

# Superior Central Teaching Staff Handbook



2017-2018

*THE PURPOSE OF THIS HANDBOOK IS TO GIVE CURRENT, NEW, AND PROSPECTIVE STAFF MEMBERS A CONVENIENT GUIDE TO USEFUL INFORMATION ABOUT SUPERIOR CENTRAL SCHOOL AND ITS POLICIES AND STAFF DUTIES AND RESPONSIBILITIES. IT IS, HOWEVER, ONLY A GUIDE.*

*THE OFFICIAL POLICIES AND PROCEDURES OF THE SUPERIOR CENTRAL BOARD OF EDUCATION WILL GOVERN THE TOPICS ADDRESSED.*

Revised – August 2017

## Table of Contents

SUPERIOR CENTRAL SCHOOL MISSION STATEMENT .....	4
SUPERIOR CENTRAL SCHOOL VISION STATEMENT .....	4
AREAS OF IMPORTANCE .....	4
ACCIDENT OR INJURY (TEACHER).....	5
AFTER SCHOOL DETENTION OF STUDENTS HELD BY TEACHER .....	5
ANNOUNCEMENT AND WEEKLY CALENDAR.....	5
ATTENDANCE AT AFTER SCHOOL EVENTS .....	5
ASSEMBLIES/PROGRAMS.....	5
BOARD OF EDUCATION MEETINGS.....	5
CHILD ABUSE/NEGLECT.....	5
CURRICULUM IMPROVEMENT.....	6
DISCIPLINE AND REFERRAL FORMS.....	6
DUTIES OF ADVISORS.....	6
EMERGENCY PROCEDURES .....	7
END OF YEAR REPORT .....	7
FOCUSED INSTRUCTION TIME (FIT).....	7
GRADING SYSTEM .....	8
HALL PASSES.....	8
HOMEWORK EXPECTATIONS .....	8
LESSON PLANS.....	8
MAIL BOXES .....	8
NETWORK SECURITY .....	8
PARENT-TEACHER CONFERENCES.....	9
PREPARATION TIME .....	9
PUPIL SUPERVISION .....	9
ROOM CARE .....	9
SCHOOL CANCELLATION .....	10
SCHOOL-WIDE DISCIPLINE GUIDELINES.....	10

SICK LEAVE AND ABSENCE POLICIES ..... 10

SPECIAL EDUCATION ..... 11

STAFF MEETINGS..... 11

SUBSTITUTE TEACHERS ..... 11

SUPPLIES AND EQUIPMENT PURCHASES ..... 11

TARDINESS POLICY ..... 12

TEACHER EVALUATIONS..... 12

TEACHING HOURS..... 12

TEACHER RESPONSIBILITIES ..... 12

TELEPHONE ..... 13

TEXTBOOKS ..... 13

## **SUPERIOR CENTRAL SCHOOL MISSION STATEMENT**

Superior Central Schools are committed to excellence in teaching and learning for all students. We believe that all students can achieve mastery of basic skills and that our school's purpose and our responsibility is to educate all students while fostering positive growth in social/emotional behaviors and attitudes. We will provide effective instructional leadership, responsible fiscal management, and quality learning environments. We share with our community and parents the responsibility for educating our students so as to enable them to live and work in a rapidly changing world.

## **SUPERIOR CENTRAL SCHOOL VISION STATEMENT**

The vision of the Superior Central School District is to build an outstanding learning community by focusing on the assets of students, parents, staff, and the community as a whole. Superior Central will be one of the top-rated academic schools in the state of Michigan. It will be the most desirable school in Alger County, having the highest percentage of "schools of choice" enrollment in the Upper Peninsula. It is essential that we preserve our school as the "heart" of our community. Superior Central will lead the state and nation in becoming the most environmentally friendly "green" school and in having the most technologically advanced campus. Our district will provide a safe and productive learning environment that will enable students to become lifelong problem solvers that will cultivate productive and responsible global citizens. Students, parents, teachers, school staff, administration, the Board of Education, and the community are all equally accountable for the education in the Superior Central School District.

## **AREAS OF IMPORTANCE**

1. Teachers should take into account the needs of all their students.
2. Teachers are to be in their designated areas 15 minutes before school and 20 minutes after school.
3. Rooms must be supervised at all times when students are present.
4. Lesson Plans must be turned in and current.
5. Do not purchase anything without a purchase order approved by the administration. Anything purchased without being approved will be your personal responsibility.
6. Staff meetings are mandatory. Middle/ High School meetings will be the third Monday of every month. Elementary meetings will be the third Tuesday of every month.
7. Hall supervision of students is the responsibility of all teachers, before school, after school, and between classes.
8. Please do not allow student to leave your room during your class period. If a need to leave arises, please make sure they have their planner which includes the, time, destination, and your signature.
9. Sub folders are to be completed and current.
10. Attendance and tardiness must be kept current and accurate on an hourly basis.
11. Every teacher should be making an effort to contact parents by any means possible. When you do, please document the contact, you will need to turn this in or e-mail it to the principal at the end of each month.
12. It is every teacher's responsibility to learn the process needed to use the computer for designated assignments. (Attendance, grades, etc.) If help is needed, please notify the office.

### **ACCIDENT OR INJURY (TEACHER)**

Should any teacher receive an injury while at school, be sure you fill out a report form immediately and submit it to the principal's office.

### **AFTER SCHOOL DETENTION OF STUDENTS HELD BY TEACHER**

A teacher retaining a student after school as a disciplinary measure is permissible to the policy of this school system. Students must be given twenty-four hour notice in order to arrange for their own transportation or another alternative to be worked out.

### **ANNOUNCEMENT AND WEEKLY CALENDAR**

Announcements concerning teachers and students will be posted to the Google Drive Document. Please read these announcements daily during Focused Instruction Time.

### **ATTENDANCE AT AFTER SCHOOL EVENTS**

Students appreciate teacher support at extra-curricular and after school events. Teachers are encouraged to attend after school functions. Athletic passes will be issued to each staff member by the athletic director for the 2017-18 school year.

### **ASSEMBLIES/PROGRAMS**

Please sit with your class during assemblies and programs. Your attendance at assemblies and programs is required; every attempt to accommodate prep time will be made.

### **BOARD OF EDUCATION MEETINGS**

The Board of Education meets the third Monday of each month. The regularly scheduled time is 7:00 p.m.

### **CHILD ABUSE/NEGLECT**

If teachers are alert to the signs and symptoms, which point to the possibility of neglect or abuse, they must take the first step to bring help to students whose needs are not being met at home. That first step is to contact child protective services on behalf of the troubled child.

Public Act No. 238 of 1975 is known as the "child protection law". Teachers who have a reasonable cause to suspect child abuse or neglect must make an oral report or file a written report within 72 hours. The appropriate form to report actual or suspected child abuse or neglect can be received from the building principal or secretary. If you suspect abuse or neglect, call **855-444-3911** any time day or night. This toll-free phone number allows you to report abuse or neglect of any child or adult to the Michigan Department of Human Services. For each instance, you have the option of notifying or request assistance from the building principal.

## **CURRICULUM IMPROVEMENT**

The principal is responsible for upgrading, improvement, and revision of the schools' curriculum. All classes must be articulated and formulated to meet the guidelines of the mandated State Core Curriculum. All teachers and staff members will be asked to participate in this most important task. When curriculum programs are adopted, they must be carried out.

## **DISCIPLINE AND REFERRAL FORMS**

Discipline in a classroom is one of the most important duties teachers have. The classroom environment must be such that all students can learn. The use of many discipline procedures will help in keeping your room orderly and safe for all students. Discipline can be many forms with praise being one of them.

If a student becomes a threat to another student, the teacher, or completely disruptive, it is the duty of the teacher to send them to the office with a referral form filled out. When a student is sent to the office and a referral form is not given, there will be NO action taken.

Do not send a referral for insignificant and trivial matters that can be handled in your room. We want the discipline referrals to have a high impact for our discipline code. We want students to know that a referral will be an action form followed according to the discipline code.

Please keep parents posted as to their child's behavior.

## **DUTIES OF ADVISORS**

Faculty may choose to be a class advisor of a specific grade. Advisors should be aware of the following responsibilities:

1. The advisor **must** be present at all class meetings, fund raisers, and functions.
2. It is the advisor's responsibility to work closely with the students in planning and carrying out all their class activities. These often time extend beyond the school day and includes homecoming activities, spirit week activities, fundraising, and dances.
3. Proper forms need to be filled out and approved in the office for using the facility, fund raising, etc.
4. The advisors are responsible for making sure all fundraising money is turned in to the office the next school day.

## **EMERGENCY PROCEDURES**

### **Fire Evacuation**

1. Evacuate when you hear the fire alarm ring.
  - a. Please be aware of your designated evacuation route.
  - b. Take **KEYS & ROSTER**
2. Turn out the lights and close the classroom door once students leave.
3. Leave the building in an orderly manner without rushing or crowding.
4. Assemble students and check roster to ensure that all students are accounted for.
  - a. Report any missing student immediately.
5. Return to your classroom when instructed that it is safe to do so.

### **Shelter in Place**

1. Keep all students in your classroom and continue teaching until you hear the all clear call.

### **Lock Down**

1. Insert "Night Lock" door security mechanism into door and floor.
2. Shut off lights and move all students to corner of the room away from the door and windows.
3. Students are to remain quiet.
4. Remain in your secure location until you are given the all clear.

### **Tornado Procedure**

1. When you hear the tornado announcement (over radio, P.A., or all-call over the phone) line up students and take them in the hall.
2. Instruct students to face the wall and tuck.



3. Students should remain quiet until the all clear is given.

## **END OF YEAR REPORT**

Each teacher is required to fill out and turn in an end of the year inventory of your textbooks, suggestions for changes, personal data sheet, requisitions for the coming year and any other information as needed.

## **FOCUSED INSTRUCTION TIME (FIT)**

Students will participate in a 30 minute Focused Instruction Time during the day. This time will be used for the following purposes: Planning for the week, mentoring, mini-lessons, and sustained silent reading. Teachers are also responsible for reviewing school announcements during this time.

## GRADING SYSTEM

The following numerical grading system will be followed which has been approved by the school board:

100-94 – A	93-90 – A-	89-87 – B+	86-83 – B
82-80 – B-	79-77 – C+	76-73 – C	72-70 – C-
69-67 – D+	66-63 – D	62-60 – D-	59↓- E

As a general policy and to provide you some degree of consistency in the grading system, semester and final exams should account for twenty percent of a semester or final grade. ( $2/5 + 2/5 + 1/5 = 1$ )

## HALL PASSES

Every student leaving a classroom must have a hall pass (planner) containing their name, time, destination, and teacher signature. If you are the destination teacher, be sure to sign the pass and issue a departure time.

## HOMEWORK EXPECTATIONS

Homework will not generally be used for disciplinary reasons, but only to enhance the students' learning. Homework completion is always expected. To be considered acceptable, assignments must be finished, handed in on time, relatively neat, and show sincere effort. Student homework will be accepted late with the following reductions. 1 day late, grade reduced by 10%; 2 days late, grade reduced by 20%; 3 days late, grade reduced by 30% (homework will not be accepted beyond 3 days). It is understood that unforeseen circumstances may arise with homework completion, so procedures for dealing with the resolution of such problems can be established with the individual teacher if necessary.

## LESSON PLANS

Lesson plans will include:

1. Instructional goals and objectives for the lesson.
2. State Curriculum Standard(s) being taught.

## MAIL BOXES

Teacher mailboxes are located in the office. Teachers should check their mailboxes at least once a day. Checking below the mailboxes for packages, etc. is also important. Do not send students to pick up your mail.

## NETWORK SECURITY

Do not give your computer passwords out to any student for any reason, ever.

## **PARENT-TEACHER CONFERENCES**

Parents, no doubt, will contact you many times during the school year concerning their children's progress and problems. In anticipation of this it may be a good idea to accumulate samples of student work or concerns which may be shared with parents. Please be sure to keep a record of all contacts with parents, including telephone calls, written communication, and parent-teacher conferences. All teachers are to be present for Parent-Teacher conferences.

## **PREPARATION TIME**

Each teacher is provided preparation time. Teachers may not necessarily have access to their own classroom during their prep time.

## **PUPIL SUPERVISION**

When parents send their students to school, they can rightfully assume that the student will be under the supervision of responsible persons during the entire time the student must be at school.

### **HALL DUTY:**

1. Be on duty in your assigned area before school and after school until the halls are cleared.
2. The fact that a teacher is present in a given area of the building has a great effect on student discipline in that area. With the crowded conditions in the building, hall responsibilities have become extremely important. Each teacher is expected to be responsible for their area of the building as well as the respective lavatories.
3. Please stand by your classroom doors during class changes.

## **ROOM CARE**

Teachers are responsible for well-kept rooms. Students seem to perform better in a well-organized environment. Teaching respect for property and pride in their school is the responsibility of every teacher, administrator, and school personnel.

### **Before leaving the classroom at the end of the day, be sure to do the following:**

1. Close and lock all windows.
2. Have room in an orderly condition. Students can pick up scraps of paper, etc. before being excused.
3. Turn off lights
4. Make sure all students are out of the room.
5. Lock all classroom doors.
6. Desks in proper order.

## General Help in Good Maintenance

1. Refrain from having students write on any school property. (Boards, books, shades, etc.)
2. Do not use tape on ceiling strips, tiles, lights, and the like.
3. Do not allow students to put stickers, etc. on desks, doors or walls.
4. Fast pickup of accidents, especially on carpet, is encouraged.
5. Keep heating unit free of materials and **do not let students sit on them** or on the windowsills.

## SCHOOL CANCELLATION

Should it be necessary to cancel school the phone tree will be used to contact staff. Please call the person below you on the tree. If you are unable to contact the person directly below you, please call the next person. Teachers can use the Remind App to receive notification of school cancellation. If you would like to opt out of the phone tree please inform Barbara Wells.

## SCHOOL-WIDE DISCIPLINE GUIDELINES

It is expected that students will at all times obey the three primary rules of the school.

1. They will not violate the rights of other people.
2. They will not engage themselves in activities that will prove to be dangerous to themselves or others.
3. They will respect property.

Hopefully, students will exhibit self-control as they grow and develop in school. If students do not demonstrate maturity to control their own behavior and violate one of the three primary rules, appropriate action will be taken.

It is important that parents, teachers and administration be consistent in enforcing the rules. It is only as we move forward as a team and work together that good building discipline can be realized and a set of consistent expectations in behaviors developed on the part of students.

1. When a student's behavior is of a very serious nature, he/she is sent directly to the office with a disciplinary referral. The administration will determine the consequence at that time. Parent should be notified by teacher and administration.

## SICK LEAVE AND ABSENCE POLICIES

Teachers employed by Superior Central School shall be entitled to thirteen sick days per year. See Master Agreement for Sick Leave and Personal Leave definitions.

Substitute teachers can be scheduled using [www.willsub.com](http://www.willsub.com) or by calling willsub.

## **SPECIAL EDUCATION**

Some students with disabilities who receive special education services need accommodations or modifications to their educational program in order to participate in the general curriculum and to be successful in school. While the Individuals with Disabilities Education Act (IDEA) and its regulations do not define accommodations or modifications, there is some agreement as to what they mean. An **accommodation** allows a student to complete the same assignment or test as other students, but with a change in the timing, formatting, setting, scheduling, response and/or presentation. This accommodation does not alter in any significant way what the test or assignment measures. Examples of accommodations include a student who is blind taking a Braille version of a test or a student taking a test alone in a quiet room. A **modification** as used in this document is an adjustment to an assignment or a test that changes the standard or what the test or assignment is supposed to measure. Examples of modifications include a student completing work on part of a standard or a student completing an alternate assignment that is more easily achievable than the assignment. Please use the form provided by the Special Education Department to verify what accommodations you are providing.

## **STAFF MEETINGS**

Teachers are expected to attend professional staff meetings. Teachers may place appropriate educationally related items on the agenda for building meetings. The Principal may call these at any time. Middle/ High School meetings will be the third Monday of every month. Elementary meetings will be the third Tuesday of every month.

## **SUBSTITUTE TEACHERS**

Substitute teachers will be scheduled by using [www.willsub.com](http://www.willsub.com) or by calling willsub.

When preparing for a substitute be sure to:

1. Have lesson plans up-to-date and well organized.
2. Plan with care – be concise.
3. Place a class roster and seating chart in your plan book. Be sure it is up-to-date.
4. Alert the substitute to special programs, special duties or special activities for that day.
5. Have available:
  - a. 49 minute lesson
  - b. Seating Chart
  - c. Classroom Rules
  - d. Substitute Folder up-to-date and available

## **SUPPLIES AND EQUIPMENT PURCHASES**

Teachers are reminded that supplies and equipment are obtained by submitting a requisition through the principal while staying within budget restraints.

Permission by the principal and authorization from the superintendent is needed for a school purchase and on a school purchase order.

## **TARDINESS POLICY**

**Tardiness is defined as students not in the room when the bell rings.**

It is believed that punctuality is an essential part of each student's training. The following policy has, therefore been adopted.

1. Students arriving late to class will be recorded as tardy on PowerSchool.
2. Students detained by school personnel must have a written excuse from that person, indicating the student was detained for a legitimate reason.
3. After the third occasion of unexcused tardiness in a class, a referral will be written assigning a consequence, parents will be notified and a written communication of the problem will be sent home by the administration.
4. Every third tardy will result in consequences and may require a parent-teacher-pupil conference.

## **TEACHER EVALUATIONS**

Teachers will be evaluated per state policy.

## **TEACHING HOURS**

1. Teachers must be at assigned place of duty at least 15 minutes before first class begins.
2. After lunch teachers must be at assigned place of duty before class begins.
3. Teachers may leave 20 minutes after the end of the school day.
4. Adjustments, requested by a teacher, to the arrival and departure times may be approved by administration.

## **TEACHER RESPONSIBILITIES**

1. It is the responsibility of the Association and each individual teacher as well as the Board of Education, to provide the highest quality educational program possible for every student in the school district.
2. Teachers are required to be in their classrooms at all times unless otherwise assigned during all their scheduled classes unless an emergency arises, in which case arrangements would be made for supervision of students. This is to be adhered to in order to protect everyone from liability.
3. Participation in curricular activities intended for individual professional growth of teachers and for progressive evolution of a K-12 curriculum:
  - a. Faculty meetings
  - b. Pilot projects and curricular innovations for experimentation with new methods and/or materials
  - c. Grade level meetings to discuss current policy, develop budget requests, or coordinate teaching efforts in a subject area
  - d. Discussion periods with administration to seek solutions for individual teaching issues
  - e. Examination of new texts and teaching equipment
  - f. Reading professional journals
4. Attendance at all school functions held during the normal school day such as assembly programs, concerts, pep sessions, staff or grade level or departmental meetings, parent/teacher conferences, etc., is essential. Attendance at school functions outside the normal school day

such as athletic contests, band concerts, award ceremonies, commencement activities, beginning of year open house, etc., is highly desirable.

5. Lesson plans should be written which are concise and clear, and which a substitute teacher could follow reasonably. They should meet the needs of pupils on different levels of ability.
6. Teachers should make every effort to meet with parents for conferences to discuss pupil learning problems and other items of mutual concern, during conference hours or before and after school.
7. Objectively evaluate the progress of each student.
8. Extra-curricular activities contribute to the formal course of study, please help maintain pupil morale and assist in the establishment of good school-community relations. All faculty members should share these duties.
9. The teacher is responsible to verify he/she is certified and highly qualified to teach in their respective assignments. The district will request a teacher to acknowledge their status on a yearly basis.

### **TELEPHONE**

The telephones in each room are for teacher use. Please limit incoming personal calls. Students should not use classroom phones to make calls. If a student needs to make a phone call they can find time in between classes or during lunch. Students should only use the phone in the office.

### **TEXTBOOKS**

When textbooks are distributed all students must fill out and sign a textbook loan card. When the textbooks are collected at the end of the school year, the students are to be held responsible for books, which, in the opinion of the teachers, show more than the normal wear and tear. Teachers are to communicate their concerns to the student and parents and then to the office with the amount charged and to be collected. Notify the office if a student loses their textbook. If lost, the student will be responsible to replace it.