

Sheridan High School

Faculty/Staff Handbook

2018-2019



FORWARD

The successful administration of a school system is dependent upon a clear assignment of official duties and responsibilities and the establishment of definite policies and regulations for the faculty. This faculty handbook brings together the policies of the administration of Sheridan High School and is intended to make clear the framework under which the school year will be managed. Policies will be reviewed periodically and changes will be made to meet changing conditions. Each faculty member is encouraged to become familiar with information in this handbook so that he or she may cooperate most efficiently in the management of our school.

SCHOOL BOARD OF TRUSTEES

President	Todd Burtron
Vice President	Alan Lyon
Secretary	Randy Brimberry
Member	Jim Hopkins
Member	Todd Roberts
Recording Secretary	Kim Childers
Treasurer	Robin Popejoy

ADMINISTRATION

Superintendent	Dr. Doug Miller
Principal	Rick Davis
Assistant Principal-High School/Middle School	Brian Jones
Athletic Director	Beth DeVinney
Guidance Director-High School	Jamie Hartman
Guidance Counselor-Middle School	Nikki Zachery

FACULTY ADVISORY COMMITTEE

Guidance/Special Services Jamie Hartman
Fine Arts and World Languages Libby Doublestein
Health/Physical Education Michael McCarthy
English/Language Arts.....TBA
MathematicsJames Kinsey
Science Kurt Olsan
Social Studies Mathew Hewitt
Vocational and Practical Arts Scott Ison

AUXILIARY PERSONNEL

Office Manager/Athletic Secretary Linda Fausset
High School Secretary Becky Clayton
Guidance Secretary Diane Anderson
Bookstore/ECA Treasurer Kim Hollingsworth
Nurse Ellen Hunter
Cafeteria Manager Nancy Mosna
Cafeteria Staff: Susan Gossard, Lorna Hollingsworth,
..... RaeAnne Holliday, Jessee Stillman, Tonya Sutton
Director of Facilities David McClain
Transportation Director: Eric Gifford

ACCIDENTS

All accidents causing personal injury or damage to school or personal property must be reported immediately to the administration. This procedure applies not only during the school day but during any school activities. A complete written report of the incident must be made immediately. Accident forms are available in the office.

ATHLETICS

Any faculty or staff member of Sheridan Community Schools may attend any school-based home athletic event (6-12) for free by verifying employment with their ID badge at the ticket booth/table. This benefit cannot be used by family or friends. This benefit cannot be used at IHSAA tournament events or games.

APPEARANCE OF FACULTY

Professionalism begins with appearance and appropriate attire is always encouraged and recognized. In all cases neatness is important as well as good grooming. Fridays: All staff are invited to dress in Sheridan/Blackhawk spirit wear or school colors. Jeans are appropriate on these dress days.

APPEARANCE OF STUDENTS

Students are to dress in a manner that does not create disorder among the student body in the halls, classrooms, or at student activities. Anything in this category or a student that creates a "clear and present danger to the student's health and safety" should be advised to change their attire or they can be reported to the office. Student handbook and school policies apply during school hours. Hats are not to be worn in the building and/or classroom. Please refer to the SHS Student Handbook for Student Dress Code requirements. With consistency, addressing dress requirements will be the expectation.

STUDENT ATTENDANCE

A student who is absent more than 8 days or 8 times from any class in a semester may not earn credit in that particular class. A warning letter is sent at five absences. SMS and SHS refer students to ACES (cooperative program with Hamilton County Prosecutor's Office for students/families in an effort to encourage attendance). If a high school student loses credit in 3 or more classes he/she will be asked to voluntarily withdraw. An expulsion recommendation may be made. Funerals, signed doctor's statements, and doctor's orders/prescriptions showing the exact dates to be covered for an absence along with unforeseen emergencies approved by administration are examples of absences which would not count toward the 8 day limit. Appointment cards are not acceptable excuses. In most cases, doctor and dental appointments do not merit a full day of an excused absence. Parents must plan ahead for student appointments. Phone calls/notes for appointments must be received prior to the start of school on the day of the appointment.

BOOKSTORE

The Bookstore stocks new and used textbooks and administers the extra-curricular accounts. All extra-curricular expenditures above \$2000 must be approved by the Board of Education. All ticket sales and payment of fees are handled through the bookstore. Hours are posted. Please report all damaged and lost textbooks and materials to the manager so that fees may be assessed.

BUDGET

Each Department chairman will approve all expenditures with the building principal. The principal will have a building budget for curriculum supplies and a separate budget for equipment. All requests should be submitted to the department chairman first and then to the principal. Central Office will provide guidance regarding each purchase request.

BUILDING SECURITY: During the school day the basic guidelines are:

1. ID tags are just like keys to be used to enter the building at designated doors and times. Just like keys they should be secured and in staff member's possession at all times.
2. "Readers" are on the SHS west door, SHS gym door, SMS main door, SHS bus ramp and the SHS media center door.
3. ID tags will be activated for the SHS gym door, SMS main door and the media center door 24 hours/7 days a week.
4. All doors will be UNLOCKED at 7:30-8:00 am each school day to provide open access.
5. If you want students to arrive before 7:30 am or after 4:00 pm, you will have to provide access. The office cannot guarantee access except between the hours of 7:30-4:00.
6. Provision will be made for regularly scheduled after-school hours.
7. Exterior Doors are not to be unlocked/propped open at any time.
8. Because of HVAC, classroom doors are to remain closed at all times. For security and safety, viewing panels must be uncovered at all times. Classroom door viewing panels may have no more than the bottom half covered unless we are in an emergency situation.
9. To insure safety and security, classroom doors are to be locked at all times.
10. The building is monitored via security cameras at all times.

CAFETERIA

The cafeteria is open to both faculty and students and staff can purchase lunches and beverages at a reasonable price. Staff may also open and maintain a prepaid lunch account for personal use. A variety of other selections are available including salads, sandwiches, and ala carte items. Everyone is welcome to eat in the cafeteria, but you may choose to eat in the faculty lounge. Please return your tray to the cafeteria after eating. All food and beverages should be consumed in either the cafeteria or the faculty lounge unless otherwise given approval.

CARE/SHARE COMMITTEE

This is an organized group of school employees with an appointed chairman to recognize faculty achievements, birth, weddings, retirement, bereavement, and other special occasions. A faculty donation will be solicited to fund this project each year.

CLASSROOMS

Classroom doors should be closed and locked at all times. This is both for HVAC purposes and security. When you leave your room make sure the door is closed/locked.

CLERICAL ASSISTANCE

Every teacher will have to spend some time in clerical duties. Building secretaries can assist but their primary role is for administrative clerical work.

COMMENCEMENT

This is one of the few formal events in the school year and a seating section will be reserved for the faculty. All faculty are invited to attend commencement.

COMPUTER LABS

Computer labs are available for classroom use. Since these labs are shared with other teachers/classes and may also be used for standardized testing, they must be scheduled in advanced. To schedule one of the computer labs, please contact Brenda Ransom or Tiffany Alexander. Seating charts should be filled out for each class to help track students and log-ins. Please follow computer lab rules posted in the labs and **no** food and/or drink should be allowed at any time.

COMMUNITY RELATIONS

This is an important facet of your duties as a faculty member. You should not only be supportive of your own department members but other faculty members as well. You should support the extracurricular and athletic activities. Your visibility at these events means a great deal to students, sponsors, and coaches alike. Your contact with parents at school and at school functions is a good opportunity to promote the positive aspects of individual students and the school overall. Be a good example of an educational leader in our community by being visible at a variety of events and activities.

COMPENSATION AND PAYDAYS

All payroll will be automatically deposited to your direct deposit accounts. Any questions regarding payroll should be directed to Central Office.

CONVOCATIONS

All convocations are scheduled for the purpose of furthering educational values, cultural interests, correlate with student discipline, or pure entertainment. It is our desire to give ample notice of change in regular scheduling to schedule an educational convocation. It is impossible to schedule all convocations during a common hour. Teachers may be assigned seating sections for their classes and are responsible to sit with their class during the program. Teachers will be asked to attend all programs of this type unless they have a free period.

COPYING EQUIPMENT AND PROCEDURE

Copiers are available in each office for use by faculty members only. Teachers may also access the copier using the "Print" function from their computer for multiple copies. Colored paper may be used; however, construction paper may not be used. No students are to be in copy rooms or running copy machines. As appropriate, please use the two-sided copy selection to reduce paper costs and run only the number needed. With moving to a 1:1 environment, teachers are encouraged to use digital means whenever possible.

DATES/EVENTS ON SCHOOL CALENDAR

Scheduling any events must be cleared by the administration before becoming official on the calendar. The Master School Calendar is housed on Outlook. If you do not have access, please request sharing privileges from the SHS Principal. Please plan ahead and plan accordingly.

DEPARTMENT LEADERSHIP

There are eight departments in our curriculum structure and a chairman is selected from each department by administration. These chairmen represent their respective department and serve on the Faculty Advisory Committee (FAC). Department chairs are expected to meet with other members of their department on a regular basis. The FAC meets periodically to discuss school business and issues.

DISCIPLINE - STUDENT

THE ADMINISTRATION AND YOU

1. The administration is here to help manage disruptive classroom behaviors that interfere with the educational process. However, it is the teacher's primary responsibility to manage their classrooms, the students within the classes, and the behaviors of students in your classes. Administration is here to assist you to find strategies and interventions to insure a positive classroom culture conducive to learning.
2. The administration's major responsibility concerning student discipline is for the total, overall procedures and policies of the school just as you are responsible for procedures and policies in your classroom. In addition, as time allows, they want to be very helpful on an individual basis by counseling a student, assigning consequences to a student, or arranging a conference with the teacher, parent, etc.
3. In using the administration, as in all disciplinary matters, an ounce of prevention is worth a pound of cure. If you are having disciplinary problems, discuss them frequently with the administration. Keep them informed. They may be able to offer some helpful suggestions. In all cases, parent communication is essential and they should be informed, aware, and included in solving the issues and problems.
4. If possible, try to inform the administration before sending the student to them. To be forewarned is to be forearmed. Nothing is more disconcerting to a student than to find

when he arrives at the office that full information concerning the student's attitudes and activities has preceded them and that the administration is already well aware of the problem that has been created.

5. Prior to sending a student to the office for repeat violations, the teacher must contact and **attempt to solicit help from a parent.** Per Student Handbook (Page 26):

Class Disruption will not be tolerated. Students who are disruptive enough to be excluded from class and sent to the office will follow a three-step discipline intervention process designed to keep the student in class, the parent aware of and involved in the process, and to avoid out of school suspension.

- Step One: Student is suspended from class for one day. He/she will sit in the office and complete assigned class work. The incident will be documented and the TEACHER will contact the parents.
- Step Two: Assistant principal will contact parents. Student will be suspended a second day from class.
- Step Three: Student is removed from class for the remainder of the semester and placed in a Study Hall or alternative setting. The student will not earn a credit and will receive a W/F on their academic records.

DUTY TO REPORT

As a resident of Indiana, everyone has a duty to report suspected child abuse and/or child neglect. As a Sheridan Community School employee, you will work closely with students that you might feel are in danger. If you notice or hear information that is of concern, it is your duty to report immediately to Department of Child Services. Following the report, please e-mail the principal to inform that a report has been made as required by law. It is not your responsibility to counsel, investigate, resolve or fix a situation involving suspected abuse, self-harm or suicide. It is your responsibility to be an advocate for our students and speak up for a student when they cannot.

Instances that may arise include:

- Frequent bruises, cuts or burns
- Cut marks on inner wrists, upper arms, ankles or thighs
- Excessive absenteeism from classes
- Poor hygiene and/or wearing the same dirty clothes frequently
- Overhearing a student say that their parent has not been home for longer than 24 hours
- Writings or conversations discussing suicidal thoughts

When in doubt inform. You cannot be held liable for reporting suspected abuse. All reports should be documented. If you need assistance to make a report, the counselor or an administrator can assist you with making that report.

The ruling follows:

As of July 1, 2017, **IC 31-33-5-2** now requires the school employee to immediately report suspected child abuse or neglect to the Department of Child Services (DCS) or to a local law enforcement agency, and then notify the principal or the principal's designee that a report has been made.

To recap, the new law requires the school employee to report suspected child abuse or neglect to DCS or to a local law enforcement agency before notifying their principal or the principal's designee that a report has been made. The new law also states at **IC 31-33-5-5** that a school, "may not establish any policy that restricts or delays the duty of an employee or individual to report under this chapter." The DCS number to call to report suspected child abuse or neglect is 800-800-5556.

Prior to July 1, 2017, the Indiana child abuse reporting law (IC 31-33-5) required that any school employee, "who has reason to believe that a child is a victim of child abuse or neglect," must make an immediate report to their principal or the principal's designee, and the principal or designee was then required to immediately report the allegation to the DCS or to a local law enforcement agency.

ELEARNING

Sheridan utilizes eLearning for planned professional development days and school cancellations due to weather and other possible events or situations. ELearning lessons must have 3 components: 1) Instructional Component: How you teach your content/concept for the lesson, 2) Practice Component: How your students practice the content/concept, and 3) Assessment Component: How you check for understanding over content/concept.

EMERGENCY and/or INFORMATIONAL NOTIFICATIONS

PLEASE PROVIDE AND/OR CONFIRM YOUR CORRECT PHONE NUMBER WITH THE BUILDING PRINCIPAL. This is to ensure that we can communicate with you should there be an emergency situation within the district.

EXTRACURRICULAR ACCOUNTS

1. All expenditures must receive approval first (signed P.O.); prior to ordering or purchasing, the money must be in the account.
2. NO reimbursements will be made without proper receipts;
3. ALL reimbursements must be within 30 days of the original purchase;
4. ALL checks received must be submitted to the treasurer in a timely manner (i.e. 1 week);
5. ALL cash must be submitted immediately (end of day or first thing next morning);
6. Any single purchase of \$2000 must have board approval.
7. All fundraisers must be approved/scheduled by the assistant principal and receive board approval in advance;
8. The school treasurer is the only person authorized to dispense funds to any other organization or individual.

EMERGENCY INFORMATION

Each teacher will receive a School Safety binder which includes the emergency preparedness plan in case of fire drill, tornado drill, lock down as well as other pertinent information. Emergency information is required to be posted by every classroom door. The School Safety Committee meets on a regular basis to insure all procedures are current and up-to-date per recommendations by first responders, the Sheridan Police Department, Indiana State Police, and Hamilton and Boone County Sheriff's Departments. The binder will also include the School Crisis plan.

FACULTY ABSENCE

Mrs. Kim Childers at 758-4172 ext. 2311 manages Frontline (our subfinder system) for the corporation. All absences must be reported through this system.

All personal and professional requests must be approved by administration prior to a substitute teacher being assigned. This will occur once submitted in Frontline. Please request a sub by 6:30 a.m. or contact Linda Fausset at her direct extension immediately: 317-758-4431 x4401.

Teachers should plan accordingly for their absences. Lesson plans, class rosters, special notes, and safety/emergency procedures should be readily available for the substitute teacher. Teachers are encouraged to utilize Canvas to share lessons and information with students when absent.

FACULTY EVALUATION

The purpose of evaluation is to improve the quality of instruction. It will be conducted in accordance with Sheridan Community Schools Evaluation policies and procedures.

FACULTY LOUNGE

The faculty lounge is for your relaxation and convenience. Please do not invite students into the lounge. The vending machines provide profits and are accumulated in a fund for use by the faculty for flowers, special gifts, and other projects decided on by the FAC. All faculty members are urged to help in the housekeeping chores.

FACULTY MEETINGS

Will be held either before or after school and will have an organized agenda. They will be scheduled and announced in advance. They will be reasonable in length and basically directive in nature. Individual concerns may be discussed in the principal's office and may be placed on a future meeting agenda.

FIELD TRIPS

Field trips are possible upon consultation with the principal. They do have educational value and could be approved under certain conditions. Field trip requests must be submitted in Formstack with password #fieldtrip and approved by the principal in advance. Under no circumstances should a student be allowed to return with anyone else but their legal guardian or the school sponsor. No field trips should be scheduled in May due to testing; however, the middle school has traditionally taken an end of year field trip on the last day of school and there

are exceptions to this rule with justification. No field trips will be approved during final exams or state mandated testing. The principal will approve local field trips and the Board of Education will approve out-of-state and overnight field trips so forms must be submitted in a timely manner. Field trips are limited to one per academic discipline.

Field trip requests can be submitted online through Formstack

GRADES

Sheridan High School does not recognize a grade of A+ for either a nine weeks or semester grade. The FAC determined that the highest grade a student can receive will be an A and should follow the grading scale below:

SMS/SHS Grading Scale

A	93-100
A-	90-92
B+	87-89
B	83-86
B-	80-81
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	0-59

GRADE BOOKS

All teachers are required to keep student grades and attendance on their school computer using PowerSchool. A back-up copy (paper, gradebook or etc.) must also be kept in event of technical difficulties. **Grades should be updated on PowerSchool at least every five (5) days.**

GUIDANCE DEPARTMENT

The guidance department works closely with the administration but does not have responsibilities for discipline of students except when specifically assigned to do so. Regular counseling sessions will be conducted and the faculty may send referrals on their own initiative. Student scheduling and testing will be primary duties. Testing will also be included in the duties of the school counselor.

HEALTH CLINIC

This area is under the supervision of a registered nurse. Students who become ill, have injuries requiring attention, or need minor health needs should be sent to the nurse/health clinic. For minor needs or concerns, the student should be issued a pass and return with a pass. Emergency needs should follow protocol; dial 911, office, or nurse's office. When the nurse is not on duty the office personnel should be advised of health problems immediately. Students with health problems should only leave the building with permission of office personnel.

INFORMATIONAL BULLETIN

An informational bulletin will be available on PowerSchool each day from the office at the end of the first period. Student absences, announcements, and administrative directives will be included on this daily bulletin. Announcement should be submitted by 2nd period to be included in the next day's video announcements. SHS: Additional announcements will be read at the end of the school day. SMS: Announcements will be read following the Pledge of Allegiance each day followed by Words of Wisdom. These announcements are also available on PowerSchool on the Daily Bulletin tab.

KEYS

Faculty members will be issued a key to their assigned classroom. Do not let students use a school key.

MAILBOXES - Each teacher has a mailbox in the office. Check it regularly for mail, bulletins, and memos. Please be sure to check e-mail and daily bulletin for information as well.

MASTER SCHEDULE - A master schedule of classes is provided for each teacher. The preparation of a master schedule is designed to benefit students; thus, remaining completely equitable for all teachers is a difficult endeavor. Every attempt and consideration is made to make the schedule as equitable as possible. The primary consideration in designing a schedule is based on educational programming, diploma requirements, college and career readiness, and the needs of our students. The master schedule is the responsibility of the principal.

MEDIA CENTER

All audio-visual materials and books are stored here. The purpose is to supplement the academic curriculum of the school in a quiet atmosphere conducive to learning. Please observe the following procedures:

Study Hall Procedure - The number of students allowed in the media center each study hall period will be determined by the media specialist. Once these students arrive, no other students should be sent that period. Discipline problems will be returned to the study hall.

Class Procedure - Teachers are encouraged to bring their classes to the media center for research. Teachers must stay with their classes. At least one day's notice is requested and subject matter should first be cleared with the media specialist. Study hall students will be restricted during this time.

PASSES

- A. **Do not issue passes from your classroom (unless it is an emergency)**
- B. Only in matters of urgency will the office issue a pass for a student in a regular class.
- C. Occasionally the guidance department will have to issue a guidance pass for regular counseling when the student has no study hall – also when scholarship opportunities are available.
- D. If another teacher has detained a student, that teacher should issue the pass for the next period.
- E. The office **will not** issue a pass to a student unless the student was in the office at the beginning of the period.

Your assistance is appreciated.

PARKING

Designated areas for faculty parking are as follows:

The south row of the main (front) parking lot is reserved for faculty with the exception of the marked handicapped and visitor spaces. The remaining spaces may be used on a first come/first serve basis. Faculty may choose to park in the middle school lot if they want or use additional spaces in front.

The following people are designated to park in marked spaced in the back of SHS:

H.S. Secretaries (2)

Treasurer

Technology Director

Agriculture/Industrial Technology

PREPARATION PERIOD

Each teacher will have a “prep” period during the day. These are provided for relaxation and preparation or grading. Occasionally a teacher may be asked to help supervise another class for a fellow teacher in necessary situations. Additionally, prep periods may be used to schedule meetings such as case conferences, parent meetings, curriculum and/or department meetings. Anyone leaving the building during this time should inform the office.

REPORT CARDS

Quarterly and Semester: Reports of student progress are prepared every nine weeks to keep students and parents informed about school progress. Students will either be provided with a report or they will be mailed depending on situations. Deadlines for recording of grades will be issued in advance so the faculty can plan accordingly. Once the deadline for entering grades has passed, changes within PowerSchool will not transfer to historical data. If grade changes are necessary after grades have been become historical grades, a grade change form must be completed and submitted to Guidance and/or Administration.

Mid-term Progress Reports: A progress report must be sent home for all students receiving a D/F grade. It is a good idea to provide every student, regardless of grade, a progress report. Progress reports will be distributed by the individual teachers to their students. It is the decision of the teacher to have it signed by a parent and returned. The school website also explains to parents how they can sign up to have progress reports mailed (electronically) directly to them upon their request.

Other considerations and SCS Grading Policy:

- Assignments should always be purposeful with a focus on mastery of standards. Students should be expected to complete all assignments to the best of their ability. Teachers should provide each student with their grading policy at the beginning of each course. Policies may provide students the opportunity to turn in late work for full, partial, or reduced credit; the opportunity to re-take or re-do assignments, quizzes, tests, projects; and the opportunity to earn extra credit. Grading policies should be fair, consistent, and reflect the mastery of standards.
- The semester grade will be comprised of a Quarter 1 (40%), Quarter 2 (40%), and Semester Final Exam (20%). Additionally, when calculating a semester grade, a general guideline is that the lowest F should be no less than a 50% when averaging nine-week grades. This does not need to be recorded in PowerSchool but should be considered when finalizing all grades. This insures that each quarter has an equivalent weight in the semester grade. Grades could also be converted to a 4-point or 12-point scale (A=4; B=3; C=2; D=1)
- When referencing 1st Quarter, 2nd Quarter, and Final Exam grade, two passing grades are required to pass a semester. Two failing grades cause a student to fail the semester. Teachers may also use best professional judgment when submitting final grades.
- A semester exam (final) or an equivalent project or presentation is required for all high school courses. A waiver may be granted by the principal, as appropriate.
- At SHS, all students must attend each class during finals. No student should be released early from class as this is a disruption to the entire school and changes the testing environment and each student must take a final regardless of the “passing two rule” or they will be assigned an incomplete until the final is taken.

SCHOOL CANCELLATION

All staff should sign up for School Messenger to ensure all are aware of school delays and school cancellations. If school is cancelled and you want to come in to the school, please be advised that snow removal activities may be in operation. In event of a delay, we will alter our daily schedule to be as efficient as possible and coordinate with other buildings. Additionally, all SCS employees should use news services for up-to-date information and sign-up.

SEXUAL DISCRIMINATION

It is the policy of Sheridan Community Schools not to discriminate on the basis of sex in its educational programs, activities or employment policies as required by Title IX of the 1972 Educational Amendments. Inquiries regarding compliance with Title IX may be directed to the office of the principal or if appropriate the superintendent of schools.

SEXUAL HARASSMENT

Any comment, statement, accusation or threat made to someone or about someone which may be deemed sexual and/or derogatory could be considered a form of sexual harassment. It is the responsibility of staff not to condone this activity when done by students in their presence or give the appearance of acceptance by the failure to address the issue with students.

SPECIAL EDUCATION

As part of the Hamilton-Boone-Madison County Special Services Cooperative, we receive students from other districts along with our own into this program. Some students from grades 9-12 will attend other schools to continue their individual program. Teachers may send referral forms to guidance when you suspect one of your students may need to be tested for special education. As a classroom teacher you will be asked to enroll special education students in your regular classes as part of Article 7, PL 94-142 and Rule 504 which emphasize "inclusion mainstreaming" and the "least restrictive environment" for special education students. If you have a special needs student in your classroom, it is your responsibility to review the IEP and along with the special education staff to ensure all necessary accommodations are being followed. **General education teachers should communicate and inform the special education teachers of lesson/curriculum plans on a weekly basis and include test/quiz dates and upcoming projects.**

STAFF/STUDENT RELATIONSHIPS

All staff is expected to maintain a professional relationship with students. This includes, but is not necessarily limited to:

1. Addressing students by given name and avoiding "nicknames".
2. Expecting students to address you formally (Mr., Mrs., Ms., etc.)
3. Eliminating all "social" contact outside of the school setting.
4. Eliminating all "social" communications outside the school setting.
5. Be wary of placing yourself in a one-on-one situation with any student.
6. Be wary of accepting gifts from students or giving gifts to students except in obvious settings (graduation, etc.)

Successful teaching does include getting to know your students and showing them that you care about their success. It does include in some cases counseling and situations involving personal information. You as a professional and as an adult must always be aware of the perception of others as they view your actions with students and know the line which must exist between being a caring and considerate educator and an adult who preys on young people for personal gain or satisfaction. The best advice: Remember to be friendly to students but not friends with students.

STUDENT CHEATING/PLAGIARISM

It is the responsibility of the classroom teacher to monitor student academic work and the validity of the work they complete.

SCS has defined cheating as: the use of unauthorized aid to complete any classroom assignment. Plagiarism is defined as the unaccredited use, both intentional and unintentional, of somebody else's words or ideas (Purdue OWL, March, 2013).

The following guidelines may help in addressing these issues:

1. Define clearly to students what you consider cheating/plagiarism. These may need to be repeated and emphasized several times as different assignments are made throughout the year and how the expectations relate to those assignments.
2. Explain to students that when plagiarism and/or cheating occurs (with appropriate evidence/facts) there will be an academic penalty which could include a grade reduction; a zero grade, opportunity to re-do with reduction, or alternative assignment. This decision is up to the teacher. The administration will also provide consultation if desired.
3. The teacher should notify the parent of any instance of cheating/plagiarism in the classroom.
4. It is up to the teacher to notify the office to document the incident. This may depend upon the incident and the effect it could have on the student's grade/and or credit. It could also depend upon the size of the assignment or if it is a recurring problem. Each incident will be documented and maintained in PowerSchool. If there is a trend, additional disciplinary consequences will be warranted.
5. If the student is a member of an organization that places an emphasis on academic integrity (i.e. student council or National Honor Society), it is up to the teacher to notify the sponsor as well.

SUBSTITUTE TEACHERS: Qualified substitute teachers are hard to find and important to the ongoing educational programs of SCS. Please make sure that a substitute coming into your room will find a well-prepared lesson plan for the day. Each substitute teacher will expect to find a Substitute Folder with the following items:

1. Seating Charts
2. Lesson plans to include some background information or prior knowledge that students should be able to reference. Canvas should be used to communicate lessons and information to students.
3. Daily Instructions/lesson plans for the class
4. Special information specific to teach class (i.e. helpful students, behavioral concerns, expectations, etc.)
5. Substitute Teacher Report – to be completed and submitted to the principal at the end of the school day
6. Any special education and health related information for students as appropriate
7. Evaluation form to be completed at the end of the day
8. A method for the substitute to provide feedback about the day.

SUPERVISION

Along with your classroom teaching it is necessary to help the administration with the supervision of students. Proximity of adults where they are visible to students is a deterrent for all inappropriate behaviors and to encourage timeliness to classes and discourage loitering.

- Before School: All faculty members are asked to be outside their classroom door five minutes prior to the first period class.
- After School: All faculty members are asked to supervise outside the classroom during the 7th period dismissal.
- Hallways: The faculty should observe student behavior in these areas, redirect students when appropriate, and report any questionable actions to the administration.
- Noon - All members of the administration will supervise student activity in the cafeteria and assigned traffic areas during both lunch hours and will not be available for extensive consultation during this time. Certain faculty members may be asked to supervise in lieu of a study hall or classroom assignment.
- Convocations/Assemblies: All faculty should plan to attend all student assemblies.

STUDY HALL SUPERVISION

All study hall teachers should use the following guidelines for student supervision:

1. Make a seating chart.
2. Supervise the room so that students are reasonably quiet.
3. Permission to talk should be on a limited basis.
4. Require students to bring something to read, a pen or pencil, and paper.
5. Keep students from writing on desks.
6. Withhold library privileges from those students who do not comply with set rules.
7. See that the room is clean at the end of the period.
8. Recommend placing desk in the back of the room.
9. Do not dismiss students to their lockers.
10. Restroom privileges should be very discretionary.

SUPPLIES

The faculty may obtain minor supplies from the office secretaries. All other supplies must be ordered by completing a purchase requisition that can be obtained in the office. The principal will reject or approve the order and submit the requisition to the superintendent for final approval.

TARDY POLICY

Minimizing tardies to class also minimizes disruptions to the learning environment and develops a practical discipline (punctuality) that will be expected in the “real world”. It also helps promote a culture of respect, academic, and vocational integrity. To encourage students to be on time to school and class every day, preferably seated when the bell rings, the following policy will be followed.

- SHS teachers will mark students tardy using PowerSchool Attendance module.
All consequences are based on cumulative tardies to all classes in Periods 1-7:
- SHS students will receive a written warning on the 5th tardy; a one-hour detention for the 6th tardy; a three-hour detention for 7th and 8th tardy; and 9th and any subsequent tardies they will be assigned in-school suspension or Hamilton County Out-of-School Suspension program. Hall Sweeps will be conducted periodically and students will be required to report to the office and consequences assigned as appropriate.

Each school will recognize good attendance via school-wide recognition programs i.e. PRIDE or We Are Sheridan.

TELEPHONES

The school telephones are for school business only. Use of your personal cell phone should be limited to Prep periods. Professionalism should be considered at all times.

TRANSPORTATION OF STUDENTS IN PRIVATE VEHICLES

As per SCS policy 8660 students are not to be transported in private vehicles without securing administrative and parent approval in advance.

USE OF FACILITIES

The school facilities are to be open to the community as long as they are scheduled in advance. School events will take precedence over any requests for a community event. Community groups should contact the principal.

USE OF VIDEO/MEDIA IN THE CLASSROOM

Exercise caution in using any video/media materials in the classroom. Make sure they are relevant, support the curriculum and are appropriate for the classroom setting. Only “G” rated videos may be shown. If you wish to show a PG/PG 13 movie, you must receive administrative approval prior to viewing. No “R” rated videos may be used. All videos regardless of the rating require a permission slip sent home to the parents prior to the viewing and no student is to be penalized academically because his/her parents object to the viewing of the video. The student must be given an alternate appropriate assignment.