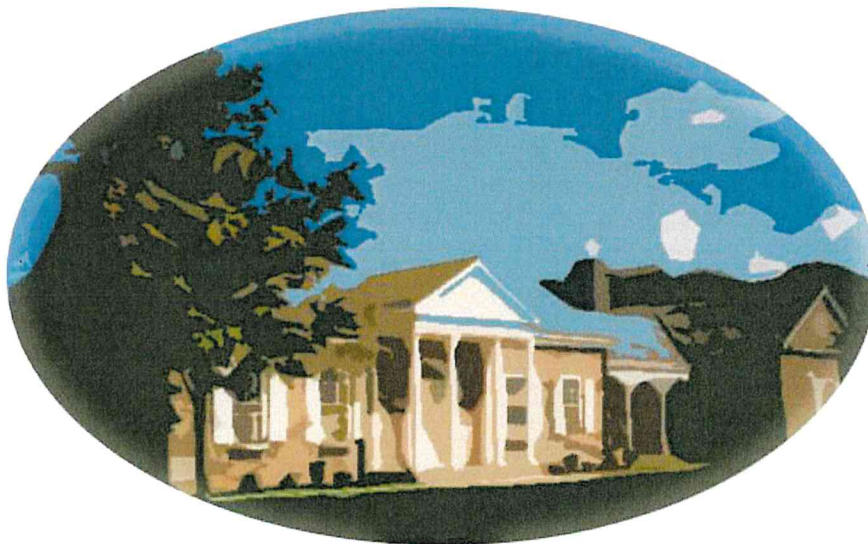




OWEN D. YOUNG
CENTRAL SCHOOL DISTRICT



FACULTY AND STAFF
HANDBOOK
2020-21

Brennan M. Fahey, Superintendent

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SECTION I

OPENING WEEK

1. Starting Time
2. 2020-21 Bell Schedule
3. Grade Level Homeroom Responsibilities
 - * Homeroom Teacher Assignments
 - * Student Schedules
 - * Emergency Information Cards
 - * Locker Distribution
 - * Student Absences
4. PA Announcements

SEPTEMBER 2020

WELCOME BACK!

GENERAL STATEMENT

Teachers are requested to read carefully. If you have any questions, please ask Mr. Fahey. *I would rather answer questions than rectify errors.*

When a "**due-date**" is specified for return of some information, it is seldom arbitrarily set. Reports, meetings, etc. usually must be completed based upon the material requested. Please comply with all due dates. If, for some reason you cannot meet a specified date, let us know in advance. This will save us the time and trouble involved in contacting you.

OPENING DAY OF SCHOOL



Please familiarize yourself with the following procedures and agenda for the opening day:

If teachers encounter any problems concerning class loads, student scheduling problems, or additional supplies, please refer all problems to the Guidance Office and/or Main School Office.

STARTING and ENDING TIMES

The Main School Office will be open daily from 7:30 a.m. to 4:00 p.m. K -12 teachers are to be on duty at 7:50 on the opening day of school as well as the remainder of the school year. Teachers are required to stay on duty until five minutes after the last regularly scheduled bus leaves, generally around 3:10 pm

2020-21 (COVID) Bell schedule

Elementary (K-1)

Time	Period
7:55 – 8:10	Arrival/Breakfast
8:10 – 9:05	1 st
9:10 – 10:05	2 nd
10:10 – 11:00	3 rd
11:05 – 11:35	4 th
11:35-11:45	Wrap-up
11:45 – 11:55	Dismissal

Elementary (2-3)

Time	Period
7:55 – 8:10	Arrival/Breakfast
8:10 – 9:05	1 st
9:10 – 10:05	2 nd
10:10– 10:40	3 rd
10:45 – 11:40	4 th
11:45 – 11:55	Dismissal

Elementary (4/5)

Time	Period
7:55 – 8:10	Arrival/Breakfast
8:10 – 9:05	1 st
9:10 – 9:40	2 nd
9:45 – 10:40	3 rd
10:45 – 11:40	4 th
11:45 – 11:55	Dismissal

Secondary (6-12)

Time	Period
7:55 – 8:10	Arrival/Breakfast
8:10 - 8:45	1 st
8:50 – 9:20	2 nd
9:25 – 9:55	3 rd
10:00 – 10:30	4 th
10:35 – 11:05	5 th
11:10 – 11:45	6 th
11:45 – 11:55	Dismissal

Remainder of instruction to be done virtually daily. For K-6 there will be a minimum of one hour a day of virtual work/instruction. For 7-12 there will be a minimum of 1.5 hours a day of virtual work/instruction.

FIRST PERIOD HOMEROOM RESPONSIBILITIES FOR OPENING DAY

STUDENT SCHEDULES

One set of schedules for each student in your first period homeroom will be available on **Thursday, September 3**. These are to be distributed during the homeroom period on the first day of school.

During the students 1st period on the opening day of school, students should make a note of any problems or adjustments necessary to their schedules. *Special "Student Change Request" forms* will be furnished to you for this purpose. These forms may also be obtained in the Guidance Office. Once completed by the student these forms should be returned to the Guidance Department **as soon as possible**. Pupils should include their present study hall schedule and the room numbers of the study halls so that they may be easily located by the Guidance Counselor. When necessary changes have been made by the Counselor, they will forward the schedule changes to the 1st period teachers. ***Pupils are not to report to the Guidance Office unless called for by the Counselor.***

NOTE: Course changes ***will not be made*** after **Friday, September 18th**. It is anticipated that all scheduling problems should be resolved by this date. ***1st period teachers are to make this announcement to their pupils.***

LOCKER DISTRIBUTION (Suspended per COVID Regs.)



Students will be assigned their locker through the Guidance Office. Their locker number will be printed on their schedule. The combination for their locker will be assigned on opening day **by the 1st period teacher**. Only one locker and combination is to be assigned per student. Please inform the students that they *are not* to give their locker combinations to *anyone* and that the lockers must be kept locked at all times. The school will not assume liability for non-school related materials left in lockers. It is expected students will use their lockers and **not** leave any items in the halls. Students **are not to share** a locker with their classmates. GYM LOCKERS and combinations are to be assigned by Mr. Pike. If there is a need to reassign a student locker please notify the Guidance Office.

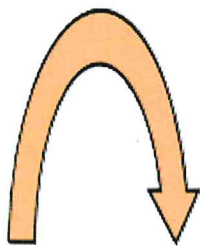
PLEASE NOTE: Each grade level homeroom teacher will receive a copy of their homeroom/locker combination list. For security reasons, please return this list to the Guidance Office no later than **TBD**

EMERGENCY INFORMATION FORMS

1st period teachers will distribute Emergency Information Forms and inform students to have parents review/complete the forms. Students are to return forms to first period teachers within the first week of school. Please **alphabetize** the forms and return them to the school office no later than **Friday, September 13th**.



PA ANNOUNCEMENTS



Announcements will be made in the morning during first period and if necessary at the beginning of 6th period. If you wish to have an announcement made, please provide the Main Office with the information no later than 8:00 for AM announcements and 11:30 for afternoon. There are forms available in the office for this purpose or email your announcement to Mrs. Armstrong. Birthday announcements must have the first and last name indicated and will be announced during first period. Please keep announcements brief so classes can begin promptly. Students **should not be out of classrooms during the announcements**. ***(It is expected you will make sure your students are quiet during announcements)*** Remember we are role models and should not be talking or doing other things during announcements as well.

SECTION II

FACULTY SUPERVISORY ASSIGNMENTS

1. Bus Duty
2. Homeroom Assignments and Procedures

BUS DUTY

To assist with the safe entering/exiting of the students, a supervisory list of teachers has been published below. These teachers are to report **by 7:55** for morning duty and **when busses leave** for afternoon duty to the bus loading area for bus supervision. **It is the responsibility of the Bus Duty individual to know all kids are out and to dismiss the busses.**



Duties and responsibilities will include:

1. Assist with an orderly dismissal.
2. Assure that all students are loaded on the proper bus safely.
3. Assist with bus disciplinary problems that may arise. Walk around the bus area to observe inappropriate behavior. Students should not be allowed to loiter in the parking lots and should enter the school buses immediately after exiting the building. Any students leaving the bus area should be reported immediately to the main office.
4. Vehicles should not be allowed to enter the bus boarding area while the students are entering the buses.
5. Staff should remain on duty until all the buses have unloaded in the morning and until the last bus has departed in the afternoon.

2020-21

BUS DUTY SCHEDULE

Bus Loop:

A.M.
TBD

P.M.
TBD

Parking Lot Pick-up:

TBD

Crossing Guards:

A.M.
Mrs. Miller

P.M.
Mrs. Miller

Curb coverage outside main entrance:

A.M.
TBD

1st period ATTENDANCE ASSIGNMENTS AND PROCEDURES

Essentially, every first period teacher serves the role of attendance teacher. They are responsible for the accurate taking of attendance each day.

Please take accurate attendance! Student transcripts, communications with parents, and applications for State aid are dependent upon the accuracy of your attendance report.

PROCEDURE TO FOLLOW: Attendance Period 8:05 - 8:10

1. First Period Teachers should personally take and record attendance during homeroom period. Do not rely on students for your attendance report.
2. First Period Teachers should post their attendance online **prior to the conclusion of the homeroom period.**
3. Report any errors you may discover to the Nurse's Office as soon as possible.

Please communicate regularly with students the importance of good attendance; if they are in attendance jeopardy, review their responsibilities and consequences of excessive absences or tardies. **Communicate poor student attendance patterns and/or concerns to the Nurse or Principal.**

SECTION III

BOOKS * MONEY DEPOSITS * PURCHASE ORDERS

1. Issuing Books
2. Textbook Covering
3. Purchase Orders

ISSUING BOOKS



When you issue any book (text, workbook, paperback, etc.) belonging to the school to a student please complete the Student Text Assignment Form (copy attached). You should retain these forms and update them throughout the school year and until such time as your students return their books. The maintenance of these textbook forms will be required for the *End of the Year Check Out Sheet* and must be turned in to the High School Office after all textbooks have been returned by the students but **no later than June 11th**. The Office will provide additional forms upon request.

Make sure the "book number" and the "student's name" is recorded accurately on this form. This helps us in the office to identify the proper owner of the book if it is returned to our lost and found.

SPECIAL PROBLEMS: If a student loses a book or damages it beyond use, you may issue another book and record the new book number and student name on the text form. The student is obligated to pay for the lost or damaged book.

It is suggested that you assure that any new books are marked with the year that they were purchased. This will avoid future confusion when determining reimbursement costs. Please use the textbook record form for each of your classes to record the student's book number. If a student reports the book lost or stolen, please notify the office immediately so that we can obtain a replacement copy.

Textbooks (during COVID regs.) should not be shared. If textbooks are used, each student must have their own and should not be shared for any reason.

It is contrary to Board of Education policy to deny a student a textbook because of outstanding fines, inappropriate behavior, etc. **No student is to be denied a textbook for any reason. All damaged books are to be reported to Mr. Seifried no later than June 11, 2020.**

TEXTBOOK COVERS

All textbooks should be covered (hardcover books only) to prevent excessive damage. Covering of textbooks is a student's responsibility. It is suggested that students utilize covers available at retail stores or make their own covers from readily available materials such as grocery bags, wrapping paper and tape. Teachers should ensure that this policy is practiced.

PURCHASE ORDERS

1. All purchase requests must be put on a requisition sheet obtainable in the Main Office from Mrs. Armstrong, School Secretary.
2. All requisitions should include a 15% shipping and handling cost on the bottom line dollar amount. All requisitions should be made from current, up-to-date catalogs. You will be notified if there is not enough money in your budget. At that time cuts should be made on the purchase request to align the request with the amount budgeted. This includes your end of the year requisitions for the following year. If you add at least a 15% *Shipping and Handling* fee to your orders, there should be fewer adjustments in the summer when orders are placed. This cost should always be included!
3. All purchases must be placed on a purchase order and encumbered. Please do not order or retrieve the item in person without prior approval. If an order was placed, over the telephone, on-line or otherwise, without following proper procedures, your order will be returned or you will be held responsible for payment.
4. Towards the conclusion of the school year, **Mr. Seifried** has all purchases not immediately needed, curtailed. This is done with the intention that we may bring our books up-to-date with deliveries and payments. At this time, if you need a purchase, please contact **Mr. Seifried** with your request for purchase and the reason for the request. If approved, a purchase order will be drawn up and sent to the company. This is where planning is critical in ordering your end-of-the-year purchases. Please try to complete your orders as far in advance as possible.



SECTION IV
DISCIPLINE POLICY

1. Discipline
2. Class Cuts
3. Detention and After School
4. Discipline Strategies
5. Hall Passes
6. Late To Class
7. In-School Suspension
8. Possession of Drugs
or Alcohol

DISCIPLINE

In general, teachers are urged to use their own good judgment in disciplining students. If the situation becomes unmanageable, or in any other way counterproductive, contact Mr. Pike or Mr. Fahey and they will come and get the student. **Do not send** the student to the office without their directive. If a student needs a time out or counseling contact Ms. Soper. When Ms. Soper intervenes with a student she will not hand out any consequences. In addition, it is to be anticipated that any student removed will be returned to classroom activities as soon as deemed appropriate. The more information you can supply about the child and/or the incident, the better we will be able to handle the matter. Remember, that once a student is referred to either the guidance office, Mr. Pike or Mr. Fahey, you relinquish control of the situation; therefore, it is not wise to predict to the student what will happen.

School discipline policy regarding procedures for suspension, in school suspension, student removal from class, and disciplining students with disabilities is thoroughly described in the Owen D. Young "Code of Conduct." This code was developed to comply with the legal codes of New York State and has been adopted by the Board of Education. Copies of this code are on our website and will be provided to the students and the staff at the beginning of the school year.

Refer students to the office during class time ***only if they constitute a clear and present danger to the safety and orderliness of a classroom.*** Students are to be sent to the office only with Mr. Pike or Mr. Fahey's directive and ***only if a very serious disciplinary problem exists***; e.g., gross insubordination, aggravated assault, etc. ***You must inform the administration of a student with disciplinary concerns prior to sending a student out.*** Normally, a mildly disruptive or unruly student should remain in the classroom and the discipline slip completed on line at an appropriate time. If an extremely disruptive student, call the office and someone will come to your classroom if needed, to escort a recalcitrant student to the office. Discipline notices written by a teacher should include all of the facts of the infraction by the student but kept brief and to the point. Names of other students should be left off discipline slip but communicated with administration. The writing of a complaint notice indicates it is a problem that the teacher is unable to handle. Therefore, please do not include a solution for the administrator to follow.

We ask all teachers to assist in carrying out the following:

1. Students are **not** to wear hats in the classroom, auditorium, cafeteria, gymnasium or office areas.
2. Electronic equipment such as ipods or cell phones are **not allowed** out during classes and should be stored in a student's locker unless directly related and required to accomplish lesson activities. Earbuds should only be used for instructional purposes with instructors permission.
3. Food and drink are restricted to the classroom during designated times. Water can only be in a clear container.

4. Students are not allowed to display overly amorous behaviors on campus. Teachers are expected to correct students in a non-confrontational way. If the problem continues please contact Mr. Pike or Mr. Fahey.
5. Students are to keep the halls clear when possible and they are to avoid blocking the hallways by sitting on the floors.
6. Teachers should be at their doors at 7:55 am to assist in moving the students to their designated classes. This will encourage students to arrive to class on time.
7. **Do not leave** your students to make copies or send students to sit unsupervised outside your classroom as a punitive measure.
8. Teachers should **never** transport students in their private vehicle.
9. Written correspondence such as newsletters, flyers or group letters mailed or sent home **must** have prior approval of the Administration.

CLASS CUTS

Teachers and/or staff members reporting truancy for individual classes should report their class cuts in the following manner:

1. Classroom attendance should be taken for each class at the beginning of each period. All absences should be recorded daily. Attendance will be required to be reported daily in School Tool. Please be accurate.
 - The absence list should be checked as well as any updates on the same day or as soon as possible. If a student is not found on the absence list his/her illegal absence should be indicated in attendance.
 - Students are often absent from a particular class for a legitimate reason (eg. guidance appointment, test taking, early release, or in the nurse's office due to illness). Therefore, avoid sending a notice to the office unless you are absolutely sure that the student was truant from class.
 - Disciplinary measures should first be prescribed by the teacher before a referral is made to the office. Truancy from class should only be referred to the office when the offense is deemed *chronic* or the truancy was related to another serious school infraction (eg. vandalism, leaving the school grounds, fighting). Examples of disciplinary measures might be: *calling home, restricting a student from participating in an after school activity, etc...*
 - Students who are missing from class should be reported five (5) minutes after class begins to *Ms. Sposki, the School Nurse at ext. 1500*. Call Mrs. Armstrong, at ext. 1101 if the School Nurse is unavailable. Additional assistance can be received from the Guidance Office at ext 1306 or Mr. Fahey, ext. 1100.

DETENTION AND AFTER SCHOOL REMEDIATION

Detention is designed for remedial or disciplinary reasons. If you detain a student after school for disciplinary reasons make every effort to contact the parent that day or supply the student with a 24 hour notice.

Students kept after school for remediation or detention **must** remain under the teacher's supervision until the bus or a parent arrives. Please walk students outside to assure that they get on the school bus/parent is there.

DISCIPLINE STRATEGIES

We must at all times demand and get from each Owen D. Young CSD student, respect for authority and good behavior so that there is a proper climate for learning in every part of the school. The positive approach will produce good discipline. The following suggestions will assist with this goal.

1. No teacher or other staff member should hesitate to speak to any child, regardless of grade, if that pupil is out of order. Your pupils should fully understand this.
2. Anticipate how students will react and foresee unpleasant situations. A change of activity, occasionally, can prevent some of these unpleasant situations. Preventive measures help to eliminate the need for punishment.
3. Establish definite routines in the classroom for various activities. Have the students follow them religiously. They will soon become a habit with your pupils.

Entering room

Going to lavatory

Leaving room

Going up to smartboard

Passing books, papers, etc.

4. **No pupil is to stand or sit in the hall at any time** for disciplinary reasons. They belong in the room, or in some instances, can be detained in another classroom supervised by a fellow teacher. Students should never be left unattended or unsupervised **(including after school clubs and sports)**.
5. If you refer a pupil to the office for a *serious* disciplinary reason, fill out a discipline referral slip through School Tool immediately explaining exactly what took place. These complaints will be filed in the office and may be the basis for parental conferences or suspensions.
6. Corporal punishment is the poorest of all disciplinary practices. Do not discipline a student by placing your hands on him/her. *The New York State Board of Regents policy strictly prohibits it.*

7. Courtesy: Let's demand that the pupils be courteous to each other and to every adult. "Thank you", "Excuse me", "I'm sorry" and use of surnames such as Mrs, Mr, Miss, etc. should become a very natural part of each child. We should be role models by setting a good example through our own courteous actions.
8. Accept all pupils assigned to the class on a *fair, impartial and considerate basis*.
9. Accept all the individual differences in every child based on his/her:
 - *Personal difference*
 - *Educational levels: Achievement, Intelligence and/or Performance level*
 - *Cultural background*
 - *Socioeconomic status*
10. Create a spirit of *enthusiasm and cooperation* by constantly upholding high standards of conduct, by emphasizing the practice of correct responses and correct procedures, and by praising the worthy efforts of the pupils.
11. Promote a feeling of *social consciousness* by demonstrating a mutual respect for the necessary rules and regulations which are required to govern your classes and the school.
12. Develop a feeling of *class pride and a school spirit* based upon the Owen D. Young tradition of excellent standards.

HALL PASSES

During COVID Regulations passes will be restricted. Hallway traffic must be limited to only what is necessary. Students should be in their classes during the school day. Bathroom passes (accompanying a sign out sheet) are permitted only on an emergency basis. Students should follow all distancing and mask wearing guidelines at all times.

Call ahead if a student is going to the nurse or the main office. Again this is for emergency and absolutely necessary reasons.

A student should only be sent to a room if you call the teacher/destination first. This is restricted again to rare occasions that absolutely must occur.

NO PRE-SIGNED PASSES DURING COVID REGULATIONS.

LATE TO CLASS

For reasons similar to those stated above, do not send students to the office if they are late to your class. Please accept the student to your room and make a record of the tardy. ***Chronic tardiness should be referred to the office via a discipline notice only after other disciplinary measures have been taken.***

Tardy students should not be sent from your class to obtain a pass. Keep the tardy student in class and provide consequences later. Encourage students to be on time by providing a daily quiz at the beginning of the period or warm-up activities for extra points.

INTERNAL SCHOOL SUSPENSION

Definition: This is a self contained setting, providing a complete temporary learning environment for certain selected pupils.

Purpose: This environment is designed for those pupils whose actions demonstrate that they have difficulty complying with the rules of the school, with an emphasis on those regulations concerning class attendance.

General Description and Procedures

- A. Pupils will be placed in ISS solely by an administrator.
- B. The pupil will remain in ISS as prescribed by the administration. Additional days may be prescribed if behavior does not improve.
- C. A student will be restored to regular classroom attendance based upon his or her progress in this In-School Suspension Learning Situation. The student must have the recommendation of the Principal before returning to regular classes.
- D. While assigned to this classroom, the student remains under the academic direction of his regular classroom teacher. Teachers have the professional responsibility to provide assignments for this pupil to complete while in this room. The student will be required to complete their assignments and return them to the InSchool Learning Instructor. The instructor will then channel these assignments and other evaluations to the classroom teachers.
- E. While assigned, the student is to remain in the room for the entire school day.
 1. No Physical Education classes will be provided to these students.
 2. There will be absolutely no conversing with other students. Work in this room is solely individualized between the InSchool Learning Instructor and the student assigned. No student visitors are allowed.

Additional Services Provided:

- * If a student infraction is deemed serious enough to require immediate containment, the Guidance Secretary will contact each classroom teacher or circulate by messenger, a request for student work from the student's classroom teachers.
- * The InSchool Suspension Monitor will contact teachers for textbooks from each

subject area to assist the assigned students. Students assigned to this room are encouraged to bring appropriate textbooks with them on the day(s) assigned.

POSSESSION OF DRUGS AND/OR ALCOHOL



It is the responsibility of every staff member to immediately report any indication of drug or alcohol abuse to the Superintendent and the Nurse's Office (see "Code of Conduct").

The following procedures will be followed whenever a student is found in possession of, or under the influence of drugs or alcohol while on school premises or at school events.

- * If the student appears to be in physical distress, action to obtain medical care will be taken immediately as deemed appropriate by school officials. Parents will be notified immediately. Whenever possible, parents will be asked to come to school to take the student home.
- * The student should be kept under the supervision of designated school personnel at all times.
- * If abuse is validated, the student will be suspended from school by the Principal for a period of five (5) days. A conference with both parents will be held before the end of the five (5) day period, at which time the student's behavior will be discussed. Possible results of this conference can include:
 1. *Readmission to Owen D. Young CSD on a "probation" status which would include barring the student from cocurricular activities.*
 2. *A possible district transfer to another school district for the remainder of the school year.*
 3. *Withdrawal or dismissal from school.*

In all cases where possession of the drug is a violation of the law, the school will file a complaint with the New York State Police. The school will refer the student to a recognized agency for counseling. Students may also be subject to disciplinary action in accordance with Section 3214 of the New York State Education Law. Such action could lead to the student being permanently excluded from school.

SECTION V
TEACHER
RESPONSIBILITIES

1. First Period Homeroom Duties
2. Grade Books/Records
3. Lesson Plans
4. Parent Communication
5. Teacher Absence
6. Substitute Folder
7. Mailbox and Telephone Messages
8. Leave Early Request
9. Classroom Repairs
10. Grade Reporting Procedures
11. Reporting Child Abuse
12. Television, VCR and DVD use

FIRST PERIOD DUTIES

Traditionally at Owen D. Young School, the first period teacher assumes the role of homeroom teacher. Besides being a place for students to begin the day, first period class is the place where a student's behavior and attitudes toward school are formulated. Consequently, it is essential that each first period teacher should strive to create within his homeroom an environment that will be conducive to acceptable behavior and produce appropriate attitudes that continue throughout the day.

Students look to the first period teacher for guidance and leadership.

1. **Assume your post** outside the classroom door promptly at 8:02 am and actively assist in clearing the halls during this time. Students from another classroom should not be permitted to visit other classrooms in the morning once the period has started.
2. Encourage all your students **to be prompt** for both school and classes. Show concern when they are late or absent. Inform them that it is necessary to bring in a written excuse for absences and that these will be kept on file and become a part of their record.
3. **Require good manners.** Students who do not know what socially acceptable behavior is should be taught and shown by you.
4. **Build positive school spirit** toward activities, assemblies, and other school-related events. If you do these things at the start of the day, pride in the school will surely follow. At 8:08 am each day, the morning announcements will begin with the *Pledge of Allegiance*. Please assure that **proper respect** is given to our *Pledge* by having everyone in your homeroom stand. All staff members are also expected to set an example for their students by stopping whatever they are doing and participate in the Pledge of Allegiance. Students who decide not to participate are expected to stand and remain silent. No one should be in halls and if so need to stop and be quiet as well.
5. STUDENTS AND STAFF SHOULD BE QUIET DURING ALL OF ANNOUNCEMENTS. Teachers are to demand **strict student attention** to homeroom announcements.
6. No student should be allowed out of their classroom during announcements to go to other classrooms, bathroom, library, the office, etc. until the announcements are completed. Under **NO circumstances** should a student be sent from their classroom without a pass during announcements unless paged over the PA system.
7. Teachers responsible for student lockers must also assure that students utilize the locker that has been assigned to them. Sharing of lockers is **not** allowed for security reasons.

GRADE RECORDS

Your roll book should contain:

- a. Individual classes arranged in alphabetical order with each student's first period indicated. It is also important to make a record of your student's ID numbers found on the computer class lists. These become helpful during the quarterly marking periods as well as during final examination reports.
- b. Clearly labeled marks for tests, quizzes, projects, homework, term papers, etc. Sufficient grades must be recorded in Schooltool to justify the marks given. Please be sure to indicate what type of work each grade represents, that is, homework, test, quiz, etc. Teachers should clearly mark quarter grades and comments given.
- c. Records of daily attendance in each class are to be kept regularly, by period, in Schooltool, including a record of tardiness and class truancy for each student.

* Please Note that **attendance for each student** will be recorded for each 10 week marking period. Please make sure that an accurate attendance record is maintained for each of the students in your classes.

In case of absence, it is expected that each teacher will have available for the substitute **seating charts** from which attendance may be taken. Seating charts are to be completed for each class. A copy of each chart should be filed in your substitute folder during the first week of school and updated continuously throughout the school year.

LESSON PLANS

All teachers are responsible for demonstrating clear understanding of the NYS State Standards, as well as any updated content standards which includes, NYS Next Generation Science Standards and the NYS Social Studies Framework. (see Lesson Plan Template)

Plans are to include a clear statement of:

- A. *What standard and specific area is being taught as tied to common core (Writing K-5, Text Types and Purposes, #3)*
- B. Instructional Data (what information you are using to assist in making instructional/grouping decisions)
- C. Lesson Target/Objective (What every student will walk out

- understanding from lesson)
- D. Relevance/Rational
 - E. *Formative Assessment Criterion for Success*
 - F. Differentiation of lesson as needed per student
 - G. Modifications/Accommodations
 - Every teacher is expected to demonstrate ELA integration according to common core in each lesson plan
 - **Lesson plans will be periodically collected by administration.** (this will include the request for past plans and reflections)
 - **Substitute plans are expected to meet the same criteria as regular lesson plans. We must plan and expect regular instruction to continue!**

PARENT COMMUNICATION:

Is an expectation of all ODY Faculty.

- a. Parents should be communicated with through email, phone calls or written letters at least five times per marking period.
 - i. Progress reports, parent portal and guidance communication are not considered teacher communication.
 - ii. No parent should be able to say the first they heard of their child failing, struggling or owing work is at progress report or report card time.
 - iii. Grades are expected to be posted to School Tool no later than 5 days after an assignment due date. If not handed in on time a zero should be recorded until assignment made up or handed in.
- b. Letters home, newsletter, communication flyers or other forms of printed communication **must be approved** by the superintendent or his designee prior to being sent out.
 - a. Use of electronic communication such as reminders or email must include superintendent along with parents.

TEACHER ABSENCE

Please **go to Herkimer.subfinderonline.com (Absence Management), or dial 1-800-942-3767** no later than 6:00 am the day of your absence or 5:00 pm to 7:00 pm the day prior. Provide the service with the reason and the anticipated length of your absence. If you have a planned absence, please notify the substitute service well in

advance. Keep your lesson plans current and/or have special plans prepared for the day(s) you are absent.

SUBSTITUTE FOLDER

The folder should be on the teacher's desk and contain:

1. **Seating charts for all classes and study halls**
2. **Any special instructions (classroom rules and procedures)**
3. **Substitute Teacher Evaluation Form**
4. **Two days of lesson plans in the event specific plans are unavailable.**
5. **A bell and teacher schedule**
6. **Emergency procedures (fire drills, evacuation, lock down)**

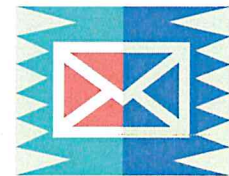
The *SUBSTITUTE FOLDER* should be prepared immediately and updated on a regular basis. It should be stored in the top left or right side of your desk for easy retrieval by the substitute. Completion of your substitute folder is first due no later than **Friday September 6th**.

To assure that the condition of your room remains in satisfactory condition while you are absent, please follow these guidelines each day before you leave the building:

- * **Do not** leave your keys in the classroom where students may have access to them.
- * **Do** leave your keys in your mailbox each night before leaving the building. Lock desks, cupboards, windows and your classroom before leaving each day.
- * All valuables should be locked up overnight.
- * electronic equipment (especially ipads, Laptop Computers) should be secured in a safe place overnight.

MAILBOXES AND TELEPHONE MESSAGES

Please check your office mailbox when arriving in the morning and again periodically throughout the day. If you do not have access to an outside telephone line, all telephone messages will be placed in your mailbox unless there is an emergency message. If you are expecting an urgent call, please notify the office and notification of the call will be made upon your request.



LEAVE EARLY REQUEST

If it is necessary to leave the building early for the remainder of the day or for a portion of the day, permission must be granted from Mr. Fahey.

Teachers leaving the building during the school day **for any reason** shall inform the main office. If this involves class cancellations, arrangements should be cleared through the Superintendent or Principal.

CLASSROOM REPAIRS

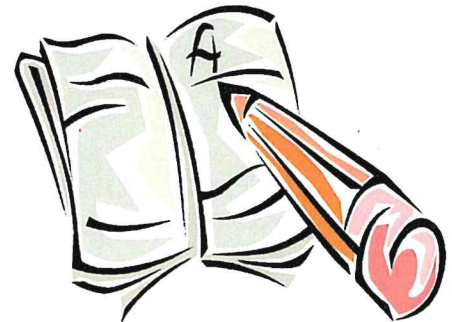


Please make sure that student desks are placed far enough away from the walls to prevent marring and damage by the students. Each teacher is responsible for the condition of the equipment and classrooms in his assigned area. Please report any damage to desks, walls, windows, etc. to the custodial staff **via maintenance request form on website**. When requesting any repair work to your classroom, please forward the copies as indicated on the Maintenance Work Order form; white copy to the Maintenance Department, pink copy to the Business Administrator, yellow copy to the requester. Also, please report any acts of vandalism in the building or on the grounds to the School Office, immediately. This may prevent any further damage especially if the damage can be repaired the day it occurred.

GRADE REPORTING PROCEDURES

Student report cards are computer generated. Specific and detailed instructions for entering grades will be given to the faculty as the close of each academic quarter draws near.

In the past, however, some serious delays and errors in student grades have occurred because certain specific directions were not followed properly. It is essential then, to keep the following grade reporting guidelines in mind as we begin a new academic year.



* COMMENTS

A comment sheet has previously been provided. Additional copies can be obtained from the guidance office. Every teacher should bubble-in at least one comment for every student each marking period. There are both positive and negative comments available to choose.

* ATTENDANCE

Teachers are required to include classroom attendance for each student on a "class by class" daily basis. Absences for each student for every subject will be indicated on the report card each marking period.

For report card purposes please note that the Nurse's Office will report *Educational Days* such as band, instrumental practice, field trips or in-school suspension as full attendance days.

*** RETURN DATE**

All reporting sheets must be returned to the Guidance Office by 3:00 pm on the deadline due date. There are no exceptions to this rule. Failure to submit your grades in a timely fashion will affect the distribution of the report cards and formulation of the honor roll. Promptness is required!

*** TEACHER ABSENCE**

If you are absent on the day grades are due, please make arrangements to get your grades to school by 8:15 am on the due date.

AT THE END OF THE SCHOOL YEAR:

- *Be certain that the student's grade/attendance for each quarter matches your record book.*
- *Be certain that the final exam grades and attendance match your record book.*
- *When filling in reporting sheets, be careful to place grades in the corresponding boxes, i.e. quarterly grades, regents examination grade, examination grades, final grades.*

Grade Reporting Deadlines 2020-2021

Progress Reports submitted to SchoolTool	Tuesday, October 9
Grades Close for First 10 Weeks	Tuesday, November 10
1st Quarter Grade submitted to SchoolTool	Friday, November 13
Progress Reports submitted to SchoolTool	Friday, December 18
Grades Close for 20 Weeks	Friday, January 29, 2021
2nd Quarter Grade submitted to SchoolTool	Tuesday, February 2
Progress Reports submitted to SchoolTool	Tuesday, March 9
Grades Close for 30 Weeks	Friday, April 16
3rd Quarter Grade submitted to SchoolTool	Tuesday, April 20
Progress Reports submitted to SchoolTool	Tuesday, May 18
Grades Close for 40 Weeks	Friday, June 18
4th Quarter Grade submitted to SchoolTool	Friday, June 25
Report Cards Mailed Home	1st week of July 2021

PROCEDURES FOR REPORTING SUSPECTED CHILD ABUSE

Step 1: If a teacher or staff member has reasonable cause to suspect that a student is being abused or maltreated they **must** file a report on their own with child services.

New York State Law also allows for any additional persons other than school personnel or administration, to file a report.

Step 2: A report of child abuse or maltreatment must then be made by telephone, fax, and on a form provided by social services. Forms are available through the guidance office or the guidance webpage. An oral report should be made within 48 hours of the formal written report.

The telephone HOTLINE number for reporting suspected abuse is **1-800-635-1522**

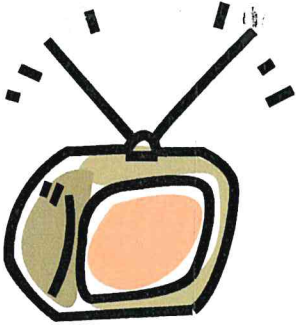
PROCEDURES FOR REPORTING SUSPECTED CHILD ABUSE IN THE EDUCATIONAL SETTING BY A SCHOOL EMPLOYEE

Step 1: District employees or volunteers are required to report the allegations of child abuse in an educational setting. A written report should be completed upon receipt of any oral or written allegation. Forms are available through the guidance office or the guidance webpage.

Child abuse refers to the intentional or reckless infliction of physical injury, serious physical injury or death, as well as conduct which creates a substantial risk of such injuries or death. It also includes any child *sexual abuse* as defined under sections 130 or 263 of the Penal Law, and the dissemination of or attempts to disseminate indecent materials to minors under article 235 of the Penal law.

District employees or volunteers should be aware that there are legal penalties for failure to report cases of child abuse in the educational setting and failure to report properly could result in a class A misdemeanor. This same law provides immunity from liability for the school officials or personnel making a report in good faith.

** Please be advised that information regarding child abuse is of a delicate nature and should be kept in the *strictest* confidentiality. Sharing information amongst colleagues or persons outside of the school district, other than school authorities or law enforcement personnel, could jeopardize your rights to immunity under the law.



TELEVISION AND VIDEO USE IN CLASS

Most classrooms are equipped with smart technology. It is intended to enhance the educational value of your lessons and is not to be used for entertainment purposes. Therefore videos and internet content should be selected carefully. The following guidelines should be followed:

1. Videos or internet content should be short and not extended for more than one class period. Showing entire length feature films that extend for days in the classroom only interferes with regular instructional time. Segments from popular films can be used effectively to enhance a given lesson. An example would be to show a section (10-15 minutes) from the movie "Jurassic Park" illustrating prehistoric dinosaurs. This, in effect would enhance a lesson on dinosaurs without taking up valuable instructional time. *Your lessons plans must document how video's or other internet content tie to the NYS standards and your lessons objective.*
2. Videos should be appropriate for school use and the age of the students. *Showing an R or PG film must receive prior permission from the Superintendent* even if you are only showing a small segment of the film. Parents may only hear from their child that an "R rated" film was shown in school and may be unaware that only a ten minute portion was shown. Avoid poor communication.
3. Select films from the BOCES or School Library files that are educationally prepared and enhance your lesson strategies.
4. Digital music selections should also be appropriate for school use and meet the age level of the students. Profanity use in some popular music should not be played in school. Teachers should use caution when playing music brought in from home by the students that may contain inappropriate language.

SECTION VI
FIRE DRILL AND EVACUATION PROCEDURES

1. Fire Drill Procedures
2. Evacuation Procedures
3. Bomb Threats
4. Lock Down Procedures

EVACUATION OF THE BUILDING

Fire Rules and Regulations for Teachers, Students, and Staff



State regulations call for a minimum of 12 Emergency drills per year, eight of which must be held before December 31. Four of which must be lock-down in nature by the end of the school year.

Each teacher is to explain thoroughly and carefully the proper procedure pupils are to follow with each of his/her classes. Please explain proper procedure for passing, type of signal used for fire drill, conduct in leaving and re-entering building, passing rapidly with no lag, etc. Additional information for fire drills and evacuation in the event of fire can be found in the “**Emergency Response Plan**” located in each classroom. This plan provides a quick reference in emergency situations. Please familiarize your substitute teacher of its location and purpose in the event of your absence from school.

1. Due to the fact that changes in direction may have to be given verbally, teachers must insist that there is no talking during the fire drill.
2. Each teacher is requested to use good judgment in the placement of the pupils so that the fire companies have sufficient room to operate, at least 200 feet is required.
3. Teachers must accompany groups at all times. Pupils are not to be without supervision. Teachers who are *UNASSIGNED* during the period when a fire alarm is sounded should immediately enter the halls to help supervise movement of pupils.
4. Teachers must carry class roll books with them on all drills. This is mandated so that, if necessary, a roll call may be taken to determine who might be missing.
5. All telephone calls, whether within the system or outside, must be immediately terminated at the sound of the fire alarm bell.
6. Upon leaving a classroom, gym, locker room, cafeteria, etc., the person last leaving should be instructed to close the doors and shut off the lights.
7. *EVERYONE!* -- Students, faculty, office help, cafeteria workers, etc. -- is to leave the building immediately upon the sounding of the fire alarm. Where no specific exit has been indicated for personnel other than students, the nearest exit should be used to leave the building.
8. The first group arriving at an exit should assign sufficient student(s) to keep doors open until everyone has moved through that exit. Doors should then be closed and the student(s) should join the nearest group.

9. Pupils are to move in ***single file***. Pupils are to be moved away from the building. **No one** is permitted to remain on any road leading to or from the building.
10. Any pupil, upon hearing the fire alarm while in the lavatory, shall follow the group to the nearest exit rather than attempt to return to his classroom.
11. Pupils who are taking a shower are to dress immediately and await any instructions given over the P.A. or by their teachers.
12. Reentry into the building will be carried out only after the proper signal has been given and will be along the same route that students took to leave the building.
13. Make them aware the need may arise to change exit routes because of the location of a fire or a possible injury to a student or students in the stairwell.

Removal of Students with Disabilities

1. Teachers are to identify students with disabilities in their classes and/or under their supervision as early as possible in the school year, and in what particular way each student is handicapped. *Be sure to make note of any student evacuation needs for substitutes.*
2. In the event of a fire or fire drill, teachers are to personally assist any pupil who has any problem of mobility. If there is more than one student with a disability, use trained pupil assistants to assist in evacuation of the building.
3. In the event of a fire or fire drill that involves a pupil or pupils who have a mobility problem, teachers are to instruct those pupils on the proper evacuation procedures of the building.
Examples: ramps, exit arterials with the least congestion.

EMERGENCY EVACUATION PLAN

Our building has instituted the following emergency plan in reference to chemical accidents or any other emergency outside the school building. Please be aware of the following procedures in a **Lock-out**.

1. The Superintendent/Principal communicates the problem to the Office Secretary.
2. An **allcall** announcement is made to indicate an emergency situation.
 - * All students and teachers must be in the building and in their classrooms.
 - * All doors are to be closed.
 - * All students are to clear the hallways and **no** passes are to be issued. Regular instruction is to continue.
3. Classroom teachers are to check attendance and report any unaccounted students to Mrs. Armstrong.
4. Students and staff should prepare to leave the building if necessary.

BOMB THREAT PROCEDURES

Please refer to the *“Emergency Response Plan”* for further information



1. Contact the Superintendent/Principal immediately.
2. If it is determined that the building needs to be evacuated the following areas for dispersal are provided:

ASSIGNED AREAS ARE AS FOLLOWS:

- | | |
|---------|--|
| Area #1 | Soccer field (clear weather days) |
| Area #2 | Methodist Church/VH Millpond Community Center, and the Bowling Alley all located on Route 80 (inclement weather) |
| Area #3 | TBD (Superintendent determined based on situation) |

Students stay with present class period teacher and report to assigned area. Teachers must take their class registers. *Students must stay with their teachers at all times.*

RECEIVING A THREATENING CALL

If you receive the phone call directly in your room please make a note of the following information:

Engage caller and write down exact statements, if possible record conversation. Try to engage assistance while on the phone. Do not interrupt the caller except to ask the following questions:

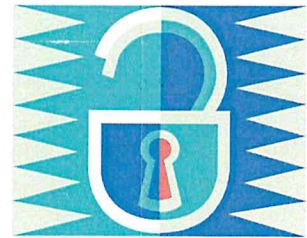
- a) When is the bomb going to explode?
 - b) Where is the bomb?
 - c) What does it look like?
 - d) What kind of bomb is it?
 - e) Why are you doing this?
 - f) Who are you?
 - g) Where are you calling from?
2. Leave the phone off the hook; after caller hangs up, police will activate Star (*) 69.
 3. Assess urgency and notify Administration.
 4. Origination of call (check if known):
 Local Long Distance Phone Booth Internal Cellular

Description of caller's voice: Male Female
Estimate of age: Young Middle age Old
Race: White Black Asian
Accent: _____ Tone of Voice: _____
Other voice characteristics: _____
Did the caller seem familiar with the facility?
Was there any background noise?
Other comments or
remarks: _____

LOCK-DOWN PLAN

LOCK DOWN PROCEDURES

1. Report threatening person to main office, give description, location, and describe the activity the threatening person is involved in.
2. Keep classroom/students secure. Staff shall immediately detain students already in their classroom, plus summon students located outside, into a room, lock the door(s) and windows.



3. Special planning is to be made for those students who are participating in the on-campus activities that are taking place outside. Example: Physical Education classes. Also to be included are students moving about the campus due to lunch or class break.
4. Once classroom is secure, assess threat; determine degree of immediate intervention and take appropriate cover to be out of sight of classroom door window.
5. During a threatening situation, a PA message will be given: **"We are in a Lockdown."**
6. Do not open doors or leave room for any reason during a lockdown. (fire alarms are to be ignored)
7. All staff who are not directly supervising students at the time, should check bathrooms and clear halls of any students then take students to closest unoccupied room and follow the lockdown protocol.
8. **"All Clear, All Clear -Lockout is over"** will be announced when the situation is under control if we are in a **Lockout**. If we are in a **Lockdown** a police officer or administrator will unlock your room and direct you where to go. Do not leave or unlock room for any reason.
 - If notification of the police is deemed necessary, be prepared to brief and provide latest developments. The administration will keep office staff apprized of their location of contact.
 - If evacuation of a building or buildings is required, teachers are required to bring their grade books and take attendance.
 - Until removed from building by police or administration, it is imperative that teachers keep students inside their room and as calm as possible and wait for additional instructions.
 - Reminder under a lockout you continue teaching but no one leaves or enters.
 - During a Lockdown – you have students take cover out of site of the classroom door window and stay quiet.

GUIDELINES FOR STAFF AND STUDENTS SHOULD THEY BE CONFRONTED BY A HOSTILE PERSON OR AN INDIVIDUAL DISPLAYING A WEAPON:

- * **DO NOT** confront or forcibly try to disarm the hostile individual.
- * **NEVER** back offender into a corner.

- # * **ALWAYS** give offender a way out. #
- * Talk quietly and calmly. Do not agitate.
- * Allow yourself an escape route.

SECTION VIII
EDUCATIONAL GUIDELINES

1. Teaching and Learning
2. Virtual Outline
3. Various Topics

EDUCATIONAL GUIDELINES (COVID)

Teaching and Learning: Mandatory Requirements

- Clear opportunities for equitable instruction for all students
- Maintain continuity of learning when using any of the three instructional models (in person, hybrid, virtual)
- Standards-based instruction
- Meaningful daily interaction (teacher to students and student to teacher)
- Clear communication between parents and teachers

Virtual Outline (Required for in person, hybrid and virtual environments)

1. Virtual Online Requirements

- Google Platform for posting lessons and assignments
- User Friendly
- Weekly schedule visible for students regarding lessons and assignments
- Google Site or Google Slides to present daily lessons
- Edmentum resources linked and used daily for Secondary
- Eureka Math, Journeys, IXL, KWT utilized for Elem.

2. Attendance

- Virtual Attendance will be taken daily and require students to have direct contact with instructors. Examples of acceptable attendance are phone conversations or streaming online (ex. Google Meet). If a scheduled meeting is missed, the student will be marked absent (I) for that session. E-mail or other texting media do not fill the virtual attendance requirement.
- Attendance codes for remote learners

3. Requirements of virtual participation

- Due dates are firm. Any late work will receive a per day penalty
- Students are expected to attend virtual meetings either by phone or computer
- Active learning should be taking place on a daily basis
- Two way communication is required
- Student responsibility to make up any work and communication with teacher when absent

4. Student Virtual Etiquette and Expectations

- Attend meetings/virtual class or teacher contact appointments in their entirety to earn attendance and participation credit
- Quality school work is expected and crucial for success
- Wear proper attire if streaming
- Create an ideal educational workspace
- Minimize distractions
- Mute when not talking and/or experiencing background noise
- Give your full and focused attention

- Participate fully and ask pertinent questions
 - Use educationally appropriate words, grammar, and language
 - Meet deadlines/due dates and check email regularly
5. USB usage
- Content must mirror classroom lessons, activities, assignments, and assessments
 - Only used for students who do not have internet and who are virtual
 - Drop off and pick up twice a week and assignments are due on the pick up day submitted on USB drive.
6. Course Syllabus Template
- See Appendix A

In-Person Instruction

- 30 minute classes
 - Priority on maximizing instructional time, staying on task, transitioning
- Balance of in class and out of class work
 - Many assignments must be done at home/virtually
 - Assignments, Review, Assessments, Writing Assignments
 - 10 minute instructional video for students to view at home

Edmentum

- Edmentum contains engaging curriculum, research-based assessments for learning, and quality educational services designed for each student and any learning environment.
- Edmentum should be used on a daily basis to create lessons and support the learning environment.

Grading/Assignments

- The grading guidelines are still in place.
- Grading and assignments should be:
 - Rigorous
 - Hold students accountable
 - Relevant
 - Authentic
 - Show an accurate measurement of student ability/progress
- Major Grade Assessments
 - If virtual must be a robust writing assignment or project, etc.
 - Must meet several State Standards and Learning Objectives

Student Accountability

- Students must be held accountable for all work, attendance, participation, and assessments on a **daily basis**.
- Parents should be contacted immediately if a student is falling behind with regard to any of these accountability measures.
- Administration and guidance should be notified if parents and/or students are not responsive and making needed improvements.
- Write-ups when necessary and relevant.
- Students falling behind should be brought in for extra help. Contact guidance and administration to set this up.

Data Meeting Expectations/Topics

- Grade analysis/breakdowns/tally sheets/assignments, or other data points are needed to effectively answer and discuss the question:
 - "How are we using data to inform instruction?"
- How are you using writing/reading/speaking, and listening on a daily basis in your classes?
- Update curriculum maps
- LDC and major paper discussions
- Share your distance learning setup and structure
- Edmentum usage on daily basis (Secondary)
- How have you recently used data to inform instruction and data analysis?
- Rigor / Questioning in class and assessments
- Grade Entry: Timely graded and entered into schooltool (within 5 days)
- How are we gauging and continually increasing rigor? (ex. continued clarification of high end questioning/prompts, outline work, adding more text analysis)
- How do you incorporate standards in lessons, assignments, and assessments on a daily basis?
- SMART Goals and yearly goal discussion and revisions
- Address needs, share resources, address gaps, review concerns

Curriculum Maps

- Online and accessible to Administration
- Updated regularly
- Highlights priority standards

RTI and/or Remediation from 19-20

- Heightened awareness for student need
- Individualized instruction
- Frequent contact with previous year teacher(s) and parents
- Discuss with Administration RTI strategies and referrals

Social-Emotional/Mental Health Component

- 3 times a week these components must be embedded into your lessons and content
- Refer to Guidance for suggestions and ideas

SECTION VIII

LIBRARY MEDIA CENTER (Suspended during COVID Regs)

1. Mission
2. LMC Use
3. LMC Hours
4. Academic Atmosphere

MISSION

"The Mission of the library media program is to ensure that students and staff are effective users of ideas and information. This mission is accomplished by

- * providing intellectual and physical access to materials in all formats
- * providing instruction to foster competence and stimulate interest in reading, viewing and using information and ideas.
- * working with other educators to design learning strategies to meet the needs of individual students."

The students of Owen D. Young Central School will be taught informational literacy which is defined as the ability to access, evaluate and use information from multiple resources and a variety of formats. Steps in a problem-solving process should include:

- *defining the need for information*
- *interpreting & evaluating information*
- *initiating search strategies and locating resources*
- *communication of the information*
- *assessing and comprehending the information*
- *evaluating the product and process*



LIBRARY MEDIA CENTER USE

Students wishing to use the library during Study Hall may be restricted if classes have been scheduled in the LMC. Students may use the LMC during their lunch hours with a pre-signed pass.

LIBRARY MEDIA CENTER HOURS

Library Media Center (LMC) Hours: 8:05 AM to 3:15 PM.

Students may use the LMC for:

- * Research assignments requiring the use of the LMC
- * Use of non-print media (CD-ROMS, microfiche, and microfilm)
- * Use of the networked computer for information and word-processing
- * Book selection
- * Silent sustained reading (books, magazines or newspapers)
- * Use of computers for word-processing
- * Viewing a video (make-up work or class assignment)
- * Other, with permission form the LMC staff

ACADEMIC ATMOSPHERE and DISCIPLINE

- * Student must be **on task**
- * Disturbing others will not be permitted.
- * Students must report to the LMC directly from study hall.
- * Students must return to study hall 5 minutes before the period ends.
- * Students are not to eat or drink in the LMC.

STUDENT TEXTBOOK ASSIGNMENT ROSTER
2020-21 SCHOOL YEAR

Teacher:

Class:

Student

Textbook #

Name of Textbook