

**JAMES WHITCOMB RILEY HIGH SCHOOL TEACHER HANDBOOK**  
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## **OPENING OF SCHOOL**

Schedules, locker assignments, student handbooks, the High School Student Code of Conduct, and other information will be distributed in 1<sup>st</sup> period class. Teachers are also responsible for communicating Riley and SBCSC policies and procedures as outlined in the handbooks (attendance, dress code, ID, cell phones, backpacks, etc.). These policies can be found in the student handbook section of this handbook and in the Student Code of Conduct. Please review these policies with your students.

Before distributing any materials, make sure all students are in the correct class. Send wayward students to their correct class or to Student Services (Guidance).

## **Freshman Teams**

Freshman have been scheduled into teams X, Y, or T. Even though the teams are not “pure” a predominant team should be evident. Teachers will be expected to meet on a regular basis to focus on providing interventions to help students be successful. These interventions could be academic and behavioral. Teachers on the team have common lunch time. Though you are entitled to a 30 minute duty free lunch and are not required to meet during this time, this time is available if you wish to use it.

## **Senior Teachers**

Teachers of seniors will be asked throughout the year to handle special business related to graduation and end-of-year activities. More information will be provided as the school year progresses.

## **Success Time/Enrichment**

Success Period is an integral component of the **8-Step Process** for improved student outcomes. During this time, students will participate in remediation or enrichment based on assessment data. In order to achieve our school improvement goals, it is vital that all teachers support this effort by focusing instruction on learning outcomes for all students. Steven Covey in his 8 Habits for Highly Successful People states to **Begin With the End in Mind**. For teachers, this requires **backward planning**.

## **Schedules and Student Schedule Change Requests**

Every attempt has been made to assure that all students have an appropriate schedule for the first day of school. All students are expected to be in their assigned classes. Review the schedule with students. Students who have a BLANK SCHEDULE should be sent to the Student Services Department. Other students should **NOT** be sent to Student Services. Students must report to the classes to which they are assigned. Offer a “Schedule Change Request Form” to students requesting a schedule change and direct them to continue going to their assigned classes. Students must have teacher and parent approval in order to drop a class. Return all unclaimed schedules to the Attendance Office at the end of the first week of classes.

Students who wish to request a schedule change or see a counselor must complete a Schedule Change Request Form. These forms can be obtained from and returned to any teacher. Students are directed to follow their current schedule until they have the appropriate signatures and have seen their counselor. Students will be sent for during class time as soon as possible. Please inform students that it is **not** necessary to fill out more than one request form. Remind students that if their counselor sends for them during your class and they are not there, they will NOT be sent for again. When a student is sent for, teachers should allow students to leave their class for these appointments.

Schedules will be adjusted during the first two weeks of a semester. Every effort will be made to keep schedule changes to a minimum. Corrections will be made to schedules under the following conditions:

1. students whose program have incorrect courses due to the use of incorrect code numbers or incorrect placement in terms of academic level of a course
2. students enrolled in a course they have already passed
3. seniors not enrolled in a course needed for graduation

Please emphasize to students that the first two weeks of school is the optimum time to request a schedule change. After two weeks, administrative approval is required.

Student **must** follow his or her printed schedule, attending every class, until a change is made. Teachers are NOT to send students elsewhere (library, student services office, etc.) if they claim to be waiting for a class change.

**Locker assignments:** Review locker assignments with students. Maintain security of combinations at all times!! Keep a copy of each locker assignment and combination for future reference.

Instruct students in opening lockers:

- A. Turn dial to the right two or more times and stop at the first combination number.
- B. Turn dial left past first number and stop at the second combination number.
- C. Turn dial right and stop at third combination number.
- D. Lift locker handle.
- E. Move combination off your number after closing the locker. This ensures that your locker is locked. **DO NOT SHARE YOUR COMBINATION WITH ANYONE! DO NOT “SET” YOUR LOCKER.**

### **Admitting Students to Class / Attendance**

The class list on the Power School system is accurate in “real time.” If a student has been added or deleted from a class, the computerized class list will immediately reflect the change.

### **Dropping Students from Class**

You will receive instructions from the administration for reporting no shows as part of the student count process.

**DO NOT DROP A STUDENT FROM YOUR CLASS LIST OR STOP MARKING HIM/HER ABSENT.** As long as students continue to appear on your Power School roster, they are enrolled in your class. **You must continue marking them absent unless you have received specific instruction not to.**

## **TEACHER RESPONSIBILITIES**

### **Classroom Organization**

Each teacher is responsible to create an environment that engages all students in purposeful learning activities and encourages positive interactions among students. At the beginning of each semester, teachers must provide students with a **syllabus** including description of the course, academic expectations and requirements, system of grading, and the instructional calendar or pacing guide. Additionally, provide students with class expectations for behavior and consequences for behavior violations. All classroom policies should be consistent with SBCSC policies and procedures. **Syllabi and classroom rules/expectations will be turned into the principal or department chairperson on or before the end of the first week of school for each course taught during that semester.**

### **Instructional Time/Lesson Plans/Substitute Lesson Plans**

Teachers shall prepare meaningful lesson plans that are aligned with the curricula of the SBCSC, the State of Indiana, and the Common Core Standards. Teachers will maximize student engagement in instructional activities utilizing problem-solving, critical thinking, and essential questions. **Activities unrelated to the curriculum must be eliminated.** Videos will correlate directly to the curriculum (see below). Lesson plans, seating charts and appropriate instructional materials must be available at all times. **Such materials must be easily accessible for substitute teachers.** Lesson plans for the substitute teacher shall be available on either the teacher’s desk or on the SubFinder System. Remind students that substitutes are “guests” of Riley and should be treated with the utmost respect and a cooperative attitude.

### **Reporting of Teacher Absence**

Teachers are to report *any* impending personal absence via the Sub-Finder System. You can log into <https://southbend.subfinderonline.com> to start the process. Your user name will be your last name and the password will be your SBCSC employee number which can be found on your pay check. If you do not have access to a computer, you may still use the automated telephone system. The new phone number for the SubFinder phone system is **855-248-8496**. You must report absence for illness, personal leave, professional leave, bereavement, or *any other reason*. **Failure to register your absence on Sub-Finder could result in deduction of wages.** Teachers are encouraged to record the “job number” assigned by Sub-Finder. This will be your record of compliance in the event that a substitute teacher has not been secured. Forms for personal leave, emergency leave, professional leave and covering classes are available in the mail room. **When you apply for professional leave, you must also utilize Sub-Finder.** Professional leave forms must be turned in to the principal at least three weeks in advance of the leave date. You may, however, access Sub-Finder *as soon as* you know you will be gone, even months in advance. The earlier you call, the greater the likelihood that your position will be filled with a qualified substitute. Lesson Plans may be posted on the SubFinder System.

### **Leaving the Building During the School Day**

For safety reasons, it is important that school personnel are able to locate teachers during the school day. Teachers wishing to leave the building during their preparation period must sign out in the main office upon departure and sign in upon return.

### **Teacher Day**

The minimum teacher workday is from 7:30 a.m. until 2:50 p.m. Mailboxes should be checked *prior* to 7:35 a.m. and periodically during the day. Due to F.E.R.P.A. and confidentiality issues, students are not to be sent to check mailboxes.

### **Supervision Responsibilities**

**Teachers are responsible for supervising the area outside their classrooms *during all passing periods, before school from 7:40 – 7:45 AM, and after school from 2:45 – 2:50 P.M.***

**Teachers are expected to remain with their classes or assigned groups at all times.** Teachers are legally responsible for the supervision of students during the time they are assigned to you. Any teacher who must leave the assigned building during the regular school day must first receive permission from the building principal or designee. All teachers shall have lesson plans, seating charts, and other instructional aids available at all times. Such materials must be easily accessible for substitute teachers.

**Students are expected to remain in your classroom unless there is an emergency or official school business.** If a student is sent out of class for reasons other than pupil dismissal, a blue pass (Form #130433) must be issued. Be sure to fill in all required information on the pass before issuing it to the student. All hall passes must be surrendered by the student to either the teacher originally issuing the pass, or to the teacher or other adult at the student’s destination. Teachers must collect the used blue hall pass from the student. During **final exams, End of Course Assessments, or other standardized testing days**, hall passes must be limited to extreme emergencies. These are times when we need to keep the hallway especially quiet and clear.

Students are to follow their schedule and not to spend time with teachers or in classes for which they are not scheduled at that time. Every class is important and students are to meet the requirements for each course during the class period designated for that course. **Teachers are not permitted to issue a pass for a student to miss another class without prior written approval from that classroom teacher. (Approval must be given for each instance.) Teachers cannot authorize an absence from a class for any reason.**

### **Teacher Professionalism/Conduct**

In an effort to proactively manage student behavior, it is necessary to model these behaviors consistent with SBCSC and Riley High School policies that we expect of students. The following policies are examples of

how we can achieve this:

### Appropriate Language

Profanity and other inappropriate language on the part of the staff are prohibited.

### Classroom Telephones

Telephones are in your classroom so that we can conduct school business. Routine messages will be placed in teacher mailboxes—emergency messages will be delivered. Long distance calls for personal use are not permitted. Teachers using phones for long distance school business must complete a form for each call and return it to the treasurer's office. **Whether on the class phone or personal cell phone, teachers are not to make personal phone calls during class time.** Students are only permitted to use classroom phones for emergencies and under the direct supervision of a teacher.

### Teacher Cell Phone Use

Teacher cell phones must be on vibrate or turned off during class time and should never interrupt instructional time. Teachers are not to place or receive personal phone calls or use their cell phone in any way during class time or in areas where students may be present. Temporary emergency use in extraordinary circumstances requires prior approval by administration.

### Student Cell Phone Use

Students will not be permitted to use cell phone or electronic devices between 7:00 a.m. and 2:45 p.m. Devices are to be turned off while at school. Violation will result in confiscation of the device and may result in additional consequences. **All confiscated cell phones and electronic devices will be turned into the Attendance Office without exception.** Office personnel will document the offence and hold the device for parent pick up according to the established procedures.

### Food and Drink

Teachers are not permitted to have food or drink other than water in the presence of students during class time. Students are instructed that food and drink must be eaten in the cafeteria.

### Speakers and Films

Any guest speaker, as well as any films not obtained from the SBCSC Audio-Visual Department, **must be approved by the principal and department head.** Be prepared to justify the selection by the standards they address. To arrange for use of audiovisual equipment, see the Media Specialist in the Library. **Using films as a substitute for quality teacher instruction is not acceptable practice.**

### Educational Field Trips

All field trips must be arranged **30 days** in advance. When submitting the request, state the curriculum standard(s) that the field trip will address (attach separate page) and indicate the fund code from which the trip will be paid. Teachers are asked to limit field trips to one field trip per class per year. The field trip will not be approved if there are costs to the general fund or the transportation budget. No trips will be approved after the first week in May. If requested, food service will provide "sack lunches" for field trips for a small fee. Trip approval must precede securing parent permission for the pupil participation. Teachers are responsible for maintaining appropriate supervision throughout the trip and until all students leave the school premises. Bus requests for all trips require a 10 day advanced notice. Bus request forms are available in the mail room and must be turned in to the designated assistant principal.

### Care of Rooms and Building

Windows into the hallway **may not be covered.** Doors to the classroom **must remain unlocked.** Please keep your workspace orderly and your equipment secured. Remind all students frequently about their responsibility to care for the building and grounds. Promptly report facility problems to the building engineer or administration.

### **Daily School Announcements**

Daily school announcements should be written on the PA form and submitted to the main office before 7:30 AM. Announcements should be brief, concise, clearly written, and of concern to the majority of the faculty and student body. All PA announcements must be approved and signed by a faculty member.

### **Weekly Bulletin**

Any announcement for the weekly bulletin should be in the main office by noon on the Thursday preceding its publication. Teachers can find the bulletin in their SBCSC email, usually by Monday morning. If you are not receiving this attachment, inform the main office secretary and verify your email "address". First hour teachers are responsible for reading the bulletin to students in first hour class, as well as POSTING the bulletin in the classroom. A limited number of printed copies are available in the mail room.

### **Reservation of Events on Riley Calendar**

A school calendar is maintained in the main office to aid in reserving dates, times and locations for school activities. Verify and reserve available dates in the main office before making definite plans or announcing an activity. A building usage form must be completed for all activities held outside of the regular school day and/or events requiring custodial assistance.

### **Lost and Found**

All lost and found articles are to be turned in to the main office. Students should be encouraged to inquire in the main office regarding lost items.

### **Hallway Flyers**

An administrator must approve all information being posted in the hallways. Postings are limited to school-related activities or information. Postings should be placed only on the glazed tile portion of the walls (not on painted or stained surfaces or doors). Sponsor teachers are responsible for relaying these instructions to their students to assure compliance with this policy.

### **Forms**

Teachers are able to find commonly requested forms, such as leave request, bus request, etc. in a file in the mailroom. Do not hesitate to ask for assistance if you are unable to locate the needed form.

### **Fund Raising**

State Board of Accounts requires that Fund Raisers must be approved by the Board of Control. All Fund Raising requests are to be directed to Riley Treasurer, using the "Request for Fund Raising Project" form twenty one (21) days prior to the initiation of any fundraiser. **The request must be authorized by the principal and the SBCSC Office of School Management prior to starting the Fund Raiser.** There is a limit of two fund raisers per organization per year unless approved by the Board of Control. Additional information and requirements regarding Fund Raisers can be obtained in the Riley Treasurer's office.

### **End of School/Faculty Check-Out**

All faculty members are required to complete a Faculty Check-Out list prior to leaving on the last teacher work day of the year. This will involve getting signatures from various personnel to ensure all grades, grade books, attendance, library materials, textbooks, **keys**, and teacher handbooks are turned in and all end-of year responsibilities are complete. A check-out sheet will be distributed during the last week of school.

## **STUDENT MANAGEMENT and ATTENDANCE:**

### **Attendance**

Daily attendance is critical to ensure success in the learning process. A significant role of high school is to

help students prepare for future employment and understand the importance of punctuality and regular attendance at work and in school. Furthermore, maintaining a school attendance rate of **95% accumulated over all four years of high school** is one of the criteria to be met to qualify for a high school diploma if a student fails to pass the End of Course Assessments/Graduation Qualifying Exams. In accordance with **Indiana Compulsory School Attendance Law**, we expect every student to attend every class daily and to be on time unless there is an **unavoidable** absence for a valid reason in accordance with SBCSC Policy.

### **SBCSC Attendance Policy**

**Refer to SBCSC Policy 5200 for detailed information regarding excused and unexcused absences, tardiness, and truancy.**

All students shall have an opportunity to make up work they missed for any excused absence. **A student's grade in any course is based on his/her performance in the instructional setting and is not reduced for reasons of conduct. If a student violates the attendance or other rules of the school, s/he should be disciplined appropriately for the misconduct, but his/her grades should be based upon what the student can demonstrate s/he has learned.**

### **Tardiness to Class**

Students are expected to be on time for all classes every day. Teachers are expected to address issues of tardiness as they would any behavior that interferes with learning. **Utilize the SBCSC Intermediate/High School Office Discipline Referral Form (ODR), to document parent contacts and other interventions attempted prior to sending a student to lockout. Per the ODR, tardiness is a Level 1 infraction that is addressed by the classroom teacher. Teachers must make 1 parent contact for each 3 incidents of Tardiness.** If you send a student to Lock-Out, you **must** document the **9 tardies and 3 parent contacts** that you have made. Sending students to Lock-Out is equal to a suspension from class. School Corporation Policy, consistent with Indiana Statute, allows students to be suspended up to 10 days in a school year. Expulsion is exclusion from school for more than 10 days in a school year and requires procedural due process. Please be very conscious of this policy when sending students to lock-out. After 10 days, it will be necessary to provide alternative behavior intervention and support.

### **Truancy**

Truancy is defined as any absence from school without permission of the parent. Truancy is a Level 1 infraction on the ODR. If your student has been absent and truancy is suspected, call the parent or guardian to inform the parent. Document your contact on the ODR. A natural consequence of truancy is lost instruction. Additionally, the student does not have the right to make up missed work do to a documented truancy.

### **Teacher Procedures for Reporting Student Absence**

Compulsory School Attendance Law, I. C. 20-33 Section 20 (a): An accurate daily record of the attendance of each student who is subject to compulsory school attendance under this chapter shall be kept by every public and private school. Every teacher shall answer fully all lawful inquiries made by an attendance officer, a school official, or an agent of the department of labor. **Each teacher is responsible for accurate reporting of daily attendance in his/her classroom** (SBCSC Policy 7200-II). Strict adherence to all rules pertaining to attendance reporting is expected of all.

***Accuracy in reporting and recording attendance is not optional.** Please treat this responsibility with care and do not delegate it. ATTENDANCE MUST BE ENTERED INTO THE POWER TEACHER SYSTEM WITHIN THE FIRST 10 MINUTES OF EACH CLASS PERIOD INCLUDING SUCCESS PERIOD. Students are **not** to take attendance. This is a teacher's responsibility. Additionally, attendance must be recorded into an official grade book or on the green attendance cards.*

### **Reporting Attendance Using Power Teacher**

1. Click on the **chair** next to one of the classes on the **Start Page**

2. In the **Single Day Tab**, Click on the **attendance code drop-down menu**. Choose **A (Absent)**

(If you are teaching multiple sections at the same time -- under **Classes** (to the right of the date) you may have the option to click on **Show Multiple Sections**.)

3. Mark attendance for who is absent. Click on **Comments icon** at right of those who were absent to add comments.

4. Repeats steps 2 & 3 to add other attendance codes. Leave space blank if student is present. Click **Submit** when completed.

5. Notice that the **Green dot** on the **Start Page** indicates that attendance was completed.

*\*Due to the importance of attendance and Adequate Yearly Progress (AYP), the administration may routinely conduct audits of teacher attendance files. Failure to comply with attendance reporting procedures will be considered neglect of duty and will lead to corrective action.*

*Symbols that you may see when you look at your attendance:*

|          |  |
|----------|--|
| <i>B</i> | <i>Bereavement/Funeral</i>   |
| <i>C</i> | <i>In-School Suspension (Not an Absence)</i>   |
| <i>D</i> | <i>Doctor</i>  |
| <i>E</i> | <i>Excused</i>   |
| <i>F</i> | <i>Approved Field Trip (Not an Absence)</i>  |
| <i>H</i> | <i>Hospitalization (number following H indicates the reason for the hospitalization)</i> |
| <i>I</i> | <i>Ill (number following indicates the type of illness)</i>                              |
| <i>L</i> | <i>Legal (Locked Up or Court) (Not an Absence)</i>                                       |
| <i>N</i> | <i>Nurse (Not an Absence)</i>  |
| <i>P</i> | <i>Expelled (Not an Absence)</i>   |
| <i>R</i> | <i>Truant</i>  |
| <i>S</i> | <i>Suspension (Not an Absence)</i>   |
| <i>U</i> | <i>Unexcused (number following indicates the type of unexcused absence)</i>              |
| <i>V</i> | <i>College Visit</i>   |
| <i>Z</i> | <i>School Business (other than a field trip) (Not an Absence)</i>                        |

### **Managing Student Behavior/CRPBIS**

The complete SBCSC Policy regarding student behavior, responsibilities, and procedures is Policy #5600 and is found in the policy documents on the SBCSC web site. Teachers will maintain a safe learning environment in which all students are treated fairly and respectfully. Classroom procedures and expectations for student behavior will be established early, clearly communicated and understood, and consistently applied. Teachers shall consistently communicate and enforce all policies of Riley High School and the SBCSC as outlined in the student handbook and the High School Code of Conduct.

**Teachers are expected to handle most discipline problems that occur within the classroom.**

**Contacting parents is a vital teacher responsibility.** You will be receiving the manual with a full explanation of expectations surrounding **Culturally Responsive Positive Behavior Intervention and Support**. Teachers may refer students to counselors or administrators for early intervention through email or a note to the appropriate staff member. Your classroom rules should be:

1. specific, simple, and observable
3. in the best interest of students
4. clearly communicated in print form to students and parents
5. posted in the classroom
6. readily available for a substitute teacher
7. consistent with the SBCSC High School Code of Conduct

**Failure to consistently follow and enforce the rules leads to game playing.**

Procedure violations result in review and practice of procedure. Rule violations result in Positive Behavior Intervention and Support (PBIS).

### **Gross Offense or Severe Violations**

A teacher may dismiss a student from class for severe, gross behavior violations such as **theft, forgery, provocation, vandalism, threat, intimidation, verbal aggression or abuse, cheating or plagiarism, bullying or harassment, weapons violations, assault and/or battery, fighting, falsely pulling the fire alarm, making a bomb threat, or endangerment. These are level 2 and/or level 3 infractions which may warrant an immediate removal from class.** When a student is referred to the office with the ODR it is important to:

1. Utilize a new form for each student. (The ODR becomes part of the expulsion packet and are provided as evidence to the community control panel. Keep in mind that other may be reading the dismissal. Only **one student** should be named on a form.)
2. Provide facts as you know them maintaining a focus on the student behavior and evidencing the rule violation. Avoid expressing opinion or judgments on the dismissal form. Avoid the temptation to bury the facts in irrelevant information.
3. Quote actual student language rather than “use of profanity”.
4. If student is dismissed for multiple infractions, list the most serious violation first.
5. Brevity is appreciated. Be concise and to the point. Keep in mind that a suspension report only has 3 lines in the field on which to type.
6. Keep the last page of the form for your documentation and reference.

The student is then sent to the Attendance Office. If necessary, call to main office and ask for security to escort the student. **A teacher who has dismissed a student from class shall contact the parent/guardian by the end of the day on which the student was dismissed from class.** The teacher will document all contacts utilizing the Log Entry. In the event the parent cannot be reached, the teacher will document attempted contacts utilizing the Office Discipline Referral.

## **South Bend Community School Corporation Bylaws & Policies**

**All School Corporation policies are available on the SBCSC Web site under the School Board link. Please thoroughly read and review the following Policies:**

### **Professional Staff**

- 3210 Staff Ethics**
- 3213 Student Supervision and Welfare**
- 3213.01 Staff-Student Relations**
- 3216 Staff Dress and Grooming**

### **Students**

- 5200 Attendance**
- 5517.01 Bullying**
- 5600 School Behavior Rights, Responsibilities, Regulations, & Procedures**