

MHS

**Faculty
&
Staff**

Handbook

2010-2011

MARSHFIELD HIGH SCHOOL MISSION STATEMENT

*Preparing Lifelong Learners for the 21st Century...
One Student at a Time*

VISION STATEMENT

At Marshfield High School we envision a school in which:

- Staff will collaborate to achieve a common purpose and clear goals to maximize student success;
- Staff will demonstrate a personal commitment to the academic success and self-improvement of each student;
- Students will accept responsibility for developing the skills necessary to reach their full potential;
- Students will acquire the necessary decision-making skills and training to pursue the post-secondary endeavors of their choice;
- Staff and students will ensure a safe, orderly, and healthy environment that fosters respect for self and others;
- Staff and students will commit to developing proficiency in literacy and numeracy;
- The community will recognize, understand, and support the mission of Marshfield High School.

Revised 7/9/10

High School Office

Randy Luebbert- Principal
Keith White – Assistant Principal
Kevin Armstrong – Assistant Principal/
Activities Director
Brenda Owens – Secretary (2102)
Tammy Marlin – Secretary (2103)
Sandra Bethurem - Secretary (2104)

High School Counseling Office

Kathy Lane – Students with last names
A-F / Student Assessments (2107)
Lindsey Baedke – Students with last
names G-M / Senior Scholarships
(2108)
Amanda Badgett – Students with last
names N-Z / Freshman Student Life
(2109)
Teri Replogle- Secretary (2110)

High School Faculty

Gina Atteberry (2130)..... Special Education
Christine Bell (2177)..... Spanish
Charlotte Biddle (2162) Library / Media Specialist
Harlene Bramer (2154)..... Social Studies
Jered Brown (2125)..... Agriculture Education
Michael Byrd..... School Resource Officer
Josh Cantrell (2202)..... English
Zach Chittenden (2223)..... Vocal Music
Kevin Crowley (2221)..... Band
Jacque Curley (2189)..... Math
Tracy Diekmeier (2203)..... English
Kim Fields (2195)..... Science, Coach
LaShea Finley (2178)..... Math
Brandon Friebe (2153)..... Social Studies, Coach
Jennifer Glenn (2158) Art
Jessica Gorham (2210)..... Business, Coach
David Gray (2155)..... Social Studies, Coach
Ralph Hailey (2214)..... French, At-Risk
Cammy Harrison (2212)..... Business, Student Government
Greg Holtschneider (2182)Drama, Speech, Prom Coordinator
Brad Hurley (2161)..... Alternative Education, Coach
Lori Hutton (2221)..... Band
Tina Hyde (2156)..... Art, STAR Coordinator
Heather Jones (2174) Special Education
Jim Jones (2152)..... Social Studies
Roy Kaderly (2216)..... Physical Education, Coach
Pam King (2128)..... Special Education
Terry Laird (2171)..... NJROTC
Yvette Lane (2197)..... Math
Andrea Lee (2176)..... Math
Paul Lewis (2216)..... Physical Education, Coach
Barry Linville (2112) Technology Coordinator
Elmeree Marlin (2187)..... Math
John Mason (2200) English
Stan McGarvey (2127) Social Studies, ISS, Coach

Becky McGoon(2173).....Alternative Education
 Aaron McGrath (2179) Spanish
 Lisa Messick (2215) Physical Education, Coach
 Jeremy Meyer (2221) Band
 Shari Miller (2150) Nurse
 Kathy Moss (2209) Business, A+ Coordinator
Gary Murphy (2217) ISS, Drivers' Education, Coach
 Mark Nelson (2190) Science
 Danny O'Neal (2222) Technology Coordinator
 Jennifer Peebles (2129) Special Education
 Katie Peters (2190)..... Science
 Bridgitte Peterson (2186).....Math
 Kim Plemmons (2160) Social Studies, Coach
 Dee Rader (2159) At-Risk
 Chris Roberds (2172)..... ARC, Debate
 Belinda Roberts (2175)..... Special Education
 Stacy Robinson (2191) Math
Ivan Robison (2123).....Industrial Technology, Coach
 BJ Sandage (2192) Science
 Barbara Schulte (2157) Jobs for America's Graduates Program
 Larry Schultz (2183)..... NJROTC
 Rod Shetler (2220) Journalism, English, Coach
 Susie Smith (2121) Special Education
 John Sode (2194) Science
 Stacey Stewart (2295) Alternative Education
Peggy Swatkowski (2121) Health, Physical Education
 Bonnie Taylor (2205) English
Kevin Taylor Building Trades, Coach
 Nicki Thompson (2201) English
 Kimberly Totten (2188) Science
 Jason Tutterrow (2208) English
Andria Varghese (2157) Family and Consumer Sciences
 Aaron Veeneman (2120)..... Industrial Arts
Mary Whiteman (2193) Science
Kyle Whittaker (2124)..... Agriculture Education
 Jane Zucker (2295)..... Alternative Education

Bold indicates Chairperson of the Department

Mentors

Heather Jones (Special Education).....	Pam King
Andrea Lee (Math)	Elmaree Marlin
Jason Tutterrow (English).....	Nicki Thompson
Jered Brown (Agriculture)	Kyle Whittaker
Lisa Messick (Physical Education)	Paul Lewis
Katie Peters (Science).....	Kim Fields

Class Sponsors

9 th	Gina Atteberry, Tina Hyde, Kim Plemmons, Charlotte Biddle, BJ Sandage, Aaron Veeneman, Mary Whiteman, Josh Cantrell, Tracy Diekmeier, and Stacy Robinson
10 th	Becky McGoon, Christine Bell, Jennifer Glenn, Susie Smith, Kathy Moss, Larry Schultz, Andria Varghese, Peggy Swatkowski, Jered Brown, Kimberly Totten, and John Mason
11 th	Greg Holtschneider, Belinda Roberts, Ralph Hailey, Nicki Thompson, Jacque Curley, Jennifer Peebles, Terry Laird, Yvette Lane, John Sode, and Jim Jones
12 th	Andrea Lee, Mark Nelson, Kim Fields, Harlene Bramer, Aaron McGrath, Elmaree Marlin, Kyle Whittaker, Jason Tutterrow, Heather Jones, LaShea Finley, and Pam King

Football Homecoming	Sponsored by Student Government Association / Chaperoned by the sophomore class sponsors
Rally Day	Sponsored by the Student Government Association / Chaperoned by the coaches and music directors
Junior / Senior Prom	Sponsored by junior class prom committee / prom sponsor / Chaperoned by the junior class sponsors
Spring Fling	Sponsored by the Student Government Association Chaperoned by the freshman sponsors
Project Graduation	Kathy Lane, Lindsey Baedke, & Amanda Badgett

Each teacher assigned as a class sponsor is responsible to assist in the grade level activities at each level. The activities/ athletic director will meet with each group to discuss responsibilities. These activities include dances, homecoming floats, etc.

Curricular Sponsors

Art Club.....	Jennifer Glenn
Center Stage.....	Greg Holtschneider
FBLA.....	Business Dept.
FCCLA.....	Andria Varghese
FFA.....	Kyle Whittaker & Jered Brown
French Club.....	Ralph Hailey
FTA.....	Becky McGoon
Key Club.....	Jim Jones
Math Team.....	Stacy Robinson
MESA.....	Kim Fields
Model UN.....	Harlene Bramer
National Honor Society.....	Nicki Thompson
National Art Honor Society.....	Tina Hyde
Peer Mediation.....	Kim Plemmons & Yvette Lane
Quill and Scroll.....	Nicki Thompson and Charlotte Biddle
Renaissance.....	Jim Jones and Elmerie Marlin
Science Club.....	Kim Fields
S.O.D.A. Club.....	Peggy Swatkowski & Shari Miller
Spanish Club.....	Christina Bell
Student Government Association/Cabinet.....	Cammy Harrison
Technology Student Association.....	Aaron Veeneman
VICA.....	Kevin Taylor

Non-Curricular Custodians

Fellowship of Christian Athletes.....	Mary Whiteman
---------------------------------------	---------------

High School Coaches

BASEBALL:

James McAnarney, Head Coach
Jared Olson, Asst.
Josh Lashley, Asst.

BASKETBALL (girls’):

Gary Murphy, Head Coach
Chuck Cooksey, Asst.

BASKETBALL (boys’):

Tom Stokes, Head Coach
Brandon Friebe, Asst.
Michael Ragsdale, Asst.

CHEERLEADERS:

Debbie Keelan, Head Coach
Kelli Payne, Asst.

CROSS COUNTRY

David Gray, Head Coach
Sherri Price, Asst.

FOOTBALL:

Stan McGarvey, Head Coach
Paul Lewis, Asst.
Roy Kaderly, Asst.
Brad Hurley, Asst.
David McGarvey, Asst.
Nick Codutti, Asst.
Shem Johnson, Asst.

GOLF

Kevin Taylor, Head Boys' and Girls'

JAYWALKERS:

Kim Kicker, Head Coach

SOCCER (girls')

Paul Lewis, Head Coach

Krysten Clardy, Asst.

SOCCER (boys')

Krysten Clardy, Head Coach

TBA, Asst.

SOFTBALL:

Gary Murphy, Head Coach

Rod Shetler, Asst.

SWIMMING

Jason Hite, Head Coach - Girls

John Mullin, Head Coach - Boys

TRACK:

David Gray, Head Coach- Boys

Bridgitte Peterson, Head Coach- Girls

Roy Kaderly, Asst.

Jessica Gorham, Asst.

WRESTLING:

Ivan Robison, Head Coach

Seth Robison, Asst. Coach

VOLLEYBALL:

Lisa Messick, Head Coach

Jarod Olson, Asst.

Brandon Friebe, Asst.

SUPERVISORY DUTY TEAMS

Each person is reminded that during his/her team's cycle they should be in the hallway near their class by 8:00 a.m. and remain there until the first bell to go to class. They should also make a point to supervise the hallway between classes. In case of a conflict you may get someone to cover for you but please let the office know.

Team A: Jim Jones, David Gray, Aaron McGrath, Terry Laird, Gina Atteberry, Andrea Lee, Mark Nelson, Bridette Petterson, Yvette Lane, Jennifer Peebles, John Mason, Jason Tutterrow, Jered Brown, Paul Lewis, Bonnie Taylor, and Kevin Crowley

Team B: Brandon Friebe, Kim Plemmons, Brad Hurley, Becky McGoon, Christine Bell, Andria Varghese, Susie Smith, Belinda Roberts, Mary Whiteman, Elmeree Marlin, Jacque Curley, Nicki Thompson, Cammy Harrison, Ivan Robison, Greg Holtschneider, Larry Schultz, and Lori Hutton

Team C: Jennifer Sullivan, Stan McGarvey, Harlene Bramer, Pam King, LaShea Finley, Kim Fields, Katie Peters, Tracy Diekmeier, BJ Sandage, Kathy Moss, Kevin Taylor, Kyle Whittaker, Roy Kaderly, and Aaron Veeneman

Team D: Tina Hyde, Heather Jones, Jeremy Meyer, Stacy Robinson, Gary Murphy, John Sode, Kimberly Totten, Josh Cantrell, Peggy Swatkowski, Jessica Gorham, Lisa Messick, LaShea Finley, Dee Rader, and Rod Shetler.

Duty Schedule (by weeks):

Aug. 19	All Staff	Nov. 8	Team C	Feb. 21	Team D
Aug. 23	All Staff	Nov. 15	Team D	Feb. 28	Team A
Aug 30	Team A	Nov. 22	Team A	Mar. 7	All Staff
Sept. 7	Team B	Nov. 29	Team B	Mar. 21	Team B
Sept.13	Team C	Dec. 6	Team C	Mar. 28	Team C
Sept. 20	Team D	Dec. 13	Team D	April 4	Team D
Sept. 27	Team A	Dec 20	All Staff	April 11	Team A
Oct. 4	Team B	Jan. 4	Team A	April 18	Team B
Oct. 11		Jan. 10	Team B	April 25	Team C
	Team C	Jan. 18	Team C	May 2	Team D
Oct. 18	Team D	Jan. 24	Team D	May 9	Team A
Oct. 25		Jan. 31	Team A	May 16	All Staff
	Team A	Feb. 7	Team B		
Nov. 1	Team B	Feb. 14	Team C		

BELL SCHEDULE

Monday/ Tuesday/ Thursday/ Friday		Wednesday	
First Period	8:10 - 8:57	First Period	8:30 – 9:18
Second Period	9:02 - 9:49	Second Period	9:23 – 10:11
Third Period	9:54 - 9:41	Third Period	10:16 – 11:04
Fourth Period	10:46 - 11:11	NO FOURTH PERIOD	
Fifth Period	11:16 - 12:34	Fifth Period	11:09 -12:31
Sixth Period	12:39 - 1:26	Sixth Period	12:36 - 1:24
Seventh Period	1:31 - 2:18	Seventh Period	1:29 – 2:17
Eighth Period	2:23 - 3:10	Eighth Period	2:22 – 3:10

LUNCH SHIFTS

Each teacher will wait until the bell to dismiss your class for their lunch shift.

Group 1 (11:11-11:38)	Group 2 (11:41-12:06)	Group 3 (12:09-12:34)
Wed. (11:04-11:34)	Wed. (11:37-12:02)	Wed. (12:05-12:31)
Atteberry	Bell	Brown
Roberts	Curley	Fields
Bramer	Finley	Gorham
Cantrell	Hailey	Harrison
Diekmeier	Hurley	Messick
Friebe	Lee	Nelson
Glenn	Marlin	Sandage
Gray	McGarvey	Sode
Jones	McGrath	Swatkowski
Mason	Peterson	Totten
McGoon	Robinson	Tutterrow
Peebles	Roberds	Veeneman
Wiley	Shelter	Whiteman
Plemmons	Y. Lane	Whittaker
Schulte		
Smith		
Thompson		
Varghese		

GENERAL INFORMATION ON SCHOOL MANAGEMENT

Activities:

1. All dates for activities must be placed on the master calendar in the activities director's office.
2. In case of conflicts between activities, the organization making arrangements first will have precedence over any other activity to be scheduled at that time. (Check the calendar before scheduling events)
3. School activities should not be scheduled on Sundays without permission from the principal. Only on extreme circumstances should activities be scheduled on Wednesdays.
4. Each teacher has the same authority over pupil conduct on school sponsored trips or activities as they do at school.
5. Any staff member transporting students must have the "Private Vehicle Transportation Form" on file in the superintendent's office before approval can be granted to transport students. **A record of odometer mileage must always be turned in to the transportation director following the trip for reporting purposes. A "Request for Reimbursement" form must also be submitted for reimbursement at the rate set by the board of education.**
6. **Bus or private vehicle transportation requests need to be turned in to the activities director at least 10 days prior to the scheduled trip. Transportation cannot be guaranteed if this procedure is not followed.** After the activities director approves the date/time the transportation form will be given to the principal for approval and coding. The transportation director grants final approval for a trip.
7. Marshfield teachers, school board members, and visitors from other conference schools must show their conference pass for free admission. According to C.O.C. Constitution guidelines this also includes spouses of administrators, coaches, and school board members.
8. Administrators, teachers, coaches, and athletic scouts from other non-conference schools we are playing will be admitted free upon proper identification.
9. All Marshfield school personnel will be given a local pass for all home athletic events.
10. Admission to all athletic events is \$2.00 for students and \$3.00 for adults. Pre-school age children are admitted free of charge.
11. Season athletic passes are for sale and are good for twenty events. The prices are \$25.00 for students and \$40.00 for adults. They are to be presented to the gate worker to be punched at each game.
12. Renaissance students will be admitted free when they show their Renaissance card.
13. STAR Mentors will be admitted free when they show their STAR Mentor lanyard or ID.

Assemblies:

Marshfield High School is proud of the Blue jay traditions that become positive memories for graduates. All-school assemblies are a part of Blue jay tradition; a time to acknowledge positive efforts and develop school pride. In order to make assemblies a worthwhile experience you should know the following:

1. The Pledge to the United States Flag is part of every assembly. It is proper and traditional to stand at all times when the United States Flag is carried on the floor or the pledge is being said.

We stand, not because we agree with every action of our country, but, rather, from appreciation of the privilege to live in a country where you have the opportunities to become a contributor to the improvement of your country.

2. When any group is performing in an assembly the students should demonstrate respect and appreciation.
3. Classes will be called to the assembly by hall. Depending upon the nature of the assembly the students will either sit with their assigned teacher or by grade level. Teachers should refer to the “assembly seating chart” for their class’s designated seating area. **All teachers are to be present at assemblies.** Group control can be accomplished easier if shared by all adults present.
4. When being dismissed from assemblies in the gym it is necessary to protect everyone’s safety by emptying the bleachers from the top rows down. Because of the structure of pullout bleachers it is safer to keep weight on the lower benches while there is movement down the stairs. Please be sure the bench above you is totally empty the entire length of the gym before you dismiss the students in your row.
5. Book bags, food, and drink are not permitted in the gym or the auditorium.

Gym Seating Chart

Pull Out Bleacher (Fill from the Top Down)

C	Chittenden – 1 Harrison-1	S	Holtschneider-1	S	Murphy -3	S	Sode-2	S
A	Nelson-2	T	Sheltler-1	T	S. Smith-3	T	Gorham-1	T Moss-1
F	McGarvey/Taylor-1	A	K. Taylor	A	Friebe-3	A	Sandage-2	A Tutterrow-1
E	Lewis-2	I	Y. Lane-2	I	Plemmons-3	I	Totten-2	I Hurley -3
T Zucker	Meyer-1	R	Robinson-2	R	Bramer-3	R	Crowley-1	R Stewart/
E	McGoon-3 Hailey-1	S	Marlin-2	S	Hyde-3	S	Hutton-1	S
R			Curley-2		Glenn -3			Roberds -3
I			Schulte-3		Peters-2			
A								

Chairback Seats (Fill from the Top Down)

C	Jones-3	S	Thompson– 1	S	Brown-1S		Peterson -2	S
A	Varghese-3	T	Cantrell-1	T	Whittaker-1	T	King-3	T
F	Gray-3	A	Mason-1		A Robison-1	A	Bell-2	A
E	Rader-3	I	Diekmeier-1	I	Veeneman-1	I	McGrath-2	I
T	Fields-2	R	Kaderly-1	R	Long-1	R	Laird-3	R
E	Peebles-3	S	Lee-2	S	Peeler-2	S	Schultz-3	S

R Swatkowski-1 Finley -2 Roberts-2
I Whiteman-2 Atteberry-3
A

Attendance Policy:

Marshfield R-1 Schools has an attendance policy that requires that every student have 95% attendance to graduate. When a student has exceeded 72 periods of absence in one school year it is considered excessive. Therefore, absences beyond 72 periods require medical documentation or approval from an administrator to be excused. **Students are denied academic credit on days of unexcused absences.**

Attendance Procedures:

1. Teachers are to check attendance at the beginning of each period and keep a record on their computer. **The attendance verification information from the previous day should be on their computer and checked by the teacher daily.** This is very important because it prevents giving misinformation to parents regarding their child's attendance. Students marked with a "V" in the attendance column means their absence has been verified and should be excused. "A" means the absence has not been verified and therefore the student should not get any credit for that day. "K" means the student was truant and should also not receive credit. "F" means the student was on a school trip and should be excused.
2. Please report to the assistant principal any student you believe to be truant.
3. Students will not be penalized when they miss school for an activity; however, they are to make up ALL work missed. If students do not make up the work in any class, they will not be permitted to attend future activities during school.
4. Make sure all students returning to class the day after an absence from school have an excused absence on your computer or an admit slip from the office. Any student that does not present this slip must be sent to the principal's office immediately to obtain the admit slip.
5. **Teachers/coaches taking students out of school for an athletic event or field trip should e-mail the office and every teacher an excusal list two school days prior to the trip.** Teachers should mark these students absent and the adjustment will be made in the attendance office.

Building Security:

Personnel with access to the building when school is not in session must be alert to the responsibility for building security. Do not permit an unauthorized person to be in the area when you leave. Any staff member entering the building on the weekends should use entrance #13 located on the lower level by the agriculture department. The staff member must be prepared to disarm / arm the building using his/ her access code. **Staff members must always sign in or out on the log sheet by the keypad when entering the building on the weekend.** It is suggested when using the security keypad that staff have readily available the laminated set of instructions and phone numbers provided by the office.

Bullying Policy

The Marshfield R-1 anti-bullying policy requires every district employee to report any instance of bullying of which the employee has first hand knowledge. This information should be reported to the building principal.

Bus/Parking Lot Supervision:

Before and after school each day the principal, assistant principals, and safety/security officer will be in the bus loading and parking lot area to supervise students. As needed teachers will be asked to monitor this area in the absence of an administrator.

Care of School Property

Each teacher is responsible for all furniture, equipment, books and all other materials in his/her classroom. As often as possible, the teacher is to make a check of the above listed items to note any damage and report the damage to the office.

Book checks should be made at least once each quarter to determine who has lost books and also the general condition of each student's book. At the end of the school year the teacher will notify the student of the fines resulting from lost or damaged books.

Teachers should check the condition of the classroom walls, ceilings, and the entire interior of the classroom as well as the hall area outside the classroom each day.

The custodians empty trash and sweep rooms daily. If a problem occurs that needs immediate attention please notify the office or the custodian.

Cell Phone Usage by Staff

It is not appropriate for staff to use a cell phone for calls or text messaging during instructional time.

Changes in Class Meeting Location:

When it is necessary for a class to meet in the library, computer lab, etc., or any location other than the usual meeting place, the teacher should notify the office and place a sign on the classroom door.

Checking Orders Received:

Each teacher will be given a copy of purchase orders. All supplies and books must be checked. If satisfactory then initial purchase order, write, "OK to pay" and send to the accounting office in the Central Office.

Classroom Safety:

Periodically each teacher should check their classroom for safety issues and report any findings to the office.

Communication with Parents

It is important that teachers communicate with parents. A telephone call or a personal note home is appropriate to communicate initial concerns about grades or behavior. Teachers should keep records of all parent communication in the SIS system under “parent / student logs”. This communication should take place before a child is referred to the office using a SIS Student Discipline Referral. This report will be sent home by the principal to notify the parents of the problem. Parents may also be contacted via SIS e-mail.

Computer Labs/Technology:

Following are the computer labs available in the high school:

Room 101 (west side of library)—capacity of 30

Library Lab (east side of library)—capacity of 20

Room 316—math & science lab—capacity of 26

Room 406—language lab—capacity of 29

Registering on the network calendar will reserve that computer lab.

Teachers are responsible for monitoring student usage of technology. Know what your students are doing at all times! When using the school computers students should be focused only on the curricular activity assigned by the teacher. STUDENTS SHOULD NOT BE AIMLESSLY “SURFING THE NET” AND PLAYING GAMES. Teachers should also monitor student printing of information to minimize waste of printer supplies. USE ASSIGNED SEATING IN THE COMPUTERS LABS AND DOCUMENT THE MACHINE EACH STUDENT IS USING EACH TIME THE CLASS IS IN THE LAB. PLEASE KEEP THE LIGHTS ON IN THE COMPUTER LAB AT ALL TIMES.

IF YOU ARE ABSENT FROM SCHOOL DO NOT ASK YOUR SUBSTITUTE TO TAKE YOUR CLASS TO THE COMPUTER LAB. PLEASE HAVE AN ALTERNATE ASSIGNMENT AVAILABLE.

Student computer accounts will be available by the first day of school for students enrolling prior to Aug. 16th. If a new student is assigned to your classroom and he/she does not have a computer account DO NOT send that student to Mr. Linville. A student’s login code can be found by the teacher in SIS. **This code is disabled if the student does not have a signed technology agreement on file signed by a parent.** It will also be disabled if the student is under a technology suspension.

Confidentiality:

One of the most important expectations of any school employee is that of confidentiality of student information. In conferencing with parents it is important that only their child be discussed and no other student names be mentioned. Also, maintaining student grade reporting in a confidential manner is crucial. **Remember that personally identifiable student information cannot be shared, released, discussed, etc., without parental permission.**

Copyright Information:

Teachers who make and/or use copies of copyrighted materials in their classrooms are expected to be familiar with and follow published guidelines regarding fair use and public display. Teachers and students who use copyrighted materials that do not fall within fair use or public display guidelines will be expected to substantiate that the materials meet one of the following tests:

1. have been purchased from an authorized vendor and a record of the purchase exists.
2. are covered by a licensing agreement between the copyright owner and the district.
3. are being previewed or demonstrated by the user to reach a decision about future purchase or licensing and a valid agreement exists that allows such use.
4. are part of the public domain.
5. a written agreement from the owner of copyright has been obtained for use of the materials in a classroom setting or other specified use.

The Board of Education does not sanction or condone illegal duplication in any form. Teachers are responsible for informing students of this copyright information as it relates to class projects, Internet usage, etc.

Curriculum Guides/ Curriculum Maps/ EAT-Online:

Every teacher should have access to curriculum information on EAT Online found on the district website. Department chairpersons are responsible for providing updated curriculum information to the Curriculum Director as well as in-servicing new departmental members in the use of EAT Online.

Documentation:

Teachers are encouraged to document information that may be of use in the future. This includes unsuccessful attempts to contact parents, phone and personal conferences with parents, disciplinary incidents in class, etc. These should be logged in the Student/Parent Contact Log file on SIS.

Educational File:

*A course syllabus should be given to students for each class taught and should include the following:

- Description of the course and course objectives;
- Information regarding semester projects and final exams;
- Grading policy and grading scale;
- Testing policy and make up;
- Homework policy and make up;
- Rules and regulations of class.

*Copies of posted discipline and rules

A syllabus for each course taught should be on file in the office by Aug. 19th.

Emergency Drills:

Emergency drills for fire evacuation, storm, and building intruder (lock-down) will be conducted during the school year. Generally no exact time/date will be specified. Teachers should discuss emergency procedures with all classes and be prepared to act accordingly. Emergency information can be found in the red notebook handed out to each teacher.

Teachers will also be issued a red folder that should be taken with them during evacuations of the building. This folder should include current class rosters, evacuations procedures and maps.

Expectations of Staff:

1. Be in or around your classroom by 7:50 a.m. on Mon., Tues, Thurs. & Fri. On Wednesdays teacher should report to collaborative team meetings at 7:35 a.m. Your presence is necessary to help maintain a safe environment.
2. All teachers are expected to remain at school until 3:25 p.m. except on Wednesdays when you can leave at 3:15 p.m.
3. You must notify the office if it becomes necessary to be gone for any reason between 7:50 a.m. and 3:25 p.m.
4. **Teachers are to dress in a professional manner. (See Professional Dress Section)**
5. If you see something that is against school policy, deal with it, or make the office aware.
6. All teachers are expected to work their assigned extracurricular event or find someone to take their place.
7. MHS staff is reminded that Marshfield R-1 is smoke-free.

Extended Contract Employees

Some staff members receive compensation for additional contractual days beyond the number of days of the standard teaching year. The following guidelines shall be followed:

1. In most cases the number of extended contract days should be evenly split to be worked on consecutive days immediately prior to the beginning of the school year and following the end of the school year. An exception to this must be approved by the building principal and attached to the log sheet referred to below.
2. Weekends, holidays, snow days, spring break, etc., may not be counted as extended contract days.
3. Extended contract employees shall maintain a log of date and times worked and provide this information to the building principal. This provides a distinction between time spent on extended contract, extra duty stipends, and career ladder time.

Extra Credit:

The awarding of extra credit points is not allowed. Grades should be a reflection and measurement of students' understanding and knowledge of the course content. Do not diminish the importance of what students are asked to do and understand each day by allowing them to "bail out" with extra credit.

Faculty Meetings:

1. Faculty team collaboration will be every Wednesday from 7:35 a.m. to 8:25 a.m. Occasionally this time will be used for a general faculty meeting.
2. All faculty members are expected to attend collaborative team meetings and arrive on time. You must see an administrator if you have a conflict and cannot attend.

Field Trips/ Extra Trip Requests

The department chairman and the principal must approve field trips. Transportation for field trips should have been budgeted through the respective departments.

Staff members requesting transportation are asked to complete a Transportation Request whether using a bus or their private vehicle. The staff member should first check the school calendar with the activities/athletic director and then submit the transportation request to the building principal for approval. The request will then be sent to the Transportation Director and a copy returned to the staff member with approval/disapproval. **Staff members who have received authorization to transport students in their private vehicles must also return the odometer mileage form to the Director of Transportation following the trip.**

Staff members are reminded that school board policy dictates that students must ride school-provided transportation to an event/performance, etc., to be eligible to participate. Students are allowed to ride home from an event in a private vehicle but may be transported by a parent only. The parent must seek prior approval from the coach/sponsor of the group.

Sponsors are also reminded that students must be in attendance at school all day in order to represent the school in an activity that evening. The only exceptions are pre-arranged doctor appointments, funerals, etc., which should be pre-approved by the activities/athletic director or the principal.

Field Trip Permission Slips

For all trips scheduled to leave during the school day, students must have notes filled out by parents and turned in to sponsor prior to day of trip.

Final Examinations:

Final examinations are to be administered in all high school classes to all students regardless of their grade at the close of each semester. The final examination will cover a semester of work.

The specific content of each examination is the responsibility of the classroom teacher. Test items may be developed by each department to conform to a prescribed curriculum. **A portion of the final exam should be a performance assessment.**

A copy of each final examination or a written description of the final activity shall be submitted to the school principal at a designated time prior to the date of the final examination.

The final examination will serve as 10% of the student's semester grade. The semester grade should be computed based upon total points.

The final examination dates will be announced at least four weeks prior to the end of the semester. See Mr. Luebbert if you have any questions about the preparation of your final examinations. Any student requesting to take early finals must seek approval through the office.

During the administration of final examinations students should not be allowed to leave the classroom unless it is an emergency. No hall passes should be issued. **Students' final exams should be kept on file for one semester and then destroyed.**

Freshman Student Life (FSL)

FSL is a program designed to provide freshmen a smooth transition into the high school setting by allowing upperclassman the time to mentor them, befriend, and answer any questions regarding general aspects of high school life. This program is conducted through the STAR classes.

Flower & Gift Fund:

All staff members are urged to participate in this fund that provides for flowers for hospitalizations of staff and deaths of immediate family members. Gifts are also given for births, retirements and marriages. Please pay \$20.00 to Brenda Owens if you choose to participate.

Food / Class Celebrations:

Classroom celebrations are encouraged when they represent acknowledgement of student achievement. **The use of food during these celebrations should be limited and always approved in advance by the administration.** It is important that the guidelines of the District Wellness Policy are considered when using food as a reward in the classroom.

Fund Raisers/ Money Collection:

Articles constructed by students in a class are the property of the school until the student has paid for the article. A fundraiser request form must be completed and approved by the principal and activities director **before** the fundraising occurs.

Money handled by any organization shall be channeled through the activity accounting system. All funds must be accurately counted, rolled, sorted, and handed in with a completed deposit slip. **Signatures of two staff members are needed to verify the amount of each deposit.** All organizations will be given a receipt for funds deposited. Withdrawals from any account will be made only on presentation of a requisition slip signed by the superintendent. Requisition blanks may be secured in the principal's office. **NEVER LEAVE MONEY IN YOUR CLASS ROOMS. Organization sponsors should never leave more than \$50 in the vault. Make deposits promptly so checks can be cashed in a timely manner.**

Money collected from fundraisers by staff should be accounted for by issuing receipts for all money received. Each club/organization should provide a receipt book.

Grade Reporting

Teachers will record grades on their computer using the SIS system. **Grades must be updated no less than weekly.** **Missing student assignments must be reported in the grade book as a zero, do not enter “Exempt”.** The SIS grading program will compute the grades on a cumulative basis. All grades will be imported every three weeks in order to determine Privilege Time for the 10-12 grades. The final semester grade will reflect an accumulation of all points and the final.

A progress report for every student will be made to the principal at the end of every three weeks. This report will reflect a cumulative point total for that respective semester. These reports will be distributed to the students during their STAR classes.

All teachers should be in contact with parents/ guardians regarding academic or behavior concerns. These contacts should be documented on the SIS system under “student/parent contact log”.

Hall Passes:

- 1. No student is allowed out of your room without a pass, except during an emergency.**
2. Expect students to come to class prepared. Do not let students leave your classroom except when absolutely necessary.
3. Students should not need to go to lockers during class time unless it is for a class assignment.
4. Students are not to use the phone during class unless the office notifies them to do so.
5. Students have five minutes between classes to use the restroom.

Homebound Instruction:

With medical documentation a student may be placed on homebound instruction in extreme situations. Homework assignments will be collected from teachers and completed assignments returned. **It is the responsibility of the teacher to provide assignment information in a timely manner when requested.**

Homework Hotline

Parents/ students should be able to access homework/ activity information by dialing the extension number of each teacher or checking their web link on the high school’s internet homepage. **Teachers should update homework and other announcements regarding clubs and activities on a weekly basis.** (Directions are provided at the end of this section.)

In-School Suspension:

Once a student is assigned to in-school suspension placement the assistant principals will issue an ISS form to the student’s teachers. This form must be filled out and placed in the ISS teacher’s mailbox prior to the dates of suspension. The ISS teacher will also contact staff to

receive additional work and will place completed work in your mailbox. The faculty bulletin published each day in SIS will list students assigned to ISS. Teachers should count these students absent for attendance purposes in the computer and the attendance office with enter the ISS code.

Inventory:

Room inventory is maintained on the district's computer network. Any time new equipment, furniture, etc., is received it should immediately be added to the inventory. **This is critical for insurance purposes.** At the end of each school year each teacher is asked to turn in a copy of his/her room inventory. Make sure inventory reflects any gifts received during the school year.

Keys:

Do not at any time entrust your keys to another person. Report immediately to the office any lost keys.

Leaving the Building:

If you must leave the building anytime during the school day please notify the office. Please limit leaving the building to unavoidable errands.

Library:

Teachers are encouraged to schedule classes for library usage. A sign-up is done on the network calendar for reservations. Teachers are expected to supervise the class while in the library. The librarian will assist in all aspects of library use if needed. Please notify in advance if assistance is anticipated.

Teachers may send individual students to the library with passes when needed to complete a research assignment, for gathering information, etc.

Students should only be sent to the library if an educational need exists involving library resources.

Lost and Found:

Lost and found items are handled through the principal's office.

Mailroom/Workroom:

Teachers are free to use the mailroom/copy rooms and the equipment as they wish. However, only students assigned as teacher helpers are allowed to use this room.

Only employees of the Marshfield R-1 school system will have access to inter-school mail and mailboxes. Organizations or individuals not employed by the school who wish to distribute materials through inter-school mail, have access to mailboxes, or desire to use the school bulletin boards will need prior approval of the superintendent of schools

Mandated Reporter:

Teachers, principals, or other school officials are named specifically in the child abuse law as mandated reporters of child abuse/ neglect. The law states that when a person with responsibility for the care of children “has reasonable cause to suspect” that a child (anyone under age 18) has been abused or neglected, that person shall immediately report or cause a report to be made to the Division of Family Services (DFS). Reasonable cause to suspect means a standard of reasonable suspicion, rather than conclusive proof. When a person is required to report in an official capacity as a staff member of a school facility, the person in charge shall be notified. That person in charge becomes responsible for immediately making or causing a report to be made. This is not meant to relieve anyone of their responsibility from making a report. A report may also be made to any law enforcement agency or juvenile office, although this does not take the place of making a report to DFS.

At MHS the following procedures should be followed:

1. Immediately report suspicion of abuse to the administration;
2. Document all information that created suspicion of abuse;
3. Administration/ designee will report the incident/ suspicion to the Principal;
4. The Principal will then make the determination if the incident is to be reported to DFS on behalf of the school district;
5. The Staff member reporting the situation will receive information regarding the disposition of the case. If the district officials chose not to make a hotline call the reporting staff member may choose to do so.

Out-of-School Suspension:

When students have been assigned out-of-school suspension they **are** allowed academic credit for tests, class assignments, etc., for the duration of the suspension. However, these students will have to make up the hours they missed if they fall under their 95% attendance rate. Students who choose to go OSS instead of serve ISS forfeit their ability to make up work for credit and therefore will receive a zero on any work assigned or collected during their OSS assignment. The administrators will notify the student’s teachers when not to accept work for credit. Teachers are expected to cooperate with this practice.

Parent/Teacher Conferences:

Parent/teacher conferences will be held Oct. 28th (4:30 p.m. to 7:30 p.m.) and again on March 22nd and 29th (4:30 p.m. to 7:30 p.m.). Teachers are reminded that this is contracted time and they are to be available during the designated conference hours. No student athletic practices or rehearsals should be scheduled during conference hours. It is not appropriate for children of staff to be present during parent teacher conferences or professional development events.

Parent Web Access:

Any parent/ guardian that provide an e-mail account to the school will be allowed to log on to the parent web browser. This enables the parents/ guardians to see their student’s grades, attendance, and lunch account information. It is imperative that teachers keep their grade books up to date, as well as, take accurate attendance daily.

Payment/Reimbursement:

Payday for Marshfield R-1 staff is the last working day of the month. In order to have accounts payable ready for the monthly Board of Education meeting all requests for payment (i.e., mileage reimbursements, conference registrations, etc.) must be received by the central office by the tenth day of the month.

PBTE Evaluation Cycle

tenure 8/15 Prob. I	tenure 8/14 Prob. II	tenure 8/13 Prob. III	tenure 8/12 Prob. IV	tenure 8/11 Prob. V	Required Summ. in 2012-2013	Required Summ. in 2010-2011	Required Summ. in 2011-2012	Part-Time
Messick**	Atteberry*	Cantrell*	Badgett	Chittenden	Bramer**	Biddle Jones, Heather*	Fields	<i>Meyer (JH)</i>
	Hurley**	Curley	Baedke	Smith, S.*	Crowley	Harrison*	Gray** Holtschneider**	Peters Rader, D.***
	Brown*	Kaderly**1/14	Diekmeier*		Laird**	Hutton	Jones, Jim**	Taylor, B.*
	Tutterrow*	McGarvey**	Finley		Murphy**	Hyde	King*	
	Hailey	Nelson 1/14	Friebe**		Sode	Lane, K.	Lane, Y.	
	Lee	Roberds	Gorham*		Swatkowski**	McGoon***	Moss*	
		Veeneman*	McGrath		Whiteman	Roberts*	Peebles*	
			Plemmons**		Zucker***	Robinson	Peterson	
			Robison*		Bell	Sandage	Shetler*	
			Schultz**		Lewis**	Stewart***	Glenn	
			Thompson*		Mason*	Taylor, K.*	Varghese*	
			Totten				Whittaker*	

Staff evaluated by
Mr.

Luebbert

*Staff evaluated by
Mr. White

**Staff evaluated by
Mr.

Armstrong

***Staff evaluated by Mrs. Harriman

Phones:

Teachers will not be called out of class for a phone call unless it is an emergency.

If a personal long distance phone call is made please use a calling card or cell phone.

If a long distance call is necessary for school business you should first dial the number, listen for the tone, and then enter 1+ the last three digits of your social security number.

Teachers will be able to receive outside phone calls directly to their rooms except during school hours. During school hours calls will be directed to teachers' voice mail. Do not allow students to use the classroom phones unless you deem it a necessity.

Public Relations:

Teachers need to be sure that special events and activities are covered in the newspaper. **The athletic/activities director is the high school liaison with the media.** Teachers should notify the athletic/activities director anytime there is a request for a photographer to come to school to take pictures for student recognition.

Purchasing Procedures

1. The department chairperson must approve every requisition by signing his/her initials.
2. Complete the requisition from the template provided being certain to give correct mailing address.
3. Requisition must have code number or it will be returned.
4. The requisition will be typed and sent to the superintendent in the form of a purchase order.
5. The teacher will receive a copy of the requisition and purchase order if it is approved.
6. Upon receipt of the order the purchase order is to be initialed and sent to the Central Office for payment.
7. No phone orders will be allowed.

Any purchases from Wal-Mart or Sam's must be pre-approved and the purchase order returned from Central Office prior to the purchase. The school issued Wal-Mart card must be checked out in the office (with the tax-exempt card) and used for all transactions.

Privilege Time (PT)

PT is awarded during STAR (10:46-11:11) for students that have qualified to be able to go to the cafeteria or library to work on homework or socialize.

To qualify students must have no discipline issues and no grade lower than a 66% (D+).

Seniors can qualify for PT on Monday, Tuesday, Thursday, and Fridays; juniors have the option on Thursdays and Fridays; and sophomores can qualify for PT on Tuesdays. Students' PT status is re-evaluated every three weeks.

Professional Dress:

Appropriate professional attire for aides, teachers, administrators, and non-certified staff (all clerical, tech staff, office staff, and substitute teachers) shall be a loose version of business casual. Slacks and dresses are not required, but, the wearing of blue jeans and t-shirts would not be considered appropriate except for occasional special days or spirit days that have been scheduled by individual building administrators. T-shirts that are considered more business casual are accepted. Clothing that contains artwork, slogans, graphics and advertising that does not relate to the Marshfield R-1 School District, teacher professional organizations, or campus sponsored extra-curricular activities, would be considered inappropriate.

Excluded from the definition of non-certified staff are custodians, maintenance personnel, kitchen staff, and bus drivers.

Exceptions may be granted by the building administrator on a case by case basis for teachers and other staff members whose job assignments might warrant special consideration.

EXAMPLES: Shop teachers, techs engaged in moving equipment and wiring projects, and art teachers.

If you have any questions about whether certain attire is appropriate please see your building administrator.

NOTE: There is no reference to colored denim in these guidelines. The only thing that is discouraged related to denim is the wearing of “blue jeans” on a daily basis.

Rehearsals/Athletic Practices:

Coaches and activity sponsors are reminded that there should be no rehearsals or athletic practices scheduled during contracted hours. This includes teacher in-service/workdays, parent-teacher conference days, collaborative planning time, etc. Please see the activities director if you have questions regarding this matter.

Resource Speakers:

Careful consideration must be given before inviting a resource person to your classroom. The principal’s office should be consulted and informed of the presentation, subject matter, date, name of speaker, etc. The resource speaker should be told to report to the office upon arrival to receive a visitor’s pass.

Scheduled Meetings/Events:

Meetings and events including student activities, staff groups, meetings, etc., to be held in the building, should be submitted for entry on the school calendar with the Activities Director.

Please submit your request in writing. The calendar is to prevent conflicts, to notify all concerned of up coming events and to promote better organization and administration.

School Nurse:

The Marshfield High School nurse is Shari Miller. The health room and nurse’s office are located in room 100. If a student becomes ill in class please follow the procedure listed below:
--Send the ill student to the nurse’s pass. If the nurse is not in, the student should report to the principal’s office.

--Students should not go to the nurse’s office between classes on their own unless it is an emergency. Students need to be sent with a pass by a teacher so they can be accounted for at all times.

--If you need help with an injured or seriously ill student, call the nurse’s office or the principal’s office immediately. The principal will come to assist the nurse, assess the situation, and obtain appropriate medical assistance. **DO NOT ATTEMPT TO MOVE AN INJURED STUDENT!**

--If you suspect drugs or alcohol, send for a principal and remain with the student until assistance arrives.

Showcase & Bulletin Board Displays:

The showcase beside the library is an excellent public relations tool for our school. Teachers and club sponsors are encouraged to use the showcase to display information, student work, etc. The sign-up sheet for showcase reservations is located in the library. Let's make certain that there is something on display every week of the school year.

Display cases are also available for many departments to display student work. Please see that the display case in your area is kept clean and frequently changed displaying as much student work as possible.

Staff E-Mail

All staff are asked to check e-mail daily. When sending a student excusal list or other information pertinent to all staff please use the following steps:

Click New; Click Address Book; Leave the first field "Last Name;" Leave the second field "Begins with;" In the third type "mhs;" The address box will give you a list to choose from.

Please do not send mass building or district e-mail for personal matters. Consult with a building administrator before sending an e-mail to all district employees.

Any Marshfield R-1 Schools employees can be e-mailed using the format of your first name then a period and then your last name followed by @marshfieldbluejays.org. An example of this would be Randall.luebbert@marshfieldbluejays.org.

Student Announcements

Teachers should provide bulletin/announcement information to students using the closed-circuit TV system. **Teachers should also monitor student and staff informational items electronically through SIS.** This bulletin will provide more detail regarding the announcements than can be given on the closed-circuit TV system.

Student Discipline Referral

All student discipline referrals should be submitted electronically through SIS. This may be done from the attendance option of the grade book module or through the "See My Referrals" tab on the SIS home page. Other student's names should never be disclosed in the discipline referral due to FERPA.

Student Tutorial and Academic Resource (STAR)

STAR is a program designed to give each student the opportunity for academic resource time. During this time the teacher will be responsible for supervising their assigned students, answering questions, monitoring STAR mentors, and sending students who qualify to formal academic tutoring. STAR time is during 4th hour (10:46-11:11) Monday, Tuesday, Thursday, and Friday.

Supervision:

1. Teachers need to cover all halls before school, at lunch periods, and between classes. Please be aware of what is happening around your room and notify the office of anything unusual.
2. Work with the teachers around you to make sure the bathrooms are routinely monitored and checked between classes.
3. Keep students quiet and orderly and the halls free from trash.

Tardy Sweeps:

A tardy is defined as a student not being within the classroom when the tardy bell begins. All teachers will close their door when the bell rings for class to begin. Any student not in the room will be considered tardy and taken to the area outside the ISS room where they will be issued a tardy pass back to class. The only exception to this is if he/she has a written note from a staff member. Students must check in through the office if arriving after the first hour tardy bell. They must enter their first hour class with a note from the office. Students will be called to the office on their **fifth accumulative** tardy. Tardy will be accumulated by semester.

<i>Fifth Tardy:</i>	Warning
<i>Sixth Tardy:</i>	1 Week of Lunch Detention
<i>Seventh Tardy:</i>	1 Week of Lunch Detention
<i>Eighth Tardy:</i>	1 Friday School/3 Detentions
<i>Ninth-Eleventh Tardy:</i>	1-Day In-School Suspension each time
<i>Twelfth Tardy (or more):</i>	3 Days In-School Suspension with each referral

TARDY SWEEP SUPERVISORS

The building will be divided into four areas; area A will be the blue locker area, area B will consist of the green locker area, area C will be the red locker area, and area D will be the industrial technology, agriculture, cafeteria, and band / music areas. Each area will be assigned a “sweeper” to check the halls and any bathrooms in your assigned areas. All students in the hallway without a pass should be brought to the ISS room where the ISS instructor will issue a tardy slip. **You must serve your assigned duty as a tardy sweeper. If for some reason you can not it is your responsibility to find your replacement.**

	A	B	C	D
1st Hour				
Team 1	B. Hurley	J. Jones/ Admin.	J. Tutterrow & J. Mason	K. Whitaker
Team 2	J. Glenn	M. Nelson	J. Cantrell & T. Diekmeier	R. Shetler
2nd Hour				
Team 1	K. Plemmons	K. Fields	L. Messick/ P. Lewis	J. Brown

	Team 2 A. Badgett	J. Sode	J. Meyer/ Admin.	Admin./ P. Swatkowski
3rd Hour	Team 1 P. King	C. Bell/ B. Roberts	C. Harrison	A. Veeneman
	Team 2 H. Jones	K. Totten/ M. Whiteman	P. Lewis/ L. Messick	L. Hutton/ Administration
4th Hour	Team 1 T. Hyde	R. Kaderly	K. Moss	K. Taylor
5th Hour	Team 1 A. Varghese	L. Baedke	K. Moss	G. Holtschneider
	Team 2 T. Hyde	K. Lane	Z. Chittenden	K. Taylor
6th Hour	Team 1 G. Atteberry	A. McGrath	J. Gorham	P. Swatkowski/ Admin.
	Team 2 B. Friebe	S. Smith	M. Byrd	M. Byrd
7th Hour	Team 1 H. Bramer	Admin.	T. Laird	I. Robison
	Team 2 Admin.	Admin.	L. Schultz	Admin.
8th Hour	Team 1 D. Gray/ J. Curley	Y. Lane/ B. McGoon	R. Hailey	Admin.
	Team 2 J. Peebles/ B. Peterson	S. Robinson/ E. Marlin	A. Lee/ L. Finley	Admin.

The team assigned to tardy sweeps will be posted in the weekly bulletin.

Teacher Absences:

1. If a teacher is unable to attend school because of illness, please try to call, Mr. Luebbert (468-2571 / 830-4541), Mr. White (417-540-4971), or Mr. Armstrong (417/827-6257), the evening before if possible. If this is not possible please call between 6:00 a.m. and 6:30 a.m. Do not call Cindy Estes in substitute services.
2. Substitute plans should be left in your desk, in the office, or sent to school as soon as possible. The information left for your substitute should contain a copy of your schedule, directions for attendance, seating charts, special student needs, **emergency plans**, a teacher's name who could assist them if needed, and a copy of rules for your classroom.
3. Teachers requesting personal leave or pre-arranged medical leave should complete the LEAVE FORM and submit it to the principal for approval.
4. Substitute teachers are expected to conduct more than a study hall so please leave meaningful lesson plans. Please be reminded not to send student to the computer labs with a substitute.

Testing Dates:

Sept. 9	ASVAB (optional for grades 10-12)	Dec. (TBA) 1st Sem. Finals / EOC Exams
Sept. 11	ACT @ MHS	Feb. 12 ACT @MHS
Oct. 13	PSAT (grade 11)	April 9 ACT @MHS
Oct. 19	PLAN (P-ACT for all tenth graders)	May EOC exams/ Final Exams Vocational Testing
Oct. 23	ACT @ MHS	June 11 ACT @ MHS
Dec. 11	ACT @ MHS	

Truancy:

When students choose to be absent from school without parental permission they are considered truant. When it is established by the attendance office that a student is truant he/she **cannot be awarded credit** for tests and class assignments for the duration of the truancy. Students are still encouraged to do the work to keep up with the class even though credit is not awarded. Disciplinary action is also handled through the office for truancy.

Unexcused Absences:

Students sometimes are absent from school with the knowledge of their parents but the absence is still deemed “unexcused” by the school administration. Even though the student is not considered truant and is not subject to disciplinary action, the student still forfeits the opportunity to earn credit for tests and class assignments for the days of unexcused absence. Students are still encouraged to do the work to keep up with the class even though credit is not awarded.

Videos:

Film or video presentation can be a valuable aid to the teacher. Discretion, judgment, and careful consideration must be evident in the selection of media. Content and quality must be consistent with purpose in the classroom. **No video/ multi-media should be used without having been previewed by the teacher.** The teacher should be able to assure: that the presentation can be directly referenced to the district’s curriculum; use of the presentation must comply with all copyright laws; and, consideration of alternate lesson plans must be given if a parent objects to the presentation. **Rarely is it appropriate for students to view a full-length movie.**

Visitors in the Building:

Individuals who have no reason being on campus will be asked to leave. Students may not bring friends to classes as visitors. Visitors are not allowed to visit during lunch. Teachers inviting class speakers/guests to the building should remind them to sign in at the principal’s office and he/she will be given a visitor’s pass.

Weekly Bulletin of Activities

The activities/athletic director provide staff with a summary of all events for the upcoming week. Teachers are reminded that all activities must be approved for the school calendar to prevent conflicts. Approved events will appear on the weekly activities bulletin. **Teachers are asked to post this bulletin in their classrooms.**

Withdrawals from School:

All students withdrawing from school must receive withdrawal grades. Teachers will complete the student's withdrawal form noting lost books/charges, etc. The withdrawal grade must be on the form before the teacher signs off.

STORM/SEVERE WEATHER INFORMATION

If the superintendent's office has been warned of a severe weather alert, school personnel will be instructed to take action. The building may be used for shelter purposes or if there is insufficient warning time, the pupils will be instructed to drop to the floor and seek protection immediately.

Warnings--

When the area is under a severe weather or tornado watch, the principal will advise teachers through a personal visit or by a note. Upon receiving a local tornado WARNING, the ALARM will be sounded.

Alarm--To Seek Shelter--

The bells will ring continuously for 30 seconds.

Shelter Areas--

Designated shelter areas are assigned for severe weather.

Procedures to Follow--

Upon hearing the alarm, teachers should direct students to move to designated shelter via the direct route. The teacher should:

- 1. Leave all closed or open windows ALONE.**
- 2. Have assigned students to assist handicapped individuals.**
- 3. Have students leave coats and books.**
- 4. Have students walk rapidly, but quietly in an orderly line to the shelter.**
- 5. Teacher upon leaving classroom should take their roll sheets and check adjoining restrooms.**
- 6. As a storm approaches instruct students to:**
 - a. Assume a protective squatting position with hands locked at back of neck.**
 - b. Remain in this position until further word from teachers.**

Should there be **INSUFFICIENT TIME** to move to designated shelter areas, teachers and students should:

- 1. Lie down on the floor under a desk, table, or heavy furniture.**
- 2. Go to inside wall; assume protective squatting position, facing away from windows.**

When Out-of-Doors--

If time does not permit seeking cover inside, instruct students to lie flat in the nearest depression or ditch until the storm passes.

BOMB THREAT INFORMATION

Upon receipt of a bomb threat the following action will be taken:

1. The Marshfield Police, County Sheriff, Highway Patrol, and Fire Department will be notified.
2. Students will be evacuated from the building when school administrators, city, and county or state officials determine that such action is necessary. The principal, assistant superintendent or superintendent will give the order to evacuate. In the event that none of these persons are present, the order will be given by a teacher who has previously been designated as in charge of the building in the absence of the principal, or by law enforcement or fire department officer. If evacuated, students will be moved to an area two hundred yards or more from the building. When students are evacuated, teachers will go with their students.
3. If students are not evacuated, the teachers will remain in their room until authorities have completed the search of each room. If such search is deemed necessary, the teacher will cooperate in answering questions that authorities may have regarding the contents of each room.
4. After the search and consultation with authorities the principal or other person designated in item "2" above will determine the building status for safety. If deemed safe, students will return to the building if it has been evacuated.
5. Hysteria or other forms of outward alarm are to be suppressed. Most likely, a bomb threat is just a threat. Students should not be notified unless the building is to be evacuated.
6. A written report shall be submitted to the office of the superintendent. An oral report will be presented to the Board of Education.

Lock Down Procedures

At anytime during the school day it may become necessary to secure or “Lock Down” the building due to an intruder or a dangerous situation in the building. The following code will be used: **“TEACHERS PLEASE SECURE YOUR ROOMS.”** This will be stated over the intercom or if the intercom isn’t working, sent by a messenger. When you hear or receive the code, follow this procedure.

IMMEDIATELY

1. Instruct students to move as close to the inside walls of the rooms (toward halls) quietly, carefully, and quickly, and sit on the floor.
2. Turn off your lights and lock your door.
3. If you observe students in the hallway, instruct them to come into your room, as the hallways need to be clear as quickly as possible.
4. Have everyone stay low, quiet, calm, and wait for further instructions from the office.
5. **DO NOT** call the office unless there is an injury in your room. If there is information available someone from the office will contact you.
6. Take a quick roll of your students and any “extra’s” and determine who is missing in case the office requests this information.

Once the crisis is over the code **“TEACHERS YOU MAY RESUME NORMAL ACTIVITIES,”** will be given over the intercom or by messenger.