

St. Bernard-Elmwood Place Jr./Sr. High School Teacher
Handbook
2008 – 2009

St. Bernard-Elmwood Place School District Mission Statement

**“Where all students are challenged to learn and
inspired
to dream”**

St. Bernard-Elmwood Place High School Mission Statement

The St. Bernard-Elmwood Place Junior/Senior High School educational team, in partnership with families and community members, work to provide the opportunities so that each student develops the skills, knowledge, and leadership abilities which will enable him/her to improve and become a productive member of society, an informed and responsible citizen, and a lifelong learner.

St. Bernard-Elmwood Place High School

4615 Tower Avenue, St. Bernard, Ohio 45217 · 513-4825-7100 phone · 513-641-4878 fax ·
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Mr. Brian Connors, Principal, bconnors@sbepschools.org

Mr. John Estep, Assistant Principal, jestep@sbepschools.org

St. Bernard-Elmwood Place High School
FIRST WEEK PROCEDURES
2008 - 2009 School Year

BELL SCHEDULES

Teachers - Consult your handbook for the various bell schedules (the last page in this section). We will be on the following schedules for the remainder of the week:

CLASS MEETINGS – Wednesday August 20, 2008 & Thursday August 21, 2008

Wednesday August 20th

Grade 12 10:10 – 10:30
Grade 11 12:30 – 12:50
Grade 10 1:20 – 1:40

Thursday August 21st

Grade 9 8:15 – 8:35
Grade 8 9:10 – 9:40
Grade 7 10:05 – 10:35

*(see forms section for agenda)

St. Bernard-Elmwood Place Junior/Senior High School

FACULTY LIST

2008 - 2009

ADMINISTRATION

COUNSELOR

Principal Brian Connors Don Delotell

Assistant Principal John Estep

FACULTY

VISUAL ARTS

Nancy Anderson

FOREIGN

LANGUAGE

Judy Witt

HEALTH/PHYSICAL

EDUCATION

Scott Hughes

LANGUAGE ARTS

Kim Adleta

Nicole Ewing

Alisa Fisher

Mike Radtke

Danielle Volk

MATHEMATICS

Steve Frisby

Kris Niehaus

Pamela Pahls

Leslie Pembaur

Karen Underwood

Kellie Young

PERFORMING ARTS

Andrew Critzer

Melanie Holten

SCIENCE

Jim Herrman
Michael Osborne
Gayle Pope
Mary Kay Powell

SOCIAL STUDIES

James Erdman
Chris Reichardt
Ross Shaw
John Wilson

SPECIAL ED.

Cara Concannon
Holly Elliott
Melissa Giese
Megan Hamm
Lindsey Kellerman

THERAPIST

Katie Smith

GRADS

Bonnie Beckman

AIDES

Christy Barlow
Joetta Hatton
Anita Schumacher
Shelly Rack
Pat Woodrum

COMPUTER TECH.

Joyce Burlew
Mary Galster

READING

Jody Martin

ALT. SCHOOL (ISS)

Chris Anderson

SECRETARIES

Barbara Blair
Crystal Brinck
Dianne Statt

MEDIA CENTER

Sherry Bode (Study
Hall)
Susan Cranley

ST. BERNARD-ELMWOOD PLACE HIGH SCHOOL-JUNIOR HIGH
SCHEDULE

TIME SCHEDULE – 2008-2009 SCHOOL YEAR

T.A. Period 8:00 a.m. – 8:10 a.m. LUNCH SCHEDULE BELL FOUR

1st Period 8:14 a.m. – 9:03 a.m. A Lunch 10:49 – 11:19

2nd Period 9:07 a.m. – 9:56 a.m. B Lunch 11:18 – 11:48

3rd Period 10:00 a.m. – 10:49 a.m. C Lunch 11:47 – 12:17

4th Period 10:53 a.m. – 12:17 p.m.

5th Period 12:21 p.m. – 1:10 p.m.

6th Period 1:14 p.m. – 2:03 p.m.

7th Period 2:07 p.m. – 2:58 p.m.

SNOW SCHEDULE – TWO HOUR DELAY

Warning Tone 9:55 a.m.

T.A. Period 10:00 a.m. – 10:10 a.m.

Periods 1, 2 or 3 10:14 a.m. – 10:49 a.m.

EXTENDED T.A. SCHEDULE

T.A. Period 8:00 a.m. - 8:30 a.m.

1st Period 8:34 a.m. – 9:17 a.m.

2nd Period 9:21 a.m. – 10:03 a.m.

3rd Period 10:07 a.m. – 10:49 a.m.

ELMWOOD PLACE BUS PICKUP

Breakfast Bus-6102 Highland Ave. (Church parking Lot) 7:20 a.m.

2nd Stop past corner of Highland & Locust-1st driveway 7:23 a.m.

Breakfast Bus-6106 Elmwood Ave. (on city park side) 7:20 a.m.

2nd Stop-before Chestnut & Linden-at 25 mph sign 7:24 a.m.

Regular Bus-6102 Highland Ave. (Church parking lot) 7:40 a.m.

2nd Stop-past corner of Highland & Locust-1st driveway 7:43 a.m.

Regular Bus-6106 Elmwood Ave. (on city park side) 7:40 a.m.

2nd Stop-before Chestnut & Linden-at 25 mph sign 7:44 a.m.

A. ACCIDENTS OR INJURIES

All accidents and injuries must be reported to the office/school nurse via your classroom

phone. Please remain with the student/staff member involved, if at all possible.

The

nurse will provide you with an accident report form that must be completed and returned

by the end of the day.

B. ANNOUNCEMENTS

Announcements will be read during T.A. and at the end of the school day. If you need an

announcement read, please fill out the proper form (in the main office) and submit it to

Mr. Conners prior to the dates it needs to be read.

C. ASSEMBLY PROCEDURES

During assemblies, all teachers will be expected to supervise students and

correct any student demonstrating undesirable behavior. Most student behavior problems in assemblies are the result of poor supervision. Students seldom misbehave when a member of the staff or the administration is observing. For this reason, teachers must be present during all assemblies. Faculty members are expected to sit with the student body and to supervise them, or may be assigned other supervisory duties.

D. ATTENDANCE PROCEDURES

ATTENDANCE WILL BE TAKEN EACH T.A., BY THE T.A. TEACHER.

1. It is the teacher's responsibility to take attendance. DO NOT delegate this responsibility to a student.
2. Enter attendance in the computer and submit to the attendance office as soon as TA begins. All attendance should be submitted no later than 8:10 a.m.
3. If a student is late for TA, send him/her to the attendance office for a tardy slip. Submit his/her name as absent. If a student comes to TA with a pass from another teacher and is not tardy, please let the attendance office know that the student is not absent.
4. All substitute teachers will pick up a TA listing sheet in the main office from Mrs. Statt. Attendance will be taken using this sheet and should be sent to attendance office by 8:10 a.m.
5. Teachers are required to take attendance every bell and submit on line to the attendance office.

E. ATHLETIC ELIGIBILITY

In grades 9 - 12, a pupil must have been in school and received credit during the preceding grading period in subjects which count five or more credits per year toward graduation. All 9th grade students are eligible for 1st Quarter.

Each grading period a seventh or eighth grade student must pass 75% of those subjects that meet five days per week or its equivalent, to be eligible for the next grading period.

All 7th graders are eligible for 1st Quarter.

F. CLASSROOM SUPERVISION

Each teacher is expected to supervise his/her own classroom students at all times. Each teacher is legally responsible for the students assigned to him/her each period of the day.

Do not leave students unattended in classrooms or study halls. Students should never be left alone, unsupervised, in the classroom. If an emergency occurs and you must leave your classroom, please call the office.

G. DISCIPLINE

CLASSROOM MANAGEMENT

Teachers are expected to effectively manage their classrooms. Students should be actively engaged in the lesson.

Teachers are expected to address everyday problems such as talking, lack of attention, failure to remain on task, incomplete or neglected homework, noise making, name calling, and other minor disruptions. It is important to contact parents when students demonstrate inappropriate behavior or fall behind in their studies. It is also important to call parents to celebrate student successes.

GENERAL DISCIPLINARY GUIDELINES

1. Approach discipline using APL effective teaching skills. Be proactive, consistent and fair. Guide students to be self-disciplined, and encourage them to set a task and see it through. Do not assign detentions. Instead, assign seminars to practice the proper behavior.

2. Maintain a respectful environment. Treat students with respect and insist they treat you and each other with respect.

3. Maintain the student's dignity. Do not set them up by embarrassing or ridiculing them. Do not use sarcasm. Try to leave students with a face-saving out in order to defuse situations.

4. Eliminate the causes of misbehavior. The teacher has the power to alter numerous conditions within the classroom that might lead students to misbehave, e.g. attractive nuisances, seating, or assignments or tasks that fail to meet the individual differences and needs of students.

5. Do not put children in the hall. They have no supervision and could disrupt other classes, injure themselves, or leave the area.

6. Do not weaken your authority by sending students to the office for minor infractions.

If a student is sent to the office, the administration of disciplinary action becomes the province of the administrator. Always send a referral. If it is not feasible to write a referral, call and inform the administrator of the situation. Also, I ask that you make a phone call to a parent within twenty-four hours of sending a student out of your classroom.

H. EDUCATIONAL/SOCIAL SERVICES

Guidance, therapy and counseling services are a vital part of the day to day operation of the school.

Counselors, along with the school psychologist and therapist, address many aspects of the student's life. Comprehensive testing, career counseling, personal counseling, college planning, and vocational counseling are just a few of the opportunities which the department provides. Teachers may refer students to the school psychologist through the counseling department. Referrals to the therapist may be made by completing a referral form. Teachers are encouraged to discuss classroom performance, behavior problems and student attitudes with the counselors and therapist. This exchange of

information is
beneficial to the student in need of services.

I. EXTRA-CURRICULAR SPONSORS

It is the responsibility of each sponsor of any extra-curricular activity to provide the necessary supervision required for the student with whom he/she is working. The sponsor should take special care to maintain the condition of our school facilities during after-school use. Doors should be locked (both inside and outside) and lights turned off in areas that have been used by after-school organizations

J. FACILITY USE

With the exception of your classroom, use of any school facility, after or during school hours, must be approved by the principal. The sponsor of any group using the facility is in charge and must be present for the usage of the requested area. Proper conduct and dress must be adhered to at all times. Coaches should give particular attention to turning off lights and locking doors after practice sessions (do not assume a custodian will be there to take care of this). All areas should be left clean and orderly.

K. FACULTY MEETINGS

All faculty members are expected to attend scheduled monthly Faculty Meetings, as well as any unscheduled meetings which may be called in case of emergency. All teachers are expected to remain until meetings are concluded. All coaches and teachers supervising other activities must either reschedule practices or arrange coverage by a non-high school assistant coach. You must contact the principal prior to the meeting if this is not possible.

L. FIELD TRIPS

A. SCHOOL SPONSORED

1. Requests- Forms can be obtained in the main office. Complete (including bus request) and file with principal at least two weeks prior to the trip.

A. Field trip purpose must be directly related to the curriculum.

B. No more than one field trip per subject per year.

C. Field Trips should be scheduled and approved prior to April 15. No trips should be scheduled during the month of May or June without the permission of the principal.

D. Buses are available for education trips between 8:15 a.m. and 2:45 p.m. and educational and/or athletic trips evenings after 4:00 p.m.

E. Requests must be completed in duplicate and returned to Mrs. Statt (Main Office) three weeks prior to the date of the trip. Upon approval a copy will be returned to you as confirmation, indicating the driver assigned.

F. Requests shall indicate correct destination. Directions should be obtained by person requesting the trip.

G. Buses must leave the destination early enough to allow sufficient time for the return trip.

H. Sponsors are also responsible for publishing a list of those students going on the field trip (email is the best way to accomplish this) (3) three days prior to the trip.

I. Substitute teachers will be employed when deemed necessary. (No more than one per day).

2. Chaperones and Sponsors-There must be at least one certified adult chaperone per bus on each trip. The faculty sponsor must be present when students are loading and unloading the bus upon departure and returning.

A. Responsibility of student behavior rests upon the school sponsor and chaperones on extra-curricular trips. Only in difficult situations should the bus driver be concerned with student control.

B. It is recommended that the chaperone sit in the back of the bus to more effectively monitor student behavior.

B. NON-SCHOOL SPONSORED

The St. Bernard-Elmwood Place Board of Education does not encourage participation in unauthorized trips sponsored by individuals or organizations. The Board does not assume responsibility for such trips. Furthermore, the Board of Education does

not and
cannot warrant, guarantee, or take any position as to the reliability of any
individual or
organization that sponsors and solicits students to participate in unauthorized
trips. Such
trips are not school sponsored activities, and students who participate in them,
and
parents who authorize student participation, take full responsibility for any
consequences
that arise from such participation.

No individual or organization that sponsors or organizes unauthorized trips, or
any agent
of that individual or organization, may solicit students to participate in such trips
and/or
any other activities related thereto, while on school property, or through the use
of any
school communication systems.

Teachers employed by the Board of Education who solicit students to participate,
and/or
any other activity related thereto, in trips sponsored by themselves, individuals or
organizations are acting outside the scope of their employment or official
responsibilities
as teachers of the St. Bernard-Elmwood Place School District, and are doing so
without
board permission or endorsement.

M. FUNDRAISING

The Principal must approve all fund raising projects before the projects are
undertaken.
A description of the fund raising project, as well as its goals and purposes, must
be
submitted before the Principal grants approval. Do not make any agreement with
a
company representative before obtaining permission for the fund raising project.
Do not
assume that fundraisers done in past years will be automatically approved.

N. GRADES

Each grade a student earns must be justified and verified by the teacher.
Students should

have access to their grades upon reasonable request. The record book should not be left open or unattended for students to peruse. All grades should be entered every five days in Progress Book.

Teachers should discuss grades and averages with both students and parents and carefully indicate justification for each grade. There is no valid reason to withhold grades from a parent or student upon reasonable request.

GRADING SYSTEM: 7-12

A = 92 - 100

B = 83 - 91

C = 74 - 82

D = 65 - 73

F = Below 65

Teachers should offer students the opportunity to “build” an average through a variety of assessments during the grading period. At the beginning of the year students should be instructed with regard to academic expectations. Students should be exposed to a variety of activities and teaching methods. Grades should not be reduced to a form of discipline, unless cheating or stealing of materials for a project is evident. Teachers, with the approval of the building principal, may force average grades based upon improvement..

GRADE CARDS & PROGRESS REPORT

Grade cards and mid-term progress reports are issued each quarter. Make certain you meet the established deadlines.

Unsatisfactory Progress Notice: The parents of each pupil who is making unsatisfactory

progress must receive written notice at the middle of the grading period. The notice must suggest ways parents can help.

If, after the mid term notices are mailed, a student shows signs of failing, parents must be notified either by mail or by phone. Please document this notification.

Every effort must be made to keep parents informed of students who are failing.

IF NO NOTICE HAS BEEN HANDED TO OR MAILED TO PARENTS, THE PUPIL MAY NOT BE ISSUED A FAILING GRADE.

Section 8/45

O. HALLWAY SUPERVISION

During the change of classes, teachers should station themselves in the hallways to help supervise students in the halls. When each teacher assumes a supervisory role in the hallways, each period, this tends to reinforce individual effort and contributes to the well-being of the entire school. Please do your share – be a part of the team by insisting on proper behavior in the halls, cafeteria, and restrooms.

The hallways of a school are often the only contact that much of the local community and most visitors have with the building outside of the office, gymnasium, and commons areas. Therefore, the condition of the halls and procedures for passing between classes become very important factors in creating the opinion many people have of the job we are doing as a faculty.

- A. Students are not to loiter in the halls or in the restrooms.
- B. Each teacher will provide supervision wherever he/she might be. Don't be afraid to become involved – even if away from your classroom.
- C. During class time, no student is to be in the hall without their own personal, properly signed and dated hall pass showing a destination and time of departure.
- D. All students are to be out of the building by 3:15 p.m.

Exceptions: Students may remain in the building after this time if engaged in a supervised activity directly under the supervision of a teacher. They are to be with the teacher in the specific area of activity, and not loitering in the halls. For those teachers engaged in special activities after school, please make sure that students under your direction are out of the building before you leave.

P. HOMEWORK ASSISTANCE/TUTORING

Daily supervised study and tutoring is available to students after school in the Media Center. Encourage students to attend. Bus transportation is provided for Elmwood students on Tuesdays and Thursdays.

Q. IMPORTANCE OF STUDENT ACCOUNTABILITY

It is extremely important to start the year out right as far as checking attendance and preventing tardiness. Making sure that your class starts on time is your responsibility. From the very outset, if you do not permit students to wander into your class late, you will be in control of the situation. If you are lax in this matter, you will be plagued with problems throughout the year. In addition, you will be failing in your responsibility to your fellow staff members and the school.

We must have uniformity of action in checking attendance and preventing tardiness. Accurate daily class attendance is necessary so that accurate grade reports may be issued to parents each quarter.

R. INITIATIONS

All hazing is prohibited by the Ohio Revised Code. Any induction must be of a ceremonial nature, and should not cause disruption in the school.

S. INTERNAL SUBSTITUTION

Substitutes shall be employed, when available, for classroom teachers who are absent

from their assigned class(es). After reasonable effort has been made to secure a substitute teacher, and no substitute is available, another employee may be used to cover the assigned class of the absent member. This process shall be called "internal substitution". The administrator of the building to which that member is assigned shall secure the employee(s) for internal substitution.

T. KEY ASSIGNMENTS AND USE

1. Teachers or custodians are not to lend keys to students at any time.
2. There are strict rules against having new keys made by unauthorized personnel.
Mr. Conners will arrange for having new keys made, if needed.
3. For security reasons, teachers are to exercise care at all times so that keys are not misplaced or stolen.
4. Contact Mr. Conners immediately if your keys have been misplaced or stolen, or if you have some other emergency key situation.

U. LEAVING SCHOOL GROUNDS

Under no circumstance is a student to leave school grounds without receiving permission from the office of the principal, assistant principal, or school clinic. A student will not be sent home for any reason during the school day without first getting permission from the parent or guardian.

V. LESSON PLANS

Teachers are required to make and keep lesson plans for their own use, and that of a possible substitute. These should be prepared in duplicate by Friday covering the next week's work. One copy is to be turned in to the office by Monday morning prior to the start of first bell (8:00 a.m.). Lesson plans may also be completed electronically and submitted to the proper administrator via email prior to first bell on Monday morning.

Lesson plans must be coordinated with the graded course of study and the Ohio Academic Content Standards for each class taught.

Purpose:

- A. Should be used as a guide to all learning activities taking place in the classroom.
- B. Should provide tangible evidence of planning and organization in the classroom.
- C. Assure accountability.
- D. Can be used by teacher for self-evaluation and student evaluation.

Content:

1. Reference the specific Benchmark(s) and Indicator(s) being taught from the Academic Content Standards.
2. Long range objectives – goals for the course or the skills to be taught.
3. Short range objectives – a brief outline of day-to-day classroom experiences.
4. An indication of the use of field trips, resource materials, or people.
5. Should indicate textbooks used or supplementary materials.
6. Instructional techniques should be indicated, e.g. lecture, small group work, guided practice, etc.
7. Plans should be flexible enough to provide time for discussion pertaining to the subject matter or area according to the interests and/or needs of the students.
8. Indicate time for review and/or drill.
9. Indication of assessments and should include a copy of any and all tests for that week.
10. Should include indication of all teacher responsibilities, such as duties and assignments.

W. LUNCH SCHEDULES

First semester lunch schedule is posted in the forms section of this Handbook.

X. MAIL

Check your mailbox and email at least twice per day and provide responses in a timely fashion. It is best if you make a habit of checking before, during and after school. Keep mailboxes clean of outdated material, flyers, etc.

Y. MAINTENANCE

Any request for repair or maintenance work should be made to John in writing.

A. MAINTENANCE OF SCHOOL BUILDING

1. The custodial staff does an excellent job of maintaining the building. Please help by closing windows and turning off lights at the end of the day.
2. Each activity sponsor is responsible for the care and security of the building during and after school events. Only for special events approved in advance by the principal will students be allowed in the building after 6:00 p.m.

B. MAINTENANCE OF CLASSROOM

1. The teacher is responsible for cleaning or having cleaned desks, tables, and cabinets. Waste paper on the floor should be picked up every period.
2. Keep bulletin boards up to date.
3. Please check the tops of desks and library tables daily. If they are damaged by writing or scratches, report it to the office. Ascertain who is responsible for the damage if possible and report the name to the assistant principal's office.
4. Windows should be closed when the teacher leaves at the end of the school day.
5. When leaving your room for any extended time, please lock your door.
6. Please notify the office of any physical problems within your room. Proper repair will be made promptly.
7. Teachers and students are not to remove or exchange any school furniture or equipment unless authorized to do so by the principal.

Z. PARENT-TEACHER CONFERENCES

September 25, 2008

February 24, 2009

October 1, 2008

February 26, 2009

AA. PERSONAL DAYS(EMERGENCY LEAVE POLICY)

Upon application to the superintendent, days shall be granted in any school year for special business that cannot be carried out other than on a regular work day.

To obtain these days without loss of pay, approval must be obtained before the absence occurs when possible.

These restricted special leave days shall be available to all certificated personnel in the school district.

Special leave days shall not be used immediately preceding or immediately following a vacation or a holiday unless taken without pay.

Special leave is not to be considered vacation time, but is for emergencies and special events. Therefore, employees are expected to use the days judiciously. The filing of a false statement by an employee shall be considered by the St. Bernard-Elmwood Place Board of Education as grounds for disciplinary action in such form and manner as the board may deem advisable.

Each certificated employee may be granted three (3) days of special leave per contract year, with full pay, for reasons that are not covered by sick leave, but that are listed below. An employee may accumulate unused special leave to a maximum of four (4) days in any one contract year. This would mean that the maximum number of days to be accumulated from the previous year would be one (1), if no special leave days were granted during the previous year, and that one (1) added to the three (3) days from the current contract year could make the employee eligible for a maximum of four (4) special days in any one contract year. Such special leave is not charged against the employee's sick leave but is charged against employee's yearly absence record. (Requests need to be listed as personal business, in reference to reasons listed below.)

Each certificated employee may be granted one additional emergency leave day per year, without pay, with approval by the superintendent.

The superintendent shall approve requests for the following purposes:

1. Religious Holidays
2. Graduation ceremonies for immediate family
3. Anniversaries, reunions, weddings and wedding arrangements
4. Honeymoon
5. Illness or death beyond sick leave restrictions
6. Travel difficulties with satisfactory explanation
7. Visiting an institutionally confined relative or personal friend
- 8 . Moving and/or visiting for possible relocation with written satisfactory explanation
9. School or college visitations for immediate family members who are considering the school for enrollment purposes and are not currently enrolled in that school
10. Attend school, church or community related programs and contests in which member of the immediate family is participating
11. Emergency home repairs
12. Educational advancement activities with written satisfactory explanation
14. Emergency veterinary services
15. Nonrestricted emergency day without pay

BB. PURCHASE ORDERS AND REQUISITIONS

1. All members of the faculty should be aware that any item to be purchased must first be approved by the building principal and a purchase order requisition must be completed and signed.
2. Any member of the faculty who orders materials without approval and a signed purchase order is, in effect, purchasing those materials out of their own personal funds.
3. Make sure that you put all material requests in writing to the principal.

CC. POSTERS

Anything that will be hung in the hallways or anywhere else in the school outside the classroom must be pre-approved by an administrator. Once approved, it may be displayed until the date of the event then removed by the party posting it.

DD. PTA

Please offer positive support to our PTA. Put the teacher in PTA by being active, visible, and present. The programs and scholarships provided and funded by our PTA

are well-intentioned and educational. They deserve our support and encouragement.

EE. REPORTING CHILD ABUSE OR NEGLECT

Ohio Revised Code Section 2151.4231 (A) (1)(a) No person described in division (A)(1)(a) of this section who is acting in an official or professional capacity and knows or suspects that a child under eighteen years of age or a mentally retarded, developmentally disabled, or physically impaired child under twenty-one years of age has suffered or faces a threat of suffering any physical or mental wound, injury, disability, or condition of a nature that reasonably indicates abuse or neglect of the child, shall fail to immediately report that knowledge or suspicion to the public children services agency or a municipal or county peace officer in the county in which the child resides or in which the abuse or neglect is occurring or has occurred.

Child abuse and neglect must be recognized and reported. Children must be protected and the perpetrators of abuse and neglect held accountable. Parents have the right to care for their children and children have the right to grow up to realize their potential. These rights must be protected.

If you suspect child abuse or neglect, please immediately go to a Guidance Counselor in the building FIRST. Together you will contact Children Services.

FF. SEATING CHARTS

Teachers should make a seating chart for each class period. It is not necessary that students sit in assigned seats after attendance has been checked, but it is important for substitute teachers to have both an accurate class roll and a seating chart. The teacher's record book and seating chart should be placed in a convenient location for substitutes in

the event of absence.

GG. SCHOOL BASED HEALTH CLINIC

The St. Bernard-Elmwood Place Schools School-Based Health Center is located at 403 Oak St., Elmwood Place. It provides assistance to families in caring for their children's physical, dental and behavioral health. Utilizing the services of a pediatrician, nurse practitioner, case manager and health aide, the program provides care to children at the district's two elementary schools and junior/senior high school. The pediatrician is available for appointments for routine physicals, diagnosis of acute health conditions, monitoring of chronic conditions, evaluation and treatment of minor injuries, immunizations and other physical health care. The Social Worker helps families to access available services and community resources that meet any social, emotional or health issues. The Social Worker will guide parents through getting the needed services and provide support in maintaining the service. Enrollment in the Health Center is continuous and parental consent is required for care, except in the case of emergency care. The phone number is 482-7139 or 641-0169.

HH. SIGN-OUT PROCEDURES

If a teacher needs to leave anytime during the school day they are asked to sign out with the front secretary on a sign out sheet. They will give a written reason why they are leaving the building. An administrator can check the sheet and may ask the teacher to limit some types of reasons for leaving the building.

II. STUDENT VISITS

Guidelines for all student guests to St. Bernard-Elmwood Place Jr./Sr. High School are as follows:

1. No students, regardless of where they are from, will be allowed to shadow our students.
2. No students will be permitted to visit without a prior appointment.

JJ. STUDY HALL REGULATIONS

1. Students should enter the media center quietly and on time, take assigned seat immediately, and work throughout the entire period.
2. Study hall monitors are to assign each student to a specific seat in the study hall. Charts of these assignments are to be maintained.
3. The study hall monitors (not a student) is responsible for taking attendance each day. No student is to be permitted to leave to see a teacher, go to the Media Center, or elsewhere until roll has been taken.
4. Students should be in their seats when the bell rings and remain in their seats until the end of the period.
5. Students are not to be granted permission to go to their lockers, restroom, drinking fountain, or pop/candy machines. In others words, passes for those reasons should be discouraged in the same manner as for classes. Adequate time is allotted between classes for those purposes and high school students should be able to adjust to this routine. The goal: no deviations except in emergency situations.
6. If a student wishes to see a teacher during that teacher's prep period, they should obtain a pass from their teacher in advance and then present it to the study hall teacher at the beginning of the study hall period. This pass should be obtained before school, after school, during class, or during the time between classes.

7. There is to be no eating or drinking during study hall period.
8. Students are not to deface desks or tables.
9. Because it is a school rule, the use of headphones, personal stereos, cell phones, etc. are not permitted.
10. There will be no talking.
11. Study hall is termed as such for a reason: it is designed to provide students a quiet time and place to concentrate on homework and studies. Students are expected to work productively and quietly throughout the period; it is not to be used for a social hour or a time to sleep.
12. Refer to the student handbook for other applicable rules.

KK. SUBSTITUTE FOLDER

Please include seating charts for every class and any information you believe will be helpful to your substitute. These folders need to be updated each semester. Please include the roster of students in your T.A. and for each class period for attendance purposes. There must also be a copy of a discipline plan for your classroom (how many tardies for a detention, minor infraction and what your policies are, etc.)

LL. TEACHER ABSENCES

If a teacher finds he or she will be unable to attend school on any day, the teacher should request that a substitute teacher be obtained. Please use the following procedure:

Calling in sick:

- Call Mrs. Crystal Prather at 641-2247
- Teachers are to call personally unless physically unable to do so.

Calling for an emergency personal day, i.e. a situation arises out of your control (adhering to Master Contract procedures):

- Call Mr. Conners/ Mrs. Prather

If you need coverage during the school day, please attempt to contact Mr. Conners first.

If he is unavailable, contact Mr. Estep, then Mr. Delotell if necessary to obtain coverage for the work you must miss.

For personal days, fill out the proper personal day form and submit to Mr. Conners via his mailbox. Personal day forms may be obtained from the main office. Mr. Conners will then determine whether it is approved and notify you of the status.

After an absence from school (either sick or personal) a Substitute Feedback form will be given to you via your mailbox. The substitute who covered for you will have the first half of the form completed; please fill out the remainder of the form and submit to principal. This communication loop is imperative in selecting the best substitute teacher possible for our classrooms when teachers must be out of the building.

All coaches who are ill and unable to come to work should have a procedure for covering their games or practices. This is the individual coach's responsibility. In the event of emergency situations, the athletic director should be contacted.

MM. TEACHER DUTY TIME

Junior/Senior High School 7:30 a.m. – 3:15 p.m.

Teachers are expected to be in their assigned areas at 7:30 a.m. ready to receive students.

They should also help in the supervision of the hall behavior during this time.

Teachers are able to leave the school building at 3:15 p.m. Please remain at any assigned duty until that time. If there are no duties assigned on that day, remain in the building

and accessible for students, parents, or other emergencies until that time.

NN. TEACHER EVALUATIONS

Forms for teacher evaluation are at the end of this handbook. Details will be discussed in future meetings.

OO. TEXTBOOKS

The issuance of textbooks to individual students is the responsibility of the teacher. All teachers will register the book number and condition of the book on their textbook assignment form. Requests for additional texts should be directed to the principal. We all need to “tighten up” on the distribution and record keeping of books and materials. The attitude of students has become far too casual – many thrown away, etc.

1. Textbook Assignment Form

- i. In all cases, a full record of issuance is to be made for every book issued to a student.
- ii. All textbook assignment forms are to be kept by teachers until students check in the books at the end of each semester or upon withdrawal from school.
- iii. Books may be collected at any time to be inspected and fines levied where appropriate.
- iv. This form will be turned in at the end of each semester.

2. Book Fines

The ultimate goal of book repair and fines is to teach students to care for public property and to take pride in keeping it in good condition. If one teacher fines according to the schedule and the next one does not, the student will object. Therefore, consistency is crucial.

The following suggestions are given to assist you in cleaning and repairing textbooks and levying fines for misuse:

- i. Delinquent Obligation Forms should contain the name of the book, the number of the book, the amount of the fine and the student’s name and grade level.
- ii. Each student is to clean and repair their book and keep it covered. They

should erase pencil marks and dirt on pages, mend small tears, especially the front and back pages. Please do not try to erase ink spots.

- iii. Do not try to mend a large tear. Mark such pages with a slip of paper.
- iv. Do not glue backs of books. Improper gluing creates damage that cannot be corrected.
- v. Do not permit the use of scotch tape for mending. This tape reacts to weather and causes damage in excess of the original.
- vi. Books that contain exercises are often marked with pencil. Check carefully all such pages. A book with marks that cannot be completely erased so that answers are invisible must be condemned.
- vii. Students must not be permitted to carry pencils or any excessive amount of paper in their books. Please supervise this carefully.

3. Book Fine Scale

- i. New Book = Full Value
- ii. 2nd Year = $\frac{3}{4}$ Value (Good Condition)
- iii. 3rd Year = $\frac{1}{2}$ Value (Good Condition)
- iv. 4th Year = $\frac{1}{3}$ Value (Fair Condition)
- v. 5th Year = $\frac{1}{4}$ Value (Fair Condition)

4. Binding Damage

- i. New Book = \$5.00
- ii. Other Books = \$2.50

5. Markings on Books

- i. Exterior Markings = \$1.50
- ii. Interior Markings = \$1.50
- iii. Torn Page = .10 per page

6. Inspection of Books

Our book rebinding program depends entirely upon careful inspection of textbooks by each teacher. Any misuse must be charged according to the fine list.

We cannot issue well-kept books to you without sufficient payment to cover damages, misuse, and/or loss.

7. Signing Loan Agreement

All classroom teachers will have students sign in ink the front of all board-owned textbooks.

Do not permit students to write any comments as to the condition of books. This

should be noted by the teacher on a separate textbook assignment form filed for teacher's use in determining fines.

PP. USE OF LIBRARY

1. All library passes are to be issued by the classroom teacher. Do not put more than one name on each pass.
2. No student may enter the library without a library pass except before school, after school, or at lunch.
3. Students are liable for fines or replacement cost if the book is damaged or lost.
4. Students who do not conduct themselves in an appropriate manner will be removed from the library and may be denied further privileges.
5. There are to be no restroom, drinking fountain, or locker privileges from the library without a pass from the librarian.
6. Students must report directly to the library. No delay is authorized or approved either going or coming.

RESPONSE TEAM PROTOCOL

The following is the plan of action for teacher self-care and classroom coverage when a fight breaks out.

1. If a (T) precedes your name, you must listen for the location of the disturbance. You will be responsible for going to that classroom, talking to the teacher, and discerning whether he/she needs time away from the scene. If so, you will be available to him/her for as long as is necessary.
2. If a (C) precedes your name, you must listen for teachers names who are being called to the scene. You are responsible for going to a classroom and covering that class until the teacher returns.
3. If there are more teachers available please be prepared to follow the above

plan

and decide when you get there as to who stays for coverage.

T = Teacher Self-call

C = Class coverage

First Period Second Period Third Period

(T) (T) (T)

(C) (C) (C)

(C) (C) (C)

Fourth Period Fifth Period Sixth Period

(T) (T) (C)

(C)

(C)

(C)

(C) (T)

(C)

(T)

Seventh Period

(C)

(T)

Any names not listed above are members of our response team (see attached sheet).

RESPONSE TEAM PROTOCOL

100 Level: 300 Level:

200 Level: 400 Level:

At Large:

- A. Teacher reports room number to Diane Statt.
- B. Diane alerts appropriate personnel to report to area.

BREAKFAST DUTY RULES

1. PLEASE BE ON TIME (7:35 A.M.) AND REMAIN ON DUTY UNTIL 7:55 A.M.
2. ONCE STUDENTS ENTER THE CAFETERIA THEY MAY NOT LEAVE UNTIL DISMISSED UNLESS THEY HAVE A PASS FROM A STAFF MEMBER.
3. NO COATS/BOOKBAGS GO IN THE FOOD LINE.
4. STUDENTS MAY NOT ENTER/EXIT CAFETERIA THROUGH THE OUTSIDE DOOR.
5. MONITOR STUDENT BEHAVIOR. STROLL AROUND. BE PROACTIVE, NOT REACTIVE.
6. POSITION YOURSELVES NEAR THE HALLWAYS AND STAIRWAY.
7. USE PROPER DISCIPLINE PROCEDURES.
8. DISMISS STUDENTS AT 7:55 A.M. WHEN BELL RINGS.
6. STUDENTS ARE NOT ALLOWED TO TAKE FOOD DRINKS OUT OF THE CAFETERIA.

MORNING SUPERVISION

2008-2009

7:35 A.M. TO 7:55 A.M.

LOCATION MONITORS

LOBBY AREA

FRONT LOT

BACK LOT

CAFETERIA

PLEASE BE ON TIME AND REMAIN ON DUTY UNTIL 7:55 A.M.

Emergency Procedures

Quick Reference

Fire Drill Procedures

Alarm is sounded

Teachers take roster, or grade book

Evacuate quickly and quietly

Report to assigned places

Take attendance

Report missing students

Listen for further instruction

Before School Crisis Procedure/Evacuation

Teachers and students report to first period location

Take attendance

Administration will communicate situation

Secretaries will establish sign-out areas for students

Evaluate situation, communicate, and act

Lockdown Procedures

Announce lockdown

Lock doors

Move students away from view of door

Turn off all lights

Administrators sweep hallways

Evaluate situation

Communicate any issues

Lockdown in Cafeteria

Lock all doors

Students report to the swimming pool

Communicate all information

Lunch Time Evacuation

Follow fire drill procedure

Students report to the assigned area of 5th bell class

Evaluate and communicate

Assembly Evacuation

Evacuate auditorium in a quick, quiet, and orderly fashion

Report to current class period's assigned area

Follow fire drill procedure

GRADING SCALE

2008 – 2009

A 92 – 100% Highest possible grade – excellent achievement

B 83 - 91% Above average achievement

C 74 – 82% Average achievement

D 65 – 73% Below average achievement – lowest passing grade

F 0 – 65% Unsatisfactory achievement – failing grade

I Incomplete Enter in pencil, to be changed when work is complete

P Passing Grade Used in place of letter grade in certain courses

Progress Book™ is a classroom management system supporting the most recent K-12 standards-based education practices. Our comprehensive, district-wide solution provides a holistic approach for monitoring student progress by combining grade book, attendance, lesson plans, report cards, special services, and parent/student/teacher communication into a single software solution that tightly integrates with the district's student information system

Progress Book – all staff members are expected to updated Progress book quarterly – at the minimum.

ST. BERNARD-ELMWOOD PLACE SCHOOLS ATHLETIC CODE