

SOUTH CENTRAL CALHOUN HIGH SCHOOL

THE FOLLOWING INFORMATION IS FROM THE PAST HIGH SCHOOL FACULTY HANDBOOK. MOST OF THE INFORMATION THE STAFF NEEDS IS FOUND ON THE SCHOOL'S WEBPAGE LOOK UNDER THE STAFF LINK AND THEN SCC EMPLOYEE HANDBOOK

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HIGH SCHOOL FACULTY INFORMATION:

SOUTH CENTRAL CALHOUN COMMUNITY SCHOOL DISTRICT MISSION STATEMENT

THE MISSION OF THE SOUTH CENTRAL CALHOUN SCHOOL DISTRICT IS TO PARTNER WITH OUR COMMUNITIES TO PROVIDE AN ENVIRONMENT RICH WITH OPPORTUNITIES THAT CHALLENGE EVERY STUDENT TO MASTER SKILLS AND UNDERSTANDINGS WHICH WILL TRANSFER INTO A SUCCESSFUL FUTURE.

DETENTION STUDY HALL

3:30 – 4:30 P.M. (MONDAY – THURSDAY) NO DETENTION ON FRIDAY'S

BREAKFAST

BREAKFAST WILL BE SERVED FROM 7:45 – 8:20 A.M. STUDENTS EATING BREAKFAST MUST DO SO IN THE CAFETERIA. NO BOWLS, TRAYS, SILVERWARE, FOOD, OR DRINK WILL BE ALLOWED TO LEAVE THE CAFETERIA.

BEFORE SCHOOL

STUDENTS ARE NOT RECOMMENDED TO BE ON CAMPUS BEFORE 7:45 A.M. UNLESS INVOLVED IN A SCHOOL ACTIVITY OR ASKED TO COME IN EARLY BY A TEACHER.

HOURS OF DUTY

TEACHERS ARE EXPECTED TO BE ON DUTY BY 7:45 A.M. AND REMAIN UNTIL 3:45 P.M. IF IT IS NECESSARY TO LEAVE SCHOOL EARLIER THAN 3:45, PLEASE OBTAIN PERMISSION FROM THE PRINCIPAL. TEACHERS SHOULD BE AVAILABLE TO HELP STUDENTS AND TO MEET WITH PARENTS WITHIN THOSE TIME LIMITS.

FACULTY MEETINGS

MEETINGS WILL BE HELD WHEN NECESSARY, MOSTLY BEFORE SCHOOL. FACULTY MEMBERS ARE EXPECTED TO BE PRESENT AND ON TIME UNLESS EXCUSED BY THE PRINCIPAL.

HALL SUPERVISION

CONTROL OF MOVEMENT THROUGHOUT THE BUILDING DURING THE DAY IS THE COMMON RESPONSIBILITY OF EACH MEMBER OF THE FACULTY. WHILE CLASSES ARE PASSING BETWEEN PERIODS, TEACHERS WILL BE RESPONSIBLE FOR SUPERVISING THE HALLWAY AREA ADJACENT TO THEIR CLASSROOM. MALE STAFF SHOULD ASSUME RESPONSIBILITY FOR THE SUPERVISION OF THE BOY'S RESTROOM WHILE FEMALE STAFF SHOULD ASSUME THE SAME RESPONSIBILITY FOR THE GIRL'S.

LESSON PLANS

A VALUABLE BOOK TO ANY TEACHER IS THE DAILY PLAN BOOK. TO PUT PLANS INTO WRITING BEFORE ATTEMPTING THEM AND KEEPING A DEFINITE WRITTEN RECORD OF WORK ACCOMPLISHED DOUBLES A TEACHER'S EFFICIENCY. ALL LESSON PLANS SHOULD BE COMPLETED BY FRIDAY AFTERNOON FOR THE FOLLOWING WEEK. TEACHERS ARE REQUESTED TO LEAVE LESSON PLANS COMPLETED ON TOP OF THEIR DESKS WHERE THEY ARE READILY AVAILABLE FOR SUBSTITUTE TEACHERS AND WHEN REQUESTED A COPY MAY BE TURN INTO THE PRINCIPAL TO LOOK OVER.

THE DAILY LESSON PLAN CANNOT BE UNIFORM FOR ALL SUBJECTS AND ALL TYPES OF ACTIVITIES, BUT THERE ARE SOME THINGS THAT WILL BE COMMON TO MOST OF THE DAILY LESSON PLANS. THE INTRODUCTORY MATERIAL TO THE DAILY PLAN USUALLY SHOULD INCLUDE A BRIEF STATEMENT OF THE GENERAL TOPIC AND THE SPECIFIC TOPIC TO BE COVERED AS WELL AS ANY ASSIGNMENT STUDIED THE PREVIOUS DAY.

FURTHER, THE PLAN SHOULD GIVE THE AIM FOR THE DAY'S WORK, THE APPROACH THE TEACHER PLANS TO USE IN INTRODUCING THE TOPIC, AND AN OUTLINE OF THE PROCEDURE TO BE FOLLOWED IN TEACHING THE CONTENT MATERIAL SO THE OBJECTIVES AND DAILY AIM MAY BE REALIZED. THIS PROCEDURE SHOULD GIVE THE TEACHER ACTIVITIES THAT ARE PLANNED FOR THE CLASS PERIOD. THE LESSON PLAN SHOULD ALWAYS INCLUDE A BRIEF SUMMARY AND THE ASSIGNMENT FOR THE NEXT DAY.

EVERY INSTRUCTOR WILL FIND A TENTATIVE TIME SCHEDULE OF VALUE IN FOLLOWING THE DAILY PLAN. WHY USE TEN OR TWELVE MINUTES FOR AN APPROACH WHEN THREE OR FOUR MINUTES ARE SUFFICIENT, AND THEN FIND THAT THERE IS NOT TIME FOR A SUMMARY AT THE CLOSE OF THE PERIOD.

WHILE THE DAILY LESSON PLAN IS NECESSARY AND REQUIRED, LET US NOT LOSE SIGHT OF PLANNING IN LARGER UNITS THAN DAY-TO-DAY ASSIGNMENTS. PERHAPS IT IS POSSIBLE TO TEACH ALMOST ANY SUBJECT THROUGH ORGANIZING AND OUTLINING THE SUBJECT MATTER IN SUCH A WAY THAT THE STUDENTS WILL SEE THE WHOLE PICTURE RATHER THAN ISOLATED DETAILS, WHICH MAY NOT HAVE REAL SIGNIFICANCE TO THEM. DETAILS MUST BE TAUGHT, BUT ONLY AS THEY HELP MAKE THE OVERALL PICTURE.

3 WEEK PROGRESS REPORTS

3 WEEK PROGRESS REPORTS WILL BE ISSUED ON THE DATE ESTABLISHED BY THE PRINCIPAL'S OFFICE. FACULTY MEMBERS ARE TO PROVIDE THE OFFICE WITH PROGRESS REPORTS FOR ALL STUDENTS. **ALL PROGRESS REPORTS MUST BE COMPUTER GENERATED THROUGH JMC.**

SEMESTER TESTS & PROJECTS

EACH HIGH SCHOOL INSTRUCTOR WILL DEVELOP AND INCORPORATE INTO HIS/HER GRADING SYSTEM A SEMESTER PROJECT (APPROVED BY THE PRINCIPAL) OR A SEMESTER TEST TO BE COMPLETED AT THE END OF EACH SEMESTER THAT WILL PROVIDE CLOSURE FOR THE COURSE FOR THAT SEMESTER AND WILL ACCOUNT FOR BETWEEN 5% AND 20% OF THE SEMESTER GRADE.

GRADES

- A. ALWAYS BE FAIR IN GRADING STUDENTS. DO NOT SHOW FAVORITISM TOWARD ANY GROUP OR INDIVIDUAL.
- B. BE CONSISTENT IN GRADING. EXPLAIN YOUR METHOD OF GRADING TO YOUR STUDENTS AND FOLLOW THAT METHOD. AS MANY GRADES AS POSSIBLE SHOULD BE RECORDED IN YOUR GRADE BOOK EACH WEEK. MORE GRADES GIVE THE STUDENT A BETTER CHANCE, AND ALSO SUBSTANTIATE THE GRADE THAT YOU GIVE.
- C. GRADING FOR REPORT CARDS AND FOR PERMANENT RECORDS WILL BE FROM HIGH TO FAILURE, AS FOLLOWS: A, B, C, D, WITH PLUSES AND MINUSES, AND F. THEY SHOULD MEAN:
 1. EXCEPTIONAL WORK DONE-MUCH APPLICATION (A)
 2. ABOVE AVERAGE-PREPARATION SATISFACTORY (B)
 3. AVERAGE-PREPARATION SATISFACTORY, BUT SOMETIMES INSUFFICIENT (C)
 4. BELOW AVERAGE-LITTLE EFFORT MADE-MINIMUM CREDIT ALLOWED (D)
 5. FAILURE-VERY LITTLE EFFORT MADE-NO CREDIT (F)
- D. NEVER TRY TO EXPLAIN SOME OTHER TEACHER'S SYSTEM OF GRADING. IF A STUDENT INQUIRES WHY HE/SHE GOT A CERTAIN GRADE IN A CERTAIN CLASS, PLEASE REFER HIM/HER TO THAT PARTICULAR TEACHER.
- E. GRADES SHOULD BE DETERMINED BY DAILY RECITATION, CLASS QUIZ GRADES, TEST GRADES, ATTITUDE, AND EFFORT.

GRADES ARE DUE TO BECKY GREEN ON THE DATE DETERMINED BY THE OFFICE. STAFF MEMBERS ARE TO RECORD GRADES THROUGH JMC.

TEXTBOOK CHECKOUT AND BOOK FINES

TEXTBOOKS WILL BE CHECKED OUT AND CHECKED IN BY THE TEACHERS IN CHARGE OF THE SUBJECT. MAKE SURE YOU RECORD THE TEXTBOOK NUMBER OF THE BOOK ASSIGNED TO THE STUDENT. YOU ARE ALSO ASKED TO MAKE A TEXTBOOK RECORD OF THE PUPIL AND TEXTBOOK NUMBER TO BE TURNED INTO THE PRINCIPAL'S OFFICE. ALSO, INCLUDE THE NUMBER OF ADDITIONAL COPIES. MAKE SURE THAT THE STUDENTS REALIZE THAT FINES WILL BE ASSESSED FOR ANY ABUSE TO THE BOOK. THE FOLLOWING GUIDELINES SHOULD BE USED IN DETERMINING FINES. QUESTIONS ABOUT DAMAGE COVERED IN THESE GUIDELINES SHOULD BE DIRECTED TO THE PRINCIPAL.

1. LOST BOOK OR DAMAGED TO THE POINT WHERE IT IS NOT REUSABLE - REPLACEMENT COST (DETERMINED BY THE OFFICE)
2. BROKEN SPINE OR TORN PAGES, MISSING PAGES - \$1.00 TO \$2.50 (DEPENDING ON WHETHER IT IS A PAPERBACK OR HARD COVER BOOK)
3. WRITING OR MARKINGS, WHICH CANNOT BE ERASED BY STUDENT - \$.50/PER DAMAGED PAGE

SUBSTITUTE TEACHER'S FOLDER

EACH TEACHER WILL BE GIVEN A SPECIAL FOLDER FOR USE BY THEIR SUBSTITUTE WHEN THEY ARE ABSENT.

GRADING SCALE

THE GRADING SCALE POLICY DESIGNATES VALUES FOR PLUSES AND MINUSES PROVIDING A MORE ACCURATE PICTURE OF A STUDENT'S PERFORMANCE IN THE CLASSROOM AND SHOULD PROVIDE GREATER MOTIVATION TO DO WELL.

GRADING SCALE

A = 4.00	C = 2.00
A- = 3.67	C- = 1.67
B+ = 3.33	D+ = 1.33
B = 3.00	D = 1.00
B- = 2.67	D- = .67
C+ = 2.33	F = 0.00

CHEATING

ANY STUDENT CAUGHT CHEATING MAY RECEIVE A ZERO (0) FOR ALL WORK HE/SHE IS CAUGHT CHEATING ON AND POSSIBLY FOR ALL WORK UP TO THAT POINT IF THAT SHOULD BE APPLICABLE. THE STUDENT WILL ALSO LOSE ALL ELIGIBILITY FOR ANY ACADEMIC HONORS (SUCH AS HONOR ROLL, TOP TEN, ETC.) DURING THE NINE (9) WEEK GRADING PERIOD IN WHICH THE CHEATING TAKES PLACE. NATIONAL HONOR SOCIETY MEMBERS WILL LOSE ALL ELIGIBILITY FOR ACADEMIC HONORS EXCEPT THAT THEIR MEMBERSHIP IN NHS WILL BE DEALT WITH ACCORDING TO THE LOCAL NHS CHAPTER CONSTITUTION AND BY-LAWS. THE STUDENT MAY RECEIVE DETENTION TIME, NOT TO EXCEED SIXTY MINUTES IN LENGTH TOTAL.

CELL PHONES - STUDENTS

CELL PHONES HAVE BECOME POPULAR POSSESSIONS FOR MANY STUDENTS. STUDENTS ARE ALLOWED TO BRING CELL PHONES TO SCHOOL. ALL CELL PHONES MUST BE TURNED OFF TO ELIMINATE DISTRACTIONS IN THE SCHOOL BUILDING. IF A CELL PHONE RINGS OR MAKES A SOUND DURING THE SCHOOL DAY, ANY SCHOOL PERSONNEL MAY CONFISCATE THE PHONE AND BRING IT TO THE OFFICE. THE STUDENT MAY RETRIEVE THE PHONE AT THE END OF THE DAY ON THE FIRST OFFENSE. IF THIS HAPPENS A SECOND TIME, THE PRINCIPAL MAY REQUIRE THE PARENT OF THE STUDENT TO PICK UP THE CELL PHONE OR RESTRICT THE STUDENT'S USE OF THEIR CELL PHONE DURING THE SCHOOL DAY. ALL CALLS MADE FROM SCHOOL ON A CELL PHONE NEED TO BE DONE FROM THE OFFICE.

STUDENTS MAY USE CELL PHONES BEFORE SCHOOL, DURING PASS TIME BETWEEN CLASSES, AND AT LUNCH IN THE COMMONS.

IMPROPER USE OF CELL PHONE CONSEQUENCES:

- **1ST OFFENSE**—PHONE CONFISCATED AND BROUGHT INTO THE OFFICE. THE PHONE MAY BE PICKED UP BY THE STUDENT AT THE END OF THE SCHOOL.
- **2ND OFFENSE**—PHONE CONFISCATED AND BROUGHT INTO THE OFFICE. THE PARENTS OF THE STUDENT WILL BE CONTACTED TO DETERMINE HOW THE PHONE WILL BE RETURNED TO THE STUDENT.
- **3RD OFFENSE**—PHONE CONFISCATED AND BROUGHT INTO THE OFFICE. THE STUDENT, FROM THIS TIME FORWARD WILL HAVE TO CHECK HIS/HER PHONE INTO THE OFFICE EACH SCHOOL DAY BEFORE CLASSES BEGIN. THE STUDENT MAY PICK UP THE PHONE AT THE END OF THE SCHOOL DAY.

SCHOOL DRESS - STUDENTS

THERE IS A STRONG CONNECTION BETWEEN ACADEMIC PERFORMANCE, STUDENTS' APPEARANCE AND STUDENTS' CONDUCT. INAPPROPRIATE STUDENT APPEARANCE MAY CAUSE DISRUPTION TO THE SCHOOL ENVIRONMENT OR PRESENT A THREAT TO THE HEALTH AND SAFETY OF STUDENTS, EMPLOYEES AND VISITORS ON SCHOOL GROUNDS. STUDENTS ARE EXPECTED TO ADHERE TO REASONABLE LEVELS OF CLEANLINESS AND MODESTY. STUDENTS ARE EXPECTED TO WEAR CLOTHING THAT IS APPROPRIATE TO THEIR AGE LEVEL AND THAT DOES NOT DISRUPT THE SCHOOL OR EDUCATIONAL ENVIRONMENT.

STUDENTS ARE PROHIBITED FROM WEARING CLOTHING ADVERTISING OR PROMOTING ITEMS ILLEGAL FOR USE BY MINORS. EXAMPLES OF CLOTHING NOT APPROPRIATE FOR SCHOOL INCLUDES, BUT ARE NOT LIMITED TO:

1. CLOTHING OR ACCESSORIES THAT DEPICT, REFER TO, ADVERTISE, OR PROMOTE ALCOHOLIC DRINK OR TOBACCO PRODUCTS.
2. CLOTHING OR ACCESSORIES THAT DEPICT, REFER TO, OR SUGGEST VIOLENT OR SEXUAL BEHAVIOR, ILLICIT DRUG USE OR DRUG ABUSE, OR ARE OTHERWISE JUDGED TO BE IN POOR TASTE.
3. CLOTHING OR ACCESSORIES THAT DISPLAY OBSCENITY, PROFANITY, VULGARITY, RACIAL OR SEXUAL REMARKS, OR REFERENCES TO PROHIBITED CONDUCT OR SIMILAR DISPLAYS.
4. CLOTHING THAT IS SKIN-TIGHT, THAT IS RIPPED OR TORN OR THAT IS SEE-THROUGH OR SO LOOSE-FITTING THAT UNDERCLOTHES OR SKIN SURFACE WHICH WOULD NORMALLY BE COVERED IS EXPOSED.

ADMIT SLIPS

ALL STUDENTS WHO HAVE BEEN ABSENT FROM SCHOOL ARE REQUIRED TO PRESENT ADMIT SLIPS TO THEIR TEACHERS. STUDENTS MUST PICK UP ADMIT SLIPS BEFORE SCHOOL. IF A STUDENT DOES NOT HAVE ONE, HE OR SHE SHOULD BE SENT TO THE OFFICE TO OBTAIN ONE. **THIS POLICY DOES NOT APPLY TO STUDENTS WHO ARE LISTED IN THE ANNOUNCEMENTS TO BE ABSENT FOR SCHOOL RELATED EVENTS.**

STUDY HALLS

HIGH SCHOOL STUDY HALLS WILL BE HELD IN EITHER THE LUNCHROOM OR IN THE STUDY HALL TEACHER'S CLASSROOM. STUDENTS WITH VALID PASSES MAY LEAVE STUDY HALL AFTER SIGNING OUT WITH THE STUDY HALL SUPERVISOR. STUDENTS MUST RETURN TO STUDY HALL WITH A SIGNED PASS BY THE END OF THE PERIOD AND SIGN BACK IN ON THE SIGN OUT SHEET. STUDENTS NOT FOLLOWING THIS PROCEDURE WILL BE GIVEN DETENTION. CONTINUAL REFUSAL TO COOPERATE WILL RESULT IN FURTHER DISCIPLINARY ACTION.

STUDENTS TARDY TO CLASS

TARDINESS TO CLASS OR SCHOOL *MAY* BE HANDLED IN THE FOLLOWING MANNER:

1. FIRST TARDY – WRITTEN WARNING
2. SECOND TARDY – 30 MINUTE DETENTION
3. THIRD TARDY – 45 MINUTE DETENTION
4. FOURTH TARDY – 60 MINUTE DETENTION
5. FIFTH TARDY – SUSPENSION FROM SCHOOL AND A CONFERENCE WITH THE SCHOOL TO DISCUSS THE ATTENDANCE/TARDY ISSUE.

STUDENTS WILL START EACH SEMESTER WITH A CLEAN SLATE. (IF A STUDENT IS MORE THAN TEN (10) MINUTES LATE, THIS *MAY* COUNT AS AN ABSENCE FOR THE CLASS.)

EMERGENCY PROCEDURES - FIRE & TORNADO

EACH ROOM MUST CONTAIN EMERGENCY PROCEDURES FOR TORNADOES AND FIRE. TEACHERS SHOULD INFORM STUDENTS OF THESE PROCEDURES EACH SEMESTER SO THAT THERE IS NO CONFUSION OR PANICKING IN AN ACTUAL EMERGENCY. THE TEACHER IN CHARGE OF EACH ROOM WILL DIRECT STUDENTS WHERE TO GO DURING A DISASTER DRILL. IT IS VERY IMPORTANT THAT STUDENTS MOVE IN A RAPID BUT ORDERLY FASHION. THERE MUST BE NO TALKING SO THAT ANY DIRECTIONS GIVEN BY A STAFF MEMBER CAN EASILY BE HEARD BY ALL.

ATTENDANCE

ATTENDANCE WILL BE CHECKED AT THE BEGINNING OF EACH PERIOD. PLEASE COMPLETE THIS TASK IN THE FIRST FIVE MINUTES. THE NAMES OF ABSENTEES SHOULD BE LISTED AND BE PLACED ON THE HOOK LOCATED OUTSIDE THE CLASSROOM DOOR. RECORDS OF STUDENT ATTENDANCE WILL BE KEPT IN THE OFFICE. ATTENDANCE AT SCHOOL ON A REGULAR BASIS IS AN EXTREMELY IMPORTANT INGREDIENT FOR SUCCESS IN SCHOOL.

A CONTACT WILL BE MADE WITH THE HOME WHEN A STUDENT MISSES 4 DAYS OF SCHOOL, EXCUSED OR UNEXCUSED. THE PURPOSE OF HOME CONTACTS WILL BE TO INSURE THAT THE PARENT UNDERSTANDS THE ATTENDANCE REQUIREMENTS AND TO WORK WITH PARENTS ON THE ABSENTEE PROBLEM.

NO CREDIT MAY BE GIVEN FOR ANY ASSIGNMENTS, QUIZZES, TESTS, OR PARTICIPATION IN CLASS DUE TO AN UNEXCUSED ABSENCE (BOARD POLICY). CLASS WORK MISSED BECAUSE OF TRUANCY (UNEXCUSED ABSENCE) WILL BE TRANSMITTED TO THE STUDENT SO THE STUDENT MAY COMPLETE THE WORK TO KEEP UP WITH THE COARSE WORK BUT A ZERO MAY BE RECORDED AS THE STUDENT'S GRADE FOR ANY DAY/PERIOD DURING WHICH THE STUDENT WAS TRUANT. THE ONLY EXCEPTION WILL BE IF THE WORK MAKES UP A MAJOR PORTION OF THE STUDENT'S GRADE THE STUDENT WILL BE GIVEN THE OPPORTUNITY TO COMPLETE THE WORK BUT IT WILL BE GRADED DOWN ONE FULL LETTER GRADE AFTER IT HAS BEEN CORRECTED AND SCORED. WHENEVER A STUDENT HAS MORE THAN FIVE (5) UNEXCUSED ABSENCES IN A CLASS DURING A SINGLE SEMESTER, THE STUDENT MAY RECEIVE A FAILING GRADE IN THAT CLASS.

MAKE-UP PROCEDURE FOR SUSPENDED STUDENTS

MAKE UP OF WORK (FOR CREDIT) FOR ANY SUSPENSION MAY BE GRANTED UNDER THE FOLLOWING GUIDELINES:

- A SUSPENDED STUDENT MUST USE HIS OWN INITIATIVE TO SEE THAT HE GETS ASSIGNMENTS AND KEEPS UP WITH THE ASSIGNMENT WORK.
- MAKE UP WORK MUST BE TURNED IN TO THE REGULAR CLASSROOM TEACHER AT THE END OF THE SUSPENSION PERIOD PLUS ONE (1) WEEK IN ORDER TO RECEIVE CREDIT.
- IF GUIDELINES ARE NOT FOLLOWED THE SUSPENDED STUDENT WILL BE GIVEN ZERO (0) CREDIT FOR ANY ASSIGNMENTS, QUIZZES, TESTS, OR PARTICIPATION THAT WAS COMPLETED DURING THE SUSPENSION PERIOD.

NO CREDIT MAY BE GIVEN FOR CLASSES OR ASSIGNMENTS MISSED DURING ANY PERIOD OF EXPULSION FROM SCHOOL.

LOSS OF PRIVILEGES

IF A HIGH SCHOOL STUDENT'S GRADE DROPS BELOW A C, THEY WILL BE INFORMED BY THEIR TEACHER AND PLACED ON THE LIST POSTED ON THE OFFICE DOOR, LETTING THEM KNOW THEY DO NOT HAVE 9TH PERIOD PRIVILEGES

CONCUSSIONS: WHAT IS THE ROLE OF THE EDUCATOR AFTER A CONCUSSION:

- WHAT TO LOOK FOR AFTER A CONCUSSION:
 - INCREASED PROBLEMS PAYING ATTENTION OR CONCENTRATING
 - INCREASED PROBLEMS REMEMBERING OR LEARNING NEW INFORMATION
 - LONGER TIME NEEDED TO COMPLETE TASKS OR ASSIGNMENTS
 - DIFFICULTY ORGANIZING TASKS OR SHIFTING BETWEEN TASKS
 - INAPPROPRIATE OR IMPULSIVE BEHAVIOR DURING CLASS
 - GREATER IRRITABILITY
 - LESS ABILITY TO COPE WITH STRESS
 - MORE EMOTIONAL THAN USUAL
 - FATIGUE
 - DIFFICULTIES HANDLING A STIMULATING SCHOOL ENVIRONMENT (LIGHTS, NOISE, ETC.)
 - PHYSICAL SYMPTOMS (HEADACHE, NAUSEA, DIZZINESS)
- ROLE OF THE TEACHER SUPPORTING A STUDENT AFTER A CONCUSSION
 - TEACHERS CAN OFTEN HELP OBSERVE CHANGES IN A STUDENT, INCLUDING SYMPTOMS THAT MAY BE WORSENING. TEACHERS ARE ALSO IN A POSITION TO INTERACT REGULARLY WITH THE STUDENT AND HIS/HER PARENTS, THEREBY PROVIDING A CHANNEL TO OBTAIN AND SHARE INFORMATION WITH THEM ABOUT THE STUDENT'S PROGRESS AND CHALLENGES.
- SIGNS AND SYMPTOMS OF A CONCUSSION:
 - SIGNS AND SYMPTOMS OF A CONCUSSION GENERALLY SHOW UP SOON AFTER THE INJURY. HOWEVER, A CONCUSSION IS AN EVOLVING INJURY. THE FULL EFFECT OF THE INJURY MAY NOT BE NOTICEABLE AT FIRST AND SOME SYMPTOMS MAY NOT SHOW UP FOR HOURS OR DAYS.

IN THE CLASSROOM, CONCUSSION SYMPTOMS MAY TRANSLATE INTO A VARIETY OF CHALLENGES WITH LEARNING. COGNITIVE SYMPTOMS MAY RESULT IN PROBLEMS WITH SPEED OF READING, DIFFICULTIES DOING MULTI-STEP MATH PROBLEMS, PROBLEMS MAINTAINING CONSISTENT ATTENTION THROUGHOUT THE CLASS, AND/OR DISTRACTIBILITY. STUDENTS' COMPLAINTS ABOUT PHYSICAL SYMPTOMS SUCH AS HEADACHE, FATIGUE, OR INCREASED SENSITIVITY TO THE LIGHTS IN THE CLASSROOM OR THE NOISE IN THE HALLWAYS AND CAFETERIA MAY IMPAIR THE EFFECTIVENESS OF THEIR LEARNING. PROBLEMS WITH EMOTIONAL CONTROL CAN ALSO BE EVIDENT. THE STUDENT CAN BECOME MORE EASILY IRRITATED OR AGITATED OR MAY FEEL OVERWHELMED AND FRUSTRATED BY THEIR LEARNING CHALLENGES.

- IDENTIFYING PROBLEMS AND NEEDS, AFTER A CONCUSSION:
 - DO SOME CLASSES, SUBJECT OR TASKS APPEAR TO POSE GREATER DIFFICULTY THAN OTHERS? (COMPARED TO PRE-CONCUSSION PERFORMANCE)
 - FOR EACH CLASS, IS THERE A SPECIFIC TIME FRAME AFTER WHICH THE STUDENT BEGINS TO APPEAR UNFOCUSED OR FATIGUED? (HEADACHES WORSEN AFTER 20 MINUTES)
 - IS THE STUDENT'S ABILITY TO CONCENTRATE, READ OR WORK AT NORMAL SPEED RELATED TO THE TIME OF DAY? (EX: THE STUDENT HAS INCREASING DIFFICULTY CONCENTRATING AS THE DAY PROGRESS)
 - ARE THERE SPECIFIC THINGS IN THE SCHOOL OR CLASSROOM ENVIRONMENT THAT SEEM TO DISTRACT THE STUDENT?
 - ARE ANY BEHAVIOR PROBLEMS LINKED TO A SPECIFIC EVENT, SETTING (BRIGHT LIGHTS IN THE CAFETERIA OR LOUD NOISES IN THE HALLWAY), TASK, OR OTHER ACTIVITY?

LIBRARY PROCEDURES FOR STAFF

THE LIBRARY IS THE REFERENCE CENTER OF THE SCHOOL. TEACHERS SHOULD MAKE EVERY EFFORT TO KNOW WHAT MATERIALS ARE AVAILABLE TO AID THEIR CLASSROOM INSTRUCTION. THE LIBRARY IS EASILY ASSESSABLE 7:45 A.M. - 4:00 P.M. DAILY. THE STAFF IS ASKED TO MAKE EVERY EFFORT TO ABIDE BY THE FOLLOWING SET OF GUIDELINES.

TEACHERS ARE ASKED TO NOTIFY LIBRARY STAFF AT LEAST ONE DAY IN ADVANCE IF THEY ARE BRINGING A CLASS TO THE LIBRARY TO WORK.

TEACHERS ARE ASKED TO NOTIFY THE LIBRARY STAFF AT LEAST TWO DAYS BEFORE UPCOMING ASSIGNMENTS THAT MAY REQUIRE EXTENSIVE STUDENT REQUESTS FOR MATERIALS ON ONE PARTICULAR AREA, FIELD OR SUBJECT. THE LIBRARY STAFF WILL BE HAPPY TO PUT THIS MATERIAL ON RESERVE FOR STUDENTS' USE AND/OR ATTEMPT TO LOCATE FURTHER MATERIALS FROM OTHER LIBRARIES IN THE SYSTEM OR AREA. PLEASE GIVE US AS MUCH LEAD-TIME AS POSSIBLE AS IT MAY TAKE A FEW DAYS TO GATHER NECESSARY MATERIALS.

THE REQUEST TO USE THE LIBRARY AND LIBRARY MATERIALS FORM MUST BE COMPLETED WHEN AN ASSIGNMENT WILL REQUIRE CLASS USE OF LIBRARY RESOURCES. PLEASE ASK THE LIBRARY STAFF TO HELP YOU FILL OUT THIS FORM BEFORE YOU BRING YOUR CLASS TO THE LIBRARY. THE LIBRARY HAS EXTRA COPIES OF THIS FORM FOR YOU TO USE.

THE LIBRARIAN WOULD BE HAPPY TO COME INTO YOUR CLASS BEFORE A RESEARCH ASSIGNMENT IS GIVEN TO REVIEW WITH THE STUDENTS WHAT MATERIALS ARE AVAILABLE AND PROCEDURES FOR OBTAINING THOSE MATERIALS. THE LIBRARIAN WILL ALSO BE HAPPY TO ASSIST AND/OR TEACH ANY INFORMATION SKILLS THAT YOU FEEL YOUR STUDENTS MAY NEED TO COMPLETE AN ASSIGNMENT. PLEASE VISIT WITH US IF YOU HAVE ANY QUESTIONS AS TO WHAT SKILLS MAY BE NEEDED.

DUE TO HEAVY USE OF THE LIBRARY WE RESERVE THE RIGHT TO LIMIT THE NUMBER OF CLASSES WORKING IN THE LIBRARY AT ONE TIME AND ALSO THE NUMBER OF CONSECUTIVE DAYS THAT ONE CLASS MAY USE THE LIBRARY.

TEACHERS ARE EXPECTED TO ACCOMPANY CLASSES TO THE LIBRARY AND REMAIN WITH THE CLASS WHILE THEY ARE THERE. TEACHERS MAY SEND SMALL GROUPS OF STUDENTS TO THE LIBRARY TO WORK BUT IF MORE THAN HALF OF THE CLASS IS SENT TO THE LIBRARY THE TEACHER IS EXPECTED TO ACCOMPANY THEM. TEACHERS SHOULD BE AWARE THAT ALL STUDENTS ARE EXPECTED TO EITHER BE IN THE COMPANY OF THEIR CLASSROOM TEACHER OR THEY MUST HAVE A PASS TO ENTER THE LIBRARY. STUDENTS ARE ENCOURAGED TO USE THEIR ASSIGNMENT AGENDA AS A PASS. TEACHERS MAY ALSO USE THE PINK PASS OR TRANSFER SLIPS WHICH ARE AVAILABLE AT THE OFFICE. STUDENTS WITHOUT A PASS WILL BE SENT TO THE OFFICE OR BACK TO CLASS.

TEACHERS ARE ENCOURAGED TO SUBMIT REQUESTS FOR MATERIALS TO BE PURCHASED THAT WILL COORDINATE WITH THEIR CURRICULUM. WE WILL MAKE EVERY ATTEMPT TO OBTAIN THEM FOR THE LIBRARY.

ALL AV EQUIPMENT USED BY STAFF THROUGHOUT THE YEAR IS TO BE CHECKED OUT FROM THE LIBRARY AND RETURNED THERE WHEN NOT IN USE. ALL AV EQUIPMENT SHOULD BE RETURNED TO THE LIBRARY AT THE END OF THE SCHOOL YEAR. YOU WILL BE GIVEN BRIEF FORMS TO FILL OUT WHEN YOU RETURN THE EQUIPMENT. ON THESE FORMS PLEASE INDICATE IF THE EQUIPMENT NEEDS REPAIR AND IF YOU WOULD LIKE THE ITEM BACK AGAIN NEXT YEAR. THE LIBRARY WILL MAINTAIN ALL AV EQUIPMENT. PLEASE NOTIFY US AS SOON AS POSSIBLE IF THERE ARE ANY PROBLEMS WITH THE EQUIPMENT.

PLEASE KEEP IN MIND THAT THE DISTRICT HAS A POLICY REGARDING COPYRIGHT. DO NOT ASK STUDENTS OR LIBRARY STAFF TO VIOLATE COPYRIGHT LAW. IF YOU ARE UNSURE OF THE LAW WE CAN ATTEMPT TO CLARIFY POINTS FOR YOU.

IT IS THE POLICY OF THE SOUTH CENTRAL CALHOUN COMMUNITY SCHOOL DISTRICTS NOT TO ILLEGALLY DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, DISABILITY, RELIGION, CREED, AGE (FOR EMPLOYMENT), MARITAL STATUS (FOR PROGRAMS), SEXUAL ORIENTATION, GENDER IDENTITY AND SOCIOECONOMIC STATUS (FOR PROGRAMS) IN ITS EDUCATIONAL PROGRAMS AND ITS EMPLOYMENT PRACTICES. THERE IS A GRIEVANCE PROCEDURE FOR PROCESSING COMPLAINTS OF DISCRIMINATION. IF YOU HAVE QUESTIONS OR A GRIEVANCE RELATED TO THIS POLICY, PLEASE CONTACT THE DISTRICTS' EQUITY COORDINATOR WENDI GENO, 1000 TONAWANDA, ROCKWELL CITY, IA 50579, 712-297-7222, WGENO@SCC.K12.IA.US.