

Gideon No. 37 School District

Teacher Handbook

2003-2004

Gideon School District

P.O. Box 227

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<http://www.gideon.k12.mo.us>

GIDEON NO. 37 SCHOOL DISTRICT TEACHER HANDBOOK

2003-2004 School Year

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2003-2004 School Year

“No Blame, No Shame, No Excuses!”

The Gideon No. 37 School District staff is responsible for being familiar with all policies and regulations of the Board of Education. Board policies are posted on the district web site and copies of the policy books are available in each building office. The official board policy book is located in the office of the Superintendent of Schools. The information in the official board policy book shall take precedence over all other copies of the board policy book. Lack of knowledge regarding Board policies and regulations will not be an acceptable excuse for failure to follow them. This manual is a supplement to board policy and provides information on the implementation of various policies and administrative rules.

POLICY AND MANAGEMENT ISSUES

Classroom Telephones

Nearly every classroom is equipped with a speakerphone. These phones are to help make your job easier and should be used appropriately. The telephones are primarily intended for business use. Please do not conduct social visits over the telephone. Feel free to use the phone to call parents of your students or for tasks of a professional nature. A code is required for all long distance calls. Our justification for installing telephones in the classroom is to enhance student achievement by providing better communication between the school and home as well as among teachers. Classroom telephones will allow you to keep your homework hotline information updated and provide an easy means to make contact with parents.

Classroom telephones do not have the capability to directly originate outside calls. If you need an outside line, you will need to call your building office to request a line. You will then be able to pick up the line from hold. All classroom telephones have the capability to intercom other stations. This should help improve coordination between teachers.

District telephone numbers:

Superintendent's office:	573-448-3911
High school office:	573-448-3471
Elementary office:	573-448-3447
Homework hotline:	573-448-3594
Voice mail:	573-448-3594
High school fax:	573-448-3868
Elementary school fax:	573-448-5153

Intercom Directory

NAME	Intercom No.	Room No.
ARMSTRONG, BILL	141	Bus Garage
BELL, MICHAEL	138	32
BOARD/CONFERENCE ROOM	166	151
BOST, SHAE	114	33
BREECE, JIMMY	161	105
BREECE, MICAH	136	30
BUCHANAN, KEENAN	120	Assist Prin
BUCHANAN, RON	112	HS Office
BYRD, GLENDA	137	31
CAMPBELL, JOSH	153	203
COSSEY, JAMEY	127	17
CRAFTON, JACQUE	118	Supt. Office
CRITES, CRISTY	132	23
CROSSNO, PAIGE	151	206
DAVIS, ERNESTINE	133	25
DAVIS, LISA	148	106
EARNHEART, CRAIG	154	202
ELEMENTARY MEETING ROOM	131	22
TECH LAB (Elementary Building)	130	21
ELLSWORTH, CAROLYN	134	24
ELLSWORTH, MARTHA	123	10
FRITTS, DWIGHT	157	AEC Room
GARRIS, JENNIFER	128	18
HOFFMANN, BILL	122	Elem. Office
HOLIMAN, SHARON	121	Elem. Office
HOLLINGSHEAD, DAVID	119	Supt. Office
HOLLINGSHEAD, SHARON	139	35
HS WORK ROOM	146	HS Office
HS COMPUTER LAB II	167	153
ITV - HIGH SCHOOL	145	154
LANDERS, MARY	149	107
MITTAG, JOYCE	155	201
MSIP WORK ROOM	144	152
MULLINS, CINDY	140	Cafeteria
MURPHY, CAROL	162	Kindergarten
NEHRKORN, WAWANNA	150	207
O'NEAL CHRIS	159	101
PULLEY, STARLA	143	28C
RACKLEY, SUSAN	110	HS Office
RICHARDSON, CRYSTAL	162	Kindergarten
RIGGS, JENNIFER - Parent Educator	125	15
RUPPERT, SUZIE	156	New Gym

NAME	Intercom No.	Room No.
SCHMITTLER, FRED	168	New Gym
SMITH, ERIN	126	16
SMITH, JUDY	135	26
ST.CIN, JOHNNNA	158	103
STANFIELD, ANDY	124	14
SWILLEY, JUDY	129	20
TECH ROOM	168	New Gym
WEST, SUSAN	165	Supt. Office
WHITEHEAD, MARILYN	115	HS
WILBURN, TAMMY	117	Supt. Office
WILLIAMS, JACOB	160	102
WINCHESTER, ALLEN	147	Band Room
WOOLVERTON, CAROL	163	28
YOUNT, DENISE	113	12

Long Distance Calls

All long distance calls require an access code. A unique two-digit code has been assigned to each teacher. If you do not know your code, please contact the superintendent's office. When you dial a long distance call you will hear a signal tone that will be followed by what sounds like another dial tone. You will simply need to enter your two-digit code and the call will complete. Please do not dial local calls using a "1". This will result in a long distance charge. Local exchanges include Gideon/Clarkton (448), Malden (276) and (281), and Risco (396).

Voice Mail/Homework Hotline

All teachers have voice mail. Your classroom telephone display will notify you if you have voice mail waiting. To access your voice mail from school, you should press intercom and dial 190. When voice mail answers, press *, your intercom number #, then enter your password followed by the # key. To access your voice mail from home, dial 448-3594. When voice mail answers, press *, your intercom number #, then enter your password followed by the # key.

All teachers also have a homework hotline message mailbox. You are expected to regularly post your homework assignments to the homework hotline message mailbox. To access the homework hotline message mailbox, press intercom and dial 190. When voice mail answers, press *, your homework hotline number #, enter your password followed by the # key, then press 5. This should take you to the programming section. Then press 1 to take you to the greeting. Press 1 again, and you should be able to record your message.

Even though individuals from the outside cannot call your classroom or office directly, they can leave voice mail. If someone wants to leave you a voice mail message without going through the office they may do so by utilizing the following steps:

- Call the voice mail line at (573) 448-3594
- At the main menu press # extension number # (where your extension number is entered between the pound signs).

Recording Voice Mail Greeting and Homework

Recording Voice Mail Greeting

From School: Press Intercom
Dial 190

From Home: Dial 448-3594

When voice mail answers Press * (your extension number) #
Enter your password (your password is your extension number and then the # key)
Press 5 To enter mailbox programming
Press 1 To Enter Personal Greeting Mode
Press 1 To select personal greeting #1
Press 1 To record your greeting (press 3 to hear your current greeting)
Record Greeting then press 1

Listen to all the options and your recording. Simply listen to all the options after you access the voice mail system and it will guide you through the process.

Recording Homework Assignments

From School: Press Intercom
Dial 190

From Home: Dial 448-3594

When voice mail answers Press * (your homework hotline number) #
Enter your password (your password is the same as your homework hotline number and then the # key)
Press 5 To enter mailbox programming
Press 1 To Enter Recording Mode
Press 1 To select personal greeting #1
Press 1 To record your homework assignments (press 3 to hear your current recording)
Record Greeting then press 1

Listen to all the options and your recording. Simply listen to all the options after you access the voice mail system and it will guide you through the process.

School Web Directory

Our student records software provides a web interface link that allows the creation of web pages that provide data on courses offered, course instructor, and course curriculum. This directory will also allow teachers to provide teacher contact information for parents and list homework assignments on the web. Teachers will be expected to maintain correct and timely information in this section of our web site. To enter homework assignments you simply log into SIS. On your main menu you will see an option titled “HomeWork (For Web)”. If you select this option you will be taken to a list of your courses. Double click on the course you want to add homework for. This will take you to an editor screen where you can type in your homework assignments. Make

sure you include the date assigned and the date due in your assignment listing. When you get your homework assignments typed in, you can use the built-in spell check to check your spelling. Then you can select “Done” to save your work and return to your class selection screen. If you are finished putting in your homework, you can select “eXit” to return to your main teacher menu. You can publish your homework one to two weeks in advance but please keep your homework page updated. Your building principal has been charged with the responsibility of making sure appropriate homework information is available to our students and parents.

This is one aspect of our move to provide our parents and patrons with easy access to information pertaining to their child and the course of study prescribed by the district.

Parent Link Web Pages

Parents currently have access to information about their child through our Parent Link Web Pages. These are secure pages. Parents must have a username and password to access the Parent Link pages. A parent can only view information about his or her own child.

Information available to parents may include attendance history, grade history, gradebook information, discipline incidents, lunch bills, and transcripts. It is imperative that teachers keep their electronic gradebook up to date since this information is transferred daily to the Parent Link system. Parents are entitled to this information about their child and providing the information in a timely and accessible manner can help us address some of the issues of poor student performance.

School Day

The school day begins with all teachers at school by 8:00 a.m. Duty teachers should be at their duty locations no later than 7:50 a.m. There may be times when teachers are asked to arrive early or stay later for a particular reason.

The schedule for high school is as follows:

Bell rings for students to enter the building: 8:05

First class bell rings: 8:10

1st hour: 8:15 - 9:08

2nd hour: 9:11 - 10:04

3rd hour: 10:07 - 11:00

4th hour: 11:03 - 11:55 (Junior High)

4th hour: 11:25 - 12:20 (Senior High)

5th hour: 12:23 - 1:17

6th hour: 1:20 - 2:14

7th hour: 2:17 - 3:10

Senior high lunch will run from 11:00 - 11:22

Junior high lunch will run from 11:55 – 12:20

Kindergarten lunch will run from 10:45 – 11:00

Grades 1-3 lunch will run from 11:15 – 11:35

Grades 4-6 lunch will run from 11:30 – 11:50

Elementary students are dismissed at 3:08 p.m. All teachers should remain on campus until at least 3:20 p.m.

Students Leaving School

Any student who leaves the campus during the school day must check out through the office prior to leaving. A student must be signed out by an authorized adult when leaving the school grounds for any reason. In certain circumstances, a note or a phone call from a parent will also suffice to sign a student out of school. Such alternative notification methods must be directly approved by the principal on a case-by-case basis.

Teachers Leaving School

When it is necessary for a teacher to leave the school grounds during the school day you must check out through the building principal. If you are absent or leave during the school day, you will be required to complete an absentee form for the day or hours missed. If you do not complete the proper paperwork, your paycheck may be delayed.

Time-On-Task

This is perhaps the most important factor in learning. Research indicates that utilizing the full class time for instruction is one of the most important factors leading to increased student achievement. There is an expectation that your classroom and your lessons be organized to maximize the efficient use of class time and minimize disruptions. Classroom down time should be kept to a minimum. Instruction should begin with the opening class bell and continue throughout the period or class. Students should not be given "free time" to do whatever they please during your class. The building and district level administrators are charged with helping insure the appropriate use of classroom time.

Professional Learning Communities

The process of educating a child is a team effort. It requires everyone working together. With this in mind, we have begun a process of enhancing our effectiveness through the development of a Professional Learning Community within our school. According to Eastwood and Lewis "Creating a collaborative culture is the single most important factor for successful school improvement initiatives and the first order of business for those seeking to enhance the effectiveness of their schools." Our work this summer has moved us in the right direction and I believe we are already seeing positive outcomes from this work. We need to remember our basic motto of "No Blame, No Shame, No Excuses." We want to do what is best for our students. We MUST do all we can to help students achieve.

Teacher Preparation Period

Each of you has been assigned a preparation period. This period is for you to do the things necessary to be effective in your teaching. From time to time you will be asked to participate in professional development activities during your preparation. Your preparation period is a working period. The major portion of your preparation period should be spent as intended. You are encouraged to make the best use of the period. Teachers are expected to use their preparation period to run off necessary classroom materials. Please do not send materials to the office and ask the office secretary to run off items for you unless it is an emergency. Please feel free to come by and visit with the building principal during this time. But, please avoid sitting in the offices during your preparation time so that the public will not be given the impression that our teachers have nothing to do. Your teacher preparation period is not a free period. It is a paid working period and should be treated as such.

Monthly Teacher's Meetings

Monthly teacher's meetings will be held from 3:20 till 4:20 on the first Tuesday of each month. All teachers are expected to be present for these meetings. You should not schedule personal appointments or any school activities during this time. Some of these meetings will be building level and some will be district wide. We will attempt to keep most of our meetings within this pre-scheduled time frame. There may be times when additional meetings are necessary, but we will attempt to keep any extra meetings to a minimum. Attendance is required and you are to fill out an absence form if you are not at the meeting. Absences from these meetings will be handled in line with district absentee policy.

Curriculum

We have contracted with the Southeast Education Center and VR Schoolhouse to provide curriculum services for the district. The Southeast Education Center will provide a basic curriculum for the core areas, fine arts, and health/PE. We will start the 2003-2004 school year with a paper copy of the curriculum which has not yet been updated to include the Grade Level Expecations that were approved the the State Board of Education in June of 2003. This means that the curriculum will change as we go through the year. We will ultimately move to a web based curriculum management system developed by VR Schoolhouse. This system is called Curriculum Tracker and will provide a number of alignment and lesson planning tools. Ultimately the entire curriculum including assessments and activities will be managed utilizing this web based system. This means it will be easy to update and easy to use.

We will be looking for lead teachers who are interested in receiving early training on using the web-based curriculum interface. We plan on using a train the trainer model for implementing this portion. If you would be interested in the early traning and early implementation please let your building principal know.

Teacher Dress

Teachers are expected to dress professionally. Teachers are not to wear jeans or shorts unless it is a work day or unless the principal has designated a special day in which jeans may be worn. You may be asked to donate a dollar to the student or teacher activity fund in return for wearing jeans. Creating a professional atmosphere means that the professional staff is distinguishable from the students in terms of dress. Teachers who spend a substantial portion of their day in physical education may wear clothing appropriate to their assignment as long as it is professional looking. Cases of non-professional dress will be handled by the principal on a case-by-case basis.

Charges and Bills

Teachers are expected to pay all charges and bills at least on a monthly basis. This means that all lunch bills should be paid at least monthly, along with any other charges. The building principal will contact staff members who do not keep their bills current. In the case of consistent delinquency, the amount due may be withheld from your paycheck or your paycheck may be delayed.

Public Relations

Good public relations will enhance the reputation of your program, your student body, and you personally. Work through your building principal to provide positive information for the newspaper and the newsletter.

We also want to know what good things are happening in your classroom. Please let your building principal know of any noteworthy classroom events or of particular students that should be recognized for various reasons. The building principals will be making a weekly report that will include this type of recognition. At times, special recognition will be provided for these events and students via the school board meetings.

The Delta New Citizen is also planning on coming to our campus once a month to collect news stories and photographs.

Community Resources

Administrators are encouraged to use and support the use of community resource, people. Do not, however, allow people from outside the district to present material or information to your students without administrative screening and approval.

Teacher Absences

As soon as it become apparent that you will not be able to report to work, you should contact your building principal to secure a substitute for you. All requests for personal leave must be scheduled in advance through the building principal. Personal leave may not be taken the working day before or the working day after a scheduled school holiday. Teachers are

responsible for leaving clear and complete lesson plans. A current seating chart, grade book, absentee slips and a schedule or classes are required for the substitute.

Please recognize that it is very difficult to secure substitute teachers. We need you to be present in your classroom unless your absence is absolutely necessary. Our students suffer when our teachers are not present in the classroom.

Professional employees may be terminated for excessive absences. Unless authorized by the Board or the superintendent, an employee's absence is considered excessive if it is for a reason not granted as paid or protected leave under Board policy, if it exceeds the number of days allotted by the Board for that particular leave and is not protected by law. Notwithstanding the amount of paid leave accumulated, absences for any reason are considered excessive if they exceed five (5) days a month, 20 days in a semester or 40 days per school year, unless otherwise authorized by law.

Staff members must be present if school is in session during inclement weather or pay will be docked. This includes those residing outside the district.

Sick Leave: Sick leave shall be granted to employees when they are incapacitated because of sickness, injury, or for medical, emergency dental, or emergency optical examination or treatment, or for family illness to the extent that they are prevented from performing their duties. Employees are to schedule regular dental and regular optical appointments after school hours or on Saturdays. Leave under this section shall not exceed eight days per year (including two days of personal business leave). According to board policy, employee absences of more than one day may require documentation such as a doctor's excuse or verification through the school nurse.

Personal Business Leave: Two days of personal business leave shall be granted to employees as a part of the eight days leave for illness in situations which require employees to be absent from their jobs under the following conditions and limitations:

1. The term "personal business" refers to personal business matters that cannot be handled outside of the regular school work day. Some examples are as follows:
 - Court service or subpoenas requiring the employee's presence during work hours.
 - The signing of official legal documents which require the employee's presence during work hours.
 - Death or funerals, that do not fall under the funeral leave policy, necessitating the employee's absence from work.
 - Wedding or graduation for a member of the immediate family.
 - Leave under the FMLA
2. For an absence to be credited under the "personal business" provision, the employee's presence must be required; the personal business must meet the parameters defined above; and it must be impossible to conduct the business either after work hours in the afternoon

or on Saturday. Absence may be allowed by the Superintendent and Principal only upon prior notice. The nature of the personal business does not have to be disclosed, but prior notice is required in order to provide for necessary substitutes. Absences due to personal leave which exceed the number of days per year provided in this section will result in pay deductions at the rate which the days absent bear to the total days employed for the year.

3. No personal business days may be taken the day before or the day after a holiday

Whenever possible, it is expected that requests for leave will be made in writing to the designated administrator at least 48 hours in advance of the time leave is requested. No specific reason for the personal leave must be stated. A request must simply be made with verification that it fits the personal leave policy. The administrator will respond promptly to the employee's written request.

Bereavement (Funeral) Leave: An employee shall be granted up to a maximum of three (3) calendar days of paid funeral leave on the death of a member of his/her immediate family. Immediate family is defined as spouse, son, daughter, mother, father, sister, brother, mother-in-law, father-in-law, step-parents, step-children, grandparents, or grandchildren. To be paid as funeral leave, the leave must be taken within a window that begins two days prior to the funeral and ends two days after the funeral.

Any paid days must:

1. Be scheduled work days.
2. Be within two days immediately preceding the funeral or within two days immediately following the funeral.
3. Include the day of the funeral if it falls on a work day.

Additional consecutive days may be taken from the sick leave allowance if needed. The school district will not reimburse additional days if sick leave days are unavailable.

Professional Development/Inservice Absence: Whenever an employee is out of the classroom for ½ day or more due to a professional development or inservice activity, that employee shall be responsible for completing a Professional Development/Inservice Absence form. This form includes the basic information necessary to properly account for the professional absence and to provide evaluation information to the Professional Development Committee.

After any absence from duty, the employee shall file a certificate indicating the reason for his/her absence and the date in which it occurred. Payroll deductions will be made for any absence not substantiated by a certificate.

Teacher Evaluation

1. All probationary teachers will be evaluated each year during their probationary periods. Each permanent teacher will be evaluated at least once every three years and may be evaluated annually.

2. Each teacher to be evaluated will receive at least one formal scheduled observation and one formal unscheduled observation.
3. Building principals, mentor teachers, and other district administrators will make frequent informal classroom visits.
4. Under normal circumstances, teachers to be recommended for dismissal shall be formally observed at least four times during the year that the dismissal is recommended.
5. The building principal will assume the lead role in the evaluation process and will be responsible for the timely filing of summative evaluations.

The Gideon School District is in the process of developing and adopting a new performance based teacher evaluation system that meets the latest state requirements. The new system will take precedence over the current system once it is adopted.

Snow /Ice Schedule

A schedule has been created for calling our staff members in case classes are cancelled due to snow or ice. Please check the schedule to make certain that your telephone number is correct. Attempts will be made to notify the following radio and television stations in case of school dismissal: TV 12—KFVS--Cape, TV 8—KAIT--Jonesboro, Zimmer Radio—92.7 FM--Sikeston, KBOA—98.9 FM—Kennett, KJEZ—94.5 FM--Poplar Bluff, KDEX—102 FM—Dexter.

Medical Concerns/Visits to the Nurse

Students bringing medications to school should bring them to the nurse's office or the principal's office. The school nurse is not authorized to give aspirin, Tylenol, or any other pain relievers without written permission from parents or guardians.

The nurse will distribute a list of chronic and/or serious medical problems at the beginning of the school year. Please take note so that you will be prepared should a medical emergency arise when students are under your supervision.

If a student becomes extremely ill, alert the office. Do not leave students unattended in the classroom. Should an emergency arise, students will look to your guidance. If you remain composed, they are less likely to panic.

Use discretion in allowing students to go see the nurse. Students should only be allowed out of class to go to the nurse if the situation demands immediate attention. Otherwise, students should be encouraged to see the nurse during their lunch period. High school students are to always go through the office prior to seeing the nurse.

Teacher Mailboxes

Teachers should check their mailboxes each morning and afternoon. All correspondence will be placed in your mailbox. Any correspondence through the mail or through the office that is urgent will be brought to your room. Before teachers place anything in the mailboxes, the principal needs to clear it first.

Teacher's Lounge

Please keep the lounge clean and in an orderly manner. Coffee and sodas need to remain in the lounge and should not be taken to the classroom when students are present. Try to set a good example for our students. **Also, students are not allowed in the teacher's lounge, do not send students to get you coffee, sodas, etc.**

Fund Raising

Classes, school organizations, and extracurricular groups are not allowed to conduct fund raisers except at the annual Labor Day event. During the school year fund raising activities are reserved for the Senior Class to raise money for the Senior Trip and for the Junior Class to raise money for the Prom.

Chain of Command

Teachers and staff are expected to adhere to the chain of command in their dealings with students, parents, or other staff members. If you have a concern about anything pertaining to this school, please discuss this with the building principal before you see the superintendent. If the problem cannot be resolved, it will be forwarded to the superintendent. Please feel free to come by the principal's office with any thoughts or concerns. We believe we can have a close working relationship. We will strive to be fair and consistent in every manner.

Remember that educational records and student specific information are confidential. This information may only be shared with the parent or guardian of the particular student. Do NOT discuss specific information about a student with someone other than the student's parent or guardian. You may share any specific student information with staff members who have a job related need to know the information. Under no circumstances should you make diagnostic judgments about a student to a parent. If you are questioned about the progress of a referral, you should direct the individual to the building principal.

We want the best for everyone concerned. If you feel change is needed, please do it in the appropriate manner. Go to the appropriate building administrator to resolve any situation.

Windows

If you open windows, please make sure they are shut and locked, and close the blinds at the end of each day. Also, please turn out all lights as well. Please do not allow students to "peek" through the blinds or bend the blinds.

Teacher/Parent Correspondence

All correspondence going home **must** be reviewed and approved by the principal. Any memo or letter to parents will need to be copied and filed in the office for future reference (if needed).

Communicating Course Expectations

Communication between teacher, parent, and student is essential for an effective learning environment. In order for a student to meet the performance standards, outcomes, or objectives for a course, we must clearly communicate our expectations to him/her. If parents are to become allies in education, they too need to know what is expected. Thus, teachers at Gideon High School are expected to inform students and parents concerning course outcomes/objectives, assessment methods, and expected performance standards *prior* to instruction. This should be done multiple times during the year, at appropriate times during the year, and should be in a form that can readily be understood.

At the beginning of a course, teachers are expected to distribute a course overview to the students. This overview should list the major course outcomes/objectives. Furthermore, the overview should describe the assessment methods that will be used in the course and detail the expected performance standards. Performance standards should briefly indicate how student work will be judged and what the expected level of performance is. The course overview should contain a sign-off sheet for the parents to return when they have reviewed the overview. A copy of the course overview that is sent home to parents should be provided to your building principal.

At the beginning of each unit, students need to be specifically informed concerning the course outcomes pertaining to that unit. Information about the unit assessment and expected performance standards should also be shared. Preferably, this should be done in writing.

At the beginning of each unit, parents need to be specifically informed concerning the unit outcomes. In addition, parents should be made aware of the types of assessments that will be used within the unit. A reminder of performance standards would also be appropriate. This should be in a written form that is readily understandable. It is suggested that this be accomplished by preparing a “parent letter” for each unit. The “parent letter” could include the unit outcomes, student expectations, and any other information that might be of interest to parents.

At the beginning of each lesson, teachers need to inform the students of the expected outcomes/objectives. Where appropriate, students should be reminded of the assessments and the performance standards.

Special Activities

All activities must be approved by the building principal and placed on the approved school calendar. Activities not approved or assigned to the school calendar will be subject to cancellation due to conflicts in schedules. All activity scheduling should be completed through the building office. This includes any summer activities.

Scheduling Media Centers & Computer Labs

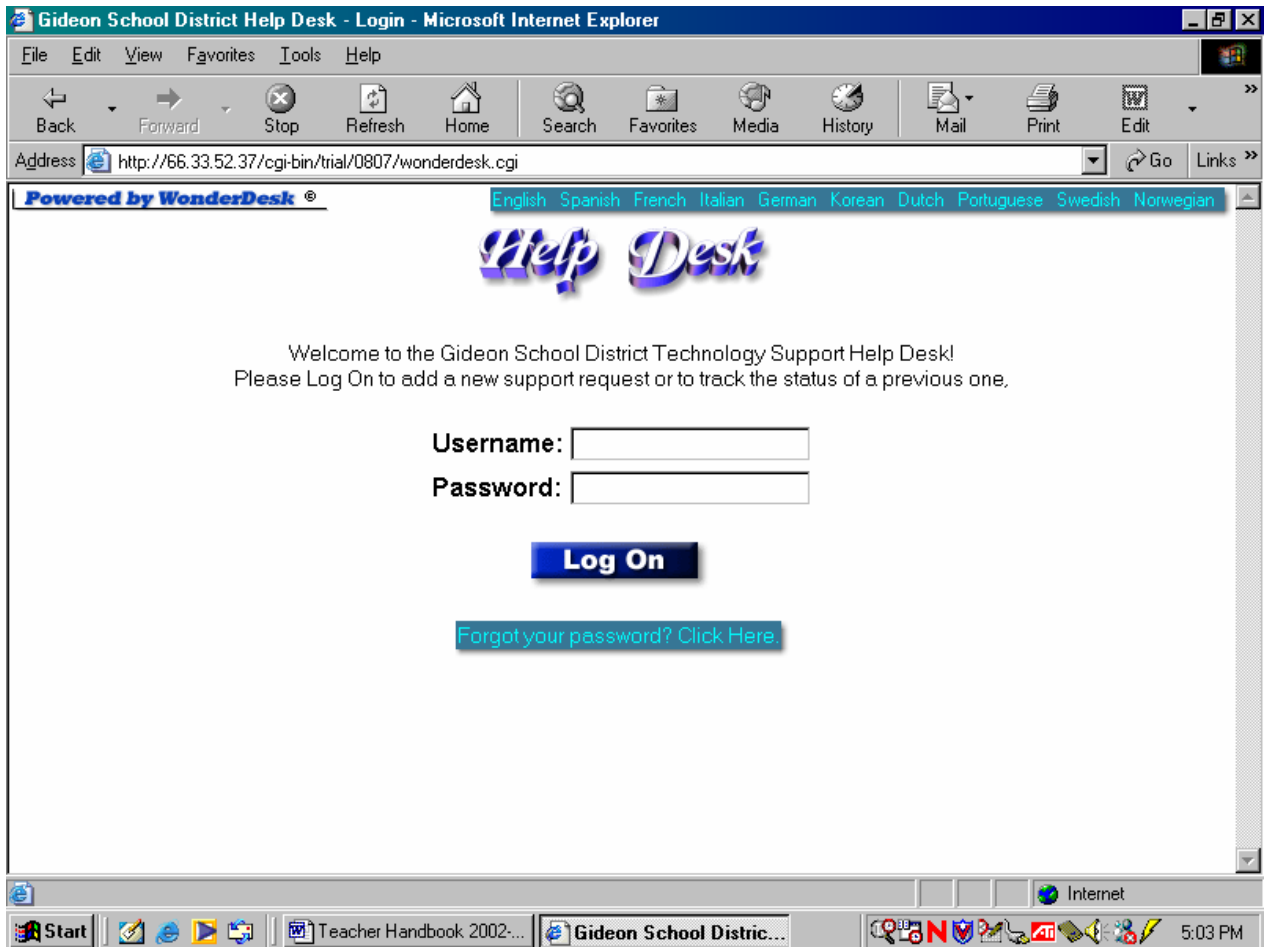
In order to prevent conflicts in use of the media centers and computer labs, you must schedule your class time in advance. Either a paper scheduling system or an electronic system will be available.

Technology Support

In order to provide the most efficient means of providing technical support to staff and students, we have implemented a web-based technology support and help desk. This system is available as a link from the Gideon School District home page. The system will allow you to log in and report any technology related problem. It will then allow us to assign the problem to an individual and provide email updates to you concerning the status of the problem report. You will also be able to update your problem report with new information if it becomes available. This will help us handle technical problems in the most efficient and expedient manner possible.

You should use the link on the Gideon School District Home page to access the Main Technology Support Page. We will be implementing an enhanced support system beginning this year so some of the problem reporting screens will be different.

If you need assistance with your username or password, please contact the technology department.



The main Log On screen provides a place for you to type your username and your password. Then you should click on the Log On button to log onto the help desk. You must log on before you will be able to submit a technical problem. If you forget your password, you can request that it be emailed to you from this screen.

The screenshot shows a web browser window titled "Gideon School District Help Desk - Add a New Call - Microsoft Internet Explorer". The address bar contains the URL: `2.37/cgi-bin/trial/0807/wonderdesk.cgi?db=default&uid=test.102875670754489&from=%&language=english&wdauth=%add_form=1`. The main content area displays the "Help Desk" logo and the heading "Add a New Call". Below this is a form with the following fields:

- Name:** Gideon Test
- E-mail Address:** davidh72@hotmail.com
- Website:** http://
- Example URL: (If applicable):** http://
- Category:** Pick a Category (dropdown menu)
- Subject:**
- Description:** (text area)
- Emergency:** This is an emergency

A blue "Submit" button is located below the form. At the bottom of the page, there is a navigation bar with links: [FAQ](#), [Add New Call](#), [List All](#), [Modify Contact Info](#), [List Closed](#), [Change Password](#), and [Log Off](#). The Windows taskbar at the bottom shows the Start button, several open applications, and the system clock displaying 5:13 PM.

After logging in you will see the “Add a New Call” screen. This is where you notify the help desk of your technology problem.

Only four steps are required to submit a problem:

- On the Category line open the drop down selection box by clicking on the down arrow. Select the general category under which your support request best fits.
- Then enter a descriptive subject for your support request. This is the subject that will show up in email relating to this problem.
- In the Description box please enter a description of the problem. Be as specific as possible including the equipment involved and as much detail about what the problem is and when it occurs as possible.
- Then you should click on the submit button.

The menu at the bottom of the page provides the following options for moving around in the help system:

- FAQ—takes you to the Frequently Asked Question Listings.
- Add New Call—Select this option to start a new support request.
- List All—This option will list all of the support requests that you have submitted.
- Modify Contact Info—Select this option to change your contact information.
- List Closed—This option lists all of the support requests that you have submitted that have been finalized and closed.
- Change Password—This option will allow you to change your password.
- Log Off—This option will log you off of the help desk.

Email

The Gideon School District utilizes a web-based email system. This provides access to your email from any Internet capable computer. There is a link to our web-based email from the district home page. All teachers are assigned a district email account. Email will be utilized as one of the primary means of communication within the district. You are expected to check your email on a daily basis. You will be responsible for information communicated via email.

Our email system is IMAP compatible. This means you can use our email system with other email clients such as Microsoft Outlook and Microsoft Outlook Express. If set up properly, your folder scheme should follow through to each client.

Our email system uses a virus scanning program to scan incoming and outgoing emails for viruses. If a virus is found on incoming email, the email will be deleted. If a virus is found on an outgoing email, the email will not be sent. This is an added layer of security against viruses but it does not guarantee that no viruses will get through. We update our anti-virus software regularly but it is possible that a new virus might attempt to infiltrate our system between updates. Thus you should continue to be cautious with email and always make sure the virus protection on your computer is updated and operational.

In addition, we utilize a variety of filters on our email system. We are currently using an automated spam system to reduce unsolicited commercial email. One of your folders should be a “Spam” folder. All suspected spam email will be tagged with the word “Spam” in the subject line and placed in this folder. The system is automatically set to delete anything in the Spam folder that is more than three days old. We also use a content filter that will delete email with certain attachments. Deleted attachments include those with the following extensions: exe, com, scr, dll, and bat. These types of attachments can be used to carry virus infected files. This is one added layer of virus protection for our system.

If you join any email listserves, please make sure you sign off of those lists over the summer unless you plan on checking email regularly over the summer. Also, be sure to you delete unneeded email messages rather than allowing them to accumulate in your main email folder.

Be aware that email attachments are a primary means of spreading new computer viruses. You should never open an email attachment unless you know the person who sent the attachment **AND** you were expecting the attachment. Some new computer viruses will go into a persons address book and replicate the virus by sending it to everyone in the individual's address book. Thus, you could receive an email from someone you know that could still be infected with a virus. The very best defense is to make sure the virus protection software on your computer is up to date and running.

Internet Filtering

Effective July 1, 2002 the Children's Internet Protection Act (CIPA) required that all school districts receiving federal fund have Internet Filtering in place. Internet filtering is in place through our firewall. This does not guarantee that students cannot get to inappropriate sites. New sites come online regularly. Teacher's still have a responsibility to monitor student use of the computers and make sure that students do not visit inappropriate sites. The very best method of insuring that students do not visit inappropriate sites is for good teacher monitoring when students are using the Internet. If someone attempts to visit a blocked site they will receive a message stating that the site has been blocked by Sonic Wall. If there is a legitimate reason to visit the site we can provide a username and password to allow you to temporarily bypass the filtering.

Announcements

Please read the announcements to the students. This is the only way we have of distributing information to the student body. We will try to have them to you by second period. If you wish to place information on the announcements, you must do so before 8:00 a.m. Condense them as much as possible. Other pertinent information will be read over the intercom the seventh period of the day. We will try our best to keep from interrupting your class at other times of the day. It is our goal to begin posting announcements on our web site sometime during the current school year.

Assemblies

Teachers are expected to attend all regular assemblies and to assist in the supervision of the students. Only those teachers having their planning periods during assemblies or who have other assigned duties are excused from attending. Periodically we will be scheduling assemblies for specific groups of students to provide teachers with some time to work collaboratively on school improvement issues. When those assemblies are scheduled, the teachers who are scheduled to work on school improvement issues should move to their work area as quickly as possible and accomplish as much as possible on the task at hand.

Grade Book

Always record plenty of observations and grades. Do not base a student's grade on two or three tests. All teachers will be expected to utilize the electronic grade book. Our electronic gradebook makes it possible to submit grades directly to the office. Parents will also be able to view grade book information about their particular student. If you need assistance in mastering the advanced

functions of your gradebook, please notify Susan West and we will work on arranging training. When you use the electronic grade book, you do not have to keep grades in your regular grade book. A regularly printed copy from the computer will be sufficient. Have records to substantiate your grades and comments. We get several calls concerning grades and it is very difficult to support when there is nothing recorded in the grade books. You should begin entering data into the electronic gradebook from the very beginning of the school year. If a student changes classes, the gradebook rosters can be updated automatically.

Admit Slips

Admit slips will be issued to those students who check in after school has started. When students enter your class late, they should be counted tardy, unless they are excused by the office. After first hour, do not send students to the office for tardy slips. Document tardies in your attendance book, and send a tardy report to the office. Please follow this procedure to maintain consistency among staff and to keep students in the classrooms rather than in the office and hallways.

Admit slips will indicate whether the absence is excused or unexcused. Students who have unexcused absences will be expected to make up missed work, but they will receive no credit for the work. Students who have been absent should not be allowed back into class without an admit slip.

Purchasing Procedures

Staff members are not to purchase items without the knowledge and approval of the building principal and central office. Purchase orders should indicate exact or estimated costs and should be secured prior to the commitment to purchase. No purchase by a staff member is to be made without a purchase order number. You are not to order items "on approval" unless it has been approved and a purchase order has been secured prior to placing the order. Purchase orders must be approved by the building office and by the central office before they can be printed. This process takes some time. Do not expect to be able to walk into the office, request a PO, and walk out with the PO. Financial commitments made by a teacher without proper authorization are the responsibility of the teacher.

Teacher requisitions are utilized to begin the purchasing process. Since we are on a computerized purchase order system, it is extremely important for your requisitions to be completed accurately and completely. We are currently using a paper requisition process, but we hope to move to an "intranet" based requisition process in the near future. Please be aware that requisitions not completed appropriately will not be processed. Make sure you are using a current catalog.

Procedures:

1. Secure the appropriate Teacher's Requisition form from your building office. The form should be the latest one available.
2. Fill out the information at the top of the form. A separate form should be used for each of the following categories:

- Supplies consist of consumable materials, instructional materials, resource materials, models, demonstration items, classroom items, etc.
- Technology needs include ink jet cartridges, laser printer cartridges, laser printer cartridges, software, cables, etc.
- Textbooks would include any type of classroom sets of printed materials. This would include standard textbooks, workbook requests, classroom literature set requests, etc.
- Instructional equipment would include computers, printers, monitors, cd-rom units, carts, overheads, tape players, etc.

Make sure you include the school year for which the request is being made, and list your name and the grade or courses for which the request is being made.

3. Provide complete information for the company. This includes the company name, mailing address, fax number, and telephone number. If the request is for a specific grant or special program, please list that program in the appropriate place.
4. Fill in the quantity, catalog number, description, unit price, total cost, and page number for each item ordered.
5. You must include a postage and handling amount. This is usually provided in the catalog or you may have to call the company to find out what the charges will be. Do not just add on an "estimate" for postage and handling.
6. If the order needs to be held or if you have other special instructions, make sure you include them in the comments section of the requisition.
7. If you have items that are a priority, please place a star by those items. They will be given priority consideration if funding is not sufficient to fill all requests.
8. Turn in the requisition to your building office. They will be reviewed by the building principal with final approval coming from the superintendent.

Note: During the school year, if you need to purchase any items at all for any class or activity you must always follow the above procedures. If you make a purchase without following proper procedures, you may have to pay for the purchase yourself.

Invoices and Receipt of Goods

After a purchase order is approved, the goods will either be ordered or you will pick them up. Before the district can pay for the goods, we have to have verification that they have been received. Whenever you receive goods, you **MUST** okay the invoice or purchase receipt and return it to your building office. Your okay means that the items have been received and are correct. This provides us with the authorization to pay. We have no way of knowing that the goods have been received unless you follow through with this process.

In the past, we have had difficulty getting invoices and purchase receipts back from the classroom. In some cases we have lost grant money because someone did not let us know it was okay to pay a particular invoice. This needs to be a priority! Anytime you receive goods you should expect to send something back to the office indicating that you have received them. If they are purchased locally, then your sales receipt will be sufficient. If they were ordered, then an approved invoice is sufficient. If you are negligent in notifying your office that the goods have been received and the invoice is okay to pay we may have to restrict orders in the future.

Payroll

Payroll checks are issued on the 15th of the month or the last working day closest to the 15th. The School District offers employees the convenience of direct deposit of payroll. Direct deposit payroll will be scheduled to be in the employees bank account one day prior to the date that written payroll checks are released. Since employees have the option of direct deposit, no written payroll checks will be released early. Employees hired after August 1, 2002 will be required to participate in the direct deposit program.

Payroll Schedule for 2003-2004

Payroll Period Ends	Direct Deposit Scheduled	Checks Released
July 4, 2003	July 14, 2003	July 15, 2003
August 4, 2003	August 14, 2003	August 15, 2003
September 2, 2003	September 12, 2003	September 15, 2003
October 2, 2003	October 14, 2003	October 15, 2003
October 31, 2003	November 13, 2003	November 14, 2003
December 1, 2003	December 12, 2003	December 15, 2003
December 31, 2003	January 14, 2004	January 15, 2004
January 29, 2004	February 12, 2004	February 13, 2004
February 27, 2004	March 12, 2004	March 13, 2004
March 30, 2004	April 14, 2004	April 15, 2004
April 29, 2004	May 13, 2004	May 14, 2004
May 31, 2004	June 14, 2004	June 15, 2004
June 30, 2004	July 14, 2004	July 15, 2004
July 30, 2004	August 12, 2004	August 13, 2004

Professional Development Expenses

From time to time you may be involved in professional development activities for which you must drive or be away from home overnight. If you drive, you may be reimbursed for mileage for the MOST DIRECT route to your destination. You may drive any route you wish, but please only request reimbursement for the most direct route. If multiple individuals are attending the same inservice, mileage will only be paid for one vehicle. You should get together and decide who will drive and who will turn in the mileage.

In general, the following guidelines should be followed when requesting reimbursement without a receipt on the following basis. Breakfast will be reimbursed up to \$6.00. Lunch will be

reimbursed up to \$7.00. Supper will be reimbursed up to \$12.00. If a meal is provided with the inservice or a conference you are expected to take advantage of that meal and not request reimbursement for a meal someplace else.

When booking hotel rooms, always request "DIRECT BILLING" for the cost of the hotel room. To do this, call the hotel reservations department and make reservations for the nights you will be staying. Mention the name of the conference since they will sometimes have a special rate assigned to you. If you will check in after 4:00 p.m., always ask the reservation to be guaranteed. Request a confirmation number for the reservation and write it down for reference. Tell the person you are requesting Direct Billing on a school purchase order. Most hotels will agree to do this. They may transfer you to the accounting department for more instructions. If they agree to direct bill the school, fax or mail a copy of the purchase order and sales tax exempt letter to the hotel with Attn: ____ (person you talked with) and the confirmation number of the Purchase Order. Always write the dates you are staying, how many nights, names of the persons in the room, and the name of the conference attended.

Upon arrival, show the purchase order and tax exempt letter when checking in.

IF THE HOTEL WILL NOT DIRECT BILL: Use the school credit card to make the reservation. Check with either principal for school credit card information. Mark confirmation number and note "Charged to school's Mastercard" on the purchase order. Upon arrival--show the confirmation number and the tax exempt letter when checking in.

It is necessary that you follow all steps mentioned above in order to have a smooth billing process. It is very time intensive to try to track down incorrect billings after the fact. If you have any questions, please check with the superintendent's office BEFORE making reservations.

Health Benefits

The Gideon School District pays the cost of health insurance for full time employees. Health Insurance rates have increased dramatically over the past three years and this is a growing concern. Health insurance benefits make up a substantial portion of our employment costs. Please use your benefits wisely.

Our health insurance carrier for the 2003-2004 school year will be Blue Cross Blue Shield of Missouri through the Missouri Educator's Health Plan. Our medical benefits utilize a PPO network with a \$1,000 deductible; 90/70 coinsurance, 3 tier prescription drug card, and \$20 office visit copay with preferred providers.

You can access benefit information for our district by going to <http://www.ftj.com/moed> and select "View your benefits and rates" from the "Already one of our District Clients?" section. Click on the down arrow in the "School District" drop down box and select Gideon 37 from the drop down menu. You will use bulldogs as the password. The first time you use the site you will have to create a user login. Then you will be able to access your personal information. If you want to establish an online account to view information about your individual benefits you will need to contact Jacque Crafton to receive an ID# and a PIN number. Using this information you

will be able to create your own User Name and Password. A brochure detailing this process is available through the district office. An online demonstration account is available using the User Name demothree and the Password sample.

On this site you can access:

- Benefit and rate information for your medical plan
- Current PPO Provider Directories
- Generic and Preferred Brand Name Drug lists
- Member Services Information
- Frequently used forms and applications
- MSTA sponsored Plans
- Other information

Grant Writing

The Gideon School District wants to encourage teachers to write competitive grants. This often provides a unique opportunity for teachers to gain extra resources for their classroom or for the school.

The district offers a \$100 stipend to any certified staff that writes and submits a competitive grant. The stipend will be paid whether or not the grant is approved. The following conditions apply to the payment of the stipend.

- The grant must be competitive in nature. (It cannot be an entitlement grant.)
- The grant concept must have prior approval of the building principal.
- The grant must address student achievement or an established local professional development need.
- The grant writing must meet all local deadlines established by administration.
- The grant must be reviewed locally and improvement suggestions should be implemented.
- The grant must meet the minimum requirements of the grant program (it cannot be rejected as being non-responsive.)
- The grant must be ready to mail at least five business days prior to the deadline.
- The value of the grant must be greater than \$1000.00.
- Anticipate district funding for the district match must be no greater than 10%.
- The stipend will be paid to the main grant writer.
- Only one stipend per grant will be paid.

Many of the state grant programs have been suspended but there are still some opportunities available. There are many federal and private competitive grants that would qualify. If you have questions as to whether a particular grant would qualify you for a stipend, please contact your building principal prior to starting work on the grant.

Duty

Specific duty assignments have been made for before school and at lunchtime. All faculty who are assigned duty will be expected to be in the appropriate area and on time. If for some reason

you are unable to be at your duty post, arrangements should be made to exchange times with another staff member. Teachers on duty should be in their area by 7:50 a.m. If you see a student behaving inappropriately outside your class, take measures to correct his/her behavior. You may correct them yourself, or send them to the office.

Duty teachers should always eat their lunches in the cafeteria and move around among the students as much as possible. Teachers on lunch duty should make periodic checks of the cafeteria restrooms. Teachers should encourage and require students to leave the tables clean. Hallways are closed during lunch and students should not be allowed to enter the main building.

Hallway Supervision

It is important for all students to be supervised at all times going to and from all classes, as we are responsible for all students, whether in our class or on duty. All teachers are to stand outside their classroom doors between classes. Immediately correct any unsuitable behaviors. Teachers should also be at their doors at the end of the school day when students are dismissed until the halls are cleared. Please stand by your classroom and do not go down and visit at another teacher's door, go to the teacher's lounge for a soda, etc. You are responsible for your students. Do not leave your room, for any reason, unless an emergency arises. If so, inform a nearby teacher or the building principal.

Classroom Appearance

You are responsible for the appearance of your room. Inform the principal if it is not being cleaned properly at night. The fact that it is cleaned at night does not remove the responsibility of keeping the room neat and orderly during the day. Please do not allow student desks to touch the walls. Check student desks daily for writing. **DO NOT PLACE ANY TAPE/ADHESIVES ON WALLS, CABINETS, OR DOORS.**

It is the district's intention to adequately furnish your classroom. Therefore, it is generally unacceptable for you to bring outside furnishings into your classroom. This includes microwaves, refrigerators, area rugs, etc. If you have a special need, discuss this need with your building principal.

Homework/Class Assignments

All homework should be meaningful and provide reinforcement for material covered in the classroom as well as provide enrichment. All assignments should be kept at reasonable amounts. Be certain to put all assignments on the Homework Hotline and on the Web for student/parent reference. If you are not going to count an assignment as a grade, do not give it! We need to hold high expectations for students. Demand that students adequately complete homework assignments. Work with your building principal and counselor to deal with students who do not complete homework. If this persists, parents are to be notified. The student may also be referred to the principal for possible eighth hours or recess detention.

Special Education Procedures

All teachers should follow the correct procedures for special education students. Please realize that the special education process is lengthy and time consuming. When a teacher suspects a problem with a student, he/she should follow the procedure below:

1. Request a Special Education packet, which contains a Pre-Referral checklist. The teacher must complete this checklist. A specific set of Alternative Intervention Strategies will be developed from this pre-referral checklist.
2. The teacher will be given a list of Alternative Intervention Strategies (AIS). The teacher must try the given strategies for a period of 4-6 weeks. If the Alternative Intervention Strategies are not successful, the student will be further evaluated.
3. A screening will be completed to investigate the problem and check the need for further testing.
4. The parents/guardians of the student will be notified of the problem and asked to attend an evaluation-planning meeting. They will also be asked to sign consent for evaluation.
5. The Special Education staff has forty-five days to complete the testing and to write an evaluation summary.
6. The parents will be notified of the results and asked to help formulate an Individual Education Plan (IEP). The Special Education staff has an additional thirty days to formulate an IEP.
7. Finally the student will be placed and served with the appropriate services.

Important things to remember about Special Education:

- ✓ Do not discuss Special Education issues with a parent before you have talked with the special education coordinator or an administrator.
- ✓ Always look at your handbook to refer to the special education process.
- ✓ Be Patient.
- ✓ Feel free to contact your special education coordinator at any time about a student or the progress of a student's paperwork.

District Technology

Access to district technology is a privilege and is intended to be utilized to facilitate student learning. With this privilege comes responsibility. District usage agreements are in all student handbooks and on the district Internet site. The district Internet usage agreement also applies to all students, district employees, and patrons who use Gideon School District technology resources.

By using the Gideon School District network system an individual is agreeing to abide by the "Gideon School District Internet and Network Usage Agreement". The district reserves the right to add to or modify this policy at any time. Should an individual violate any portion of this agreement, all network and Internet privileges may be revoked. In addition inappropriate or illegal use of network facilities may result in civil or criminal lawsuits. Parents and/or guardians may be held accountable for inappropriate use by their child.

Students and patrons failing to abide by the guidelines in the agreement will be subject to disciplinary action as outlined in below:

- 1st offence: Network privileges taken away for a term of 30 days
- 2nd offence: Network privileges taken away for a term of one semester
- 3rd offence: Network privileges may be revoked indefinitely

Additional disciplinary actions may be taken by the principal if deemed necessary.

District employees who violate the “Gideon School District Internet and Network Usage Agreement” will receive a warning upon their first violation. A second violation may result in a written reprimand. A third violation may result in dismissal of the employee. Using network facilities for illegal activities may result in immediate dismissal of the employee.

Smoking And Tobacco Use

In compliance with Missouri State Statutes, no person shall smoke or otherwise use tobacco or tobacco products in any indoor area of a student occupant facility of the Gideon No. 37 School District. Smoking or tobacco use in school buildings under the jurisdiction of the Board of Education of the School District of Gideon shall be prohibited. No smoking or tobacco use shall be allowed in offices, classrooms, auditoriums, student cafeterias, corridors, gymnasiums, teacher’s lounges, lavatories, libraries, or any other building or room where students assemble. Furthermore, no smoking or tobacco use shall be allowed on busses used to transport students to or from school or to transport students to or from any school activity.

Students are not permitted to smoke or otherwise use tobacco on school property, on school buses, or at any school sponsored event.

Furthermore, school employees are not permitted to smoke or otherwise use tobacco when in the presence of students at any school sponsored activity or event.

The Board of Education of the School District of Gideon believes that it is the right of the nonsmoker to breathe clean air. The Board of Education also believes that tobacco smoke in a school building denies students access to clean air, introduces a substantial health hazard to those students, and interferes with learning.

School Improvement Issues

Our district is in the second year of Title I school improvement because our High School students have not met Adequate Yearly Progress for three years in a row. During the second year of school improvement, buildings must continue to offer school choice (except where there is no building in the district at the same level that is not also in school improvement) and must continue to implement their revised building Comprehensive School Improvement Plan to meet the requirements of No Child Left Behind, and must offer supplemental educational services to parents that request this. The school improvement process requires the implementation of research-based instructional strategies in reading/communications arts and math. These are the same requirements that must be met for school-wide Title I programs. Our instruction must

include practices and strategies that will allow ALL subgroups of students (major racial and ethnic groups, economically disadvantaged/free-reduced lunch students, students with disabilities, and students with limited English proficiency) in the building to read and do math on grade level by 2014. At least 10% of the Title I allocation must be utilized for high-quality professional development for teachers and principals that directly addresses research-based instruction in reading/communication arts and math and is provided in a manner that allows for optimum participation of ALL teachers and administrators. We must establish specific annual objectives in reading/communication arts and math that allow ALL children to be working at grade level by 2014. We must implement strategies to promote effective parental involvement. We must address opportunities for extended learning activities before school, after school, and summer school for preschool-age children. And we must design and implement a teacher mentoring program that addresses all teachers.

As we have seen during the past year being in school improvement is not necessarily a bad thing. Even though the requirements focus on math and communication arts, ALL areas must be considered in school improvement. During the 2002-2003 school year we began a comprehensive professional development focus that had three components. Those three components included an instructional portion that focused on the Marzano strategies, a social portion that will focus on the Ruby Payne strategies for dealing with children who are in poverty, and a professional growth portion that will focus on developing Professional Learning Communities in which we will all look at student work and how to improve student work. This is a long term process to which we are committed district-wide. As we continue our discussions there will be changes in what we do and how we do it but our focus will be on improving student achievement for all of our students.

STUDENT DISCIPLINE ISSUES

Classroom Discipline

Discipline plays an important part in classroom management and procedures. You, as a teacher, will only be as successful as your classroom procedures allow you to be. If you cannot handle your students, you will not be effective as a classroom teacher. Discipline and the handling of students are very important during the entire year, but it is *essential* during the first few months of the school year. It is much easier to relax the classroom situation than it is to tighten it up.

Administrative Goal

It is our goal to support your classroom discipline to the fullest. Yet, we are not at liberty to punish students for what we think they did. You must have witnessed the incident, the student must confess, or there must be a preponderance of evidence as determined by the principal. Also, students will not be punished if they are left unsupervised unless it is an incident of major proportion or a flagrant violation of known rules. See the section on sending students to the office for more guidance and expectations concerning student discipline.

Problem Students

You are requested to handle disciplinary cases to the extent that you think you are capable.

The following steps need to be taken to insure that students are disciplined accordingly:

1. Keep accurate records (documentation) to ensure your discipline case against a student. Note the nature of the problem, dates, and steps you have taken to correct the situation.
2. Make students aware of the steps you are taking and why you are keeping records of their activity.
3. Contact parents concerning problems you are having with their children. This is usually the best line of defense that we have against student misconduct. Don't be afraid to pick up the phone, this will pay large dividends for you.

Students should be sent to the office immediately for the following problems:

- Alcohol or drug situations,
- Dangerous items situations,
- Tobacco violations,
- Serious fighting (punches being thrown, injuries occurring),
- Disrespect or insubordination toward teachers,
- Threats toward teachers, and
- Striking school personnel.

Food in Class

Students are not allowed to have food or drinks in class. Students are not allowed to purchase sodas inbetween classes or at recess.

Student Dress Code

1. Students shall wear adequate modest clothing of such style and design as shall be consistent with community standards as determined by the principal.
2. Students shall maintain clothing and person in a hygienic condition. (Hair and skin must be kept clean. Hair shall be combed and well groomed. No unnatural hair colors such as blue, green, orange, purple, etc. will be allowed).
3. Students shall wear shoes for foot protection and hygienic reasons while on school grounds or aboard school transportation. Sandals are acceptable.
4. Decoration, symbols, mottoes, or designs imprinted or attached to the body or clothing which are offensive to good taste or the maintenance or good decorum, shall not be worn to school or to school functions. (Examples- drug or alcohol symbols, ethnic slurs, off-color slogans or statement. No Big Johnson, Co-ed Naked, etc. t-shirts.
5. Bare midriff costumes, shirts, or blouses, tops with narrow straps, and see-through clothing are not appropriate wearing apparel for either boys or girls.

6. All shorts must be hemmed. Shorts must be mid-thigh and no more than 5” above the knee with no slits, unless the top of the slit is below mid-thigh. Shorts may not sag. The first time a student wears saggy pants that are obviously too big, send them to the building principal for a warning. The second time, they are to be sent home to change.
7. No spandex biking shorts or see-through mesh shorts will be allowed.
8. Due to safety concerns, baggy clothing will not be allowed. Absolutely no sagging!
9. The wearing of shorts will be left to the discretion of the principal and will be a reasonable decision.
10. Tank tops may only be worn over or under t-shirts.

Teachers are expected to help enforce the dress code. If students violate the dress code, they should be sent to the principal. Warnings will be issued the first time. However, the second and succeeding times, students will be sent home to change clothes.

Parking Lots

Students are not to be on the parking lots or in their cars during the school day. Student vehicles are to remain locked during the school day. Students who ride bicycles are not to leave campus until after the busses leave.

Parent Involvement and Notification

We need to develop the support of parents. Parents can be strong allies in the schooling process. Yet, too often the first contact a parent has from a teacher is in a negative situation. We need to work on changing this. Teachers are expected to provide numerous positive contacts with parents. Teachers should provide positive feedback to parents and should compliment students when they do well. In this manner, parent contact will not become totally negative events. When there are problems, parents should be the first line of contact. It is a simply matter to call the parent before the student gets home and simply say “Ms so and so... we had a little incident in class today with Johnny... Johnny did thus and so and I’m sure that you really don’t want him acting that way.” In most cases, the parent will agree and you will have them on your side. If such contact prove ineffective, then it is appropriate to contact the building principal for assistance in correcting the problem or issue.

Due Process

Providing each student due process is very important. Be sure you implement this in your classroom. Notify students of what they have done, give them an opportunity to state their side of the story, and then assign appropriate penalties.

Assigning Reports for Disciplinary Action

Please make disciplinary report-writing assignments constructive. When assigning reports or writing for discipline purposes, please send a disciplinary report to the office. (We eventually hope to be able to do disciplinary reports online.)

Do not double assignments when students fail to produce assigned reports or writing assignments, refer these instances to the office for possible 8th hours or AEC assignment. The building principal has the option of assigning a student to AEC until the writing assignment is finished. Let the punishment fit the offense.

Alternative Education Classroom

An Alternative Education Classroom (AEC) is available for all grades, although it is primarily intended for students in grades four through twelve. **Only the building principal or another administrator may place students in AEC. The role of the teacher is to refer. A teacher cannot place a student in AEC.** If you feel a student should be placed in AEC, you must refer them to the building principal. Do not tell a student that they are going to AEC and do not suggest to a student that the principal WILL assign AEC. This will be entirely at the discretion of the principal.

Sending Students to the Office

Your building administrators are more than happy at any time to assist you with any discipline problems. However, by the time you bring a student to the office, it is expected that you have exhausted other possibilities. There should be reasonable cause for you to have the student in the office. Please take care of all trivial problems. On the other hand, for any problem of significance, by all means, send the student to the office immediately! Teachers, please do not threaten to send a student home, to AEC, or to the office to be paddled for misbehavior. This will be the principal's decision only. Complete a discipline referral form and send it to the office. Please do not suggest to a student that the principal will carry out a specific punishment. If the nature of the problem does not enable you to do this, call the office or come with the student. Once a student has been sent to the office, the principal will determine what disciplinary action will be taken.

Student Handbook

All students will receive a copy of the Student Handbook. On the first day of school, teachers will need to go over the Student Handbook with the students, page by page. Students need to be told that they are responsible for following the rules in the handbook. Each student must sign to ensure that they have gone over the handbook and will obey the rules as stated.

Classroom Rules

Classroom rules are important. Our ultimate goal is to have a single set of relatively simple rules for each building. Until we reach that point, each teacher must establish a relatively simple list of

classroom rules and then submit a copy to the office. We will keep them on file in our office as well as in the central office. The classroom rules will also need to be sent home for parents and each student to sign.

Classroom Control

You cannot teach students unless you have their attention. This does not mean that your classroom must always be quiet and in order for learning to take place. However, it does mean that you, as a teacher, must have control of any activity that is taking place.

Respect

Remember that our students are human beings; they deserve respect. Do not call students names, run them down, or humiliate them in front of their peers. Do not back a student into a corner. In most cases, if students are treated in a respectful manner, they will respond accordingly.

Disruptive Students

Do not allow a few students to interfere with the education of the majority. It is up to the individual teacher what manner he/she wishes to handle disruptive students. If a student has a poor attitude, and you are spending a large amount of time dealing with him/her instead of teaching, then that student is interrupting the educational process. This will not be tolerated. Do not allow students to make you miserable in your classroom.

The following unacceptable behaviors will not be tolerated:

- Insubordination: If you make a reasonable request of a student and he/she refuses, send or bring that student to the office immediately.
- Disrespect: If a student says or does something that would potentially cause the teacher to lose the respect of other students, the student is guilty of disrespect. Disrespect could be calling the teacher an inappropriate name, cursing at the teacher, making a demeaning remark about the teacher, making an inappropriate gesture toward the teacher, and other such items. If a student is guilty of disrespect, immediately send or bring the student to the office.

In these two cases, there is no such thing as a warning.

Hall Passes/Student Hall Traffic/Use of Restrooms

Students must be kept in the room during unless it is an absolute necessity for them to leave. If you feel it necessary to allow a student to leave your room, issue a hall pass. The principal will question students seen in the hall between classes. Those with unacceptable reasons or those without hall passes will be escorted back to class.

Ordinarily, students are not to be allowed to abuse the privilege of leaving the classroom to go to the restroom. However, we must understand that there will be times that students will need to be excused from class to go to the restroom. It is up to the teacher to determine when a student is

abusing this privilege. Use professional judgment as well as common sense. Always issue a hall pass.

Teachers are expected to monitor the restrooms between classes in high school and during recess and restroom breaks in elementary.

Praising of Students

When you catch students being good, praise them! Send positive notes home. Please do not allow all correspondence to parents to be negative.

Searches by School Personnel

School lockers and desks are the property of the Board of Education, are provided for the convenience of students, and as such, are subject to periodic inspection without notice. Students or student property may be searched based on reasonable suspicion of a violation of district, rules, policy, or law. Reasonable suspicion must be based on facts known to the administration, credible information or reasonable inference drawn from such facts or information. Personal searches and searches of student property shall be limited in scope based on the original justification of the search. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses and never in front of other students. Students shall not be required to undress, although they may be asked to empty pockets or remove jackets, coats, shoes, and other articles of exterior clothing for examination if reasonable under the circumstances. If in doubt about the reasonableness of the search or the need for a search, contact a building level administrator.

Corporal Punishment

Corporal punishment is an accepted form of discipline in this district and is allowed by state law. Parents do not have an option as to whether their child can be paddled or not. Yet, we should be considerate of children's needs and of parental concerns. Please consider other forms of punishment prior to resorting to corporal punishment. Keep the use of corporal punishment to a minimum. When considering corporal punishment, the following guidelines must be followed:

1. No more than 3 swats may be administered. A student should not receive more than one paddling on any given day.
2. A certified witness must be present.
3. Do not paddle in the presence or view of others. Do not paddle in the classroom, cafeteria, gymnasium, etc.
4. In cases where the person designated to administer the punishment is angered, it should be postponed until they are no longer angry.
5. A teacher may not paddle for another teacher.
6. Remember that IEP students may have special requirements.

Points to Remember

1. Do not leave a class unsupervised. There are many legal implications involved in leaving a group of students unsupervised. Stay in your area; visit with other teachers on your prep, lunch, or before and/or after school.
2. Do not dismiss a class before the bell rings.
3. The bell tone does not dismiss the students. They should remain in their seats until you dismiss them.
4. Do not allow students to deface desks, chairs, walls, or other school property. Check for this regularly. Have the offending students correct the defacement, without further destruction. Notify the building principal if further assistance is needed to correct the situation.
5. When sending a student to the office for disciplinary reasons, send a disciplinary referral form along with him/her. This will expedite the process.
6. Send a nurse pass when sending a student to the nurse's office.
7. Do not physically handle a student. If a student refuses to do as you ask, call the office.
8. Make sure that all of your students know your classroom procedures concerning the tardy bell, grading, etc. Make these rules clear and be sure all students understand them. Post your classroom rules in your room for students to view.
9. Your help is needed in supervising students during passing time. It is of the utmost importance that teachers station themselves in the doorways between classes. The fact that you are in a position to observe any problem will usually be enough to stop many hallway problems. If you leave your post, you will be held accountable for why you have failed to be at your designated area.
10. Realize the vast majority of our parents will support your efforts dealing with their children. But, deal with your students as you would want another teacher dealing with your own children.
11. Remember that the discipline referral you send to the office is also sent home. Please don't write inappropriate comments on the referral. Please document the measure that you have taken before the office referral. This is not necessary for referrals that require immediate attention.
12. Use caution! There is a fine line between picking on students in a joking manner and hurting their feelings in front of other students. If it does occur, try to correct it. But please do not ignore it. If you anticipate the situation to be a big deal, contact the parent immediately.
13. Anticipate potential problems, and notify the parent. Contact the parent before they contact you! Do not let the situation escalate and become a problem that could have been avoided.
14. Use a seating chart. This helps to expedite roll call and is very beneficial for substitutes.
15. Treat students with respect. The majority of our students respond to this and will do the same in return. It is also appreciated by parents.

Internet Usage Agreement **(Revised 8/8/01)**

Through a cooperative venture involving the Missouri Department of Elementary and Secondary Education, MoreNet, and the Gideon School District, Internet access is now available to students, teachers, administrators, and patrons of the Gideon School District.

Access to the Internet is an unparalleled opportunity to interact with the world at large. The opportunity brings with it a number of responsibilities. In order to use the Internet services available over the Gideon School District network individuals must agree to abide by the following regulations.

The use of any Gideon School District network is a privilege that may be revoked by the administrators of the network at any time for abusive or inappropriate conduct.

Unacceptable uses of the network and Internet include, but are not limited to:

- Violating the privacy of others by intentionally copying or modifying files, passwords, or data that belong to someone else.
- Bypassing measures designed to restrict minors' access to harmful materials.
- Accessing, acquiring, storing, or displaying inappropriate or offensive materials.
- Tampering with or vandalizing computer hardware or software.
- Advertising for profit, engaging in a business-related activity, or promoting a political campaign.
- Using district resources to harass or demean another individual through written, visual, or auditory means or by sending persistent unwanted email or using foul or offensive language.
- Accessing information without authorization, giving out passwords, causing a system to malfunction, mass consumption of system resources, or violating copyright protection.
- Failure to abide by existing Federal and State Laws in force regarding electronic communication and electronic networks.
- Attempting to infiltrate another computer or computing system or otherwise performing any unlawful activity utilizing the network. This includes any form of hacking or the introduction of viruses into any computer system.
- Accessing, viewing or disseminating information using district resources, including e-mail or Internet access, that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, pervasively indecent or vulgar, or advertising any product or service not permitted to minors.
- Violating the online safety issues listed below.

Online Safety Issues:

- Never give out personal information (address, phone or social security number) about yourself or anyone else.
- Never send pictures that are personally identifiable over the Internet.

- Never agree to a personal encounter or meeting with someone you met online without parental approval
- If you accidentally access a web page that makes you feel uncomfortable or if you receive a message or email that you feel is inappropriate or makes you feel uncomfortable, report it immediately to your instructor or other school official.

General Issues:

- The district reserves the right to inspect any material stored in files to which users have access and will edit or remove any material which the district staff, in its sole discretion, believes may be objectionable. .
- E-mail, chat rooms, messenger services, and other forms of direct electronic communications must be used responsibly. Electronic Mail is not guaranteed to be private. Messages dealing with inappropriate or illegal activities will be reported to appropriate authorities.
- Users are not to interfere with the network traffic by sending broadcast or chain letters to lists or individuals. E-mail accounts are to be used only by the registered user.
- Chat rooms and message services are not to be used during the regular school day.
- All users will adhere to the limitations of the district's technology licenses. Copying for home use is prohibited unless permitted by the district's license, and approved by the district.
- Unauthorized disclosure, use, and dissemination of personal information regarding minors is prohibited.

By using the Gideon School District network system you are agreeing to abide by the "Gideon School District Internet and Network Usage Agreement". The district reserves the right to add to or modify this policy at any time. Should you violate any portion of this agreement, all network and Internet privileges may be revoked. In addition inappropriate or illegal use of network facilities may result in civil or criminal lawsuits. Parents and/or guardians may be held accountable for inappropriate use by their child.

Parents who do not wish their child to have non-curricular related access to the Internet must provide signed and dated written notification of their desire to the appropriate building level principal. Once received, the district will provide a "best effort" to prevent non-curricular related access for the named child.

Publication of this notice in student and employee handbooks and on the district web site shall constitute notification of these regulations.

Asbestos Awareness

On October 22, 1986, President Reagan signed into law the Asbestos Hazard Emergency Response Act (AHERA, Public Law 99-519). The law required EPA to develop regulations which provide a comprehensive framework for addressing asbestos problems in public and private elementary and secondary schools. On October 30, 1987, EPA published the Asbestos-Containing Materials (ACM) in Schools Rule (40 CFR Part 763 Subpart E). This New Rule requires all public and private elementary and secondary schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings, and implement response actions in a timely fashion. This rule became effective December 14, 1987.

The Gideon No. 37 School District has conducted a complete inspection of its facilities on July 5, 1988, utilizing the services of MEAD Environmental Services. The results of this inspection have been included in a management plan. This management plan is available in the administrative offices of the Gideon No. 37 School District and in the office of the Gideon Elementary School and the Gideon High School during normal business hours, without cost or restriction, for inspection by representatives of the EPA and the State, the public including teachers, other school personnel and their representatives, and parents. The Gideon No. 37 School District may charge a reasonable cost to make copies of management plans.

Periodic surveillance is required every six (6) months and was last conducted on June 5, 2003. A reinspection of our facilities is required every three (3) years and was last conducted on July 2, 2003. Any fiber release episodes and any activities involving the disturbance of the ACM are also recorded in the management plan.

The purpose of the Federal and State regulations is to protect the health and well-being of all persons entering the buildings of the Gideon No. 37 School District for any reason. The Gideon No. 37 School District takes very seriously the recommendations made in the management plan.

The person in the Gideon No. 37 School District trained to oversee asbestos activities and ensure compliance is David Hollingshead. As required in the Rule, David Hollingshead is the single contact for the public to obtain information about asbestos-related activities in the Gideon No. 37 School District. You may reach David Hollingshead in the Superintendent's Office of the Gideon No. 37 School District at 400 Main Street in Gideon, Missouri.

TITLE IX

Title IX is a federal law that specifies that no student shall, on the basis of gender, be excluded from participation in any curricular or extracurricular activity. If a student feels he/she is being denied these privileges because of gender, a report should be made to the principal or superintendent.

SEXUAL HARASSMENT

Sexual harassment constitutes unlawful sex discrimination. It is the policy of the Gideon School District to maintain a learning and working environment that is free from sexual harassment.

It shall be a violation for any member of the Gideon School District staff to harass another staff member or student through conduct or communication of a sexual nature. It shall also be in violation of the policy for students to harass other students through conduct or comments of a sexual nature.

Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education
- Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or education performance or creating a pervasively intimidating, hostile, or offensive environment.

Any person who alleges sexual harassment by any staff member in the district may use the district's complaint procedure or may complain directly to the building principal or other individual designated to receive such complaints.

**SCHOOL DISTRICT OF GIDEON NO. 37
APPROVED 2003-2004 SCHOOL
CALENDAR**

			Student Attendance Days	Other Teacher Days	Total Contract Days
AUGUST:			12	3	15
11,12,13	M,Tu,W	Teacher Workshop Days			
14	Th	Students Begin			
SEPTEMBER:			21	0	21
1	M	Labor Day Holiday - NO SCHOOL			
OCTOBER:			21	1	22
13	M	Columbus Day Holiday - NO SCHOOL			
17	F	End of First Quarter (45 days in Quarter)			
23	Th (Eve) F	Parent-Teacher Conferences			
24	(Morn)	Parent-Teacher Conferences - NO SCHOOL			
NOVEMBER:			16	1	17
14	F	Fall Break - NO SCHOOL			
26,27,28	W,Th,F	Thanksgiving Holidays - NO SCHOOL			
DECEMBER:			15	1	16
19	F	Last Day before Christmas			
19	F	End of First Semester (40 days in Quarter) (85 days in Semester)			
22-31	M-F, M-W	Christmas Holidays - NO SCHOOL			
JANUARY:			20	1	21
1	Th	New Year's Day - NO SCHOOL			
2	F	Teacher Workshop - NO SCHOOL			
5	M	School Back in Session			
FEBRUARY:			19	1	20
16	M	Presidents' Day Holiday - NO SCHOOL			
MARCH:			22	1	23
5	F	End of Third Quarter (44 days in Quarter)			
19	F	District Teachers' Meeting - NO SCHOOL			
APRIL:			17	0	17
5-9	M-F	Spring Break, Good Friday - NO SCHOOL			
MAY:			12	2	14
18	Tu	Teacher Workshop Day - NO SCHOOL			
19	W	Last Day of School - Report Cards Given Out (46 days in Quarter) (90 Days in Semester)			
20	Th	Teacher Workshop			
CALEN-2004- 1 2-10-2003			175	11	186
TOTAL DAYS					

**GIDEON ELEMENTARY SCHOOL
TEACHER INFORMATION
2003-2004**

**Gideon Elementary
2003-2004
Special Class Schedule**

Art

Time	Monday	Tuesday	Wednesday	Thursday	Friday
12:15-1:05			1a	1b	5b
1:25-2:15	2b	2a	6	K	
2:20-3:10	3	5a	4		

Music

Time	Monday	Tuesday	Wednesday	Thursday	Friday
12:15-1:05			K	1a	K
1:25-2:15	2a	2b	3		1b
2:20-3:10	4	6		5	

Band

Time	Monday	Tuesday	Wednesday	Thursday	Friday
2:20-3:10	5	6	6	5	

PE

Time	Monday	Tuesday	Wednesday	Thursday	Friday
12:20-12:50	1b	2b	1b	2b	2a
12:50-1:20	1a	2a	1b	1a	2a
1:20-1:50	6/1a	5	5	6/3	6/2b
1:50-2:20	5	6/4	5	6/3	5
2:20-2:50	K	4	3	K	4

Library

Time	Monday	Tuesday	Wednesday	Thursday	Friday
12:15-1:00	5a	K	2a	2b	
1:25-2:10		1a			
2:15-3:00	6	5b	4	1b	3

Counseling

Time	Monday	Tuesday	Wednesday	Thursday	Friday
12:15-1:00	5b		2b	2a	5a
1:25-2:10		1b		4	1a
2:15-3:00		3(3:10)	K		6

(1a) Stanfield (1b) E. Smith

(2a) Garris (2b) Swilley

(5a) Bell (5b) Hollingshead

**Gideon Elementary School
Primary Duty Schedule
2003-2004**

**Kindergarten lunch 10:45 ALL TEACHERS ARE EXPECTED TO GO THROUGH THE
LINE WITH THEIR CLASS.**

1st-3rd lunch 11:15-11:35, recess 11:35-11:55

Last recess 1:05-1:25 Group 1- E. Smith, Swilley Group 2- Garris, Ellsworth

Holding Room- One teacher in the room the other in the Hall and out front.

Teachers, escort your class to the front of the building at the end of each day. Do not send them down the hall unattended.

Date	Early(Cafeteria/Out Front)	Morning Holding Room	Lunch	Lunch Recess	Last Recess
08-14-03	Murphy/Cossey	1	Stanfield	2	Yount/Wiggs
08-18-03	Murphy/Cossey	2	Stanfield	1	Yount/Wiggs
08-25-03	Murphy/Cossey	3	Stanfield	2	Yount/Wiggs
09-02-03	Murphy/Cossey	1	Stanfield	3	Yount/Wiggs
09-08-03	Murphy/Cossey	2	Stanfield	1	Yount/Wiggs
09-15-03	Murphy/Cossey	3	Stanfield	2	Yount/Wiggs
09-22-03	Murphy/Cosseyt	1	Stanfield	3	Yount/Wiggs
09-29-03	Murphy/Cossey	2	Stanfield	1	Yount/Wiggs
10-06-03	Murphy/Cossey	3	Stanfield	2	Yount/Wiggs
10-14-03	Murphy/Cossey	1	Stanfield	3	Yount/Wiggs
10-20-03	Murphy/Cossey	2	Stanfield	1	Yount/Wiggs
10-27-03	Murphy/Cossey	3	Stanfield	2	Yount/Wiggs
11-03-03	Murphy/Cossey	1	Stanfield	3	Yount/Wiggs
11-10-03	Murphy/Cossey	2	Stanfield	1	Yount/Wiggs
11-17-03	Murphy/Cossey	3	Stanfield	2	Yount/Wiggs
11-24-03	Murphy/Cossey	1	Stanfield	3	Yount/Wiggs
12-01-03	Murphy/Cossey	2	Stanfield	1	Yount/Wiggs
12-08-03	Murphy/Cossey	3	Stanfield	2	Yount/Wiggs
12-15-03	Murphy/Cossey	1	Stanfield	3	Yount/Wiggs
01-05-04	Murphy/Cossey	2	Stanfield	1	Yount/Wiggs
01-12-04	Murphy/Cossey	3	Stanfield	2	Yount/Wiggs
01-19-04	Murphy/Cossey	1	Stanfield	3	Yount/Wiggs
01-26-04	Murphy/Cossey	2	Stanfield	1	Yount/Wiggs
02-02-04	Murphy/Cossey	3	Stanfield	2	Yount/Wiggs
02-09-04	Murphy/Cossey	1	Stanfield	3	Yount/Wiggs
02-17-04	Murphy/Cossey	2	Stanfield	1	Yount/Wiggs
02-23-04	Murphy/Cossey	3	Stanfield	2	Yount/Wiggs
03-01-04	Murphy/Cossey	1	Stanfield	3	Yount/Wiggs
03-08-04	Murphy/Cossey	2	Stanfield	1	Yount/Wiggs
03-15-04	Murphy/Cossey	3	Stanfield	2	Yount/Wiggs

03-22-04	Murphy/Cossey	1	Stanfield	3	Yount/Wiggs
03-29-04	Murphy/Cossey	2	Stanfield	1	Yount/Wiggs
04-12-04	Murphy/Cossey	3	Stanfield	2	Yount/Wiggs
04-19-04	Murphy/Cossey	1	Stanfield	3	Yount/Wiggs
04-26-04	Murphy/Cossey	2	Stanfield	1	Yount/Wiggs
05-03-04	Murphy/Cossey	3	Stanfield	2	Yount/Wiggs
05-10-04	Murphy/Cossey	1	Stanfield	3	Yount/Wiggs
05-17-04	Murphy/Cossey	2	Stanfield	1	Yount/Wiggs

Groups

- (1) E. Smith, Swilley
- (2) Garris, Ellsworth

**Gideon Elementary School
Intermediate Duty Schedule
2003-2004**

Lunch 11:30-11:50 ALL TEACHERS ARE EXPECTED TO GO THROUGH THE LINE WITH THEIR CLASS. DO NOT WAIT OUTSIDE THE SERVING AREA.

Last Recess (4th) 1:05-1:25

**Group 1-Bell, Woolverton, Group 2-Bost, Hollingshead Group 3- J. Smith, Byrd
Holding Room- One teacher in the room the other Watching the breeze-way doors.
Teachers, escort your class to the front of the building at the end of each day. Do not send them down the hall unattended.**

Date	Early(Cafeteria/Out Front)	Morning Holding Room	Lunch	Lunch Recess	Last Recess 3 rd & 4 th
08-14-03	Murphy/Cossey	1	2	3	Davis/Crites
08-18-03	Murphy/Cossey	2	3	1	Davis/Crites
08-25-03	Murphy/Cossey	3	1	2	Davis/Crites
09-02-03	Murphy/Cossey	1	2	3	Davis/Crites
09-08-03	Murphy/Cossey	2	3	1	Davis/Crites
09-15-03	Murphy/Cossey	3	1	2	Davis/Crites
09-22-03	Murphy/Cossey	1	2	3	Davis/Crites
09-29-03	Murphy/Cossey	2	3	1	Davis/Crites
10-06-03	Murphy/Cossey	3	1	2	Davis/Crites
10-14-03	Murphy/Cossey	1	2	3	Davis/Crites
10-20-03	Murphy/Cossey	2	3	1	Davis/Crites
10-27-03	Murphy/Cossey	3	1	2	Davis/Crites
11-03-03	Murphy/Cossey	1	2	3	Davis/Crites
11-10-03	Murphy/Cossey	2	3	1	Davis/Crites
11-17-03	Murphy/Cossey	3	1	2	Davis/Crites
11-24-03	Murphy/Cossey	1	2	3	Davis/Crites

12-01-03	Murphy/Cossey	2	3	1	Davis/Crites
12-08-03	Murphy/Cossey	3	1	2	Davis/Crites
12-15-03	Murphy/Cossey	1	2	3	Davis/Crites
01-05-04	Murphy/Cossey	2	3	1	Davis/Crites
01-12-04	Murphy/Cossey	3	1	2	Davis/Crites
01-19-04	Murphy/Cossey	1	2	3	Davis/Crites
01-26-04	Murphy/Cossey	2	3	1	Davis/Crites
02-02-04	Murphy/Cossey	3	1	2	Davis/Crites
02-09-04	Murphy/Cossey	1	2	3	Davis/Crites
02-17-04	Murphy/Cossey	2	3	1	Davis/Crites
02-23-04	Murphy/Cossey	3	1	2	Davis/Crites
03-01-04	Murphy/Cossey	1	2	3	Davis/Crites
03-08-04	Murphy/Cossey	2	3	1	Davis/Crites
03-15-04	Murphy/Cossey	3	1	2	Davis/Crites
03-22-04	Murphy/Cossey	1	2	3	Davis/Crites
03-29-04	Murphy/Cossey	2	3	1	Davis/Crites
04-12-04	Murphy/Cossey	3	1	2	Davis/Crites
04-19-04	Murphy/Cossey	1	2	3	Davis/Crites
04-26-04	Murphy/Cossey	2	3	1	Davis/Crites
05-03-04	Murphy/Cossey	3	1	2	Davis/Crites
05-10-04	Murphy/Cossey	1	2	3	Davis/Crites
05-17-04	Murphy/Cossey	2	3	1	Davis/Crites

Groups

- (1) Bell/Woolverton
- (2) Bost/Hollingshead
- (3) J. Smith/Byrd

**Elementary Teacher List
2003-2004**

Kindergarten - Crystal Richardson

1st Grade - Andrea Stanfield & Erin Smith

2nd Grade - Jennifer Garris & Judy Swilley

3rd Grade - Carolyn Ellsworth

4th Grade - Judy Smith

5th Grade - Michael Bell & Sharon Hollingshead

6th Grade - Carol Woolverton

Elem. Language Arts/Mathematics - Glenda Byrd

Remedial Reading/P.A.T. Coordinator/Reading Coordinator - Denise Yount

Counselor K-6 Starla Pulley

LD/EMH K-6 Leda Bost

Speech Therapy & Spec. Ed. Coord. - Micah Breece

Final Exams
Gideon Elementary School
2003-2004

Comprehensive finals will be required in all classes. These finals will be given the last two full days of each semester. Teachers will have a “work day” after the finals in which they may do grades, finals grades would not be calculated prior to the end of semester. These finals should be comprehensive in nature that covers major items of the entire semester. This does not mean asking selected questions from each of the units that have been covered, rather, asking students to respond to prompts that required use of knowledge from the learnings of the semester. This is an excellent opportunity to work in constructive response items and performance events. Teachers should prepare for the test throughout the semester so that the test will not be just a “final test” but an actual, useful assessment of the students knowledge and ability to use it. Copies of each final will be required in the office and will be kept on file. This final should not be weighted substantially more than a regular test but the equivalent value of a normal test.

Students who have an “A” entering the final will be excused from the test. Also any student with 95% attendance or better and a C average are excused. Students that fit these two criteria may take the final but it cannot reduce their grade.

**GIDEON HIGH SCHOOL
TEACHER INFORMATION
2003-2004**

Agenda

Wednesday, August 13, 2003
Faculty Meeting

- I. INTRODUCTIONS
 - a. Welcome
 - b. Introductions

- II. TEACHER HANDBOOKS
 - a. Home Room
 - b. Hall Duty
 - c. Extra Curricular Activities
 - d. Bulletin Boards

- III. OPENING DAY
 - a. Review of Opening Day Schedule

- IV. SUPPLIES
 - a. Check Invoices*
 - b. Invoices are to be checked in the office and turned in immediately.

- V. POLICY
 - a. Closed Campus
 - b. Absentees
 - c. Tardies
 - d. Attendance
 - e. Use temporary roll sheets for the first two weeks
 - f. Use electronic gradebook immediately

- VI. MISCELLANEOUS
 - a. Announcements
 - b. Hall traffic
 - c. Supervision between classes
 - d. Nurse
 - e. Lesson plans
 - f. Discipline
 - g. Evaluations
 - h. Vandalism
 - i. Fund raising policies

*Invoices are paid at the beginning of the second week of each month. If invoices are not approved by the teachers and turned in to the office they cannot be paid. **ALL INVOICES ARE TO BE APPROVED AND TURNED IN TO THE ELEMENTARY OF HIGH SCHOOL OFFICE AS SOON AS MERCHANDISE IS RECEIVED.** The secretaries will send the invoices to the superintendent's office for payment at the next payment cycle.

**Gideon High School
Opening Day of School
Thursday, August 14, 2003**

School will be in session from 8:15 a.m. until 3:10.

Schedule for Thursday, August 14, 2003

All students are to report to the new gym for a short assembly. Students will be dismissed from the gym to homeroom classes. Students will be given class schedules at this time. Please send any extra class schedule cards and lunch count to the office. Schedules will be used as absentees for Thursday.

Please explain the following to your homeroom

1. No yearbooks in classroom
2. The Sr. High lunch period will be from 11:00 – 11:22
The Jr. High lunch period will be from 11:55 – 12:20
Closed campus:
Students are not allowed on the second floor of the main building. All cars are to remain parked and locked during the day. Students are allowed in the lobby of the cafeteria (in good weather students should go outside), the asphalt court on the south side of the main building, and in the Library. The parking lot is **OFF LIMITS**.
3. Tardy Policy
When a student receives their 4th tardy, he/she will be assigned an 8th hour, and additional 8th hour for each tardy thereafter. This will be on a semester basis. 8th hours will be Tuesday and Thursday in room 208 from 3:20 until 4:10 in the afternoon. Students who have 8th hour will have to provide their own transportation home.
4. The time between classes is 3 minutes.
5. Explain the procedure for going to the nurse. Students must report to the Principal's office first, and upon returning from the nurse the student must check back with the Principal' office.
6. School telephones are business telephones. Telephones must not be used by students except in case of emergency. Cell phones are not allowed at school.

7. Students wishing to drive to school must obtain a permission form from the Principal's office. These forms are to be completed and returned to the office by Wednesday, August 20. Students are to park on the parking lot west of the gym. If all slots are filled they may park in the faculty parking lot near the street. No off campus parking is allowed.
8. Return lunch application forms to the Principal's office by Tuesday, August 19.
9. Once students arrive on campus, they must remain on campus.
10. Go over the attendance policy with students.
11. Elect class officers and send a list of officers to the office.

Students, who have not registered, report to the office at 11:00. Trade school classes will begin Friday, August 15.

There will be **NO SCHEDULE CHANGES** Thursday, August 14. Schedule changes will take place in the Counselor's office Monday, August 18, and Tuesday, August 19 only. Students may see the Counselor during the period they plan to drop or add a particular class.

Faculty
2003-2004

Teacher	Subject	Activities
Cristy Crites	Art I, II Jr. High Art Art Appreciation Elementary Art	
Jimmy Breece	Business Math Jr. High Keyboarding Sr. High Keyboarding Computer Applications Business Technology Yearbook	Senior Class Sponsor
Micah Breece		Cheerleading Sponsor
Keenan Buchanan	Government 7 th Grade Social Studies Sr. High P. E. Elementary P. E.	Assistant Principal Athletic Director Sr. High Basketball Baseball
Josh Campbell	Physical Science Jr. High P. E. Jr. High Science	Assistant Basketball Coach Jr. High Basketball Coach 8 th Grade Sponsor
Paige Crossno	Biology Chemistry I, II Physics Earth Science Anatomy/Physiology ABC I	9 th Grade Sponsor
Ernestine Davis	Jr. High Music Music Appreciation Elementary Music	
Lisa Davis	Jr. High Special Education	7 th Grade Sponsor
Craig Earnheart	Jr. High Math MAP Science/Math	7 th Grade Sponsor Softball Technology

Mary Landers	English I, II, III, IV,	7 th Grade Sponsor Cheerleading Sponsor
Joyce Mittag	Jr. High English	7 th Grade Sponsor
WaWanna Nehr Korn	Sr. High Special Education	11 th Grade Sponsor
Chris O'Neal	Algebra I Algebra Concepts I Algebra Concepts II Algebra II/Geometry II Algebra II/Geometry I Math 7	11 th Grade Sponsor
Susie Ruppert	Sr. High P.E. Jr. High P. E. Health Elementary P. E.	8 th Grade Sponsor Jr. High Volleyball Jr. High Volleyball
Fred Schmittler	Technology Lab Business Communications	11 th Grade Sponsor
Johnna St.Cin	Home Design Nutrition Jr. High FACS FACS I, II Parenting	10 th Grade Sponsor National Honor Society
Marilyn Whitehead	School Counselor	Senior Class Sponsor
Jacob Williams	Economics American Heritage Contemporary Issues Jr. High Social Studies	11 th Grade Sponsor
Allen Winchester	Sr. High Band Jr. High Band Elementary Band MAP/ Com Arts/ Social Studies World Geography World History	A+ Coordinator Student Council 10 th Grade Sponsor

Bulletin Board
2003-2004

Aug. 14 – Aug. 22.....	Office
Aug. 25 – Sept. 5.....	Jimmy Breece
Sept. 8 – Sept. 19.....	Mary Landers
Sept. 22 – Oct. 3.....	Allen Winchester
Oct. 6 – Oct 17.....	Joyce Mittag
Oct. 20 – Oct 31.....	Josh Campbell
Nov. 3 – Nov. 13.....	Jacob Williams
Nov. 17 – Nov. 25.....	Keenan Buchanan
Dec. 1 – Dec. 19.....	Johnna St. Cin
Jan. 5 – Jan. 16.....	Chris O’Neal
Jan. 19 – Jan. 30.....	Paige Crossno
Feb. 2 – Feb. 13.....	Lisa Davis
Feb. 17 – Feb. 27.....	WaWanna Nehr Korn
Mar. 1 – Mar. 12.....	Susie Ruppert
Mar. 15 – Mar. 26.....	Cristy Crites
Mar. 29 – Apr. 16.....	Craig Earnheart
Apr. 19 – Apr 30.....	Fred Schmittler
May 3 – May 17.....	Ernestine Davis

You must put the bulletin board up on the first day of the assignment and take it down on the last. You may use a class period to do this.

**Final Exams
Gideon High School
2003-2004**

Comprehensive finals will be required in all classes. These finals will be given the last two full days of each semester. Teachers will have a “work day” after the finals in which they may do grades. Final grades should not be calculated prior to the end of semester. These finals should be comprehensive in nature that covers major items of the entire semester. This is an excellent opportunity to work in some constructive response items. Teachers should prepare for the test throughout the semester so that the test will not be just a “final test”. Copies of each final will be kept in teacher’s file. This final should not be weighted substantially more than a regular test but of equivalent value of a normal test.

First semester finals will be given December 18 and 19

Odd hours December 18

Even hours December 19

End of the year finals will be given May 14 and 17.

Odd hours May 14

Even hours May 17

Students who have an “A” entering final will be excused from the test. Also any student with 95% attendance or better and a C average.

Pledge of Allegiance

Students will be given the opportunity to recite the pledge of allegiance each Monday morning during the first period of the day (Approximately 8:25). After lunch money and absentees have been taken, the teacher will lead or select a student to lead the class in the Pledge of Allegiance. Student participation is voluntary. If there is no school on Monday, the pledge will be recited on the next school day.

Grade Report Schedule
2003-2004

First Quarter

August 12	Open House
September 17	Progress Reports due in office
September 19	Progress Reports mailed to parents
October 17	End of 1st quarter
October 23-24	Parent- Teacher Conferences
	Thursday Oct. 25 4:00 – 7:00
	Friday Oct. 26 8:00- 11:00
October 23-24	Report cards given to parents

Second Quarter

November 11	Progress reports due
November 13	Progress reports mailed to parents
December 19	End of 2nd quarter (1st semester)
January 5, 2004	Report cards given to students

Third Quarter

February 4, 2004	Progress reports due in office
February 6, 2004	Progress reports mailed to parents
March 5, 2004	End of 3 rd quarter
March 12, 2004	Report cards given to students

Fourth Quarter

April 14, 2004	Progress due in office
April 16, 2004	Progress reports mailed to parents
May 19, 2004	End of 4 th quarter (second semester)

HOME ROOM

7th Grade

Mrs. L. Davis
Mrs. Mittag

Mr. Earnheart

Christy Berry
Brian Bradley
Deric Cunningham
Dallas Cunningham
Fred Davis
Jacob Deprow
Rachel Ellsworth
Mycah Glenn
Chelsea Goings
Victoria Hammond
Heather Mangnall
Rachel Montgomery
Cordera Myers
Latricia Reed
Erin Richardson
Richelle Shepherd
Keith Trosper
Ashley Wilburn

Chris Bradley
Damon Birmingham
Seth Campbell
Tiffany Cunningham
Nathan Dell
Macy Ellsworth
Clinton Evans
Amber Goings
Dewayne Gribble
Josh Jackson
Bradley Montgomery
Brittany Muse
Sierra Randolph
Nathaniel Reed
Samantha Rinehart
Josh Smith
Clinton Vannasdall
Jonathan Yager

8th Grade

Mr. Campbell

Ms Ruppert

Curtis Akridge
Jordan Boone
Justin Bradley
Amber Carter
Jarred Foster
Tler Holford
Jonathan Huckabee
Devin Koch
Tavis Miller
Danny Raymer
Erica Shepherd
Kayla Vines
Travis Wiseman
Cassy Woolverton

Megan Baney

Justin Brant
Cody Cline
Tori Graham
Dustin Horad
Shanna Keown
Reece Lindley
Ben Murphy
Nick Richmond
Anthony Smith
Tiffany Winchester
Andy Woodall

9th Grade

Mr. K. Buchanan

Mrs. Crossno

Maci Boone
Jessica Buchanan
Terry Clay
Tammy Depriest
Lesley Elder
Heather Ford
Heather Hastings
Daniel Jackson
Rose Miller
Amber Moore
Brittany Newton
Joseph Smith
Luke Stafford
Amanda Waller
Matt Winchester

Sarah Calvert
Michael Davis
Shane Deprow
Michelle Ellsworth
Kendria Gribble
Austin Holiman
Brittney Mady
Robert Montgomery

Samantha Parker
Montana Smith
Jesse Thurman
Ashley Waller

10th Grade

Mrs. St. Cin

Mr. Winchester

Chrissa Akridge
Randy Barton
Caleb Campbell
Jason Crafton
Tyler Earnheart
Eric Farthing
Nichole Gray
Josh Hollingshead
Kristina Joiner
Eugene Merrill
Onna Nelson
Michelle Parker
James Portwood
Samantha Reaves
Greg Shafer
Ryan Thompson
Tim Wilburn

Josh Baney
Russell Buchanan
Max Cornett
David Depriest
Tammy Faith
Megan Fry
Erika Hatley
Mandy Johnson
Matt Lowry
Lance Mullins
David Noble
Chris Portwood
Alex Randolph
Amanda Rickman
Alizabeth Spears
Alicia Vannasdall
Hannah Woolverton

11th Grade

Mr. Williams
Mr. Schmittler

Danielle Ashabrunner
Ben Buchanan
Sabrina Cunningham
Jordan Ellsworth
Melissa Goings
Brittany Hagar
Katie Hensley
Kerri Keown
Austin Kinchen
Samantha Lacewell
Tiffany McGinley
Lee Montgomery
Travis Nash
Stephanie Scott
Ryan Smith
Justin Tate
Valerie Vannasdall

Mrs. Nehr Korn
Mr. O'Neal

Brandon Brant
Brenda Chappell
Kyle Daniels
Donald Ford
Charity Graham
Curtis Haynes

Michael Kerr
Jacob Knapp
Cody McCain
E. J. Miller
Travis Morris
Kayla Richardson
Jessica Shore
John Stewart
Billy Thacker
Tara Walker

12th Grade

Mr. Breece

Cody Brewington
James Crafton
Amanda Garner
Jeff Hollingshead
Josh Kerr
Willie Manning
Rebecca Shafer
Brandy Wallace
Tina Woodard

Mrs. Whitehead

Tremell Clay
Matt Fry
Curtis Haynes
Evan Horad
Jonathan Lipsey
Jessica Montgomery
Matt Smith
Chris Woodall

Hall Duty**Group 1**

Allen Winchester – Parking Lot
 Jim Breece – Bus
 Susie Ruppert – Media Center
 WaWanna Nehrkorn - Cafeteria

Group 3

Josh Campbell – Parking Lot
 Chris O’Neal – Bus
 Joyce Mittag – Media Center
 Mary Landers - Cafeteria

High School Lunch:

Allen Winchester
 Mary Landers
 Chris O’Neal
 WaWanna Nehrkorn
 Paige Crossno
 Lisa Davis

ALL GROUPS – Aug. 14 –15

Group 1 – Aug. 18-22

Group 2 – Aug. 25-29

Group 3 – Sept. 2-5

Group 1 – Sept. 8-12

Group 2 – Sept. 15-19

Group 3 – Sept. 22-26

Group 1 – Sept. 29-Oct. 3

Group 2 – Oct. 6-10

Group 3 – Oct 14-17

Group 1 – Oct. 20-24

Group 2 – Oct. 27-31

Group 3 – Nov. 3-7

Group 1 – Nov. 10-13

Group 2 – Nov. 17-21

Group 3 – Nov. 24-25

Group 1 – Dec. 1-5

Group 2 – Dec. 8-12

Group 3 – Dec. 15-19

Group 2

Craig Earnheart – Parking Lot
 Lisa Davis – Bus
 Paige Crossno – Media Center
 Johnna St. Cin – Cafeteria

Alternate Group

Keenan Buchanan
 Susan West
 Jacob Williams

Jr. High Lunch:

Jim Breece
 Susie Ruppert
 Joyce Mittag
 Craig Earnheart
 Johnna St. Cin
 Josh Campbell

Group 1 – Jan. 5-9

Group 2 – Jan. 12-16

Group 3 – Jan. 19-23

Group 1 – Jan. 26-30

Group 2 – Feb. 2-6

Group 2 – Feb. 9-13

Group 3 – Feb. 16-20

Group 1 – Feb. 23-27

Group 2 – Mar. 1-5

Group 3 – Mar. 8-12

Group 1 – Mar. 15-19

Group 2 – Mar. 22-26

Group 3 – Mar. 29 – Apr. 2

Group 1 – Apr. 12-16

Group 2 – Apr. 19-23

Group 3 – Apr. 26-30

Group 1 – May 3-7

ALL GROUPS – May 10-19