

# Big Sandy Public Schools Certified Staff Handbook



2023-2024 School Year



**BIG SANDY PUBLIC SCHOOLS**

*The impossible can always be broken down to possibilities*

## Preface

The material contained within this handbook is intended as a method of communicating to employees general district information, rules, and regulations and is NOT intended to either enlarge or diminish any Board Policy, administrative regulation, or negotiated agreement. Material contained herein, therefore, may be superseded by Board Policy, administrative regulation, negotiated agreement, or changes in state or federal law.

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

No information in this document shall be viewed as an offer, expressed or implied, or as a guarantee of any employment of any duration.

Equal employment opportunity and treatment shall be practiced by the district regardless of race, color, national origin, religion, sex, age, marital status, and disability, if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position.

The following have been designated to coordinate compliance with these legal requirements, including, Title VI, Title VII, Title IX, and other civil rights or discrimination issues, the Americans with Disabilities Act, and Section 504 of the Rehabilitation Act of 1973 and may be contacted at the office for additional information and/or compliance issues:

Superintendent – Dan Schrock  
Clerk- Mary Merrill  
Title IX- Dan Schrock

## Job Description for the Big Sandy School Teacher

The primary function of the Big Sandy school teacher is to lead students towards the fulfillment of their potential for intellectual, physical and social growth and maturation.

### Big Sandy School Teacher Objectives

- A. Meet and instruct assigned classes in the locations and at the times designated.
- B. Develop and maintain a classroom environment conducive to effective learning within the limits of the resources provided by the District.
- C. Strive to implement by instruction and action the District's philosophy of education and instructional goals and objectives.
- D. Evaluate student progress on a regular basis.
- E. Work to establish and maintain open lines of communication with the students and their parents concerning the broad academic and behavioral progress of all assigned students.

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BIG SANDY SCHOOL DISTRICT  
CERTIFIED STAFF HANDBOOK  
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## CARE OF EQUIPMENT

Please be constantly on the alert for unnecessary damage to school furniture and equipment. Caution each of your classes regarding their responsibilities for damaged property. Make it a matter of habit to periodically check the furniture, equipment, woodwork, and walls of your room for marks and carvings. Students will be charged for damaging books and all other school property.

## CELL PHONES

Teachers will use cell phones appropriately during working hours. Student cell phone use is outlined under district policy 3630. Management of cell phones in your classroom is up to teacher discretion.

## CHAIN OF COMMAND

It is expected that issues and problems will be resolved with the people involved. If an issue or problem cannot be resolved at that level, it should be appealed to the next person in the chain of command starting from the bottom up. The chain of command in the Big Sandy District is as follows:

- Parent/Student
- Employee
- Athletic Director (for athletics only)
- Principal
- Superintendent
- School Board

The chain of command should be followed in both directions. If the chain of command is not followed because of extenuating circumstances, the superintendent/principal should be the first informed.

## CLASS ELECTIONS

1. Class elections are held in the spring of the year.
2. Secret ballots should be used in all elections.
3. Parliamentary procedure should be followed in class meetings.

## CLASSROOM MANAGEMENT PLAN

All teachers will have a classroom management plan approved by the administration and will have it posted in your classrooms.

## CLASSROOM PHONES

Classroom phones are for professional use. They are not personal lines for student use. Do not use the phone during class time. Phone calls you receive during instructional time will be transferred to voicemail unless there is an emergency. Students are not to be granted use of classroom phones. Except for classroom time, students are allowed to use the hallway phones in either building.

## CONFIDENTIAL INFORMATION

As part of their job teachers often know confidential information about students. It is important to keep such information confidential in accordance to Board Policy 5223- Personal Conduct

## COPIER USE

The school district provides a copier located in both of the main offices, the High School Teacher's Lounge and the Elementary Art Supply room. Students are not allowed to use the copier for any reason without administrative approval.

## CORPORAL PUNISHMENT

No person who is employed or engaged by the District may inflict or cause corporal punishment on a student. Corporal punishment does not include, and district personnel are permitted to use, reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense.

## DAILY ANNOUNCEMENTS

High School announcements are scheduled to be given during the first period on Monday and Thursday. Please turn in any announcements to Wendy.

## DANCE CHAPERONES

Chaperones shall be appropriately attired and present for the duration of the dance. They shall supervise the halls, bathrooms, and activity room, as well as the behavior of the participants. Only Big Sandy High School students are allowed to attend unless named on a guest pass list. Problems should be reported to the administration as necessary. The outside door shall be locked at 10:30 p.m. unless an exception is granted by the administration. No one shall be admitted to the dance following this time. Anyone leaving the dance will not be allowed to return. Chaperones shall check all doors.

## DETENTION

Teachers will be expected to assign and administer their own detention in accordance with the building's classroom management plans. The office does not administer teacher assigned detention unless approval is obtained from the principal prior to assigning the student(s) detention.

## DISASTER DRILLS

State law requires 8 disaster drills in a school year. 4 drills will be disaster drills and 4 drills will be fire drills. Please instruct each of your classes on the proper procedure to follow during fire drills. Diagrams illustrating traffic lanes for vacating the building will be posted on each classroom door or bulletin board. At the fire alarm signal, different from the regular bell, teachers should close all windows, and with the class, exit in the recommended direction, closing the door on the way out. Once outside, and well away from the building, the teacher must take attendance to be certain that all students are accounted for. If someone is missing, notify the principal at once. In the event of a real disaster, our evacuation site for junior high/high school students is the Church of God and for the elementary students, the Big Sandy Fire Department building for grades 4-6 and K-3 to the Catholic Church. If we evacuate, you must account for all students!!



## DISCRIMINATION

Big Sandy School District does not discriminate in education or employment on the basis of sex, race, color, creed, religion, national origin, physical or mental handicap, political belief, marital or parental status unless based upon reasonable grounds as provided by law. Inquiries or complaints regarding discrimination should be directed to the Superintendent/Principal, at 406.378.2502. (Optional – to the Administrator, Montana Human Rights Commission, Room C-317, Cogswell Building, Helena MT 59620, (406) 444-2884 or Director, Office of Civil Rights, Federal Office Building, Denver CO 80294, (303) 844-5695).

## DRESS CODE

Teaching is a professional occupation and teachers should dress professionally and appropriate for their content area. Each day should be treated as a professional learning environment thus there are no “casual Fridays” when students are in school. The last Thursday of each month will be Pioneer Day where teachers are encouraged to wear Pioneer gear that day which can include blue jeans.

## DRUG FREE WORKPLACE

All District workplaces are drug and alcohol free. (Board Policy 5226)

## DUTY HOURS

Morning arrival time at the building is no later than 7:40 a.m. All teachers are expected to be in their rooms at 7:40 a.m. until 4:20 p.m., Afternoon departure time is 4:20 p.m. All teachers will have breakfast and/or lunch duty assigned throughout the course of the year. Personally contact Ms. Wolery if you need to leave the building during duty hours. Written notes or email will not be accepted for these requests. If Ms. Wolery is unavailable, see Wendy Taylor or Suzanna Johnson. Please sign out of the main office of your building when leaving.

## EFFECTIVE GRADING SYSTEMS

An effective grading system is more than an evaluation tool; it is also an instructional tool and a motivational tool.

A. Features of an Effective Grading System:

1. Evaluation should be based on clearly defined course objectives.

2. Class lectures, projects, assignments, and tests must be clearly related to course objectives and evaluation procedures.
3. A percentage of the final grade should be based on daily participation and effort.
4. The grading system will need to include a monitoring system that gives students immediate and continual feedback on their daily performance and effort.
5. Effective grading systems must include relatively immediate feedback on written assignments and tests.
6. An effective grading system will encourage students to keep track of their own grades.
7. Grades should be based on points so students understand the relative weight of assignments, test participation, etc.

#### B. Designing an Effective Grading System:

1. Establish a percentage of the grade for classroom performance based on maturity, self-motivation, type of subject and course level.
2. Design an efficient system for monitoring and recording daily classroom behavior.
3. Determine the approximate number of total points students may earn for tests, assignments, and class projects during the term.
4. Determine the total number of points students may earn for participation and effort during the term and establish a weekly point total for class performance.
5. Establish criteria and point values for earning class performance points.
6. Assign weekly performance points.
7. Design a procedure for giving students their weekly classroom performance grade.
8. Design a form for students to record their own grades.
9. Teach students how your grading system works.
10. Update electronic Gradebook prior to departure on Thursday or the last academic day of the school week.
11. Design all class activities, assignments, tests, and papers around the curricular objectives adopted by the school and unit objectives.

#### C. A Five-Step Process for Teaching Students How to Behave

1. Get the attention of every student before you begin any class activity.
2. Introduce each activity and describe exactly how you expect students to behave during the activity.
3. Provide students with positive feedback when they are meeting your expectations.
4. Provide immediate feedback when students are not meeting your expectations.
5. At the end of each activity, tell the student how well they have met your expectations.

## EMERGENCY SUBSTITUTE PLANS

All teachers must have at least two day's detailed emergency lesson plans for all classes on file in the main office. The lesson plan should be clear and concise, so that any substitute can follow it. This will be used in case of an emergency only. This plan should include the above and include lessons and work that will provide class work for two to three days.

## EQUIPMENT INVENTORIES

A list of equipment purchases is kept in the district office. If you have equipment that is broken beyond repair or is obsolete, you need to submit a description and serial number to the superintendent for inclusion on the obsolete equipment list. The office will notify you of final disposal methods.

## EXTRA-CURRICULAR ACTIVITY FUNDS

1. Sponsors and designee (normally the class treasurer) should count any money to be deposited into the student Activities Fund.
2. Arrangements for money for change, etc., must be made through the high school clerk. Please give her adequate notice.
3. Activity checks will be written on Thursday each week. Submit all requisitions and bills to be paid by Thursday at 8:30 a.m., so that they may be processed in a timely manner.
4. Printouts of the accounts will be done on a monthly basis. All sponsors will receive a transaction journal at the end of each month. The monthly printouts should be maintained by the advisor.
5. No money should be kept in your room. You are responsible for money not properly secured.

## EXTRA-CURRICULAR SPONSORS

1. The sponsor's personal conduct should be above reproach.
2. The sponsor will approve and attend all activities involving their group. Do not approve an activity that you cannot attend!
3. The sponsor should encourage and help organize activities.
4. The sponsor should be present at all extra-curricular activities for which they are responsible. Student groups must not be left on the grounds without supervision.
5. Sponsors should make every effort to make all projects a success.
6. Sponsors should be on time for all activities.

7. Sponsors must keep current with all financial transactions of the organization for which he/she is responsible. Money must be deposited in the school account. Money does not legally belong to the group.
8. When sponsoring a dance, the sponsor is responsible for securing a second adult chaperone.
9. All sponsors or chaperones should be at the activity site 30 minutes before the activity is scheduled to begin.
10. All funds must be secured in the office. Advisors are personally responsible for all monies not properly secured.
11. All requests for cash boxes need to be made to the clerk by Wednesday morning before the funds are needed.
12. If your group travels overnight and is a co-ed group, you should secure at least one chaperone of the opposite sex.

## FACULTY MEETINGS

Faculty meetings will be held when needed at the discretion of the superintendent or principal and are tentatively scheduled to be once a month.

## FAMILY NIGHT – WEDNESDAY EVENING

No school activities are to be held on Wednesday evenings. No students are to be allowed in the school or gym (including those students who participate on a town team) after 7:00 p.m. on Wednesdays.

## FIELD TRIPS

Field trips by any class are to be encouraged when they are in line with a specific curricular objective(s). They should only be made after study and discussion of a particular project and should be followed by further study and discussion after returning from the trip. Only school-authorized vehicles may be used in transporting students. It is highly encouraged that school sponsored field trips be scheduled on Fridays when school is not in session.

## FUND RAISING

All organizations, clubs, sports teams and others who wish to sell items for fundraising must receive approval from the superintendent in advance.

## INTERNET USE

Use of the Internet and email is governed by school board policy. Please use the systems for educational purposes only. (Board Policy 5450)

## JURY DUTY

Big Sandy Public School will release staff members to act as jurors. The staff member will receive regular school wages and can retain money for travel, lodging, and eating expenses. The staff member will give compensation jury duty pay to the school. The school will pay for the substitute.

## KEYS

Do not lend your keys to students. At no time should students be admitted into the building for activities unless supervised by a teacher. Please do not unlock classroom doors or admit students to locked, unsupervised classrooms.

## LESSON PLANS

Lesson plans should be submitted to Ms. Wolery by 8:00 am every Monday morning. They should be detailed enough that an absent student or a substitute teacher could follow them. Remember that your lesson plans should be detailed enough that a substitute teacher would be able to effectively teach the lesson by looking at your lesson plans.

## LIBRARY

The library is to be used by those students doing research, computer work or browsing for leisure reading. At the discretion of the librarian, students may work in small groups. The library is an extension of the classroom and will therefore maintain a quiet atmosphere. Students transferring to the library from a classroom must be prepared to work quietly or they will lose their library privileges. Please do not send your classes to the library without checking beforehand with the librarian or aide assigned to that area or send a student for make-up test without notification of the librarian or aide in charge.

# LOCKING THE BUILDING

When you use the building after the school day and on weekends, be sure the entrances are properly closed and locked when you leave.

## MARKS/GRADES

- A. Be consistent whenever you are marking students.
  - 1. Consider absenteeism when giving marks. Remember, your instruction in the classroom should be the most important part of the daily lesson. Learning that is lost due to absences can never be adequately replaced. Each day of absenteeism constitutes one-fortieth of each marking period.
  - 2. Academic Non-Performance: Academic non-performance results when a student does little or no homework, fails to complete assignments, and receives grades of Fs or Ds on a regular basis. Non-performers are students 16 years of age or older who choose not to take advantage of their educational opportunities. These students will be assessed to determine their education needs and placement. Non-performers may face expulsion.
  - 3. Grades MUST be imputed in the electronic Gradebook and should be at least three grades per week. Grades need to be updated every Monday morning by 8 am. **Classes that meet twice a week should have at least one grade per week entered into the gradebook.**
- B. Mark Description
  - 1. An “A” student is careful, thorough, and prompt in preparation of all required work. He/she is quick and resourceful in using suggestions for extra study. He/she has enough interest to undertake original projects beyond assigned work. He/she uses time well. He/she does not guess. He/she shows leadership in class activities. He/she has excellent self-control and effective study habits.
  - 2. A “B” student prepares assignments carefully. He/she is conscientious and dependable. He/she responds readily when called upon. He/she has good study habits. He/she sometimes does more than routine assignments.
  - 3. A “C” student does good work but requires considerable direction from the teacher. He/she is usually dependable, has good intentions, though interest does not always seem keen. He/she is satisfied to do only minimum requirements though he/she sometimes responds to suggestions. He/she needs prompting by frequent questions.
  - 4. A “D” student barely does passing quality work. He/she lacks effective study habits. He/she fails frequently to complete assigned work. He/she is too easily diverted from any task. He/she lacks a sense of

- responsibility. He/she requires constant help and suggestions. He/she shows sufficient mastery to warrant the opinion that he/she will grow more through advancement than through repetition of the course.
5. An “F” student fails to accomplish the minimum essentials of the course. He/she needs to spend more time on the subject. He may lack the ability to succeed in certain areas. His/her study habits are usually poor and ineffective. Irregular attendance and defective physical conditions may be the cause of the failure. He/she is frequently not interested enough in the subject matter to make up work missed during absences. He/she sometimes loafs along the first part of the course, and then decides too late to get down to business.
  6. An “I” (incomplete) means the student has not met all of the requirements for credit. The “I” may be removed or replaced by a regular grade upon completion of the work within two weeks after the grading period. All incompletes not removed during the two-week period automatically become an “F.”
  7. Student grades are final when posted to their transcript and can only be changed through administrative action.
  8. Grading System – Grades 2-12  
Please follow the recommended grading system in your classrooms

Grade	Percentage	GPA
A	93-100	4.00
A-	90-92	3.67
B+	87-89	3.33
B	83-86	3.00
B-	80-82	2.67
C+	77-79	2.33
C	73-76	2.00
C-	70-72	1.67
D+	67-69	1.33
D	63-66	1.00
D-	60-62	.67
F	0-59	0
I	Incomplete	0

All teachers should be maintaining computer grades on a consistent basis and it is recommended to give at least three (3) grades a week. Parents will be able to access Infinite Campus to check student progress in grades K-12.

## MILEAGE FOR PERSONAL VEHICLE USE

Mileage at the state rate will be provided to employees who must use their personal vehicles for school business. This must be approved by the superintendent in advance. Mileage will not be paid for personal vehicle use if the school district vehicle is available.

## PARENT-TEACHER CONFERENCES

Parent-Teacher conferences will be held twice, the first early in 2<sup>nd</sup> quarter and the second early in 3<sup>rd</sup> quarter. Time spent in these two days is considered scheduled PIR day. Chairs are to be made available outside your classroom. Please keep records of parents attending the conferences.

## PASSING TIME

All teachers will assist in hall supervision between classes by standing outside their classroom door during class change.

## PERSONAL CONDUCT

Employees are expected to maintain high standards of honesty, integrity, and impartiality in the conduct of District business. (Board Policy 5223)

## PIR DAYS

The scheduled duty hours for Pupil Instruction Related days vary but will be 6 hours of PIR time per session. On the MEA PIR days, all teachers must attend the MEA convention or workshops or file a Flex plan with the Superintendent or Principal by September 1, 2023.

## PREP TIME

Teacher preparation time shall be used for professional reasons. Personal matters should be handled during unassigned lunchtime hours. If a good cause exists for leaving the building during prep time, you MUST make prior arrangements with the Superintendent or Principal.



## PURCHASE/REQUISITION ORDERS

A requisition form must be obtained from the office prior to placing any order. The superintendent must approve all orders in writing. The District Clerk may approve orders in the absence of the superintendent if urgent. Purchases made without approval will be the financial responsibility of the employee. When the shipments arrive, they will be checked in by the receiving clerk and delivered to the correct building/classroom. Activities purchase orders must be used when placing orders using Student Activity Funds. These purchase orders require a student officer (when applicable) and the appropriate advisor's signature before delivery to the office for processing. Activity sponsors are responsible for verifying orders. DO NOT OPEN, OR REMOVE FROM THE RECEIVING AREA, ANY BOXES, MERCHANDISE, SUPPLIES, ETC.

*Do not buy items personally and then ask for reimbursement, as you will not be reimbursed. If the proper procedure is not followed, those making the purchase will be held responsible for payment of the bill. NO teachers are to make personal purchases using the name of Big Sandy Public Schools.*

## REQUISITIONS

Requisitions are due in the office in early spring. Teachers must list all supplies needed for the coming year. A folder will be made available with your name as a title. Use a separate requisition sheet for each vendor. Teachers will rate priority; #1 needed to run the program, #2 being of medium importance (would like to have but can do without), and #3 being the least important (can do without but would enhance the program). Please subtotal each page and show a final total on the 1<sup>st</sup> page.

## RETAINING STUDENTS IN CLASS

You may not retain students in your classroom after the dismissal bell has rung. They must be allowed to go to their next assigned class. If necessary, send a signed request to the next teacher asking for the student to return to your classroom at the discretion of the subsequent teacher.

## ROOMS

Please close and lock all the windows and close shades in your classroom before leaving the building. Please turn off the lights in your room when they are not needed or when the room is not in use. When you are the last to leave the building, be sure all lights in halls, lavatories, and other rooms are turned off. Any changes

to classrooms and equipment that are permanent in effect must be approved by the administration. Expenses to repair or replace such changes will be the responsibility of the teacher. Keep desks and chairs away from the walls to prevent damage and scratches. Food and Drink in the classroom is up to the discretion of the teacher. Keep your room environment conducive to learning and in the best possible condition as to assist our custodial staff.

## SEMESTER TESTS

Semester tests will be required for all students in grades 9-12.

## SEXUAL HARASSMENT

The District will do everything in its power to provide employees a work environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment, as defined and otherwise prohibited by state and federal law. (Board Policy 5012)

## SPECIAL EDUCATION/504

To implement a pre-referral, contact the K-12 Special Education teacher.

## STAFF ABSENCE/SUBSTITUTE TEACHERS

Please fill out the leave form, which can be obtained from Cinda or Wendy, anytime you are absent or plan to be absent. Email that form to the Superintendent, Principal, Business Clerk and building secretary, depending on your building assignment. It is extremely helpful for the substitute if you have a seating chart for all your classes. Do plan on instruction taking place in your absence. The administration will do their best to find a qualified substitute. Items such as a video/movie should be used only if you would have used the same instructional tool if you were present. Include lesson plans, seating chart, correction keys, fire exit plan, attendance roster with identified responsible students in each class, and the location of needed items for instruction. If you need an emergency sub in the morning please call Suzanna (elementary) or Wendy (High School) by 6:30 am.

## STAFF COMMUNICATIONS TO THE BOARD

(Board Policy 1520)

All official communications to the Board from supervisors, teachers, or other staff members shall be submitted through the Superintendent. This shall not deny any staff member's right to appeal to the Board from administrative decisions, provided that the Superintendent shall have been notified of the forthcoming appeal and that it is processed according to applicable procedures for complaints and grievances. Discussions of personalities or staff grievances are not appropriate.

## STUDENT ACCIDENTS/ILLNESS

If a student becomes injured, immediately notify the office and fill out an accident report form. This applies to classroom incidents as well as any extracurricular activity. Do not give any medicine or drugs to a student. Accident Reports can be found in either of the main offices.

## STUDENT ATTENDANCE

Each teacher must keep a regular and accurate attendance record for each of his/her classes. Within the first 10 minutes of the class period, attendance should be posted on your computer. Students who are tardy first hour or fifth hour must have a properly signed admit slip from the office.

## STUDENT DISCIPLINE (Board Policy 3310 & 3310P)

It is the responsibility of the classroom teacher to maintain a good learning atmosphere at all times in his/her classroom.

- A. A teacher shall be responsible for the discipline of pupils enrolled in his/her classes and should handle his/her own discipline problems whenever possible. The teacher should feel free to consult with the principal about any discipline problems he/she may be having.
- B. A teacher should aid in controlling misbehavior of students observed in non-classroom areas and should make an immediate report to the principal.
- C. To avoid discipline problems, a teacher should always be well prepared for each class and should make sure the students make good and full use of their time. Classroom instructional time should not be used for non-instructional purposes (i.e., computer games, study hall, movies, free time).
- D. Detention slips will be provided to all teachers and should be filled out and turned into the office. Always call a parent if you are giving detention. If a student has been given three detentions in the same class

from the same teacher then the Principal, Teacher, Student and Parents will have a meeting to discuss the behavior.

The Board grants authority to a teacher or principal to hold a student to strict accountability for disorderly conduct in school, on the way to or from school, or during intermission or recess.

## STUDENT EVALUATION PROCEDURES

Be consistent whenever you are evaluating students.

Mid-Term Reports – Parents/Guardians can access midterm grades via the Infinite Campus website and will be encouraged to do so. Mid-terms will be mailed to students in grades 7-12 upon request by parent/guardian.

Quarter and Semester Reports – All student evaluations will be recorded and submitted via the computer network. All grades should be closely checked for accuracy and submitted on or before the deadline at the end of the grading period. Proper setup of your electronic Gradebook will expedite this process.

Eligibility Reports – Updated grades for each student are due every Monday morning by 8. After 8 o'clock each Monday Morning the AD will email out a list of students who are failing. Those students will be ineligible to participate in extracurricular activities from Monday to the following Sunday, unless they adhere to the following steps:

If a student is failing one class.

1. Attend one study session every day at either lunch or after school until 4:18 (teacher choice of when the session will be)
2. Get the teacher's signature after each session
3. Turn in a sheet of signatures at the end of the week to the Activity Director. If a student follows through with their studying, and checking in with their teacher, they will be able to attend all activities that weekend. If they miss even one session, they will have to miss all activities for the week. This only applies to activities that don't require the student to miss school. For students in extracurricular activities such as FFA, they will not be able to attend any trips that require them missing school. If it is a weekend trip, and they follow the given rules, they have a chance to attend.

If a student is failing 2 or more classes they are not eligible for any activities that week. Though not required it is highly recommended the student attend tutoring sessions to raise their grade.

## STUDENT HALL PASSES

If a student wishes to leave a classroom, he/she must have the appropriate hall pass. However, a student may not visit another classroom unless he/she has a previously signed slip from the teacher in that classroom.

## STUDENT SIGN-OUT

No pupil shall leave the premises during the school day without the permission from the office. Pupils will sign out through the office only when a parent has given permission in accordance with the closed-campus procedure.

## STUDENT SUPERVISION

Please do not leave any of your classes unattended. If an emergency arises, inform the office and wait for coverage by another school employee. All classes require supervision. Please remain with classes at all times. A group cannot be expected to function properly without the supervision of the instructor. Do not leave class or study hall unattended.

## TEACHER ABSENCES

In order to provide quality education to our students and have high expectations it is imperative to have our teachers in attendance. Please do not schedule personal absences the first two weeks or the last two weeks of school. Personal leave cannot be used to extend holidays and personal leave needs to be requested at least 2 days in advance in accordance with the Collective Bargaining Agreement.

## TEACHER EVALUATIONS

Teachers will be evaluated in accordance with Article IX of the Collective Bargaining Agreement.

## TEXTBOOK RECORDS

All textbooks must be stamped PROPERTY OF BIG SANDY SCHOOL DISTRICT, numbered, and dated. Use the following procedure: example (01/60/02) where the first number is the number of the book, the second number is the total number of books received, and the third number is the year of the purchase. An accurate record of all textbooks issued to students should be on file in your classroom; use

the record form from the office. Students will reimburse the school for destruction or loss of school books assigned to them for the school year. Textbook inventory covering all the volumes in each department must be kept up-to-date and recorded on the teacher's inventory list. Teachers receiving new texts must submit the following information to the office: title, publisher, copyright date, and ISBN at the start of each school year. Teachers should require students to cover textbooks.

## TRANSCRIPT OF CREDITS and CERTIFICATES

Your up-to-date teaching certificate must be signed by the County Superintendent and on file with the district superintendent within sixty days of the first day of school. Your complete transcripts, in accordance with the provisions of the collective bargains agreement, must be submitted to the superintendent no later than October 15, 2023.

## TRAVEL ROSTERS

Teachers removing students from classes will supply the teaching staff with a roster naming the students, the day(s) missed, and the hours the students will miss. The rosters will be issued to the secretary at least two days prior to the departure of the students. This is to assist staff with lesson planning.

## USE OF TOBACCO

Any use of tobacco products inside any school building or on school grounds is prohibited.

# EMPLOYEE ACKNOWLEDGEMENT FORM

The teacher handbook describes important information about Big Sandy School and I understand that I should consult the Superintendent regarding any questions not answered in the handbook. I have entered into my employment relationship with Big Sandy Schools voluntarily and acknowledge that the specified length of my employment is stated in the signed contract.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur. All such changes will be communicated through official notices and I understand that revised information may supersede, modify, or eliminate existing policies. Only the school board of Big Sandy Schools has the ability to adopt and make revisions to the policies in this handbook.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook and understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

EMPLOYEE'S NAME: (printed):

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EMPLOYEE'S SIGNATURE:

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DATE: \_\_\_\_\_