

AMITE COUNTY HIGH SCHOOL  
VOCATIONAL & TECHNICAL COMPLEX  
FACULTY HANDBOOK



**2018-2019**

## ACCIDENTS

Teachers are responsible for the safety of all students under their supervision. Any injury to a student must be given immediate attention. No procedure can be pre-formulated and completely applicable in all situations. The following is a general guideline and may be modified as individual situations occur.

- Follow the emergency plan for your school
- Remain calm and promptly decide what needs to be done to prevent the situation from worsening.
- Act decisively and take charge.
- If an accident is serious, send someone to the office or notify the office to ask for help
- Resume normal activities as soon as possible
- Prior to leaving school, submit a written report to the office

## ACCOUNTING PROCEDURE

When money is collected by a teacher, the teacher should provide a receipt. Careful attention should be given to the collection and handling of these funds. The following guidelines should be followed.

- Any collection of money must receive prior approval of the principal
- Receipt all money collected when it is collected
- **Keep** receipted money in a secure place
- Before you leave school each day, turn in the money and copy of the receipts to the school secretary. The money must agree with the receipts it covers. The secretary will write you a receipt and return it to you. The Principal is responsible for all funds collected in the school. For this reason, no collection funds or purchases of any kind may be made without prior knowledge and approval of the principal.

## ASSISTANT TEACHERS

Assistant teachers are paraprofessionals who work under the supervision of the classroom teacher to whom they are assigned. However, assistant teachers are ultimately responsible to the school. In no case shall the assistant teachers discharge duties assigned by the classroom teacher, which are in conflict with the administrative policies, procedures, and regulations.

Assistants are not to administer or prescribe punishment to students. Misbehavior should be reported to the teachers or principal.

Assistants are not responsible for planning a program of study for students. Assistants are to conform to the standards set for teachers in the areas of ethics, dress, etc. Assistants should feel free to discuss any problem they might have in regard to their employment with their principal.

## ASSISTANT TEACHER EVALUATION

Duties and responsibilities are reviewed at the beginning of each year with returning assistants. Assistants new to the District are to receive in-service training concerning duties and responsibilities. Assistant teachers are evaluated by the principal at the close of the school year using the District evaluation instrument for assistant teachers.

## ATTENDANCE

Employees are expected to be prompt and consistent in attendance. Personal appointments should be scheduled after normal workday hours, whenever possible. Schedules differ within the District according to job position, classification, and various business needs. Your administrator/supervisor will have discussed your regular working hours with you prior to your first day of employment.

- Teachers, and all other staff members, are to report as scheduled by the principal and sign in immediately.
- If you are going to be absent due to illness; you must notify the principal or person designated by him or her as soon as possible (**notification should be made prior to 7:15 a.m. of the day you will be absent**).
- If you are going to be late for any reason, contact the principal's office so arrangements can be made until you arrive.
- Employees who sign in after the scheduled time or have problems relative to timely arrival for scheduled duties shall, on that day, provide the office with a written, dated explanation of reason for failure to arrive on time (Leave Form).
- No employee is to leave campus during duty hours without permission of the principal.
- **All employees are expected to be present during statewide testing and extra-curricular assigned duties.**

## ATTENDANCE EXPECTATIONS

Employees are expected to maintain an acceptable attendance record by reporting to work as scheduled and remaining at work until the end of the workday. Employees are expected to follow established departmental procedures for reporting absences, tardiness or early departure from work, requesting paid and unpaid time off, and returning to work upon authorization after approved leave of absence... for the purpose of determining tardiness, an employee is tardy if he/she reports to work any time after the designated start of the scheduled workday. In general, road construction, traffic congestion, personal issues, and "normal" weather conditions are not acceptable reasons for tardiness.

An employee's attendance record may be considered unacceptable under the following circumstances; 1) a pattern of absences, tardiness or early departures which adversely impacts District operations and/or an employee's performance, as determined by an employee's immediate supervisor; 2) an employee has a history of not following established school or departmental procedures for reporting absences, 3) an employee has exhausted his/her paid time off balance and continues to be absent without authorized approval, 4) an employee is using sick leave for purposes not allowed. Unacceptable attendance records may result in disciplinary actions or possible termination.

## CELLPHONES

Cell phones are to be turned off during instructional time. Under absolutely no circumstances should a teacher exchange cell phone numbers with a student; neither should a teacher send a text to a student, e-mail a student nor "friend" a student on Facebook or any such entity. As pertaining to cell phone usage and community contacts, teachers should adhere to the following procedures:

- Employees should not wear an ear-piece or such device during hours of operation.
- If there should be a need for an employee to make a call with their cell phone or parent contact, it should be done during their planning period.
- Teachers are advised to use the school phone, located in the office, to make calls to parents etc. and turn in a log of all calls.
- Employees using cell phones or making calls at any time not specified in the above or without approval from the Superintendent, Principal, or designee is subject to disciplinary action.
- **Teachers will be notified if they have telephone messages in the office. If the call is an emergency, the teacher will be notified immediately.**

## **DISCIPLINE GUIDE**

### What Teachers Should Do:

- Be fair and consistently treat each student equally
- Be empathetic and accentuate the positive... avoid the negative
- Be thoroughly prepared for all classes and have ample work for all students each period...teach bell-to-bell
- Be cheerful, attractive and orderly; let your classroom reflect these qualities
- Be professional in demeanor and maintain a sense of humor
- Teach the full period (bell-to-bell). The teacher should dismiss class, not the bell
- Admit your errors and apologize if you make a mistake by treating a student unjustly
- Establish a minimum number of simple rules and help students understand why they are necessary...let the student assist in formulating the rules and in publicizing them (i.e. journalism class)
- Correct student(s) when needed to prevent minor problems from growing into larger ones... remember that you are on duty at all times on campus-all students are yours

### What Teachers Should **Not Do**:

- Punish the entire class for the misbehavior of a few
- Argue with a student
- Embarrass a student
- Refuse to consider mitigating circumstances
- Compare one student with another
- Become overly friendly and familiar with students (this can cause loss of respect for you)
- Repeatedly show favoritism to certain students
- Challenge students to repeat an undesirable act or get yourself in a position of "do it or else"
- Administer unusual punishments
- Punish by leaving a student alone and un-supervised in a classroom or hall
- Punish by having a student write lines or extra reading, or reports
- Make physical contact in an attempt to discipline, except to properly administer corporal punishment per the District's policy

## **DISCIPLINE PROCEDURE**

In instances involving discipline issues less than extreme (classroom management), teachers should do the following to minimize out-of-class punitive action:

### •• **Student's First Offense**

- Complete a student referral on track via.
  - o Go to [www.achsfaculty.com](http://www.achsfaculty.com)
  - o Click on discipline referrals, located on the left of the screen
  - o Properly complete the student referral
  - o Then click submit
- Warn the student verbally or in writing if necessary
- Contact parents/guardians during your planning period or at the end of the day
- Complete the call log for future verification

### •• **Student's Second Offense**

- Complete a student referral as described in the first offense
- Definitely request a face-to-face conference with the parents/guardians to discuss all persistent negative issues (have students present if necessary)
- Notify the office of the referral and conference (*student may receive some form of punishment from principal or assistant principal*)
- Complete the call log and notes from conference for future verification

### •• **Student's Third or More Offenses**

- Complete a student referral as described in the first/second offenses
- If the principal or assistant principal has not responded to the referral within minutes...contact the office so the student can be immediately removed (if necessary)
- Immediately after the punishment has been rendered, the principal or designee will contact parents to notify them of the punishment and for another conference to discuss a behavior plan by the district's behavioral specialist.
- In any instance, no employee should contact anyone before the principal or designee has completed a thorough investigation. Employees who do not follow this procedure are subject to punitive action.

## **DRESS AND PERSONAL APPEARANCE**

It is the duty of all employees to ensure an environment conducive to learning for all students. There has been some research that has shown there is a direct correlation between teacher dress and student behavior. All employees should dress professionally or in accordance with the District's policy and as set by the principal.

- no extravagant and/or revealing attire
- **Coaches** are allowed to wear khaki or black shorts... no sweat pants (Jogging), basketball shorts.
- Jeans are allowed on Fridays or when designated by the Superintendent or Principal.

- **If an employee is dressed or appears unprofessional, he/she will be asked to leave, and will lose personal time. In this type of event, it will be documented and the Superintendent will be immediately notified.**

## **EMERGENCIES**

It is essential the staff be knowledgeable of the school's emergency procedures. Remain calm during emergencies

### **Fire Drill**

In the case of fire, you should know the fire evacuation routes and procedures for your school. You should know the location of the nearest fire extinguisher and how to use it.

### **Bad Weather**

- Severe Weather Watch- weather conditions are such that severe thunderstorms may develop.
- Severe Weather Warning- a severe thunderstorm has developed and will probably affect those areas stated in weather bulletin.
- Tornado/Hurricane Watch - weather conditions are such that a tornado/hurricane may develop.
- Tornado/Hurricane Warning- a tornado/hurricane has formed and been sighted and may affect those areas stated in the bulletin.

### **Actions**

- Severe Weather - Students will remain in classrooms unless notified by office personnel. who will continuously monitor the situation. |
- Tornado/Hurricane Warning- tornado/hurricane warning will be announced by a series of short rings of the bells for 30 seconds. If electricity is not available, the notification to implement these procedures will be announced verbally by office personnel. Teachers will supervise their students and will keep their roll books with them. When reaching the designated shelter areas, students and teacher will be seated with their backs to the walls knees drawn up and head between their knees. Coats and jackets, when available, could be used to cover head, arms, and legs so as to reduce injuries from flying particles of glass and other debris.

## **GRADES, GRADEBOOK, SAM7, ACTIVE PARENT**

**Grade books are legal documents which are turned in to the office at the end of each year.**

Any information contained in them must be neat and correct. If you make corrections, **do not use liquid paper.**

**Grades should be entered in SAM7 at least weekly.** There should be a minimum of two (2) grades per week. The grading policy in the Student Handbook should be used to compute grades and determine pass or failure of students.

Teachers should encourage parents to engage in the learning process of their students through their posting of their framework, student grades, homework, and syllabus etc., on our Active Parent system.

- Teachers are to keep accurate, up-to-date records of the students' grades
- Tests are to be graded only by the teacher
- Progress reports are to be completed and ready to hand out to students and/or parents
- Report cards should be complete with no inaccuracies or incompletions.

## **IN-SCHOOL SUSPENSION AND ALTERNATIVE**

1)The purpose of ISS and Alternative is to reduce absenteeism, 2) remove students from a negative or adverse situation, 3) lower our District's drop-out rate, and 4) ensure quality instruction while in ISS or Alternative.

- ONLY the principal or assistant will send a student to ISS or enroll a student in alternative
- Students will be sent to ISS, OSS, or Alternative when discipline procedures (steps) have taken place, except in circumstances deemed necessary by office personnel. Teachers who are assigned to go to ISS or Alternative should provide instruction students present at that time.
- If you are not assigned to ISS or Alternative, make sure you have provided the department representative with adequate instruction and assignments for the student(s) assigned time.
- 7th and 8thGrade ISS and Alternative students should be serviced daily by at least one teacher; the facilitator should be aware of student(s) assignment promptly.
- All 7<sup>th</sup> and 8<sup>th</sup> Grade teachers should personally instruct Alternative students at least one day per week... at the alternative location.
- All teachers are expected to follow the District's policy when students are assigned OSS.

## **REPORT CARDS/PROGRESS REPORTS**

Report cards and progress reports will be issued on the days designated by the Amite County School District Calendar. No exceptions should be made to these dates.

### **Progress Report Dates:**

- !• September 6, 2018
- !• November 15, 2018
- !• February 7, 2019
- !• April 18, 2019

### **Report Card Dates:**

- October 18, 2018
- January 10, 2018
- March 28, 2019

## **SUBSTITUTE FOLDER**

Each teacher is responsible for maintaining a Substitute Teacher's Folder which is kept in your classroom. It should contain the following information:

- Class Schedule/Roster (by period)
- Bell Schedule
- Homeroom Roster/Absentee Reports
- Written Substitute Notes/Instructions
- Daily Schedule/ Duty Schedule/Lunch Schedule
- Lesson Plans & 3 days of work
- Discipline Procedures
- Emergency Plan

Update the work in the substitute teacher folder after each absence.

In the event that you may have an unexpected absence, your sub-folder should be constantly updated to reflect your current pace of instruction.

## **STUDENT SUPERVISION**

The teacher is legally responsible to act in a reasonable and prudent manner at all times.

Specifically, the teacher must do the following:

- NEVER leave students unsupervised.
- l • Require students to conduct themselves in an orderly and safe manner, and administer such disciplinary actions as are reasonable and proper in any situation involving student conduct.
- Use discretion and follow the District Policy in the administration of disciplinary action.

- Once a student is assigned to a teacher, they become that teacher's responsibility. **Teachers are to NEVER leave students alone in the classroom.** If you have an emergency and must leave the classroom, notify the office and/or ask another teacher to assume responsibility for your students.
- Remember all employees are responsible for all students no matter their grade or age (you are the adults).
- Failure by teachers to meet their responsibilities may have severe consequences, and the teacher may be held legally liable for negligence in the performance of their duties.

### **Operation of the Amite County School District on a Non-Discriminatory Basis**

The Amite County School District offers educational/vocational learning opportunities and employment opportunities on a non-discriminatory basis in compliance with the requirements of federal civil rights legislation. This legislation includes, but is not limited to, Title VI, Title VII, Title IX, the Vocational Amendments of 1976 and 1979, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and IDEA. Further, the Amite County School District offers equal educational and employment opportunities to all persons without regard to sex, race, religion, color, national origin, age, genetic information, military status, or disability. Upon request, a copy of any Amite County School District policies regarding compliance with these federal legislative mandates may be obtained from the Office of the Superintendent or any other school district administrative office. The District has provided online access to all its policies through its website, as well. Policies and procedures regarding Title IX issues are already posted on the District website.

#### 1) Section 504/ADA and Rehabilitation Act of 1973

The Amite County School District will not discriminate on the basis of disability in admission to, access to, or employment in its programs and activities or in treatment of the individual to the extent provided by law.

Mrs. Rebecca Roberts, District Special Education Supervisor, has been designated as the Section 504/American with Disabilities Act Coordinator and will handle inquiries regarding the Amite County School District's nondiscrimination policies, the filing of complaints, and the request for copies of complaint procedures covering discrimination on the basis of disability. She may be reached at (601) 657-9174.

The rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. No discrimination against any person with a disability will knowingly be permitted in any of the programs or practices of the District. To ensure the District's compliance with Section 504 as it applies to students with disabilities, the district has adopted specific policies regarding procedures in the event an individual should wish to file a complaint or grievance. This established procedure is available to the public upon request, is posted in all administrative offices, and available directly from Mrs. Roberts.

## 2) Title VI

The Amite County School District is in compliance with the Title VI of the Civil Rights Act of 1964 which addresses non-discrimination with regard to race, color, and national origin. Questions may be directed to Mary Russ. Complaint procedures are on file in the Superintendent's office and in Ms. Russ's office and a copy may be obtained from both locations.

## 3) Title IX

Title IX is a federal statute that mandates that no person in the Amite County School District, shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance.

In compliance with the directives in Title IX, the Amite County School District does not discriminate on the basis of sex in any of these educational programs and activities provided to students. Further, the requirement not to discriminate on the basis of sex with regard to educational programs and activities extends to employment.

The Amite County School District has a Title IX Compliance Officer designated to handle questions or complaints regarding Title IX issues. Questions or complaints regarding Title IX may also be referred to the Office of Civil Rights (OCR). Further information about OCR may be found at [www.ed.gov](http://www.ed.gov). With regard to the District question/complaint process, the Title IX Compliance Officer is Ms. Mary Russ. Her address is P.O. Box 378, Liberty, Mississippi 39645. Her office is located at 533 Maggie Street, Liberty, Mississippi. She can be reached by telephone at (601) 6574361, ext. 305. Her email address is [mruss@amite.k12.ms.us](mailto:mruss@amite.k12.ms.us). Please contact Ms. Russ immediately if you have a complaint regarding discrimination based on sex with respect to the following: any District educational program, any District activity, or in an employment context. Title IX further prohibits sexual harassment of students. Complaints concerning discrimination based on sex and complaints of sexual harassment may be lodged against employees, other students or third parties. District Policy JB-P (Students: Title IX Complaint Procedures), available on the District website, outlines the procedures governing student complaints or complaints involving students under Title IX.

Complaint procedure regarding employment complaints under Title IX are addressed in the District Staff Handbooks and in District personnel policies in District Policy GBR-P (Employees: Harassment and Discrimination Complaint Procedures).