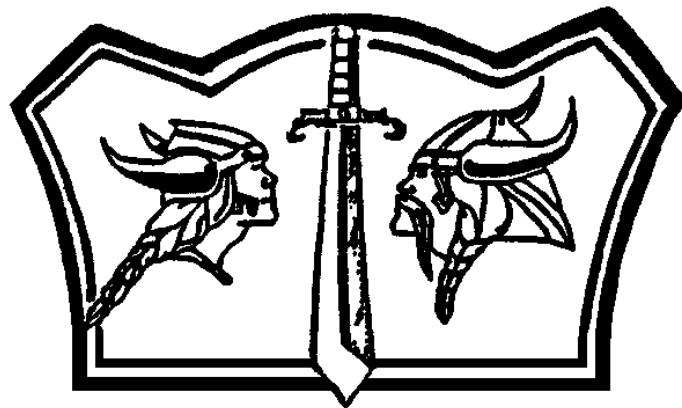


Grayling High  
School  
Staff  
Handbook  
2011-12



**ARRIVAL/DEPARTURE TIMES:** The CAFT Contract states that teachers are to arrive 20 minutes before the start of school which for GHS would be 7:45 AM. It states that staff must stay a minimum of 10 min. at the end of the day, and at GHS that is 3:03. On Fridays teachers may leave right at the end of the day!

**ATTENDANCE:** Take attendance every hour. If you have any changes to your attendance make sure you do them before 3:30. You will not have access to a previous day's attendance. Any changes made after midnight of that day need to be done with the attendance secretary. A student who misses up to 15 minutes at the beginning of a course/class is tardy. Mark the next tardy in the "2nd Tardy column." The 4<sup>th</sup>, 6<sup>th</sup>, 8<sup>th</sup>...tardies also go in the 2<sup>nd</sup> tardy column, (every other tardy) to utilize our two tardies equal an absence policy. Missing more than 15 minutes in a course/class equals an absence in that course/class. You are required to give out unexcused slips and give attendance correction slips to secretary. You are required to talk to EVERY absent student about their attendance EVERY time they return to your class.

**CASD BOARD POLICY:** The Crawford AuSable School District Board Policy manual is available on the district's website, [www.casdk12.net](http://www.casdk12.net).

**CHECKING EMAIL AND MAILBOXES:** It is expected that mailboxes will be checked several times throughout the day: first thing in the morning, during prep, during lunch, and at the end of the day. Email is used throughout the day as a means of quick communication. It is expected that email will be checked several times throughout the day as well.

**COMMON ASSESSMENT:** All common assessment work must meet the expectations of the district chair. All revisions and updates must be sent electronically to Melissa Stone and the CASD district chair, with a cc: to Donna.

**COMMUNICATION/PHONES:** During instructional times, all communication should be professional. Personal calls/texts should be limited to breaks.

**CONFERENCES/WORKSHOPS:** If you are interested in attending a conference or workshop, see your department chair. If he or she feels as if the training fits with the goals of our GHS School Improvement Plan, he or she will take your request to Donna for approval. Donna will then contact you for approval or reasons for denial. It is not a given that the CASD budget will pay for hotels, etc., for overnight trips unless special permission has been granted. See Donna on this. All staff **MUST** also complete a workshop/conference form **prior** to attending an approved workshop or conference. These forms are available from the main office. Coaches must also fill out the form for each athletic workshop or conference they attend.

**COPIES:** Do not request copies from the office staff. Students may make copies only with administrative approval. Staff are to use the teacher workroom copy machine.

**COURSE OUTLINES/PACING GUIDES/COURSE OWNERSHIP:** Copies of course outlines are to be turned in to your department chair and Sharon within the first week of school. Pacing guides must be emailed to Donna, Melissa Stone, and your department chair within this same timeline. Trimester exams are due at the end of the third week each trimester and will be stored in binders with answer keys. One binder is with the department chair and the other binder is housed in Tim's office. Special Note: Any time a pacing guide is updated, an electronic copy must be sent to Melissa Stone with a cc: to Donna and your department chair. Please be sure to keep exam binders current and accurate. Pacing Guides must be kept current as well. All updated Pacing guides are to be sent to M Stone, printed and posted in your room for students and all visitors to read. We want our department chairs to be aware of the actions of the department, and administration must have easy and updated access to curricular content. Lastly, all departments must teach the intended curriculums.

**CRISIS PLAN:** You are responsible for being able to react to any crisis as outlined in the plan which should be kept in your top drawer of your desk at all times, and must be referenced in your sub plans with special notice given for any unique student situations. Please keep an accurate student roster in your crisis packet.

**CURRICULUM QUESTIONS:** Take questions to department chairs first. Next step would be Donna.

**DAYS OFF:** Slips to request a personal or sick day off are in the copy room. Please turn these slips in to Sharon. Once the request is approved and signed by an administrator, you will receive a copy back in your mailbox. You must then input the absence into the Aesop/PESG system. You are expected to input your request into the computer system in a timely fashion. Often times, requests approved weeks in advance and then input into the computer system a day or two beforehand are left uncovered. This creates a problem for covering the absence.

**DETENTIONS:** Detentions are held Tuesday through Thursday after school, 3:00 to 4:00 p.m. Morning detentions are held on Wednesday mornings from 7:00 to 8:00 a.m. JoEllen Smith monitors the students. You can monitor your own if you wish. Referrals are to be made in Skyward.

**DISCIPLINE:** Proactive student management is the most effective. Talking with kids and working things out is our favorite choice. If this is not effective, then detention, ISS, on-line referrals, and help from administration are available. Remember, when you input a referral, that information is available to other teachers, the student, and parents. Do NOT send a student to ISS without submitting documentation. Also, be sure to call when sending a student to the office. Be sure you make a parent contact and document (check box) whenever you send a student out of your classroom.

**DOORS:** Doors are not to be propped open. It is a fire hazard. Doors, whether open or shut, are to always be locked. Magnets are available from Tim. All outside doors must remain shut. Door and windows should be free from coverings.

**DRESS/ATTIRE:** Professional attire is expected. **GHS staff members must NEVER wear clothes that violate the GHS student dress code.**

**EXAMS:** All teachers are expected to administer exams. Turn in copies of each exam, along with answer keys, as directed in the course outline section.

**FERPA:** Confidentiality is of major importance. Be sure to review the FERPA guidelines located on the Staff Resource Book webpage.

**FIELD TRIPS:** Field trips must be approved by administration and include any venture off campus. Forms are available in the main office. Transportation (bus) request forms are located in the copy room. They must be approved by administration and indicate who will receive the invoice and pay for the trip. Current rate is \$20.00 per hour and .35 cents per mile.

**FUNDRAISERS:** Refer to CASD Board Policy 3800 before proceeding with any fundraiser.

**GUEST SPEAKERS/VISITORS:** Prior to the guest speaker or visitors in the classroom, the teacher is to inform the principal including the format to be presented to the students. **Administration** must be aware of their presence in the building to enable answering questions from parents. All guests must wear a "visitor pass" which is available from the main office.

**HALL DUTY:** All teachers are expected to be in the front of their doors during passing time. Staff members must remind students to pick up trash, encourage students to make it to class on time, use appropriate language, appropriate physical actions and appropriate citizenship when in the halls at GHS.

**INJURIES:** All staff and student injuries must be reported to the main office and accident reports completed.

**INSURANCE:** Melanie Dannenberg at Central Office is in charge of employee insurance and any questions should be directed to her at ext. 3756. She is also the contact person for AFLAC insurance and purchasing years of service.

**KEYS:** All teachers will be issued keys to their classrooms and storage spaces. **Do not, at any time, give your keys to students or non-school personnel.** These keys are to be returned at the end of the school year. **Please report any lost or missing keys to the principal immediately.**

**LUNCH:** You must never dismiss students to lunch early, not even a minute! The kitchen is not prepared for that. It's not fair to them. You are invited to work with students during lunch if you so choose. Please make sure you give them a pass to invite them back to your room. If food mess becomes an issue in your room, it will be handled on an individual basis and you will not be allowed to have students with food in your classroom.

**MEDIA CENTER:** The GHS Media Center will be closed during 3<sup>rd</sup> hour. Exceptions: Up to two teachers may sign it out for use with the understanding that they are **TOTALLY** responsible for ALL aspects of supervision. Mrs. Knapp will NOT be in the Media Center 3<sup>rd</sup> hour. Media Center hours are 7:30 AM to 3:00 PM closed 3<sup>rd</sup> hour unless teachers follow the exception listed above. You may only use the Media Center after 3:00, if you assume **TOTAL** responsibility for ALL aspects of supervision. When in the Media Center please be sure to follow the posted, "**Media Center Rules and Expectations.**"

#### **MEDIA RELATIONS:**

- **Press Releases:** Routine news and information concerning school events and programs may be released to the press by or with the approval of the administrator of the school or program concerned. All other news releases prepared for public distribution under the auspices of the District by employees or students of the District **must have the approval of the Superintendent prior to release.** Exceptions shall be writings of athletic events, recreation or community education activities, and school social events that relate only to a particular school.
- **News Conferences and Interviews:** All news conferences and interviews will be scheduled in such a manner that they do not disrupt the regular learning activities of the schools. When in doubt, if you're contacted by the media, please refer them to Donna and she will direct them to the superintendent. Refer to CASD Board Policy 9020.

**PAPERWORK:** Paperwork includes but is not limited to report cards, attendance data, office items, data needed from the assistant principal and principal, data items needed from SAT and Special Education..., at times these items may not seem urgent in nature to you; however many other individual's jobs rely on your timeliness and accuracy. **Deadlines will be strictly enforced.** Reprimands will be issued when staff members do not comply with established requirements. Be sure to ask administration for assistance if needed or if directions are unclear. Additionally, let the appropriate party know **in advance** if a timeline will be difficult to meet.

**PARENT CONTACTS:** Positive partnerships with parents are important. Contacting parents when students are behind in your classes is a **MUST**. Many students also have 504 or IEP plans that require parent contacts on a regular basis. Any parent contact **MUST** be recorded on the parent contact sheet and **MUST** be submitted to the principal at the beginning of the full staff meeting each month.

**PARKING:** Staff parking permits are available from Dianne Tobin in the main office. Please place the permit on your rear-view mirror where the number is visible. Staff parking is located at the south end of the building. Please park in the designated area.

**PASSES:**

ALL students must have yellow passes when in the hallways during class. **If students do not have passes, we MUST, as responsible adults at GHS, issue detentions.** If the situation should arise that an adult at GHS is at fault and he or she did not give the student a pass, it will be the duty of that adult at fault to get with the assistant principal to make the situation right and revoke the detention. Special note: Students that are tardy between classes, unless just arriving to school, will **NOT** have a pass from the office. Do **NOT** send students to the office for passes **EVER**. It is not appropriate to send students to the cafeteria to get food when it is not their lunch period. This is rude and inconsiderate of our food service staff.

**Academic Passes: Only scheduled students should be in your room.** If "Teacher A" wants to work with a student while the student has "Teacher B", then "Teacher A" must coordinate this with "Teacher B." You must not just assume the student can miss another teacher's class, even if the student tells you that "it's okay." It is the adults that must have the dialogue and make the arrangements.

**PAYROLL:** Melanie Dannenberg at Central Office is in charge of payroll and any questions should be directed to her at ext. 3756.

**PHONES:** Phones in the classrooms can and should be used by students to call home. Do not send the students to the office to use the phone **UNLESS THE STUDENT IS GOING HOME SICK**. However, use of classroom phones is by teacher permission only and at times that do not interrupt the teaching/learning environment.

**PROFESSIONAL DEVELOPMENT:** All staff **MUST** complete a professional development form upon returning from a workshop or conference. These forms are available from Sharon.

**ROOMS:**

**Concerns:** Items such as heat, air, desks... see Tim.

**End of the Day:** Shut off lights, put chairs up on desks/tables, pick up trash on floor, shut off lights and shut windows. Also remember to turn off all monitors and computers in your classrooms.

**Food:** Administration **MUST** be informed when you are going to have food. If administration finds your room messy from food, no more food for you! Only drinks with lids, water is best.

**Furniture:** Do not allow students to push or tip their desks against walls as the walls become easily marked and this damages the furniture. **Likewise, don't allow students to sit on tables/desk tops or tip their chairs.**

**Heaters:** Do **NOT** put **ANY** items on heaters or place furniture in contact with them.

**Maintenance Requests:** Send all requests via email to Tim with "Work Order" in the subject line; include room number and task needed. He will forward to Mark Wilkerson/ Brian Hulbert for them to distribute.

**Repairs:** If something breaks in your room and needs repair, it needs to be reported as soon as possible to prevent further damage from occurring (this includes desks, cabinets, doors, locks, lights, windows, etc.).

**SIGNING OUT:** All teachers and support staff are required to sign out in the main office when leaving the building during the school day. The form is near the front counter. Name, time, and date are to be included, along with the time of return. This is for the purpose of safety in the event of an emergency situation or if a parent comes in on your prep looking for you. Teachers must have administrator permission to leave the building during prep. The reason for leaving must be relevant to the classroom.

**SIGNS/POSTERS:** Teachers are expected to use the bulletin boards in their classroom for wall displays. All signs and/or posters in classrooms **MUST** be hung with **MASKING TAPE** (no scotch tape). Bulletin tack strips are located in the hallways for displaying posters and signs. Also, do not hang anything on drywall.

**SOCIAL NETWORKING:** See attached board policy.

**FULL STAFF MEETINGS:** An agenda will be in your Groupwise calendar appointment. ALL TEACHERS are to attend these important TWICE a month meetings. When a teacher misses due to a sick day/personal day, he or she is required to gather all of the information from another staff member. Any missed or late arrivals to a meeting will be documented. "Everyone Attends Every Staff Meeting!" We only have two 30-minute staff meetings a month and it is your professional responsibility to attend.

**STUDENT REQUESTS FOR ATTENDANCE PRINTOUTS:** DO NOT send students to the office to request a printout. Students may print/view their attendance through Skyward.

**SUBBING DURING YOUR PREP:** Often we need GHS staff members to sub for other GHS staff member; when you sub on your prep, you are entitled to giant thank-yous from the main office as well as comp or pay as detailed in your teacher's contract! **Exception:** If a staff member must cover on a PLC day, this is considered assigned time and additional compensation is not given.

**SUB PLANS/FOLDERS:** You **MUST** have sub lesson plans, class rosters, seating charts and specific directions as to how to run your class either on your desk or left with Sharon. It is an expectation that you also have **extra emergency lesson plans** just in case you are **unexpectedly absent** and you are unable to make lesson plans or the plans that you leave are not enough to keep your classes learning for the day. It is an expectation that emergency lesson plans can be easily found in the event they need to be used. It is an expectation that teachers specifically state in their sub folder where their emergency sub plans can be located. We will not search for your lesson plans. It is your professional responsibility to have your plans clearly visible.

**SUBSTITUTES (PREFERRED LIST IN AESOP/PESG):** To set up your preferred sub list in Aesop, you may follow the steps listed below.

- Log in to user account
- Click on "Preferred Substitutes", located on the left hand side of your home page
- On the left side of your screen, click on "Add New Substitutes". This will bring up a page with the names of all of the qualified substitutes that can be added to your preferred list.
- To the left of each name there is a box under the heading "On List". Place a check mark in the box of each of your preferred substitutes.
- To the right of each of your preferred substitutes, there are two more boxes under the heading "Override Visibility". In the first box (# of days) you need to enter the number "15" and in the second box (# hours) you need to put a "0". This will give your preferred group an extra 5 days of visibility to view jobs. (*District default for all subs is 5 days, Building default for all **building preferred subs** is 10 days.*) You must click on "Apply Changes" for your changes to take effect. **Note: In order for this feature to work, you must**

*record your absence on the computer at least 6 - 10 days in advance of your absence. Last minute absences or absences that are recorded 5 days or less in advance will be open to all substitutes in AESOP.*

- Once your changes have been saved, your new preferred list will be brought up. At the top of the page, you can choose between having your preferred people called in the order that you specify or in random order. If you choose "Call Order", you will be taken to another page where you can choose the order or your substitutes.
- **IMPORTANT: ANY EMPLOYEE THAT IS ON LAY-OFF FROM THE DISTRICT MUST BE ADDED TO YOUR PREFERRED LIST, PER CONTRACT. INDIVIDUALS ON LAY OFF SHOULD BE AT THE TOP OF YOUR PREFERRED SUB LIST and listed with more days' visibility than other subs.**

**SUB REIMBURSEMENT:** If you are attending a workshop or conference and another agency is paying the cost of the subs, then please mark it on the bottom of your substitute request form (the blue form you fill out to request a day off). That way the office can be sure that COOR, or whatever applicable agency, is being billed for the sub costs. If you don't mark down that another agency is paying the cost of subs, then Sharon has no way of knowing whether or not to bill for it.

**SUPPLIES/MATERIALS:** If you need supplies for your classroom, please email Dianne Tobin or Cheryl Kercher. They can get them ready for you and place them in your mailbox. In an emergency, check with Dianne or Cheryl so they can help you. **Note:** Plan ahead and do not expect the ladies to drop everything "right now." The office is a busy place. Please request your supplies ahead of time.

**TEACHERS LOUNGE:** It is an expectation that teachers keep the teacher's lounge in order. You must pick up after yourselves and do your own dishes. No students are allowed in the teachers' lounge even after school hours.

**TEXTBOOKS:** Teachers must keep a record of student textbook assignments and turn in to Sharon, in a timely manner, at the end of each trimester, for billing purposes. It is imperative that these sheets are accurate. (See policies/ procedures section.) The correct textbook title for the course must be listed on the book loan sheet (e.g., Physical Science title instead of Physics book title for Essentials of Physics, Prentice Hall Lit or Prentice Hall Lit Penguin edition for ELA classes, etc.). Textbooks that are collected from students at the end of each trimester should be checked to ensure the book number is visible on the spine of each book. Textbooks placed in the book room must be shelved in numerical order and placed in the correct area of the shelves for each section.

## **TRANSPORTATION:**

**MILEAGE:** You must have building administrator approval prior to reserving a vehicle at Central Office. Mileage for personal car use will not be approved if the school van or car is available for the trip. Call Central Office (Dial 0 for switchboard operator) to check for the availability of a school vehicle.

**REQUESTS:** Transportation (bus) requests are located in the copy room. They must be approved by administration and indicate who will receive the invoice and pay for the trip. Current rate is \$20.00 per hour and .35 cents per mile.

**SCHOOL VANS:** You must pick up a "Workshop/Conference" form and completely fill out the top portion prior to reserving the school van. These forms are located in the the main office. Once you fill out the form, you will need to obtain Donna's signature on the top portion, take the form to central office to reserve the van with Cheri Helsel and then return the form to Sharon. If you are a coach, you will need to email Dianne the information and she will reserve the van(s) for you or let you know if they are not available. All forms get turned in to Sharon once they are approved or denied. Everyone who uses a school vehicle must complete this form. This includes co-curricular activities such as forensics, choir, band, etc.

**UNIFICATION OF THE STUDENT CODE OF CONDUCT:** It is an expectation for every member of the GHS staff to enforce violations of the student code of conduct. Staff should remind students of appropriate behavior for school. This helps to keep GHS a safer place for students.

## 5202 Social Networking Conduct

The Crawford AuSable School Board expects all staff members, including teachers, coaches, counselors, administrators, and others to maintain the highest professional, moral, and ethical standards, in their conduct with students. For the purposes of this policy, staff members also include school volunteers.

The interactions and relationships between staff members and students should be based upon mutual respect and trust; an understanding of the appropriate boundaries between adults and students in and outside of the educational setting; and consistency with the educational mission of the schools.

Staff members are expected to be sensitive to the appearance of impropriety in their conduct with students. Staff members are encouraged to discuss issues with their building administrator or supervisor whenever they are unsure whether particular conduct may constitute violation of this policy.

### Reporting Violations

Professional conduct dictates that staff members notify the Principal (or other administrator) or Superintendent if they become aware of a situation that may constitute a violation of this policy.

### Disciplinary Action

Staff violations of this policy may result in disciplinary action up to and including dismissal. Violations involving sexual or other abuse will also result in referral to the Department of Human Services and/or law enforcement in accordance with the Board's policy on Reporting Child Abuse and Neglect.

### Dissemination of Policy

This policy shall be included in all employee and volunteer handbooks.