

**Shelley High School**  
**Faculty Handbook**  
**2020-2021**



**570 W. Fir**  
**Shelley, ID 83274**  
**Phone: (208) 357-7400**  
**Fax: (208) 357-5585**  
**WWW.SHELLEYSCHOOLS.ORG**  
**Principal: Burke Davis**  
**Email: [bdavis@shelleyschools.org](mailto:bdavis@shelleyschools.org)**  
**Assistant Principal: Cortney Markham**  
**Email: [cmarkham@shelleyschools.org](mailto:cmarkham@shelleyschools.org)**

## ***Shelley Joint School District #60***

*We want to welcome each of you back for a new and exciting year at Shelley High School. This includes a special welcome to our new faculty members. We are honored to be associated with such a special group of faculty, staff, and students. Each day we all need to remember that educating our students is a wonderful privilege and responsibility.*

*This faculty handbook has been prepared for the purpose of keeping all faculty members informed concerning administrative procedures and assignments. We realize the handbook cannot possibly cover every aspect. Therefore, as questions or situations arise, please contact the office for answers. Please familiarize yourself with the information; we hope it will be of help to you.*

### **Mission:**

**Discover your Potential-See it, Believe it, and Reach it!**

### **Vision:**

**SHS recognizes that each child is an individual and all children need to succeed. We will provide a learning environment that will allow all students to reach their full potential. We are tomorrow.**

### **Belief Statement:**

- We believe in the worth of all students and believe that their worth will be increased by providing tools to be life-long learners
- We believe that students must understand that they are the ones ultimately responsible for their learning.
- We believe that diversity is a strength and should be celebrated, both in the content of our curriculum and the make-up of our student body.
- We believe that a safe, positive, and supportive atmosphere is invaluable.
- We believe that instruction should meet the needs of all students, regardless of the level of learning the way in which they learn.
- We believe that technology positively impacts student achievements as it changes the teaching and learning environment.
- We believe that Respect, Attitude, Cooperation, Effort, and Responsibility are integral to success, and we strive to model and teach these values as a part of our curriculum.
- We believe that all students and staff will benefit with collaboration at the school and district level.

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

ADMINISTRATION

CHAD WILLIAMS  
BURKE DAVIS  
CORTNEY MARKHAM  
JOSH WELLS  
PAM KANTACK

SUPERINTENDENT  
PRINCIPAL  
ASSISTANT PRINCIPAL  
ATHLETIC DIRECTOR  
CTE ADMINISTRATOR

SPECIAL SERVICES

TAYLOR DIAL  
TROY COOK  
MIKE MESSICK  
MARK GRAHAM

COUNSELOR  
COUNSELOR  
DIRECTOR, SPECIAL ED  
SCHOOL PSYCHOLOGIST

OFFICE SECRETARIES

JULIE HAWKINS  
STEPHANIE HARKER  
STEPHANIE BALL  
MARCI HILL  
CHERYL FOSTER

DISTRICT SECRETARY AND HR  
DISTRICT SECRETARY AND CLERK  
REGISTRAR & COUNSELOR SECRETARY  
FINANCIAL SECRETARY  
ATTENDANCE SECRETARY

SUPPORTIVE STAFF

LANELL FARMER  
RON SEARLE  
WES HAYMON  
BLAKE JENSON  
JAMES TAYLOR  
TONY CUEVAS.....  
TRISH FEILDING  
PAUL SPARKS  
MARK HUNTSMAN.....  
TRAVIS BIRD.....  
JEFFERY CURTIS

BUSINESS MANAGER  
TRANSPORTATION  
SRO  
MAINTENANCE  
MAINTENANCE  
MAINTENANCE  
LIBRARIAN  
CUSTODIAN  
CUSTODIAN  
CUSTODIAN  
CUSTODIAN  
CUSTODIAN  
TRANSPORTATION  
DISTRICT LUNCH DIRECTOR  
FOOD SERVICE ASSISTANT  
COOK  
COOK  
MANGER  
COOK  
COOK  
COOK  
COOK

RON SEARLE  
BARBARA PEARSON  
CHELSEA DUNCAN  
KIM ARZOLA  
MORGAN PEARSON  
LAURA GRANGE  
CARYN BARET  
CRISTINA LUKBAN.....  
KIM ARZOLA  
RACHELLE SHIVELY

**DEPARTMENTS**  
**\*DEPARTMENT HEADS**

**LANGUAGE ARTS**

SARAH HARTWIG  
ANGELIE WALKER  
\*CHRIS FLEMING  
BARBARA BIORN  
TERESA DYE  
MEGAN SANDERSON

**SOCIAL STUDIES**

LANCE BODRERO  
\*TRAVIS PEREZ  
JACOB MONAHAN  
LOGAN ROMENY

**CAREER & TECHNICAL  
EDUCATION**

\*KODY HOWELS  
\*PAM KANTACK  
KAY HATHAWAY  
LYLE ZAUGG  
VINCE WRAY

**PHYSICAL EDUCATION**

WALLY FOSTER  
BARRY JOHNSON  
KELLI HOBBS  
\*HAYLEY REMINGTON

PARAPROFESSIONAL  
CHRIS STOMMEL

KIM BATEMAN  
JOYCE CHRISTENSEN  
BRITTANY KIDMAN

**SCIENCE**

DARLYNE CRAWFORD  
ROBIN BENCH  
VINCE WRAY  
RAY MILLER  
\*MARISSA MARECLE

**MATH**

JOSH WELLS  
JUDY SMITH  
MARIANNE FROST  
DREW WILSON  
TRACI MCARTHUR  
RYLEE WELLS  
\*TRINGLE WITT

**SPECIAL EDUCATION**

JAMES HARDY  
\*LAURA METCALF-SEARLE  
CINDY STALEY

**HUMANITIES**

DANIEL BORUP  
GARY PAWELKO  
JASON PETERS  
EMILY CRANER

**ESL**

PATTY GIL  
VIVIAN GARCIA  
DEBBIE FARIBORNE

**FACULTY MEETING DATES: Tuesday 7:35am**

**FACULTY ADVISORY ASSIGNMENTS**

ACADEMIC TEAM.....	T. WITT
ART CLUB	D. BORUP
DRAMA	S. HARTWIG
BALLROOM	D. FAIRBORNE
SPEECH / DEBATE	S. HARTWIG
PEP BAND	G. PAWELKO
CHOIR/SHOW CHOIR	J. PETERS/ J.CRANER
YEARBOOK	D. CRAWFORD
FCCLA	K.HATHAWAY
FFA	ZAUGG, WRAY, HOWELLS
BPA	P. KANTACK
KEY CLUB	C.FOSTER, L. SEARLE
NATURAL HELPERS	T. DYE
NATIONAL HONOR SOCIETY	T. DYE
SCREAM TEAM	
HALO CLUB	P. GIL
STUDENT COUNCIL	M. FROST
CHEERLEADERS	R. WELLS/ N. DYE
DRILL TEAM	K. HOBBS/ K.FRANKENBERRY
FOOTBALL	J. WELLS
VOLLEYBALL	S. LECKINGTON
GIRLS BASKETBALL	J. CARLSON/ J. CANNON
BOYS BASKETBALL	J. KOLSEN
WRESTLING	R. COX, T. PEREZ
GOLF	T. HACKETT
BASEBALL	J. MAYNARD
TRACK.....	D. WILSON, T. MCARTHUR, J. HANSON
SOFTBALL	T. PEREZ, C. FLEMING
GIRLS SOCCER	J. GREGORY
BOYS SOCCER	O.VEGA
CROSS COUNTRY	J. HANSON/ M.CANNON

**CLUB AND CLASS ADVISORS**

The club advisor will oversee all budgetary items related to their assigned organizations. Elected Club/Class officers will meet with their advisor(s) at least once a month to coordinate events and discuss and approve plans for upcoming club/organization events.

Elected Club/Class officers will need to put in extra time during homecoming week activities, scheduled dances, concession assignments, and during club/organization elections.

**SHELLEY HIGH SCHOOL  
2020-2021 STUDENT COUNCIL**

**STUDENT BODY PRESIDENT: JOSE ZAMARIPPA  
STUDENT BODY VICE PRESIDENT: LAUREN DRISCOLL  
STUDENT BODY SECRETARY: ABIGAIL WATTENBARGER  
STUDENT BODY SENTINEL: MEGAN HARGRAVES**

**MEDIA SPECIALIST:**

**SENIOR CLASS PRESIDENT: IAN MILLER  
SENIOR CLASS VICE PRESIDENT: ABBY DOWNS  
SECRETARY: ARI WILSON  
REPORTER: CHLOE HUDMAN  
SENTINEL: ZAC RADFORD  
SHS MASCOT:**

**JUNIOR CLASS PRESIDENT: LOGAN LONGHURST  
JUNIOR CLASS VICE PRESIDENT: CARLIE REMINGTON  
SECRETARY: CAYDENCE TAYLOR  
REPORTER: ASHLYNN PEEBLES  
SENTINEL: ASHLEY SHAW**

**SOPHOMORE CLASS PRESIDENT: JAMAR TAYLOR  
SOPHOMORE CLASS VICE PRESIDENT: BRIGHAM FROST  
SECRETARY: MAYLEE MURDOCH  
REPORTER: IZZY HARKER  
SENTINEL: KATE DRISCOLL**

**FRESHMAN CLASS PRESIDENT: BRYNLIE DAVIS  
FRESHMAN CLASS VICE PRESIDENT: LONDYN THOMPSON  
SECRETARY: AIMEE DURBIN  
REPORTER: SAVANNAH IVINS  
SENTINEL: ADDIE CHRISTENSEN**

# BELL SCHEDULE

<b>PERIOD</b>	<b>START</b>	<b>END</b>
<b>1</b>	<b>7:58</b>	<b>8:54</b>
<b>2</b> <b>INCLUDING NUTRITION</b> <b>BREAK</b>	<b>8:58</b>	<b>10:03</b>
<b>HOMEROOM</b>	<b>10:07</b>	<b>10:27</b>
<b>3</b>	<b>10:31</b>	<b>11:27</b>
<b>4</b>	<b>11:31</b>	<b>12:27</b>
<b>LUNCH</b>	<b>12:27</b>	<b>12:58</b>
<b>5</b>	<b>1:02</b>	<b>1:59</b>
<b>6</b>	<b>2:03</b>	<b>3:00</b>
<b>7</b>	<b>3:04</b>	<b>4:01</b>

## **RESPECTFUL CLIMATE**

At Shelley High School it is our goal to maintain a respectful climate. All students and members of the Shelley High School faculty and staff deserve the opportunity to work and learn in an environment of mutual respect and trust. This requires that students and all members of our community regard each other with courtesy, consideration and appreciate and act accordingly.

### **Our Responsibilities as Members of the Shelley High School Community**

Creating and maintaining a school culture of respect demands that all individuals recognize disrespectful behaviors and take action. All students and members of the SHS faculty and staff have the potential and the responsibility to affect the school culture and is strongly urged to act in concert with the following guidelines:

- Treat others with courtesy, consideration and respect;
- Tell individuals behaving in a disrespectful manner toward you that you want them to stop. Use respectful language in doing so;
- Tell individuals behaving in a disrespectful manner toward someone else that you want them to stop;
- Report the behavior if it does not stop.

### **Definition of Disrespectful Conduct/Harassment/Bullying**

Disrespectful Conduct/Harassment is any form of behavior that interferes with another person's sense of safety, dignity, comfort, or productivity in the school environment. Prohibited conduct may include indiscriminate bullying in addition to, but not limited to, the following when it relates to a person's gender, race, color, ethnicity/national origin, religion, age, handicap/disability, sexual orientation, physical appearance, and physical/mental capacity, and when such conduct is unwelcome by the recipient or others:

- Name calling (verbal/written), teasing, mimicking, slurs, or other derogatory remarks;
- Offensive graffiti, symbols, posters, pictures, cartoons/caricatures, notes, book covers, or designs on clothing;
- Phone calls, e-mails, instant messages, video, photographs and/or social media;
- Touching of a person or touching a person's clothing;
- Words, pranks or actions which provoke feelings of embarrassment, hurt or intimidation;
- Stalking.



# **CODE OF ETHICS 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** exist to warrant filing a complaint against the individual accused of misconduct. If **sufficient grounds are 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, forms can be obtained in the office and turned into athletic director Josh Wells. Items on the calendar are subject to change as deemed necessary by the administration. This will help eliminate conflicts. The school calendar will be available on the internet.

**CLASSROOM MAINTENANCE-**See that your classroom is kept clean and orderly, the lights and projectors 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 homeroom and will be posted in Power School. 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 and the employee needs to fill out an accident report.

**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 extracurricular activities.

**STUDENT POSSESSION OF WEAPONS** - The Shelley School District has a zero tolerance policy 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 readmitted, the student may be placed on probation for all future years in the school district.

### **ELECTRONIC DEVICES** -

Cellular phones and other electronic devices may 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 determined by the classroom teacher. Use of cellphones in class may 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 of being stolen. Use of these items is at your own risk.

## DIVISION OF RESPONSIBILITIES

<p><b><u>Mr. DAVIS; Principal</u></b> Budget (MARCI HILL) Master Schedule Faculty Meetings Plant Facility Faculty Handbook Teacher Supervision/Evaluations Athletics &amp; Activities Special Education Support Curriculum Alignment Building Construction Wise/School Improvement Technology</p>	<p><b><u>Mrs. MARKHAM; Assistant Principal</u></b> Keys Attendance (CHERYL FOSTER) Discipline Bus Requests Special Education Athletics &amp; Activities Support Fire Drills and Safety Student Handbook Teacher Supervision/Evaluations Senior Projects</p>
<p><b><u>Mr. WELLS; Athletic Director</u></b> Schedule Dances/Building School Calendar Coaches Supervision Coaching Evaluations</p>	

## **TEACHER RESPONSIBILITIES**

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

**LEAVING SCHOOL**-If you must leave the classroom or building during the day, please make sure your students are covered with another professional staff member. Your leave time should be cleared 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, collaboration, working with students and meeting with parents. This is paid school time and not your personal time off.

**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 books and materials should be carefully explained to the students at the beginning of each course.

**CHROME BOOKS**- SEE DISTRICT CHROMEBOOK AGREEMENT HANDOUT.

**TEACHER AIDES**- Student aides are under the direct supervision of their respective teacher or staff member. You are responsible to ensure 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' names, 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 and discipline of students is the responsibility of all staff members. During class changes, staff is expected to be out in the hall supervising students. 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 will take 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 classroom 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. Permanent removal is an administrative decision that will be made together 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 teachers/coaches who take students on overnight activities must provide the same level of supervision as you would during your class time. Overnight trip forms must be filled out and approved by building administration and School Board.

**PARENT/GUARDIAN CONTACT**- Educators should make frequent contact to build relationships and increase student support. Teachers are expected to make one positive contact per week and contact struggling students as needed (see grading).

## **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**- By the first day of school, 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 and grading should reflect **learning**. Grades are a report to the parents and the student indicating the students’ progress and understanding at that specific time. The job of assigning grades should receive appropriate time and attention from the teacher (minimum of one grade per week). The following is a suggested grading scale

<u>Letter Grade</u>	<u>Numerical Value</u>	<u>Letter Grade</u>	<u>Numerical Value</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 are also expected to have a minimum of one grade in the grade book on a weekly basis. No one assignment should be worth so much that it fails a student (finals should be worth no more than 10% of the total grade).

Teachers that contact parents and let them know 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 throughout 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 letter sent home.

## **COMPUTER LAB USAGE**

All lab use will be scheduled through the Librarian in the Library. He/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 jump drive 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**

Notify building administrators

Utilization of Ready Sub (please be familiar with the process of using the website or app. Lesson plans and other information can be uploaded for the sub or hard copies should be left on desk.

<https://www.readysub.com/>

Please leave the substitute lesson plans with the Attendance Secretary whenever possible. It would be wise to make available a “generic” lesson plan in the event of an untimely absence from school. In order to facilitate order in your classroom during your absence be sure to furnish the substitute with clear and definite assignments. Also, you need to leave in an obvious place a “substitute folder” with these recommended items:

1. Seating Chart
2. Emergency Contact Numbers
3. Daily Schedule
4. Location of books, A.V. equipment, etc.
5. General expectations and classroom rules
6. Name and room number of a colleague who might help the substitute teacher
7. Name of a trustworthy student in each class

## **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 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, found in the Shelley School District Policy Manual.
- ❖ 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.
- ❖ Ensure fees are collected for spirit packs, pay to play, extra tournament fees, etc.

**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 an accident report and file it with the principal.

**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, found in the Shelley School District Policy Manual.

**CPR/FIRST AID**- All coaches, including assistants, MUST be CPR/First Aid trained, up to date on IDHSAA guidelines.

## Shelley School District #60 Athletic Consent Form

We give our consent for \_\_\_\_\_ to participate in organized high school athletics, realizing that such activity involves the potential for injury, which is inherent in all sports. I/We acknowledge that even with the best coaching, use of the most advanced protective equipment and strict observance of rules, injuries are still a possibility. On rare occasions these injuries can be so severe as to result in total disability, paralysis or even death. I/We acknowledge that I/We have read and understand this warning. This consent includes travel to and from athletic contests and practice sessions. I further consent to treatment deemed necessary by physicians designated by school authorities for any illness or injury resulting from his/her athletic participation. My participation in interscholastic athletics for the above school is entirely voluntary on my part, and with the understanding that I have not violated any of the eligibility rules and regulations of the state association.

### TRAINING RULES

The coach can set rules for training as long as they do not conflict with school policy. Athletes are, because of their exposure to the public, ambassadors of the School District. The schools are often judged by the members of the community and in other communities by the actions of the young people who represent them in the athletic area. This is a weight, but nonetheless real, responsibility that we place on the shoulders of our young people. Because of the representative role that our athletes must naturally assume, and because athletic programs are optional, it is expected that all athletes, both boys and girls, will adhere to certain minimum standards of behavior and scholarship as established by the Board, the building administration, and the coach.

Violation of these standards at any time during the sport season in question shall be considered in two categories to be defined as:

### MAJOR OFFENSES:

- a) Sale, use, or possession of drugs, alcohol, or tobacco, b) Felony offense, c) Petty theft, d) Other serious disruptive acts or repeated minor offenses

**MINOR OFFENSES:** All disruptive actions not listed above to include but

not limited to:

a) Unsportsmanlike actions; b) Insubordination; c) Violations of other rules and regulations as established by the coach and/or the building administration.

**Those individuals found to be guilty of violating the behavior standards shall be dealt with in the following manner:**

**Minor offenses should be handled by the coach and/or the building principals.**

**Major offenses are to be reviewed by the coach and principal.**

**First Violation: Suspension for 20% of the season's scheduled games meant to be not less than one game. Students are expected to practice with teams during the suspension period.**

**If the offense occurs with less than 20% of the present season remaining, the suspension will then carry over to the next sport season in which the athlete participates. If the violation occurs between sport seasons, the 20% suspension will then carry over to the next sport season in which the athlete participates**

**Second Violation: Suspension from all activities for the remainder of that school year with forfeiture of all awards gained during that season.**

**If there should be subsequent violations, they will be treated the same as a second violation. In the instance of extreme violations (such as felonies) any of the above steps may be bypassed.**

The above penalties and standards are to be considered as minimum only. Coaches and administrators may set more rigid standards of conduct and dress, and they may take more serious action as the circumstances indicate.

It shall be the responsibility of the principal or his designee, to see that every athlete has on file in the individual's school office a letter signed by him/her and the parents indicating knowledge of these regulations.

**We have read the training rules.**

**Parent or Guardian**

\_\_\_\_\_ Date \_\_\_\_\_

**Athlete**

\_\_\_\_\_ Date \_\_\_\_\_

## **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 10 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 committee 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 within 24 hours may be classified as truancy also. Truancies are handled by the administration and the discipline may include; Detention, Saturday School, Out of School Suspension, and Referral to the Board.

### **Tardy Policy**

A tardy is when a student is not in his/her 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 those students who are not making progress to the building administrators for help in 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 is also valid. The difference is teachers may reward students for good attendance and punctuality, but they cannot create a practice or procedure to punish a student via his/her 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 for each requested purchase.
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 to purchase” into the Principal for code and signature.
4. No orders via telephone or postcards! If you fail to order items following the correct procedures, the responsibility for payment will be yours.
5. If you would like to pick up an order with a Purchase Order yourself, notify the Business Secretary at the time you submit the request. He/she will notify you when the Purchase Order is ready. After you have picked up the merchandise, bring the sales slip back to the Business 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 the Business Secretary.
2. Fill out the purchase order as completely as possible and acquire the necessary authorization signatures from the Principal and the advisor.
3. The Business Secretary 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 advanced approval. Unapproved purchases with personal funds will not be reimbursed.
5. Obtain a tax-exempt certificate from the Business Secretary 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.**