Springville High School

Faculty Handbook

Revised August 11, 2020

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revised 8/11/20

Contents

- Be available to students and parents half an hour before and after school (7:25am – 7:55am, 1:40pm – 2:55pm T,Th,F)
- Actively Participate in PLCs and Professional Developments.
- Respond to student, parent, and faculty communications in a timely manner.
- Provide students feedback on their classwork.
- Update Aspire on a regular basis.
    - Ensure that the grade in Infinite Campus reflects the work done in class and the learning taking place.
    - Accurately take roll on a daily basis and enter it into Infinite Campus.
- Read IEP snapshots and 504 accommodations. Implement those accommodations.
- Put sub jobs into Kelly Services and the employee portal in a timely manner. Ensure that sub plans are available and descriptive.
- Keep students in class for the entire class period.

INFINITE CAMPUS / SIS

Excerpts from Nebo School District's Secondary Attendance Policy (JDH):

Purpose and Philosophy: School attendance has a direct impact on a student's level of academic achievement. In order to make the most of one's educational opportunities, a student must have consistent, punctual, daily attendance.

2.13. Definitions:
- "Tardy" is when a student arrives at a class after the tardy bell has rung.
- Late tardy: more than 10 minutes late but arrives before one-half (1/2) of the total class period has expired, the tardy will be considered a "late tardy."
- If a student arrives to class after more than one-half (1/2) of the total class period has expired, the tardy will be considered an "absence" for that class period.
- It is the responsibility of any student who is tardy to meet with the teacher either during or following the class period to ensure that he/she was marked appropriately.

5. Academic grades may be impacted by attendance in participation-based classes, such as band, choir, orchestra, dance, physical education, etc. Certain academic-based classes may also be structured and taught in such a manner so that the academic grade may be impacted by attendance. Before academic grades can be affected by attendance, a teacher must demonstrate a reasonable and justifiable relationship between attendance and the impact on the academic grade and obtain written approval from the school principal. Upon receiving written approval, the teacher shall then provide written disclosure to students and parents that participation, attendance, and punctuality will be considered a factor in assessing the student's grade. The specific percentage of the grade attributable to participation, attendance, and punctuality shall be specified in the written disclosure document. In addition, any negative impact on the student's grade as a result of lack of participation, absences, and tardies shall be specified in the written disclosure document.

Excerpts from Nebo School District's Academic and Citizenship Credit and Grading Policy (IKF):

7.1. Academic grading is a teacher responsibility and should reflect academic progress toward the mastery of the course curriculum. Teachers must honestly and accurately grade the work of each student based upon the standards and objectives established for the course. Academic grades must

reflect the actual competency or academic growth of a student, and proficiency at the end of a term or unit should be the major consideration in determining a student's grade.

7.2. In secondary schools, letter grades are given by teachers to reflect mastery of the subject matter of a course. Credit is granted for letter grades A, A-, B+, B, B-, C+, C, C-, D+, D, D- and for P (pass) grades. Credit is not granted for F (fail), NG (no grade), WF (withdraw failing) and I (incomplete) grades. The number of required credits that may be taken on a pass/fail basis is limited to two (2). The student must arrange in advance with the teacher to take a course on that basis. "P" grades and the resulting credit will not be counted when calculating grade point averages. "I" grades may be given if there is a valid extenuating reason why a student has not completed the course work required for a passing grade by the end of the grading period. "I" grades may be made up and changed to another grade within the next grading period of the school. "I" grades that are not made up will be changed to "F" grades.
7.4. Monitoring of academic growth is a critical step in the educational process. Student work will be corrected promptly, scores posted to the Student Information System (SIS) grading system, and work returned to students in a timely manner. Teachers and parents have a shared responsibility to monitor student progress. Parents and students may review student academic progress as well as attendance information by accessing SIS. Communication with the parent/guardian will be made when a student is doing D or F work, allowing an opportunity for improvement before the grading period ends.

7.6. Grades may not be changed for the sole purpose of allowing a student to become eligible for activities or for the sole purpose of earning a diploma.

7.7. Grades that have been posted for more than one (1) calendar year cannot be changed. All grade changes must be made by the teacher and approved by the school principal or his/her designee. Once issued, grades may be changed, during a one (1) year time limit, for the following reasons.

> 7.7.1. A calculation or other grading error on the part of the teacher was discovered.

> 7.7.2. Course work was satisfactorily completed following the issuance of an "I" grade.

> 7.7.3. A student demonstrates competency during the next term.

7.8. Academic grades shall not be withheld, reduced, increased, or otherwise affected by a student's citizenship grade or behavior. Punctuality of assignments and work completion may factor into an academic grade if the teacher provides prior written disclosure to students and parents.

BOUNDARIES

Excerpts from Nebo School District's Employee/Student Standards of Conduct (GBEF):

1. Purpose and Philosophy

1.1The Board of Education of Nebo School District is committed to establishing and maintaining appropriate standards of conduct between Employees and Students. These standards of conduct are also known as professional boundaries, and are referred to as such in this policy. Adherence to professional boundaries serves several purposes, including the fostering of mutual respect, the recognition of educational authority, the enhancement of learning, and the prevention of Sexual Grooming of Students.

1.2This policy is intended to protect students and employees by educating them on appropriate professional boundaries and thereby protect against potential legal and other consequences. Consistent with UTAH CODE ANN. § 63G-7-301(3), it also establishes a professional standard of care for preventing sexual conduct between an employee and a student and the sharing between an employee and student of any sexually explicit or lewd communication, image, or photograph. Accordingly, the Board hereby

implements this policy to establish and define the professional boundaries by which Employees must abide.

2.1 "Boundary Invasion" means the entrance by an Employee into a Student's personal space and personal life. It includes physical touching and emotional closeness. Some Boundary Invasions are necessary and appropriate in a school setting, such as physical contact between coaches and Students during an athletic practice, or the discussion of sensitive topics between a school counselor and a Student during an approved counseling session. However, many other Boundary Invasions are inappropriate, especially when a pattern of such contacts takes the form of a "special" or "secret" relationship. Boundary Invasions are further defined in Section 3 below.

3.5 Communication

3.5.1 Private communication with a Student via an Employee's personal phone, email, blog, or social media page, including texting, chatting, and the "friending" of a Student. Electronic communications between Employees and Students should be conducted only for school-related purposes and in accordance with Nebo School District Policy #GBHB, Information and Communication Technology/Social Networking.

3.5.2 Talking to a Student about the Employee's personal problems or other problems that would normally be discussed among adults (i.e., marital difficulties).

3.5.3 Initiating or continuing to talk to a Student about any of the following topics without: (a) obtaining appropriate parental consent; or (b) having an appropriate and legitimate educational, health, safety, emergency, or other reason:

3.5.3.1 Political affiliations;

3.5.3.2 Political philosophies or beliefs of the Student or Student's family, except as provided under Utah Code Ann., §53A-13-101.1 or other applicable federal or state laws, rules, or regulations;

3.5.3.3 Mental or psychological problems of the Student or Student's family;

3.5.3.4 Sex behavior or attitudes;

3.5.3.5 Illegal, anti-social, self-incriminating, or demeaning behavior;

3.5.3.6 Criminal appraisals of others with whom the Student has a close family relationship;

3.5.3.7 Legally recognized privileged relationships, such as with attorneys, doctors, or ministers;

3.5.3.8 Religious practices, affiliations, or beliefs of the Student or parents; or

3.5.3.9 Income, other than as required by law to determine program eligibility.

3.5.4 Discussions between Employees and Students on any of the topics listed in subsection 3.5.3 without appropriate parental consent or having a legitimate reason constitutes an inappropriate Boundary Invasion in violation of this policy, and may also be in violation of the federal Protection of Pupil Rights Amendment and the Utah Family Educational Rights and Privacy Act.

3.7 Personal Interactions

3.7.1 Taking an undue interest in a Student (i.e., creating a "special friendship" or "special relationship").

3.7.2 Giving gifts or money to a Student.

3.7.3 Engaging in "peer-like" behavior with Students.

3.7.4 Inviting a Student to come to the classroom at non-class times.

3.7.5 Giving a Student special privileges.

3.7.6 Getting a Student out of class to visit the Employee.

3.7.7 Keeping secrets with a Student.

3.7.8 Allowing a Student to get away with inappropriate behavior.

3.7.9 Initiating or extending contact with a Student beyond the school day.

3.7.10 Spending time alone with a Student in any area where the view or access is obstructed.

3.7.11 Invading a student's privacy.

3.7.12 Physical contact that makes a reasonably objective student feel uncomfortable.

5. Duty to Report

5.1. Employees who have reason to believe there has been a violation of this policy shall immediately report such conduct to an appropriate school administrator or supervisor. If an Employee has reason to believe a school administrator has violated this policy, the Employee shall immediately report the conduct to the administrator's supervisor.

5.2. Employees who have reason to believe that a child has been subjected to abuse as outlined in Nebo School District Policy #JHFA, Child Abuse or Neglect, shall immediately notify the nearest peace officer, law enforcement agency, or office of the Division of Child and Family Services.

BUS REQUESTS

If you need to reserve a bus for a field trip or athletic event, please complete the bus request form on the **_Faculty Forms & Resources_** page of the SHS website. If you have any questions about bussing, Teresa Gordon is our main school contact. The earlier you make the reservation, the more likely it is that a bus will be available. If you need to cancel the bus, please let Teresa know as early as possible so she can call the bus shop and cancel the reservation. If you cancel too late, your account may still be charged.

CALENDAR AND EVENT REQUESTS

You can find the district calendar at: http://www.nebo.edu/information/calendar#. The school calendars can be found at www.shs.nebo.edu. There are three separate school calendars:

- **SHS Activities:** The activities calendar lists school events. These include assemblies, early out days, after-school activities, faculty meetings, etc.
- **SHS Athletics:** All school athletic events will be included on this calendar. (The activities and athletics calendars appear together on the school website.)
- **Facilities:** Any event, school or non-school (i.e. building rental), that takes place in a shared Springville High School facility (gym, auditorium, library, etc.) will be included on this calendar.

You may add any of the school calendars to your Google (Nebo or personal) account if you are logged in and click the add calendar button in the lower right corner of the screen. After you do that, the school calendar will appear in your list of calendars. You can easily show and hide the calendar so you are aware of school events. You can then copy events from the school calendar to your personal calendar.

You will often receive Google calendar invites different meetings or events that take place at school. Especially in the case of IEP's, 504's, and other school committee meetings, please respond by clicking yes or no in the invitation email. This will help the organizer know if alternative arrangements need to be made.

To schedule an event or reserve a room:

If you would like to put an item on the school calendar and / or hold a school activity, please visit the *Faculty Forms & Resources* page on the school website and click on "Calendar and Event Request." You will need to fill out a form that not only includes calendar information, but will also help with event preparation (furniture or technology needed, ticket takers, etc.). Prior to completing an event request, please check the activity and facilities calendars to ensure there will not be a scheduling conflict.

CLASS CHANGE POLICY

Before the semester begins:

Students will have the opportunity to change their schedule online two weeks prior to the beginning of each semester. In the fall, students needing assistance with their online class changes for audition classes, MATC, internships, teacher / office assistants and "No Credit Release periods" should meet with their counselor. It is expected that all class changes will be made online before the new semester begins.

After the semester begins:

Any change made after the new semester begins will require a $10 class change fee. During the first five school days of each semester, students may continue to make changes by talking to any counselor on a first come first serve basis before school, after school, during lunch, or by making an appointment with a counselor. After the fifth school day of the new semester class change requests will only be considered for one of the following reasons:

- Academic misplacement, i.e. student has chosen the wrong level of class, or has chosen a class without meeting the prerequisite. A parent / student / teacher meeting is required before academic misplacement class changes can be made. If parent / student / teacher agreement is not reached, student may submit an appeal form, as described below.
- Program change, i.e. student has been accepted into an audition or try-out class.
- Missing an academic class, i.e. student is missing a required core class such as English, history, math, or science.
- Missing a graduation requirement, i.e. a senior student is missing a course necessary to graduate in the upcoming school year.
- Hole in student schedule
- IEP or 504 adjustments

Class changes requested after the fifth day of a new semester for any reason other than the above, will need to be made with an official appeal in writing to the "Class Change Appeal Committee." The forms for the appeal process are in the Counseling office. If a class change is granted by the committee, it will be based on class availability and made with the least impact to the student's schedule. Class changes will generally not be approved by the Appeal Committee.

Accreditation guidelines and standard instructional time requirements mandate that students seeking high school credit for a course must be enrolled in that class within the first ten school days of each semester. If a class is dropped after 10 school days, students will not be placed in a new class. They will be released to their parents during that class period. If a student petitions to drop a class after midterm and it is approved, an "F" grade will be posted on the student's transcript.

CLASS LOCATION

If you are taking your class to another part of the building for the day and will not be in your classroom, please inform the main office and the counseling office. Examples of this would be taking your classes to the library, computer lab, or combining classes with another teacher. This is critical information when we need to find students who are in your classes.

COMPUTER LABS

Computer labs C-26 and C-30 are open to all teachers on a first-come first-served basis. Please visit the ***Faculty Forms and Resources*** page on the school website to sign up for a computer lab. Teachers must accompany students to the lab and are responsible for supervising their students at all times while in the lab. Only lab C-26 has a projector that may be used for instruction. No food or drinks are allowed in the labs. The labs open at 7:30am and close at 2:30pm.

The following computer labs are also available in the library:
- Mobile Chromebook Lab - available on a first-come basis. Sign up on the Chromebook calendar in the library or via email - lanell.rabner@nebo.edu.
- Library Computer Lab - available on a first come basis. Sign up on the Library Lab calendar in the Library, or via email - lanell.rabner@nebo.edu.
- Library Computers (12) - available on a first come basis. Sign up on the Library calendar in the Library, or via email - lanell.rabner@nebo.edu.

COPIES

Sarah Ferrin, our copy center technician, is available in the copy center (room C-23) to make copies for teachers, coaches, and staff during the following times:

- Monday – Friday 7:00 am – 2:30 pm

Faculty can drop off copy requests and pick them up. Each job is completed on a first come, first serve basis. Please allow 24 hours for copies to be completed, though most are done before that. Copy jobs may be sent via the google form listed on the faculty forms and resource page, but they must be sent with complete instructions. All copy jobs dropped off at the copy center are to be paper clipped with the instruction form filled out completely. Sarah will put the completed jobs on the shelf in the copy center for pick up during the day. You may email or call to check availability for jobs to be completed. All new faculty need to get a code from Sarah in order to make copies.

Big jobs that require more than 1,000 copies need to go to the district IMC. Sara can assist in getting the required blue form for administration signature.

In the event the SHS copy center is not available, there are copy machines available in the faculty room:

Canon 4255 instructions:

1. This copier is used for fewer than 50 copies. It will have a limit set at 1000, which is reset at the end of each month.
2. If you have a jam, please contact Erin at extension 1523.
3. If you change the white paper to a color, please change it back to white. Most faculty use white, so please be kind and leave it for the next person.
4. Remove your code before you exit.

Risograph Standard 360 instructions:

1. Do not put pages with borders or pictures on this machine. It will require special settings and get stuck to the drum.
2. No cardstock.
3. Don't use this machine for fewer than 50 copies. It makes a master for each copy and it is not economical to use for multiple masters.
4. **Reminder:** This machine is on a contract for service. Do not attempt to clear a jam. It is a liquid-based ink and will be permanent.

DETENTION

Detention will be held before school each day and after school each day, other than Mondays, in computer lab C-29. If teachers would like to give students detention credit for working in classrooms on academic tasks, please complete the detention reporting form on the ***Faculty Forms and Resources*** page of the SHS website. Before awarding credit, please keep in mind that you are giving detention credit to students who have missed class or been tardy to class. Whatever activity you give credit for should not undermine the purpose of detention acting as a deterrent to missing class or arriving late.

Guidelines for detention credit from teachers:

- Teacher must supervise for the entire time.
- Students earn 1 hour of detention credit for 1 hour of work. (Please speak to an administrator if you would like to offer more credit.)
- Credit cannot be given for required rehearsals, service time required for class or club, etc.
- For projects earning more than 3 hours of detention credit a day, prior administrative approval must be given.
- Detention hours need to be submitted within one week of the detention being served.

When students come to teachers wanting to earn credit in order to be able to walk in graduation or participate in extracurricular or end-of-year activities, please do not give credit for things they have done in the past. It is better to advise them to earn credit by going to detention.

DISCIPLINE REPORTING

Referral to administration when…

- Use or possession of weapon, bomb, explosive (real or simulated)
- Fighting / assault
- Inciting a fight, riot, and or anger
- Sexual harassment or assault
- Theft
- Pulling fire alarms
- Smoke or stink bombs
- Trespassing
- Criminal mischief
- Tobacco/ drugs/alcohol use or possession
- Placing others in danger

- Threats of terror or destruction
- Profanity/vulgarity
- Truancy
- Vandalism
- Extreme insubordination and belligerence
- Bullying
- Repeat offenders
- Continued disruptive behavior in classroom following **at least two** teacher interventions.

Possible Administrative Interventions:

- Student conference (warning)
- Parent conference (phone call or in person)
- Out of school suspension

- Contracts
- Youth support referral
- Change of placement

Any time action is taken with a student it is recorded in Aspire.

Referral Process:

- Shaun: last names A – E   /   Jason: last names F - M   /   Tona: last names N – Z
- Prior to referring students to the administration for chronic classroom disruptions, please ensure that two-way communication has taken place with the parents.
- This can be in the form of an email with parent response or a conversation.
- (If a student does something like getting in a fight or yelling the F-word, a parent call is not necessary prior to an office referral.)

All referrals to the administration require some form of communication when the student is sent to the office (conversation, email, phone call, etc.). **In that communication please include:**

1. specific description of the behavior
2. the interventions you've tried
3. summary of two-way parent communication (phone conversation or email with parent response)

If a student is sent to the office without any communication from you, we will hold them until the end of the period and then send them to their next class. If we don't have any information from you about what happened, we will not be able to adequately address the situation. Get in contact with us as soon as you can, and we will call the student back in. The administration will respond to all referrals and communicate results with teachers.

We welcome teacher involvement in the discipline process.
- Student / teacher / administrator conference
- Creation of behavior contract
- Discussion of possible consequences prior to administrator meeting with the student

Please let us know if you would like to be involved in the process when you initially refer the student.

Teacher intervention when…

- Disruptive Behavior
- Non-compliance
- Unprepared
- Wasting time
- Rudeness

- Disrespect
- Throwing small objects
- Violating class rules
- Not learning content

Possible teacher interventions:

- Well-planned, effective lessons and or activities
- Class disclosure, expectations, procedures, and grading policy
- Classroom management strategies
- Clear, posted discipline plan
- Teacher/student conference, build connections
- Positive student interventions and rewards
- Student contract
- Failing notice cards

- Timely notice to parents when student is failing before end of term
- Email parents
- Conversation with parent by phone or in person
- Referral to counselor (behavior, academics, attendance)
- Referral to Tier 2 Team (behavior, academics)
- Referral to administration

DISTRICT POLICIES

Key district policies:

504 Policy (JR)
Academic and Citizenship Credit and Grading (IKF)
Child Abuse or Neglect (JHFA)
Computer, Email and Internet Use (CG)
Concussion Management (JHG)
Dress and Grooming (JDG)
Educator Use of Social Media and Electronic Communication with Students (GBHB)
Employee Discrimination and Harassment (GBEB)
Home and Hospital Instruction (JHB)
Inclement Weather (EBD)
Safe School Environment (JDA)
Scope of Employment (GBHA)
Secondary Attendance (JDH)
Student Clubs (JFBB)
Student Conduct and Discipline (JD)
Student Discrimination and Harassment (JDC)
Student Dress and Grooming (JDG)

Student Electronic Devices (JDE)
Student Instruction and Materials (IIA)

EMPLOYEE PORTAL

How to access your paycheck:

- Go to www.nebo.edu
- Click on "Employees tab"
- Click on "Employee Service Portal"
- Click Login to "Employee Service Portal"
- Log in using your username and password
- Click on "payroll" tab, from there you can click on the highlighted green box to access your paycheck.

How to access your W-2:

- Go to www.nebo.edu
- Click on "Employees tab"
- Click on "Employee Service Portal
- Click "Login to Employee Service Portal"
- Log in using your username and password
- Click on the "payroll" tab
- In blue, on the right hand corner it will say w-2. Click on that and you can download your w-2 form there.

EVALUATION, PGP'S, AND SLO'S

Components of the Evaluation Process:

- Evaluation by administrator using Utah Teaching Observation Tool (UTOT) (formative for two years and then summative on third year)
- Student Growth (SLO)
- Stakeholder Input (Feedback/Survey)

Required Documents from Teacher:

- Self Assessment (complete in ObserverTab)
- PGP (Professional Growth Plan – complete in ObserverTab) – Choose a goal based on something from the self assessment that you would like to start or improve on.
- SLO (Student Learning Outcome – Complete the SHS SLO template and put in your team's PLC folder)

Components of the SLO:

1. Goal: Should be at Depth of Knowledge (DOK) level 3 or 4
2. Assessments: pre, formative, and summative
3. Appropriate targets for specific groups based on pre-assessment data

SLO Goal: DOK 3 or 4

- Level 3 (Strategic Thinking): At this level of complexity, students must use planning and evidence, and thinking is more abstract. A task with multiple valid responses where students must justify their choices would be Level 3. Examples include solving non-routine problems, designing an experiment, or analyzing characteristics of a genre.
- Level 4 (Extended Thinking): Level 4 tasks require the most complex cognitive effort. Students synthesize information from multiple sources, often over an extended period of time, or transfer knowledge from one domain to solve problems in another. Designing a survey and interpreting the results, analyzing multiple texts by to extract themes, or writing an original myth in an ancient style would all be examples of Level 4.

FEES

Excerpts taken from Nebo Policies and Procedures, [Student Fees](#) (JN)

> 4.2.2 Utah law permits the charging of fees to secondary students. No fee may be charged to or requested of secondary student unless the fee has first been approved by the Board and listed on the applicable Middle School, Junior High, or High School Fee Schedule.
>
> 6.5 Fee waiver eligible students must be able to enroll and participate fully in any class or activity sponsored by the school regardless of whether it is during the regular class day or after school or during the summer without paying a fee. "Non-waivable" or "optional" fees do not exist.
>
> See Student Fees Policy, pg. 11, for High School Board Approved Fee Schedule 2020-21.

FIRE DRILLS

We will be holding five emergency drills throughout the year: two fire drills, two lockdown / lockout drills, and one earthquake drill.

- September 2nd at 10:15am — fire drill
- October 6 at 11:00am — lockdown drill
- February 18 at 11:00am - lockout drill
- January 26 at 10:15am — fire drill
- TBA — earthquake drill

Response procedures will be handed out to each teacher in their emergency folders with directions and procedures to follow.

FOOD AND DRINK POLICIES

While there is no set rule on this subject and teachers are left to design policies that they are comfortable with, it is important to remember that students are in your class to focus on the material that you have prepared for them and to have a positive learning experience. Food and drinks in the classroom should be kept to a minimum, unless the student has a medical or other need. It may be a good idea to allow water bottles, but again, that is up to each teacher.

GOOGLE FACULTY AND STAFF TEAM DRIVE

Please visit the team drive to access the following kinds of reference information:

- bell schedules
- evaluation info
- administrative responsibilities
- master schedule
- phone list
- faculty handbook

HALL PASSES

Please do not let students come to your classroom and get other students out of class without a note from the office. Anytime a student wants to visit the counseling office, please send a note with them. If students show up at the counseling office without a note, they will be sent back to class.

HAT POLICY

The updated district policy allows students to wear hats. The district policy states that "hats and head coverings may not be worn in either elementary or secondary schools if doing so disrupts the educational environment, poses a danger to self or others, or limits the ability of others to identify the student." If you ask a student to remove a hat and they refuse, please refer their name to the office and an administrator will meet with them.

KEYS

All Teachers will be given a teacher pass key (labeled BA) to enter into the school and a classroom key to their classrooms. Teachers should never let students use their keys unsupervised. If a key is broken or lost, please contact Mark Binks.

LIBRARY (HOURS, RESOURCES, LAMINATING, COMPUTER LABS, BOOK COLLECTIONS)

The SHS Library is open daily from 7:00 am to 3:00 pm, including lunch time, except lunch on Thursdays, which is our Faculty Book Club day. All faculty are welcome to join the Faculty Book Club.

Teacher resources:
- Laminating is available through the library. Please give us a 24 hour turn around, as my aide, TAs, and I do all the laminating.
- The Library has the following supplies available for teacher use:
  o Block Letter Dye Cut machine
  o Cricut with various image and alphabetic cartridges o 36" colored butcher paper on rolls
  o Poster board
  o Construction paper - various colors and sizes
  o Manual comb binding machine - various sizes of combs
- Mobile Chromebook Lab - available on a first-come first-served basis. Sign up on the Chromebook calendar in the library or via email - lanell.rabner@nebo.edu.
- Library Computer Lab - available on a first-come first-served basis. Sign up on the Library Lab calendar in the Library, or via email - lanell.rabner@nebo.edu.
- Library Computers (12) - available on a first-come first-served basis. Sign up on the Library calendar in the Library, or via email - lanell.rabner@nebo.edu.
- Picture Book Collection - The SHS Library has an excellent picture book collection that includes wordless picture books, fiction, and non-fiction titles. For suggestions on using these resources across the curriculum, please see Lanell.

- Graphic Novel Collection - The SHS Library also has a robust fiction and non-fiction graphic novel collection. For ways to use these excellent resources on a multiplicity of subjects, please see Lanell.
- Professional Development Collection - The SHS Library has a growing collection of circulating professional development materials, to include professional journals.
- Classroom Novels - Classroom novels, both English and Social Science titles, are available for checkout in the Library. For titles and numbers of copies, please see Lanell.

MEDIA POLICY

Excerpts from Nebo School District's [Student Instruction and Materials](#) (IIA):

7.   USE OF VISUAL MEDIA Because of the availability of a large variety of movies, television programs, video cassette recordings, digital visual media, digital video discs, etc. (hereinafter all referred to as "visual media"), it is increasingly necessary to exercise judgment and prudence in their classroom use. All visual media must be age appropriate and should be used for educational purposes only. They may be used to initiate, enhance, or culminate teaching units. All visual media must be used under the direct supervision of the instructor and in compliance with applicable copyright laws and licensing agreements.

7.1. Guidelines for Appropriate Use of Visual Media

7.1.2.   Use of visual media in the classroom is limited to instructional purposes and not for entertainment or as a reward. Use of visual media in connection with school-wide entertainment or reward programs must be approved by the school principal and must have a G or PG rating.

7.1.3.   The instructional value of a particular piece of visual media shall be weighed against the value of the academic time it consumes. Only those segments of a program which illustrate the topic or Curriculum content should be shown rather than viewing the program in its entirety. Except as provided in Section 7.2.1 below, no visual media will be used in a classroom without having first been previewed by the teacher.

7.1.4.   Scenes from any visual media that contain vulgarity, indecency, nudity, excessive violence, and/or profanity are strictly prohibited in the classroom and in any school sponsored activities.

7.1.4.2. In secondary schools, short segments of G, PG, and PG-13 rated media may be used provided they do not contain vulgarity, indecency, nudity, excessive violence, and/or profanity. School administration must approve the use of visual media longer than short segments, and a public performance license must be obtained. Movies or short segments of movies rated R or NC-17 will not be shown in secondary schools or at school sponsored activities.

7.1.5.   Any visual media related to maturation or healthy lifestyles must only be used under the limitations of Policy #IGAI – Healthy Responsible Lifestyle Education.

7.1.6.   Students should be guided by the teacher in connecting the visual media to academic content through pre- and post-activities related to the Curriculum.

PARENT COMMUNICATION

Excerpt from Nebo School District's [Supporting and Encouraging Parent Involvement and Participation in the Education of Their Children Policy](#) (ABA):

Parents and families provide the primary educational environment for children; consequently, parents are vital and necessary partners with the schools throughout their children's school career. Although parents come to the schools with diverse cultural backgrounds, primary languages, and needs, all

parents want what is best for their children. Nebo School District, in collaboration with parents, teachers, students, and administrators shall develop and promote strategies that:

    🎬 **Build effective two-way communication between the home and school:** Effective communication requires school-initiated contact with the parent and parent-initiated contact with the school where both parties provide vital information about a child's strengths, challenges, and accomplishments. To communicate effectively, both parties must be aware of and address issues such as cultural diversity, language differences, and special needs. Appropriate steps shall be taken to allow clear communication between the schools and the parents. Schools shall follow other Board policies regarding the use of School Community Councils, Parent/Teacher, IEP, SEP, and SEOP Conferences to build open and effective communication with parents.

Excerpt from Nebo School District's [Curriculum Standards and Graduation Requirements: Academic and Citizenship Credit and Grading Policy](#) (IKF):

7.4. Monitoring of academic growth is a critical step in the educational process. Student work will be corrected promptly, scores posted to the Student Information System (SIS) grading system, and work returned to students in a timely manner. Teachers and parents have a shared responsibility to monitor student progress. Parents and students may review student academic progress as well as attendance information by accessing SIS. Communication with the parent/guardian will be made when a student is doing D or F work, allowing an opportunity for improvement before the grading period ends.

PARENT-TEACHER CONFERENCES, OPEN HOUSE, AND SPRING SHOWCASE

Parent-Teacher Conferences will take place on September 23 and February 17 from 3:30pm to 7:30pm. Tables will be set up in the main gym and the cafeteria for teachers to meet with parents and students. There will also be a Back-to-School Open House with Sophomore Orientation on August 17 from 3:00pm – 6:00pm. In lieu of Parent-Teacher Conferences for fourth term, we will hold a Spring Showcase in May.

All teachers are expected to attend the Back-to-School Open House, both Parent-Teacher Conferences, and the Spring Showcase. We receive October 30, November 25, and March 26th as Parent-Teacher Conference Compensation days. You will not need to work on those days. Due to this, if you are unable to attend school the day of Parent-Teacher Conference, you will need to put two days of leave in TimeClock Plus. You must let Robert know in advance of missing Parent-Teacher Conference, the Open House, or the Spring Showcase.

PURCHASE ORDERS, CHECK REQUESTS, STATE TEACHER MONEY, AND FUNDRAISING

Two types of school money and how to spend it:

1. School funds

    a. For purchases that will be paid with school funds, **you must always get a purchase order ahead of time**. This includes **ALL fundraisers.** It is better to overestimate than to exceed approved purchase order amount.
    b. We are not able to ask for new invoices to accommodate dates on late purchase orders, as this constitutes fraud.
    c. Complete the Purchase Order / Check Request form on the ***Faculty Forms and Resources*** page on the school website. (Paper copies are also available in the finance office.) All

purchase orders can be processed and in your box within 24 hours. If the purchase order is for more than $10,000, allow three days for processing.

    d. For check requests: Complete the PO / Check Request form found online and send necessary documentation (event, cost details, address for payment, etc.) to the finance office.

    e. One additional bid is needed for purchases over $1000. Bid sheets are available at the finance office or online.

        $0 -$5000 Bids or quotes are not required when **any individual item is $1,000 or less.** Any **individual item over $1000 requires two (2)** or more bids or quotes for all items to be purchased, select best source. If you are using a vendor that is a **State Contract** you need to have the **vendor quote regular price and then State Contract price w/ State Contract number on your purchase order.**

        $5001-$10,000 Two (2) or more bids or quotes are required and must be documented. Select the lowest, responsive, responsible bidder.

        $10001 - $50000 Two or more written bids. Require District PO and approval of Procurement Officer (Ryan Pitcher).

    f. Purchase order information needs to be clearly itemized. If a parent is helping with the purchasing of goods (such as team dinners) you will still need to complete the purchase order request form. Please don't send parents or students in to fill them out. You are responsible to let parents or assistant coaches know proper purchasing procedures. You are responsible for all credit card purchases. Students cannot use the school credit card.

    g. Bring the receipt to the finance office after making the purchase.

    h. In certain situations, you will be able to use a school purchasing card. You should still fill out a purchase order form. Get a purchasing card from the finance office and make the purchase. Bring the receipt (tax exempt) to the finance office after making the purchase.

2. State teacher money

    a. The funds provided by the Utah State Legislature for classroom materials and supplies for the 2020-21 school year will be accessible to eligible employees through Class Wallet, a virtual e-wallets platform and e-commerce marketplace that enables teachers to receive and spend funds. Once funds are loaded into accounts, Class Wallet will send a welcome email to all account holders. (Expect towards the end of September)

    b. Estimated state teacher money for teachers in steps 1 through 3: $200

    c. Estimated state teacher money for teachers in steps 4+: $150

    d. Utah State Board of Education Rule 277-459 dictates how the funds may be used and states that eligible expenditures "…should be broadly construed in so far as the materials are used by the teacher for instructional purposes or to protect the health of teachers in instructional or lab settings, or in conjunction with field trips."

Extracurricular Fee Information:

Give a hard copy of all fees and camps to the finance office before your season starts. This also includes your player pack and the cost of each item included in the player pack. See the Nebo District fee sheet (page 11) for fees and limits you are allowed to charge. This includes participation fees and player pack fees, etc. These fees need to be paid at the start of the season. Students must bring a copy of the receipt to the coach or advisor in order to pick up the goods.

Student Travel: All student travel must be approved by the principal prior to any purchase orders or check requests being processed. Approvals must be given prior to reservations being made. For information on travel policies, please refer to Nebo District's Student Travel Policy and Application.

Fundraising Information:

1. **At least three days before the fundraiser begins**, fill out fundraising form and get approval signature from Jason Beardall and go the finance to review fundraising procedures (date, change needed, cash box, pick up arrangements, etc.) with one of the finance secretaries. **Do not take money home.**
2. Let the finance office know if students will be collecting fundraising money and turning funds in to the school, or if it will be done at another location. Also, inform finance if the funds are going in as a total deposit in the account for everyone to use, or if credits will need to be given to individual students.
   a. If credits are given to individual students, we first need to assess a charge to the student in order to give a credit. Example:
      > Full name of student: John Doe
      > Charge: $50 for camp
      > Credit: $50
      > From type of fundraiser: Car Wash
   b. This is done by giving the finance office a hard copy with the above information within a few days after the fundraiser. This allows us to give accurate information when parents contact the finance office to find out about their student's balance.
3. Keep things transparent, even if you need to give someone credit for something they donate.
4. If a student comes to the finance office to pay for items we haven't received information on or a fundraising form for, they will be sent back to their advisor.
5. Student participation fees are expected to cover basic program expenses. Fundraising proceeds are not generally used to cover or supplement basic program expenses like participation fees.
6. Funds generated from fundraising activities should be used for the sole purpose advertised and approved within the current year. Credits do not roll over from year to year, or transfer to other accounts.
7. **Do not take money from students. Please have them come to the finance office to turn in all fundraiser money so it can be receipted.**

Proceeds from fundraisers should only be received by the finance office. Receipts will be given to students to provide to teachers, coaches, and advisors. However, where impractical, fundraising proceeds may be received whether at school or a remote location under the following conditions:
- Two advisors are present, provided at least one is a district employee trained in district accounting procedures
- A receipt is given to the student showing the total amount submitted
- A log is kept showing amounts received from each student
- At the end of the collection event or day, the log is reconciled to the total amount of funds received and is signed (first and last name) by the two adults receiving the funds
- The deposit is picked up and deposited at the end of the event
- If the fundraiser is during school time the deposit is taken to the finance office

SIGNING OUT WHEN LEAVING

If you need to leave the school campus during school hours please make sure that you sign out on the form in the main office (Teresa will be tracking leave for Teachers during the school day). When you return

please make sure to sign in. If you are leaving because of sickness or other personal issues, please make sure that the time is entered as "Leave" in TimeCock Plus as soon as possible.

SOCIAL MEDIA POLICY (REGARDING FRIENDING STUDENTS)

Excerpts from Nebo School District's [Information and Communication Technology / Social Networking](#) (GBHB):

2. POLICY APPLICATION Where this policy limits or restricts certain forms of communication between Employees and Students, the limitations and restrictions do not apply to communications between Employees and Students: (a) if such communications are for educational, health, safety, emergency, or other legitimate reasons; (b) who are relatives (defined as parents, children, grandparents, grandchildren, siblings, cousins, aunts, uncles, nieces and nephews) or legal guardians; or (c) who have a relationship outside the school setting in conjunction with religious/church groups, community organizations, or other activities unrelated to the District, and they occur in the context of that relationship.

5.2 Educator-Created Social Media Pages:

5.2.1 An Educator who creates or maintains a school-related Social Networking page or community shall notify the school administrator.

5.2.2 Any school-related Social Media page shall comply with all school and District policies. Any material or content containing profanity; obscenity; vulgarity; defamation; bullying; harassing; false or inaccurate information; threatening or abusive content; pornography or other indecent material; or any other types of inappropriate material or content is prohibited. In addition, material or content which invades another person's privacy or promotes activities which are illegal or unsuitable for minors is prohibited.

5.2.3 Educators must comply with any and all applicable state and federal laws, including the Family Educational Rights and Privacy Act (FERPA), and may not post Student photos or other personally identifiable information unless specifically authorized under the provisions of FERPA or obtaining prior written consent from the parent or legal guardian. Any questions or concerns about this matter should be referred to the school's administrator.

5.2.4 Educators are responsible to monitor the content on the school-related page, including posts by Students. Educators shall ensure that Student posts which violate laws or District policies are removed immediately and that appropriate disciplinary action is taken.

5.2.5 Educators and Students interacting through a school-related Social Media site shall maintain the same professional level of communication, behavior, and appearance as though they were in the classroom. Educators must not engage in dialogue or behavior with Students that is "peer-like," but must maintain a formal teacher-student relationship.

5.3 Personal Social Networking:

5.3.1 Nothing in this policy shall prohibit personal or private Social Networking by Employees acting outside of the scope of their employment with personally owned equipment and not on contract time.

5.3.2 Personal Social Media pages may not use official school logos or purport to represent the District or any of its schools or programs.

5.3.3 Employees shall not communicate privately with, nor allow private communications from, Students via any personal Social Networking medium.

5.3.4 Employees who create or maintain personal Social Networking pages shall ensure that photos, videos, text, and all other content on their page will not likely disrupt school activities. Pages and profiles must allow the Employee to maintain a professional, respectful association with Students, colleagues, and the community, and must not undermine the reputation of the school or its administrators.

5.3.5 To maintain a more formal staff-student relationship, an Employee shall not "friend" Students from the Employee's personal Social Networking profile, except as provided in Section 2 of this policy. In addition, Employees should not instant message Students nor respond to student-initiated attempts at conversation through the Educator's personal profile.

5.3.6 Use of District-owned equipment and Internet access may be monitored, and Employees have no expectation of privacy in activities utilizing District-owned equipment whether the use is on or off contract time.

SUBS, EMPLOYEE PORTAL AND LEAVES

Whenever a teacher cannot attend school, they must make arrangements for a sub through Kelly Services, prepare lesson plans for the substitute teacher, and enter the appropriate leave in the *Leave Requests* section of the dashboard in TimeClock Plus. Robert and Teresa so they are aware you will not be at school.

When entering leave for a school or district assignment, be sure to include the account / organization that the substitute will be paid out of. Be as specific as possible. This information should be included in the **description** box. (CTE teachers: Please specify the district or school CTE account.) Please request a sub well in advance of your absence. If they sub job is unfilled it is difficult to find adequate supervision for your classes.

Kelly Services Substitute Information

Prior to the school year starting you must verify your name and title recordings regardless of whether you use the Internet or the IVR system. Your recorded name and title are used during the scheduling process to provide assignment information to the substitutes.

To verify your name and title recordings, have your ID number and PIN ready. Your ID number and PIN have been provided by your school administrator.

1. Call 1-800-942-3767.
2. Enter your ID number followed by the # sign.
3. Enter your PIN followed by the # sign.
4. Press 5 from the Main Menu to review or change your personal information.
5. Press 1 to hear your current recording (or your name spelled if you have not recorded your name). If you wish to change your recording:
   - If you wish to update your recorded name and title, proceed to Step 6.
   - Press 2 to leave your recording as is and return to the main menu (skip remaining steps).
6. Press 1 and the system will prompt you to record your name and title. Please record your name, grade, and the subject you teach.
7. After recording, the system will provide the following options: 🎬   Press 1 to save the recording.
   - Press 2 to erase and re-record your name and title.
   - Press 3 to return to the Change Personal Information Menu without saving.

There are four ways to schedule an absence through Kelly Educational Services:
1. Kelly Services Web Access www.kellyeducationalstaffing.com
2. Kelly Services IVR Telephone System 1-800-942-3767
3. Kelly Services Provo office (801) 377-2112
4. Kelly Services Scheduling Team 1-866-Kelly98   Use Kelly Services Scheduling Team for the following:
   - Same day substitutes after the cut-off time
   - Long term absences of five or more consecutive days
   - Special requests
   - To notify Kelly about assignment cancellations and changes

STUDENT RECOGNITION

There are several ways to recognize students doing good things
- **Keys to Success:** The Keys to Success program is one of the programs of the Success in Education Foundation. Our programs are designed to motivate students in education through individual recognition so they feel a sense of accomplishment, building the foundation for future learning. Students in participating Keys to Success high schools earn rewards by improving academically or setting goals with their teachers. Additionally, Keys to Success is partnered with multiple universities, post-secondary educational institutions, and business sponsors to provide students with many scholarship opportunities. Over the past 10 years, the Keys to Success program has offered over 600 scholarships to Utah students, with a total value of well over half a million dollars. To give students a key card, please fill out the Keys to Success form on the ***Faculty Forms and Resources*** page of the school website.
- **Red Devil Grams:** There are postcards available in the front office and the faculty room for you to write cards to students you would like to recognize for doing good things at SHS. Please see Teresa or Jamey in the front office for stamps.

SUPPLIES

A variety of supplies are available in the closet across of the front office. Please record what you take on the clipboard in the closet. Let Teresa Gordon know if you would like any items that are not available in the supply closet. She can order them from the district office.

TEXTBOOKS

Textbooks will be checked in and out through the library inventory system in order to hold students accountable for the books they use. Contact Lanell Rabner to make arrangements for textbook check in and out. Please keep in mind that textbooks will need to be checked back in a couple weeks before graduation in order to close out student accounts.

TIER 2 INTERVENTION TEAM

The purpose of the Tier 2 Intervention team is to provide additional support and intervention when students are struggling with academics, attendance, and / or socioemotional issues in ways that negatively impact

their performance in school and their progress toward graduation. The Tier 2 Intervention Team is made up of counselors, administrators, trackers, and Rachelle Taylor.

If you are concerned about a student for academic, emotional, social, or behavior reasons, please submit your concerns on the Tier 2 Intervention form located on the ***Faculty Forms and Resources*** page of the SHS website. Please be sure to give the Tier 2 Intervention Team some information about the student and the interventions you have tried. (Please do not refer a student solely on the basis of attendance issues; those are already being discussed in the Tier 2 Intervention Team meeting.) We meet on a weekly basis, so expect to hear back from a member of team within a week of submitting your concern. Please keep your referral confidential.