



**TAYLOR COUNTY HIGH SCHOOL
TEACHER HANDBOOK
2019-2020**

***CHOOSING EXCELLENCE EVERY
DAY!***

**Taylor County High School
900 N. Johnson Stripling Rd
Perry, FL 32347
(850) 838-2525
Fax: (850) 838-2521**

TAYLOR COUNTY HIGH SCHOOL CALENDAR

2019-2020

AUGUST

- 5 - First Day for Teachers
 - 7 – Health Fair-TCHS
 - 8 – Upperclassmen Schedule Pickup- 1-3PM
 - 9 – Freshman Orientation - 1-3PM
 - 12–First Day for Students
-

SEPTEMBER

- 2 - Labor Day Holiday
 - 9 – Open House (5:30-7PM)
 - 11 – Mid-Term Reports Issued**
 - 14 – ACT Testing
 - 23 – Staff Development/Student Holiday
-

OCTOBER

- 5 – SAT Test
 - 10 – Homecoming PepRally
 - 11 – Last Day of 1st Nine Weeks
 - 11 – Homecoming Parade/Game
 - 14 – In Service Day/Student Holiday
 - 23 – Report Cards Issued**
-

NOVEMBER

- 11 – Veteran’s Day Holiday
 - 13 – **Midterm Reports Issued**
 - 25 - 29 – Fall Break/Thanksgiving Holiday
-

DECEMBER

- 14 – ACT Test
 - 19 – Early Release Day
 - 20 – Early Release Day/Last Day of 2nd Nine Weeks/
 - Last day before Christmas Break
-

JANUARY

- 6 – Inservice Day/Student Holiday
- 7 – First Day Back for Students
- 15 – Report Cards Issued**
- 20 – Martin Luther King Day Holiday

FEBRUARY

- 5 – Early Release Day/Staff Development
 - 5 – Mid-Term Reports Issued**
 - 8 – ACT Testing
 - 17 – Presidents’ Day Holiday
-

MARCH

- 13 – Last Day of 3rd Nine Weeks
 - 14 – SAT Test
 - 16 – 20 – Spring Break Holiday
 - 25 - Report Cards Issued**
-

APRIL

- 4 – ACT Test
 - 10 – Good Friday Holiday
 - 13 – Spring Holiday
 - 17 – Grad Bash
 - 22 – Mid-Term Reports Issued**
 - 25 - Prom
 - 27 – Teacher Planning Day/Student Holiday
-

MAY

- 2 – SAT Testing
 - 12 & 13 – Senior Exams**
 - 12 – Senior Awards Night
 - 13 - Last Day for Seniors
 - 14 - 18 - Senior NY Trip
 - 25 – Memorial Day Holiday
 - 28 & 29 - Exams Underclassmen**
 - 28 – Early Release Day
 - 29 – Early Release Day/
 - Last Day of 4th Nine Weeks/
 - Last day for Students/
 - 29 – Graduation - 7PM
-

JUNE

- 2 – Last Day for Teachers
- 13 – ACT Test

VISION:

The educational setting at Taylor High School fosters flexible, comprehensive, and challenging academic and extra-curricular programs which maximize each student's potential. TCHS graduates will be college/ career ready productive members of society who have a strong sense of personal responsibility, a keen understanding of appropriate citizenship, a life-long love of learning, and a respect for the diverse contributions of all.

MISSION:

TCHS will work with students, families, and the community to enable students to achieve personal success in a safe, nurturing, and academically challenging environment.

OUR BELIEFS ARE:

- to provide the highest quality academic instruction possible.
- to provide a safe, nurturing environment where success is expected and encouraged on a daily basis.
- to model and encourage, for students, a love of life-long learning, a sense of personal responsibility, and a respect for each other.
- to create a well-balanced learning community that encourages students to utilize critical thinking skills in problem solving and to develop the employability skills to accomplish their goals.

Alma Mater:

*Dear Old High School
We Love Her
Our Ideal and Pride
We will hold up Her Standards
Whatever may betide
We will follow Her Colors
Flung out to the Sky
We will give our Hears Devotion
To Old Taylor High*

STAFF DIRECTORY
TAYLOR COUNTY HIGH SCHOOL

2019 - 2020

Principal	Charles Finley
Assistant Principal	Heather McCoy
Resource	Ed Harvey
Instructional-Coach	Deborah Hodge
Media Spec.	Laurie Wynn
Guidance	Sharon Jandula Sonya Sadler
MTSS Coord.	Stuart Ely
Compliance Resource Specialist	Donna Johnson
Exceptional Student/ ESE/ VE/	Patricia Griffith Angela T. Murphy Jodi Rowell
Language Arts	Renaë Brannen Theresa Crawford Leslie Fletcher Linda Gay Howell Garrett McCoy
Foreign Language	Liliana Johnson
Reading	Lea Anne Kalinowski
Social Studies	Kathleen Courtney Bobby Eason Lea Anne Kalinowski TBA
Math	Whitney Brooks Janice Garrett Donna Tuttle Jenny Winters Nakia Murphy

Science	Jay Carson Robin Collins Leslie Maiullo Ashley Giacomucci
Athletic Director	Maurice Belser
Physical Education	Maurice Belser, AD TBA
Electives	Carol Wentworth-DCT
Ag Teacher	Heidi Scuglia
Culinary Arts	Donna Tuttle
Performing/Fine Arts	Jeff Byers-Art Karl Lester-Band/Music
JROTC	1 st Sgt. Kenneth Rosjer Col. James Duthu
SUPPORT STAFF	
Office Manager/ Payroll Clerk	Lindy Brock
Secretary I/ Front Office	Robyn Ely
Bookkeeper	Janet Johstono
Attendance/ Front Lobby	Amber Musselwhite

Custodians	Gloria Harris-Head John Blanton Clara Staten Joe Rouis Trellis Turnbough
ESE Teacher-Aide/	Angela Jones Monica Knowles Melissa Krejcar
Job Coach	Robin Baker
Guidance Secretary	Gina Jarvis
Data Entry	Donna Kinsey
Secretary III/ Dean's Office	Melesa Curry
CAI Lab Mngr.	Becky Jarvis
Resource Officer	Pam Brasby
RN/Clinic Aide	Amber Dice Slaughter Debi Walker
Cafeteria	Mamie Simmons- Mng. Betty Hathcock Alma Kisamore Robin Purkey Markus Shoplak Sandra Weatherly Annie Woodfaulk

TAYLOR COUNTY HIGH SCHOOL BELL SCHEDULE

2019 - 2020 SCHOOL YEAR

BELL SCHEDULE

Teacher Workday: 7:30 – 3:00

Warning Bell	7:51	
Period 1	7:55 – 8:51	56
Period 2	8:55 – 9:48	53
Period 3	9:52 – 10:45	53
Lunch	10:45 – 11:30	45
Period 4	11:34 – 12:27	53
Period 5	12:31 – 1:24	53
Period 6	1:28 – 2:25	57

EARLY BELL SCHEDULE

Dec. 19&20, Feb. 5, May 28,29

Warning Bell	7:51	
Period 1	7:55 – 8:30	35
Period 2	8:34 – 9:08	34
Period 3	9:12 – 9:46	34
Lunch	9:46 – 10:31	45
Period 4	10:35 – 11:09	34
Period 5	11:13 – 11:47	34
Period 6	11:51 – 12:25	34

*Early Release Days/Schedule will be made prior to Exams.

FACULTY AND STAFF INFORMATION

Staff Parking

All staff are to park in the staff parking lot on the south-east side of the building. **NO PARKING ON THE GRASS OR IN THE FRONT OF THE SCHOOL! DO NOT PARK IN VISITORS PARKING SPACES.** Vehicles are monitored by our resource officer. Substitutes are not to park in the visitors parking spaces.

Work Day & Sign Out Policy

The work day for teachers is from 7:30 AM to 3:00 PM. Please sign in at the exact time when you arrive and leave. Sign out every time you leave campus..

TDE/LEAVES/SUBS

When you must be out in an emergency situation, and need a substitute, **call Lindy Brock at 850-843-4144 – between 6:00 and 6:30 AM if possible** or notify her the day/night before. **Or call Robyn Ely at 850-843-8749** if Mrs. Brock is not available. Whenever personal leave or sick leave is granted, see the secretary (Ms. Ely) to arrange for a substitute. If your absence is going to be extended, call the school before 2:30 to retain the same substitute (if possible).

Should an emergency arise during the school day, please contact administration to arrange the covering of your remaining class(es).

Please submit emergency lesson plans that will cover a period of five days of independent instruction to Mrs. Brock by

August. 23, 2019. Emergency plans are to be used when an unexpected emergency arises. Otherwise, regular substitute plans that relate to your current course of study should be provided. Emergency plans must be replenished if used.

If you are absent and need a substitute you should have prepared:

- lesson plans and any needed materials
- schedules of the day including extra duties
- attendance roster with seating charts and student photos (if available)
- extra notes the substitute might need to achieve a successful day

Leave Forms

TDE Forms should be turned in at least 2 weeks prior to the activity for approval by administration. Follow-up travel vouchers must be submitted upon your return. Out of State must be approved by the school board 2 weeks prior to your activity.

Upon your return after an unexpected absence, be sure your absence is documented on the appropriate leave form. Mrs. Brock needs this before you sign out on the day of your return. It is the responsibility of each teacher to fill out his/her leave forms.

Email

Email is the primary means of communication at TCHS. As such, faculty and staff are accountable for all directives and information sent through email and are expected to check email at least twice a day. Faculty and staff are reminded that email is for professional use and is archived for ten years.

Announcements

Announcements will be made at 7:35 AM and 2:20 PM (as needed). Other interruptions will be closely monitored and will be kept to a minimum.

Daily Bulletin REMOVE

A bulletin will be provided for you each morning via email. Place bulletin items in the basket provided in the front office or email them to Robyn Ely by **no later than 1:30**.

Cell phones

Cell phones are not to be used during class time.

Leaving Campus

Any Staff member who leaves campus during the day must sign out and in on the form for leaving campus. Other than lunch, you must have a leave form to cover any time exceeding 15 minutes when you leave campus.

Early Departure

If you need to leave early for any reason, you must clear it with the principal. The only instance that will require no clearance is a complete faculty dismissal.

Meetings/Duty Time

Teachers are expected to be present at all meetings and perform all duties as directed.

Mail Boxes

Please check your mailbox **each morning** as you sign in **before** going to your classroom.

Planning

Teachers are expected to remain on campus during their planning period without prior approval from the principal.

Student supervision

For the welfare of our students, it is most important that we provide responsible supervision before school starts, during the school day, and at dismissal. We must be on time and at our doors as students enter the building and classrooms. No class should be left unattended. Helping to monitor student activity during class changes is everyone's responsibility. Please go to your door at your class change and keep your eyes on things until your students are in your class.

Keys

All keys will be issued and controlled through the front office of the Secretary.

Securing the Facility

When you exit your room, always remember to check and make sure your door is locked and completely closed. This also applies to your wing doors and the main entrance doors as you exit after the custodians have locked up.

Leave Forms REMOVE

TDE Forms should be turned in at least 2 weeks prior to the activity for approval by administration. Follow-up travel vouchers must be submitted upon your return. Out of State must be approved by the school board 2 weeks prior to your activity.

Upon your return after an unexpected absence, be sure your absence is documented on the appropriate leave form. Mrs. Brock needs this before you sign out on the day of your return. It is the responsibility of each teacher to fill out his/her leave forms.

Professional Dress

Teachers and staff should dress appropriately and professionally for their job assignments (fashionable does not always equal professional). As a general rule, shorts are not to be worn by staff. Physical education teachers who teach classes that require physical activity may wear "walking" length shorts. Shorts are articles of clothing that hit above the knee. Capri slacks that fall below the knee are permitted. All articles of clothing should be modest and appropriate (knee length and provides full coverage).

Classroom care and appearance

Teachers are responsible for the physical appearance of their classrooms and for the materials and equipment assigned to them. Teachers are expected to demonstrate pride in the appearance of our rooms. Vandalism of any type will not be tolerated. Emphasize to students the importance of taking care of school property. Routine "de-cluttering" will help! At the end of your last academic class, students should pick up anything on the floor and stack their chairs.

Classroom management

Classroom policies or rules should be consistent with board policy, school administration policy and philosophy. Classroom control should be based upon the principles of *Positive Reinforcement*. Appropriate behavior modification practices should be developed and used in each classroom. Let's make our classrooms orderly, *yet warm and positive*.

School wide guidelines that should be posted in each classroom:

- a. **Think responsibly**
- b. **Cooperate with everyone**
- c. **Have respect**
- d. **Stay actively learning REMOVE**

Confidentiality of Student Information

Principles of Professional Conduct of the State of Florida require that teachers keep in confidence personally identifiable information obtained in the course of professional service. **Failure to comply within the principle could result in a reprimand or loss of certification.** Teachers need to be sure that they do not:

- a. Discuss student progress or behavior anywhere someone else may be present who is not listed on that student's access-to-information list.
- b. Allow students to take attendance, grade other student's work, record student grades in your grade book, or see other student's grades in the grade book
- c. Share information about any students with other students' parents.

Principles of Professional Conduct

Teachers should adhere to the "Principles of Professional Conduct of the Education Profession in Florida". Please remember when discussing a student with a colleague to do so in a professional manner. Be careful not to discuss students in group settings such as in the faculty lounge.

Negligence

Negligence is defined as the omission to do something which a reasonable person, guided by those ordinary considerations which ordinarily regulate human affairs, would do, or the doing of something which a reasonable and prudent person would not do. The duties of a teacher are: proper instruction, proper supervision, and proper maintenance.

"SEVEN DEADLIES"

The State of Florida has outlined specific offenses for which teachers may be suspended or dismissed. These have come to be known in educational circles as the "Seven Deadlies". To avoid commission of the "Seven Deadlies", which will ensure a conference with the principal:

1. Do not commit money in the name of Taylor County High School without the principal's permission.
2. Do not leave inadequate lesson plans for substitute teachers.
3. Do not let the principal hear from students or parents about unusual occurrences in your classroom.
4. Do not make complaints about the school to the community without first having shared them with the principal.
5. Do not request to disrupt the school day without going through proper channels.
6. Do not engage in unprofessional talk, in front of visitors or students.

7. Do not place the principal in the position of defending indefensible actions.

SEXUAL HARASSMENT POLICY STATEMENT

Taylor District Schools have adopted sexual harassment policies and will not tolerate sexual harassment by any of its students, employees, or volunteers based on race, color, sex, age, religion, disability, creed, marital status or national origin. A complete description of the student and employee sexual harassment policy is located in the School Board Policy Handbook and at each school site.

Tobacco

Florida law prohibits the use of tobacco products on school campus or in the school building. This includes students and staff.

Equity Statement/Grievance Procedure

Taylor District Schools' Grievance Procedure for discrimination is defined in the School Board approved Affirmative Action Plan. The intent of the plan is to reaffirm the Taylor County School Board's commitment not to discriminate against any job applicant, employee or student, in regard to race, color, sex, age, religion, disability, creed, marital status or national origin, in accordance with Federal and State statutes, rules and regulations. A complete description of the Equity Statement and Grievance Procedure is located in the School Board Policy Handbook and at each school site. The contact person for instances of discrimination: Jan Walker, Equity Coordinator, 850 838-2500, Taylor District Schools, 318 North Clark Street, Perry, Florida 32347.

Bullying, Harassment or Intimidation

The Taylor County School District is committed to protecting its' students, employees, and applicants for admission from bullying, harassment or discrimination for any reason and of any type. A Harassment or Intimidation (bullying) reporting form is available on the district's website at www.taylor.k12.fl.us or at each work / school site's front office.

STUDENT TARDIES

Tardy to School/Class

Students are responsible for being on time to school and their classes. A student shall be deemed tardy when he/she has not entered his/her scheduled class prior to the completion of the ringing of the tardy bell. When a student is late to school, he/she must report to the attendance office to sign in and receive an admittance slip. If a student is late to class, the teacher will document this as a tardy. Students will receive documented interventions for the first two tardies (such as calling a parent or student conference). When a student has three (3) tardies in a class in a nine weeks period, the teacher will write a tardy referral. There is no excuse to be tardy after lunch, any tardy after lunch should result in an automatic referral. REMOVE

If a student is late to class, this will count as one tardy. Tardies are counted as a total per student. When a student receives a second tardy, they will be assigned one day of restorative practice. Student tardies will be cumulative for each semester.

Food on Campus

Students eating on campus will be limited to either the indoor or outdoor cafeteria areas. Students should not be allowed to bring food or drink into your classroom.

Staff should not eat in the classroom during student instruction time.

Assemblies/Pep Rallies

Teachers are expected to accompany their students to pep rallies/assemblies. Teachers are expected to sit **among** their students during pep rallies and assemblies and insist that their students behave. Follow the assembly seating chart.

Pep rallies and assemblies are generally voluntary for students. Students are permitted to go to a study hall instead. Teachers may volunteer for study hall monitoring. These study hall locations will be announced. If there are not enough teacher volunteers, we may need to assign supervision. Areas in the gym will be assigned. REMOVE

Parent Conferences

Conduct all face-to-face parent conferences in the presence of another school staff member. Record the date, time and nature of your conference in your plan book. A phone/email log should also be kept each time you confer with a parent. This will serve as documentation should the need arise.

Compensatory Time

Comp time forms are kept by Mrs. Brock in the office. Compensatory time will be given when you are requested **by the principal** to stay beyond your normal duty hours. The principal must approve **in advance** comp time earned and comp time used. Lindy Brock will keep a record of the comp time you earn and use. Compensatory time should not be used during student contact time.

Department Meetings

It is the responsibility of the department chairperson to meet with their departments at least monthly. Department minutes should be kept and turned in to the principal. A minimum of nine meetings should be conducted with the corresponding minutes filed with the principal.

Please notify administration of the time and date of meetings in advance.

Teachers' Lounge

Please do not send students to the lounges for snacks or drinks before, during, or after school.

Activity Form

The Activity Form should be used for **any** event outside the normal, routine classroom activity. This includes, but is not limited to, guest speakers, films and slides not obtained from the school library, field trips (even short ones such as to the public library), car washes, dances, visiting music groups, assemblies, etc. All activity forms should be forwarded to the Assistant Principal. These forms should be submitted and approved at least two weeks prior to the event. Turning this form

in does not constitute approval. Approved activities will be photocopied and placed in your boxes and the activity will be added to the calendar. ADD

Hall Supervision

Please stand outside your door at the end of every period to monitor students as they change classes.

Field Trips

Field trips may be planned as an integral part of the educational and student reward program. Each teacher or team of teachers is responsible for the planning of field trips. All field trips must be initially approved by the assistant principal, at least ten days prior to a field trip (by completing the activities request form). The form should be completed by the sponsor and signed by the assistant principal and principal. If any students are not allowed to accompany their class/group on a field trip for disciplinary or academic reasons, alternate plans must be made for supervision (such as having a sub). In planning a field trip, follow the procedures below:

- a. Discuss plans for the trip with the principal/assistant principal.
- b. Contact the bus garage to confirm the availability of buses on the projected date.
- c. Secure from the bus garage the total cost of the trip. Be sure to include the cost of a sub driver if the trip necessitates a sub to cover the driver's route.
- d. Complete the bus request form at least 2 weeks prior to the trip.
- e. Coordinate sack lunches if needed with the lunchroom manager, with at least two weeks advance notice.
- f. Collect and turn in the total amount for expenses to Mrs. Brock prior to the trip.
- g. Be sure a notarized field trip permission form is completed on each child and that you have made photocopies to take with you.
- h. Be sure you have signed and returned parent permission form that outline the details of the trip (such as departure and arrival times).
- i. Secure chaperones as required by Board policy. All school functions and recreational activities such as socials, parties, excursions, and similar activities under the sponsorship of the school should have two (2) chaperones for a group of eleven (11) or more student and one (1) additional chaperone for each fifteen students; chaperones shall be approved by the principal. At least one chaperone shall be an instructional staff member.
- j. Inform all students that are going on the field trip that they must go with the class and on the bus. Students may be signed out by their parents on the return trip. An instructional staff member must be on the bus.

Please note that all field trips/athletic events, etc. that occurs out of state must be board approved. Plan accordingly.

Student Activity Supervision

No Taylor County High School student or group of students should engage in any activity that is under the auspices of Taylor County High School without a school sponsor. If you are responsible for a class or a group and are unable to supervise them, you must arrange for another school board employee to be present and you must use an activity form to inform the administration of the substitution. Student clubs or student organizations such as cheerleaders, majorettes, etc. cannot meet without an approved sponsor. It is the sponsor's responsibility to insure that all students have transportation or have been picked up after an activity.

The sponsor should not leave the school until all students have been picked up after the activity.

Copy Service

All copy requests must be turned into the front office one week in advance. Once copies have been made, they will be placed in your mailbox. The office staff have been instructed by the principal to help out in emergency situations **only if time permits**. If office staff are working on assignments that must be completed, they will not be allowed to stop what they are doing to run copies. Please do not send copying needs to the office staff on a continuing basis.

Health Policies

1. The Clinic is responsible for obtaining necessary parent signatures on health forms.
2. Any child having any kind of communicable disease will be required to bring a statement from a doctor certifying that the child can no longer transmit the disease to others. The clinic aide will verify the statement.
3. In case of serious injury please contact the clinic. If the clinic is unavailable, please contact the front office for assistance.
4. An Accident Report form must be completed for all accidents. The **Accident Report form** must be completed on the day of the accident. The staff member who observed the accident or was the first called to the scene of the accident will make this report.
5. Concerns about student health and subsequent health referrals should be made through the Clinic.

Driving Liability

If you or a parent drives students on a school activity, you (or the parent) are assuming liability. The district has catastrophic insurance that will pick up excessive amounts after your initial payment, but that initial payment is extremely large. Also, you do not get the catastrophic insurance unless you have submitted to the principal, prior to the event, the name of the driver and the students to be transported by that driver. Under no circumstances should a student ride with another driver during or after the activity unless this is arranged beforehand. This includes students who ride to an event on a bus. The student must return on the bus unless prior arrangements are made. School personnel cannot transport students in a van or 4-wheel drive vehicle.

Social Security Numbers

Vocational teachers are required by law to see that all students enrolled in vocational courses have social security numbers.

Student Passes Required

1. All students must have passes when out of the classroom for any reason.
2. Students should not be sent to another teacher's room unless a prior arrangement between both teachers has been made.

3. Student passes should include the date, the time, the reason, and a staff signature. Return pass should be signed by receiving teacher and return time noted.
4. Multiple students should not be sent out of your classroom at the same time.
5. Teachers should keep a sign-out log documenting where students are that leave the classroom.

Homeroom/Activity Period

Homeroom will not be held every day. Official daily attendance will be taken in first period (See attendance section).

Workers Comp/Illness in the Line of Duty

Procedures:

- 1-Report the accident to the immediate supervisor.
- 2-Complete a notice of injury form to be submitted to payroll (on-line) District Web-site @ taylor.k12.fl.us
- 3-Go to DMH Medical Plaza if medical care is needed.
- 4-Go to your pharmacy for a one time prescription fill if needed. (See Lindy Brock or Chris Olson for a prescription fill card).

Obviously, if the injury is severe, the notice of injury can wait. But someone needs to either call Lindy Brock or Chris Olson at the district office. They will call DMH Medical Plaza to alert them that an employee with a Worker's Comp injury is en route. If a copy of the notice of injury doesn't go with the employee, DMH Medical Plaza needs a call so they can get pertinent information from you.

INSTRUCTION

Lesson Plans **ADD HIGHLIGHTED AREA**

Lesson plans should be prepared in advance on the template provided. Plans must be uploaded to OnCourse every Sunday by 8:00 pm for the following week. The only exception to this is the first week of school when plans may be uploaded by 3:00 on the Friday before school begins.

Grade books

Grade books should reflect an accurate documentation of student assessment and attendance. Adequate assessment means that for each weighted category, a minimum of 4 grades should be taken. Tests must be one of these weighted categories and should account for 50% of the **overall** grade. Quizzes/Projects should account for 30% and homework/class activities/participation/other will account for the remaining 20%.

Posting Grades

All grades should be updated and posted in Focus weekly.

Midterm reports

Midterm reports will be distributed on the days designated during the nine weeks grading period (check calendar for dates). Midterm reports should go out to all students. These reports should be created using the electronic grade book (**Focus**) on each teacher's computer.

Grading Policy

Every teacher should be familiar with and adhere to grading rules and regulations as outlined in the Pupil Progression Plan.

Grading Philosophy

Multiple forms of formal assessment: Marking period grades have to be comprised of multiple forms of assessment. We need to avoid the "marking period killer" assignment, which is one project, test, or other assignment that will make or break a student's grade (Reeves, 2008).

Retests: Student success in that they have mastered the concepts and are able to apply what they have learned is of utmost importance. Giving students a second chance on a test provides them with yet another opportunity to demonstrate learning. It is up to the teacher to determine if a student warrants a retest. This practice is strongly recommended.

Guskey, T. R. (2000). Grading policies that work against standards ... and how to fix them. *NASSP Bulletin*, 84(620), 20–29.

O'Connor, K. (2007). A repair kit for grading: 15 fixes for broken grades. Portland, OR: Educational Testing Service.

O'Connor, K., & Wormeli, R. (2011). Reporting student learning. *Educational Leadership*, 69(3), 40-44.

Reeves, D. B. (2004). The case against zero. *Phi Delta Kappan*, 86(4), 324–325.

Reeves, D. B. (2008). Effective grading practices. *Educational Leadership*, 65(5), 85–87.

Grading Standards

Conduct may not be used as criteria for determining a student’s grade.

<u>Grade</u>	<u>Percent</u>	<u>Point Value</u>
A	90-100	4
B	80-89	3
C	70-79	2
D	60-69	1
F	0-59	Failure
I	0	0

Homework

Homework is an important part of a student’s educational experience. Homework should be assigned to reinforce concepts introduced in class. Commensurate with the development levels of high school age students, teachers at TCHS should make homework assignments that appropriately enhance student’s academic success.

Classroom Management Plan

District policy requires that a classroom management plan be submitted by each teacher. This is due to the dean on Friday, August 23.

School Resource Officer

Our school resource officer is available upon your request to talk to your classes on a variety of important topics. Please call upon the resource officer if you would like for an officer to talk to your classes.

Conduct Matrix (C)

All students will receive a conduct grade. Conduct grades will be issued as:

- S - Satisfactory Behavior
- N - Behavior Needs Improvement
- U - Behavior is Unsatisfactory

0	Documented Classroom Interventions	S
1	Documented Classroom Intervention (Teacher Warning to Student)	S
2	Documented Classroom Interventions (Teacher Conference with Student)	S
3	Documented Classroom Interventions (Teacher Notifies Parent)	S or N
4	Documented Classroom Interventions	U
5	Two or more referrals in a class during a Nine Weeks Period	U

Category II or III Referrals (Major Classroom Disruptions to Dean’s Office) - U

Process begins over each Nine Weeks.

Teacher Comment Codes (CN)

<u>Code</u>	<u>Meaning</u>
A	Please schedule a Parent/Student Conference
B	Student needs to improve use of class time
C	Student needs to work more neatly
D	Student needs to complete home-work
E	Student needs to complete class assignments
F	Needs to make-up all missed work
G	Needs to improve having class materials
H	Needs to improve cooperating with others
I	Student does not pay attention in class
J	Student does not participate in class
AB	Student needs to improve attendance
AC	Student needs to improve attitude
AD	Student needs to take work more seriously
AE	Student needs to study for test
AF	Student not working to his/her potential
AG	Student owes for a charged lunch ticket
AH	Student owes for an over-due library debt
AI	Student has made outstanding progress
AJ	Student is cooperative
BC	Student works up to expectations
BD	Student has improved test scores
BE	Student has continued good progress
BF	Student has improved class preparation
BG	Student has improved his/her classwork
BH	Very good student
BI	Excellent student
CG	Student owes class fees
CD	
CE	Teacher Out of Field
CF	

Performance Levels (P)

Student Performance must be documented on report cards each 9 weeks as follows:

- A = Above Grade Level
- O = On Grade Level
- B = Below Grade Level

