

ADMINISTRATION

BRYAN JOLLEY.....	SUPERINTENDENT
DALE CLARK.....	PRINCIPAL
SHAUN MESSICK.....	ASSISTANT PRINCIPAL
DAVE HADLEY.....	ATHLETIC DIRECTOR

SPECIAL SERVICES

DARRELL BEHUNIN.....	COUNSELOR
SHAUNA POLSON.....	COUNSELOR
DON NISSON.....	DIRECTOR, SPECIAL ED
MARK GRAHM.....	SCHOOL PSYCHOLOGIST
KATHLEEN TAYLOR.....	SCHOOL SOCIAL WORKER

OFFICE SECRETARIES

JULIE HAWKINS.....	DISTRICT SECRETARY
SCOTT HURST.....	DISTRICT SECRETARY
JULIE MILLER.....	REGISTRAR & COUNSELOR SECRETARY
LISA CHAPPLE.....	FINANCIAL SECRETARY
APRIL HILL.....	ATTENDANCE SECRETARY

SUPPORTIVE STAFF

TRISH DIXON.....	BUSINESS MANAGER
RON SEARLE.....	TRANSPORTATION
DON WILDE.....	MAINTENANCE
STEVE WINGERT.....	MAINTENANCE
TRISH FEILDING.....	LIBRARIAN
ROGER WATTERS.....	CUSTODIAN
PAUL SPARKS.....	CUSTODIAN
RON SEARLE.....	TRANSPORTATION
THERESA BATEMAN.....	DISTRICT LUNCH SUPERVISOR
BARBARA PEARSON.....	LUNGH MANAGER
CHELSIE DUNCAN.....	COOK
MONICA NELSON.....	COOK
LORA URIONA.....	COOK
SHANNON MCBRIDE.....	COOK
HEATHER GONZALEZ.....	COOK
KAREN LIKES.....	COOK

DEPARTMENTS

LANGUAGE ARTS

ERIC DUPUIS
BARBARA THOMAS
CHRIS FLEMING
BARBARA BIORN
TERESA DYE
CLIFFORD DAVIS

SOCIAL STUDIES

MIKE JENSEN
LORRIANE STEWART
RANDALL MISKIN
MIKE MESSICK
BURKE DAVIS

PROFESSIONAL TECHNICAL EDUCATION

KODY HOWELS
LYNDA CHAPPLE
PAM KANTACK
CHERIE BODILY
LANA KIRKHAM
RON CORBETT

PHYSICAL EDUCATION

DAVID HADLEY
JON COOK
BARRY JOHNSON
JANALYN LAKE

SCIENCE

JERRY PETTY
DAN HAWKES
VINCE WRAY
WADE MESSICK

MATH

SANDRA THOMPSON
SHAY KIDD
DREW WILSON
JUDY SMITH
TRACI MCARTHUR
STEPHAN O'SHAUGHNESSY

SPECIAL EDUCATION

BRUCE MESSICK
LAURA METCALF-SEARLE

HUMANITIES

DANIEL BORUP
ELISE ARNOLD
LYNDA FOWLER
ARIEL LOVELAND

ESL

JAELYN HANSEN
PATTY GIL
TERRY FITZGERALD

*Denotes department head

FACULTY MEETING DATES:

Faculty meetings will be held every Monday Morning, or the first day of the week. It will begin promptly at 7:30am. Check e-mail for meeting place.

FACULTY ADVISORY ASSIGNMENTS

ART CLUB.....	D. BORUP
DRAMA	C. GOLD
SPEECH / DEBATE.....	C. DAVIS
PEP BAND	L. FOWLER
CHOIR/SHOW CHOIR.....	E. ARNOLD
NEWSPAPER.....	L. STEWART
YEARBOOK	B. THOMAS
FCCLA	C. BODILY
FFA.....	<i>CORBETT, WRAY, HOWELLS</i>
BPA.....	L. CHAPPLE, P. KANTACK
KEY CLUB.....	S. O'SHAUGHNESSY, D. HAWKS
NATURAL HELPERS	L. KIRKHAM
NATIONAL HONOR SOCIETY	T. DYE
SURF CLUB.....	D. <i>HADLEY</i>
HALO CLUB.....	P. GIL
STUDENT COUNCIL.....	D. HADLEY
GIRL'S FED	C. FLEMING
BOY'S FED.....	D. WILSON
SCHOLASTIC TEAM.....	S. O'SHAUGHNESSY
CHEERLEADERS	B. BIORN, L. MESSICK
DRILL TEAM	C. MURDOCK
FOOTBALL.....	D. HADLEY, R. HOBBS, R. MISKIN, B.DAVIS T. HOBSON, M. MESSICK, J. MONAHAN
VOLLEYBALL	C. LARSON, T. MCARTHUR, L. DYE, K. HIGHAM
GIRLS BASKETBALL	B. <i>DAVIS</i> , S. MESSICK, J. PARK
BOYS BASKETBALL	D. <i>HADLEY</i> , D. WILSON, R. MISKIN
WRESTLING	J. <i>COOK, S. SEARLE</i>
GOLF	Q. TWIGGS
BASEBALL.....	T. BIRD, B. JOHNSON
TRACK	D. <i>WILSON</i> ,
SOFTBALL	C. FLEMING, D. HADLEY
GIRLS SOCCER	K. CARROLL, J. GREGORY
BOYS SOCCER	B. <i>PARK</i>
GERMAN CLUB	V. WRAY
CROSS COUNTRY	E. ARNOLD

CLUB AND CLASS ADVISORS

Advisors to clubs and organizations are responsible to help student have a positive experience in their extra curricular activities. Advisors are to oversee all budgetary items related to their assigned organizations. Additionally advisors are to meet with the elected officers at least once a month to coordinate events and discuss and approve plans for upcoming organization events.

Advisors will need to give extra time and encouragement to elected officers during homecoming week activities, scheduled dances, concession assignments, and during organization elections. Meet with the elected officers early and explain the process you will follow to approve expenditures and calendar events. That early meeting will save you and student leaders many headaches during the year.

Student Government

Student Body Officers

Advisor Dave Hadley
President CLARKE HUNTSMAN
Vice President ASLAN ARCHIBALD
Secretary JASON SEARLE
Reporter LANCE HOWELL

Senior Class Officers

Advisor Behunin, Jensen, W. Messick, Fleming
President TAUNI ACKERMAN
Vice President JORDAN MEINE
Secretary KYLEEE GOODWORTH
Reporter SAM BECKETT

Junior Class Officers

Advisor Stewart, Fielding, Searle, T. MCARTHUR
President TATEN ALBRIGHT
Vice President SPENSER RIRIE
Secretary AMBER BUSH
Reporter MADISON COOK

Sophomore Class Officers

Advisor Petty, Dye, Borup, P. KANTACK
President TARA WELLS
Vice President KAMDEN HUNTSMAN
Secretary ALLYSON HADLEY
Reporter GARRETT NELSON

Freshman Class Officers

Advisor Polson, Hawks, Dupuis, Kidd
President COOPER KNIFFEN
Vice President SPENSER DYE
Secretary JESSICA MECHAM
Reporter DALTON NELSON

Vision Statement:

The vision of Shelley School district is to prepare students for a lifetime of success through learning.

Mission Statement:

Through opportunities and expectations, Shelley Joint School district will teach and display the attributes of discipline, communication, and respect.

Belief Statement:

- * All people can learn.
- * Change present opportunities for personal improvement.
- * Our similarities are more significant than our differences.
- * The individual's family is the most influential source of development in that individual's education.
- * The student, family, school, and community must be united in the education of the child.
- * People have a right to be treated with dignity and respect.
- * Expectations, attitudes, and effort directly affect performance.
- * Learning is a cumulative lifelong pursuit.
- * All people have unlimited potential to effect change through individual and team efforts.
- * Responsibility and accountability for one's own actions lie with the individual.
- * All people have a right to a safe educational environment.

Shelley High School will provide a quality education for students through cooperation, mutual respect, and shared responsibility.

CODE OF ETHICS of the IDAHO TEACHING PROFESSION

Preamble

Believing in the worth and dignity of each human being, the educator recognizes the supreme importance of pursuing truth, striving toward excellence, nurturing democratic citizenship and safeguarding the freedom to learn and to teach, while guaranteeing equal educational opportunity for all. The educator accepts the responsibility to practice the profession according to the highest ethical standards. The Code of Ethics of the Idaho Teaching Profession symbolizes the commitment of all Idaho educators and provides standards by which to judge conduct.

PRINCIPLE I – COMMITMENT TO THE STUDENT

The educator measures success by the progress each student makes towards the realization of his/her potential as an effective citizen. The educator, therefore, works to stimulate the spirit of inquiry, acquisition of knowledge and understanding, and thoughtful formulation of goals.

In fulfilling these obligations to students the Idaho educator:

1. Shall not, without just cause, deny the student access to varying points of view.
2. Shall protect the student from conditions detrimental to learning or to physiological or psychological well being.
3. Shall not procure, distribute, or in any way make available any of the substances recognized as harmful to learning, well being of the students, or to advocate the use of such substances.
4. Shall respect the constitutional rights of the students.
5. Shall provide professional educational services in a nondiscriminatory manner.
6. Shall refrain from using professional relationships with students for personal advantage.
7. Shall keep in confidence information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.
8. Shall not tutor students assigned to one's classes for remuneration, except when specifically approved by the board of trustees.
9. Shall assess and report student achievement and ability as required by the employing educational agency.

PRINCIPLE II – COMMITMENT TO THE PUBLIC

The educator believes that education should preserve and promote the principles of democracy. Thus, the educator shares with all other citizens the responsibility for the development of sound educational policy.

In fulfilling these obligations to the public, the Idaho educator:

1. Shall distinguish between personal views and the views of the employing educational agency.
2. Shall not distort or misrepresent the facts concerning educational matters.
3. Shall not interfere in the exercise of political and citizenship rights and responsibilities of others.
4. Shall present only factual information on the application for certification and employment.
5. Shall not use institutional privileges for private gain, for the promotion of political candidates, or for political activities.
6. Shall accept no gratuities, gifts, or favors that impair, or appear to impair, professional judgment, nor offer any such to obtain special advantage.

PRINCIPLE III – COMMITMENT TO THE PROFESSION

The educator believes the quality of the services of the education profession directly influences the nation and its citizens. Therefore, the educator strives to establish and maintain professional standards, to improve, service, and achieve conditions that attract highly qualified persons to the profession.

In fulfilling these obligations to the public, the Idaho educator:

1. Shall provide professional educational services in a nondiscriminatory manner and not interfere with the free participation of colleagues in their professional associations.
2. Shall accord just and equitable treatment to all members of the profession in the exercise of their rights and responsibilities.
3. Shall use no coercive means nor give special treatment in order to influence professional decisions of colleagues.
4. Shall withhold and safeguard information acquired about colleagues in the course of employment, unless disclosure serves professional purposes or is required by law.
5. Shall present one's professional qualifications accurately and completely.
6. Shall present evaluations of and recommendations for colleagues fairly, accurately, and professionally.
7. Shall cooperate with the Professional Standards Commission in inquiries and hearings.
8. Shall not engage in conduct which is offensive to the ordinary dignity, decency, and morality of others.

PRINCIPLE IV – COMMITMENT TO PROFESSIONAL EMPLOYMENT PRACTICES

The educator regards the employment agreement as a pledge to be executed in a manner consistent with the highest ideals of professional service. The educator believes sound professional personnel relationships with governing boards are built upon personal integrity, dignity, and mutual respect. The educator discourages the practice of profession by unqualified persons.

In fulfilling these obligations to the public, the Idaho educator:

1. Shall apply for, accept, offer, or assign a position or responsibility after due consideration of professional preparation and legal qualifications.
2. Shall apply for a specific position only when it is known to the educator to be vacant and shall refrain from underbidding or commenting adversely about other candidates.
3. Shall present only factual information regarding the assignment or conditions of employment to an applicant.
4. Shall adhere to the terms of a contract or appointment, unless these terms have been legally terminated, falsely represented, or substantially altered by unilateral action of the employment agency.
5. Shall conduct professional business through appropriate channels.
6. Shall provide, upon request of an aggrieved party, a written statement of specific reasons for recommendations that lead to denial of increments, significant changes in employment, or termination of employment.
7. Shall use time granted for the purpose for which it is intended.
8. Shall not delegate assigned tasks to unqualified personnel.

VIOLATION OF THE CODE OF ETHICS OF THE IDAHO TEACHING PROFESSION

Under Idaho Code, 33-1208, a violation of the Code of Ethics is grounds for suspension or revocation of one's teaching certificate. An allegation of ethical misconduct may be brought by an Idaho local board of trustees or by any individual – other than a student of an Idaho public school – who has substantial interest in the matter.

Upon receipt of an allegation, the Executive Committee of the Professional Standards Commission **reviews the circumstances of the case and determines whether sufficient grounds** exists to warrant filing a complaint against the individual accused of misconduct. If **sufficient grounds is determined to exist, the chief certification officer of the Professional Standards Commission files a formal complaint against the accused.** Upon request, a hearing will be held, and a recommendation will be made to the Professional Standards Commission. The final decision of the Professional Standards Commission shall be subject to judicial review. Such hearings are held in compliance with Idaho Code, 33-12

BUILDING POLICIES

CALENDARS-It is everyone's responsibility to have his or her activities entered on the school calendar. This will help eliminate conflicts. Items that need to be placed on the school calendar need to be turned in to Mr. S. Messick. The school calendar will be available on the internet.

CLASSROOM MAINTENANCE-See that your classroom is kept clean and orderly, that lights are turned off, and the door is shut and locked when your room is not being used. Check the desks in your classrooms frequently for any writing or damage. Do not leave graded assignments or other private material on your desk.

DAILY ANNOUNCEMENTS- Announcements will be read at the beginning of second hour daily. This is the best way to make sure the students have the bulletin read to them. All announcements should be turned into the office by 2:00pm on the day before they are to appear in the bulletin. **The all call system will not be used during class time except in emergencies.**

EMPLOYEE INJURIES-All employees injured while on duty are insured by the Idaho Industrial Commission. Any injury should be promptly reported to the administration.

STUDENTS OUT OF CLASS-Students are to be in their assigned class. If a teacher needs a student to miss a class, the teacher should contact the other teacher in advance to clear the absence. **Students are not to be sent to ask permission by the teacher needing the student.**

TELEPHONE USAGE-Personal telephone calls should not be made during class time. Please conduct personal business before or after school. **Calls to the teacher will not be forwarded to the classroom during class time.** A telephone has been placed in the faculty room and in each classroom for your convenience. Phones in the building are for teacher and staff use. Students may use the telephone with teacher or office permission.

STUDENT SUPERVISION – Student safety is of utmost importance. It is your responsibility to see that your students are properly supervised during your class/activity time.

PUBLIC DISPLAYS OF AFFECTION - Respect for others includes being considerate of the embarrassment caused by excessive display of affection in public places. Students are expected to recognize that displays of affection may be considered excessive on the school grounds both during regular school hours and during extra curricular activities.

STUDENT POSSESSION OF WEAPONS - The Shelley School District has a zero tolerance for weapons. Please refer to the Shelley School District Policy: 502.23 Any student bringing a weapon to school or activity will immediately be relieved of the weapon and will be dealt with in the following manner: The student will be suspended from school and recommended to the Board of Trustees for expulsion from the district school system for a period of not less than one (1) year. The student will be referred to the criminal justice or juvenile delinquency system. If re-admitted, the student may be placed on probation for all future years in the school district.

ELECTRONIC DEVICES -

Beepers/pagers, cellular phones, laser pens, and other electronic devices cause a disruption to the learning environment. Any such devices deemed to cause disruption or constitute a safety hazard will be confiscated by any school official. Cell phone use in the classroom is prohibited. Use of cell phones in class will result in confiscation. Cell phone use between classes and breaks is allowed. Music players are to be used only with teacher permission. Each classroom teacher will decide the limits of usage in their respective classes. Electronic devices are at great risk being stolen. Use of these items is at your own risk.

DIVISION OF RESPONSIBILITIES

Mr. Clark

Budget
Master Schedule
Faculty Meetings
Plant Facility
Faculty Handbook
Teacher Supervision
Athletics & Activities
Curriculum Alignment
Building Construction
Wise
Secretaries
Technology

Mr. Messick

Keys
Attendance
Discipline
Bus Requests
Special Education
Schedule Dances
Fire Drills
School Calendar
Student Handbook
Teacher Supervision

TEACHER RESPONSIBILITIES

KEYS-Keys will be issued to teacher as a valid need occurs for the purpose of education and extracurricular activities. **Do not loan your keys or give your keys to students...even temporarily.**

LEAVING SCHOOL-If you must go out of the classroom or building during the day, please make sure your students are covered with another professional staff member. Make sure you have cleared this in advance with the administration. **No students are to leave school grounds for any reason without first checking out in the office with parental permission.**

PREPARATION PERIOD-Preparation periods are designed to provide you time for lesson preparation, work with students and meeting with parents. This is paid school time and not your personal time off.

MONDAY PLANNING TIME- The SEA negotiated for early dismissal on Monday's. It is critical this time be used only for projects related to classroom instruction. This is not a time to schedule doctor appointments or to be out of the building on personal business. Coaches will not be allowed to use this time for practice. Some Mondays will be schedule for building and district meetings.

TEXT BOOKS-All books are to be stamped to show school ownership. They should be dated, numbered, and placed in the records as being a part of the school's property. An accurate record of all texts and materials issued to the students should be kept on file, both in your room and in the office. Textbook inventory covering all the volumes in each department must be kept up to date. Teacher policies regarding the use and care of book and material should be carefully explained to the students at the beginning of each course.

TEACHER AIDES- Student aides are under the direct supervision of their respective teachers or staff member. You are responsible to ensure that the student aides are being used effectively and are under your supervision. The following are expectations that need to be covered and reinforced by each teacher that has a student aide.

1. Student aides are assigned to you and are to work in your classroom or work area during their scheduled aide period.
2. If you need to have them return items or run other errands outside of your classroom, you need to provide them with a hall pass. The hall pass should include students' name, where they are going, time, date and your signature.
3. Grades for student aides are the responsibility of the individual teacher. Student aides are evaluated on a pass/fail basis.
4. Do not send your student aide to the library to study or other areas to visit. Please keep them in your room. If you don't need a student aide then let the counseling office know.
5. Student aides are not allowed to make copies in the office. Please have your aides bring items that need to be copied to the library at least three periods before you need them.
6. Aids should not grade assignments or be allowed to work within the student management system.

ASSEMBLIES- Assemblies are part of the regular scheduled day and as such are part of the teachers' contractual obligation to attend. Students and staff members are expected to attend all assemblies scheduled during the school day. Teachers are expected to escort the students to the assembly and attend the assembly themselves. Supervision and student management during assemblies is the responsibility of all staff members.

STUDENT DISCIPLINE- Supervision of students is the responsibility of all staff. During class changes, staff is expected to be out in the hall supervising students. Student discipline is also the responsibility of all staff members. All staff members are expected to follow the district policy and procedures as it relates to student discipline and attendance. Teachers are encouraged to handle discipline problems in their classroom. Clear expectations and consistency on the part of the teacher takes care of the majority of student discipline issues. Teachers should utilize a variety of instructional methods and discipline strategies to help students change their inappropriate behavior. Those techniques include, but are not limited to, the following sequences

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- ✓ Individual conference with student
- ✓ Contacting the parents
- ✓ Changing seating assignments
- ✓ Teacher assigned detention
- ✓ Discipline referral to administrator

TEACHER REMOVAL OF A STUDENT FROM THE CLASSROOM- There are times when it is necessary to remove a student from the class for a period of time. It is the teachers' responsibility to work with all students assigned to their class. **Teachers do not permanently remove students from class. That is an administrative decision that will be made by the Principal, the teacher, the parent, and the student.** Shifting a student from one teacher to another seldom solves the problem.

OVERNIGHT TRIP EXPECTATIONS – All teacher/coaches who take students on overnight activities must provide the same level of supervision as you would during your class time.

TEACHER INSTRUCTIONAL GUIDELINES

COVERING COURSE CONTENT- It is the responsibility of each teacher to cover all of the material prescribed in the course outlines whether such outlines are prepared by the state department or are a product of the local department within the district or school. In a subject area taught by two or more teachers, it is essential that the course materials be coordinated. It is the responsibility of the instructors in each course to “work out and follow” a specific scope and sequence of subject matter as it works and coordinates with following courses and other teachers. **Use a variety of teaching styles and evaluation methods. There is more than one way for a student to demonstrate they have mastered the material.**

COURSE SYLLABUS- All teachers will compose a course syllabus for each class they teach. A copy of the syllabus should be given to each student in the class and to the principal. The course syllabus should include, but is not limited to, the following items:

- Course Title
- Course Objectives
- Course Outline (Scope & Sequence)
- Special Requirements
- Grading System
- Make-up Procedures
- Classroom Policies & Expectations
- Parent Contact Procedure
- E-Mail/Phone number

GRADING-

The assignment of grades is one of as teacher’s most difficult jobs. Grades are a report to the parents and the student indicating students’ progress and understanding at that specific time. The job of assigning grades should receive appropriate time and attention form the teacher. The following is a suggested grading scale

<u>Letter Grade</u>	<u>Numerical Value</u>	<u>Letter Grade</u>	<u>Numerical Val</u>
A+ to A	4.0	C	2.0
A-	3.7	C-	1.7
B+	3.3	D+	1.3
B	3.0	D	1.0
B-	2.7	D-	.7
C+	2.3	F	0

Plus and minus may be added to the grade at the discretion of the teacher. The plus and minus will be reported on all transcripts, and will be calculated when determining a students GPA.

During each grading period a set of instructions will be distributed to teachers to ensure that appropriate grading procedures and recording is followed. If teachers have questions they should visit with one of the building administrators.

Teachers are required to contact parents and inform them if a child is getting a D or F grade. That contact needs to be made early enough to allow the student to raise their performance. Teachers that fail to contact the parents of students that are failing will be required to provide students with the opportunity to make up work.

Teachers that contact parents and let them know that the child is failing will not be required to provide makeup opportunities.

PROGRESS AND MID-TERM REPORTS- It is appropriate and encouraged to inform students and their parents of a pupil’s academic status through out the semester. Teachers are encouraged to be generous in their praise of student success and achievement, be to the student and to the parent with occasional progress reports, phone calls, or letter sent home.

COMPUTER LAB USAGE

All lab use will be scheduled through Trish in the Library. She will give teachers the key to the lab. Teachers must be present in the lab for the entire time their class is using the lab.

1. No games or chat room use in the lab.
2. No downloading music files.
3. No changing settings on the machines (screen savers, wallpaper, etc.).
4. No food or drink in the lab.
5. Save all work to a disk or the home directory, not the hard drive. Always make a backup.
6. If the assignment is finished, students will log off the computer rather than surfing the internet, etc.
7. Clean up the clutter before you leave the room.

PROCEDURES FOR REQUESTING SUBSTITUTE TEACHERS

- Option #1- If you know you will be absent, fill out a substitute request with April. You can designate what substitute you would like for that day.
- Option #2- If you need a substitute on short notice (ex. you are feeling ill that morning) call Carolyn Monroe. She is the secretary at Sunrise Elementary from 8:00 am – noon. You can call her at her home from 6:00 am – 7:30 am. She is also available in the afternoon and evening anytime. She will find you a substitute and inform April. Please leave the substitute lesson plans with April whenever possible. Make available a “generic” lesson plan in the event of an untimely absence from school.

Carolyn Monroe:

Sunrise – 357-7688
Home - 523-8544
Cell - 403-2787

PROCEDURES FOR ADVISORS

ANNOUNCEMENTS- Club and class Announcements may be announced in the morning bulletin. Any announcements for the bulletin must be in the office by 2:00 pm prior to the day the announcement will appear in the bulletin. Announcements need to be approved by the appropriate advisor.

CLUB ACCOUNTS- All club or organization funds must be deposited with the secretary in the office. Separate checking accounts are not to be established.

MONEY- All funds are to be receipted in the office and advisors may request a list of the individuals that have paid in their respective categories. Each advisor is still responsible to see that students pay their fees, etc. but **all money is to be paid in the office.**

CONTRACTS- No student is to sign a contract without the knowledge of the club or class advisor and administration.

DECORATING- Any decorating for dances, etc, must be done with an adult supervisor present. The club or organization is responsible for clean-up after the activity.

FUNDRAISING- All fundraising activities must be approved in advance by the administration and student council. Do not order items to sell or plan fund raising activities until it has been approved.

MEETINGS- No club or class meetings may be scheduled unless the advisor will be present. Meetings may be held before or after school, or during the lunch period.

USE OF BUILDING- Before planning any activity, you must check the activity calendar with the administration to be sure it will not be in conflict with other activities already scheduled.

OVERNIGHT TRIPS – Appropriate supervision of students/athletes is required at all times. See overnight guidelines sheet insert.

PROCEDURES FOR COACHES

PARTICIPATION REQUIREMENTS- Coaches are responsible to coordinate with the athletic director the eligibility of all students participating. Listed below are the specific requirements that must be met:

- ❖ Have a previous semester GPA of 2.0 or higher
- ❖ Hold a valid Shelley High School activity card.
- ❖ Have a parent permission slip on file.
- ❖ Have insurance (this will need a disclaimer from the parents) or buy the insurance provided by a company through the school.
- ❖ To sustain by their actions the activity code of ethics.
- ❖ To specifically refrain from the possession or use of alcoholic beverages, drugs, tobacco, or tobacco products. District policy will be followed with students who violate drug, alcohol and tobacco policy.

INJURIES- Coaches need to be especially careful of injuries. Don't place yourself in the position of possible liability. When medical attention is rendered or necessary, remember to complete and file with Cherie an accident report.

INVENTORY- Coaches have the responsibility and the accountability of inventory for the specific activities. This includes handling of funds and control of equipment. After each activity, all equipment, etc., must be returned to the coach or payment must be made for lost items.

RULES- Coaches are responsible for being familiar with the rules and regulations as outlined in the specific sports rule book as well as the Idaho High School Activities Association rule book.

BUILDING- When there are practices, games, etc., the coaches should be the last to leave the building. He/she is responsible to make sure the water is off, the lights out, the windows shut, and doors are locked before leaving.

MONEY- All funds are to be receipted in the office and coaches may request a list of the individuals that have paid in their respective categories. Each coach is still responsible to see that students pay their fees, etc. but **all money is to be paid in the office.**

OVERNIGHT TRIPS – Appropriate supervision of students/athletes is required at all times. See overnight trip guideline sheet insert.

CPR/FIRST AID – All coaches (inc. assistants) MUST be CPR/First Aid trained.

ATTENDANCE PROCEDURES

Student attendance in individual classes is important for their success. As teachers, you are responsible to keep accurate records and communicate with the attendance office in an efficient and organized manner. The following are the procedures that will be followed at Shelley High School.

1. Teachers are to enter their attendance in the computer during the first 20 minutes of each class period.
2. Students are responsible to clear their own absences. Do not send them to the office during class time. Absences are to be cleared between classes, during lunch, and before and after school.
3. If you have a student who is experiencing attendance problems in your class, please make parent contact to help alleviate the problem.
4. The attendance review committees will review each semester those students who exceed the allotted number of days. The decision of the committee will be limited to three categories: Deny Credit, Award Credit, or place a student on Probation.

Truancies

A truant is defined as a student absent from class without proper parent permission and verification. Failure to clear an absence with the attendance secretary with 24 hours is classified as a truancy also.

Board policy states that students truant will not be given make up privileges. Teachers are given the right to have students still do the work and assignments missed to ensure that students have mastered the material.

Truancies are handled by the administration and the discipline may include; Detentions, Saturday School, Out of School Suspension, and Referral to the Board.

Tardy Policy

A tardy is when a student is not in his assigned area at the time of the tardy bell. After 3 tardies, the student will have a detention of 15 minutes and the teacher will notify parents. After 5 tardies the student will have a 30 minute detention and parents will be notified by the teacher. Every tardy after 5 will result in Saturday school. The tardy policy will start over every semester.

Each teacher has primary responsibility for dealing with unexcused tardies. Teachers will define what "being late to class" means. Teachers will counsel with students who are developing a pattern of being tardy. Teachers may refer to the building administrators those students who are not making progress toward correcting the problem after they have first made contact with the parents and given a consequence to the student.

Building administrators will follow a series of steps in helping students deal with tardiness. These steps are: ½ hour detention, 1 hour detention, and Saturday school/or suspension.

The courts have declared grade reduction policies for nonacademic purposes invalid. Teachers cannot make attendance and tardies a part of their point totals in determining a student's grade. (State ex rel. Yarber vs McHenry 915 S.W. 2d 325 (Mo. 1995)). However the practice of exempting a student from a final test because they have perfect attendance or no tardies, has been held to be valid. Bonus points for students with no tardies seem to be valid also. The difference seems to be that teachers may reward students for good attendance and punctuality but they cannot create a practice or procedure to punish a student via his grade for anything that is non-academic.

PURCHASING PROCEDURES AND HANDLING MONEY

Warning: Failure to follow procedures may be hazardous to your pocketbook. **No purchases can be made without a purchase order. This means you cannot buy something first and then write up a request afterwards. Absolutely no telephone orders, postcard orders, etc.**

District Budget Purchases

1. Teachers should pick up a request to purchase worksheet in the main office. Please be sure to include all the information about the vendor (complete address, phone and fax numbers). Write both the item catalog number and a complete description of the item on the requested items.
2. Check the fine print on the order forms. Most catalogs will show what the shipping charges are and if there is a minimum order amount. Be sure to include the shipping charges on the bottom of the Request Form.
3. Turn the request into the Principal for code and signature.
4. No orders via telephone or postcards! If you fail to order following the correct procedures then the responsibility for payment is you individually.
5. If you would like to pick up an order with a Purchase Order yourself, notify Mrs. Chapple at the time you submit the request. She will notify you when the Purchase Order is ready. After you have picked up the merchandise bring the sales slip back to the secretary. Make sure the sales slip has the purchase order number written on it.

High School Funds

1. Advisors, sponsors, and or authorized students may pick up a Shelley High School Purchase Order from Mrs. Chapple.
2. Fill out the purchase order as completely as possible and acquire the necessary authorization signatures from the Principal and the advisor.
3. Mrs. Chapple will check the account balance prior to signing the purchase order to ensure that necessary funds are available. Deficit spending is not permitted.
4. All purchases require advance approval. Unapproved purchases with personal funds will not be reimbursed.
5. Obtain a tax-exempt certificate from Mrs. Chapple prior to purchasing items.

Receipting Money

All funds are to be paid in the office! **Teachers/coaches/advisors are not to collect money from students.** All funds are to be receipted in the office and teachers/coaches/advisors may request a list of the individuals that have paid in their respective categories. Each teacher/coach/advisor is still responsible to see that students pay their fees, etc. but **all money is to be paid in the office.**

ADMINISTRATION

BRYAN JOLLEY.....	SUPERINTENDENT
DALE CLARK.....	PRINCIPAL
SHAUN MESSICK.....	ASSISTANT PRINCIPAL
DAVE HADLEY.....	ATHLETIC DIRECTOR

SPECIAL SERVICES

DARRELL BEHUNIN.....	COUNSELOR
SHAUNA POLSON.....	COUNSELOR
DON NISSON.....	DIRECTOR, SPECIAL ED
MARK GRAHM.....	SCHOOL PSYCHOLOGIST
KATHLEEN TAYLOR.....	SCHOOL SOCIAL WORKER

OFFICE SECRETARIES

JULIE HAWKINS.....	DISTRICT SECRETARY
SCOTT HURST.....	DISTRICT SECRETARY
JULIE MILLER.....	REGISTRAR & COUNSELOR SECRETARY
LISA CHAPPLE.....	FINANCIAL SECRETARY
APRIL HILL.....	ATTENDANCE SECRETARY

SUPPORTIVE STAFF

TRISH DIXON.....	BUSINESS MANAGER
RON SEARLE.....	TRANSPORTATION
DON WILDE.....	MAINTENANCE
STEVE WINGERT.....	MAINTENANCE
TRISH FEILDING.....	LIBRARIAN
ROGER WATTERS.....	CUSTODIAN
PAUL SPARKS.....	CUSTODIAN
RON SEARLE.....	TRANSPORTATION
THERESA BATEMAN.....	DISTRICT LUNCH SUPERVISOR
BARBARA PEARSON.....	LUNGH MANAGER
CHELSIE DUNCAN.....	COOK
MONICA NELSON.....	COOK
LORA URIONA.....	COOK
SHANNON MCBRIDE.....	COOK
HEATHER GONZALEZ.....	COOK
KAREN LIKES.....	COOK

DEPARTMENTS

LANGUAGE ARTS

ERIC DUPUIS
BARBARA THOMAS
CHRIS FLEMING
BARBARA BIORN
TERESA DYE
CLIFFORD DAVIS

SOCIAL STUDIES

MIKE JENSEN
LORRIANE STEWART
RANDALL MISKIN
MIKE MESSICK
BURKE DAVIS

PROFESSIONAL TECHNICAL EDUCATION

KODY HOWELS
LYNDA CHAPPLE
PAM KANTACK
CHERIE BODILY
LANA KIRKHAM
RON CORBETT

PHYSICAL EDUCATION

DAVID HADLEY
JON COOK
BARRY JOHNSON
JANALYN LAKE

SCIENCE

JERRY PETTY
DAN HAWKES
VINCE WRAY
WADE MESSICK

MATH

SANDRA THOMPSON
SHAY KIDD
DREW WILSON
JUDY SMITH
TRACI MCARTHUR
STEPHAN O'SHAUGHNESSY

SPECIAL EDUCATION

BRUCE MESSICK
LAURA METCALF-SEARLE

HUMANITIES

DANIEL BORUP
ELISE ARNOLD
LYNDA FOWLER
ARIEL LOVELAND

ESL

JAELYN HANSEN
PATTY GIL
TERRY FITZGERALD

***Denotes department head**

FACULTY MEETING DATES:

Faculty meetings will be held every Monday Morning, or the first day of the week. It will begin promptly at 7:30am. Check e-mail for meeting place.

FACULTY ADVISORY ASSIGNMENTS

ART CLUB.....	D. BORUP
DRAMA	C. GOLD
SPEECH / DEBATE.....	C. DAVIS
PEP BAND	L. FOWLER
CHOIR/SHOW CHOIR.....	E. ARNOLD
NEWSPAPER.....	L. STEWART
YEARBOOK	B. THOMAS
FCCLA	C. BODILY
FFA.....	<i>CORBETT, WRAY, HOWELLS</i>
BPA.....	L. CHAPPLE, P. KANTACK
KEY CLUB.....	S. O'SHAUGHNESSY, D. HAWKS
NATURAL HELPERS	L. KIRKHAM
NATIONAL HONOR SOCIETY	T. DYE
SURF CLUB.....	D. <i>HADLEY</i>
HALO CLUB.....	P. GIL
STUDENT COUNCIL.....	D. HADLEY
GIRL'S FED.....	C. FLEMING
BOY'S FED.....	D. WILSON
SCHOLASTIC TEAM.....	S. O'SHAUGHNESSY
CHEERLEADERS	B. BIORN, L. MESSICK
DRILL TEAM	C. MURDOCK
FOOTBALL.....	D. HADLEY, R. HOBBS, R. MISKIN, B.DAVIS T. HOBSON, M. MESSICK, J. MONAHAN
VOLLEYBALL.....	C. LARSON, T. MCARTHUR, L. DYE, K. HIGHAM
GIRLS BASKETBALL	B. <i>DAVIS</i> , S. MESSICK, J. PARK
BOYS BASKETBALL.....	D. <i>HADLEY</i> , D. WILSON, R. MISKIN
WRESTLING	J. <i>COOK, S. SEARLE</i>
GOLF	Q. TWIGGS
BASEBALL.....	T. BIRD, B. JOHNSON
TRACK	D. <i>WILSON</i> ,
SOFTBALL	C. FLEMING, D. HADLEY
GIRLS SOCCER	K. CARROLL, J. GREGORY
BOYS SOCCER	B. <i>PARK</i>
GERMAN CLUB	V. WRAY
CROSS COUNTRY	E. ARNOLD

CLUB AND CLASS ADVISORS

Advisors to clubs and organizations are responsible to help student have a positive experience in their extra curricular activities. Advisors are to oversee all budgetary items related to their assigned organizations. Additionally advisors are to meet with the elected officers at least once a month to coordinate events and discuss and approve plans for upcoming organization events.

Advisors will need to give extra time and encouragement to elected officers during homecoming week activities, scheduled dances, concession assignments, and during organization elections. Meet with the elected officers early and explain the process you will follow to approve expenditures and calendar events. That early meeting will save you and student leaders many headaches during the year.

Student Government

Student Body Officers

Advisor Dave Hadley
President CLARKE HUNTSMAN
Vice President ASLAN ARCHIBALD
Secretary JASON SEARLE
Reporter LANCE HOWELL

Senior Class Officers

Advisor Behunin, Jensen, W. Messick, Fleming
President TAUNI ACKERMAN
Vice President JORDAN MEINE
Secretary KYLEEE GOODWORTH
Reporter SAM BECKETT

Junior Class Officers

Advisor Stewart, Fielding, Searle, T. MCARTHUR
President TATEN ALBRIGHT
Vice President SPENSER RIRIE
Secretary AMBER BUSH
Reporter MADISON COOK

Sophomore Class Officers

Advisor Petty, Dye, Borup, P. KANTACK
President TARA WELLS
Vice President KAMDEN HUNTSMAN
Secretary ALLYSON HADLEY
Reporter GARRETT NELSON

Freshman Class Officers

Advisor Polson, Hawks, Dupuis, Kidd
President COOPER KNIFFEN
Vice President SPENSER DYE
Secretary JESSICA MECHAM
Reporter DALTON NELSON

Vision Statement:

The vision of Shelley School district is to prepare students for a lifetime of success through learning.

Mission Statement:

Through opportunities and expectations, Shelley Joint School district will teach and display the attributes of discipline, communication, and respect.

Belief Statement:

- * All people can learn.
- * Change present opportunities for personal improvement.
- * Our similarities are more significant than our differences.
- * The individual's family is the most influential source of development in that individual's education.
- * The student, family, school, and community must be united in the education of the child.
- * People have a right to be treated with dignity and respect.
- * Expectations, attitudes, and effort directly affect performance.
- * Learning is a cumulative lifelong pursuit.
- * All people have unlimited potential to effect change through individual and team efforts.
- * Responsibility and accountability for one's own actions lie with the individual.
- * All people have a right to a safe educational environment.

Shelley High School will provide a quality education for students through cooperation, mutual respect, and shared responsibility.

CODE OF ETHICS of the IDAHO TEACHING PROFESSION

Preamble

Believing in the worth and dignity of each human being, the educator recognizes the supreme importance of pursuing truth, striving toward excellence, nurturing democratic citizenship and safeguarding the freedom to learn and to teach, while guaranteeing equal educational opportunity for all. The educator accepts the responsibility to practice the profession according to the highest ethical standards. The Code of Ethics of the Idaho Teaching Profession symbolizes the commitment of all Idaho educators and provides standards by which to judge conduct.

PRINCIPLE I – COMMITMENT TO THE STUDENT

The educator measures success by the progress each student makes towards the realization of his/her potential as an effective citizen. The educator, therefore, works to stimulate the spirit of inquiry, acquisition of knowledge and understanding, and thoughtful formulation of goals.

In fulfilling these obligations to students the Idaho educator:

1. Shall not, without just cause, deny the student access to varying points of view.
2. Shall protect the student from conditions detrimental to learning or to physiological or psychological well being.
3. Shall not procure, distribute, or in any way make available any of the substances recognized as harmful to learning, well being of the students, or to advocate the use of such substances.
4. Shall respect the constitutional rights of the students.
5. Shall provide professional educational services in a nondiscriminatory manner.
6. Shall refrain from using professional relationships with students for personal advantage.
7. Shall keep in confidence information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.
8. Shall not tutor students assigned to one's classes for remuneration, except when specifically approved by the board of trustees.
9. Shall assess and report student achievement and ability as required by the employing educational agency.

PRINCIPLE II – COMMITMENT TO THE PUBLIC

The educator believes that education should preserve and promote the principles of democracy. Thus, the educator shares with all other citizens the responsibility for the development of sound educational policy.

In fulfilling these obligations to the public, the Idaho educator:

1. Shall distinguish between personal views and the views of the employing educational agency.
2. Shall not distort or misrepresent the facts concerning educational matters.
3. Shall not interfere in the exercise of political and citizenship rights and responsibilities of others.
4. Shall present only factual information on the application for certification and employment.
5. Shall not use institutional privileges for private gain, for the promotion of political candidates, or for political activities.
6. Shall accept no gratuities, gifts, or favors that impair, or appear to impair, professional judgment, nor offer any such to obtain special advantage.

PRINCIPLE III – COMMITMENT TO THE PROFESSION

The educator believes the quality of the services of the education profession directly influences the nation and its citizens. Therefore, the educator strives to establish and maintain professional standards, to improve, service, and achieve conditions that attract highly qualified persons to the profession.

In fulfilling these obligations to the public, the Idaho educator:

1. Shall provide professional educational services in a nondiscriminatory manner and not interfere with the free participation of colleagues in their professional associations.
2. Shall accord just and equitable treatment to all members of the profession in the exercise of their rights and responsibilities.
3. Shall use no coercive means nor give special treatment in order to influence professional decisions of colleagues.
4. Shall withhold and safeguard information acquired about colleagues in the course of employment, unless disclosure serves professional purposes or is required by law.
5. Shall present one's professional qualifications accurately and completely.
6. Shall present evaluations of and recommendations for colleagues fairly, accurately, and professionally.
7. Shall cooperate with the Professional Standards Commission in inquiries and hearings.
8. Shall not engage in conduct which is offensive to the ordinary dignity, decency, and morality of others.

PRINCIPLE IV – COMMITMENT TO PROFESSIONAL EMPLOYMENT PRACTICES

The educator regards the employment agreement as a pledge to be executed in a manner consistent with the highest ideals of professional service. The educator believes sound professional personnel relationships with governing boards are built upon personal integrity, dignity, and mutual respect. The educator discourages the practice of profession by unqualified persons.

In fulfilling these obligations to the public, the Idaho educator:

1. Shall apply for, accept, offer, or assign a position or responsibility after due consideration of professional preparation and legal qualifications.
2. Shall apply for a specific position only when it is known to the educator to be vacant and shall refrain from underbidding or commenting adversely about other candidates.
3. Shall present only factual information regarding the assignment or conditions of employment to an applicant.
4. Shall adhere to the terms of a contract or appointment, unless these terms have been legally terminated, falsely represented, or substantially altered by unilateral action of the employment agency.
5. Shall conduct professional business through appropriate channels.
6. Shall provide, upon request of an aggrieved party, a written statement of specific reasons for recommendations that lead to denial of increments, significant changes in employment, or termination of employment.
7. Shall use time granted for the purpose for which it is intended.
8. Shall not delegate assigned tasks to unqualified personnel.

VIOLATION OF THE CODE OF ETHICS OF THE IDAHO TEACHING PROFESSION

Under Idaho Code, 33-1208, a violation of the Code of Ethics is grounds for suspension or revocation of one's teaching certificate. An allegation of ethical misconduct may be brought by an Idaho local board of trustees or by any individual – other than a student of an Idaho public school – who has substantial interest in the matter.

Upon receipt of an allegation, the Executive Committee of the Professional Standards Commission **reviews the circumstances of the case and determines whether sufficient grounds** exists to warrant filing a complaint against the individual accused of misconduct. If **sufficient grounds is determined to exist, the chief certification officer of the Professional Standards Commission files a formal complaint against the accused.** Upon request, a hearing will be held, and a recommendation will be made to the Professional Standards Commission. The final decision of the Professional Standards Commission shall be subject to judicial review. Such hearings are held in compliance with Idaho Code, 33-12

BUILDING POLICIES

CALENDARS-It is everyone's responsibility to have his or her activities entered on the school calendar. This will help eliminate conflicts. Items that need to be placed on the school calendar need to be turned in to Mr. S. Messick. The school calendar will be available on the internet.

CLASSROOM MAINTENANCE-See that your classroom is kept clean and orderly, that lights are turned off, and the door is shut and locked when your room is not being used. Check the desks in your classrooms frequently for any writing or damage. Do not leave graded assignments or other private material on your desk.

DAILY ANNOUNCEMENTS- Announcements will be read at the beginning of second hour daily. This is the best way to make sure the students have the bulletin read to them. All announcements should be turned into the office by 2:00pm on the day before they are to appear in the bulletin. **The all call system will not be used during class time except in emergencies.**

EMPLOYEE INJURIES-All employees injured while on duty are insured by the Idaho Industrial Commission. Any injury should be promptly reported to the administration.

STUDENTS OUT OF CLASS-Students are to be in their assigned class. If a teacher needs a student to miss a class, the teacher should contact the other teacher in advance to clear the absence. **Students are not to be sent to ask permission by the teacher needing the student.**

TELEPHONE USAGE-Personal telephone calls should not be made during class time. Please conduct personal business before or after school. **Calls to the teacher will not be forwarded to the classroom during class time.** A telephone has been placed in the faculty room and in each classroom for your convenience. Phones in the building are for teacher and staff use. Students may use the telephone with teacher or office permission.

STUDENT SUPERVISION – Student safety is of utmost importance. It is your responsibility to see that your students are properly supervised during your class/activity time.

PUBLIC DISPLAYS OF AFFECTION - Respect for others includes being considerate of the embarrassment caused by excessive display of affection in public places. Students are expected to recognize that displays of affection may be considered excessive on the school grounds both during regular school hours and during extra curricular activities.

STUDENT POSSESSION OF WEAPONS - The Shelley School District has a zero tolerance for weapons. Please refer to the Shelley School District Policy: 502.23 Any student bringing a weapon to school or activity will immediately be relieved of the weapon and will be dealt with in the following manner: The student will be suspended from school and recommended to the Board of Trustees for expulsion from the district school system for a period of not less than one (1) year. The student will be referred to the criminal justice or juvenile delinquency system. If re-admitted, the student may be placed on probation for all future years in the school district.

ELECTRONIC DEVICES -

Beepers/pagers, cellular phones, laser pens, and other electronic devices cause a disruption to the learning environment. Any such devices deemed to cause disruption or constitute a safety hazard will be confiscated by any school official. Cell phone use in the classroom is prohibited. Use of cell phones in class will result in confiscation. Cell phone use between classes and breaks is allowed. Music players are to be used only with teacher permission. Each classroom teacher will decide the limits of usage in their respective classes. Electronic devices are at great risk being stolen. Use of these items is at your own risk.

DIVISION OF RESPONSIBILITIES

Mr. Clark

Budget
Master Schedule
Faculty Meetings
Plant Facility
Faculty Handbook
Teacher Supervision
Athletics & Activities
Curriculum Alignment
Building Construction
Wise
Secretaries
Technology

Mr. Messick

Keys
Attendance
Discipline
Bus Requests
Special Education
Schedule Dances
Fire Drills
School Calendar
Student Handbook
Teacher Supervision

TEACHER RESPONSIBILITIES

KEYS-Keys will be issued to teacher as a valid need occurs for the purpose of education and extracurricular activities. **Do not loan your keys or give your keys to students...even temporarily.**

LEAVING SCHOOL-If you must go out of the classroom or building during the day, please make sure your students are covered with another professional staff member. Make sure you have cleared this in advance with the administration. **No students are to leave school grounds for any reason without first checking out in the office with parental permission.**

PREPARATION PERIOD-Preparation periods are designed to provide you time for lesson preparation, work with students and meeting with parents. This is paid school time and not your personal time off.

MONDAY PLANNING TIME- The SEA negotiated for early dismissal on Monday's. It is critical this time be used only for projects related to classroom instruction. This is not a time to schedule doctor appointments or to be out of the building on personal business. Coaches will not be allowed to use this time for practice. Some Mondays will be schedule for building and district meetings.

TEXT BOOKS-All books are to be stamped to show school ownership. They should be dated, numbered, and placed in the records as being a part of the school's property. An accurate record of all texts and materials issued to the students should be kept on file, both in your room and in the office. Textbook inventory covering all the volumes in each department must be kept up to date. Teacher policies regarding the use and care of book and material should be carefully explained to the students at the beginning of each course.

TEACHER AIDES- Student aides are under the direct supervision of their respective teachers or staff member. You are responsible to ensure that the student aides are being used effectively and are under your supervision. The following are expectations that need to be covered and reinforced by each teacher that has a student aide.

1. Student aides are assigned to you and are to work in your classroom or work area during their scheduled aide period.
2. If you need to have them return items or run other errands outside of your classroom, you need to provide them with a hall pass. The hall pass should include students' name, where they are going, time, date and your signature.
3. Grades for student aides are the responsibility of the individual teacher. Student aides are evaluated on a pass/fail basis.
4. Do not send your student aide to the library to study or other areas to visit. Please keep them in your room. If you don't need a student aide then let the counseling office know.
5. Student aides are not allowed to make copies in the office. Please have your aides bring items that need to be copied to the library at least three periods before you need them.
6. Aids should not grade assignments or be allowed to work within the student management system.

ASSEMBLIES- Assemblies are part of the regular scheduled day and as such are part of the teachers' contractual obligation to attend. Students and staff members are expected to attend all assemblies scheduled during the school day. Teachers are expected to escort the students to the assembly and attend the assembly themselves. Supervision and student management during assemblies is the responsibility of all staff members.

STUDENT DISCIPLINE- Supervision of students is the responsibility of all staff. During class changes, staff is expected to be out in the hall supervising students. Student discipline is also the responsibility of all staff members. All staff members are expected to follow the district policy and procedures as it relates to student discipline and attendance. Teachers are encouraged to handle discipline problems in their classroom. Clear expectations and consistency on the part of the teacher takes care of the majority of student discipline issues. Teachers should utilize a variety of instructional methods and discipline strategies to help students change their inappropriate behavior. Those techniques include, but are not limited to, the following sequences

:

- ✓ Individual conference with student
- ✓ Contacting the parents
- ✓ Changing seating assignments
- ✓ Teacher assigned detention
- ✓ Discipline referral to administrator

TEACHER REMOVAL OF A STUDENT FROM THE CLASSROOM- There are times when it is necessary to remove a student from the class for a period of time. It is the teachers' responsibility to work with all students assigned to their class. **Teachers do not permanently remove students from class. That is an administrative decision that will be made by the Principal, the teacher, the parent, and the student.** Shifting a student from one teacher to another seldom solves the problem.

OVERNIGHT TRIP EXPECTATIONS – All teacher/coaches who take students on overnight activities must provide the same level of supervision as you would during your class time.

TEACHER INSTRUCTIONAL GUIDELINES

COVERING COURSE CONTENT- It is the responsibility of each teacher to cover all of the material prescribed in the course outlines whether such outlines are prepared by the state department or are a product of the local department within the district or school. In a subject area taught by two or more teachers, it is essential that the course materials be coordinated. It is the responsibility of the instructors in each course to “work out and follow” a specific scope and sequence of subject matter as it works and coordinates with following courses and other teachers. **Use a variety of teaching styles and evaluation methods. There is more than one way for a student to demonstrate they have mastered the material.**

COURSE SYLLABUS- All teachers will compose a course syllabus for each class they teach. A copy of the syllabus should be given to each student in the class and to the principal. The course syllabus should include, but is not limited to, the following items:

- Course Title
- Course Objectives
- Course Outline (Scope & Sequence)
- Special Requirements
- Grading System
- Make-up Procedures
- Classroom Policies & Expectations
- Parent Contact Procedure
- E-Mail/Phone number

GRADING-

The assignment of grades is one of a teacher's most difficult jobs. Grades are a report to the parents and the student indicating students' progress and understanding at that specific time. The job of assigning grades should receive appropriate time and attention from the teacher. The following is a suggested grading scale

<u>Letter Grade</u>	<u>Numerical Value</u>	<u>Letter Grade</u>	<u>Numerical Val</u>
A+ to A	4.0	C	2.0
A-	3.7	C-	1.7
B+	3.3	D+	1.3
B	3.0	D	1.0
B-	2.7	D-	.7
C+	2.3	F	0

Plus and minus may be added to the grade at the discretion of the teacher. The plus and minus will be reported on all transcripts, and will be calculated when determining a student's GPA.

During each grading period a set of instructions will be distributed to teachers to ensure that appropriate grading procedures and recording is followed. If teachers have questions they should visit with one of the building administrators.

Teachers are required to contact parents and inform them if a child is getting a D or F grade. That contact needs to be made early enough to allow the student to raise their performance. Teachers that fail to contact the parents of students that are failing will be required to provide students with the opportunity to make up work.

Teachers that contact parents and let them know that the child is failing will not be required to provide makeup opportunities.

PROGRESS AND MID-TERM REPORTS- It is appropriate and encouraged to inform students and their parents of a pupil's academic status through out the semester. Teachers are encouraged to be generous in their praise of student success and achievement, both to the student and to the parent with occasional progress reports, phone calls, or letters sent home.

COMPUTER LAB USAGE

All lab use will be scheduled through Trish in the Library. She will give teachers the key to the lab. Teachers must be present in the lab for the entire time their class is using the lab.

1. No games or chat room use in the lab.
2. No downloading music files.
3. No changing settings on the machines (screen savers, wallpaper, etc.).
4. No food or drink in the lab.
5. Save all work to a disk or the home directory, not the hard drive. Always make a backup.
6. If the assignment is finished, students will log off the computer rather than surfing the internet, etc.
7. Clean up the clutter before you leave the room.

PROCEDURES FOR REQUESTING SUBSTITUTE TEACHERS

- Option #1- If you know you will be absent, fill out a substitute request with April. You can designate what substitute you would like for that day.
- Option #2- If you need a substitute on short notice (ex. you are feeling ill that morning) call Carolyn Monroe. She is the secretary at Sunrise Elementary from 8:00 am – noon. You can call her at her home from 6:00 am – 7:30 am. She is also available in the afternoon and evening anytime. She will find you a substitute and inform April. Please leave the substitute lesson plans with April whenever possible. Make available a “generic” lesson plan in the event of an untimely absence from school.

Carolyn Monroe:

Sunrise – 357-7688
Home - 523-8544
Cell - 403-2787

PROCEDURES FOR ADVISORS

ANNOUNCEMENTS- Club and class Announcements may be announced in the morning bulletin. Any announcements for the bulletin must be in the office by 2:00 pm prior to the day the announcement will appear in the bulletin. Announcements need to be approved by the appropriate advisor.

CLUB ACCOUNTS- All club or organization funds must be deposited with the secretary in the office. Separate checking accounts are not to be established.

MONEY- All funds are to be receipted in the office and advisors may request a list of the individuals that have paid in their respective categories. Each advisor is still responsible to see that students pay their fees, etc. but **all money is to be paid in the office.**

CONTRACTS- No student is to sign a contract without the knowledge of the club or class advisor and administration.

DECORATING- Any decorating for dances, etc, must be done with an adult supervisor present. The club or organization is responsible for clean-up after the activity.

FUNDRAISING- All fundraising activities must be approved in advance by the administration and student council. Do not order items to sell or plan fund raising activities until it has been approved.

MEETINGS- No club or class meetings may be scheduled unless the advisor will be present. Meetings may be held before or after school, or during the lunch period.

USE OF BUILDING- Before planning any activity, you must check the activity calendar with the administration to be sure it will not be in conflict with other activities already scheduled.

OVERNIGHT TRIPS – Appropriate supervision of students/athletes is required at all times. See overnight guidelines sheet insert.

PROCEDURES FOR COACHES

PARTICIPATION REQUIREMENTS- Coaches are responsible to coordinate with the athletic director the eligibility of all students participating. Listed below are the specific requirements that must be met:

- ❖ Have a previous semester GPA of 2.0 or higher
- ❖ Hold a valid Shelley High School activity card.
- ❖ Have a parent permission slip on file.
- ❖ Have insurance (this will need a disclaimer from the parents) or buy the insurance provided by a company through the school.
- ❖ To sustain by their actions the activity code of ethics.
- ❖ To specifically refrain from the possession or use of alcoholic beverages, drugs, tobacco, or tobacco products. District policy will be followed with students who violate drug, alcohol and tobacco policy.

INJURIES- Coaches need to be especially careful of injuries. Don't place yourself in the position of possible liability. When medical attention is rendered or necessary, remember to complete and file with Cherie an accident report.

INVENTORY- Coaches have the responsibility and the accountability of inventory for the specific activities. This includes handling of funds and control of equipment. After each activity, all equipment, etc., must be returned to the coach or payment must be made for lost items.

RULES- Coaches are responsible for being familiar with the rules and regulations as outlined in the specific sports rule book as well as the Idaho High School Activities Association rule book.

BUILDING- When there are practices, games, etc., the coaches should be the last to leave the building. He/she is responsible to make sure the water is off, the lights out, the windows shut, and doors are locked before leaving.

MONEY- All funds are to be receipted in the office and coaches may request a list of the individuals that have paid in their respective categories. Each coach is still responsible to see that students pay their fees, etc. but **all money is to be paid in the office.**

OVERNIGHT TRIPS – Appropriate supervision of students/athletes is required at all times. See overnight trip guideline sheet insert.

CPR/FIRST AID – All coaches (inc. assistants) MUST be CPR/First Aid trained.

ATTENDANCE PROCEDURES

Student attendance in individual classes is important for their success. As teachers, you are responsible to keep accurate records and communicate with the attendance office in an efficient and organized manner. The following are the procedures that will be followed at Shelley High School.

1. Teachers are to enter their attendance in the computer during the first 20 minutes of each class period.
2. Students are responsible to clear their own absences. Do not send them to the office during class time. Absences are to be cleared between classes, during lunch, and before and after school.
3. If you have a student who is experiencing attendance problems in your class, please make parent contact to help alleviate the problem.
4. The attendance review committees will review each semester those students who exceed the allotted number of days. The decision of the committee will be limited to three categories: Deny Credit, Award Credit, or place a student on Probation.

Truancies

A truant is defined as a student absent from class without proper parent permission and verification. Failure to clear an absence with the attendance secretary with 24 hours is classified as a truancy also.

Board policy states that students truant will not be given make up privileges. Teachers are given the right to have students still do the work and assignments missed to ensure that students have mastered the material.

Truancies are handled by the administration and the discipline may include; Detentions, Saturday School, Out of School Suspension, and Referral to the Board.

Tardy Policy

A tardy is when a student is not in his assigned area at the time of the tardy bell. After 3 tardies, the student will have a detention of 15 minutes and the teacher will notify parents. After 5 tardies the student will have a 30 minute detention and parents will be notified by the teacher. Every tardy after 5 will result in Saturday school. The tardy policy will start over every semester.

Each teacher has primary responsibility for dealing with unexcused tardies. Teachers will define what "being late to class" means. Teachers will counsel with students who are developing a pattern of being tardy. Teachers may refer to the building administrators those students who are not making progress toward correcting the problem after they have first made contact with the parents and given a consequence to the student.

Building administrators will follow a series of steps in helping students deal with tardiness. These steps are: ½ hour detention, 1 hour detention, and Saturday school/or suspension.

The courts have declared grade reduction policies for nonacademic purposes invalid. Teachers cannot make attendance and tardies a part of their point totals in determining a student's grade. (State ex rel. Yarber vs McHenry 915 S.W. 2d 325 (Mo. 1995)). However the practice of exempting a student from a final test because they have perfect attendance or no tardies, has been held to be valid. Bonus points for students with no tardies seem to be valid also. The difference seems to be that teachers may reward students for good attendance and punctuality but they cannot create a practice or procedure to punish a student via his grade for anything that is non-academic.

PURCHASING PROCEDURES AND HANDLING MONEY

Warning: Failure to follow procedures may be hazardous to your pocketbook. **No purchases can be made without a purchase order. This means you cannot buy something first and then write up a request afterwards. Absolutely no telephone orders, postcard orders, etc.**

District Budget Purchases

1. Teachers should pick up a request to purchase worksheet in the main office. Please be sure to include all the information about the vendor (complete address, phone and fax numbers). Write both the item catalog number and a complete description of the item on the requested items.
2. Check the fine print on the order forms. Most catalogs will show what the shipping charges are and if there is a minimum order amount. Be sure to include the shipping charges on the bottom of the Request Form.
3. Turn the request into the Principal for code and signature.
4. No orders via telephone or postcards! If you fail to order following the correct procedures then the responsibility for payment is you individually.
5. If you would like to pick up an order with a Purchase Order yourself, notify Mrs. Chapple at the time you submit the request. She will notify you when the Purchase Order is ready. After you have picked up the merchandise bring the sales slip back to the secretary. Make sure the sales slip has the purchase order number written on it.

High School Funds

1. Advisors, sponsors, and or authorized students may pick up a Shelley High School Purchase Order from Mrs. Chapple.
2. Fill out the purchase order as completely as possible and acquire the necessary authorization signatures from the Principal and the advisor.
3. Mrs. Chapple will check the account balance prior to signing the purchase order to ensure that necessary funds are available. Deficit spending is not permitted.
4. All purchases require advance approval. Unapproved purchases with personal funds will not be reimbursed.
5. Obtain a tax-exempt certificate from Mrs. Chapple prior to purchasing items.

Receipting Money

All funds are to be paid in the office! **Teachers/coaches/advisors are not to collect money from students.** All funds are to be receipted in the office and teachers/coaches/advisors may request a list of the individuals that have paid in their respective categories. Each teacher/coach/advisor is still responsible to see that students pay their fees, etc. but **all money is to be paid in the office.**