**Dawson Springs**

**Jr/Sr High School**

**Teacher/Staff**

**Handbook**

**2014-2015**



**Forwarding *Student Achievement and Development* –**

**Every Student, Every Day**

**TEACHER/STAFF HANDBOOK**

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**DAWSON SPRINGS SCHOOL BOARD**

**2014-2015**

Earl Menser, Chairperson

Vicki Allen, Vice Chairperson

Cliff Key

Melissa Knight

Tracy Overby

**SITE BASED DECISION MAKING COUNCIL**

**DAWSON SPRINGS JR/SR HIGH SCHOOL**

**2014-2015**

Kevin M. Stockman, Chairperson

Dan Dillingham, Vice Chair, Teacher Representative

Cassie Bruch, Parent Representative

Lisa Littlejohn, Parent Representative

Rachel McCain, Teacher Representative

Wayne Simpson, Teacher Representative

**DAWSON SPRINGS JR/SR HIGH SCHOOL**

317 Eli Street

Dawson Springs, Ky. 42408

**Jr/Sr High School Office**

Kevin M. Stockman, Principal Ext. 4001

Lesley Mills, Asst. Principal/Athletic Director Ext. 2002

DeNell Storms, Secretary Ext. 4000

**Guidance Office**

Lori Wooton, Director, Guidance Ext. 4004

Paula Jackson, Guidance Secretary Ext. 4005

**Support Services**

Dianne Labrado, FRYSC Ext. 2016

Christy Winfrey, FRYSC Secretary Ext. 2297

**District Offices Ext. 5000**

Leonard Whalen, Superintendent Ext. 5003

Kent Workman, Director, Pupil Personnel Ext. 5004

**ABSENCES, TARDIES, AND LEAVE REQUESTS**

# 1. Any teacher who plans to be absent from school is to contact Ashley Marsili.

# Office: 797-2991 x2000 or (H) 797-8813 or cell 836-1970

2. For unplanned absences please call between 6:15-6:30 on the morning of the absence.

3. For planned absences please complete proper paperwork in advance and submit the paper work to the principal prior to requesting a guest teacher. Please email Ms. Marsili and the principal advising of the planned absence.

4. Any **teacher/staff member** who is going to be late to school must call the School Secretary so that class coverage can be arranged. The teacher/staff member will notify the School Secretary immediately upon arrival on campus.

5**. Any teacher using sick leave to cover his/her absence must complete a sick leave form the day he/she returns to school.** The teacher must complete the form and return to the School Secretary prior to leaving school on the day of return. Failure to complete a leave request prior to the end of a pay period may result in a charge of unpaid leave being reported.

6. Any **teacher** planning to miss time during the regular school day for any reason including but not limited to field trips, sports events, professional development, jury duty, and/or personal business must complete an appropriate leave request. **Requests for leave other than sick leave are to be submitted in writing to the School Secretary at least five days prior to the requested leave date(s).** Jury Duty and Temporary Duty require documentation to accompany leave request (i.e. jury summons, workshop agenda).

7. Teachers will leave an adequate amount of work to fill the class period, along with clear directions for the substitute to implement the desired lesson plan for the day. Teachers must leave a seating chart for guest teachers. The learning process is to continue even when a guest teacher is in the classroom.

8. Teachers will report any challenges with guest teachers during the course of the school day to the Principal.

9. Guest Teachers will receive necessary information to familiarize him/her with the program at Dawson Springs Jr/Sr High School upon his/her arrival to campus.

10. All **non-instructional personnel** will report their absences (planned or unexpected) to the School Secretary as soon as they know of the absence.

# ACCIDENTS

Staff members must notify the school nurse and the School Secretary immediately of any accident or injury sustained on school property and/or in connection with a school-sponsored activity. Staff members must complete and sign necessary accident/incident forms. If a staff member is injured, appropriate paperwork must also be completed for insurance purposes. (Forms are available from the School Secretary in the school office and/or school nurse in the clinic.)

1. Any student involved in a minor accident and/or sustaining a minor injury must report to the clinic so that an accident/incident report can be completed. If the accident and/or injury appear(s) to be serious, the injured person must be kept still, and the principal or designee must be contacted immediately.

b. All accidents must be documented on an incident report and a copy of this report must be kept in the clinic. This applies to accidents that occur during any school event on or off campus during or outside of the school day.

#### **ACTIVITIES/ATHLETICS**

**1. General Guidelines**

a. All school clubs and activities are under the direct sponsorship of the school, and one or more staff members will sponsor these various groups and activities. All students will be encouraged to belong to and support some school activity or organization.

b.The athletic director is responsible for the supervision of all athletic programs.

c. All coaches and club sponsors will be familiar with Title IX regulations regarding membership in organizations.

d. The coach / sponsor must be present at each meeting of the team / organization.

e. Any organization that participates in an activity requiring transportation must adhere to the rules and policies of the School District.

f. All coaches and sponsors will know the duties and responsibilities of chaperones, sponsors, and coaches. Sponsors will be present wherever the activity ends until the last student participant is collected by a parent/guardian.

**2. Calendars**

a. **Dawson Springs Jr/Sr High School Calendar.** The “official” school calendar is maintained by the Activities/Athletic Director. Both athletic as well as non-athletic activities are listed. Teachers, coaches and sponsors will schedule their activities well in advance. In some instances, administrative approval may be required before an event can be placed on the master calendar. Calendar entries can be made in person or via e-mail to the Activities/Athletic Director.

**Note:** The Dawson Springs Jr/Sr High School “official” school calendar may be viewed 24/7 via the DSHS website at <http://www.high.dsprings.k12.ky.us/>

b. **Monthly Club/Group Activities Calendar.** In addition to the “official” school calendar, the athletic/activities office makes available a monthly calendar of club/group meetings. Sponsors/Coaches may have club or group meeting publicized on the calendar by informing the Athletic/Activities Director.

**3. Student Participation in School Activities**

#### A distinction shall be made between participation for performance purposes or for practice purposes. The former recognizes the execution of functions required by the school. The latter refers to repetition to develop proficiency not necessarily required by the school.

#### a. All students will be excused from classes to perform in regularly approved school activities. This is considered a validated absence.

b. All students will be allowed the privilege of making up work/test missed due to a performance in a school-approved activity.

c. The principal is the only person who may excuse a student from class attendance to

practice for a school activity or event.

1. A student will notify his teachers in advance of a pending school related activity in order to receive his/her prior approval of a class to be missed.
2. All students participating in after school extra-curricular activities, e.g. band or athletics must be in attendance at least 3½ periods on the day of the activity. (Exceptions to this requirement: school-sponsored activities, verified doctor or dentist appointments or other related activities approved by the principal or his/her designee.)
3. All teachers are advised that it is unacceptable to keep students out of other teachers’ classes for practice or performances, unless prior approval from the principal is obtained. If such an occasion arises, the other teachers involved must be provided a list of those students who are going to miss class and the periods affected. At no time are teachers to keep a student out of another class without advance request and approval from the administration.

**4. Athletic/Activities Eligibility (In Brief):**

To be eligible to represent Dawson Springs Jr/Sr High School in interscholastic athletic and activities competition, a student:

* + - * 1. may have no more than four consecutive academic years of eligibility upon first entering the ninth grade.
        2. must have a doctor’s certificate as to physical condition and the signed consent of his/her parent or guardian on file, in the athletic/activities office, both bearing the date of the current school year.
        3. must have medical insurance.
        4. must have no record of unsportsmanlike conduct.
        5. must adhere to the Dawson Springs Jr/Sr High Code of Acceptable Behavior.

These regulations-in-brief are provided in the hope that they will contribute to a better understanding of the KHSAA (Kentucky High School Athletic Association) and DSCS athletic/activities eligibility requirements for faculty and staff members. In addition, more specific information may be obtained from the Activities/Athletic Director or by viewing the KHSAA website: KHSAA.org Please refer students/parents to the Activities/Athletic Director.

* All athletes must be in attendance at school for at least 3 ½ periods on the day of the sporting event (game, meet, practice, match, etc) to be eligible to participate in the event. Only exception would be special approval by the Principal.
* Pursuant to KRS 156.070 (2) (e), a student who becomes nineteen

(19) years old before August 1 shall be ineligible for interscholastic

athletic competition. A student who becomes nineteen (19) on or

after August 1 shall remain eligible for the entire school year.

* A student repeating a grade for any reason is ineligible to participate in

interscholastic athletics at the high school level (grades 9 through

12) during the second year in that grade.

* For a student in the ninth grade to be considered to be on

schedule to graduate, that student shall have been promoted

from grade eight (8) to grade nine (9)

* For a student in the second year following initial enrollment

in grade nine (9) (normally grade 10) to be on schedule to

graduate, that student shall have received twenty (20) percent

of the requirements of the school/district for graduation (credits

officially posted to the transcript) prior to the first day of the

second year following initial enrollment in grade nine (9)

* For a student in the third year following initial enrollment

in grade nine (9) (normally grade 11) to be on schedule to

graduate, that student shall have received forty-five (45) percent

of the requirements of the school/district for graduation

* For a student in the fourth year following initial enrollment

in grade nine (9) (normally grade 12) to be on schedule to

graduate, that student shall have received seventy (70) percent

of the requirements of the school/district for graduation

* Grades will be checked on a weekly basis (Monday morning). Athletes must be passing 6/7 classes every week.  If the athlete is not passing 6 classes, he/she will immediately become ineligible until the next grade check. No special tests or recitations are to be given for the purpose of making a student eligible. Only exception is if a teacher has incorrectly entered a wrong grade.
* A pre-secondary school student (grades 4-8) participating in

athletics representing a KHSAA member school shall be passing in

at least two-thirds of the subjects in which he or she is currently

enrolled

# ANNOUNCEMENTS AND SCHOOL NEWS

1. The Pledge of Allegiance will begin each school day immediately following the first period bell. All students and staff members will stop all activity wherever they are until the Pledge has been recited.

2. The Office will read the announcements daily. **All teachers are to stop instruction and allow students to listen to the announcements without interruption.**

3. The instructions for submitting announcements will be provided to all staff members prior to the start of the student school year.

4. The only announcements that will be made in the afternoon are those announcing bus changes, practice/meeting location changes and/or activity cancellations. Requests for such announcements to be made in the afternoon are to be e-mailed to the School Secretary prior to the beginning of seventh period.

# ASSEMBLY BEHAVIOR AND PROCEDURES

Assemblies provide an opportunity for students to learn and experience formal audience behavior. Courtesy demands that students be respectful and appreciative. Talking, whispering, whistling, stamping of feet, booing and/or yelling are/is unacceptable behavior at assemblies. Staff members will monitor students at assemblies and encourage appropriate behaviors. When entering the assembly location, students will fill seats in areas assigned in a swift and orderly manner. Students will remain seated in the assembly until dismissed. Teachers will accompany students to the assembly area and sit with students throughout the assembly.

# BOOKKEEPING PROCEDURES / SCHOOL FUNDS

**1. Internal Funds**

School internal account funds are to be used to finance a program supplementing the activities provided by the district School Board.

a. All fund-raising projects and activities by the school, by any group within, connected with or in the name of the school shall contribute to the educational experiences of students. Such projects shall avoid being in conflict with the overall instructional program administered by the Superintendent and his appointed staff.

b. The collecting and expending of school internal account funds must be in accordance with existing laws of the State Board of Education Rules, district School Board rules, and administrative directives. Sound business practices shall be observed in all transactions.

c. Student body business functions shall be conducted in such a manner as to offer a minimum of competition to commercial firms; at the same time, they shall benefit the student body.

d. Purchases for any school shall keep from exceeding the cash resources of that school during the school year.

e. Kentucky Statutes and State Board of Education rules regarding internal funds are to be observed.

f. In case of any violations of any of the rules established by the district School Board, the Superintendent shall be responsible for initiating such disciplinary action as may be deemed necessary.

g. Deposits of all internal funds are to be made by the school secretary/treasurer. In addition, the school secretary/treasurer is responsible for issuing checks, completing purchase orders, and maintaining proper records with the necessary documentation for collection and disbursement of funds. These records are audited annually and must be accurate.

h. Approval to collect money from students to be requested of the principal prior to any money is collected. (This includes educational materials that will become the property of the student.) Both the state and district require that staff members are to complete the appropriate forms and / or paperwork to report all monies collected.

i. Money collected from students is to be deposited with the school secretary/treasurer at or before 2:00 p.m. daily by a staff member. The deposit must be accompanied by a list of students from whom the money was collected as well as the amount collected from each student. The necessary paperwork obtained from the school secretary/treasurer is to be filled out **completely** to ensure accurate deposits.

j. Staff members are never to take collected money home or leave it somewhere in school other than with the school secretary/treasurer. All money is to be secured in a locked location in the school secretary/treasurer’s office until the staff member wishing to make the deposit is able to count it and complete all paperwork

1. **Check Requisitions**

a. Check requisitions must be completed prior to the issuing of checks. Invoices or receipts are required with check requisitions.

b. Check requisitions for camps, seminars, and other special events must be filled out at least two (2) days prior to the event.

c. The secretary/treasurer will issue checks to pay bills for which money is collected. Requests for checks are to be made at least 24 hours in advance.

1. **Purchases**

a. Purchases are to be made by any organization/department only after completing the appropriate procedures (purchase orders) for making a purchase using school funds.

b. Staff members who wish to make a purchase using school funds are to communicate with the school secretary/treasurer prior to making the purchase to assure the funds are available.

c. Upon receiving items purchased, an invoice or receipt(s) must be obtained and returned to the school secretary/treasurer within 24 hours of the purchase.

1. **Cash Boxes and Tickets**

a. Any organization and/or department sponsoring any type of school function must obtain a cash box from the school secretary/treasurer at least two (2) days prior to the event. If loose change is needed for the cash box, this information is to be given to the school secretary/treasurer at least five (5) days in advance.

b. Any event requiring ticket sales must include a process for keeping track of the total number of tickets sold and money collected per ticket. The form to be used to record this information may be obtained from the school secretary/treasurer.

c. If tickets are to be printed, the staff member responsible for the event must work through the school secretary/treasurer to have to have a print order completed in an ample amount of time prior to the targeted sale date.

d. Tickets are never to be originated and/or duplicated using a school copier.

1. **Personal Checks and Change**

a. Any requests made to the school secretary/treasurer to cash personal checks will be denied.

b. Any requests for change from the school secretary/treasurer’s office will be accommodated when it is readily available. Staff members are to avoid counting on change being available unless it has been requested in advance.

c. Any requests for change and/or monetary transactions are to be made by staff members only. It is unacceptable to send a student to the school secretary/treasurer’s office to handle money matters. Such requests will be denied.

1. **Requests for Donations**

Requests for donations of money, goods, and/or services from community businesses, organizations, and/or individuals must have the prior approval of the principal.

# BUILDING USE/RENTAL

Any person/organization that wants to rent any part of the Dawson Springs Jr/Sr High School campus/facilities will contact the Superintendent or designee.

**BUILDING SECURITY**

Per direction from the Superintendent, all doors will be locked during the school day. Teachers will stand at their doors between classes and lock the door once the bell rings and instruction begins.

# BULLETIN BOARDS

1. Teachers will keep classroom bulletin boards current and attractive.

2. The following items will be displayed / posted in each classroom at all times:

1. American flag
2. Emergency evacuation route
3. Student Dress Code
4. School District Vision, Mission, Shared Beliefs
5. **Essential Question/Benchmark/Standard to be covered (daily)**

3. Posting of materials will be in designated areas only. Posting on lockers, doors and windows is prohibited.

# CALENDARS

# Master School Calendar: All Dawson Springs Jr/Sr High School activities are available for review at the school website <http://www.high.dsprings.k12.ky.us/>

# 

# CHAPERONES

1. All school functions and activities such as picnics, parties, excursions, and similar activities under the sponsorship of the school will be chaperoned by adults who meet the Jessica Lunsford Act criteria. At least one chaperone will be a member of the school instructional or administrative staff. This person is expected to remain at the activity until the last student participant is collected by a parent/guardian.

2. The staff member responsible for any activity requiring chaperones will arrange a meeting of chaperones well in advance of the event so that all understand the assignments and regulations associated with the activity. (*Note*: Students who are involved in any activity requiring chaperones are to be indoctrinated prior to the event as to the responsibilities and authority of chaperones.)

# CHEATING BY STUDENTS

1. In the event a student is accused of cheating, the staff member making the accusation must be absolutely sure the student is cheating. A teacher's observance of one student looking at another student's test paper or of one student talking/ whispering/ motioning/ gesturing to another student(s) is insufficient to be considered "proof of cheating." Tangible proof such as "cheat sheets," relevant notes on papers, clothing, skin, books, etc. is necessary to document a cheating incident has occurred.

2. If the student is taking a test and tangible evidence exists, the teacher may take the test paper(s) away from the student.

3. A zero will be recorded for the assignment or test.

4. Upon collecting the test or assignment related to the cheating incident, the supervising staff member will attach the paper(s) in question and the tangible proof taken from the student to a referral. These documents will be submitted to the Assistant Principal. The referral and accompanying documentation will be placed in the student’s discipline folder.

5. The staff member who witnessed the student cheating will contact the cheating student’s parent with an administrator or counselor present. (This information can be shared by phone or in person directly with the parent/guardian.)

6. A due process hearing will be conducted if deemed appropriate.

# CLASSROOM MANAGEMENT / SUPERVISION

1. A classroom occupied with students must have adult supervision at all times.

2. A staff member who must leave the classroom will arrange for the supervision of the class during his / her absence. In the case of an emergency, the teacher may send a student or call the School Secretary to request immediate coverage.

3. A teacher is responsible for the safety of the students assigned to him / her each period.

4. Teachers must notify the school secretary if a student leaves the teacher’s supervision.

5. All teachers will maintain a classroom environment where learning can take place.

6. All teachers will attempt several interventions/strategies to improve student behavior prior to writing a discipline referral except in cases where a student may be posing a dangerous threat to himself and / or others.

7. All teachers will handle their own (and/or with the aid of a counselor) student behavior such as chewing gum, lacking classroom materials, off-task/sleeping, cell phone use, casual profanity between students, etc. Documentation of such behaviors is advisable through notations in grade book, student card file, etc. Writing referrals for such behaviors is strongly discouraged.

# CLINIC

1. Any student who becomes ill may be sent to the school office/clinic with a pass. (When in doubt re: student's inability to remain in class, staff members will honor a student's request to report to the clinic.)

2. A student is permitted to remain in the clinic a maximum of 30 minutes. Parents will be notified to report to school to collect the student if his / her condition warrants such action. Otherwise, the student will be sent back to class in 30 minutes.

3. Students who are under the supervision of a doctor and required to take medication during school hours will be permitted to do so as prescribed in the School Office or the clinic. Staff members may verify such schedules with the school nurse.

# CLUBS AND ORGANIZATIONS

Students at Dawson Springs Jr/Sr High School may choose to belong to a variety of clubs and organizations. Among these are service clubs associated with community organizations; social clubs; curriculum-related clubs; and honor organizations. Students may also participate in the girls' and boys' sports program in all major sports areas. In addition to the clubs and sports program, the school offers an outstanding fine arts program where students may elect to participate in concert band, competitive cheerleading, drama, marching band, visual arts, etc.

**1. General Guidelines for Clubs/Organizations**

a. Staff members will remind students of the many extracurricular activities available to them. In many cases, students who are encouraged to participate in areas of their interest by even a single staff member can result in a positive experience for the student that may otherwise have been missing from his / her overall high school experience.

b. Every club or organization membership must be open to all DSCS enrolled students. In addition, every club and organization will establish its membership qualifications to include a variety of students. Discrimination due to sex, race, or creed is unacceptable.

c. All clubs must be registered in the Athletic/Activities Office with the name of the club and a roster of all those participating in the club.

d. All activities sponsored by clubs must be registered and approved by the Athletic/Activities Director prior to advertising, fund-raising, etc.

e. Every club or organization at DSCS must have a sponsor. Each club sponsor will be present at every club meeting and / or activity.

f. Every club that engages in a fund-raising activity must deposit all monies collected with the school bookkeeper, who will credit the monies to that club's account.

g. Club sponsors will meet with the bookkeeper and the Athletic/Activities Director for information regarding the appropriate procedures for their specific activity.

h. Any club or organization that permits hazing, secret initiation, and/or physical punishment of any kind will be dissolved. Members participating in such activities will be disciplined.

**2. Guidelines for Club Activities**

a. All activity locations must be approved by the Athletic/Activities Director.

b. Each organization's sponsor(s) and members assume responsibility for the conduct

of its members at school-sponsored activities.

c. Any school-sponsored function is governed by school rules regardless of where the function is held.

d. The consumption of alcoholic beverages or use of tobacco products and / or drugs by students or staff members is forbidden at any school-sponsored function. The organization sponsor will report the offending participant to a school administrator. The School *Code of Acceptable Behavior* will be strictly adhered to in such cases.

e. Any school organization that sponsors, participates in, or in any way is connected to

an "unofficial" or unauthorized activity will be subject to disciplinary action.

f. All sponsors and students will conduct themselves in an appropriate manner at school-sponsored events. Failure to do so may result in disciplinary action.

**3. Guidelines for Fundraising Activities**

a. The safety and well-being of students shall be of paramount concern in considering

the approval of the activity.

b. Students shall be instructed to solicit only friends, neighbors, and relatives.

c. Participation in door-to-door solicitation is discouraged.

d. Fund-raising activities must never interfere with regular classroom hours.

e. School personnel will be present at any group fund-raising activities conducted off- campus (i.e. car washes, rummage sales, supermarkets, etc.) Such activities may only be conducted at appropriate off-campus locations with the approval of the Athletic/Activities Director.

f. Solicitation on public roads or highways is discouraged.

g. Student participation is voluntary, and parents must be notified prior to the scheduled fundraising activity.

h. Fund-raising activities that encourage parents and other patrons to come to the school are preferred (i.e. dinners, school carnivals, fairs, gift shops, dramatic and / or musical productions).

i. Monies collected from fund-raising activities by the school are subject to regulations governing school internal accounts. (See Bookkeeping Procedures)

# CODE OF ACCEPTABLE BEHAVIOR - STUDENTS

1. The *Code of Acceptable Behavior* is the official school procedure in matters of discipline.

2. All staff members will have access to and be familiar with the contents of this document.

3. The *Code of Acceptable Behavior* will be distributed to all students and parents at the start of each school year and to new students upon enrollment.

**CODE OF ETHICS**

Refer to Dawson Independent School District’s Employee Handbook.

# CONFERENCES - STUDENT / TEACHER / PARENT

1. Teachers will involve parents in the education of students.

2. Parent / teacher conferences can be scheduled through the secretary for the Guidance Office, the Assistant Principal, or directly by the teacher for a time that is convenient to both the parent and the teacher(s) involved. If scheduled through a secretary or administrator at the request of a parent, the teacher will be notified of the scheduled conference at least 24 hours in advance.

3. Teachers are encouraged to have a guidance counselor and, whenever possible, an administrator present at parent conferences. In most cases, teachers will be encouraged to request the student participate in the conference. Teachers are discouraged from meeting alone with parents.

4. Conferences that must be scheduled at a time when the teacher is scheduled to teach require that the Principal be notified before the conference is confirmed so that coverage for the teachers' class is definitely arranged.

5. Teachers must be prepared with accurate documentation of a student's performance when entering a conference. This documentation can include but is not limited to student's attendance record, grade records, specific assignments, previous attempts to contact parents, etc. as well as any intervention efforts that have been made by the teacher on behalf of the student.

6. Teachers will make every effort to attend scheduled conferences. If a teacher is unable to attend a scheduled conference, the guidance counselor will be notified in advance.

# Guidelines for a Productive Parent Conference

# a. Listen to the parent concerns first. Concentrate on putting the parent at ease.

c. Sit next to the parent on the same side of the desk or table.

d. Meet with parents in some neutral area.

e. Stress positive qualities about the student first.

f. Isolate ONE negative thing that needs improvement.

g. Outline an action plan for helping the student.

h. Ask the parent to help the student by doing one or two specific things at home.

# COPY MACHINES AND MATERIAL PREPARATION

* + - 1. Teachers will be provided one case of paper for use in printers or copying in their classrooms.
      2. Materials brought to the Guidance Office for copying are to be submitted at least 24 hours prior to need (if more than five copies). The copies will be ready within 24 hours.
      3. Copyrighted materials will be submitted to purchase rather than be copied.
      4. Problems or malfunctions of classroom printers/copy machines will be reported to Technology Support immediately.
      5. **Staff members will limit copies made by using class sets, technology, textbooks, etc. whenever possible / appropriate.**

# COPYRIGHT REGULATIONS

1. It is the intent of Dawson Springs Jr/Sr High School administration to adhere to the provision of the current copyright laws and congressional guidelines.

2. It is unacceptable to produce copies of copyrighted materials on School Board owned equipment. Such materials must never be used with School Board owned equipment, within School Board owned facilities, or at School Board sponsored functions.

# CUSTODIAL SERVICES

1. The custodial staff is responsible for maintaining the building in a clean, healthy, and safe condition with the help of staff and students. Any concerns regarding custodial services will be directed to the Principal.

2. Any emergency custodial needs will be directed to the School Secretary and contact will be made immediately.

3. Each teacher is responsible for the appearance and care of the classroom and is expected to maintain a safe, orderly, and attractive classroom.

4. All requests for custodial services will be submitted via e-mail addressed to the Principal.

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# DISCIPLINE OF STUDENTS

1. Minor classroom discipline is the responsibility of the classroom teacher.

a. Teachers will explain classroom rules at the beginning of the school year.

Classroom expectations will be posted in the classroom at all times.

b. Teachers will handle personally as many classroom discipline issues

as possible.

2. Major classroom discipline

a. If a major infraction of school rules occurs, teachers are to call the Principal or the School Secretary.

b. A referral must be written for any major school infraction. Referrals must be completed and free of any editorializing and / or inflammatory remarks re: the student(s) being referred. Facts rather than emotional responses/reactions are appropriate for inclusion. A separate referral is required for each student involved in the violation (i.e. 3 students involved = 3 referrals).

c. Administrators responsible for major infractions of school rules will respond to calls and provide consequences for students who receive written referrals.

# DRESS CODE - STAFF

Staff members' attire is an important element of presenting a professional image to students, parents, and the school community. In an effort to promote professionalism each school day, Dawson Springs Jr/Sr High School guidelines for professional dress will be followed. (Please refer to the Student Dress Code.) A member of the administrative team will contact individual staff members who dress inappropriately.

The following are unacceptable attire for staff members: regular shorts on student days (except for PE teachers); tank tops; inflammatory, suggestive or other inappropriate writing or graphics; beach flip flops; bare midriffs; body piercing other than ears; denim workpants; mini length dresses or skirts; halter tops, tube tops, spaghetti straps and midriff shirts or blouses.

**“Spirit Day” Staff Dress**

Fridays are designated as "spirit day" in support of DSCS activities. On these days, staff members may dress in a more casual fashion as long as they are wearing either school colors (Purple/Gold/White/Black) or something that has a Dawson Springs Jr/Sr High School logo or organization's insignia on it. Casual dress is never to interfere with the continuity of learning in the classroom.

**DROP EVERYTHING AND READ (D.E.A.R.)**

**D.E.A.R.** time is scheduled for every Friday for the first 10 minutes of each period. Students and teachers will read either material related to the subject of the course or appropriate reading choices the student and/or teacher make(s). Individual reading, shared reading, guided reading and/or reading aloud are all appropriate during this scheduled reading time. **D.E.A.R.** is an effort to provide practice for struggling readers and to encourage all students towards the life-long habit of reading for pleasure. **D.E.A.R.** time is to be an enhancement to the students’ educational experience and is never to be used to “replace” instructional time or as an excuse to avoid instruction on Fridays.

###### DRUG AND ALCOHOL POLICY FOR EMPLOYEES

Refer to Dawson Independent School District’s Employee Handbook.

# “Employees must not manufacture, distribute, dispense, be under the influence of, purchase, possess, use, or attempt to obtain, sell or transfer any of the following in the workplace or in the performance of duties:

1. Alcoholic beverages;
2. Controlled substances, prohibited drugs and substances, and drug paraphernalia; and or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance as defined by federal regulation.
3. Substances that "look like" a controlled substance. In instances involving look‑alike substances, there must be evidence of the employee’s intent to pass off the item as a controlled substance.

In addition, employees shall not possess prescription drugs for the purpose of sale or distribution.

Employees who violate the terms of the District's drug-free/alcohol-free policy may be suspended, non‑renewed or terminated. Violations may result in notification of appropriate legal officials.

Employees who know or believe that the District’s alcohol-free/drug-free policies have been violated must promptly make a report to the local police department, sheriff, or Kentucky State Police. 09.423

Any employee convicted of any criminal drug statute involving illegal use of alcohol, illicit drugs, prescription drugs, or over-the-counter drugs shall, within five (5) working days after receiving notice of a conviction, provide notification of the conviction to the Superintendent.

Teachers are subject to random or periodic drug testing following reprimand or discipline for misconduct involving illegal use of controlled substances. 03.13251/03.23251”

# DUTY ASSIGNMENTS

1. All teachers will stand at his / her door 5 minutes prior to the start of the school day (7:55), during each class change, and at the end of the school day until the halls are cleared.

2. All teachers are assigned before/after school supervision duty on a rotating basis. Any concerns about duties are to be addressed to the principal.

3. The 2013-2014 Duty Assignment Roster is in the Appendix.

**ELECTRONIC COMMUNICATIONS USE**

The following outlines the acceptable uses of District Internet, Intranet, E-mail, computer systems and software, networks and any other computer or similar technology-based systems, both hardware and software, hereinafter referred to as “electronic communications systems.” This policy is applicable to all employees of Dawson Springs Jr/Sr High School, its students, and all others granted access to or use of District electronic communications systems.

1. The District electronic communications systems are the property of the District School Board of Dawson Springs. All communications, messages, attachments, correspondence, files, documents, and any other information transmitted, downloaded or otherwise received through use of such systems are the property of the School Board.
2. Access to electronic communications systems is provided solely for educational and operational purposes directly related to the mission of the District School Board of Dawson Springs. All other use is prohibited.
3. Use of District electronic communications systems does not imply the right to privacy in any material sent, received, stored, resident, or otherwise existent on such systems. There are no personal privacy rights in the use of such systems. All information is subject to applicable public record laws.
4. Whenever appropriate to ensure adherence to this policy, the District reserves the right to monitor and disclose all electronic communications activities of any employee, student or other user. Where there is any indication of a violation of this or any other District policy, the District has the capability to do the following:
5. Record access to the system, including successful and failed log-in attempts and log-outs.
6. Record incoming and outgoing file transfers.
7. Record terminal connections to and from external systems.
8. Record sent and received e-mail messages.
9. Record websites visited, including uniform resource locator (URL) of pages retrieved.
10. Record date, time, and user associated with each event.
11. Record any other use.

The Board also has the right and ability to inspect any and all files stored on the network or on computers or any other electronic systems that are the property of the District.

Use of District electronic communications systems by any District employee, student, or other person with access implies consent to such monitoring and disclosure.

1. All existing policies apply to the use of electronic communications systems, including but not limited to those that deal with equal employment opportunity, sexual harassment, information and data security, misuse of district resources, copyright, and confidentiality. Discriminatory, harassing, slanderous and offensive materials and messages are prohibited.
2. The confidentiality of protected student and employee data shall be maintained at all times. Disclosure, transmission, or any other unauthorized use of employee, student, or other protected material, information, or data through electronic communications systems is prohibited.
3. Electronic communications systems shall not be used to violate the laws or regulations of the United States or any other nation, or the laws or regulations of any state, city, county or other jurisdiction. Downloading, transmission, or any other unauthorized use of copyright and any other material similarly protected is prohibited.
4. Student access to electronic communications systems will be permitted only when access is an integral component of a specific educational program and only when authorized by the Principal or his/her designee. However, no student will be granted access to the District’s e-mail system (Outlook or Infinite Campus).
5. Filters will be installed to attempt to restrict access to Internet sites that are sexually oriented and other objectionable sites. However, filters alone will not eliminate all possibility of access. Individual users are responsible to ensure their conduct and use of Internet and other electronic communication systems are consistent with the prohibitions of this policy.
6. Display of any kind of sexually explicit image or document is a violation of the District policy on sexual harassment. Sexually explicit material may not be archived, stored, distributed, edited, recorded, or downloaded using District network or computing services.
7. All employees, students, and any other users will consent to the terms and conditions of this policy or will be denied use of District electronic communications systems.
8. Abuse of electronic communications systems or failure to adhere to this policy will subject the user to disciplinary action.

# E-MAIL / MAILBOXES

1. Staff members must at a minimum check their e-mail at the start and end of each day. Student access to staff e-mail is inappropriate and unacceptable. The use of the Dawson Springs Jr/Sr High School e-mail system is governed by school board rules. All Dawson Springs Jr/Sr High School staff members will adhere to these rules for school system e-mail. ***Note*: E-mail is public record.**

2. Staff members must check their mailboxes at least twice daily. It is inappropriate and unacceptable for students to collect a staff member's mail.

3. Staff members must return messages (i.e. parent calls) within 24 hours.

# EMERGENCY PROCEDURES

***All staff members will keep a copy in their classroom and be familiar with emergency procedures.***

1. Regulations require no fewer than 10 emergency/evacuation drills per school year. These drills may be held at unannounced times and under varying conditions. (Note: Two of these drills must be held during the first two weeks of school.)

2. Evacuation routes will be posted in each room of the school. Staff members must be familiar with these routes and review them with students during the first week of school.

3. Coaches will be familiar with emergency procedures in case of inclement weather. The Athletic/Activities Director will provide this information.

In case of an **evacuation**, staff members will adhere to the following guidelines:

* + - 1. Bring class lists and emergency bag when evacuating classroom building.
      2. Take only those personal belongings in your immediate possession.
      3. Ensure that all students are out of the classroom and adjoining bathrooms.
      4. Instruct the first student in line to hold open exit door(s) until all persons in the class have evacuated.
      5. Proceed to a pre-designated holding area/assembly point and maintain order.
      6. Remain with your class until an *all clear* signal is sounded or other instructions are given by an administrator.

# ERRANDS

1. Staff members will take care of personal errands before and/or after the regular school hours. If it is absolutely necessary to leave campus during the school day, staff members will sign out through the School Secretary and sign in upon their return to campus. (This may be done electronically.)

2. Students are prohibited from running errands for staff members.

# EVENING EVENTS

All instructional staff members of Dawson Springs Jr/Sr High School are expected to attend the following evening events**: Open Houses and Graduation.** Whenever possible, staff members are encouraged to attend extracurricular activities in which students are involved as a sign of support for our students.

# FIELD TRIPS

Field trips are intended to provide educational experience and/or augment the curricular experience for students. Students participating in a field trip during the regular school day are responsible for all work assigned while they are on the trip. All field trips will be funded through internal accounts. All students must have access to applicable field trip opportunities. (See “Athletics/Activities” for more information re: Field Trip Procedures and Guidelines)

# FLAG DISPLAY

1. The flag of the United States of America is displayed in each classroom and in the auditorium.

2. New flags can be obtained by an e-mail request to the Principal.

3. The flag of the United States of America is displayed outside daily when weather permits on a suitable flagstaff located on the grounds of the school.

# GRADING / ASSESSMENT PROCEDURES

1. Grading criteria must be based on classroom work, projects/observations, classroom tests, and other relevant information. This is a performance-based criterion for grading. Conduct and effort reflect students' work habits rather than their academic achievement on benchmarks and are to be omitted from inclusion in calculating the students' academic grade. (For example, an A in language arts indicates a student's proficiency level on the targeted benchmarks for that grading period.)

2. Each teacher will provide his / her course syllabus and grading procedure to each student during the first week of class. Teachers will submit the same information to the Principal on or before the Friday of pre-school week.

3. Each teacher will develop his / her own plan to allow students to make up missed assignments and / or tests. This plan will be provided in writing to all students by the end of the first week of school and must be in adherence to the district's attendance policy. A copy of this plan will also be given to the Principal on or before the Friday after students begin.

4. Each student will be given a reasonable opportunity to demonstrate his/her academic achievement. Regular assessment of students' work is expected. Acceptable methods of assessment to accurately assess mastery of skill or content include but are not limited to teacher-made exams, teacher observations, checklists, products and projects with established criteria, graded homework, graded class work, criterion-referenced tests, benchmark assessments, etc.

5. Student grades must be updated online weekly as parents and students expect to regularly access current information. Technology provides us with an opportunity to involve parents in the shared responsibility of our students’ educational experience.

6. Any student has the right to appeal a grade within a reasonable time after the grade has been issued. The Principal will handle appeals.

7. All grade changes will be submitted on a Grade Change Form available through the Guidance Counselor.

8. Each student will be awarded the grade he / she earns based on the assessment plan developed by the teacher and using the grading scale listed below. Any adult who attempts to apply pressure on a teacher to change a grade in order for a student to be eligible for extracurricular activities is to be referred to the principal. Any staff member who makes such an attempt will be reprimanded.

9. The following grading scale is to be used by all teachers in assessing Dawson Springs Jr/Sr High School students.

GRADE PERCENT GRADE POINT VALUE

A 90-100 4

B 80-89 3

C 70-79 2

D 60-69 1

F 0-59 0

I 0 0

\*Incomplete may be given at the end of a grading period when work prescribed is incomplete. In all cases the student must be informed of what work is left to complete and the time permitted for completion. If the work fails to be completed in the time period allotted, a grade of zero will be assigned for the incomplete work and the zero considered in the cumulative grade for that period.

10. Final grades are determined by using the following formula: 18.75% per quarter + 5% for Mid Term and 20% for the EOC or Final Exam.

# GUIDANCE DEPARTMENT

1. The guidance department offers a wide range of guidance services including testing, counseling, scheduling, registration, and dissemination of information.

2. Students must complete an appointment request with the General Secretary in the Guidance office to schedule an appointment with a counselor. The counselor will contact the student in a timely manner. If a student has an emergency, he / she may request permission to see a counselor immediately.

# HOMEWORK AND SPECIAL ASSIGNMENTS

The assignment, review, and assessment of meaningful homework and special student projects can be an essential part of the teaching and learning process. Such assignments will be extensions of regular classroom instruction and designed to be accomplished without direct supervision of the teacher.

1. Homework is never to be given in excessive amounts or for disciplinary reasons.

2. Teachers will inform students of the values to be given to homework and special project in the compilation of their overall marking period grades when giving the assignment.

3. Teachers will review and evaluate homework and/or special project assignments in a timely manner. **Written assessment results and suggestions for improvement to students will be given to students.**

4. Student-produced projects are considered the property of the students. If the school and/or some other organization will keep student-produced projects, students must be informed of this prior to their turning in the project.

**IDENTIFICATION (ID) BADGES**

All Dawson Springs Jr/Sr High School employees receive an ID when they are hired. Staff will wear their ID on student school days.

# IN-SERVICE / PROFESSIONAL DEVELOPMENT

1. Staff members will participate in in-service activities designed for their professional growth and development.

2. Staff members can provide input to the principal regarding staff development needs as they arise.

3. Staff members who attend conferences and / or receive professional development training with district / school-based funds will share with staff members any relevant information collected at the conference.

**INTERIM GRADE REPORTS**

Interim grade reports will be distributed to students once each marking period. (See dates below per DSCS 2014-15 calendar.) It is the student's responsibility to share the interim report with his /her parents. Parents are to be notified at any time during the quarter when it is apparent that the student may fail a course. The initial contact re: the possibility of a failing grade is to be made by the teacher. All contacts or attempts to contact are to be documented. The *Infinite Campus* grade system will print completed student interim reports. Progress grades will be averaged and printed on the forms for distribution. The third period teacher will distribute the interim reports. If a student is absent from school on the scheduled interim report day, the third period teacher will give the student his/her interim report upon returning to school.

**2014-15 INTERIM REPORT DATES 2014-2015 END OF QUARTER DATES**

First Session: September 10 First Quarter: October 17

Second Session: November 19 Second Quarter: December 19

Third Session: February 4 Third Quarter: March 10

Fourth Session: April 17 Fourth Quarter: May 21

**IN SCHOOL SUSPENSION (ISS)**

1. The In School Suspension program (ISS) is designed to offer a structured learning environment in lieu of external suspension.

2. All students will work while serving time in ISS. When a student is assigned ISS by an administrator, teachers will provide appropriate assignments for the student to complete. Requests for these assignments are made via e-mail either by an administrator or the ISS Assistant. Any teacher who fails to provide work for the student while in ISS must allow the student to make up any work missed during his/her time out of class. If the infraction requires the student's immediate placement on ISS, he/she will be permitted to make up work upon returning to class.

3. All students are responsible for submitting completed assignments to the teacher upon returning to class.

# LEADERSHIP COUNCIL

The Dawson Springs Independent Schools Leadership Council serves as a resource for finding solutions to operational challenges that arise in the regular course of the school year. Leadership Council members will provide information and input into operational decisions that impact staff and students in both the Elementary School and the Jr/Sr High School. The Council meets twice a month at a time agreed upon by its members. Members of the council are representative of a cross section of the staffs of both schools and chosen by the Principals of the schools. Meetings are open to all staff members. Any questions regarding the Leadership Council may be directed to the principal or designee. The Leadership Council membership roster is included with this document.

# LESSON PLANS

# 1. All teachers will keep daily lesson plans that are available upon request.

2. All lesson plans will include ESE strategies being used by the teacher.

3. All lesson plans will include benchmarks, standards, and any MAP/K-PREP/ACT skills covered/met by each lesson. **Specific benchmarks and/or standards will be displayed in class each day to inform students of the objective of the day's lesson.**

4. All teachers will enter their lesson plans in CIITS by Friday of the previous week.

# LITERACY / READING

As a means of meeting individual needs, it is the goal of Dawson Springs Jr/Sr High School is to institute a balanced literacy program to provide students with a variety of opportunities to explore literacy. The role of the teacher in this program includes the following:

1. Participate in school-wide reading efforts when they are scheduled throughout the year. The first 10 minutes of each period on Friday is to be reserved for student and staff reading.

2. Incorporate shared reading, guided reading, and independent reading in regular classroom activities.

3. Support students in making productive / appropriate reading choices based on their individual needs and goals.

4. Model positive literacy / reading habits for students.

# LOST AND FOUND

1. Personal articles found on campus are housed in the School Office and can be claimed before or after school or during the lunch period.

2. Library books will be returned to the Media Center.

3. Textbooks will be returned to the School Office.

4. Lost and found articles will be discarded or given to charity at the end of each semester.

# LUNCH SCHEDULE AND CAFETERIA

1. Teachers will remind students that they are expected to proceed to the cafeteria in an orderly manner and have their student identification number memorized for use.

2. Teachers will remind students to clean up their own trash during the lunch period. This reminder may need to be repeated from time to time for students to make clean-up a habit.

3. Teachers and students will avoid removing trays from the cafeteria.

4. The 2013-2014 Bell Schedule is included with this document.

# MAKE-UP WORK

While make-up work is provided for all students, no activities or assignments can replace the learning that occurs in the classroom when the student is present. It is the responsibility of the student/parent to request all make-up work. It is the responsibility of the teacher to have appropriate assignments available for those making such requests.

Students get one school day for each school day absent to make up work missed due to excused absences without academic penalty. It is the responsibility of the student to arrange for such make-up work. Make-up work must be completed within the specified time period given by the teacher upon the student’s return to class. Work that fails to be made up can be entered as an F for grading purposes. The Administration may extend the time for make-up work when, in his/her judgment, extenuating circumstances justify such extension. However, long term assignments given before the student is absent must be turned in on the date the student returns to school (unless extenuating circumstances are documented by parent to Principal or Assistant Principal).

# MEDIA CENTER

The Media Center has print and non-print materials available for assigned study and recreational reading. Media specialists will give assistance with the location of information and help with the development of special projects. All students and staff may use the media center for both school related and personal research. The Media Center is a valuable resource to the development of the Dawson Springs Jr/Sr High School literacy program.

# NEWS RELEASES / MEDIA

1. The principal is the official media contact for the school.

2. All news releases concerning the school or school affairs must be released through the principal.

3. News media must have permission from the principal to be on school property.

4. Staff and students will obtain prior approval from the principal to grant an interview on campus.

5. Staff members are discouraged from speaking to any member of the media without first notifying the principal.

# PARKING FOR STAFF

Staff and students will display parking decals in their cars while parked on campus. Staff members will park only in designated areas. The staff parking decals will be distributed by the Superintendent or designee. Decals must be displayed at all times when the car is on campus. Questions regarding staff parking may be directed to the Superintendent.

# PAY ADVANCES

The School Secretary will distribute the pay advance documents once a month.

# PEER TEACHER

First year teachers are assigned to a tenured instructor who serves as a peer teacher / advisor for the entire school year. KTIP teachers have completed clinical education training.

# PERSONNEL FILES

The official personnel file for each staff member is maintained at the District Human Resources office. School files include copies of leave requests, evaluations, and new hire or change of status and are available for review at any time through the Principal’s office.

# PERSONNEL INFORMATION

All staff members will keep their addresses and telephone numbers current with the District’s Director Human Resources.

**PROFESSIONAL LEARNING COMMUNITIES**

“American Public Schools were originally organized according to the concepts and principals of the factory model, the prevalent organizational model of the late nineteenth and early twentieth centuries. The *professional learning community* is based on an entirely different model. If schools are to be transformed into learning communities, educators must be prepared first of all to acknowledge that the traditional guiding model of education is no longer relevant in a post-industrial, knowledge-based society. Second, they must embrace ideas and assumptions that are radically different than those of the past.” *(*from *Professional Learning Communities at Work* by DuFour and Eaker*)*

It is the intention of Dawson Springs Independent Schools to develop professional learning communities throughout its organization. To that end, Dawson Springs Jr/Sr High School will continue to provide opportunities to create specific learning communities for its staff. This effort will continue to grow as the staff works together to become a school that focuses on the mission of learning rather than teaching. Staff members will make efforts to pursue information regarding professional learning communities and take advantage of opportunities to participate as a learner.

A list of Professional Learning Community members and their teams for 2014-2015 is included with this document.

# PROFESSIONAL LIBRARY

A professional library is housed in the Media Center for use by all staff members. Reference books, journals, reports from state and federal educational agencies, research, etc. are included in this library designed to provide resources for professional growth and development. See a Media Specialist for the exact location of the library. Periodic listings of what is available in the library may be provided via e-mail.

# PUBLICATIONS

The Dawson Springs Independent School District produces a variety of publications / productions throughout the year. All requests for inclusion in these publications will be made in advance to the appropriate staff member.

**Publication Staff Member**

Athletic Programs Lesley Mills, Athletic/Activities Director

### Newsletter Karla Mitchell, Director HR

Website Sasha Fight, Technology

Yearbook Sasha Fight, Technology

# REGISTRATION OF CLASSES FOR STUDENTS

The role of the teacher is very important during student registration. Teachers are urged to take an active part in this process. Current copies of the course offerings are supplied to each member of the staff so that they can assist in guiding students into courses according to needs and career goals.

The registration process for the current terms begins in the preceding spring. Academic Advisors will hold group and individual program planning sessions. District graduation requirements, credit evaluations, and career counseling are some of the topics covered in these pre-registration group sessions. Teachers are urged to make recommendations to students' course selections as well as serve as advisors, when needed. Various departments prepare fliers and other communication aids in the "recruiting" of students for their respective elective courses. The entire staff of the school will support the registration process.

# SALES AND PAID ACTIVITIES

1. Clubs and organizations must receive approval from the Athletic/Activities Director (SBDM and School Board) to charge admission to a school event.

2. Staff members will be admitted free to all DSCS activities on campus (excluding KHSAA and / or any other state-sponsored events).

3. Requiring admission to activities held during school hours is prohibited.

# SCHEDULING OF EVENTS

Any person, club, or organization sponsor that plans to hold an after-school activity must contact the Athletic/Activities Director to avoid any scheduling conflict. Scheduling of events will be completed as far in advance as possible to assure that the desired date is available. Failure to place an event on the master calendar may result in the cancellation or postponement of the activity.

# SCHOOL FACILITY USE

Using the school facilities requires approval from the Superintendent or designee (Athletic/Activities Director) and may also require a facilities lease agreement. Any group meeting held on campus will be included on the master school calendar. Students must clear the campus 15 minutes after the last bell unless supervised by a staff member.

1. The school campus is intended for educational purposes and for the benefit of students.

2. All school groups are given priority over non-school groups for use of campus facilities.

3. Any request for use by non-school groups must be made in writing to the Athletic/Activities Director, and proof of appropriate insurance must be provided.

4. Any abuse or destruction of school property will be reported to the Principal as soon as it is discovered. The offender will be financially accountable in addition to any other appropriate consequences.

# SCHOOL IMPROVEMENT PLAN

Dawson Springs Jr/Sr High School staff members will work together to develop a school improvement plan that targets an increase in student achievement. Per legislation by the State of Kentucky, the Site Based Decision Making Council is also involved in the School Improvement process.

**Self-Reporting Rule (All Certified Personnel)**

Obligation to the profession of education requires that the individual: Shall self-report within 48 hours to appropriate authorities (as determined by the district) any arrests/charges involving the abuse of a child or the sale and/or possession of controlled substances. Such notice shall not be considered an admission of guilt nor shall such notice be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial, investigatory or adjudicatory. In addition, shall self-report any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea of guilty or *Nolo Contendere* for any criminal offense other than a minor traffic violation within 48 hours after the final judgment. When handling a sealed and expunged records disclosed under this rule, school districts shall comply with the confidentiality.

**SEXUAL HARASSMENT STAFF MISCONDUCT**

The Dawson Springs Independent Schools forbid any form of sexual harassment against another employee, an applicant for employment, a school volunteer, or a student on the basis of sex. Sexual harassment consists of sexual advances, requests for sexual favors or inappropriate verbal, written or physical contact or conduct of a sexual nature, which creates an intimidating, hostile, or offensive school or work environment, or physically threatens an individual or which interferes with the right to provide and education or to participate in school activities. Any administrator, supervisor, teacher, coach, volunteer, or any other adult responsible for supervising adults or students, who engage in sexual misconduct or who tolerates such conduct, shall be subject to reprimand, suspension or termination, as deemed appropriate by the Superintendent of Schools. Reporting of a complaint or reporting sexual misconduct will not adversely affect the reporter’s status, future employment, student grades, extracurricular activities, or work assignments.

Refer to the Dawson Springs Independent School District’s Board Policy 03.162 for additional information.

# SMOKING AND USE OF OTHER TOBACCO PRODUCTS

Refer to Dawson Independent School District’s Employee Handbook.

“Federal law and Board policy prohibit the use of any tobacco product in any building owned or operated by the Board which is used for the education of children. The use of any tobacco product is prohibited in the presence of students when a staff member is responsible for student supervision either on or off school grounds. **03.1327/03.2327”**

“Bus drivers shall not use tobacco products while on the bus. **06.221”**

# STAFF MEETINGS

Staff meetings are scheduled at regular intervals and announced in advance. Staff members will avoid scheduling appointments on these dates in order to attend staff meetings as called.

# STAFF WORKDAY

1. The workday for teachers begins at 7:30 a.m. and ends at 3:20 p.m.

2. The workday for all other staff members (i.e. support personnel, aides, food services, etc.) is based upon duties and requirements of specific jobs.

3. All staff members will arrive to campus on time and remain on campus throughout their scheduled workday. If it is necessary to leave campus during scheduled work hours, staff members will sign out through the School Secretary and sign in upon returning to campus.

# STUDENT ATTENDANCE PROCEDURES

All Dawson Springs Jr/Sr High School staff members must be familiar with the Attendance Policy for Students (Rule 33 from the school Code of Acceptable Behavior). All teachers will follow the attendance procedures noted below.

1. Each teacher will take attendance at the beginning of each block class. All absences and tardies must be recorded electronically. It is important for each teacher to check his/her attendance for accuracy as attendance reports are legal documents. In the event of computer failure, teachers will send attendance sheets to the Guidance Secretary’s Office during the first 15 minutes of each class. Teachers will review their attendance list for accuracy before submitting it.
2. Any student arriving at school after 8:00 a.m. must report to the attendance office for an “Admit to Class Permit.” A student who enters any class without a pass after the first 15 minutes must be sent to the School Office.
3. Any student who returns to class from an excused absence must be given the opportunity to make up all missed work. (See “Make-up work” for time line.) Students charged with an un-excused absence are ineligible to receive credit for missed work and are subject administrative discipline per the Code of Acceptable Behavior)
4. All teachers must have a system for dealing with students who are tardy to class. Teachers will record each tardy and handle offenders according to the teacher’s written plan. (A parent call on the day of the student’s tardy may eliminate the need for any additional consequences.)
5. All students will remain in class for the full time scheduled. Teachers will refrain from permitting students to leave class for “personal business.” Students will conduct such business before school, after school or during the lunch period.

# STUDENT RECORDS

1. Cumulative folders are located in the School Office.

2. Cumulative folders will remain in the Guidance area for review. If, for some reason, a cumulative folder is needed outside of the Guidance area, a staff member must sign for the folder and return it in a timely manner.

3. Students are prohibited from having access to cumulative folders.

# TARDY POLICY FOR STUDENTS

It is the responsibility of the classroom teacher to encourage his/her students to be in class by the time the tardy bell rings. Teachers who follow the guidelines below will promote students' being on time to class.

1. Provide appropriate learning activities beginning immediately after the tardy bell to encourage "on time behavior" from students.

2. Make contact with parents when students are tardy to class and document this contact prior to requesting assistance from an administrator.

3. Record tardies, excused or unexcused in the Infinite Campus.

**TEACHING AND LEARNING TEAM**

The mission of the Teaching and Learning Team is to lead the way for Dawson Springs Jr/Sr High School to complete State mandated Program Reviews. All staff members are integral parts of this team. It is imperative that all staff work with the team leaders to forward this important task. The membership rosters for the Teaching and Learning Program Review teams are included with this document.

# TEACHER EXPECTATIONS / SYLLABUS FOR STUDENTS

During the first week of school students will receive teacher expectations and a syllabus.

1. All teachers will distribute their course syllabus during the first week of the student school year. A copy of the syllabus will be submitted to the Principal on or before the Friday of pre-school week. The syllabus will be posted on the teacher’s Dawson Springs Jr/Sr High School website link by the end of the first week of the student school year.

2. All teachers will provide students with teacher expectations for performance and behavior either determined with students or by the teacher. These expectations will be submitted to the Principal on or before the end of the first full week with students.

# TELEPHONE MESSAGES

1. Telephones are available for in-building and local calls. Making or receiving phone calls during scheduled instructional time is unacceptable.

2. Telephone messages will be delivered by e-mail directly from the School Secretary.

3. Teachers will return school-related calls / messages within 24 hours.

**TELEPHONES (STUDENT USE)**

Students will be prohibited from using telephones (including cell phones) in classrooms. If a student has an emergency need for a telephone, he/she is to be sent to the School Office with a pass indicating the need for a phone.

# TESTING

All standardized tests given at Dawson Springs Jr/Sr High School are coordinated through the Guidance Counselor. Testing dates and schedules will be on the Master Calendar as soon as they are available. Reminders will also be sent to all staff members in advance of the test dates.

# TRESPASSING

Anyone on school campus or school grounds must sign in at the switchboard before visiting any area of campus. A visitor's pass will be issued to those who have permission to be on campus. All others are subject to arrest for trespassing. Staff members will report immediately to the principal's office any person seen walking the campus that fails to have a visitor's pass and fails to be readily identified as a Dawson Springs Jr/Sr High School employee.

# USE OF SCHOOL STATIONERY

Any correspondence on school stationery must be reviewed and approved by the principal. Use of school stationery for personal use is prohibited.

# VIDEO IN THE CLASSROOM

All purchased, rented, or off air taped videos/programs, cd’s from somewhere other than the School District’s Media Center must be approved by the Principal prior to being shown in the classroom.

# VISITORS

1. Parents are encouraged to visit the school. They must arrange class visits in advance. Teachers will be notified of any requests by parents to visit classes.

2. Candidates for public office, incumbent or otherwise, should never be scheduled to make presentations to students during the time between the date of qualification for candidacy for office and the final election for filling each office.

3. Staff members will notify the Principal and the School Secretary when a guest speaker is scheduled. A student or staff member will be available to greet the visitor at the switchboard.

4. Visitors and volunteers to the school will sign in at the School Office.

5. Visitors, other than those invited by staff members to participate in a class, will be escorted to their destination by an administrator or his / her designee.

6. Students/Teachers are prohibited from bringing visitors/pets to spend the day at school.

# VOLUNTEERS

Parent and community support is critical to the success of Dawson Springs Jr/Sr High School. Teachers can encourage parents interested in volunteering to contact the School Office. Volunteers will sign in at the School Office before entering campus and will receive a volunteer badge to wear during their time on campus. Volunteers must be screened per guidelines of the Jessica Lunsford Act.

# WITHDRAWAL PROCEDURES FOR STUDENTS

All withdrawal procedures are coordinated through the Guidance Department. Student withdrawals must be initiated by a parent/guardian. Teachers will provide an "exit grade" for the student if the student has been enrolled in the class for 10 days or more. Any questions regarding a student withdrawal will be directed to the Guidance Counselor.

**WONDERFUL WEDNESDAYS**

Opportunities for professional development are scheduled during the course of the school year. Some of these opportunities will take place throughout the school day on a Wednesday. Topics will be announced in advance, and staff will attend voluntarily those sessions in which they are interested. Suggestions for “Wonderful Wednesday” training topics are welcome.

# WORKPLACE VIOLENCE

According to the National Institute for Occupational Safety and Health (NIOSH): Workplace Violence is any physical assault, threatening behavior or verbal abuse occurring in the work setting. It includes but it not limited to beatings, stabbing, suicides, shootings, and rapes, near suicides, psychological traumas such as threats, obscene phone calls, an intimidating presence, and harassment of any nature such as being followed, sworn at or shouted at. Workplace may be any location, either permanent or temporary, where an employee performs any work-related duty. This includes, but is not limited to, the buildings and the surrounding perimeters, including the parking lots, field locations, clients' homes, and traveling to and from work assignments.

Dawson Springs Jr/Sr High School’s administration maintains a zero tolerance policy towards workplace violence.

**Dawson Springs Jr/Sr High School**

**Bell Schedule**

**2014-2015**

7:15 Students enter building and go to lobby only.

7:30 Students enter building and go to designated area.

7:55 Students may go downstairs

8:00 – 8:56 First Period

8:59 – 9:50 Second Period

9:53 – 10:44 Third Period

10:47 – 11:39 Fourth Period

11:42-12:33 Fifth Period (Grades 9-12)

11:42 – 12:06 Fifth Period – Part 1 (grades 7/8)

12:06 – 12:31\* LUNCH (grades 7/8)

12:33 – 1:00 Fifth Period – Part II (grades 7/8)

12:33 – 1:00 LUNCH (grades 9-12)

1:03 – 1:54 Sixth Period

1:58 – 2:50 Seventh Period

2:50 Bus Riders

2:55 Car Riders/Drivers

3:00 Walkers

3:20 Teacher and Detention Dismissal

\*NO BELL 7/8 grade teachers pick up students in cafeteria

**Teaching and Learning**

**Program Review Teams**

**2014-2015**

**PL/CS Program Review**

Joy Cowan

Dan Dillingham\*

Sasha Fight

Kim Menser

Erik Peyton

Tana Roberts

Wayne Simpson\*

**Writing Program Review**

Katie Gibson

Michael Godbey\*

Keith Gregory

Kati Griffin

Rachel McCain\*

Shannon Parker

Mark Taylor

**Arts and Humanities Program Review**

Emily Abbott

Cindy Crider\*

Ken Cummins

Andy Hall\*

Tamara Rice

Elizabeth Robinson

Tammy Workman

\*Team Chairpersons

**Dawson Springs Jr/Sr High School**

**Professional Learning Communities**

**2014-2015**

**Leadership Council ELA**

Dan Dillingham Brandon Godbey

Kati Griffin Rachel McCain

Rachel McCain Wayne Simpson

Kim Menser Mark Taylor

Tamara Rice

Elizabeth Robinson

Wayne Simpson **Middle School**

Lori Wooton Emily Abbott

Kim Menser

**ESE Committee** Shannon Parker

Kati Griffin Tammy Workman

Laura Lucas

Tana Roberts

Erik Peyton

**TELL/VAL-ED Surveys**

**Math** Cindy Crider

Joy Cowan Katie Harris

Andy Hall Brandon Godbey

Tamara Rice Keith Gregory

Elizabeth Robinson

**Technology**

Ken Cummins **Arts Integration**

Dan Dillingham Emily Abbott

Sasha Fight Cindy Crider

Karen Wallace Andy Hall

Shannon Parker

Mark Taylor

Joy Cowan

**Dawson Springs Jr/Sr High School**

**Class Sponsors 2014-2015**

***Senior Class –*** Dillingham,Fight, McCain, Peyton, Abbott

***Junior Class –*** Crider, Mills, Rice, Gibson, Cowan, Godbey

***Sophomore Class –*** Gregory, Robinson,Roberts, W. Simpson

***Freshmen Class –*** Cummins, Hall, Taylor

***Eighth Grade –*** Menser, Parker, R. Simpson

***Seventh Grade –*** Abbott, Griffin, Workman

Acknowledgement Form

**2014-2015 School Year**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read the online copy of the

*Employee Name*

Employee Handbook issued by my school site, and I understand and agree that I am to review this handbook in detail and to consult school policies and procedures with my Principal/Supervisor if I have any questions concerning its contents.

I understand and agree:

1. that this handbook is intended as a general guide to school personnel policies and that it is not intended to create any sort of contract between the school and any one or all of its employees;
2. that the school may modify any or all of these policies, in whole or in part, at any time, with or without prior notice; and
3. that in the event the school modifies any of the policies contained in this handbook, the changes will become binding on me immediately upon issuance of the new policy by the school.

I understand that as an employee of Dawson Springs Schools I am required to review and follow the policies set forth in this Employee Handbook and I agree to do so.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Employee Name (please print) School Site*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Signature of Employee Date*

Return this signed form to the school office.