

Faculty Handbook 2019-2020

Learn..Lead...
Leave Your Legacy
2019 - 2020



Forward

This Faculty Handbook is prepared as a reference and explanation of procedures, policies, and services at Williston-Elko High School. It will help you find answers to specific questions that may arise throughout the year. This year, as we build the legacy we will give our students, we will remain focused on providing the absolute best instruction we can provide. We will use data to drive decisions. We will use data to drive instruction. We will use data to create opportunities for our students. We will serve as a meaningful example to our scholars for how to act, how to perform, and how to lead. We will be a PLC school working collaboratively to plan the best instruction for our scholars.

We all need to be together on this:

-PLC -Focus on Collaboration to reach the goal of superb instruction. Utilize data on a consistent basis.

-Achieve a Graduation Rate of 92%, a College/Career Ready rate of 90%, and passage rates of 60+% on all EOC tests.

-Build meaningful relationships amongst ourselves and with our students.

I would like to thank you for all that you do for our young people. If I can assist you in any way, please let me know. Please sign below that you have received and read this handbook. It is your professional responsibility to know the contents of this handbook.

Best wishes for another great year!

Signature

Print Name

Please sign and return this form to Mr. Bradley by August 19th, 2019.

BELL SCHEDULE

7:30	Teachers Arrive (Sign In)
7:38	Bell Rings for Students to Enter Building
7:45	Vocational Students Report to Bus
7:45	Tardy Bell/Breakfast Begins
7:45-8:00	Breakfast/Homeroom
8:00-9:26	1 st Period
9:26	2nd Period Voc. Students Dismissed to Bus
9:26-9:30	End of 1 st Period, Report To 2 nd Period
9:30	2 nd Period Tardy Bell
9:30-10:55	2 nd Period
10:55	End of 2 nd Period – Lunch Begins
10:55-11:25	Lunch
11:30	3 rd Period Voc. Bus Leaves
11:25-11:30	End of Lunch - Report To “Blue Devil Den Time”
11:30	Blue Devil Den Time Tardy Bell
11:30-12:00	Blue Devil Den Time
12:00-12:04	End of Blue Devil Den Time-Report to 3 rd Period
12:04	3 rd Period Tardy Bell
12:04-1:30	3 rd Period
1:30-1:34	End of 3 rd Period – Report to 4 th Period
1:34	4 th Period Tardy Bell
1:34-3:00	4 th Period
3:00	End of 4 th Period - Student Dismissal
3:10 (M, W, and Th)	After-School Tutoring Begins
3:30	Teacher Dismissal
4:00 (M, W, and Th)	After-School Tutoring Ends

2019-2020 Faculty and Staff Directory

Name	Department	Room #	Phone #
Akut-Butler, Connie	Special Education	153	8020
Alsept, Linda	Science	163	8023
Asare, Frank	Science	154	8022
Bradley, John	Principal	Office	8042
Brady, Alison	Guidance	Guidance Office	8046
Carido, Mary Rose	Math	147	8025
Carter, Amanda	English	124	8037
Crosby, Jessie	Social Studies	128	8040
Dicks, Freddie	Custodian		Radio
Eichman, Susan	Nurse	Nurse's Office	8045
Fedrick, Andrew	Resource Officer	Office	Radio/
Flowers, Anthony	Social Studies	133	8035
Gaumer, Elaine	Media Specialist	Media Center	8049
Hogan, Michael	Physical Education	Gym	8131
Houde, Jackie	Social Studies	126	8039
Ingram, Andrea	Sports Medicine	125	
Jackson, Darolyn	Bookkeeper	Main Office	8041
LeRoy, Alan	Physical Education	Gym	8132
Mitchell, Benjamin	English	123	8030
Morrill, Victoria	Art	153A	8021
Neville, Zac	Alternative School		8135
Nix, Patti	Data Coordinator, Attendance	Main Office	8043
PAES Lab		145	8026
Pym, Jessica	Band	Band Room	8051
Reed, Gale	Custodian		Radio
Ryans, Patricia	In-School Suspension	WEMS	8053
Shuler, Latoya	Business Education	129	8033
Smith, Cathy	GCDF	Guidance Office	8047
Spanish Room	Spanish	127	8032

Stroman-Waymyers, Karen	CATE / Culinary	140	8027
Toomer, Kenneth	PLTW Teacher	149	8019
Walden, Cynthia	English	122	8036
Walters, Bernard	Mathematics	147	8018
Wright, Fearon	Lab	131	8034
Wright, Mary	Special Education	146	8024
Youngblood, Derek	Athletic Director	Gym	8133
		FRONT LAB	8029
		BACK LAB	8019
		DISTRICT OFFICE	7878
		CAFETERIA	5519

Assembly Programs

1. All students will sit with their class during assemblies. Teachers will sit with their students and informally take roll.
2. Students should act in an appropriate manner during assemblies. This includes showing respect for the presenter by refraining from excessive noises.
3. Students may not leave the auditorium during an assembly except for an emergency and only with teacher permission.
4. Underclassmen will remain seated until seniors rise and leave the auditorium. Teachers should ensure that students report back to class without lingering outside or in the halls.

Assigned Parking Areas

Teachers may park in any of the designated parking areas. There are not any assigned parking spaces, other than for our Teacher of the Year.

Attendance

- Please take attendance in PowerTeacher immediately after the tardy bell rings.

Student attendance laws require that students are present the following amount of days to receive credit provided the student receives a passing grade in the course:

- 45-day course—must attend 42 days
- 90-day course—must attend 85 days
- 180-day course—must attend 170 days

Students who exceed the approved limits for unexcused absences do not receive credit in the course.

Students must be in attendance at least two periods of the day in order to participate in any extra-curricular activity or attend any school-sponsored event such as the prom.

Notification of Excessive Absences

On the 3rd unexcused absence, parents and students will be notified and an intervention plan will be put in place to prevent further absences. If the intervention plan is violated, the student will be referred by the district attendance supervisor to Family Court for violation of State Attendance Laws.

Classroom Observations

It is primary the principal's responsibility to observe instruction and evaluate staff members. The primary purpose of evaluation is to improve instruction; therefore, keep in mind that any suggestions or recommendations are intended to improve our instructional program.

All teachers will be observed, either formally or informally, on a regular basis using the district's Classroom Observation Form. Provisional Teachers will be formally observed using Rubric 4.0.

Below are several things that I would like to see occurring in classes at all times.

1. Objectives/Standards posted on the board.
2. Students actively engaged in the lesson.
3. Lesson plans available.
4. Teachers directing the class and actively supervising by moving about the room.
5. Students remaining on task from the beginning until the end of the lesson. Time -On-Task is very important to instruction and classroom management.
6. The classroom is clean, neat, orderly, and INVITING.
7. Student work displayed.
8. Teachers encouraging and coaching students and using positive reinforcement.
9. Teachers using a variety of techniques to address ability levels and learning styles.
10. Use of peer tutoring, group activities, and cooperative learning.
11. Teachers using a variety of techniques to promote mastery learning and stressing skills which will improve pass/fail rates and standardized test scores.
12. Teachers dressed in a professional manner.

Committees

Each teacher will be assigned to various committees. It is our responsibility as a staff to provide a quality experience for our students. Your participation in these assigned duties is mandatory and expected.

Emergency Lesson Plans

All teachers will be required to have two emergency lesson plans for all subjects that they are teaching. Emergency lesson plans should be "stand alone" lessons that could be used in the event that a situation arises where you could not provide normal lesson plans for the substitute. Emergency lesson plans should provide enough information to get us by until plans can be provided. Once used, additional emergency lesson plans should be submitted.

Field Trip Requests

Requests for field trips must be made at least three weeks prior to the event. (Overnight trips must be approved by the School Board.) All chaperones must be named on the form. It is the teacher's responsibility to notify the cafeteria and the school nurse once a field trip is approved. The cafeteria manager must be provided a list of students even if it does not affect their meals. The school nurse must be provided a list of students at least three days prior to the field trip so that she has time to

prepare a medical kit and conference with you about any students with medical needs (diabetes, asthma, allergies, etc.). All chaperones should have a background check completed before going on any school-sponsored trip. School personnel should not be used for chaperones unless their classes are directly involved in the trip. Use the approved volunteer list to procure chaperones.

We will have a school discussion on the costs incurred by/for chaperones on field trips.

Fundraisers

Any sales or fundraising projects by student-sponsored groups must be approved by the Principal and the Superintendent. A request for sales/fund raisers should be submitted at least three weeks prior to the requested date. No sales should take place during classes. Unauthorized sales should be reported to the office.

General Information

- 1) Sick leave days are primarily for the illness of the employees, but may be used for the sickness of the following: spouse, child, parent, brother, sister, or person who is a permanent resident of an employee's home. The Superintendent will make the decision on any marginal cases. Anyone requesting to be out the morning of school should call Mr. Bradley on his cell @ 803-634-1362. Everyone must **speak** with Mr. Bradley BEFORE approval will be given. Any absence in advance will have to be approved before being out for that day. The time to call or text should be 5:30-6:30 am. If you are sick the night before, you may call the night before up until 10:00pm.
- 2) The district will grant PERSONAL LEAVE of three (3) days leave from the 12 days sick leave. After the third day, the employee will be charged for the substitute's pay. This leave may be taken in ½ day increments.
- 3) The district will grant up to 3 days special BEREAVEMENT LEAVE (without penalty) for the death of the employee's father, mother, sister, brother, husband, wife, child, mother-in-law, father-in-law, grandparents, or persons who reside in the home of the employee. The Superintendent will make the decision on any marginal cases. Bereavement leave is non-cumulative.
- 4) The varied types of leave are not exchangeable. Example: If all personal leaves are used, sick leave days may not be used in lieu of personal leave.
- 5) Due to Federal Regulations, all schools are to be considered smoke-free environments. Smoking at school is strictly prohibited. Do not leave campus or go to your car during the day in order to smoke.
- 6) Reserve Tuesday afternoons for Professional Development. In-service activities will be held until 4:30 p.m.
- 7) Please do not send students to the Teachers' Lounge.
- 8) Routine needs, such as supplies and copying, should get requested during your planning period unless it is an emergency.
- 9) DO NOT dismiss students early from your class or activity. Students should remain in class until the bell rings. TEACHERS SHOULD CONSTANTLY REMIND STUDENTS THAT THE TEACHER DISMISSES THE CLASS, NOT THE BELL.

- 10) Keep classroom doors locked during lunch and when the room is not in use. Students are not allowed in rooms during lunch unless supervised by a teacher. Students are NEVER to be left alone in a classroom. All students must be supervised at all times. Do not allow any students in your classroom without a pass unless they are on your roll.
- 11) Teachers sponsoring activities, clubs, or other organizations are responsible for supervision of these groups. Teachers must approve any and all activities that these groups participate in. Principal approval is required for any fundraising activity or other activity that takes place other than regular group meetings.
- 12) 10/10 Rule: We will implement the 10/10 rule this year at WEHS. This rule simply means that no student may be dismissed from the room for any reason other than an emergency for the first and last 10 minutes of the class period class. The students will have 3-4 minutes between classes to use the restroom, but once the tardy bell rings, no one is allowed in the hallway for 10 minutes. Each team must develop a plan to monitor the bathrooms during class change, and Officer Fedrick and the administration will add in those efforts.
- 13) All teachers will be expected to complete one peer observation per nine weeks. There should be an informal meeting between the observer and the teacher to reflect on the lesson. Documentation should be emailed to Mr. Bradley after the meeting takes place.

Hall Pass Procedures

Any student not in class during class time should have a hall pass from the appropriate teacher. The pass should list:

1. Student's name
2. Destination
3. Date and time student left the teacher
4. Teacher's name (signature)

Homework

Homework should be assigned as needed for students to achieve maximum growth and development. The homework assignments should be purposeful and meaningful to students. It should be a learning exercise assigned to accomplish a definite purpose. Teachers should bear in mind other demands on the students' time and should assign an amount of homework which will be consistent with the needs of the students at their individual level and in agreement with the philosophy of the school. During scheduled examinations, homework in other subjects should be limited.

Information about homework regulations and procedures shall be supplied to students and parents at the beginning of the school year/semester.

Homework should be assessed and should be a part of student's grades. DO NOT USE HOMEWORK AS A THREAT OR FOR PUNISHMENT.

Interim Reports/Report Cards

Interim reports will be issued to all students. Procedures for preparing interim reports and report cards will be determined after school begins. Please enter grades in the computer on time, but no less often than weekly. Parents have access to ParentPortal and check grades often. Do NOT enter grades for the first five days of class.

School Guiding Coalition

The Guiding Coalition will meet monthly, possibly the last Monday of each month. Mr. Bradley will email you the exact date at least a week in advance.

Lesson Plans (Subject to change)

Your lesson plans are due to the principal no later than each Sunday at 11:59pm, unless otherwise stated. Your plans should be standards-based, thoughtfully and carefully developed, and based on the EDI model. The principal and department heads will review the lesson plans and provide feedback if needed. If changes are recommended, then you are expected to make the recommended changes.

Each teacher is also required to post their lesson plans on their individual website. Please modify lesson plans on the website throughout the week to reflect the true instruction.

Lesson plans should be available in each classroom for drop-ins and other observations in the yellow folder sitting on the edge of the white board.

Lesson Plans for Substitute Teachers

Any good teacher knows the necessity of lesson plans; therefore, these plans are even more necessary when the teacher is absent from the class. In order for the substitute to provide orderly instruction, please leave ample work so that the students are busy the entire period. Remember that the substitute does not provide actual instruction; therefore, what you plan for yourself will not be adequate for a substitute. Plan more than you expect them to do!

Leave the following items for the substitute's use: (Please place in the substitute folder that was given to you on Day 1)

1. Lesson plans.
2. All materials needed to carry out the lesson plans.
3. Up-to-date seating charts for all classes.
4. (2) updated class rosters – substitute will take attendance on one and send to the office.
5. Specific instructions for the substitute to follow.
6. Instructions for the substitute (where, when, how) if your absence is on a "duty day."
7. A copy of your classroom discipline plan and instructions for handling any disciplinary problems.
8. Substitute Teacher Report Form

I suggest that you develop a substitute packet (for each class) that would have most of these items already prepared. You would simply need to update some items and provide the plans and materials.

Main Office

The Main Office is the first impression that most people get about our school. Therefore, keep your activities in the Main Office to a minimum. Together, we can present a professional image for our visitors to see.

Media Center

The media center serves students, faculty, administration, and members of the community. The media center opens 30 minutes before school and 30 minutes after school in order to serve you.

Student Use: A teacher may send up to 5 students per period to the media center. Each student must have a valid hall pass in order to enter. Please make arrangements with the media specialist if you need to send more than 5 students. If the entire class comes to the center, the teacher is required to remain in there with the class.

Substitute teachers may not send students to the media center. Occasionally, teachers assign projects which require intensive use of the media center. Teachers are requested to discuss such projects with the media specialist in advance. If necessary, the media specialist may request that certain students be given priority when passes are issued or may authorize additional passes.

Material Use: As a general rule, only three books are checked out to any one student at any time; exceptions are made for students needing additional materials for reports, etc. Students with overdue materials cannot check out any additional materials until the other materials are returned.

Computer Use: Student computer use is limited to academic requirements. No personal “surfing” is allowed. Students should follow school rules for computer use.

Teacher Services: Teachers are encouraged to visit the media center during planning periods. The media specialist will be happy to help gather materials for teaching units. Teachers may also send a note to the media specialist requesting materials on a curricular topic. Teachers may also have books placed on reserve. If there are any books or materials you think we need, feel free to submit a request to the media specialist. The laminator in the library is available for faculty use.

Notification of Absence from Work

When it is necessary for any teacher or other staff member to be absent from work, please notify Mr. Bradley as soon as possible. The sooner we know, the easier it is to arrange for a substitute, if necessary. Please call Mr. Bradley at 803-634-1362.

Before 3:30pm.....Turn in Substitute Form to Mrs. Jackson

5:00pm-9:00pmCall Mr. Bradley

EmergenciesCall Mr. Bradley from 5:30 am-6:45 am

PLCs

Each PLC is expected to have a meeting at least once every two weeks in order to correlate, plan, question, and improve the curriculum and general school operation. In these meetings, each PLC should discuss teaching techniques, ways to improve instruction and set goals and methods of attaining these goals for their particular subject areas.

Prom

Every teacher is expected to help with prom. Each teacher will sign up with our prom sponsor to help set up before, chaperone during, or clean up after prom.

Room Care

The custodial staff is responsible for the cleaning of your room; however you are responsible for the care of the room. Submit maintenance requests via Spiceworks as soon as a problem is noticed. Teachers should ensure that their room is neat, clean, organized, and inviting. At the end of the day, please:

1. Do not leave paper and trash under desks.
2. Check to see if your windows are locked.
3. Turn out all lights and turn off all computers.
4. Lock all doors.
5. Check thermostat.
6. Check blinds.

Routine Daily Procedures

1. The school day begins at 7:30 a.m. and ends at 3:30 p.m., unless you it is your day to stay after-school tutoring. If you are staying for after-school tutoring, please plan to stay until 4:00pm. Also, please reserve every Tuesday for professional development (either school or district-level). These meetings will end at 4:30pm.
2. Check your mailboxes and email at 3:00 p.m. daily for important information that may be placed there during the day.
3. All teachers are responsible for the attendance of their classes. Double check to see that the attendance is correct. Ensure that those present are not mistakenly marked absent. Call the roll each day. **DO NOT LET STUDENTS TAKE ATTENDANCE!** Record attendance in PowerSchool. Notify the Attendance Clerk or office personnel if there is a problem. Accurately taking attendance is important as this may determine if a student passes or fails a class (i.e. "FA" on a transcript).
4. **All teachers are expected to be outside their door at the beginning and end of each class.** Your presence in the halls will prevent some problems from occurring. All teachers are also expected to be at their duty station (morning, tardy sweep, lunch, car line, etc.) on time. Students **MUST** be SUPERVISED at ALL times.

All announcements of general concern must go through the office. Announcements must come from teachers, not students. Announcements should emailed to Mr. Bradley by 7:15. Announcements will begin @ 7:50 am.

Steps for Ordering Materials

When ordering any items, please follow procedures listed below. This will ensure proper accountability and timely ordering of your items. **Only authorized orders can be placed. (Prior approval from Mr. Bradley is needed BEFORE placing any orders). If this procedure is not followed, the school will not reimburse for any expenditures.**

1. Complete a requisition form. Complete all blanks with specific information.
2. After completing the requisition, turn requisition form in to the bookkeeper who will then give to the principal for approval/disapproval.
3. Once approved, the bookkeeper will complete a purchase order and place all orders.
4. When the materials arrive, ensure that you have received everything that was ordered and turn in signed packing slip/receipt to bookkeeper.
5. Payment will be made by invoice only.

Steps for Payment of Materials

When requesting a check/payment please follow procedures listed below. Mr. Bradley must pre-approve ALL purchases, or the teacher will NOT be reimbursed. Once Mr. Bradley has approved the purchase(s), then follow these steps:

1. Complete a check/payment requisition form. Complete all blanks with specific information. Turn in receipts or invoice with requisition.
2. After completing the check/payment requisition form, turn form in to the bookkeeper.

3. Once approved, the bookkeeper will make payment or issue a check to the appropriate person.

If procedures are not followed, the school will not be responsible for payment of any invoices on purchases.

Please refer to Board Policy DKC for information regarding reimbursement for mileage, meals, and lodging.

Student Accidents

If you are sponsoring a student event, or witness a student accident, a detailed report must be completed and given to the bookkeeper in the main office within 24 hours of the accident. If the accident occurs during the school day, the report must be completed and turned in before leaving school.

Supervision Responsibilities

In order to assure that proper student supervision is maintained, it is necessary to assign teachers to various duties throughout the campus. Proper supervision promotes a positive school climate by deterring undesirable occurrences. With this in mind, it is required that you be in your area of responsibility and supervise the students in a proper manner so that we may prevent problems rather than dealing with the aftermath. Monitoring student behavior is not the sole responsibility of the principal; this is a responsibility that all employees share. Together, we can make a difference.

Duty Before School :

7:15-7:40am: Coach Youngblood, LeRoy and Hogan (Gym)/Mr. Walters and Coach Flowers (Hall Doors)

7:30am: All teachers present

7:35am: All teachers should be in their classrooms

7:38am: All teachers should be at their classroom doors greeting and welcoming students. Be alert for hall problems.

7:45am: Tardy Bell/Class begins

All students will report to the gym in the morning. The coaches will divide up morning duty. Two people will be in the gym and one in the student drop-off area. Students may eat their breakfast that they brought to school at the outside tables, but ONLY students eating may sit there. Everyone else will be directed to the gym. Coach Flowers will be designated inside the SS wing at the door from 7:15 until bell signals to move students inside. Mr. Walters will be inside the science wing at the door. No students are to enter the building before the bell!

Duty After School:

3:00-3:05pm: Dismiss students and stay by your door out in hall. Be alert for hall problems.

All teachers will be responsible for supervising students during dismissal. Please discuss with your "hall mates" and one of you walk behind the students and monitor outside bus loading and others monitor the hallways. All coaches will be expected to be outside monitoring student dismissal.

Lunch Duty:

Below are the areas where we will need supervision during lunch.

Cafeteria, Front of the Gym, Canteen, Between Media Center and Band Room, Picnic Tables, and Between Canteen and Cafeteria.

See the duty document on the OneDrive.

During lunch, students are allowed to use the restroom, go to the Main Office, or the Guidance Office. Please use your professional discretion, and if they have a need to go to the Guidance or Main Office, allow them to go there. Students should never be in front of the district office/school or behind the band room. The library is closed during lunch.

After-School Detention: A designated teacher will monitor after-school detention on Mondays and Thursdays from 3:05-3:35.

Textbooks

Textbooks will be issued to students and teachers by Mrs. Nix. All textbooks that are in our inventory are barcoded and can only be issued to students and teachers by the ***Textbook Coordinator***.

No one is allowed to remove textbooks from the bookroom without authorization.

If a student loses a book and needs to be issued another one, he/she will need to see the Textbook Coordinator.

If you need a classroom set, then it will need to be checked out to you. You will be responsible for the set, and they will need to be checked back in at the end of the year.

Names and date will still need to be written in textbooks. Students should not loan textbooks or leave textbooks in the halls, classrooms, or on school grounds. Students must pay for lost textbooks according to the book price list. If a student loses a book, pays for it, and then finds the book, have the student bring the lost book and his/her receipt or receipt number to the Textbook Coordinator. A refund will be issued as long as the inventory deadline has not passed.

State Board regulation R43-71 requires schools to track textbooks, assess fees, and report lost and damaged textbooks to the State Department of Education. The primary motivation behind the state-wide implementation of Destiny Textbook Manager is to ensure all students have access to the textbooks they need by providing schools and districts with a tool to help them track and circulate their state-owned textbooks.

Additionally, the state is hoping to accumulate some savings by reducing the number of lost textbooks. Schools and districts will benefit too by keeping better track of materials and recovering fees that are due. It is not just a cost issue; however, it is an equity issue. Textbook Manager will help assure that every student has equal access to quality up-to-date textbooks.

Yearly Course Syllabus

Each teacher will submit a yearly course outline and/or a syllabus to the principal for each course they teach. Additionally, teachers should provide each student with a course syllabus that includes course outline information, class rules, classroom procedures, and grading policy. This information should be given to the students during the first several days of school. The syllabus is due to Mr. Bradley on August 19th for first semester classes and January 12 for any new 2nd semester class.