6. Treat students with respect and dignity at all times.
7. Insure that all students are on time for all classes.
8. Do not allow students to roam the hallways. All students must have a pass (planner) if they are out of their classes. Remember: if we have too many students in the halls, bathrooms, etc., it is because they are out of someone's classroom. Ask yourself: with breaks between classes, lunch and study hall, does this student really need to leave my class?
9. Follow "Add/Drop" procedures closely.
10. Hold students accountable for inappropriate behavior and language in the hallways. Refer all written violations to the Principal or Assistant Principal.

A GUIDE TO EFFECTIVE CLASSROOM MANAGEMENT

Many of our students come to school with a variety of issues and problems. Please use the following guide with the hope that it will help you develop effective strategies for dealing with these students, so that you can achieve the goal of creating the type of classroom atmosphere that is conducive to optimal learning for all students.

"If we treat people as they are, we make them worse. If we treat people as they ought to be, we help them become what they're capable of becoming." -Goethe

We all know that effective teaching involves a multiple of strategies. An effective classroom management plan is no different. To be effective, teachers need to be constantly in tune with their students and be ready with a solid plan of attack for those who cause a disruption in the educational process. Having said that, the one constant with any plan is preventing problems from occurring in the first place. Energetic, enthusiastic teachers who love their job and their subject have fewer discipline issues. These are the teachers that make meaningful connections with all of their students and have a genuine interest in their students. Regardless of the issues, teachers and schools can make a difference in the lives and behaviors of their students. Remember that effective discipline comes from the heart and soul of the teacher.

A recent study of secondary schools identified specific factors that promote a positive school/class climate:

1. High levels of corporal punishment and frequent disciplinary interventions led to worse behavior.
2. Praise for work in the classroom was associated with better behavior.
3. Schools and classrooms that were well decorated with plants, posters, and pictures were associated with better student behavior.
4. The willingness to see students about problems at any time was associated with better student behavior.
5. Better behavior was noted in schools where a high proportion of students had opportunities to hold some position of responsibility.
6. Dealing with student behavior is part of the job. Students respect the teachers who are willing to deal with them and their behaviors in a fair and consistent manner. By passing this responsibility on to someone else, the message the student gets is that he or she intimidates you or that they are not worth your attention. Either message is disastrous.
7. Always treat student with dignity. Students will protect their dignity at all costs. Do not raise your voice and beware of your body language. Remember you are the adult and you must treat students with dignity and respect regardless of the situation.

Consequences:

Consequences work best when they:

1. Are clear and specific.
2. Have a range of alternatives so that the consequence can best fit the behavior. An example of this is having the following consequences for unfinished homework: reminder, warning, homework to be handed in by end of the day, after school time, or meeting with parents. Every situation is different, how do you treat one student who had to skip doing her homework to attend to a sick parent as opposed to the student who has missed many assignments without having to be the judge of the excuses? With alternatives a gentle reminder for the first student would be appropriate and perhaps time after school with you would be equally appropriate for the second student. This way you have treated both students fairly.
3. Are not punishments.
4. Are logical
5. Are related to the rule.

Major Causes of Teacher Failure to Implement Consequences:

1. The consequences are too harsh.
2. The rule violation occurs at an inconvenient place or time.
   Regardless of time or place consistency is the key to successful behavior management.
3. Teachers are not the police.
   Instead of having many different classroom rules that make you feel like the police, choose a few key rules that you will enforce consistently.
4. Teachers sometimes lose their self-control.
   Students look at teachers as models of behavior. When a teacher loses control, they often lose the respect of the students, not to mention the fact that they have the tendency to punish the student in a way that satisfies their feelings rather than in a way that will allow the student to grow.

Nine Principles for Consequences Implementation:

1. Always implement a consequence.
2. Simply state the rule and consequences.
3. Do not get into their "space".
4. Make direct eye contact when you deliver the consequence.
5. Use a soft, yet firm voice.
6. Catch a student being good.

7. Don't embarrass the student in front of his peers.
8. Do not show your anger when giving your consequence.
9. Do not accept excuses, bargaining, or whining.

A Final Word:

As a teacher you have tremendous influence over your students, which can be used in either a positive or negative way. Please remember that nobody can control behaviors in your classroom other than you. **Removing a student from your room without using all of the other alternatives should be a last resort for you as a teacher. When you send a student out of the class you are sending the message that you cannot control their behavior, or that the student is not worthy of your time and effort.** Either message results in less control as the teacher.

Good luck to you and please seek help from others if you need help in developing strategies.

MAINTAINING PROFESSIONAL BOUNDARIES

Staff is expected to maintain a professional relationship with students. Personal disclosures, emotional dependence, unsupervised one on one time in school, gifts, and physical displays of affection are not the hallmarks of a professional. As an adult in the building, it is unethical to use your position to develop relationships with students for personal disclosures, intimacy, and emotional commitment. It is the ethical responsibility of all to be aware of boundary crossings and to report known incidents to administrators. The law firm of Drummond, Woodsum and MacMahon provides the following warning signs:

. Spending considerably more time with one student than all others
. Long talks with a particular student
. Encouraging a student to confide about personal problems, family problems, and relationships with boyfriends or girlfriends
. Unnecessary physical contact with students such as
  - Touching
  - Hugs
  - Affectionate or "playful" contact
. Driving students home or to other locations
. Arranging to meet students outside of school for activities
. Confiding in a student about personal or family issues

Maintaining a personal internet site, such a “My-Space” or “Facebook” can put you in a precarious situation. If you have such a site, the information that you have on that site may be exploited to damage your reputation as an educator. **Do not allow students access to your site!**

ACCIDENT REPORTS

When a student is injured on school grounds in "your area", your first concern is to immediately administer appropriate first aid to the injured student or seek appropriate help. If you need help, send another person to the office with instructions on what you need. After the student has received the necessary first aid, secure the area and have it properly cleaned if needed. Remember, if bodily fluids are present; be sure that proper safeguards are used. The report forms are in the office.

An accident report must be on my desk or in my mailbox before you leave for the day. If the accident occurred off school property while on a field trip or at a co-curricular event, then you should plan on completing the accident form within 24 hours.

Should a teacher or other staff member be injured on school property or while on a school-related trip, several different forms may need to be completed within 24 hours. The report forms are in the office.

ASSEMBLIES

Teachers are expected to attend all school assemblies to help in student supervision**. Please sit dispersed among the audience.**

ATTENDANCE AT SCHOOL RELATED FUNCTIONS

Try to attend as many extracurricular functions as possible to support student endeavors. Students know and appreciate when the staff is involved in their total educational experience.

ATTENDANCE/TARDY REPORTING PROCEDURE

1) The beginning of each school day – Record attendance on Web2School as early as possible. Students arriving to school tardy should be sent to the office to get an admittance slip.

2) All other class periods - ATTENDANCE MUST BE TAKEN BY EACH TEACHER. Accuracy is necessary. Check your attendance list on Web2School against the students absent from your class within the first few minutes of class. Please notify the office if a student is listed as absent on the attendance sheet but is present in your class. This may prevent the office from making an embarrassing phone call to a parent on our part.

The integrity of our attendance reporting and tardy reporting policies relies on EACH TEACHER being prompt and consistent with reporting procedures.

CARE OF CLASSROOMS, BOOKS, EQUIPMENT

The classroom is the responsibility of the teacher using the room. No custodial staff should be large enough to carry out the many housekeeping chores needed to keep all classrooms as clean, neat and orderly as we want them to be. Help the custodians by keeping the rooms picked up. Students who litter the floors should be encouraged to pick up the debris.

The care and condition of all desks and equipment is the responsibility of the teacher. Students should never be allowed to deface the furniture and equipment in any way. If you see a student damaging property, please take appropriate action.

Books for your particular subject area are your responsibility. Take all precautions necessary to insure the proper care of books. Keep an accurate record of all books issued. This should include an identifying number and condition of book when issued. Require the use of book covers. Report any damaged or missing books and/or equipment to the office.

CHILD ABUSE (SUSPECTED)

When any school personnel become aware of suspected child abuse or neglect it must be reported to the Maine Department of Human Services within 48 hours. Contact the guidance or principal's office immediately.

CLASS COVERAGE FOR STAFF WITH EXTRACURRICULAR ACTIVITIES

Staff members having extracurricular activities and assigned duties will, on occasion, have to leave the building before their teaching assignments are completed. These teachers should contact the office at least **one week** in advance with proper arrangements made to have the classes covered.

CLASS MOVEMENT

If your class moves from one area to another, be sure your students do not interrupt the classes that are in session.

CRITICAL INCIDENT RESPONSE PLANS

The critical incident response plan is located in the rear of the staff handbook. Critical incident definitions and proper procedures for **CODES: GREEN, RED, YELLOW AND BLUE** are located in this section and should be studied and reviewed on a regular basis. Please familiarize yourself with these procedures to ensure the safety of everyone.

CONFIDENTIALITY

We, as a staff, must make every attempt to protect the confidentiality of our students' records. Please do not discuss students in the teachers' lounge or in the halls.

COURSE SYLLABI

A detailed, typed course syllabus is to be handed out to each of your students during your first class meeting with them. Your students should keep a copy of your syllabus in the front of their class notebooks. Each class syllabus should contain the following information (plus whatever else you feel may be relevant):

Course name and your name
Class meeting times
Texts and other required books, etc.
Type and frequency of assessments
Format and number of research papers/reports...
Homework policy
Coursework makeup policy/retake policy
Class participation policy
Absence/attendance police (with at least 20% of student grade based on attendance)
Skeletal course outline
Detailed accounting of how quarter/semester/yearly grade is to be computed

STUDENT/PARENT SIGNATURE PAGE

A copy of every syllabus will be kept on file in the office for any parent or school board member to refer to or review.

COURSE REIMBURSEMENT

"The (Eastport School) Committee agrees to pay up front for full cost tuition and reasonable itemized expenses which have been approved by the Superintendent for those courses which the Committee and/or Superintendent may require. The maximum tuition reimbursement to a teacher in any one fiscal year shall by $1,200 following receipt of semester bill." (Art. XIII; Sec. B 1&2)
The form is in the office.

DETENTION

Detention hall is Monday – Thursday from 2:35 – 3:35 p.m. When a student is given a detention it will be served the day it is given, except in the case of an emergency and approved by administration.

DRESS AND DECORUM

Let your colleagues be your guide. Look around and you will see that while relations are friendly, there is a clear difference between staff and students. Also, we place a high value on proper language and polite interaction. Attire appropriate to one's position as a teacher helps in establishing a respectful relationship between students and staff.

DISCIPLINE

It is assumed that each teacher will handle his or her own classroom discipline. However, when the teacher has exhausted all immediate means of solving the problem, the student should be sent to the office. It is important that the office be called to notify them that a student is being sent down. A discipline referral form will need to be completed and turned in to the Assistant Principal. These forms are available in the office.

DISCIPLINARY PROCEDURES

Depending upon the severity of the situation, a teacher may wish to use the following procedure beginning at any intervention level.

1. Classroom warning - firm, but reasonable, state the offensive behavior and that it has no place in the classroom.
2. Speak with the student outside of class.
3. Require student to meet with you after school.
4. Assign teacher detention.
5. Contact parents.
6. Referrals - with written pertinent items
    1. School Counselor
    2. Administration
7. Staff meeting with all involved personnel, student and parents.
8. There is an activity bus for taking students home after teacher and office detention.

REMEMBER, YOU CANNOT MAKE A STUDENT DO ANYTHING THEY DO NOT WANT TO DO! CALL THE OFFICE IF ASSISTANCE IS REQUIRED.

Teachers may assign detentions to be served with the teacher for periods up to one hour as necessary. Office detention is assigned by administration.

DUTY SCHEDULE

Staff is expected to assist with lunch and detention duties. Lunch duty is for the entire lunch period. Detention is from 2:35 – 3:35 Monday – Thursday. (See duty schedule roster)

EMERGENCY EXIT PROCEDURES

1) Please be sure your classroom exit sign is prominently displayed. If your sign is faded or in need of repair, take the necessary steps to fix it (or replace it) within the first two days of school.

2) Go over the escape route with each of your classes. Every student must be told how to exit your room and the school building in case of an emergency. "Go through this door, turn left/right and. . . ."

3) Remember that the exit you use for a fire drill and the exit you use for an emergency evacuation may be different.

FIRE DRILLS (CODE GREEN)

Fire drills will be held at various times throughout the school year. These drills are extremely important. Students must behave as if the drill were a real emergency.

Exit procedure:

A. Students are expected to leave quickly, quietly and along the wall where their room is located. Exit directions are to be posted in each room.

B. Teachers are to check to see that windows are closed, lights are out and doors are closed after the rooms are emptied.

C. Teachers are to lead students at least 100 feet from the building.

D. Students are to return to the school in the same orderly manner when the all-clear bell is sounded.

EXAMS (MID-TRIMESTER AND FINAL)

Copies of mid-trimester (if applicable) and final exams (assessments) must be left with the principal prior to the scheduled test.

EXPENSES

If staff attends any approved conference or meeting, and it is pre-approved by the principal and superintendent, it is expected that the school department will pay for the meeting and reimburse mileage and other approved expenses. These forms are in the office.

FACILITY USE - EXTRACURRICULAR ACTIVITY

Sponsoring group and advisors are responsible for:

1. Building use form must be completed and given to the principal for approval. Copies are available in the office.
2. Proper supervision - at least two chaperones at each event.
3. Activity must be placed on master schedule in office for approval by principal.
4. Facilities must be properly cared for and cleaned after use.
5. Sponsoring group will pay for any damage to building/grounds.
6. Activities should be cleared through the Student Senate.

Inherent in this policy is the fact that all procedures apply to all portions of the campus, all school related activities, all procedures governing everyday operations including cafeteria procedures, assembly procedures, corridor procedures and general demeanor.

FIELD TRIPS

Field trips taken in connection with class work and activities are encouraged. However, to facilitate the planning of those concerned, these trips must be planned well in advanced and approved by the principal at least **two weeks** before the trip is to be taken.

For liability reasons, each student is required to turn in written permission from his or her parents for all field trips. Forms are available in the office for parental permission. It is the responsibility of the supervising teacher to see that the students return these forms, properly signed, to the school. These forms should be returned at least a week prior to the activity and turned in to the office by the teacher no later than the Friday before the trip. Teachers are required to keep a copy of these forms on file.

If a trip is likely to involve dangerous equipment or machinery, the responsible teacher should make a personal "pre-visit" in order to be aware of any hazards and take all necessary precautions.

Field trips are an extension of the classroom. Proper preparation should be put into them. This would include pre-planning, examining with students the purpose of the trip and what outcomes are expected. Proper follow-ups should take place in class following the trip.

Transportation for all field trips should be by school bus. Properly completed forms must be submitted to the principal at least two weeks in advance. The principal must clear all non-school transportation. The form is in the office.

The office must have a list of participating students at least one week in advance so other classroom teachers may be notified. Any other teacher, who has a valid reason for not wanting a particular student to attend the field trip, must make arrangements with the planning teacher.

If the field trip is more than one period in length, **arrange with the office** to have your classes properly covered. Two weeks advance notice is required.

FILMS

Films can be effective teaching devices. Films which are used must be previewed by the instructor, properly introduced, fit the current subject and be followed up by an appropriate classroom activity.

Indiscriminate use of films is not encouraged. Do not send your students to a film shown by another teacher unless you both have coordinated this activity.

FOOD AND DRINKS IN THE CLASSROOM

Food and drinks are not allowed in the classrooms except by permission because of special circumstances. Clear water in a bottle is the exception. (Actually hydration is an important component to learning.) If there is a special occasion in which food may be consumed it is the responsibility of the classroom teacher and the students to clean the room afterward. Please do not leave that job for the custodians.

GRADES AND GRADING

1. Purpose is to inform pupils and parents of how the student is progressing.
2. Grades are important to most parents.
3. Grades serve an important administrative purpose.
4. Grades can be a motivating factor when viewed in a positive respect.

Guidelines for reporting grades:

1. Be able to substantiate the grade reported.
2. Report card grades should include achievement, participation, and attendance.
3. Substantiation of grades should include objective kinds of evaluative criteria such as tests, daily preparation, and attendance.
4. Students should be made fully aware of the standards you will impose upon them and the manner in which their performance is to be judged.
5. All incomplete grades are to be "made up" within 2 weeks from the close of grades for that trimester. In cases of extreme absence due to illness or other just cause, exceptions may be made. (Students missing class assignments or tests have two days to make arrangement for make-up with the teacher involved. If this is not done, the student will receive a "0”).

Grades are assigned according to the student's achievement in each subject. Grades are expressed by letter, accompanied by a numerical listing on the Rank Sheets.

Grade	Numerical Range
A	93-100
B	85-92
C	77-84
D	70-76
F	Below 70
I	Incomplete work
WP	Withdrew Passing after Add/Drop Period
WF	Withdrew Failing after Add/Drop Period

Teacher completed grades are to be in the computer, on the Web 2 School program by 8:00 a.m. on the Monday following the closing of the ranking period. **This is a MUST.**

Mid-trimester warning notices are designed to inform parents and students of progress. Completed warning notices are to be on the computer by 8:00a.m.on the Monday following the mid-trimester ending period.

INDIVIDUAL STUDENT PROJECTS (OUT OF SCHOOL, DURING SCHOOL HOURS)

The school supports the philosophy of expanding the educational program to include outside experiences. This is based on a measurable benefit to the student. The burdens this type of program place on the initiating teacher are:

1. Insuring the coordination of the regular class program and outside work.
2. The office and all other involved teachers are informed in writing as to the times of involvement and expected return to the school.
3. Parental permission secured beforehand and maintained by initiating teacher.

LEAVES (PROFESSIONAL, PERSONAL AND BEREAVEMENT)

Leaves for professional, personal and bereavement days must be approved by the administration. Medical appointments, when known in advance, will be counted toward sick leave. This assists the office in arranging for a substitute. The request forms are in the office.

LIBRARY

We should all strive to make maximum use of the library facilities. A quiet study hall is provided for students who wish to read or study. Use of our library, by students, can often be indicative of the quality and ambition of our staff. Please afford the librarian all the consideration so we may help enhance his or her program.

Priority in using the library facilities shall be given to students with legitimate claims. In case of overcrowding, or unruly behavior, the excess students will be returned to the study hall/class.

Remember, no students may go to the library unless he first is checked for attendance in his assigned class and has a pass. Those wishing to use the library during study hall are to report to that study hall. The teacher will issue the student a pass, to be given to the librarian. Students disrupting the library will be returned to the study hall. If the disruption is serious, the student will be sent to the office.

Teachers wishing to use the library for a specific class period with their students may reserve the room by contacting the librarian.

MAINE INDIAN EDUCATION LIAISON

Patty Neptune is the Maine Indian Education Liaison for Shead High School. She will make regular contact with all teachers concerning Native American students in their classes. This is a very valuable resource for us and must be used. Please make all information concerning Native American students available to her. Please keep in mind that Patty is one resource and should not take the place of regular calls home to students' parents or guardians.

MEDICATIONS

Student medications are administered through the office only. Students must check any medications in at the office. Exceptions may be made with permission from the office only. **Do not give any student any medication!**

NO SCHOOL ANNOUNCEMENTS

If during the winter weather, the road conditions are considered dangerous, schools will be closed for the day. Notice of this will be made over radio stations WQDY and WCRQ and television stations on channels 2 & 5 between 6:00 and 7:30 a.m. Staff are notified via a calling tree.

PARENTAL CONTACT

We must increase contact with parents. Please use the phones often, both to alert parents to potential problems and to give them good news about their children. Do make those good news phone calls. Remember to use the mid-term reports for communicating the same sort of information.

PARKING

Staff parking is in the upper parking lot behind the school.

PASSES/PLANNERS

Issue passes judiciously. Passes should be issued for emergencies only. A possible class policy to have is to give only two drink/bathroom passes per student per trimester. This gives the students a chance to make choices for themselves of when to use their pass. All students should have a planner. Make use of them as their passes. Require that they bring them to class and offer consequences for failure to do so. But remember, whatever policy you make, do it early and be consistent.

PHOTOCOPYING

Staff should do their own photocopying. Photocopying should be done in the copier room of the library. PLEASE do not use the office copier. Try to do your copying after school for the next day or before school starts that day.

PROFESSIONAL LEAVE

For attendance at professional conferences and meetings; any request will be made to the principal at least two weeks in advance. The request must be written and include dates involved, name of conference, professional association, a brief course description, and costs that the school district will be asked to cover. As a rule staff attending professional conferences should be of benefit for the students and remainder of the staff at Shead. The staff member may be asked to present the conference's information to the staff and/or principal upon return.Forms are available in the office.

PUBLIC RELATIONS

Each of us is a PR representative of Shead High School. It is imperative to maintain cordial relations with the public. It is also important not to discuss students outside of the professional community.

PURCHASING AND REQUISITIONS

The school office, when approved by the principal and superintendent, will process all purchases. The P.O. forms are available in the office. You may be asked to do your own ordering with guidance from the office. **Make sure to follow up the process.**

SCHOOL TELEPHONE

School telephones are for school business. Teachers are expected to use them for this purpose when it does not interfere with their basic duties. Personal calls made at the school should be limited to local calls. To assist in keeping phone lines open for business personal calls received should be kept at a minimum. For all other calls:

1. Secure and use a credit card (no extra cost involved).
2. Tell the operator to charge the call to your home phone.
3. Call collect.

Whenever a toll call must be made for school business, log the call on the phone log provided. **All teachers should realize that only urgent matters shall require that a teacher be called from a class to answer the phone.**

SMOKING

Smoking is prohibited on school grounds.

SPECIAL EDUCATION SERVICES

If you believe that a student is in need of special services then you can make a referral through the Student Assistant Team or Special Education Department. You will receive weekly monitoring sheets for the students that receive special services each Thursday or Friday. You are required to complete them and return them to Colleen in the library by the following Monday. If they are returned on time it is your responsibility to mail them home to the parents or guardians. If you have questions contact Bobbie Mitchell in the Assistant Principal's office.

STAFF MEETINGS

Staff meetings will be held on a regular basis throughout the year. Dates and times are to be determined during the first September meeting. Teacher initiated agenda items are to be submitted to the office, in writing, at least two days prior to the meeting.

STUDENT ABSENCES

When a student has been absence they must present an admit slip upon returning to your class. This slip will declare whether the student's absence was excused or unexcused.

STUDENT RECORDS

Only those with a legitimate need to know may access student records. Teachers may view only those students' records that they have in class. Check with Administration.

STUDENT TELEPHONE USE

Student telephone during class time is not acceptable except in an emergency. Please do not give passes to the office or the lobby for telephone use during class time. Cell phone use is prohibited during school hours. If you see a student with a cell phone please ask for them to give it to you and turn it in at the office.

SUBSTITUTES

Each teacher in the event of illness or other emergency reason is required to call Patty at 853-6254 by 6:30 a.m. For those absences you know about beforehand, please send an immediate notification. **Please do not arrange for your own substitute without first informing Patty in the office.** She may have already made arrangements.

TEACHER RESPONSIBILITIES TO THE SUBSTITUTE

1. Complete information sheet for substitutes at the beginning of the year (see sample form on the next page).

2. Materials left for the substitute (with Patty in the office):
   A. This handbook
   B. Seating plans for homeroom and each class
   C. Appropriate needed forms
   D. Necessary supplies
   E. Detailed plans
   F. Copy of your schedule with classes, room number and extracurricular duties.

SUBSTITUTE INFORMATION SHEET

Teacher's Name:
Home Room:

Teaching Schedule:

PERIOD	COURSE	TEXTS	ROOM	HELPFUL STUDENTS
1				
2				
3				
4				
5				
6				
Activity				

Days for Detention Duty Other Duties

The following are in the listed places:

Attendance Lists and Procedures

Seating Plans

Textbooks

Plan Book

Appropriate Materials

Keys, if necessary, available from

Teacher across the hall

Teacher next door

Others who may be helpful

SUSPECTED ABUSE OR SUICIDAL IDEATION

If you suspect abuse of any kind or suicidal ideation immediately contact the guidance or principal's office. All you have to do is to suspect that something is amiss; you do not need to know for a fact that a young person is in trouble. An administrator will, at some point ask for the details that roused your suspicion, but those questions will be posed only to gain information. You will never be asked to provide justification for any action that the administration chooses to take with a student.

VISITORS

Please do not admit visitors into any of your assigned areas unless they have a visitor's pass signed by the office. Please inform any visitor you see in the school that they must register in the office.

END OF YEAR CHECK LIST

-SENIOR GRADES ARE DUE ON THE FRIDAY BEFORE GRADUATION

-THERE WILL BE NO VERIFICATION SHEETS FOR THE THIRD TRIMESTER SO MAKE SURE THAT ALL GRADES ARE DONE

-THERE SHOULD BE NO INCOMPLETES UNLESS PRIOR ARRANGEMENTS HAVE BEEN MADE WITH MR. THERIAULT

-MAKE SURE ALL BOOKS ARE RETURNED TO YOU BY STUDENTS

-A LIST OF ANY STUDENT THAT OWES YOU ANYTHING AND/OR MISSING BOOKS, DAMAGED BOOKS, UNIFORMS, ETC., MUST BE PASSED IN TO THE OFFICE THE FRIDAY BEFORE GRADUATION FOR SENIORS AND THE LAST STUDENT DAY FOR ALL OTHERS

-IF YOUR ROOM IS IN NEED OF REPAIRS PLEASE MAKE A LIST WITH YOUR NAME AND ROOM NUMBER AND PASS IT IN TO THE OFFICE BEFORE LEAVING FOR THE SUMMER BREAK

-PLEASE LEAVE YOUR ROOM(S) CLEAN AND ORGANIZED

-IF YOU WILL NOT BE RETURNING NEXT YEAR PLEASE TURN YOUR KEYS IN TO THE OFFICE

-PLEASE LEAVE YOUR SUMMER PHONE NUMBERS IN THE OFFICE IN CASE WE NEED TO REACH YOU

HAVE A GREAT SUMMER!!

DUTY ROSTERS/CALL LISTS

SAMPLE FORMS

MISCELLANEOUS

CRITICAL INCIDENT RESPONSE PLAN