

SCHOOL PROCEDURES & BEST PRACTICES

SCHOOL HOURS

Teacher contract hours are 7:30 to 3:30.

SIGN OUT

Staff are to obtain consent from the Principal or Assistant Principal 24 hours in advance if they need to be released for any reason during these hours. This practice is to ensure that adequate coverage and student supervision is in place. Prior to leaving the building, sign out in the binder on the office counter and notify office staff.

If leaving school grounds during your scheduled lunch time, please sign out in the binder on the office counter. Principal notification is not required in this instance.

If an emergency arises which causes staff to arrive late, or requires them to leave the building mid-day or early staff are to: 1) notify office staff, 2) sign out in the binder on the office counter, and 3) leave a message for the Principal or Assistant Principal.

PRINCIPAL NOTIFICATION

Staff are to immediately notify administration when:

- You become aware of a potential for student violence, eg. threats to staff or other students, student rumors of weapons, etc.
- You suspect a student of being under the influence of alcohol or drugs
- You are aware of serious allegations of harassment
- You have a serious parent concern or a repeated complaint from a parent

Delays in receiving this type of information often results in lost opportunities, dangerous situations or miscommunications. Receiving information in a timely manner ensures that we are all on the same page, that we are responding to concerns in a reasonable timeframe, and that we can keep our building safe.

KEYS

All staff members should have a key to their classroom and other commonly used areas in the building (i.e. science lab). If you need an additional key, complete the "Key Request Form" at the end of this section of the handbook and submit it to the Principal for approval. It is your responsibility to keep track of your keys. The building was re-keyed during summer 2004 for safety and security reasons. Re-keying the building is costly. If you lose or misplace your keys, please let the Principal know **immediately**.

Classroom Keys—will open the classrooms for your house and common access areas.

SEA/BRS Keys—will open common use areas, but not classrooms.

Exploratory Keys—will open your classroom and common access areas.

Common Access Areas include: bathrooms, lecture lab, gyms A-B-C, science labs, resource room, teacher lounge, CPC, work room behind LMC (from LMC entrance only), cafeteria.

HALL DUTY

Supervision of our hallways is a pro-active method of ensuring positive student behavior during unstructured times. Exploratory teachers are assigned to supervise specific areas of the first floor hallways from 7:30—7:40 each morning, and during dismissal from 2:40—2:50 daily. Students are to remain in the first floor hallways, the gym, and the cafeteria prior to the 7:40 bell. Please be visible, help keep "order," and be ready to assist students if needed.

PE Teachers—supervise gym

World Language Teachers—back hallway and stairwell

Music Teachers—south hallway

Security and Instructional Technology Teacher—back entrance

READ 180, DI, Community Teacher(s) —center of north hallway

F/CE, Art Teacher, Assistant Principal—cafeteria

ESL Lit Teachers—connecting hallway outside ALC

Principal--front entrance

One homeroom teacher from each house will be assigned to "sweep" the first floor hallways from 2:40—2:50 daily on a schedule to be determined.

STAFF PARKING

Sennett is fortunate to have ample parking in the lot that stretches from the west side and behind the school. Staff are to obtain a parking sticker from office staff. Affixing the sticker to your vehicle ensures you will not be ticketed as long as you are parking in the designated areas.

Do not park in areas marked as Fire Lanes. The Madison Fire Department and Madison Parking Enforcement checks these areas and will ticket or tow offending vehicles.

Any parking lot issues should be related directly to the Principal.

CELLULAR PHONES

Field Trips—It is critical that teaching staff have a cell phone when taking students into the community. See Sharon/Ann/Nancy to check out a school cell phone. If you prefer to use your own cell phone, please leave the number with the office staff so we know how to contact you in case of an emergency.

Personal Cell Phones—Personal cell phones are not to be used in the building during student contact times. Please turn your cell phone off or put it on vibrate while you are teaching and retrieve your messages later. Be aware that cell phones are a prime target for theft so, for your peace of mind, please keep them in a safe place and do not wear them in plain view while you are in the building.

VOICE MAIL

Prior to the first day of class reprogram your phone with a new personal greeting and outgoing voice message. Be sure to state your full name, and the fact that you check your voice

mail daily and will return the call as soon as possible. If you have any difficulty programming your message contact the office staff for assistance. It is critical all staff check your voice mail at a minimum of once daily. Directions for phone use and accessing your voice mail follow this section. If you have any difficulty, please contact Sharon.

FAX MACHINE

Our fax machine is located in the mailroom in the main office. The Fax machine is checked several times throughout the day and incoming faxes are placed in the recipient's mailbox. In addition, if you are expecting a fax you can check the machine yourself. If you need to send a fax, there are fax cover sheets kept on the paper rack to the right of the fax machine.

PHOTOCOPY MACHINE LOCATIONS AND MAINTENANCE

We are fortunate to have 2 high functioning copiers for staff use at Sennett. One machine is located in the mailroom in the main office, and the other is located behind the LMC. Each staff person is issued a copy code (your b number) to use during the school year. Please do not share your code with students or other staff. If you need training for how to use the machine, see Sharon.

For large print jobs (over 30 copies) please use the Riso machine, located in the supplies closet outside of the office or consider sending the job to Building Services Printing located on Pflaum. Building Services is able to print large jobs more economically. See Sharon for assistance. We are fortunate that we have not had to limit the total number of copies staff make, however this will not be the case if we exceed the number of copies we contract for.

If the toner needs to be replaced, or the machine jams or malfunctions and you are unable to fix it, please alert office staff (main floor copier) or Melanie Neal (upstairs copier). Please have consideration for your peers and do not leave the machine jammed.

Students should never use the copiers. Also, please do not send students down to the office to ask staff to make copies for you. Please plan ahead and make sure have plenty of copies.

STUDENT FILES

Student cumulative and behavioral files are located in the bank of file drawers in the main office. Cumulative files should not be removed from the main office. If you will be reviewing a student's behavioral file, please make sure to sign out the file when you remove it from the drawer using a "sign out file" kept at the front of each drawer. When you are finished reviewing the file, be sure to replace it in the correct location and remove the "sign out file." Please remember the information in these files is confidential. Do not leave files laying out where students or visitors can view them.

LESSON PLAN BOOKS

Lesson plan books will be furnished to all teachers. It is expected that teachers keep lesson plans up-to-date. Current lesson plans will be expected to be included in your sub-folder when a substitute teacher is hired for you.

GRADE BOOKS

Grade books will be furnished to all teachers at the beginning of the school year. You are encouraged to use the electronic grade book in Infinite Campus which is installed on all computers.

CLASSROOM SUPPLIES

Each staff person is designated \$50 to order classroom supplies. Complete a requisition for the order and give it to the Head Secretary.

LIABILITY

Teacher liability litigation has consistently set the precedent that teachers must be supervising their area of responsibility at all times. If you leave a classroom unattended, you subject yourself to the possibility of disciplinary action and, in extreme cases, a liability suit. Likewise, students are not to be permitted to work in the hallways. They are not supervised there, and it creates a fire code hazard. Please make sure students are appropriately supervised at all times.

HOSPITAL CONTACTS IN EMERGENCY SITUATIONS

Only the school nurse, psychologist, assistant principal or principal should contact the parent or hospital to get information about a student who was taken to the hospital from school due to illness or injury. This avoids multiple calls and controls rumors.

Likewise, if you become aware that one of your students has a serious illness or injury or has been hospitalized, please share that information with the Principal.

VIDEO POLICY

One week prior to showing either an "R" or "PG-13" rated film; a staff member must get Principal approval via the "Classroom Video Form" found in the "forms" in this section of the Handbook. The film must be directly linked to the staff member's curriculum, and convey important concepts/information that can't be readily achieved by using other materials. In addition, parents/guardians must receive a notice of the film's showing at least 3 school days prior to the showing, and have the opportunity to elect to exempt their student watching the film. If the parent/guardian does exempt the student, alternative curriculum related work must be provided.

VISITORS IN THE BUILDING

We welcome and encourage parents/legal guardians to visit the school. However, they must provide 24-hour notice to their child's teacher prior to observing in the classroom. All visitors are expected to come to the main office upon arrival and sign in on the form located on the counter in the main office. At that time they will be asked to wear a "Sennett Visitor's Badge" while they are in the building. This allows us to keep the school safe for our

staff and students by keeping out unauthorized persons. Should a parent arrive unannounced in your classroom, contact the office immediately and the Principal or Assistant Principal will intervene on your behalf. We will be happy to relate our policy so you do not have to and instruction can continue uninterrupted.

Former students who wish to visit, when not required to be in attendance at their own schools, must be granted a pass signed by the Sennett staff member approving the visit. The pass should be left in the main office with office staff. The pass will be given to the visiting student when they check in at the main office.

Sennett students are not allowed to bring visitors to school.

If you notice an adult or unfamiliar student roaming the building, please contact the office immediately.

STUDENT PHONE USE

Each staff member has a phone in his or her room. The phone is a tool for you as a teacher to use during the day to communicate with fellow staff members and to make calls home to student's families. We view academic time as sacred and hope that you will protect fellow teacher's time by not calling during teaching periods. If it is necessary for the office staff to contact you we will make every attempt to leave voice mail messages so as to not interrupt your teaching time. It is very important that you check your voice mail on a routine basis, minimally once per day.

Student use of classroom phones should be discouraged. There is the rare occasion when a student must communicate an important message home during the academic day. Try to have the student call during passing time, home room, break time or lunch. Students making calls during the academic day can be very distracting and has resulted in a high volume of unnecessary office calls. In the past, it has been an occasional practice to have students call home as a consequence for off task or disruptive behavior. This is not a strategy that we encourage as it can be highly humiliating for the student making the call. If a student intervention plan includes contacting home to de-escalate please collaborate with support staff and designate a phone that can be used that will protect the student's privacy.

If you experience phone problems please contact the office staff immediately so that we can place a work order to have the phone fixed.

PARENT COMMUNICATION

A courtesy copy of any written communication going home to parents or guardians is to be provided to the Principal prior to the sending of the communication. This includes copies of newsletters. If you anticipate the communication may spur some response from parents, review the communication with the Principal prior to sending it home.

GUEST SPEAKERS

Teachers planning to use outside resource personnel must clear this with the Principal via the Guest Speaker form in the "forms" in this section of the Handbook a week prior to their

"guest" appearance. Guest speakers must report to the main office upon arrival at school. It is important for administration to know when guests are in the building.

CURRICULUM

Staff have worked in small teams to revise the 2006-07 curriculum. It is expected that all staff will use the curriculum, tweaking it so that it meets your needs as an instructor and your students' needs. It is permissive to substitute or supplement a lesson or activity as long as the standards are still being met. It is NOT permissive to replace an entire unit of instruction without approval from the corresponding Academic Cadre.

The Math curriculum used is *CMP* unless the Principal has granted permission to pursue a replacement curriculum.

The Science curriculum used is *FOSS*.

We use the Traits of a Reader and Traits of a Writer for all classes involving language arts skills.

Homebase is an affective education program and pro-active intervention with a curriculum that is to be taught on Tuesdays and Thursdays. It is NOT an optional curriculum. On Mondays, Wednesdays and Fridays teachers are encouraged to engage students with additional literacy instruction (reading, writing, etc.) with the students who remain in homeroom and are not scheduled into an encore class at that time.

DAILY ANNOUNCEMENTS

Daily announcements are sent to all staff via e-mail at the end of each school day. A small amount of hard copies are available on the office counter top at the end of the day before they are to go into effect.

Any staff person may submit announcements for students, staff, or staff and students. Write the announcement and place it in the basket marked "Announcements" on the counter in the mailroom by 1:00 p.m. the day before the announcement is to go into effect. Be sure to include your name, and the day(s) you want the announcement run. An announcement will run for 3 days unless a different timeline is specified.

STAFF IDENTIFICATION CARDS

All members of the Sennett Staff will be issued a staff ID. It is expected that all staff will wear their ID during school hours. Wearing your ID permits visitors in the building to easily identify staff members.

BUDGET ITEMS

Purchase of materials and supplies

Each discipline and curricular area has its own budget, monitored by the Learning Coordinator in charge of that area. In addition, there are a number of all-school budgets that are used at the discretion of the Principal. Prior to making purchases, requests should be processed through the Learning Coordinators or Principal.

Petty Cash

There is no longer a petty cash option.

Purchasing Card (P-Card)

It is possible to obtain a purchasing card for staff in charge of specific budgets. P-cards work similar to a credit card with limits. The district requires staff who apply for a P-card to attend district training on appropriate use.

E.L.M. (Evaluation of Learning Materials)

The Evaluation of Learning Materials process can be used to purchase classroom instructional materials. Each school is allocated district funds on a per student basis. The E.L.M. process attempts to ensure that quality materials are selected. A budget amount is allocated to each team or subject area. Staff will receive information from the Learning Coordinator about how to access E.L.M. funds.

Capitol Budget

Items of \$100.00 or more are considered capital budget items. Capital budget requests are made during December for the following school year. Long range planning is critical in this process. Each staff member has an opportunity to request items, however, preference is given to requests submitted by teams. A limited amount of the budget is allocated to capital purchases.

LOCKERS

Homeroom teachers will assign lockers on the first day of school. Only Homeroom Teachers or Principals may change student locker assignments. A copy of the locker assignments should be turned in to the office by the end of the third school day. Locker assignment numbers must be kept up-to-date in office files. Teachers should notify the office of any locker assignment changes throughout the year.

NEW STUDENT ENROLLMENT

New enrollments will follow the following steps:

1. Parent/guardian completes enrollment forms provided by the office.
2. Support Staff contacts previous school for pertinent information and shares this with the Assistant Principal.
3. Assistant Principal, in consultation with the Support Staff, determines house and / or homeroom placement based on information from the prior school and current class characteristics. The Homeroom Teacher is informed at least one day prior to student's arrival.
4. Support Staff interviews the student and provides orientation.
5. The Homeroom Teacher appoints appropriate student "buddy" and locker.

NEW TEACHER SUPPORT SYSTEM

Principal, Assistant Principal, and Learning Coordinators will share the tasks of in-servicing new staff relative to the overall school goals, general procedures, expectations, etc. New staff will meet monthly during the school year to address policies, procedures, questions

and concerns they may have. Office staff will in-service new staff members on office related procedures.

PURCHASE REQUISITION: See Budget

SCHEDULE CHANGES FOR STUDENTS

Schedules will only be changed if an IEP requires it, if there are health reasons or extreme extenuating circumstances. No changes are to occur without administrative approval. The Assistant Principal will make final program changes when deemed appropriate and notify all persons involved.

If a student-staff conflict arises:

1. With the support of administration and/or support staff, the student and teacher must meet to try to solve the problem.
2. The teacher will inform parents of resolutions.

SCHOOL EVENTS

Staff are strongly encouraged to become involved in school events which support student achievement and student / parent participation. Events may include Parent Teacher Student Organization (PTSO), Students Against Destructive Decisions (SADD) activities, Go-To-School Night, Exploratory Night, 8th Grade Recognition, Dessert Dance, Upham Woods, 5th Grade orientation activities, Band / Strings / Chorus performances, and the Variety Show. In addition, attending student sports or community events reinforces the teacher-student bond and strengthens relationships.

SCHOOL IMPROVEMENT PLAN COMMITTEE (S.I.P.)

Sennett will be in Year III of the School Improvement Plan process for the 2006-07 school year. All staff will participate in the S.I.P. process during the year. Staff are expected to participate by helping:

- Set direction for our in service days and faculty meetings.
- Collect faculty issues or data for discussion.
- Develop school improvement goals, and help monitor those goals.
- Improve school communication and school climate for staff and students.
- Work collectively with parent, students, and other community stakeholders in the school improvement process.

STUDENT ATTENDANCE

Every teacher is to take attendance for each class they teach on a daily basis, without fail.

STUDENT REFERRAL

A SST staff member will meet with each house and exploratory team on a bi-weekly basis to discuss students with challenges. The purpose of this meeting is to analyze the behavior and determine appropriate student intervention. In some cases, a more comprehensive effort is required. Support Staff are available to facilitate a functional behavioral analysis, a staffing, or a parent meeting. When a teaching team has exhausted their effort, the Support Services Staff member may refer the issue to the weekly SST meeting for further problem solving.

If there are general AOD concerns about a student, complete a general behavior checklist and place it in the locked box on the file cabinet in the mailroom. Those forms are located on the front office counter in labeled baskets. If the AOD concern is immediate, please contact the Principal, Assistant Principal or Nurse for immediate assistance. Do not wait.

SUBSTITUTE TEACHER PROCEDURES

Plan carefully for substitute teachers. This preparation reflects favorably on the regular teacher, the House and Sennett and provides less stress for everyone involved, including the students. Teachers, including Special Education, should maintain an up-to-date substitute folder, readily accessible. It should include the following items:

- Daily class schedule--including times students leave class for any other scheduled events.
- Class list for each class and the grade book with each class clearly labeled.
- Seating charts for each class. If you do not require assigned seats, this should be indicated clearly in the folder.
- Lessons plans for each class. They should include title of texts and specific page numbers, general ideas about the objectives, what is to be done and how.
- An emergency lesson plan, a lesson which could be taught at any point during the year, an enrichment activity, a problem solving activity, an activity which reinforce specific skills should be kept on file.
- Explanation of how roll is taken and communicated to the office.
- List of classroom expectations, procedures, rules and consequences. Include such items as: tardiness and discipline, gum and candy, leaving the class room, on call referral forms and hall passes and conflict resolution strategies for each classroom.
- List of two or three reliable students.
- A list of students on behavior plans with copies of those plans.
- A tornado and fire drill procedure.
- A list of your colleagues; staff in your house(team) who can provide immediate support.
- Procedure and misconduct forms.
- Provide as much advance notice as possible.

REQUESTING A SUB

For a meeting or curriculum release day fill out a "Substitute Request Form" in the office. You will need to have a sub account number. Sharon will arrange for your sub. Be sure to notify office staff of your absence from the building.

If you are ill:

1. Call the Sub Finder System for all absences if it is after 4:00PM. If you know before 4:00PM that you are going to be out the next day, tell the school secretary and she will call for you.
2. If you call the Sub Finder the morning of the same day absence, you must do so before 6:00 a.m. If the call is made after 6:00 a.m. you must also call the school at 204-1920 and leave a message on the school answering machine indicating you will be absent and the time that you phoned in to Sub Finder. Our chances of having a sub assigned is minimal when calls come in after 6:00 a.m.
3. Staff who do not receive subs (Support Staff, Speech/Language, etc.) are to call the school secretary no later than 7:30 a.m. at school. Clerical staff will contact those who may need to be notified of your absence.

NOTE: On the day of absence, call the office by 2:45 so that we can release or retain the sub for the next day. We will not call you.

Directions for use of SEMS/SubFinder are included in this section of the handbook. The Head Secretary has the "Request for a Sub" forms on her desk.

FUNDRAISING

In order to coordinate fundraising efforts, staff wishing to conduct fundraising activities must submit a request (form attached in this section of the handbook) for Principal consent. No fundraising should occur until actual consent is received in writing.

WRITING PASSES

The only passes which should be used are the green passes. Do not use a chunk of wood, toilet seat or any other objects as a pass. Teachers should write passes in ink. They should not be pre-dated or pre-signed. Any time students are out of an assigned area they must have a pass. Nor more than one student at a time should be out of class or study hall unless a staff member plans to supervise the student personally.

STUDENT RESTROOM VISITS

Students should be encouraged to use the restrooms during passing times. Restroom visitation during scheduled class/learning situations should be limited to emergencies, not in groups and only with a pass.

STUDENT LOCKER VISITS

Students should be encouraged to retrieve materials from their lockers during passing times. Only in emergency cases, and only with a pass, should an individual student be permitted to visit their locker during class time.

FOOD AND DRINK IN THE CLASSROOM

Staff members should refrain from eating or drinking while conducting a class, unless it is part of the regular class activity.

- ✓ Food stored in classrooms should be sealed in tupperware-type containers to discourage unwanted "visitors."
- ✓ It is the responsibility of all professional staff to make themselves available for student assistance during the normal school day.
- ✓ Food consumption in the classroom should be discouraged except on special occasions at which times clean-up becomes the responsibility of the teacher and students in that class.
- ✓ All staff are to adhere to the new BOE Food Policy.

MEETINGS

Communication is the key to successful collaboration. Therefore it is expected that all staff will attend their assigned Cadre and House Meetings, on time. If there is a viable reason for missing, it is your responsibility to check with the others to get the information you missed. Come on time, leave on time.