

Table of Contents by Section

Mission Statement, Philosophy, Learning Standards

Teacher Guidelines	Section Number
Workday	1
Leave	2
Substitutes	3
Inservice	4
Faculty Meetings	5
Teacher Dress	6
Purchasing	7
Fundraising	8
Receipts to Students	9
Lounge Use	10
Committees	11
Duty-Free Lunch	12
Telephone Calls	13
Visitors	14
Supplies	15
Announcements	16
Requests for Transfer	17
Field Trips	18
Leaving Classroom	19
Extracurricular Activities	20
Locks	21
Lockers	22
Room Repairs	23
Equipment	24
Fire & Tornado Drills	25
Political Activities	26
Room Inventory	27
Smoking	28
Textbooks	29
Period of Silence	30
Medications	31
Private Vehicles	32
Use of Facilities	33
Curriculum and Grading	
Lesson Plans	34
State Curriculum	35
Grading Policy	36
Deficiency Reports	37
Credit Recovery	38
Discipline	
Assertive Discipline	39
Student Referral to Office	40
School Rules	41
Misconduct Reports	42
Corporal Punishment	43
Student Use of Telephone	44
Hallway Control	45
Student Dress	46

T.E.A. Code of Ethics

Community High School

Mission Statement

Our mission is to provide a quality education necessary for students to be successful in life.

Our Philosophy

We believe all students should have the opportunity to achieve the skills needed to succeed in life. This includes being academic achievers, clear communicators, responsible citizens, complex thinkers, and quality producers, with the realization that learning is a lifelong process. It is our belief that students achieve self-esteem by experiencing success and meeting educational challenges.

We believe that students should be polite, show respect, and have considerations for others. This may be demonstrated through their interactions with students, teachers, families, and members of the community.

Our Learning Standards

Our mission will be accomplished when students are:
ACADEMIC ACHIEVERS *who demonstrate competency within measurable learning standards;*
CLEAR COMMUNICATORS *who can effectively transfer information by listening, speaking, reading and writing;*
RESPONSIBLE CITIZENS *who understand the roles and duties of the responsible citizen and how to improve the quality of life in their communities;*
COMPLEX THINKERS *who use resources, apply academic knowledge to reason, solve problems, and make decisions;*
QUALITY PRODUCERS *whose work, individually or within a group setting, displays creativity, high standards, and demonstrates excellence across the curriculum.*

Teacher Handbook Guidelines

1. **Work Day**

The teachers' workday begins 15 minutes prior to the start of the student's day and ends 15 minutes after the end of the student's workday. The times for Community High School teachers are 7:45 to 3:15.

Teachers arriving late will be required to sign in at the office.

Teachers needing to leave early during the school day must see the Principal or Asst. Principal and then sign out in the office.

Leaving early for activities such as Textbook Committee, BCEA meetings, inservices, meetings with supervisors or others scheduled by state or local education departments will not require permission from administration.
2. **Leave**

Teachers receive 10 sick days, 1 bereavement and 2 personal and/or professional days per year. Personal and professional days must be requested from the Principal.
3. **Substitutes**

Teachers will be issued a list of substitutes at the beginning of the school year. This list will include the names and phone numbers of the substitutes. Teachers are responsible for obtaining their substitute from the list provided. If the teacher is unable to finding a substitute, contact the Principal as soon as possible. An emergency lesson plan is to be on file in the office. Upon returning, teachers are to check the substitute log to verify the manner in which they should be charged.
4. **In-service**

Teachers are required to have 30 hours of professional growth inservice per year. The individual teacher will select these from a list provided by the Central Office. There are mandatory in-services required.

Teachers are required to have 30 hours of administrative inservice in which they interact with parents, work in their rooms, etc. These are provided in the school year calendar.
5. **Faculty Meetings**

Faculty meetings will be held on Mondays immediately after school in the library.

Emergency meetings may need to be held to deal with a problem.

Teachers are expected to attend all meetings and should plan their schedules accordingly. Students nor children are to be present at such meetings. If meetings are missed, please see the Principal for information.
6. **Teacher Dress**

Teachers are asked to dress in an acceptable and professional manner. Teachers are expected to set a high standard of professionalism and should recognize the impact of their appearance upon the students. At minimum teachers must

maintain the dress standard as required of the student body. Only teachers with specialized teaching assignments with special circumstances should wear attire below a business-professional level.

7. Purchasing

When any teacher plans to purchase items with school funds of an amount under \$500 the following procedures must be followed:

- A. Sign out a purchase order from the school bookkeeper and fill it out accordingly.
- B. Teachers must fill out a purchase order for any monies before any orders are sent or purchases made. The Principal must sign the purchase order before ordering.
- C. The teacher will send the order and purchase order to the vendor for delivery.
- D. Upon delivery, the teacher will inspect all items for damages. The invoice will also be checked for accuracy, back ordered items, etc.
- E. The Invoice will then be given to the bookkeeper.

An item purchased from local vendors and picked up directly by the teacher must be processed as in steps A – E above. Exceptions to these steps are emergency need for materials and summer or weekend conferences where materials can be bought at a reduced price. Teachers must not overspend their accounts. This is a violation of state laws. Community High School will not be responsible for any purchases made that do not comply with these guidelines. Purchases over \$500 but less than \$10000 require three written bids and bid forms can be obtained from the bookkeeper. Purchases over \$10000 must follow Board of Education policy.

8. Fund-Raising

Each club, team or organization will be allowed to have one fund-raising event on school time or after school. The events must be submitted in writing for approval from the Principal and Director of Schools. Forms for fundraising must be completed before, during and after the event. These forms are available from the bookkeeper.

Any fund-raising event exceeding \$2500 net payment to any company will have to have 3 bids on the merchandise being sold.

9. Receipts to Students

Teachers are required to issue a receipt for all monies received from the students for the following:

- A. Fees
- B. Lost Books
- C. Work Books

A checklist will be issued to each teacher at the beginning of the school year to indicate students who have paid money for:

- A. Field trips
- B. Student activities
- C. Ball games

Receipt books and checklists will be turned in at the end of the year. Each will need to include the activities, dates, amounts, student's names and teacher name.

10. Lounge use

A lounge is available to be used by teachers only and no students/children are allowed in it. Mailboxes can contain confidential information. Teachers are expected to use the lounge only when they do not have the responsibility of students. Microwaves, refrigerators, snacks, and drink machines are available. There is to be NO SMOKING in the lounge or on campus.

11. Committees

Teachers are expected to serve on school committees. The purpose of these committees is to develop a complete school program.

12. Duty-Free Lunch

By law, each teacher is entitled to a period of time to eat without the responsibility of students. Teachers are welcome to eat in the cafeteria, lounge, or in their room.

It is the responsibility of the teacher to supervise their students to and from the cafeteria at the allotted times. Arriving early or departing late create problems in seating and serving students. Take note to your allotted times and be punctual.

13. Telephone Calls

Teachers will not be called from their classrooms unless there is an emergency. For non-emergencies, a message will be taken. Teachers are not to utilize cell phones during times that they have students assigned to them.

14. Visitors

Students other than those from Community High School will not be allowed to attend classes as visitors. Teacher's children are not to be present on workdays, committee meetings, faculty meetings, etc. due to the possibility of confidential and sensitive material may be discussed.

All visitors must report directly to the office upon arrival.

15. Supplies

The office will furnish paper and toner for the copier. You are requested to make only school necessary copies be made. Duplicators are for making 20 or more copies and the copiers are for less than 20 copies.

16. Announcements

School announcements will be made at 8:00. Teachers wanting announcements made will need to write them out and place them in the box marked announcements in the office. This procedure must be followed if an

announcement is to be made. All announcements need to have dates and times on them. An attempt will be made to keep announcements at a minimum.

17. Request for Transfer
Teacher requests for a transfer to another school within the system must be made in writing to the Superintendent by April 15.
18. Field Trips
Teachers may take students on educational field trips. The following procedures are to be followed when organizing a trip:
 - A. Obtain permission from the Principal.
 - B. Contact the places necessary to arrange dates, times, etc...
 - C. Obtain the number of buses needed by calling the transportation supervisor. 684-1500
 - D. Calculate the cost. Check office for current bus and driver prices.
 - E. Collect monies from students and permission slips from the parents.
 - F. Be sure to collect enough money to cover the cost of a substitute to watch those students not participating in the field trip.
 - G. Notify the cafeteria to make arrangements for lunch.
19. Leaving Classroom
Teachers are required to be in their assigned area when they have students assigned to them. Teachers have the legal responsibility for the students assigned to them. If a teacher must leave students, another teacher should be asked to observe the students during the teacher's absence. Students being without direct supervision is prohibited.
20. Extracurricular Activities
Teachers will be asked to work extracurricular activities during the school year. Teachers are asked to participate in as many activities as possible to help monitor students and to become more involved in the total school program.
21. Locks
Office personnel issue locks to students. Student may rent a lock for one year at the price of \$1.00. The student will be charged \$5.00 for a lost or destroyed lock.
22. Lockers
Office personnel issue lockers to students. The sharing of lockers is strongly discouraged.
23. Room Repairs
All room repair requests should be made to the Assistant Principal. Those repairs should be limited to such items as pencil sharpeners, desks, air conditioning, etc. Large projects such as painting, carpets, etc. will be handled by the Administration.

24. **Equipment**
Audio-visual equipment is to be reserved and checked out through the librarian. Students are not to checkout or operate equipment (except computers), or push equipment down the hall.
All copier equipment should be used with care and good common sense. If you experience a mechanical problem with a copier, contact the assistant principal. The copier in the office is for office use only.
25. **Fire and Tornado Drills**
Periodically during the school year students and teachers will participate in fire and tornado drills. An area will be assigned to each room to be used during drills and real emergencies. These areas are to be posted at the exit doors of each classroom.

Teachers are responsible for the students they have during the drill or emergency. Teachers will take their roll books with them during drills or emergencies in order to account for their students.
26. **Political Activities**
It is Bedford County Board of Education Policy that employees shall not use the classroom or system position for political forum nor engage in any political promotion or solicitation during the school hours. Employees may campaign for or against any candidate on their own time.
27. **Room Inventory**
A current inventory of each teacher's room equipment, computers, furniture, etc. must be kept on file in the office and updated yearly by the teacher.
28. **Smoking**
Smoking will not be allowed in any building on the campus of Community High School at any time.
29. **Textbooks**
Teachers should have students to document damages to their textbook when first issued to them. The teacher will keep this on file until the textbook is returned at the end of the term. Students will be responsible for any damages to the book at the Board of Education rate on file in the office.
30. **Period of Silence**
A period of silence shall be observed at the beginning of each school day as follows: the principal will call students to order and announce that a moment of silence is to be observed. No other action shall be taken by a teacher other than to maintain silence for the full time. At the end of one minute, the teacher shall indicate the end of the period of silence and shall resume regular class activities.

Public prayer shall not be allowed at any school sponsored or school directed activity.

31. Medications

No school official or teacher will routinely dispense medication to students except in unique situations in which a child's health is dependent upon emergency medical aid. If under exceptional circumstances a child is required to take oral medication during school hours and the parent can not be at school to administer the medication, only the principal or the principal's designee will administer the medication in compliance with the regulation that follow:

Written instructions signed by the parent will be required and will include: child's name, name of medication, name of physician, time to be administered, dosage, possible side effects, if known; and termination date for administering the medication.

32. Private Vehicles

The board recognizes that certain employees may need to use their private vehicles for school purposes. With the use of private vehicles, the following policy shall be observed:

1. To use a private vehicle for school purposes, the employee must have the written permission of the superintendent or his designee and proof of vehicles liability insurance coverage in one of the following forms:
 - a. A copy of the insurance certificate issued to the insured indication liability limits of at least \$130,000/350,000/50,000
 - b. A specific permit for each trip involving students, including field trips
2. The school system shall assume no responsibility for liability in case of accident, unless the employee has proper authorization described above.
3. The Board specifically forbids any employee to transport students for school purposes without prior authorization by the superintendent or his designee.
4. Privately owned school buses and drivers of such shall meet all requirements of state law and state Board Rules, Regulations, and Minimum Standards.
5. No student shall be sent on errands, personal or school-related, in his, an employee's or a system-owned vehicle.
6. No employee may ask for or give permission to students to transport other students to and from any school or school-related activity without written parental permission and proof of student insurance.

33. Use of facilities

Community High School facilities are to be used by the staff and students of the school. The use of school facilities for outside purposes is strictly prohibited without the prior approval of the Principal and the filing of appropriate forms with the Board of Education.

Teachers may work in their classrooms until custodians lock the facilities for the evening. Alarms will be set at that time. Alarm codes will periodically change and will be given out only on as needed bases.

Priority of the facilities will be given to groups who require the facility for the completion of their purpose, i.e. gym for athletics, auditorium for drama, etc.

The use of the auditorium and school car must be posted on the school calendar with the principal.

CURRICULUM AND GRADING

34. **Lessons Plans**
Teachers are required to have lesson plans current for each day. These plans are to contain teaching objectives, textbook page numbers and materials needed. Teachers will turn in their lesson plan book to the principal at the end of the school year. A backup lesson plan must be filed with the office and kept in case of an emergency.
35. **State Curriculum**
Teachers are required to follow closely the state curriculum guides in their subject area.
36. **Grading Policy**
- A. **Nine Weeks Grades**
It is required that the nine-week grade reflect the student's evaluation through the use of tests, projects, reports, etc. as well as from effort, homework, class participation, class work, etc.
 - B. **Computerized Reporting**
Teachers are to utilize the computerized gradebook program, Skyward. Parents are encouraged to review student grades regularly. Teachers are to make every attempt to keep the grades up-to-date within reason with the goal of no longer than 3 days unless a large scale assignment is issued. The more accurately and timely grades are documented the more assistance parents can give. Homeroom teacher will then issue a computer-printed report card to students on report card day.
 - C. **Grading System**
The basic grading system for Bedford County Schools is based on these numerical values:
 - A 93-100
 - B 85-92
 - C 75-84
 - D 70-74
 - F below 70

Only numerical grades will be given at Community High School. Teachers are encouraged to give students scoring in the 65-69 area, individualized assignments that would allow additional credit to be earned to generate a passing grade.

Conduct comments can be included on the student's report card. Teachers should attempt to contact the student's parents when issuing a negative conduct comment.

D. Student Absence

An excused absence gives the student the opportunity to make-up missed work. It is the responsibility of the student to obtain the assignments from the classroom teachers. The student has 5 school days to complete make-up work. An unexcused absence removes the privilege. Teachers are not to issue any make-up work without the verification of an excused absence. A grade of zero will be given for each assignment missed with an unexcused absence. If an I is given by the teacher on a report card to indicate incomplete work, the student must complete missed work or the I will become an F.

37. Deficiency Reports

A teacher may use deficiency reports at the end of any grading period. These reports are to be sent to parents of students who are in danger of failing for the year.

38. Credit Recovery

Students are allowed to attempt credit recovery in certain courses. A student must score between 69 and 55 to be eligible to attempt credit for a half or full credit. Students interested in this opportunity are asked to speak with the guidance office to determine eligibility.

DISCIPLINE

39. Assertive Discipline

A school-wide use of the assertive discipline system is maintained at Community High School. The following guidelines will enable teachers to use this system effectively:

- A. Post classroom rules in an obvious, easy to see place in the classroom. These rules should be the teacher's basic requirements and expectations. Each teacher should have four to six basic rules.
- B. Along with the rules, a list of the punishments should be posted. For example, a teacher might issue a warning for first offense, write-offs for the second, after school time for the third, and a visit to the assistant principal for the fourth.

- C. Give each student a copy of the rules and punishments to take home and have parents sign.
- D. At the teacher's discretion, incorporate into the disciplinary system a list of appropriate rewards that will accompany good behavior.

40. Student Referral to the Office

Students should be referred to the office only after teachers have exhausted all their means to control the student or when a major problem arises. Students should be immediately referred to the Assistant Principal for the following:

- A. Use of drugs, alcohol, smoking, dipping, or chewing
- B. Fighting
- C. Refusal to comply with a teacher's command
- D. Possession of a weapon
- E. Truancy
- F. Talking back to a teacher
- G. When the student does not respond to the teacher's discipline for several minor offenses. In other words, when a minor offense becomes chronic.
- H. Sexual harassment
- I. Threats

Teachers should handle other minor offenses at the classroom level. A teacher should have control of his or her classroom and should make the students aware of that by handling these offenses when they occur. Teachers will discover that they will have a much better learning environment if they can control their students without office assistance. The teacher should handle the following offenses:

- A. Loud or disruptive behavior
- B. Verbal arguments between students
- C. Talking in class
- D. Chewing gum or eating candy
- E. Swearing
- F. Breaking classroom rules set by the teacher
- G. Running in the hall

41. School Rules

Listed below are the major rules for the school concerning student behavior. A more complete list with punishments is found in the student handbook.

- A. NO alcohol, drugs, or weapons allowed on campus
- B. NO tobacco products allowed on campus
- C. NO sunglasses
- D. NO foul language
- E. NO running in the hall
- F. NO fighting or scuffling
- G. NO abusive language to students or teachers
- H. NO back talk or disrespect to teachers
- I. NO gum or candy at any time in the classroom or hallways.

- J. NO students allowed in the teacher's lounge
- K. NO loud talking in cafeteria.
- L. NO backpacks or jackets in the hallway or classes during the school day.
These are to remain in student's lockers.
- M. Students must follow dress standards
- N. Students arriving before 7:45 will report directly to the common area.
- O. Students may not leave the campus once they have arrived at school

42. Misconduct Reports

Misconduct forms are to be filled out and turned in to the Assistant Principal when a teacher disciplines a student for a major offense or sends a student to the office. Teachers may use the forms with each discipline case they have in order to document chronic problems.

43. Corporal Punishment

Corporal punishment may be defined as physical contact and is distinguished from a reprimand, detention or expulsion. The type of corporal punishment that can be administered shall be limited to paddling the student under the following guidelines:

- A. Corporal punishment shall be administered after less stringent measures such as counseling, parent conferences, etc. have failed to produce the desired result.
- B. The school principal, assistant principal or a teacher in the presence of administration may administer corporal punishment.
- C. When administered, corporal punishment shall be done in the presence of another professional staff member and shall take place in the principal's office or another site out of view of other students.
- D. Corporal punishment must be moderate, humane and suited to the nature of the offense and to the age, sex and size of the child. It cannot be used to enforce unreasonable rule. Further, it cannot be administered with malice or revenge as motives nor may it result in permanent injury to the child. It cannot be used in reference to non-completion of academics, i.e. no homework.
- E. When a parent will not permit his child to receive corporal punishment for acceptable behavior, an automatic suspension will occur.

44. Student Use of Telephone

Teachers are asked to screen the use of the telephone to the best of their ability. No student may use the phone without written permission from a teacher. All phone calls should be for emergency need only. Phone calls are a privilege and can be limited if deemed necessary. Students are not to utilize cell phones during the school day.

45. Hallway Control

Teachers are required to be in the hallways during class changes, before school, and after school to help control the students.

46. **Student Dress**

Teachers are asked to monitor student dress and reinforce dress standards.
Repeated violations of the dress standards will result in disciplinary actions.

T.E.A. CODE OF ETHICS

Principle I

Commitment to Student

1. Shall not unreasonably restrain the student from independent action in the pursuit of learning.
2. Shall not unreasonably deny the student access to varying points of view.
3. Shall not deliberately suppress or distort subject matter relevant to student's progress.
4. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety.
5. Shall not intentionally expose the student to embarrassment or disparagement.
6. Shall not on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, family, social or cultural background, or sexual orientation unfairly:
 - a. Exclude any student from participation in any program;
 - b. Deny benefits to any student;
 - c. Grant any advantage to any student.
7. Shall not use professional relationships with students for private advantage.
8. Shall not disclose information about students obtained in the course of professional service, unless disclosure serves a compelling professional purpose or is required.

Principle II

Commitment to the Profession

1. Shall not in an application for a professional position deliberately make a false statement or fail to disclose a material fact, related to competency and qualifications.
2. Shall not misrepresent his/her professional qualifications.
3. Shall not assist entry into the profession of a person known to be unqualified in respect to character, education or other relevant attribute.
4. Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position.
5. Shall not assist a non-educator in the unauthorized practice of teaching.
6. Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.
7. Shall not knowingly make false or malicious statements about a colleague.
8. Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or actions.

**Community High School
Teacher Handbook**