



**BRANDYWINE HEIGHTS**  
**AREA SCHOOL DISTRICT**

Faculty Handbook  
2022-2023

# Mission, Vision, & Core Values

## Mission

**STUDENTS FIRST:** Empower & Inspire to Reach New Heights

## Vision

**BRANDYWINE HEIGHTS...**

Uniting students, staff, and community to engineer a culture of learning where each student discovers passion and purpose.

## Core Values

### WHOLE CHILD APPROACH

- Ensuring each student is healthy, safe, engaged, supported, and challenged to be resilient and persevere

### INTEGRITY

- Developing a strong character to foster honesty, productivity, responsibility and independence as citizens

### CULTURE OF LEARNING

- Creating engaging, personalized, and diverse learning opportunities to reach individual student interests and future needs

### RELATIONSHIPS

- Building a mutually respectful community

### COMMUNITY

- Fostering healthy partnerships between home, school, and community

# Table of Contents

## **Planning and Preparation**

- Copiers
- Donations/ Grants
- Facilities/ Building Request
- Field Trips
- Lesson Plans
- School Vans
- Syllabi/ Course Description
- Testing

## **Classroom Environment**

- Assembly Procedures
- Cafeteria Procedures
- Classroom Appearance/ Maintenance
- Classroom misbehavior Procedures
- Fire Drill Procedures
- Hall Pass Procedures
- Homeroom Procedures
- Student Absences
  - Student Attendance
  - Student Dismissals
  - Student Tardiness
- Student Accidents
- Student and Room Supervision
- Study Hall Procedures

## **Professional Responsibilities**

- Teacher Evaluation
- Purchasing of Materials
- Athletic Eligibility
- Grading of Student Work
- Announcements
- Communications
- Intercom Usage
- Messages and Visitors
- Class/Club Advisor Procedures
- Department Chairpersons
- Teacher Hours
- Dress Code
- Teacher Absences
- Staff Parking
- Faculty Meetings

# Planning and Preparation

## Assessments

- When planning for the administration of an assessment, please keep in mind to not overwhelm students. Be mindful of the amount of assessments that students have scheduled on a single day. In general, NO MORE THAN TWO (2) assessments in one day.
  - **Intermediate & Middle School**
    - Each team must maintain an assessment calendar to ensure that students are not being over assessed on a given day. This assessment calendar must be shared with the building administration.

## Copiers/Lamination

- **High School** - Large Volume copy machines are available for faculty use in both the first and second floor IPC rooms as well as the cafeteria and identified hallways. The copier in the main office area is reserved for the office staff. All classroom printing should now be done on the copiers.
- **Intermediate/ Middle School** - Large Volume copy machines are available for faculty use in the second floor faculty room, main office, and identified hallways. Copy requests may be entered using the appropriate slip (available in the main office). Lamination requests may be entered in the main office using the appropriate slip (available in the main office). Lamination for the IS and MS will occur on Mondays and Wednesdays.
- **Elementary School** - Large volume copy machines are available for use in the faculty room, main office, and some hallways. All teachers will have a limit for lamination usage based upon building supply.
- **Copier Responsibilities**. - Paper is to be replaced by the individual using the machine when it becomes empty. If the machine becomes jammed while you are using it and you are able to remedy the jam, please do so. If you are unable to do so, please contact the building secretary to enter a ticket for repair.
  - If toner or staples become empty, please contact the building secretary for them to be replaced.
  - Copier supplies are ordered by and stored by building secretaries.

## Donations/Grants

- Any donations or grant funded equipment must be approved by the administration before application. There are financial and legal implications associated with the receipt of these types of funds/ goods/ services and the District must maintain compliance with all applicable terms of acceptance.
  - [See School Board Policy 702](#)

## Facilities/Building Usage Request

- Requests for facilities/building usage must be completed at least 24 hours prior to the event. Please provide detailed information regarding the usage so the required materials are set up in the requested space.
  - [Request form for use of facilities](#)

## Field Trips

1. Field trip requests must be filled out completely and approved by the building principal at least 4 weeks in advance (more advance notice is appreciated when possible). A detailed agenda must be submitted with the Field trip request.
  2. No students will be allowed to participate in a field trip unless parental approval is obtained on the District-approved field trip permission form.
  3. Students must meet eligibility requirements in order to participate in extracurricular field trips. Students participating on curricular field trips will not be denied participation unless they have exhibited a pattern of misbehavior which an administrator deems likely to reoccur. Decisions will be made on an individual basis.
  4. When choosing dates for field trips, make a concerted effort to avoid the following testing periods: mid-term and final exams, PSSAs, Keystone Exams, and AP Testing.
  5. A list of the names and grades of students participating (alphabetically by grade level) must be submitted to the office secretary at least three days prior to the trip (e-mail to secretary and building principal).
    - a. This list of participants should be updated the day of the trip and again e-mailed to the secretary and building principal
- [Parent Consent Form](#)
  - [Field Trip Request Form](#)

## Transportation (Busing/Vans)

- Request forms for the school vans may be secured in the Main Office.
- Employees driving a district owned vehicle will be required to:
  - Renew consent process annually through the business office. This process includes the following:
    - Sign consent form authorizing district to run a Motor Vehicle Record history
    - District will run the Motor Vehicle Record history
    - Employee will provide a copy of the employee's driver's license

## Lesson Plans & Syllabi

- Detailed [lesson plans](#) must be submitted on the first day of every week (typically Monday) by 9am through your Google Drive/Google Classroom.
- You may utilize one of the OPTIONAL lesson plan templates below if you would like, or submit in your own format.
  - [BHASD Lesson Plan Template #1 - Single Lesson](#)
  - [BHASD Lesson Plan Template #2 - Weekly](#)
- **Syllabi** - Staff instructing courses in grades 6-12 must submit a completed syllabus with detailed grading information, course description, and course structure. Syllabi will be submitted to building principals.
  - [BHASD Syllabi Guidance Template](#)

## Maintenance Request

- If you have a need to enter a maintenance request for an issue, please communicate this issue to the main office and they will complete the request for your concern.

## Medication

- Only the school nurse, principal, parents or designated personnel are to administer medication.
  - [See Board Policy 210 - Use of Medications](#)

# Classroom Environment

## Assembly Procedures

- All teachers are to attend assembly programs and pep-rallies. **Teachers are expected to sit with their class.** Teachers without classes are expected to assist with general supervision, spreading out among students.

## Cafeteria Duty Procedures

- The main objective of cafeteria duty is to maintain reasonable order and safety during the entire lunch period. Since this is one of the few times during the school day when students are able to socialize, they should be allowed to talk and move about the cafeteria in an orderly manner. In order to maintain acceptable order in the cafeteria, the cafeteria supervisor is to perform the following duties:
  1. Arrive at the Cafeteria on time.
  2. Maintain order in the lunch line and in the serving area.
  3. Assist the kitchen staff if a problem should arise.
  4. Circulate throughout the cafeteria so as to prevent problems from arising.
  5. Take the first step in resolving any acts of misconduct.
  6. Send students to the office only after all other means of discipline have been exhausted. The monitor may:
    - a. Assign a student to a specific area in the cafeteria.
    - b. Require that they clean up tables, floors, etc., which they have intentionally dirtied.
    - c. Require that a student return to the end of the lunch line.
  7. Use discretion in excusing students from the cafeteria.
    - a. Allow students to visit other teachers only if they have a pre-arranged pass.
    - b. Allow students to visit the office if reason is valid.
    - c. No one should be excused to the library, their lockers, or the art rooms.
  8. Dismiss students at the scheduled dismissal time.

## Classroom Appearance/Maintenance

- Classroom doors are to remain locked at all times, using the "magnet" for emergency situations.
- The emergency binder and red "Go Bags" should be accessible and visible to anyone who is in your room
- Should there be a temperature issue in your classroom, please enter a maintenance request by notifying the main office (see Facilities/ Building / Maintenance Request).
- Coffee makers, personal heaters, air fresheners, oil diffusers, personal refrigerators/ microwaves are not allowed in classrooms/work areas unless direct permission has been given by the school administration.

- Teachers are required to keep an active and up-to-date [sign-in/sign-out sheet](#) in their classroom to indicate when students enter and leave the room. It is important that this routine is established at the start of the year and becomes a norm within the classroom.
- Impress upon the students the importance of keeping the school neat and clean.
- No items are to be placed on ventilator ducts. Blocked ventilators prevent them from working properly.
- Close all windows when leaving the classroom at the end of the day.
- Lights are to be turned off at the end of the day.

## Hall Pass Procedures

- Students should be issued a hall pass every time they leave a classroom. **Students who arrive late to class, study hall, etc. are not to be sent to the office.** If their excuse is not acceptable, teachers are to follow the guidelines relative to being late to class as per the procedures for student tardiness.
  1. If a student is to report to you during another teacher's class, issue a pass in advance.
  2. A pass is to be issued by you if a student is detained at the end of your class period.
  3. Students must have a pass whenever they leave your room, no matter what their destination is. This includes students called to the main office, principal's office and assistant principal's office.

## Homeroom Procedures

1. Attendance should be taken no later than 7:41 AM(HS) & 8:00 AM (MS) and 9:00 AM (IS) 9:15 (ES). In your absence, homeroom rosters should be sent to the office by substitutes.
2. Students signing in after 7:30 (HS) 7:45 AM (MS) and after 8:40 AM (IS) 8:45 (ES) will be marked tardy by the attendance secretary and sent to class.
3. Give an excuse blank to the student on his/her first day back from an absence. Tell students to return their excuses within 3 days to the attendance secretary or homeroom teacher.
4. Collect appropriately signed excuse blanks or send the student to the attendance secretary during homeroom. If you collect the excuse, mark on it the date it is received.
5. Return any collected excuses to the office daily in your homeroom folder/envelope.

## Safety & Evacuation Procedures

- The State requires that we have a minimum of one fire/safety drill per month. Please be sure that there is a directional sign in your room to follow in the event of evacuation. Be sure to have your red "Go Bags" with you during any drill/emergency situations. Take attendance using either the electronic or hardcopy Emergency Attendance Form when it is safe to do so. Below are the links for the different safety and evacuation procedures:
  - a. [Fire Drill Procedures](#)
  - b. [Run, Hide, Fight Protocol](#) (active intruder and other emergency situations)
  - c. Emergency Attendance Forms
    - [HS Emergency Attendance Form](#)
    - [IS/MS Emergency Attendance Form](#)
    - [ES Emergency Attendance Form](#)
    - [Emergency Attendance Form Hard Copy](#)

## Student Accidents

- The teacher in charge must report all student accidents to the office and nurse at the time of the accident. The appropriate forms are available in the office or can be [accessed here](#) and must be completed by the end of the school day. Any emergencies, please call the nurse at the following extension.
- The school nurse will contact parents/guardians when an accident or injury occurs. If the parent cannot be reached, the emergency contact number for the student will be contacted.
- Use gloves when cleaning up any bodily fluids.
- **Nurse Phone extensions - HS:** ext. 2020 **MS/IS:** ext. 3012/3013 **ES:** ext. 4004

## Student Attendance

- **Student Absences**
  - Students who miss class due to an absence are to be allowed to make up all work covered during this absence; however, it is the student's responsibility to make all necessary arrangements with the teacher. Teachers are advised to set a reasonable time limit for completion of makeup work, but not less than 1 school day for each school day of absence. Students who may be suspended should only be given the duration of the suspension to complete missed assignments.
  - Students who cut class, or are absent without an excuse, should be allowed to and are encouraged to make up work missed as a part of the learning by the teacher.
- **Student Dismissals from class (HS & MS)**
  - Students should remain at their desks until the teacher dismisses students after the bell rings. Students should not be standing at a classroom doorway prior to the bell.
  - Classes should be dismissed promptly at the ringing of the bell to allow students sufficient time to pass to their next class.
  - Staff should monitor the hallway during transitions.
- **Student Tardiness**
  - **DO NOT SEND STUDENTS TO THE OFFICE FOR TARDINESS**
    - Warning to student from teacher
    - Warning and then parental notification, e-mail or phone call by teacher.
    - Detention assigned upon written referral from teacher to administration.
    - Follow the procedure found in the student handbook.

## Student Discipline

- Teacher Responsibilities (as outlined in [BHASD Board Policy 218 - Student Discipline](#))
  - The teacher should know and carry out the rules and regulations of the school. The teacher is the first line of discipline and it is the responsibility of each teacher to:
    - Be honest and ethical.
    - Promote a climate of mutual respect.
    - Encourage a positive self-image and sense of self-worth for each student.
    - Strive to make each student eager to learn.
    - Realize that his/her subject or areas of responsibility is an important part, but only a part, of the total school program.
    - Be aware of the total school program and of his/her responsibility for the success of the program.



- Build a working relationship with the student and his/her parents.
  - Distinguish carefully between student misconduct which can (and should) be handled by the teacher and that which requires the assistance of an administrator.
  - Report to the principal a student who misbehaves in a way that jeopardizes his/her safety and the safety of others or who seriously interferes with the instructional program of the classroom.
  - Teach students by precept and example the common courtesies that promote better interpersonal relationships.
  - Handle individual infractions separately, fairly and consistently.
  - Be aware of behavioral changes in students that may indicate personal problems. An effort should be made to talk to students about problems immediately, and when appropriate, make referrals to the counselor, administrator, or SAP team members
  - Expect the best from each student.
  - Build good relationships with their colleagues.
- [Elementary School Student Handbook](#) (Pages 19-22)
  - [Intermediate School Student Handbook](#) (Pages 10-13)
  - [Middle School Student Handbook](#) (Pages 26-29)
  - [High School Student Handbook](#) (Pages 19-27)

### **Student and Room Supervision**

- Students are to be under direct supervision at all times. If it becomes necessary for a faculty or staff member to leave the assigned area, please arrange coverage with a faculty or staff member until you return. Students are not to be in the building unless they are under direct supervision of a staff member. This includes anything that is after school hours. Following an activity, advisors/coaches are to remain until all students have left the building.

### **Study Hall Procedures (High School)**

- Attendance is to be taken by the teacher each time a study hall meets. Students must report to study hall prior to going anywhere else.
- Absences not appearing on the daily bulletin are to be reported to the high school office after checking first with Guidance for a possible student schedule change.
- Orderly conduct is to be maintained at all times.
- Students are able to use their own electronic devices. If they are using any audio programs, they must use headphones and the volume must not disturb any other student in the class.
- Students are not to visit another teacher unless a pre-arranged pass or permission is secured by the student in advance of the study hall period.
- Each proctor is responsible for a daily sign out sheet for student accountability.

# Professional Responsibilities

## Announcements

### BBN

- Information for morning announcements is to be handed in at the main office for BBN no later than 7:30 a.m., the morning before the announcement is to be made.

### Intercom usage

- All announcements over the intercom must be sent to the Main Office so they can be made at a time that minimizes disruption to student learning.

## Cell Phones & Other Electronic Devices

- Faculty should not use electronic devices for personal use in their classrooms, hallways, or in areas where students observe them. Personal cell phone use should be reserved to prep periods and lunch in the faculty room only.
- Faculty are expected to adhere to the Brandywine Heights Area School District Acceptable Use of Technology Policy ([See Policy 815](#))

### Middle School

- Student cell phone use and earbud/headphones are not permitted. It is the teacher's discretion to decide if students can have earbuds in during independent work time.

### High School

- Student cell phone use is prohibited within classrooms unless it is for instructional use.
- It is the teacher's discretion to decide if students can have earbuds in during independent work time and teachers are responsible for monitoring device usage from becoming a distraction within the classroom or preventing the students from learning.
- [HS Student Electronic Device Policy](#) (Page 6)

## Class/Club Advisor Procedures (MS/HS only)

- Advisors will be selected yearly for each class/club.
- Duties include:
  1. Properly register officers, update constitution and bylaws with the main office at the beginning of each school year.
  2. Coordinate all activities for the assigned club/class.
  3. Meet with the club/class officers to plan agendas for each meeting.
  4. Supervise club/class meetings.
  5. Chaperone after-school activities that are directly related to their assignment, such as bake sales, car washes, dances, etc.
  6. Oversee the financial transactions of the club/class.

### Activity Accounts

- Staff involved in activities should become familiar with activity account procedures.
  1. All advisors must complete a general information sheet before submitting requests for payment.

2. Deposits are to be made on a daily basis and amounts recorded in the club account book prior to submission. Please follow the appropriate procedures on the collection and depositing of funds. Coins must be wrapped and bills counted.
3. Do not keep money in classrooms. It will be the responsibility of the advisors to replace missing money not deposited with the student activities secretary.

### **Fundraising**

- Sale of materials is not permitted during regular school hours unless special approval is received.
- Every school-sponsored group, with the exception of classes, will be limited to two (2) fundraising activities per school year. Each class will be permitted three (3) fundraising activities. The sales campaign for each activity will be limited to a seven (7) day week. We will not allow any more than two activities per week, with no overlapping.
- All [fundraising request forms](#) must be completed and submitted for approval at least one week prior to the starting date. Requests will be considered on a first-come, first-serve basis.

### **Building Usage**

- Any school group wishing to use any part of a District building must complete the [necessary facility usage form](#). Approval is on a priority order based on requests.

### **Clearances**

- **Required Clearances for School District Employees** ([BHASD Guide to obtaining clearances](#))
  - Act 151 PA Child Abuse Clearance
  - Act 34 PA Criminal Record Check
  - Act 114 Federal Criminal History Record Information (CHRI) Clearance (FBI Fingerprinting)
    - **Service Code:** 1KG6XN
  - PA School Personnel Health Record and TB Screen
  - Act 168 Sexual Misconduct/ Abuse Disclosure
- **Current Employees**
  - Clearance Guidelines according to Act 153 of 2014 has increased the frequency in which all public school employees are required to submit background checks to employers. Under the new law, and as of July 15, 2015, all employees are required to provide updated clearances to their employers every sixty (60) months.
- **New Employees**
  - Clearance certificates must be less than one year old for NEW employees.

### **Communications**

#### **Internal**

- Teachers are responsible for reading the daily bulletin and attendance communications provided by the main office to be aware of announcements, absences, and dismissals.
- Teachers are expected to check their emails multiple times on a daily basis.
- Teachers are expected to respond to any internal email (e-mails from other teachers, staff members, or administrators) requiring a response within 24 hours of receipt.
- Teachers are expected to check their mailboxes when they arrive at school in the morning and midday.
- Building calendars are updated regularly to contain important information that teachers are expected to be aware of. If you have anything to be added to the school calendar, please share with the building secretary and building principal.

- Teachers are required to maintain an up-to-date website that includes the following information:
  - Name and contact information, maybe a blurb about yourself
  - Schedule
  - Syllabus/ Course Description of each course taught
  - Homework (or link to homework page) updated by 3:00 pm daily.

## Parental

- Teachers are urged to contact parents regarding student progress and behaviors. Early, frequent communication providing positive comments or expressing concerns is strongly encouraged.
- Teachers are expected to respond to any parent/guardian within 24 hours of receipt of a phone call or email.
- Teachers are required to keep a communication log for all communications with parents/guardians.
- In the event that a telephone call is received while you are teaching, the call will be directed to your voicemail. This voicemail should be checked daily. Classroom phones are for use by classroom teachers for school business. Students are not permitted to use classroom phones except to conduct school business, when approved by a teacher.
- Any information that is to be distributed on a large scale to students or parents (newsletters, questionnaires, surveys, permission slips, etc.) is to be cleared by the principal or assistant principal before sending it out. A final copy of all communications should be given to the school office to our record.

## Department Chairperson

- Department Heads will be selected yearly to serve as liaisons for each department. Department Head meetings will be held with the Assistant to the Superintendent, however, meetings may also be held with building principals (or designees) as necessary. A detailed job description of a Department Head available [HERE](#).

## Dress Code

- Please [See School Board Policy 425](#) for information on professional staff dress and grooming.

## Drug-Free Environment

- In order to protect students and staff from an environment that may be harmful to them, **smoking, vaping, and all tobacco products is prohibited on all Brandywine Heights Area School District property.**
  - ([See Board Policies 423 and 451](#))

## Faculty Meetings

- Please see 8 hour memo for all scheduled Faculty Meetings. Additional meetings may be convened when necessary and appropriate. 8 hr memo will be distributed at the beginning of each school year.

## Mandated Reporting

- In accordance with PA Act 126, all teachers are mandated reporters. Teachers are required to follow mandated reporter protocol and confidentiality regulations. You are to seek out counseling and/or administrative guidance to navigate this process.

## Photo Identification

- ALL employees must display their photo I.D. during normal school hours.

## Purchasing of Materials

- A purchase order must be issued for every purchase.
- If you wish to order materials, please contact your building office for approval.
- Monies expended for non-approved purchases cannot be reimbursed.

## School Board Policies

- It is the responsibility of each staff member to review and understand the rules governing the School District as outlined in the School Board Policies:  
<https://go.boarddocs.com/pa/bran/Board.nsf/vpublic?open>

## Student Assistance Program (SAP)

A SAP team made up of school faculty and a staff member from **The Caron Foundation** is available to help students access school and community services. In Pennsylvania, every school district is required to have a plan for identifying and assisting students who experience barriers to learning. Our school's Student Assistance Program team is referred to as the SAP Team. The Brandywine Heights SAP Team will help students find services and assistance within the school, and if needed, in the community.

### **Student Behaviors Appropriate for a SAP Referral**

- |  |  |
|--|--|
| ● Student Behaviors Appropriate for a SAP Referral                   | ● Eyes are red, glassy, or blood-shot  |
| ● Truancy  | ● Pupils of eyes are extremely big or extremely small  |
| ● Changes in friends (possibly with older teenagers or young adults) | ● Chronic cough or runny nose, and/or rash around nose, mouth (especially with a chemical smell), but no known allergies |
| ● A decline in academic performance                                  | ● Careless about personal appearance   |
| ● Increased tardiness and/or disciplinary problems                   | ● Sluggish, listless, or constant sleeping   |
| ● Diminished interest in hobbies, sports, or favorite activities     | ● Hyperactivity  |
| ● Avoids family contact or decreased involvement with the family     | ● Slow or slurred speech   |
| ● Change in eating habits and significant weight loss or weight gain | ● Rapid, explosive speech  |
| ● Extreme mood swings  | ● Frequent visits to the Nurse, Guidance Office, or restroom   |
| ● Irritability, overreacts to mild criticism                         | ● Observable expressions of anger, sadness   |
| ● Unusual odor on breath or clothes                                  | ● Disrespect to faculty or staff members   |

- Overheard conversations or written expression about feeling very sad or death related language or drawings
- Overheard conversations about alcohol or other drugs, or other parties where drugs and/or alcohol were present
- Observing drug-related, gang, or satanic-related language or drawings
- Excessive talking in class or laughing inappropriately
- Possession of alcohol, drugs, and/or paraphernalia

\*\*The above are examples to provide guidance and do not limit what a student may be referred for.

\*\*All SAP forms can be accessed and submitted either physically or electronically.

\*\*Any suspicion of drug or alcohol related or safety concerns should be reported immediately to an administrator.

## **Student Progress Reporting**

- The purpose of assessments and grading in the learning process is to provide meaningful feedback for the to adjust instruction to support the needs of students.

### **Grading**

- Report cards in Grades K-3 will be reported on the skills based report cards utilizing a 4, 3, 2, 1 rating scale.
- All grading in grades 4-12 will follow a fixed, weighted scale of 60% Summative for 40% Formative.
- Basic student work (ie. homework, tests, quizzes, class assignments, etc.) is to be graded, entered into Infinite Campus, and returned to students within a three school day period.
- Certain projects or assessments of great length or complexity (ie. lab reports, essay tests, multiple page research assignments, etc.) may take longer than usual, but in no case is there to be more than a 10 school day period of time between when a student turns in work, entered into TAC, and when it is returned to students. In this case, teachers must communicate to administration and students/families that this extended grading window will be utilized.
- **Grading Scale**
  - A = 90-100
  - B = 80-89
  - C = 70-79
  - D = 60-69
  - F = below 60

### **Athletic Eligibility**

- Eligibility is determined by grades as of Thursday at 3:00 p.m. It is the teacher's responsibility to have grades updated weekly by this time. As a double-check, the athletic office will send emails every Thursday evening to teachers of athletes who are ineligible. It is the teacher's responsibility to answer this email by 10:00 a.m. Friday morning.
  - Please note: In the case of a pre-planned shortened week, all grades must be entered by the end of the penultimate day of that week.

### **Report Cards**

- Report cards will be issued at the end of each nine-week marking period.
- If any student is exhibiting academic concerns during a marking period or course, parents must be notified at the first sign of academic concern. All attempts of parent contact must be documented.

- Parents/ Guardians should be aware of a failing grade prior to receiving a report card.
- IS/MS/HS - Mid-term reports should be sent home with any student who has a 70% or lower at the mid-term point of the quarter.

## Teacher Hours

- Teachers should report by 8:00 am (IS) 8:10 am (ES) and 7:30 am (MS & HS) and are to remain at school until 3:30 pm (IS) 3:40 pm (ES) and 3:00 pm (MS & HS), unless otherwise agreed upon with the building principal.
- Building half day hours are as follows:
- District-Wide designated days operate on a 8:00-3:30pm schedule.
- Teacher supervision will begin with homeroom or morning duty as specified on the teacher or duty schedule. Copying, mail, phone calls and any other professional responsibilities are to be taken care of prior to your morning duty.
- Teachers will be given a morning and/or afternoon duty and possible additional duties throughout the day depending on their schedule. Teachers will be aware of their assigned duty prior to the start of the school year. It may need to be modified throughout the school year. Teachers in need of coverage are required to notify the office if they are unable to work their duty on a certain day. If a teacher is able to find coverage for themselves, they are encouraged to do so but must still communicate that to the main office. When you are on duty, you are expected to be watching the students and attending to them.
- Teachers may leave the building during their assigned lunch period, but must sign in and out of the building in the main office when they leave and return.
- If there is a need to leave the building in an emergency, the teacher **must contact the building principal.**

## Teacher Absences

- **Frontline Absence Management:**
  - If a teacher requires or is in need of a personal/sick/co-curricular day, they must log onto [Frontline - Absence Management](#) to enter the date of absence(s). If a teacher does not have access to the internet, they may also call Frontline Absence Management at 1-800-942-3767 and follow the voice menu.
  - Teachers are not to arrange for their own substitutes.
  - When possible, notification through the Absence Management system should be given the prior evening.
  - **In the case of an emergency, a teacher may make a request for absence within an hour prior to the beginning of the contractual day by calling the main office directly.**
    - Building Start times are as follows: **ES & IS** - 8:15 am **MS & HS** - 7:25 am
  - During the course of the school day, if a teacher becomes too ill to perform their teaching duties, they should notify the main office.
  - Any employee who is absent from his or her work for more than three (3) consecutive days or following the third (3<sup>rd</sup>) consecutive family sick day shall provide the building principal with a medical doctor's statement of the nature of the illness. The medical statement will be forwarded to the Superintendent of Schools.
    - See BHEA Agreement for further information regarding sick days.
- **Substitute Folders**
  - It is the responsibility of each professional educator to have appropriate and relevant lesson plans available for a substitute when absent from your duties.

- Each classroom teacher is required to create a substitute folder containing information regarding school procedures and instructional needs. Folders should contain at least the following information: schedules, seating charts, student roster, lesson plans, location of textbooks and materials, teacher assignments (bus duty, etc.), “need-to-know” information regarding any student with specific needs (meds, IEP, 504 plan, etc.), and the availability of nearby staff if assistance is needed. The folder should be kept with one’s daily lesson plan book on his or her desk or in the top desk drawer along with all emergency information and procedures. The office will provide the substitute with a daily substitute log. Please be advised that specific substitute information/directions may be entered directly in AESOP. An emergency lesson plan should be accessible in your substitute folder for each course.

## **Teacher Evaluation**

- Teachers will be evaluated either by clinical observation OR by differentiated supervision.
  - [BHASD Supervision & Evaluation Handbook](#)

## **Visitors**

- If a teacher will have a visitor, administration must approve the visit at least three days in advance of the visit. All visitors must have required clearances to be allowed within a school classroom. Visitors must sign into the main office and present a valid state ID. All visitors will be issued an adhesive badge when signing into the office. [See School Board Policy 907](#)