

**CMS HIGH SCHOOL
TEACHER HANDBOOK
2022-2023**



Return to the office at
the end of the year
with checkout list.

TEACHER POLICIES

ANNOUNCEMENTS

School announcements will be made during 1st period Tuesday through Friday. Items to be included in the announcements must be submitted to the office no later than 4:15. the day preceding the announcements. Items should be sent by e-mail to the principal's secretary. Please format your wording exactly as you wish it to appear in the announcement. Announcements will be read over the intercom at the beginning of 1st period each day. Mrs. Stewart will be responsible for our school newsletter. A copy will be sent to you by electronic mail.

During 1st period: The Pledge of Allegiance, Moment of Silence, Announcements. On Friday, we will play the National Anthem.

ATTENDANCE RECORD PROCEDURE

1. Students who leave school during the school day must be signed out in the office by the parent or authorized adult. The office may receive notice by phone.
2. Teacher accuracy in reporting period absences is essential. If a student arrives tardy to class after he has been reported as absent, the teacher must change the absence to a tardy on TAC, if within 10 minutes of the class starting.
3. All students will be permitted the opportunity to do make-up work if requested on the day of their return to school unless the teacher is notified that the absence was due to truancy.

ATTENDANCE REGULATIONS

Teacher recorded attendance records are subject to inspection by the state auditors any time during the school year and must be turned in when the second semester has ended. Be sure such records are accurately maintained.

Arkansas :Code§ 6-18-213 Attendance records and reports.

A record of pupil attendance shall be kept by each school district of the state in a format prescribed by the department of education. This basic record, showing the daily attendance and absence of each student for the school year, shall be kept by a teacher or other presence or absence of each student on a daily basis.

- I. A student is allowed 4 days of unexcused absence in any class per semester.

The principal may give an extension of allowed absences in case of extended illness, injuries, operation, and chronic illness. A doctor must verify the reason for extension of absence.

2. Students who miss more than ten 10 minutes of a class period will be counted absent for that class.

3. The only official record of absences will be ESchool entries. **Teachers should mark absences and tardiness in e-school every period of every day.**
4. Nothing in the above removes the school's responsibility for keeping track of each student during the school day or in keeping accurate and current records of students' absence.
5. Teachers will be furnished, in advance, a listing of students to be absent due to school sponsored or related activities. These students will not be recorded as absent nor will they need to present an admittance slip when they return.

BUILDING SECURITY AND KEY CONTROL

For the safety of all employees of Cutter Morning Star School, surveillance cameras have been installed in strategic locations on the campus. These cameras provide 24 hour monitoring of the facility. To promote safety, keys issued to employees are coded and all employees must sign for them. Employees must not "copy" any key issued to them. Lost keys must be reported immediately to the building principal. There is a \$75.00 charge for lost keys and \$10.00 for lost badges. Employees may enter the building between the hours of 6:30 a.m. and 8:00 PM, using their badge as entry. Keep classroom doors locked and shut during the school day. Leaving unlocked or propping of any exterior doors may result in a written reprimand. Anyone that needs entry has a key and/or card.

BUS CONDUCT

Bus drivers have the same authority on the buses that teachers have on the school campus. Students are under the supervision of the bus drivers and are responsible to the driver for their conduct. Bus drivers are to report student's disrespect or misbehavior to the principals. Students thus reported by the driver will be subject to disciplinary action. All bus drivers, including those that frequently drive the small bus, need to do three hours of bus training at the beginning of the year.

CLASSROOM CONTROL AND DISCIPLINE

- I. Classroom and individual student control is essential to effective classroom learning. Behavior that is disruptive to the learning processes must be controlled. Teachers and administrators should know the state laws as well as Cutter Morning Star District and Cutter Morning Star High School policies and operate within the policies.
2. Behavior problems should be handled in this manner:
 1. Redirect bad behavior but praise good behavior.
 2. Get the student involved in the lesson by asking him a relevant academic question.
 3. Give the student "The Look" indicating that you are aware of the inappropriate behavior.
 4. Stand beside the student and teach. (proximity) Being up and moving around will deter discipline issues.

5. Place a note of instruction on the student's desk.
 6. Privately remind the student of the correct rule or procedure.
 7. Relocate the student in the room.
 8. Temporarily isolate the student from other students. *Not out of sight*
 9. Arrange an out of class conference with the student and/or parents.
 10. Arrange an out of class conference with student, teacher, and principal.
 11. Tell the student clearly what misbehavior you want stopped and what you want him to begin doing.
 12. Attempt to get the student to make a value judgment about the behavior.
 13. Call the parents. Parent contact by the teacher is a mandatory step before administrative intervention except for major problems when immediate action is needed. There is a parent contact documentation sheet to record your efforts in the appendix.
 14. If nonconformity continues, the student should be referred to the administrator for further action. Teachers are to utilize the Google Discipline Form when referring a student to the office. Teachers should indicate on the form all measures attempted to correct the behavior including that parental contact concerning the behavior has been made. A detailed written description of the student's behavior is required on the disciplinary referral. Do not include another student's name on the referral.
 15. Teachers shall refrain from writing a recommendation of a specific disciplinary action on the referral when sending a student to the office. The action taken by the administration is determined by previous disciplinary referrals and other information to which the teacher may not have access.
 16. It is never permissible to "throw" a student out of your classroom. Instead, the student should be sent to the office with a disciplinary referral. It is never acceptable to advise a student not to come to class because he/she is failing the class.
 17. Teachers are expected to establish and maintain good order in the classroom. Teachers have full authority in the classroom, but this does not include expelling a student permanently from the class.
 18. **Send students to the office for discipline as a last resort. Teachers who rely heavily on the administration for discipline/classroom management will find it difficult to establish authority in the classroom.**
3. Classroom discipline should reflect these principles:
- a. The teacher is the leader of the classroom.

- b. The entire class should not be punished for the acts of a few.
 - c. Teachers cannot lower nor threaten to lower a grade due to poor behavior.
 - cl. No teacher should ever be guilty of touching a student in anger.
 - c. **If the teacher did not see it or hear it, it did not happen.** Should the teacher perceive that an issue exists; the office should be made aware of the potential problem.
4. Any theme assigned for a disciplinary infraction should be related to class work.
5. The principal and dean of students are responsible for much of the student discipline issues.
Any action taken by the principal may be appealed to the superintendent.

CLASSROOM ORGANIZATION

Every teacher is required to post and discuss this agenda on the board each day.

- 1. Homework/ Project Assignment - if applicable
- 2. Bell Activity - Warm-up activities students begin working as soon as they enter the classroom
- 3. Learning objective for that day's lesson plan
- 4. Content standard with student learning expectation

CLASSROOM RULES

Teachers are requested to post a copy of individual classroom rules that may be more explicit and specific than the general regulations contained in the "student handbook", in their classroom. Make every effort to keep these individual classroom regulations consistent with the student handbook regulations. Be positive when stating classroom expectations.

Also, social emotional norms should be posted either in Google Classroom or on the wall.

COMPUTER/NETWORK USE POLICY

Please see the appendix for this form that you sign each year.

COPY MACHINE

There are two copy machines for teacher use. Each teacher is assigned a number, which will allow the use of either copy machine. The copy machines are not to be operated by students. The teacher must do all duplication of materials during the preparation period, before school, after school or during lunch. Do not request office personnel or media directors to perform duplicating tasks. **Teachers are never permitted to leave students unattended to perform duplicating tasks. Do not leave the copier unattended.**

CONFERENCE PERIOD

Conference period denotes a time for professional use, not leisure time activity. Teachers are expected to remain on the CMS campus and be available if needed. If you must leave the campus, sign out in the office. You must also sign in when you return. Planning time is for the purpose of scheduling conferences, instructional planning, and preparation. Each teacher will

have the ability to schedule these activities during his/her designated planning time. Teachers may not leave campus during their planning time without prior permission from their building level supervisor.

COURSE SYLLABUS

All students will receive a course syllabus at the beginning of school for each one of their classes. A copy of this course syllabus is submitted to the principal prior to the first day of classes. As a minimum, the course syllabus should include the following.

- 1. Provide basic information.** Include the course title, teacher name, school telephone number, teacher school email address, and school website.
- 2. Give a description of the course.** Introduce the subject matter and show how the course fits in the curriculum. Explain the course content.
- 3. State the general learning goals or objectives.** List three to five major objectives that you expect all students to strive for: What will students know or be able to do better after completing this course? What skills or competencies do you want to develop in your students?
- 4. Specify assigned reading.** Let students know whether they are required to do the reading before each class meeting. **Identify additional materials or equipment needed** for the course. For example, do students need lab or safety equipment, art supplies, calculators, drafting materials?
- 5. State how students will be evaluated and how grades will be assigned.** Describe the grading procedures, including the components of the final grade and the weights assigned to each component (for example, homework, term papers, midterms and exams). Will you accept extra-credit work to improve grades? Will any quiz grades be dropped?
- 6. Discuss course policies.** Clearly state your policies regarding turning in late work; missing homework, tests; make-ups; extra credit; cheating and plagiarism. You might also list acceptable and unacceptable classroom behavior.
- 7. Provide a course calendar or schedule.** The schedule should include the sequence of course topics.
- 8. Include supplementary material to help students succeed in the course.** For example, consider providing one or more of the following:
 - Helpful hints on how to study, take notes or do well in class
 - Glossary of technical terms used in the course
 - Online Resources that may be helpful to students

A separate sheet for documentation of parent and student signature is required. Ask for home/work telephone numbers, cellular telephone numbers and email addresses. Include a statement on this documentation sheet that "I have received the course requirements outlined in the syllabus for (Course Name) provided by (Your Name)." This sheet should include a due date (Friday of the first week of school).

DEPARTMENTAL MEETINGS

Faculty members are required to attend all departmental meetings. Departmental chairs will turn in attendance records with their reports. Departmental meetings are scheduled by a faculty

member of each department designated by the principal. Agendas and minutes will be shared by the department to the principal.

DRUG EDUCATION

The Cutter Morning Star School District Board of Education, in recognition of the nationwide increased incidence of drug use by students, has instructed the administrative staff to take immediate steps to expand the educational program so that students are made aware of the physical and physiological dangers incurred through the improper use of drugs.

Policy statement - Drug Control - The CMS School Board desires to go on record as soliciting the assistance of the narcotics squad to come on campus or employ other methods as deemed necessary to aid in the curtailment of use/or sale of drugs or alcoholic beverages.

Random drug tests will be required according to school district policy.

DUTY

All certified personnel are required to be on duty from 7:20 A.M. until 7:40 A.M. to instruct and/or supervise students. Afternoon duty teachers will be on duty from 4:15 p.m. until 4:30 p.m. Duty teachers will supervise students according to the duty schedule. Teachers must report by 7:20 A.M. to their specific duty area.

If the need occurs, it is permissible for faculty members to exchange duty assignments. Any request for change must be reported in writing to the principal as soon as possible. It is the responsibility of the teacher to whom the "Duty" was originally assigned to make necessary arrangements ensuring the supervision of the duty area. Each teacher will receive a copy of the duty schedule. **A teacher "on the schedule" may be legally liable for negligence in failing to supervise students properly.**

EVENT SCHEDULING

All events to be scheduled in a facility on campus must be reserved via the events scheduling form. Teachers must fill out the form for any chairs, A/V equipment, etc. If using the multipurpose building, teachers are required to hand deliver the form to the elementary principal.

FACULTY MEETINGS

Faculty meetings will be held the second Wednesday of every month and on an as-needed basis. All certified staff shall attend unless excused by the principal. Most faculty meetings will be held on Wednesday from 4:15-4:45.

Leadership Team Meetings will be held the first Wednesday of every month.

We will have an RTI Team meeting on the third Wednesday of every month.

If you miss the faculty meeting you must see Mr. Stage during your planning period the following day.

FAX MACHINE

Any school business can be faxed via the office secretary with prior approval. Bring the document with the cover sheet to the office or scan and email it to the secretary with a cover sheet stating CMS High school.

FIELD TRIPS

Field trips will only be allowed for school clubs and activity groups. Teachers may not bring their class on a field trip unless specific approval is given by the building principal.

In order for students to go on a field trip, they must have an A,B, or C in all classes and cannot have more than 3 unexcused absences in a semester.

The principal should be notified in advance regarding field trips planned for your classes. If transportation is required for a field trip, a "Request Field Trip" form must be completed and approved at least two weeks prior to the trip. You will also need a transportation request from the office and a seating chart for every trip off campus.

A list of students to attend the field trip must be given to the office **forty-eight hours in advance or the trip will be cancelled.** The teacher in charge must turn in any absentee for the trip before leaving the school. A list of teachers and other adult chaperones must be submitted to the office before leaving the campus. Seating charts are to be done before leaving campus and turned in to the office. Activity trip rosters are to remain with the teacher in charge during field trips. The original seating chart MUST be turned into the principal's office and a copy must be on the bus the entire trip.

All students going on a field trip must submit a permission form to the teacher in charge listing parent/guardian name and telephone numbers to use in an emergency.

FUNDRAISERS/ORGANIZATION FUNDS

The principal must approve all fund raising activities. These activities are audited by the district's auditor. Sponsors are to maintain records of all fund raising activities including the amount of money raised by each student. Receipts are given to the students turning in any money with the name of student and amount of cash/check recorded on the itemized deposit slip sheet. All money is sent to the principal's office with copies of the receipts attached to the itemized deposit slip. Money must not be left in any classroom, gym, etc. All money collected must be given to the office at the earliest time to be deposited. You will receive a deposit book from the central office and it is your responsibility to get a new one when you have used all of the previous one.

GRADING PROCEDURES

District grading system is as follows:

90- 100	= A
80- 89	= B
70- 79	= C
60-69	D
Below 60	F

You may have up to two categories of grades in your class: Homework/Classwork and Tests. Please do not weight either of these categories more than 60% of the total grade.

The semester final examination score will have a weighting factor of twenty (20) percent of the total final grade issued to a student as a semester grade. (CMS policy manual) Count each nine-week period of a semester as 2/5 of the final grade.

Every effort should be made to assure student success. **Students shall not receive a failing grade unless their parents (failure conference) or guardians are notified of the deficiencies and the communication and intervention strategies are documented. Students shall not be given a failing mark nor have their grades lowered because of discipline problems or**

behavior difficulties. There is a parent contact sheet in the appendix. Due to be turned into the office each 9 weeks.

Homework and daily practice work are important in the learning process. Students should be given feedback on their daily efforts and performance in a regular and timely manner. Students can grade their own daily and practice work so that they can see and correct their own mistakes. Because checking papers should be a learning experience students should not exchange papers for grading purposes. If a grade is recorded, the teacher should grade the paper. Grades should be entered in ESchool within 3 days (Essays and special projects will be graded in a timely manner) and you should record at least 2 grades per week.

GUIDANCE SERVICES

The guidance counselor is available to all students from 8:00 AM until 3:30 PM daily. Individual conferences may be requested by the student, parent, or teacher. Students wishing assistance with personal problems, course selections, graduation requirements, post-educational plans (college, technical training, etc.) or vocational plans are urged to use this service.

GUEST SPEAKERS

Guest speakers are a good resource for bringing the community into the classroom. Teachers are encouraged to access these opportunities, but at the same time, should exercise caution.

Appropriate material is essential for the grade level and subject area and the speaker must follow all the rules regarding a visitor on the campus. The principal must be notified one week in advance of a guest speaker and the topic for presentation. All visitors must have an ID and sign in at the office and wear a visitor's pass. Please let the secretary know who/when to expect

BEREAVEMENT LEAVE

A bereavement leave policy form is due as soon as you hear about the family incident. This is due to the principal to be approved. This form will then be turned in to the central office with the attendance report.

SICK LEAVE POLICY

1. All licensed staff and administrative staff will have a minimum of ten (10) days sick leave each year and may accumulate a total of one hundred twenty (120) days. No sick leave may be taken the day before or the day after a pupil holiday, unless an emergency exists. An employee may take one-half (1/2) day sick leave (one-half day is defined as 3 1/2 hours of class time). Because of the 4 day week, each "day" will count as 1.25 days.

2. Extended Contracts Number of Sick Leave Days

210 Days-----11 Days

230 Days-----11 Days

250 Days-----12 Days

3. Teachers coming to the district from other Arkansas districts will be granted credit for unused sick leave benefits if they do not return to the district within three (3) years from the time of their resignation.

4. Teachers who resign from the Cutler Morning Star District No. 21 and the teaching profession forfeit all accumulated sick leave benefits if they do not return to the district within three (3) years from the time of their resignation.

5. The Cutter Morning Star District No. 21 recognizes that work attendance by teachers is important to the continuity of instruction. As an attendance incentive award program, the district has adopted the following program:

a. \$200.00 per teacher will be allocated as an incentive award for teachers who use no sick leave during the school year and have not accumulated the one hundred twenty (120) days.

b. For each sick leave day used, \$60.00 will be deducted for the first day and \$35.00 will be deducted each day for up to four days.

c. Any amounts remaining in the individual allocation will be distributed to teachers on or before June 30, of the current fiscal year.

d. For those teachers who have attained one hundred twenty (120) days accumulated sick leave, each year, the district will purchase, at the current substitute pay rate per day, up to ten (10) days of unused sick leave. Sick leave days beyond the one hundred twenty (120) days are non-accumulative and are not eligible for incentive pay.

e. An employee who has been employed ten (10) years or more in the Cutter Morning Star School

District and has applied for retirement will be paid for all unused sick leave. Upon verification of having applied and being accepted for retirement by the Arkansas Teacher Retirement System, all eligible certified employees will be paid \$65.00 per day for all approved unused sick leave.

f. All of the above, as does substitute teacher pay, comes from the teachers' salary fund.

6. When claiming sick leave, the teacher must complete a leave form upon his/her return to school and file it with the principal.

7. A teachers' salary shall continue during authorized leave under this policy.

8. Any school employee who chooses to transfer/donate a sick leave day(s) to another employee will be allowed to do so, provided the proper paperwork has been completed. Licensed personnel may only donate to other licensed employees.

SUBSTITUTES

The office Secretary will call Kelly Services for you. You do not call them.

Notify the principal, Adam Stage, at 501-538-4705 as soon as possible before 6:30 A.M. for sick leave absences. Notification should be made as soon as possible when you know of an absence ahead of time. Calls will not be accepted after 9:00 P.M. except for emergencies, but you may text any time.

SUBSTITUTE FOLDER

The following must be ready for use by a substitute and in your substitute folder: These folders will be turned into the office by the end of the first week of school.

1. Class roster (an updated version every month)- **Do Not Leave Your Roll Book**
2. Current Seating Chart
3. Practice activities for the entire period related to your subject. These activities should not allow for any talking. Do not expect the substitute to teach.
4. The practice activity should be in your substitute folder the first week of school and should be a review of previously learned activities.
5. Periodically review the activities in your substitute folder to keep them current.
6. Leave enough copies for all the students. This could be a classroom set that the students use during class and write on their own paper.
7. Copies of all necessary forms should be included: absentee and disciplinary referrals.
8. Leave appropriate procedures for your individual class including attendance and disciplinary procedures, building emergency plans and other information related to your specific subject area.

Unit Plans

You will be given the entire first nine weeks to develop your unit plans for the remainder of the year. In the first nine weeks, you may use any format that you have used previously, but after this period, your unit plans must be developed using the template that the principal has provided to you. Unit Plans will be turned into the shared folder under your name.

LUNCH

Lunch is 30 Minutes daily. Lunch will be from 11:46-12:16.

Lunch, Breakfast and Milk fees for faculty and staff:

Lunch	\$3.50 per day
Breakfast	\$2.10 per day
Extra Milk	\$0.50

For faculty and staff who wish to purchase an additional lunch, the cost is \$3.50.

Lunch charges-any teacher that has \$20 or more in lunch charges by the first of the month, will have that charge deducted from their next month check.

MAILBOXES

Teacher mailboxes are located in the teacher work room located in the corridor next to the administrative offices and counseling center.. Check your mailbox daily for messages, mail and other announcements.

MAKE-UP WORK

The responsibility of arranging make-up work following an excused absence rests with the student. However, faculty members should remind and encourage students to make up any work missed. This practice is certainly acceptable and encouraged by the administration. Refer to the student handbook regarding student policy.

MAKING UP MISSED DAYS

Any day or days missed during the approved school calendar will be made up in accordance with recommendations of the superintendent.

MEDIA CENTER

Mission Statement:

The High School Media Center of Cutter Morning Star will ensure its students are inspired to read for inquiry and enjoyment, engaged with ethical research and technology applications & production, and are consistently challenged to meet their maximum potential.

Program Goal:

To provide a collection of resources in a variety of formats that reflect the curriculum of Cutter Morning Star High School & to provide professional assistance to students, faculty, and the community throughout the day to ensure they are effective users of information.

All CMS HS students are encouraged to use the media center. Any teacher may send students to the media center to browse, research, use VR equipment, or work on assignments. The teacher must give students a written pass indicating the activity and the time needed for that activity. Teachers must limit the number of students that are out of class to no more than two at one time. The library media specialist has the discretion to limit the total number of students from all classes that may visit the center during any class period.

For students to utilize the VR Equipment he/she must be at least 13 years old and have a current year permission slip on file.

Teachers who wish to schedule their classes into the library media center should send an email to the library media specialist at least **4 days in advance** with notification of topics of research and/or material interests. Teachers will need to notify the office of their location during that class period.

Teachers may check out technology and materials for the duration of the school year. Whereas students check out for a two week period of time and may renew as needed. Students with outstanding fines may not check out any materials until he/she has remedied their account.

Equipment & Materials

The library media center has several types of technology equipment for teachers to use.

- Limited items
 - Laptop
 - Tablets
 - Cameras
 - TV-VCR/DVD
- Several items
 - Document cameras
 - Laser pointer mice
 - Echo Pens
 - Headphones
 - Calculators- Graphing & Scientific

The library media center also has many professional texts available for teacher check out.

- Categories include
 - Math
 - Science
 - Social Studies
 - Business Technology

- o Literacy-Writing, Reading, Word Study & Vocabulary, Assessment
- o Drama
- o Leadership
- o Teacher Pedagogy

Technology and Work Orders

All maintenance requests must go through School Dude on the Cutter Morning Star School District website

Contact Sandra.scrimshire@cmseagles.net to get your School Dude Account set up- Extension 372

All technology requests must go through our technology work order under staff links on the Cutter Morning Star School District website

PARENT/STUDENT HANDBOOK

All faculty will review the parent/student handbook with their classes at the beginning of the year.

PARENT/TEACHER CONTACT DOCUMENTATION/Parent-Teacher Conferences

Each parent/teacher conference shall be documented by completing the forms provided for this purpose. It shall be the policy of the board to require all teachers to communicate personally with the parent(s) or guardian(s) of each student during the school year to discuss the student's academic progress. Should any student not perform at the level expected for the grade, the teacher shall communicate with the parent(s) or guardian(s) as frequently as necessary until satisfactory progress is made. It is the teacher's responsibility to keep accurate records of any and all communication to and from parents.

Teachers must ensure that they are contacting parents for both positive and negative behaviors. Please contact parents frequently. Teachers will be required to do the following throughout the school year:

Send 2 families a positive contact cards each month

Contact 2 parents weekly by email or phone with a positive contact

Contact 2 students a week a positive email

Send 2 colleagues a week a positive message

Please keep a log of this for documentation purposes.

Dress Code

Present yourself Professionally

Jeans allowed only on Friday with school shirt or when approved by administration.

Parents and visitors should be able to identify the school employees.

Always wear your name identification badge

Scrubs will still be allowed

No distracting piecing, hair, tattoos

No political positions displayed on clothing

No Bellies, Butts, or Boobs

Maintain acceptable hygiene and dress

No hats, do-rags or painted hair allowed except on occasions approved by the principal.

Allow Leggings but do not wear your athletic leggings like you are going to the gym and make sure that your shirt is long enough to cover your booty.

If you are wearing tight leggings make sure your booty is covered.

Professional, appropriate sleeveless blouses/shirts may be worn

Piercings need to not be excessive or distracting.

Tattoos need to not be excessive or distracting.

Sagging (wearing pants below the waist line) will not be allowed.

No clothing will be permitted which is obscene, indecent, arousing, prejudicial, or promotional for alcoholic beverages, tobacco, or illegal drugs.

Capri's that cover the knees are allowed for staff members. Shorts are not to be worn by staff members unless the staff member is involved in coaching a sport or teaching PE

Scrubs may be worn daily.

Professionalism

Present yourself Professionally

Be at work everyday and on time

Be at duty on time

Bell to Bell teaching

Supervision of all students at all times

Be kind and thoughtful; no yelling or screaming

No workplace gossip or negativity

Follow chain of command

Be a team player

Follow rules in student and teacher handbook

Abide by all district policies

No talking in the hallways during classes

No discussion of students in the hallways or around other students or adults.

Do not talk (discipline) to individual students in front of the entire class.

No group punishment unless it is a group (team)

Your classroom/office/gym is your responsibility to keep clean and safe

Clean desk and tables daily.

Clean boards and cabinets daily.

Clean windows and blinds monthly.

Pull trash at the end of the day (only two plastic trash cans).

Clean up any spills immediately.

Nothing placed in the hall unless they are on a tack strip.

Do not tape anything to the walls.

Keep desk and table pulled away from the walls to avoid damage

Nothing displayed in your room, hallways, bathrooms, etc., that promotes a political agenda.

No chairs in the hallways, stairwells, etc.

Chromebooks

Chromebooks- Have to hold students accountable- how much are they using them for homework. Teachers have to understand that they are the authority. Students should be fined and have to pay for chromebooks when they have been drawn by- have set prices in the handbook for broken screens, keys

The chromebook fee “insurance” is a technology fee- if they lose their charger then they should not be able to go get another one until they pay for it- Mrs. Slay will loan them a charger if they turn in their phone. Please only see Mrs. Slay for a charger if she is in the library.

Clear consequences if they draw on it and destroy it.

Security

Security- non negotiable- If a door is propped we will look at the cameras and write them up.

Teachers doors are supposed to be locked, cover their window only if we are in a hard lockdown, the window is not to be covered unless we are on a hard lockdown. .Anybody can call a lockdown if they see a threat

Safety

Keep all doors locked at all times. NEVER UNLOCK A DOOR WITH A KEY

Never allow anyone to enter your room; if we need in we have keys. Teach your students this as well.

Never leave a door unlocked or propped opened. (automatic discipline write up first offense)

Monitor hallways, doorways, bathrooms regularly. There is a bathroom duty schedule included in the back of this handbook.

Do not leave your room for fire alarms unless told to do so

Wear your badge 100% of the time while on campus or school activity.

Ask questions and immediately report anyone that does not have a badge.

Make sure all doors close and lock behind you.

We will have one point of entrance for students and staff: the front glass doors by Mrs. Bissel's office.

You must sign in and out daily.

PERSONNEL FILE

Employees may examine all information pertaining to them that is maintained in any office in the school district, at any time during school office hours. All personal information covering any employee is available upon request in the principal's office at any time.

POLITICAL ACTIVITIES

District employees will refrain from encouraging student support of any candidate seeking election to any public office. The use of any facility or equipment within the Cutter Morning Star District for conducting political activities of any nature is prohibited (Unless approval has been granted by the CMS Board of Education).

PROFESSIONAL CONDUCT

While in the presence of students, professional conduct requires that all faculty members address one another as Mr., Ms. or Coach. Insist that students address you in this manner and address students only by their given name (avoid nicknames).

Open food items and/or coffee, coke, etc. are not permitted in the hallways or classrooms at any time when students are present. Cellular telephones should never be used in students' presence. Turn off all cell phones during instructional time.

As students are preparing for classwork or homework, teachers should provide individual student instruction to ensure that each student is able to attain and experience an acceptable level of success.

Students are never to check roll or otherwise have access to the class record book.

District employees will refrain from commenting negatively to students in reference to students, teachers, administrators, or school policies or regulations.

Rave APP

Teachers are encouraged to download the RAVE Panic APP through either Apple iTunes or Android app store. This app allows administration to communicate to teachers about threats in the building, fire and tornado alarms. It also allows for teachers to alert administration of threats

and if there is an emergency on campus. This app allows teachers to access 911 to alert services for the welfare of students.

REQUISITION FOR EXPENDITURES

All item(s) purchased with school district funds must adhere to the following procedures. A requisition listing the item(s) is presented for approval by the principal and the superintendent. Then a purchase order is created for that requisition and again approved by the principal and superintendent. These two procedures must be completed **before** the item(s) may be purchased.

Expenditures from club or organization accounts must follow the same procedures. Allow, as a minimum, five days for the process to be completed. This includes any school check needed to pay for an activity. Requisitions will only be taken to the central office on Fridays.

SCHOOL ACTIVITIES

An excellent method for improving school spirit and establishing rapport with the student body is by attending and showing interest in student activities. We owe it to our students to attend athletic events, band and choir concerts.

SCHOOL PROPERTY

Students are not permitted to adjust window blinds, thermostats, or tamper with lighting fixtures or switches at any time. Posters and signs are not to be placed on any wall with tape or adhesives that will pull paint from the wall.

Each teacher is responsible for the care, storage and inventory of the furniture, equipment and other apparatus in their classrooms. Teachers should ensure that all electronic equipment is locked in a secure place each day.

SELECTION AND USE OF INSTRUCTIONAL MATERIALS

The responsibility for coordinating the selection and use of the instructional materials rests with the collaboration of the department teacher and principal. Instructional materials are defined as any device with instructional content or function that is used for teaching purposes including, but not limited to, books, textbooks, supplementary text and text materials, audio-visual and other sensory materials, script, programs for computer managed instruction, instruction sheets and packaged sets of materials for construction or manipulation.

STUDENT SUPERVISION

All teachers are required to be outside their classroom doors or in the immediate vicinity of classrooms to supervise and monitor students changing classes and to meet students entering classrooms. Teachers are requested to check student restrooms located near their teaching station several times during the day. A bathroom duty schedule is included in the back of this handbook.

Students are not to be dismissed from any class for any reason unless using one of 2 bathroom passes that will be given per nine weeks.

Never leave students, assigned to any class, without proper supervision. If it becomes necessary to leave a class, notify the principal.

Teachers must attend all assemblies and help supervise the students. **Teachers will sit with their assigned group during all assemblies.** Teachers are required to attend all assemblies, even those held during their conference period.

Teachers are not to dismiss students from class except in an emergency. Any student dismissed from a class **must** have a "Hall Pass" signed by the teacher to go to the office, the school nurse, the counselor's office, the restroom or anywhere else on the campus during instructional time.

Students shall not be sent on errands off the school campus.

STUDENT TEACHERS

No teacher in the district is under any obligation to accept and supervise a student teacher.

If a teacher elects to accept and supervise a student teacher, the following conditions must be met:

The teacher must remain in the classroom with the student teacher at all times unless expressly excused by the principal or superintendent.

TARDIES

Teachers are required to mark in their grade book each time a student is late to class. Do not deduct points from any student's grade for tardies or any other disciplinary infraction. Tardies should also be recorded in TAC by the teacher. If you mark a student absent and that student comes in less than 10 minutes late, change the absence to a tardy. If the student comes into your class more than 10 minutes late, they are absent.

Students will receive two bathroom passes per nine weeks. If they use both bathroom passes, they will not be allowed to leave class unless they have a medical note in the office. Teachers are responsible for creating these passes or keeping up with electronic passes.

TELEPHONES-(School)

Telephones located in the offices and lounge areas are available for school business only.

TELEPHONES - (Teacher Cellular)

Using social media during school hours is prohibited. Personal use by teachers must be done outside instructional time. Cellular telephones are never used while students are present in the classrooms, hallways, cafeteria, courtyard or other places on the campus.

VISITORS

If a person wishes to visit on the school grounds or in the school building, that person shall present himself or herself to the office of the school and receive both permission to visit and a pass to indicate that proper permission has been granted. All staff are to notify the office immediately if a visitor without proper identification is seen on campus.

Google Classroom

All teachers will use Google Classroom as their LMS. Google Classroom must be updated each week with the appropriate homework assignments and lesson plans. Include the appropriate date for each lesson.

EVACUATION PROCEDURES FOR ACTIVITY TRIPS AND FIELD TRIPS

In order to ensure the safety of school bus passengers in an actual emergency, every school bus driver assigned to transport students on activity trips or field trips, shall assign an evacuation team prior to each trip. The team may consist of teachers, coaches, students, or any other passenger

Passengers assigned to evacuation teams must be seated where they can effectively carry out their responsibilities in an emergency.

Each Evacuation Team will consist of at least the following:

1. A passenger is assigned to set the parking brake, turn off the engine, turn on overhead flashers and to call in on the radio or other means, and report the incident to the Transportation Department, in case the driver is unable to do so.
2. A passenger assigned to lead passengers to a safe location at least 100 feet from the bus and for taking the first aid kit off the bus.
3. Two passengers were assigned to stand outside the bus, next to the rear door, to help students exit the bus.

In addition to assigning an evacuation team, the following information shall be discussed and/or demonstrate prior to each activity trip or field trip:

1. Location and use of the fire extinguisher.
2. Location of the first aid kit.
3. Location of the warning reflectors.
4. Location and use of all emergency exits.
5. How to shut off the engine and set the parking brake.
6. How to open the service door, to include, safety release on manual, air or vacuum doors, if so equipped.
7. Instruct passengers to keep aisles clear at all times and not to block emergency exits.

Teachers will be a part of the evacuation team and in addition, they should have:

1. A list with student's names, parent/guardian names, and emergency telephone numbers.
2. Knowledge of seating or seating charts.
3. Knowledge of individual students' abilities
 - a. Runners
 - b. Helpers
 - c. Those most likely to panic
 - c. Those that will need help

4. Assignments of students to seats: Use the "Buddy" system. Those who can help, seated by those who need help.
5. Develop a plan to control students outside the bus:
 - a. Sit down in a circle
 - b. Keep occupied until help arrives

FIRE AND OTHER EMERGENCY PROCEDURES

1. The instructor in each room will be in complete charge of the assigned students.
2. Students will move as rapidly as possible from the room without running. Noise of all types must be held to a minimum.
3. Instructors will assemble students a safe distance from buildings, keeping them together at all times. Keep students away from emergency vehicles and check roll.
4. Fire marshals will be stationed at each end of the main corridor to assist in any way needed during an evacuation drill.
5. Evacuation drills will be held each month. After the building has been cleared of all students, teachers will be notified of the "All Clear" and may re-enter the building.
6. Act 11 of the 1959 Arkansas General Assembly requires all public schools to conduct fire drills during all school months. August through May.

POST THESE PROCEDURES IN PROMINENT LOCATIONS IN YOUR CLASSROOM

TORNADO ALERT PROCEDURE

ALARM - A voice tone.

ALL CLEAR - Principal signals

1. When the alarm is sounded, teachers escort students quietly into designated areas in the interior hallways nearest their classroom along the east and west walls.
2. Teachers who have classes in these buildings take note as to where your class is to be taken in case of an alert.

Fine Arts	Go to interior hallway
Gymnasium	Appropriate dressing rooms
Cafeteria	Line up against interior walls

3. Where possible students are to sit on the floor with their head on knees and hands on the back of their neck facing the wall.
4. Teachers check student rolls. Students are to be silent and listen to instructions.
5. Remain in this position until all clear sounds.
6. Act 828 of 2007 requires all public schools to conduct tornado safety drills not less than four (4) times per year in the months of September, October, January and February

By signing below, I am indicating that I have read the 2022-2023 teacher handbook and agree to implement and abide by all policies in the handbook. I specifically understand that I am required to pay all of my lunch charges and failure to do so by the 1st of each month will result in the lunch charge being deducted from my check if exceeding \$20.00.

Staff Member Name: _____

Date: _____

