



**SCHOOL DISTRICT OF ALBANY  
PROCEDURAL GUIDELINES**

**Revised August, 2016**

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## GENERAL

### DUTIES, RULES, AND REGULATIONS

Teachers shall be responsible for the care, discipline, and instruction of pupils in their charge and for any and/or all pupils outside of class hours, if applicable.

An integral part of staff members' employment in the Albany School District is an ongoing appraisal of their ability to meet minimum expectations. As appropriate to the various jobs performed by staff members in the school district, the minimum expectations include, but are not necessarily limited to, the following:

- Meets and instructs the students in the location at the time designated.
- Develops and maintains a classroom environment conducive to effective learning within the limits of the resources provided by the district.
- Prepares for classes assigned and shows written evidence of preparation upon request of the immediate supervisor. **Has current lesson plans available at all times.**
- **Enters student grades on a timely basis.**
- Encourages students to set and maintain high standards of classroom behavior.
- Provides an effective program of instruction in accordance with the adopted curriculum, and the needs and capabilities of the individuals or student groups involved.
- Strives to implement the district's philosophy of education and to meet instructional goals and objectives.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Maintains records as required by law, district policy, and administrative regulations.
- Makes provisions for being available to students and parents for education-related purposes outside the instructional day when necessary and under reasonable terms.
- Assists in upholding and enforcing school rules and administrative regulations.
- **Attends and participates in faculty and PLC meetings.**
- Cooperates with other members of the staff in planning instructional goals, objectives, and methods.
- Assists in the selection of books, equipment, and other instructional materials.
- Works to establish and maintain open lines of communication with students, parents, colleagues and administrators concerning both the academic and behavioral progress of all students.
- Establishes and maintains cooperative professional relations with others.
- Performs related duties as assigned by the administration in accordance with district policies and practices.

The appraisal of these minimum expectations will typically be made through daily contact and interaction with the staff member. When problems occur in these areas, the staff member will be contacted by the administration to remind the staff member of minimum expectations in the problem area and to provide whatever assistance might be helpful. If the problem continues to occur, the administration, by his or her discretion, may prepare and issue to the staff member a written notice setting forth the specific deficiency with a copy to the teacher's file. In the unlikely event that serious, intentional, or flagrant violations of these minimum expectations occur, the supervisor, at his or her discretion, may put aside the recommended procedure and make a direct recommendation for more formal and immediate action.

**ANY ITEMS NOT COVERED IN THIS HANDBOOK WILL BE GOVERNED BY SCHOOL BOARD POLICY, THE CURRENT STUDENT/PARENT HANDBOOK, TEACHER CONTRACT OR STATE STATUTE.**

### **ACCIDENTS**

**ALL ACCIDENTS MUST BE REPORTED!** Please complete the Student-Staff Accident Report within 24 hours of the incident. This form may be picked up in the District Office and must be returned to the District Office upon completion.

**IF A CHILD HAS A MINOR ACCIDENT:**

- First aid will be administered according to school-approved procedures.
- The child will return to class if he/she is all right.

**A student feeling ill must request a pass from his/her teacher to come to the Nurse's Office. After a parent has been contacted, a pass will be issued by the office for those permitted to leave the building. Students must always check in and out through the Office when they leave and return to school. Leaving school without permission or failure to check out will cause the absence to be unexcused and disciplinary action will result.**

**IF A CHILD IS UNABLE TO GO BACK TO CLASS DUE TO MINOR INJURY OR ILLNESS:**

- Parent/guardian will be contacted, and once arrangements have been made with parent/guardian, the child will be allowed to leave the premises.
- If parent/guardian is not available, the emergency contact number found on the emergency card will be called.
- Once contacted, the parent/guardian or the emergency contact will have responsibility for providing the necessary transportation for the child to leave the school in a timely manner.
- If we are unable to reach parent/guardian or the emergency contact, your child will be kept in school, and continued attempts will be made to reach parent/guardian or the emergency contact.

**IF A CHILD IS IN NEED OF IMMEDIATE MEDICAL ATTENTION:**

- First aid will be rendered immediately according to school-approved procedures.
- Parent/guardian will be called. If one cannot be reached, the emergency contact will be called.
- If parent/guardian or the emergency contact cannot be contacted, 911 will be called.
- If an accident occurs, an accident report will be filled out by the supervising staff member.

### **ANNOUNCEMENTS**

Daily announcements will be posted to students' and staff email in the morning and on the school website and Infinite Campus. Faculty will post the announcements on their Smart Board by 7:50a.m. (Prior to starting first hour.) The office would prefer announcements be submitted by e-mailing the MS/HS Secretary or for elementary announcements, the District Secretary. To be printed in the e-mail announcements, announcements must be turned in to the office by 3:15p.m. the day before the announcement is to be read. The results of extra-curricular activities are exceptions.

### **ASSEMBLIES**

Teachers are required to escort their students to assemblies, sit with their classes in their designated areas and maintain order.

## ATTENDANCE REQUIREMENTS FOR FACULTY

For the 2016-17 school year, teachers should be in their assigned rooms no later than 7:30a.m. each day. Teachers are required to remain in the building until 3:30p.m., Monday-Friday. In reference to future years, the length of the school calendar and length of the school day will be determined by the Board in accordance with the required hours of instruction mandated by the State. Teachers will attend PLC and PD each Wednesday from 2:30-4:00. Coaches will be required to be in attendance until 4:00p.m. However, assistant coaches who are not teachers required to be at the Wednesday meetings may start practice prior to 4:00p.m.

If a teacher is unable to report for duty, notify the district secretary at her home between 5:45 and 6:00a.m. as time is needed to secure substitutes. If you become ill in the evening, you may notify the district secretary that same evening prior to 9:00p.m. If it becomes necessary to leave the building before 3:30p.m. for any other reason than school connected activities, a request must be directed to the principal/Superintendent. Staff members needing to leave early by 15 minutes or less shall sign out with the district secretary.

**All staff** must complete a *Staff Absence Report* whenever they are going to be out of the building or out of their classroom (attending IEP meetings, testing, etc.). These forms can be picked up in the Staff Workroom or from the district secretary. When completing the form, **please do not write in the section “Substitutes Name”**. **This section is for office use only.** If you would like to recommend a certain substitute for your classroom, or if you only need coverage for a couple hours, please **attach a note** stating the specifics and the district secretary will do her best to accommodate you. She does not always know your schedule so make the request when submitting your form. If a substitute has worked well for you or has not done the job, please let us know.

## ATTENDANCE PROCEDURES FOR STUDENTS

Attendance is entered through the Infinite Campus student records program. Small blue attendance slips should be filled out each hour if Infinite Campus is unavailable. If there is a substitute, they should fill in the blue attendance form that should be in the substitute teacher folder. The blue form may be sent to the office with a student. Substitutes should also call the cafeteria to report the daily lunch count. For high school/middle school, the sub should only use the blue sheet if someone is tardy or absent and send it to the office at the beginning of the hour.

### **Elementary:**

Teachers need to log in to Infinite Campus and take attendance no later than 8:15a.m. each morning. Lunch count should be reported at the same time in Infinite Campus. All students who are not in class by 8:15 should be marked **ABSENT**. Any student who arrives at school **after 8:00** MUST check in at the office and receive an “Admit to Class” slip **BEFORE** going to the classroom. The District Office staff will mark them tardy in Infinite Campus. Teachers need to take attendance again after lunch no later than 12:00.

Students who need to leave during the school day MUST check out through the district office. Students should not be sent outside to waiting parents. Parents are expected to come in and SIGN OUT their child.

### **Middle/High School:**

If a student shows up after attendance has been taken, please notify the attendance secretary before the end of the period by phone or email. If a student is tardy but comes to class before the hour’s attendance has been submitted to the office, teachers should record the reason for the tardy in the

comments section (i.e. pass from another teacher, in the restroom, etc.)

### Tardies

Students arriving within the first 10 minutes after a class begins without a pass from another teacher or the office, will be counted as tardy unexcused and do not need to be sent to the office for a pass.

Students more than 10 minutes late will be counted as absent. **If a student comes to class after returning to school without a pass from the office, they should be sent to the office to sign in and obtain a pass.** Students with a pass from another teacher or the office will be excused. **Students are expected to plan locker and restroom stops between classes so as not to disrupt the classroom teaching time.**

In each class, after a student has two (2) tardies per quarter, he/she will serve a 15 minute detention with that teacher either before or after school, or during lunch (if the teacher is agreeable). The student will be given one day to arrange for this detention. For every (2) tardies thereafter (per semester), the student will have another 15-minute detention. This is a minor offense and should be recorded in Educlimber.

If the student fails to serve the detention as agreed upon, the detention will double to thirty (30) minutes in either one thirty (30) minute detention or two fifteen (15) minute detentions. If it is still ignored, the matter will be turned over to the Principal's Office by completing a Behavior Referral form.

Teachers will follow up with the office or administration on any student's persistent absence or tardiness.

### MAKE-UP WORK

- **EXCUSED/PRE-ARRANGED ABSENCES** - The teacher shall plan and supervise make-up assignments for students who have excused absences. **The time limits for make-up work are one day for each day of absence.** **Assignments, tests, quizzes or major projects may be required on the date of return if original date was announced prior to the student's absence.** Teachers may extend these timelines but may not reduce them. No student is to be denied the educational benefit of an assignment because of an excused absence.
- **UNEXCUSED ABSENCES** - A zero (0) may be recorded in the teacher's grade book for missed daily work when the student is unexcused and may be averaged with other daily grades. The teacher may determine if and to what extent credit for daily work is to be reduced. By law, the student must be allowed to complete all major tests or projects missed during unexcused absences.
- **EXEMPTED ABSENCES** - School sponsored activities such as field trips and early dismissals due to sporting events are considered exempt and do not count against perfect attendance. **Students must obtain their homework assignments prior to leaving.** Tests need to be taken before the field trip **or arrangements made with the teacher** at least one school day before the activity. **Assignments, tests, quizzes or major projects will be required on the date of return if original date was announced prior to the student's absence.** Teachers may extend these timelines but may not reduce them.
- **SUSPENSION** - In-school suspension homework is due immediately when returning to regular class. Out-of-school suspension is an excused absence.

### **BOARD MEETINGS**

Board meetings are held the second Monday of each month. If you need to present information to the Board of Education, the office needs all the materials **no later than one week before the Board meeting.**



## **BUDGETING**

Requisition sheets are available on the district website or from the bookkeeper. **No purchase** can be made prior to the approval of the requisition sheet from the Superintendent. (This includes items that you have budgeted for.) After the approved requisition sheet is returned to you, the purchase may be made using a Purchase Order or credit card. Budget information will be distributed from the District Office sometime in spring. All staff are responsible for ordering materials for their classrooms or areas.

## **BULLYING (Including Cyber Bullying)**

### **Board Policy #443.71 (Partial)**

See Student/Parent Handbook for more information.

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to an administrator. Any other person, including a student, who is either a victim of the bullying or is aware of the bullying or any other concerned individual, is encouraged to report the conduct to an administrator.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

The school official receiving a report of bullying shall immediately initiate procedures to investigate the report and ensure the safety of those involved. There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

## **CHILD ABUSE AND NEGLECT**

### **Reporting Agencies**

Green County Division of Children, Youth & Families 328-9384

Green County Sheriff 328-9400

Child abuse may take any one of several forms:

1. **Physical Abuse**. Physical abuse is defined as physical injury inflicted on a child by other than accidental means. Physical injury includes, but is not limited to, lacerations, fractured bones, burns, internal injuries, severe or frequent bruising.
2. **Sexual Abuse**. Sexual abuse includes sexual intercourse or contact, sexual exploitation, forced viewing of sexual activity, or permitting or allowing a child or encouraging a child to engage in prostitution.
3. **Emotional Abuse**. Emotional abuse means harm to a child's psychological or intellectual functioning which is exhibited by severe anxiety, depression, withdrawal or outward aggressive behavior or a combination of those behaviors which is caused by the child's parent, guardian or legal custodian or other person exercising temporary or permanent control over the child and for which the child's parent, guardian or legal custodian has failed to obtain the treatment necessary to remedy the harm. Emotional damage may be demonstrated by substantial and observable change in behavior, emotional response or learning which is incompatible with the child's age or stage of development.

Neglect is the failure by a child's parent, legal guardian or other person exercising temporary or

permanent control over a child for reason other than poverty, to provide necessary care, food, clothing, medical or dental care or shelter so as to seriously endanger the physical health of the child.

*What must be reported?*

The law requires only that the mandated reporter having seen a child in the course of professional duties have a reasonable suspicion that abuse or neglect has occurred, or a reasonable belief that a child is threatened with abuse or neglect and that abuse or neglect will occur. A report is not a determination of abuse or neglect. It is up to the county department of Social Services to make an assessment and determine what action is appropriate to protect the child.

*Who must report suspected child abuse and/or neglect?*

In addition to many categories of non-school personnel, Wisconsin Statutes provide that teachers, social workers, psychologists, nurses, counselors, physical therapists, occupational therapists, speech therapists, audiologists and administrators are required to report suspected child abuse and/or neglect.

*When should a report of suspected child abuse or neglect be made?*

A report should be made as soon as the mandated reporter has a reasonable suspicion of the possibility that a child has been abused or neglected or that the child may be abused or neglected. It is important that there be no delay in making a report to the county department of social services or the local law enforcement agency. Based on the information they receive, that department will determine how urgent the circumstances are and how quickly they must respond.

*What protections are given reporters for their actions?*

Any person making a report in good faith is granted immunity from civil or criminal liability for their actions. In the event of a lawsuit, it is unlikely that they would be successfully sued as long as the report was made in good faith because of this protection. State law requires the school district to defend, or pay the cost of the defense for any lawsuit against a mandated reporter who is an employee and acting within the scope of his or her employment.

*Is there any legal sanction to a mandated reporter for intentional failure to report suspected child abuse or neglect?*

The law provides that a mandated reporter may be fined not more than \$1,000 or imprisoned not more than six months, or both.

*Is it necessary for a mandatory reporter to be absolutely certain that abuse or neglect is occurring before making a report?*

No. The law only requires a reasonable suspicion that abuse or neglect has occurred or a reasonable belief that it will occur. It is the role of the child protective services agency to assess the situation and to determine the facts. Mandated reporters should not conduct any investigation on their own.

*Where are the reports of suspected abuse made?*

Individuals who suspect that child abuse or neglect exists are required by law to report that suspicion to either the county department of Social or Human Services or the local law enforcement agency. No other agency, public or private, is legally designated to receive, or act, on a report of child abuse or neglect.

Reporting suspicions to an administrator or other staff member does not absolve the individual from the responsibility of reporting to the appropriate child protective services agency. No administrator or other school district staff member may counsel an individual against or prevent an individual who

suspects abuse or neglect from making a report.

*How should a child abuse or neglect report be made?*

1. Call Green County Children, Youth & Families at (608)328-9384. When you have them on the line, tell them that you wish to make a report of suspected child abuse or neglect. Ask to speak to the intake worker. The worker will ask you for the details of the situation. Be prepared to give him or her detailed information.
2. If you cannot reach the child protection agency or if you believe that the child is in immediate danger, you may contact the law enforcement agency (Green County Sheriff - 328-9400).

*Can a mandated reporter ask another person to make the report?*

An individual who requests that another staff person or an administrator make a report of suspected child abuse or neglect is not absolved from the legal responsibility of making the report. If the other staff person fails to make the report, the individual with first knowledge remains legally responsible for the consequences of not reporting.

It is permissible for the reporting staff member to consult with an administrator or other staff member in order to receive support and assistance with the procedure. The district may adopt a policy and is encouraged to conduct training concerning compliance with the child abuse reporting law, but the policy may not be inconsistent with state law.

*What information should be given to the child protection agency?*

1. Your name, position, relationship to the child, the school phone number.
2. Child's name, home address and age.
3. Child's parent's name, address, work place, names and ages of siblings.
4. Description of the suspected child abuse or neglect or the threat of abuse or neglect, statements of the child, statements allegedly made by the child to others, and any surrounding circumstances and conditions in the home of which the reporter is aware.

*What are child abuse and neglect indicators?*

The following descriptions of what to look for are to be considered as a partial, not a comprehensive, list of indicators of child abuse and neglect:

#### PHYSICAL ABUSE

1. Bruises and other marks which cannot be explained by referring to normal childhood accidents. The bruises are especially significant if they are frequent, numerous or show the outline of an object (such as a handprint, or a straight line possibly caused by a cord or a whip).
2. Burn marks of any kind, especially if they are frequent or show the outline of an object. Scald marks are important to note.
3. Cuts or abrasions which appear frequently, are unexplained by normal occurrences, or which are in unusual places.
4. Broken fingers, toes, teeth, loss of patches of hair and swelling on the scalp.
5. Children who have frequent headaches or complain of physical illness, who are wary of adult contacts, who are provocative, who seek affection excessively, who appear to be unnaturally bothered by other children crying or by discipline.

#### SEXUAL ABUSE

1. Pain or difficulty walking or sitting.
2. Complaints of pain, swelling or itching in the genital area.

3. Inappropriate knowledge of vocabulary concerning sexual matters for the child's age.
4. Inappropriate sexual acting out.

#### NEGLECT

1. Habitual hunger.
2. Sickly appearance, frequent absences from school, general failure to thrive.
3. Poor or inappropriate clothing (no coat during winter, etc.)
4. Fatigue, listlessness, sleeping during class.
5. Developmental delays, lack of expression, frequent seeking of affection.
6. Parent or caretaker who fails to make contact with the school, who cannot be found, who is apathetic towards the child, or who is known to abuse alcohol or other drugs.

An important thing to note here is that the abusive or neglectful parent can often be helped to become an adequate caretaker. Reporting the abuse or neglect situation is frequently the beginning of their obtaining help to resolve their problems and meet the needs of their families and themselves.

*What happens after a report of suspected abuse or neglect is made?*

If the agency determines that the referral information constitutes a suspicion of actual or threatened child abuse or neglect, they will begin an investigation. They will observe the child and may request an opportunity to interview the student at school. The school should provide a private area for the interview to insure confidentiality. An administrator's office is often appropriate because it is generally more private than any other office or room in the building. The child protection workers may interview the child's parents and they may also interview other children in the family. The worker may also make a home visit.

*If the child protection worker conducts interviews with the child or the reporter at the school, may anyone be with them during that interview?*

When the student is interviewed, the decision to have someone present is up to the child and the child protection worker. If the student wishes, and the child protection worker concurs, you or another staff person may be present to provide support. As a support to the child, you should not volunteer any information during the child's interview, and you should also be alert for signs that the student may wish you to leave. It is fairly common for a child to want someone from the school present only until they are comfortable with the child protection worker.

*What obligation does a mandated reporter have to protect the confidentiality of information gained through the reporting process or being a part of the interview with the child?*

All information gathered in the investigation, along with the name of the reporter, is confidential and may not be disclosed to anyone except as provided by law. The county agency may not share details of the investigation, but upon its conclusion must inform the mandated reporter of what action, if any, was taken.

If there is further suspicion of abuse, it is important to report the situation again to document patterns or need for further action.

#### CLASS LISTS

Each teacher will be able to print class rosters through Infinite Campus. Since these lists may have some minor changes, the teacher may wish to not enter the names into the grade book until after students have had an opportunity to correct any scheduling problems. Class rosters will automatically update when the office has entered a student's add or drop. If the class roster you receive does not

match the students attending your class, those changes should be brought to the attention of the high school/middle school secretary immediately. Please do not accept new students to your class if they are not listed on your computerized class roster or without proper paperwork. This includes during a student's study hall. In the case of a student dropping your class, that student should be retained in your grading program until the end of the quarter for grading purposes.

### **CLOSED CAMPUS**

The Albany School District has a closed campus for students with the exception of eligible seniors. Students will not be permitted to leave the school grounds during the day without approval of the principal/office or parent. Students who leave school grounds without permission may be considered unexcused and truant. Qualifying seniors are allowed to leave campus during the high school lunch time. If a teacher observes a student leaving and they suspect they are leaving without permission, they should report it to the office immediately.

### **COMPUTER USAGE**

Staff need to be familiar with the district Acceptable Use policy for students and staff.

#### **Staff Access to Computers and Networked Information Resources**

Technology and Internet resources are intended for **educational** use; however, in order to encourage use, learning and integration of technology, personal use is allowable as long as it does not interfere with professional or educational responsibilities. Network files and communications may be reviewed at any time to maintain system integrity and insure that users are using the system responsibly. **Communication over networks should not be considered private.** Communications over the network are often public in nature therefore general rules and standards for professional behavior and communications will apply.

The following behaviors are not permitted on the school computers and/or network:

1. Using other's user names and/or passwords, or allowing others to use yours
2. Trespassing in others' files, documents, or folders
3. Sharing confidential information on students or employees
4. Sending or displaying offensive messages or pictures, using obscene language
5. Harassing, insulting, or attacking others; communication which serves no legitimate purpose
6. Engaging in practices that threaten the network (i.e., loading files that may introduce a virus)
7. Violating copyright laws
8. Playing of internet games
9. Using resources for commercial purposes
10. Assisting a campaign for election of any person

Inappropriate behaviors will be reported to the employee's supervisor who will take appropriate disciplinary action.

#### **Classroom Computers**

If repairs are needed or problems are encountered, contact our technology technician through the help desk. The icon for the help desk is located on your desk top. Computers need to be kept away from heat, static electricity and dust.

If you are logged onto the network, be sure to keep your computer secure and not accessible by students. If you wish to use a screen saver password, computer personnel will assist you with entering one. If you allow students to use a computer in your classroom, they must be supervised at all times

and any confidential information inaccessible. When students are using technology in your classroom, you must monitor them at all times.

### **Logon Hours**

Staff members and students have access to the network 24 hours, every day. Refer to the Student/Parent Handbook regarding student usage.

### **Computer Lab**

The computer lab is open and supervised from 8:00a.m. to 3:30p.m. Staff members who would like to bring a group to the computer lab may schedule a time with the librarian.

Teachers must pre-schedule time to bring their classes down to the computer lab. This is done through the Google Calendar. If a student has been denied Internet access or lost the privilege, another comparable assignment must be provided by the teacher. Teachers must remain in the computer lab with their classes and provide instruction. Teachers should monitor students for appropriate use. Computer personnel and any staff members have the authority to remove anyone from any computer for inappropriate behavior. If a staff member removes a student for inappropriate use, they must report it to the office and by completing a Behavioral Referral Form as soon as possible for loss of privileges. The office/administrator will then notify others if a student has lost privileges.

### **CONFERENCE REGISTRATIONS/RESERVATIONS**

If you are approved to go to a conference, please get the information to the district bookkeeper so the requisition can be approved prior to the date of the conference. The School District credit card or a purchase order may be used for a conference. **All receipts must be given to the bookkeeper when the card is returned.**

### **CONFERENCE EXPENSE CLAIMS**

Please complete an estimated costs requisition form. **The superintendent must pre-approve expenditures.** The school does not reimburse the tax on purchases, so if you are making a purchase, **please make sure you have our tax-exempt number with you. All receipts must be given to the bookkeeper. Be sure and inform her if you are requesting reimbursement or if you used a school credit card.**

### **COPIER PROCEDURES**

A copy machine is located in the Staff Workroom (Lounge) and has the capability of printing directly from your computer to the copy machine. Contact the technology technician/District Secretary to obtain your copier access code. Copy machines are to be used by **school employees only** so please plan ahead as **student aides will not be allowed** to use the copiers. If you have an **IMMEDIATE** need, please have the student ask the office staff to make the copies.

Please plan ahead when needing copies. The Middle School/High School Clerical Secretary will make copies for any request exceeding the limit of twenty-five (25). Any copying of less than 25 or the master of a large copy job should be completed by staff members using the copier in the staff lounge.

At least a **THREE (3)** day lead time is necessary on **ALL** "copy" requests over 25 copies. Remember that she does not work on weekends or days that school is not in session during the school year. All orders must be "copy ready". **If your request is more than six (6) pages, requires collating and/or stapling please allow additional time.** To save paper, multiple page copies will be made back-to-back unless single side is specifically requested. If your request needs to be run on construction paper,

**please send the construction paper along with the request.** We continue to order basic colors in the 9" x 12" size. After completing a copy request form, please place your request in the white basket in the copy room. When your request has been completed, it will be returned to your mailbox in the staff workroom. **Please plan ahead if you will be absent to make sure materials are prepared.**

### **COURSE EXPECTATIONS/SYLLABUS**

The following items should be defined in writing for each class and be on file in the Principal's Office. A copy should also be given to each student for each class. All old materials need to be updated. It is acceptable to submit expectations as a group such as grade level, subject area or unit. This information should become part of your web page, so it needs to be done using Word or comparable software.

- Overall classroom behavior standards, procedures, and teacher expectations.
- Students' responsibilities for class materials, (i.e. bringing materials to class, etc.)
- Methods of instruction.
- Instructional materials used in class (textbooks, class materials, and other resources)
- Special help available for students.
- Guidelines related to make-up or extra credit work.
- Grading standards/criteria
  - A. Class assignments
  - B. Class activities
  - C. Tests
- Types of classroom activities or assignments (discussion, class work, homework, long term projects, quizzes, exams, etc.)

### **CRISIS SITUATIONS - PROCEDURES**

**Staff should refer to the Crisis Plan. Staff MUST know what to do during a yellow or red schedule. See posted signs in the classroom or refer to the red Safety Book.**

### **CURRICULUM**

Curriculum will be put into BYOC using the time line provided at in-service. Learning targets should be posted in your classroom and written in student-friendly terms.

### **DRUG FREE LEARNING ENVIRONMENT**

Staff should immediately report any suspected violations of the District's drug free policy to the principal. See Student/Parent Handbook for more information.

### **ENTRANCES AND SECURITY**

For the safety of students and staff, all entrance doors will remain locked during the day. Anyone entering the building must use the North main entrance press an outside "buzzer" state their name and purpose of the visit prior to being let into the building. Entering any other door will require a key.

**Staff and students are NOT to open doors for visitors or parents. All parents and visitors must check in with the district office and get a visitor sticker** before going to any part of the school.

Please politely ask any adult who is not a school employee and that does not have a visitor pass visible to report to the office.

### **EVALUATION PROCESS**

#### TEACHER EVALUATION

Each teacher will participate in Educator Effectiveness. A log in and password for My Learning Plan will be supplied to the teacher prior to the start of the school year. Teachers are expected to complete all forms within

My Learning Plan including an SLO, PPG, Doc Log which includes a communication log, survey, and observation forms.

An Educator Effectiveness timeline will be provided each year. Every teacher will have a summative year every three years. In addition, new teachers will have a summative year their first year. Formal and informal observations are part of the EE process. Teachers with scores of less than 3 will be required to have additional observations.

Coaches will be evaluated by the Athletic Director. Support Staff will be evaluated once each year.

### **EXTRA-CURRICULAR INFORMATION**

See Extra-Curricular Code of Conduct handbook.

### **FACULTY MEETINGS**

PLC meetings, faculty meetings and Professional Meetings will be held on early release Wednesdays. If you are unable to attend these meetings, please inform the principal and contact your PLC leader for notes.

### **FIELD TRIPS**

Field trips designed to stimulate student interest and inquiry and to provide opportunities for social growth and development are appropriate extensions of the classroom.

The principal will determine, based upon the Field Trip Request from the teacher, that the following have been submitted:

1. Purpose and description of the field trip.
2. Date and time of departure and expected time of arrival back at school.
3. Arrangements for bus students if arriving back at school late or leaving early in the morning.
4. Type of transportation (bus or van) and name of company if other than Kobussen. A staff member is allowed to drive 9 students in the school van.
5. Names of chaperones.
6. Arrangements for indigent children.
7. Arrangements for meals and lodging, if necessary. A bus is not permitted to stop to eat without prior notification and approval.
8. Description of how the field trip is to be funded.
9. List of costs to the students. Students should be charged a bus fee which is based upon mileage and driver costs and the number of students riding for all field trips other than the 1 yearly class trip.
10. List of costs to the district including accounts affected.

- All teachers must complete the appropriate Field Trip Request to schedule a field trip and order transportation. Field trip forms are available from the HS/MS office. Staff Out-of-Building forms must be obtained from the district secretary. **All forms must be in order, with a proposed parent notification letter attached, and approved by the principal and Superintendent before field trip notices are sent to parents or lists are sent to staff.**
- Out of state or overnight trips require School Board approval. See Board Policy #352 for payment information. If students of both genders are participating in overnight trips, there must be chaperones of both genders.
- There shall be at least one faculty member and/or administratively approved adult per 10 students in charge of the group.



- Fees, if necessary, will be collected prior to the trip(s). If the fee is a hardship, notify the teacher or office so arrangements can be made.
- When school time will be missed, the teacher or advisor must provide a list of students involved, **at least two weeks in advance, to all other teachers. This list must also be provided to the office.**
- Students may be denied the opportunity to participate in an extra-curricular or academic field trip based on unsatisfactory behavior, failing grades, or for failure to return the parental permission slip within the required time frame prior to the trip. Grounds for denial must be pre-determined and shared with the student prior to denial.
- If a student has a failing grade in any class as recorded on Monday prior to the trip, he or she will stay at school and work on that grade unless the student takes the responsibility to obtain written verification from the teacher of arrangements made to remediate the grade and permission from the principal at least 24 hours prior to the trip. The attendance secretary must be notified and the student must be provided appropriate alternative instruction.
- Student must be at school for the entire day in order to participate in any field trips that begin after 8:00a.m. unless a pre-arranged absence has been approved.
- All students going on a field trip out of the school district must have a parental permission slip on file before they leave. Permission slips are on file with the attendance secretary. Staff should request the permission slips 3 days in advance. Without a signed permission slip, the student will remain in school. **The permission slips are to be in the possession of the chaperone during the field trip so parents can be contacted in case of emergency.** After the trip is over, permission slips must be returned into the office to be kept on file.
- Staff should request the medical bag 3 days in advance. Teacher or chaperone must get a medical bag from the nurse the day prior to the field trip (keep in mind that the nurse is not here every day). The teacher will send a letter to each parent involved, stating the time of departure, what activities will be seen or heard, and the approximate time when the group may be expected to return, food and lodging arrangements.
- Students who ride a bus to an event must also return to school on the bus. Exceptions to this may be made if the **parent(s) or legal guardian(s)** presents a written permission slip to the chaperone, allowing his/her child to ride home in the parent's vehicle and/or signs a sign-out sheet with the chaperone in charge. The other exception is if the student has a Student Permission to Drive/Ride to School-Related Events form signed by a parent or legal guardian which was approved by an administrator or their designee prior to the event. Teachers will not transport students in private automobiles unless authorized by the Superintendent after consideration of teacher and district liability are investigated.

School-sponsored activities such as field trips and early dismissals due to sporting events are considered exempt and do not count against perfect attendance. Students must obtain their homework assignments and turn in homework assignments due on the date they will be absent to their teachers prior to leaving. **Tests need to be taken before the field trip or arrangements made with the teacher at least one school day before the activity.** Additional time will not be granted without prior arrangements and approval of the teacher. **Students not attending shall be provided appropriate alternative instruction and should be in school on that day** or it may be counted towards truancy.

No field trips should be scheduled for high school students during the last week of school.

Field trips are considered an extension of the classroom and, as such, all school rules and regulations regarding student and teacher behavior are applicable. Chaperones are responsible for ensuring a well-disciplined field trip.

- Courteous conduct and behavior is expected at all times. How students act on a trip reflects directly on the opinion the public has of the school they represent.
- There shall be proper, acceptable dress for the occasion involved.
- Supervisors will be responsible for bus behavior. It is important that the bus rules as listed in the Student/Parent Handbook be followed.
- There will be no gambling, smoking, drinking or use of illegal drugs by students, teachers, advisors or chaperones.
- There will be no shopping trips, either local or out of town.

## **GRADING**

It is the policy of the School District of Albany to issue report cards four times a year. Nine week report cards will be sent to parents as soon as possible after the close of each grading period. The District shall not discriminate in the methods, practices, and materials used for evaluating students. Discrimination complaints shall be processed in accordance with established procedures. Incomplete grades (INC) must be made up within two weeks of the end of the grading period in which the grade was received. Exceptions to this rule must be approved by the principal. Teachers must notify the student that they have received an incomplete grade on the last day of the quarter. If the work is not completed within the allotted time, the incomplete grade will be changed to a failing grade. The teacher must notify the office in writing or by email of the new grade.

Teachers shall follow the grade scales as set in the Student/Parent Handbook.

## **GRADE REPORTING**

Mid-term progress report and report card due dates will be distributed at the beginning of the year in-service. All students will receive a mid-term progress report.

Incompletes and poor academic progress should be reported to parents in a timely manner. Waiting until mid-term or quarter grades is not a sound practice. Grades should be entered as often as possible. Grades must be entered weekly in order to determine student's eligibility (field trips and RtI) and facilitate parents accessing Infinite Campus portal.

## **HARASSMENT**

**See the Student/Parent Handbook and Board Policy #411.1 for further information.**

It is the policy of the Albany School District that there shall be no harassment of any employee, student, or community member. Harassment is defined as any unwanted, deliberate or repeated unsolicited comments, gestures, graphic materials, physical contact, or collation of favors.

Harassment based on protected status (sex, race, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or other status protected by federal or state law) is a form of discrimination and such will not be tolerated by the School District of Albany. This policy applies to all off-site school-sponsored activities, such as school trips and extra-curricular events, as well as to all events and activities on school premises.

A procedure to report and investigate complaints of harassment is as follows:

Employees may bring forward a complaint of harassment to the District Non-Discrimination Officer, (the Superintendent), School District of Albany, 400 5<sup>th</sup> Street, PO Box 349, Albany, WI 53502 (608-862-3225), or to their immediate supervisor who will, in turn bring the complaint to the District Non-Discriminating Officer.

## **IN-SERVICE/STAFF DEVELOPMENT**

Faculty and staff are required to attend the in-service/staff development meetings as scheduled. See the District School Year Calendar for dates.

## **KEYS**

Keys may be picked up in the District Office. You have been assigned these keys and are responsible for **ALL** of them. If you receive keys you do not use, see the district secretary to have them removed.

If you requested entrance (outside) keys last year, they are also included with your classroom keys. If you did not have them last year, but want them, see the district secretary. For security reasons, please know where your keys are at all times. If you should lose or misplace your keys, you must notify the district office immediately. You will be charged for any or all lost keys.

## **LAB SAFETY**

All students and teachers must wear safety glasses as stated in Section 146.015 of the statutes while participating in or observing the following vocational, technical, chemical or chemical-physical labs involving:

- Hot molten metals or other molten materials.
- Milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials.
- Heat treatment, tempering or kiln firing of any metal or other materials.
- Gas or electric arc welding or other forms of welding processes.
- Repair or servicing of any vehicle.
- Caustic or explosive materials.

## **LESSON PLANS**

Lesson plans need to be kept current at least one (1) week in advance. The lesson plans can be kept in the classroom if the exact location of the lesson plans are listed in the current substitute folder in the District Office. Lesson plans should state what is expected to be accomplished during each day's work. At any time, Administration may ask to see lesson plans.

## **LIBRARY POLICY**

Students coming to the library **must** have a pass signed by a teacher indicating what they are working on. If a teacher is sending **any** students from their class to the library, they must either accompany the class to the library or make arrangements at least 24 hours in advance. The library **should not** be used as a study hall or to get out of a study hall because they have nothing to do. Study Hall students can come to the library with a pass signed by a study hall teacher.

Elementary teachers have scheduled library time each week. If a student is absent or misses their library time, they may come down during first recess only to return/check out books. Teachers must be punctual at dropping off and picking up your students as the library staff has a busy schedule. Also, because library is integrated with technology, it is important for your entire class to arrive together so all students have the same instructional period. Please don't allow a student to "finish work upstairs" first as they will miss important instructional time.

## **LOCKER SEARCHES**

See Student/Parent Handbook for more information.

School authorities, for any reason, may conduct periodic general inspections of lockers at any time, without notice, without student consent, and without a search warrant. No private locks will be allowed on their assigned lockers.

## LUNCH COUNT

**Elementary:** Lunch count is to be taken by each teacher through Infinite Campus or if it is unavailable, emailed to the “cooks” by 8:15a.m.

**Middle/High School:** First hour teachers will send lunch count through Infinite Campus or if it is unavailable, email their lunch count to the “cooks” by 8:15a.m. Please list student choices accurately on a DAILY bases as the “choice” affects how much food the cafeteria prepares of each. In Infinite Campus, list the first choice in lunch and the second choice in milk. If the teacher would like to eat lunch from the cafeteria, please enter it in the teacher box. If you have any questions regarding lunch count, please contact the Food Service Director.

## LUNCH & BREAKFAST

A student meal account has been set up with a PIN (personal identification number) that was given to students at registration. PINs are confidential and students should not be sharing them with other students. Staff will also be issued PINs. Please see Food Service personnel if you need assistance. Account balances can be checked by logging onto the parent portal on Infinite Campus.

Breakfast is available to students and staff from 7:30 – 7:50a.m. There will also be ala carte items for high school/middle school students from 9:23-9:30a.m.

Students or parents must deliver money for their lunch account to the cafeteria by 9:30a.m. to be able to eat lunch on the same day. Deposits received after 9:30a.m. will not be available until 7:00a.m. the next day. If there is not a sufficient balance in the student’s lunch account, the student will be served a light lunch of sandwich and milk for up to three meals per quarter and the parent will be contacted. A notice will be sent to the parent through Infinite Campus when a balance is below \$10.00 and prior to refusal to allow additional meals. There will be **NO CHARGES and NO CASH** accepted in the line.

## MAIL

The white baskets in the staff workroom are your mailbox. Please check your mailbox periodically throughout the day. Also, please clean it out often. It is not to be used as a file cabinet.

If you are going to do a large mailing (fifty or more envelopes), please give the District Office advance notice (2-3 weeks). It takes six to eight weeks to replace envelopes, so please plan ahead.

Outgoing mail for school purposes will be postmarked by office personnel. Please place outgoing mail that needs school postage in the plastic box by the postage machine. Alert office staff if mail needs to go out that same day.

Stamps are not kept on hand for staff use. Please do not request change in the office. We only keep small amounts of cash for office use, so please do not ask us to cash checks or break big bills.

## MEDIA/TECHNOLOGY USE

Teachers will need to check out media and technology materials through the librarian or IT coordinator using the method that has been established. Teachers requiring cameras (flip, video...), laptops, digital recorders, smart pens or other technology will need to check out the equipment through the Library/Media Center in advance. ONE DAY ADVANCE NOTICE is strongly advised so things can be prepared and charged. Please return items (especially cameras) as soon as you are done so that other staff may have a chance to check them out. This is absolutely necessary for security and to

ensure that everyone has an opportunity to use our technology equipment and materials.

### **MEDICAL EMERGENCY CARE PROCEDURES**

- Have another staff member call the office to notify the appropriate emergency services personnel.
- Do not leave the victim, but reassure the ill/injured person. Summon the assistance of other First Aid/CPR Certified Staff.
- Administer First Aid/CPR.
- Use Universal Precaution Principles.
- Do not move the victim if a fall, fracture, head, neck or back injury is suspected until they have been assessed or if they are in a position of danger.
- Control bleeding by bandage pressure and elevation of the bleeding area.

### **MENTOR/MENTEE PROGRAM**

All new teachers and new, experienced teachers coming to the Albany School District will be assigned a Mentor. The job of the Mentor is to help the new staff member (Mentee) become familiar with the running of the Albany School District. In the case of a teacher with a PI34, the mentor is not part of the approval team, but they certainly can help with the process. At the beginning of the school year the Mentor and Mentee will be given a checklist of tasks that they need to talk about and fulfill throughout the school year. There will be meetings throughout the year at which all District Mentors and Mentees get together and evaluate how things are progressing.

### **NEW STUDENT POLICY**

New students must register in the District Office. The office will give them an entry packet which includes a Student/Parent Handbook. Elementary students will be assigned to a classroom. Middle/High School students will be given an appointment with the guidance counselor to schedule classes.

Elementary classroom teachers need to do the following:

- Give student a supply list.
- Review the classroom and school rules.
- Assign a classroom buddy to help the new student.
- Assign student a locker.
- Assign student a desk.
- Provide needed textbooks and workbooks.
- Determine reading group.
- Look at student's file. The office usually passes it on to the classroom teacher when it arrives.
- Enter date of entry for your grading records.

### **OUTSTANDING FEES/MATERIALS**

If a student does not return a book owned by the school, the teacher is responsible to inform the bookkeeper so she can invoice the parent for the replacement cost of the book. When students pay fees or return outstanding materials directly to the teacher, please inform the district bookkeeper so she can credit the student in Infinite Campus.

### **PARKING**

Staff and students are not allowed to park in the lined spots north of the building during regular school hours. No parking is allowed in the playground parking lot during regular school hours. The south parking lot by the high school gym is designated as staff parking.

## **PAYROLL INFORMATION**

Any new employee, who has not completed the necessary payroll and insurance forms, please see the District bookkeeper. If any employee needs to make changes in their payroll status, please contact the District bookkeeper.

## **PBIS**

PBIS (Positive Behavioral Intervention and Supports) is an important aspect of developing a rich, positive learning environment. Data will be used to direct both group and individual intervention and supports. Educlimber is the system that we use to track this data. Please review PBIS materials. All minor behaviors will be recorded by the teachers in Educlimber. Major behaviors are put in writing on a Behavior Referral Form and given to the principal or their designee. They will be entered into Infinite Campus and then transferred nightly into Educlimber. Positive rewards and challenges will be done at the unit levels.

## **PERSONAL APPEARANCE**

Staff should enforce the student guidelines as set forth in the Student/Parent Handbook regarding personal appearance. Please remember that we are professionals and professional attire is strongly encouraged. Sweats or clothing with holes are not appropriate and jeans should be limited to Fridays. However, staff can wear appropriate attire for their classes taught (i.e. phys ed., art, ag and tech).

## **PURCHASES**

Please complete requisition forms **with accurate coding and totals and superintendent approval** before submitting them to the **district bookkeeper**. If you have not received materials that were ordered, please check with the district bookkeeper. Please remember all purchases must be pre-approved and must be part of the approved budget. Adherence to these purchasing guidelines is important to the business operations of the school district.

## **ROOMS**

Your classroom door should remain locked at all times. You may leave your door open but it should remain locked. To use rooms other than your own classroom, a Facility Use Request needs to be completed with the District Secretary. The library conference room and computer lab are scheduled using Google calendar.

## **STUDENTS LEAVING THE DISTRICT**

When a student leaves the district, record the student's last day of classes. **HS/MS students should not be allowed to turn in course books without a blue Checkout Sheet from the office.** The checkout sheet will indicate whether a grade in progress is needed or whether your grade can be exported at the next grade reporting time.

## **STUDY HALL GUIDELINES**

A study hall is a place where students go to study. This may include doing one's homework, reading, or doing research in the library. Students must report to study hall unless other arrangements/passes are made in advance with the study hall teacher or office (i.e. student teacher aides, music lessons, etc.).

The study hall supervisor's responsibility is three-fold:

1. To develop a climate for learning.
2. To help students learn to use their time effectively.
3. Study hall supervisors must use a sign-out sheet or notebook to keep a daily record of the

names of students and where they are going from study hall.

Students are NOT to be released, unless the following guidelines are followed:

- A. STUDENTS MUST HAVE A PASS and the reason for leaving should be specific. Issuing passes to see other teachers should only take place if that teacher has prep time or study hall. Passes for going to the restroom (unless an emergency) and going to their locker are to be discouraged. Students should come to study hall prepared to study or read.
- B. The TIME OF RELEASE should be clear. Students leaving the study hall should have their pass signed with the time indicated by the teacher. Students are required to remain at their destination or have a return pass.
- C. Students are to be instructed to go only to the pass destination, no phone, restroom stops, etc., along the way.

Behavior expectations for students are listed below:

- Students should bring enough scholastic work for the entire period.
- Regular classroom rules shall apply. Students may listen to music on their cell phones.
- No passes will be taken until attendance is completed. No student may leave study hall without the supervisor's approval.
- Passes written by other teachers should be handed to the teacher in charge after attendance is taken in the study hall. All students who have passes for that period must be in the assigned area until the period has ended.
- Students should receive a library pass from the study hall teacher.
- Students need to leave outdoor attire and book bags in lockers

### **SUBSTITUTE PREPARATION**

Please review the staff absence procedures in under "Attendance Requirements for Faculty" in this handbook.

**All teachers must have** an updated substitute folder. Middle/high school folders should be labeled and left in the District Office. Elementary folders will be left on the teacher's desk, in the middle drawer of the desk, or in the District Office. You are required to notify the District Office if you are keeping your substitute folder in your desk. Substitute folders will contain the following materials:

- Updated seating charts and current class list for all classes per semester.
- Instructions to the sub on how and when to take attendance and lunch count. Attendance will be recorded on blue attendance sheets for only the hours that students are tardy or absent and sent immediately to the office with a student.
- Lunch count should be called down to the kitchen (#2417) by 8:15a.m.
- **Make sure that crisis/emergency procedures are available for your sub.**
- Pertinent information on individual students such as information from a health plan, behavior plan, or IEP.
- Substitutes should not be given computer passwords or access to grading programs.
- A short note to the sub that explains the titles of the textbooks and location of them in the classroom for each class you teach.
- Directions where other important instructional materials are kept.
- Directions for alternate assignments/activities to be held for each class if the lesson planned for the day cannot be implemented. **Teachers need to update these periodically.**
- Directions for discipline for students not behaving. Sending the student to the office is the last resort. Teachers should do preparation with their students about the consequences for

disruptive students.

- The name(s) of reliable students the substitute may call upon for assistance (optional).

Plans for a substitute should not suggest busy work. The substitute teacher is there to teach, not listen to students read aloud from a textbook or allow students to do their homework from another class. If the regular teacher leaves adequate plans, classroom learning should proceed as usual.

Teachers should carefully read the substitute report that is left after each absence and react as needed to remarks.

### **SUPPLIES**

General supplies must be **requested** from the District Office. You will be given a “supply box” which has already been filled with some basic supplies and a new supply sheet. When you need more supplies, please return the box with your sheet to the district secretary and she will fill the request and return the items to your mailbox. Please allow a couple of day's lead-time. (These boxes will need to be returned at the end of each school year when you check out.). Please do not ask for supplies without your supply box or your request sheet. Staff are not allowed to go to the supply cabinets and help themselves. Supplies are limited so request only those supplies you will be using. If you have extra supplies in your room now that you will not be using, please return them to the District Office so we can pass them on to others.

If you are going to do a large mailing (fifty or more envelopes), please give the District Office advance notice (2-3 weeks).

Construction paper, tag board, and poster paper can be picked up in the room located at the top of the ramp near the District Office. Please do not abuse it or waste the supplies, but most of all, please keep it neat for everyone. If you take the last of the supplies or notice they are getting low, please let the district secretary know so she can get it restocked.

### **SUICIDE PREVENTION**

In the case of life-threatening situations, the student and the staff members involved must understand that the issue of confidentiality shall no longer apply. If suicidal behavior is suspected, immediately notify the Green County Mental Health Unit at (608)328-9383 and building administrator, psychologist, school counselor or school nurse. The National Suicide Prevention Lifeline is (800) 273-TALK.

- Advise the student regarding the action you plan to take.
- Document referral to Green County Mental Health Unit.
- Assure the student that you are there to offer support to him/her. Do not let the student out of your sight until professional help or the parent arrives.

### **TELEPHONE CALLS/MESSAGES**

Staff messages will be delivered through email or voice mail, including messages from telephone calls. It will be your responsibility to check your email and voice mail periodically throughout the day. If you are expecting a call of an emergency nature, please notify the office staff and we will contact you in your classroom via your classroom telephone when that call comes through.

**Personal** telephone calls at work must be kept to a **minimum**. Employees are requested to place personal calls on their cell phones. Employees are expected to refrain from using their cell phones for any purpose except on their prep and lunch times.



Students will be notified by the office if they have a telephone message or in the case of a family emergency. Students are not to use phones in the classroom, or contact their parents themselves if they are feeling ill. Students must see the nurse before going home ill. The nurse or office personnel will call parents if a student needs to go home or to the doctor for illness or injury. Students cannot leave school grounds without checking out with the office. They can ask office personnel to use the office telephone or use their cell phone while in the office between classes if there is a need to call their parents. Students should not be allowed to go home to retrieve gym clothes or homework. They need to come to school and class prepared.

According to Board Policy #443.5, HS/MS students may possess cell phones during the school day on school premises and at school sponsored events. Students must have the phones turned off and out of sight during the instructional day. Please do not allow students to use their cell phones in your classroom unless you are doing an instructional activity involving their phones. If a student must use their cell phone, they must come to the office and ask for permission to use it in the office. For the first offense of unauthorized use of a cell phone, the teacher confiscates the phone and returns it to the student at the end of the hour. The second offense the teacher confiscates the phone and turns it in to the office. The student may pick it up at the end of the day. Every offense thereafter, the teacher will confiscate the phone and turn it in to the office. The student's parent or guardian will then pick the phone up at their convenience.

### **TORNADO PROCEDURE**

Drills will be held periodically without warning to the students. The teacher will lead students to their designated area. Classroom lights are to be switched off and the classroom door is to be closed.

When a tornado warning is given, either by the intercom or by special signal, take the following action:

- Have all students in groups with a faculty member in charge. A count should be made of your students. Go to the designated space below ground level.
- After a tornado has passed, check to determine if any people are missing or injured and if the immediate area of the building has been damaged. Send the information with a reliable student to the command area.
- Stay in groups until further directions are received from an authorized source.
- If you are outside and cannot make it back into the building, take cover in a ditch or depression in the ground.

#### **DO NOT**

- Take cover in gym or shops.
- Take cover in rooms which have an outside wall.
- Take cover by yourself.

### **USE OF SCHOOL VAN**

You are encouraged to use the school van for school related activities (practices, small group trips, etc.) when possible. Check with the district secretary **in advance** for availability and 24 hour administrative approval. Keys will be checked out for the length of the activity/trip only, and **MUST BE RETURNED** to the District Office the next school day. Remember to get keys prior to 3:00pm on Friday if you are using the van during a weekend. **You are expected to pick up the litter/trash and clean the interior of the van after your trip.** Also, when returning the van, please check the gas gauge and notify the District Office if it is low. The Office will make arrangements to have it refueled for the next trip.

### **VOLUNTEERS**

The Albany School District supports community volunteers. All volunteers must submit to a criminal background check through the District Office and be approved by the administrator prior to

volunteering. As with all visitors, all volunteers must sign in the office and obtain and wear a visitor badge.

## **ACTIVITIES/RESPONSIBILITIES**

### **APPOINTMENT OF CLASS ADVISORS**

Volunteers will be sought from the teaching staff for these positions. In the event there are no volunteers, the administration has the right to assign this position. Two class advisors will be assigned to the freshman class as they enter high school. These two advisors will follow the class through the next four years of school.

### **ADVISOR GUIDELINES**

1. Be present at class meetings offering a supportive role.
2. Involve as many students as possible in class activities. Decisions should be “majority rules.”
3. Divide the workload between the two class advisors and work together.

### **ACTIVITY FUND**

Activity advisors must have the treasurer complete the proper request for payment forms before submitting them to the office. Please have a copy of the bill attached to the properly completed form. Payment will not be processed without proper documentation.

### **STUDENT ACTIVITY FUNDS MANAGEMENT**

All student activity funds shall be under the financial control of the school board and shall be deposited in the school district account.

Upon approval of the Facilities Use Request, the use of school facilities can be used for an activity or fundraiser approved by the faculty advisor and principal/administrator. It may be the obligation of the class or school organization to reimburse the school for any/all other costs incurred with an activity or fundraiser. Such costs might include custodial overtime, kitchen help, bus fuel or chaperone expenses.

Disbursement of activity funds may be made only with the recommendation of the faculty advisor and the class treasurer, with the final approval of the principal/administrator.

An audit of all activity funds shall be made at the same time as the annual audit of school funds with the school district bearing the cost.

At the end of the school year, all balances will be carried over to the next school year with the exception of the year the class graduates.

#### **Graduating Class Funds**

Upon graduation, any balance which is remaining in the graduating class fund will be transferred to the student activity fund.

#### **Dormant Balances**

Any club or organization which has a fund balance, which has not experienced any transactions within the last twenty-four months, will be closed. The proceeds of this account will be transferred to the school activity fund.

### **CLASS INFORMATION**

Each class is involved in various activities through the year. Every student is encouraged to participate in class projects to promote school spirit and foster fellowship among classmates.

Each high school class will hold regular monthly meetings. The High School Office will establish the time for these regular meetings at the beginning of the school year. Class dues are a minimum of \$10 per year and must be paid by the end of first semester. Alternatives to class dues will be made for any class member unable to pay the dollar amount. Class dues will be used for graduation expenses like cap/gown, flowers, speaker, etc. Each high school class will contribute a minimum of \$100.00 yearly towards the cost of the yearbook.

All classes will meet at the time established. The class officers and advisors are to meet briefly prior to meetings to discuss the meeting's agenda. All special class meetings must have prior approval of the class advisors and the High School Office. No class meeting can be held without a class advisor or the principal or their designee present.

### **CLASS MEMBERS - DISRUPTIVE/NONPARTICIPATING**

Any students who are rude and disruptive during class meetings will be given a verbal warning by the class advisor stating that their behavior is inappropriate. If they continue to disrupt meetings, the class officers and advisors have the right to ban them from the class meetings until such time that they can conduct themselves in an appropriate manner. Notice will be given to the students when they are banned from meetings. They will then report to a specific place during class meetings as designated by the principal/administration.

Nonparticipating class members are those who do not pay dues and/or participate in class activities by their own choosing. Nonparticipating class members will attend the regular class meetings, but they cannot vote on class-sponsored fundraisers, class trip, prom court, and class gift. No class member owing money to the class will be eligible for prom court or the class trip until such money is paid. They can, however, participate in miscellaneous class activities.

Nonparticipating class members must sign a nonparticipating form to document their choice, but at any time during high school, they may elect to participate by paying the amount of dues owed at that time and notifying their advisor of their participation status.

### **CLASS OFFICERS**

Those members of the class interested in being class offices will turn in nomination papers in May. Those individuals will then run for the particular office they are interested in and the election will be held by secret ballot and students will be notified before the last day of school.

Prior to the first class meeting, it is the responsibility of the class advisors to meet with officers to explain each class officer's responsibilities.

The roles of the class officers are as follows:

- |                |  |
|----------------|--|
| President      | Conducts the organization's business by presiding at all meetings, conducting discussions, helping to determine policies, and making committee appointments. He/she should provide leadership and represent the organization in all of its relationships with the school, community, and other organizations. He/she should meet with the advisors prior to each meeting to establish an agenda for the meeting. |
| Vice President | Assumes the duties of the class president in the president's absence; attends and is a member of all committee meetings.   |
| Secretary      | Keeps all class records including minutes of the class meetings, roll call of members,   |

etc. It is his/her job to write letters and conduct all class correspondence. Be prepared to give the secretary's report at each meeting. A copy of the class minutes is to be turned into the high school office within 2 days following the meeting. Accurate minutes are a necessity and are the responsibility of the secretary and the class advisors.

**Treasurer** Has the responsibility for maintaining all financial records. His/her duties include collecting dues and other expenses, paying bills, and reporting regularly on class finances. Be prepared to give the treasurer's report at each meeting. Financial balances need to be verified monthly with the district bookkeeper. Receipts must be given in all instances.

### **DANCES**

All school rules are in effect during dances and after school activities. Students who leave the event will not be allowed to re-enter (This rule includes paid athletic events).

High School dances are for Albany High School students and their pre-registered guest of at least high school freshman status. Their guest must be pre-approved by the high school office at least two (2) days prior to the dance.

Middle School dances are for Albany Middle School students only.

Permission to sponsor a school dance is secured by completing the "Facilities Use Agreement" and submitting it to the district secretary at least ten (10) school days in advance. A Friday night dance must be authorized by the office on the preceding Monday. Adequate time for planning is necessary.

Closing time for the dance will be as follows:

Homecoming.....	12:00 a.m.
Prom.....	12:00 a.m.
Other School Night Dances .....	11:00 p.m.
Middle School Dances .....	10:00 p.m.

There must be two (2) chaperones (one male and one female) for all dances sponsored by a class. At regular dances, only one of the chaperones must be a faculty member. At Prom and Homecoming, however, there must be two male and two female chaperones (at least one must be the class advisor). In addition to the four chaperones, a police officer is required to be on call at Prom and Homecoming. The attendance of at least one administrator or designee is also required at Prom and Homecoming Dances.

Items to be considered by the class sponsoring the dance are chaperone selection, theme, decorations, date, music, work schedule, refreshments, clean-up, etc.

### **STUDENT FUNDRAISING ACTIVITIES**

#### **Board Policy #374**

The collection or raising of any funds by a class or school organization must have the recommendation of the faculty advisor/coach and the approval of the principal/administrator. Reference current policy. No fundraising may commence without a Fund Raising Proposal approved by an administrator. Fundraisers will be approved on a first come basis.

### **MISCELLANEOUS CLASS ACTIVITIES**

Miscellaneous class activities which include homecoming floats and window decorations, pep

assembly skits, posters, hall decorations, etc., will also be done under the supervision of a class advisor or an adult recommended by the class advisor and approved by administration.

### **SENIOR CLASS RESPONSIBILITIES**

Prior to December 1st, decisions should be made on the following: class colors, class motto, and class flower. The Board of Education will have set the date of graduation by this date also.

Prior to February 1st, commencement speaker will be selected. The speaker should also have been notified and have accepted by this date.

Prior to April 1st, dates will be set for Class Night by the principal/administration. Class Night is usually scheduled for a Wednesday night in May.

The senior class will make decisions (by private ballot if necessary) on the following: Ushers and program greeters for Class Night and for graduation and Educator of the Year Award. These will be chosen by May 1<sup>st</sup> in the following manner:

#### **Ushers**

A list of all eligible boys in the junior class will be given to each senior class member. Each graduating senior will choose two names for ushers. Voting for eligible junior girls to hand out programs will use the same procedure.

#### **Educator Of The Year**

Members of the graduating class will make nominations for Educator of the Year, with final selection being made by secret ballot.

The high school office will assist the class president in drawing up ballots (if necessary), issue them, and collect them. The results of this ballot should remain a secret until it is announced at Class Night. It will be the class president's responsibility to order the individual plaque to be presented to the recipient at Class Night and to notify the recipient or his or her family that the recipient should be present. The class president should notify the high school office so they can have the "Educator of the Year" plaque from the High School Office engraved.

#### **Spoon and Spade Winners**

These will be selected from the junior class by the current holders of the spoon and spade. The following are qualities to be considered during the selection process:

1. Loyalty
2. Scholastic Standing
3. Cooperation
4. Achievement
5. Citizenship
6. Sincerity

Announcement of the winner will not be released until Class Night.

### **SENIOR CLASS TRIP**

The Albany Board of Education must approve the senior class trip. Refer to Policy #358 and the current Student/Parent Handbook for complete requirements.

### **SNACK BAR**

The snack bar is currently operated by the Albany Sports Boosters. Groups can sign up to assist in the running of the snack bar. Participating groups must meet with the Sports Boosters at the beginning of each school year to receive training, list of responsibilities, rules and procedures for its operation. Contact the Albany Sports Boosters for more information.