2026-2027
Staff Handbook



Mission Statement: We provide our students with the knowledge, skills, and confidence needed to promote future success by providing a safe, positive, and supportive learning environment that best serves our Bluffs School Family.

2026-2027 School Year

BLUFFS COMMUNITY SCHOOLS
100 W. Rockwood
Bluffs, IL 62621
Phone: (217) 754-3815
Fax: (217) 754-3714

Bluffs Administration

Superintendent/Principal…….Brandi Pennock
Assistant Principal…….Shawn Makepeace

Scott-Morgan #2
Board of Education

President: Gary Westermeyer
Vice President: DeWayne Hart
Secretary: Terry Kunkel
Members:
Matt Smith
Drew Barnett
CoreyBarnett
April Coats

Bluffs Faculty and Staff,

The purpose of this handbook is to acquaint you with the policies, procedures, and regulations necessary for the effective operation of Bluffs Community Schools. It is intended to be a practical and vital handbook. You are expected to become familiar with its contents and follow its procedures.

Each school year offers us the opportunity for professional growth and improvement. As we begin the current school year, I am pleased to welcome you back or to welcome you as a new member of the Bluffs faculty and staff.

Sincerely,

Brandi Pennock

Brandi Pennock
Superintendent/Principal

Bluffs Community School

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Bluffs
2026-2027 School Calendar

August 17th & 18th Teacher Institute-No School for Students
August 19 First Day of School (8:05-2:05)
September 7 No School-Labor Day
October 12 No School-Columbus Day
October 16 End of Quarter 1
October 21 & 22 2:05 Dismissal (Parent-Teacher Conferences 4:00-7:30)
October 23 No School
November 11 11:30 Dismissal-School Improvement Day
November 24 2:05 Dismissal
November 25-29 No School -Thanksgiving Break
December 21-22 2:05 Dismissal-End of Quarter 2/First Semester/Exams
December 23-Jan 4 No School-Christmas Break
January 5 Teacher Institute-No School for Students
January 6 Students Return
January 18 No School-MLK Day
February 15 No School President's Day
March 1 No School Casimir Pulaski Day
March 10 11:30 Dismissal-School Improvement Day
March 12 End of Quarter 3
March 25 2:05 Dismissal
March 26-29 No School-Spring Break
March 30 Proposed Emergency Day (1)
March 31 Proposed Emergency Day (2)
April 16 Proposed Emergency Day (3)
April 19 No School
April 20 Proposed Emergency Day (4)
May 7 Proposed Emergency Day (5)
May 26-27 2:05 Dismissal (Semester Exams)
May 27 Last Student Attendance Day
May 28 Teacher Institute
School will dismiss at 2:05 every Wednesday of the school year to all for staff meetings, committee meetings, professional development trainings, data discussions/ planning, and new teacher mentoring sessions.
If the district cancels school due to an emergency (snow, flood, etc.) those missed days will be made up on the "Proposed Emergency Day" in the order listed in the ().

May 20-21 Senior Finals
October 2nd Homecoming
Quarters:
Q1-8/19-10/16-41 days
Q2-10/19-12/22-41 days
Q3-1/6-3/12-45 days
Q4-3/15-5/27-46 days

<table>
<tr><th colspan="2">Before/After School Expectations</th></tr>
<tr><td rowspan="2">Before School</td><td>Teachers:
Be on time (7:50 AM)
If you have morning duty, be in the gym at 7:50
Send students with dress code violations to the office and notify the principal.
Monitor hallways and/or assigned areas, as necessary</td></tr>
<tr><td>Students:
Report to MPR or gym upon arrival
Remain seated until dismissed</td></tr>
<tr><td rowspan="2">After School</td><td>Teachers:
Monitor students as school dismisses, as necessary
Prep and/or remain until the end of the work day (3:20)</td></tr>
<tr><td>Students:
Bus riders may not use the vending machines after school
Elementary students must remain with their supervising adult until placed on the school bus or released into the supervision of the parent or other authorized adult. Students should not be released before the bell rings.</td></tr>
<tr><th colspan="2">After School Duty</th></tr>
<tr><td>Rockwood Street</td><td>Mrs Kauffman
Mrs. Hutton</td></tr>
</table>

Bluffs High School

Regular Schedule		11:30 Dismissal		2:05 Dismissal	
1st period	8:05 – 8:53	1st period	8:05 – 8:31	1st period	8:05 – 8:50
2nd period	8:56 – 9:44	2nd period	8:34 – 9:00	2nd period	8:53 – 9:36
3rd period	9:47 – 10:35	3rd period	9:03 – 9:30	3rd period	9:39 – 10:24
4th period	10:38 – 11:26	4th period	9:33 – 10:00	4th period	10:27 – 11:10
BLAAST	11:29 – 11:59	5th period	10:03 – 10:30	5th period	11:13 – 11:58
Lunch B	11:59 – 12:29	6th period	10:30 – 10:57	Lunch B	12:00 – 12:30
5th period	12:32 – 1:20	7th period	11:00 –11:30	6th period	12:32 – 1:17
6th period	1:23 – 2:11			7th period	1:20 – 2:05
7th period	2:14 – 3:05				

Bluffs Junior High

Regular Schedule		11:30 Dismissal		2:05 Dismissal	
1st period	8:05 – 8:53	1st period	8:05 – 8:31	1st period	8:05 – 8:50
2nd period	8:56 – 9:44	2nd period	8:34 – 9:00	2nd period	8:53 – 9:36
3rd period	9:47 – 10:35	3rd period	9:03 – 9:30	3rd period	9:39 – 10:24
4th period	10:38 – 11:26	4th period	9:33 – 10:00	4th period	10:27 – 11:10
Lunch A	11:26 – 11:56	5th period	10:03 – 10:30	Lunch A	11:12 – 11:42
BLAAST	11:59 – 12:29	6th period	10:30 – 10:57	5th period	11:44 – 12:29
5th period	12:32 – 1:20	7th period	11:00 –11:30	6th period	12:32 – 1:17
6th period	1:23 – 2:11			7th period	1:20 – 2:05
7th period	2:14 – 3:05				

Class	Lunch	Lunch Recess	Library	PE	Class Recess
Elementary Schedules, 2026-2027 3:05 Dismissal					
Kindergarten	10:50-11:10	11:10-11:25	1:00-1:25	1:25-1:50	9:30-9:45
First Grade	10:50-11:10	11:10-11:25	1:30-1:55	1:55-2:20	TBA
Second Grade	10:55-11:15	11:15-11:30	10:05-10:30	10:30-10:55 (Gym)	TBA
Third Grade	10:55-11:15	11:15-11:30	10:30-10:55	10:05-10:30	TBA
Fourth Grade	11:05-11:25	11:25-11:40	9:00-9:25	9:25-9:50	TBA
Fifth Grade	11:05-11:25	11:25-11:40	9:25-9:50	9:00-9:25	1:15-1:30
Sixth Grade	11:29-11:49	11:49-11:59	12:32-12:56	12:56-1:20 (Gym)	X
• All elementary PE classes held in the MPR unless otherwise noted • Subject to change • K-5 is scheduled for 15 minutes of recess; the last 5 minutes will be supervised by classroom teacher					

Class	Lunch	Lunch Recess	Library	PE	Class Recess
Elementary Schedules, 2026-2027 2:05 Dismissal					
Kindergarten	10:50-11:10	11:10-11:25	12:30-12:50	12:50-1:10	TBA
First Grade	10:50-11:10	11:10-11:25	12:55-1:15	1:15-1:35	TBA
Second Grade	10:55-11:15	11:15-11:30	10:15-10:35	10:35-10:55 (Gym)	TBA
Third Grade	10:55-11:15	11:15-11:30	10:35-10:55	10:15-10:35	TBA
Fourth Grade	11:05-11:25	11:25-11:40	9:00-9:20	9:20-9:40	TBA
Fifth Grade	11:05-11:25	11:25-11:40	9:20-9:40	9:00-9:20	12:40-12:55
Sixth Grade	11:12-11:32	11:32-11:42	12:07-12:29	11:45-12:07 (Gym)	X
• All elementary PE classes held in the MPR unless otherwise noted • Subject to change • K-5 is scheduled for 15 minutes of recess; the last 5 minutes will be supervised by classroom teacher					

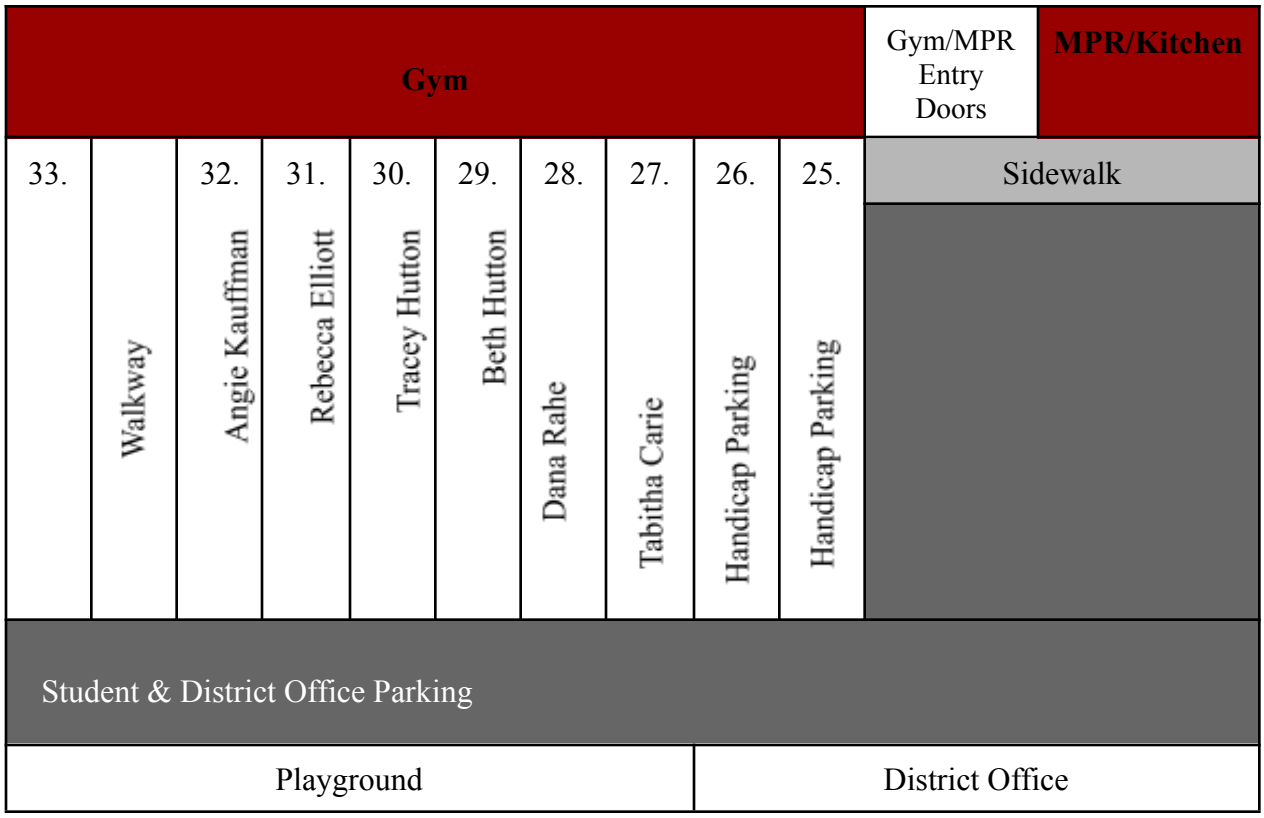
Class and Club Sponsors, 2026-2027	
6th Grade	Cassie Barnett
7th Grade	Jodie DeGroot
8th Grade	Christy Beddingfield
Freshmen	Jordan Mueller and Isabelle Powell
Sophomores	Bridgett Hubbartt- Bass and Mason Pherigo
Juniors	Zack Morrissey, Dana Rahe
Seniors	Michelle Weber and Ariana White
National Honor Society	Zack Morrissey
FFA	Ariana White
Student Council	Zack Morrissey, Maryon Shaw

High School Parking Lot

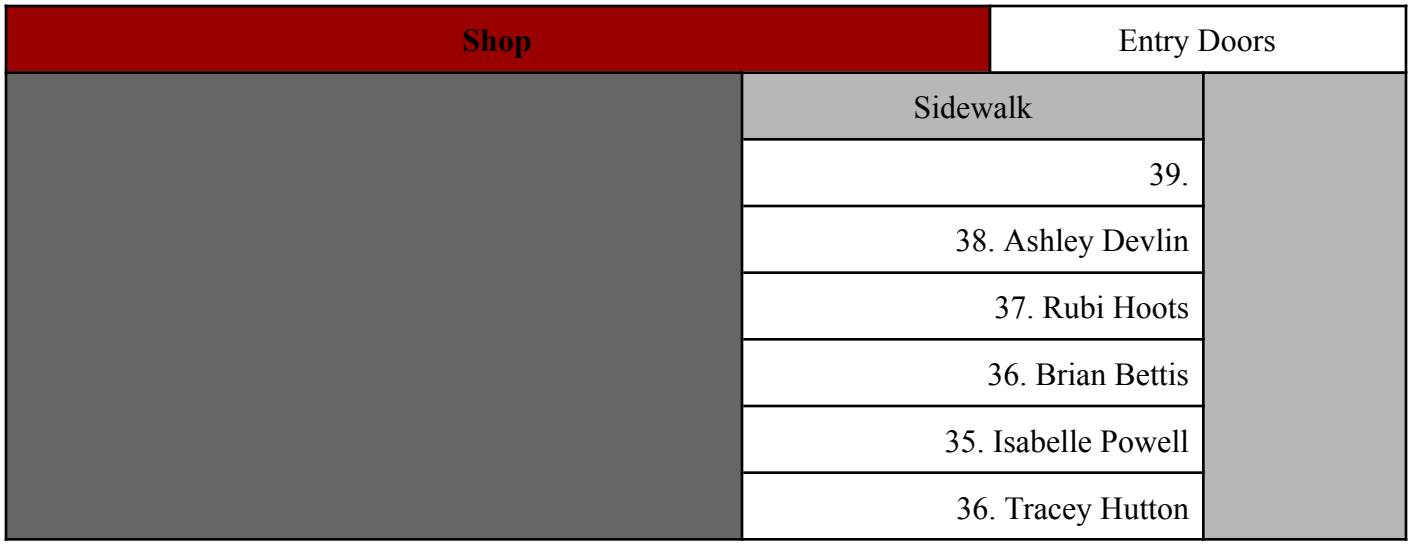
	HS Entry Doors	
Sidewalk		
	Steps	
2. Clint Coats		1. Brandi Pennock
4. Jackie Beer		3. Jodie DeGroot
6. Haley Sharrow		5. Zack Morrissey
8. McKea Jones		7. Christy Beddingfield
Walkway		
10. Work Truck		9. Michelle Weber
12. Jerelyn Rose		11. Jordan Mueller
14. Carlee Ernst		13. Alana Boehs
16. Suzanne Ford		15. Ellen Peak
Sidewalk		

	24. Amy Gillis	23. Lori Richards	22. Jimmy Bailey	21. Maryon Shaw	20. Kennedy Barnett	19. Brandi Pennock	18. Cassie Barnett	17. Shawn Makepeace

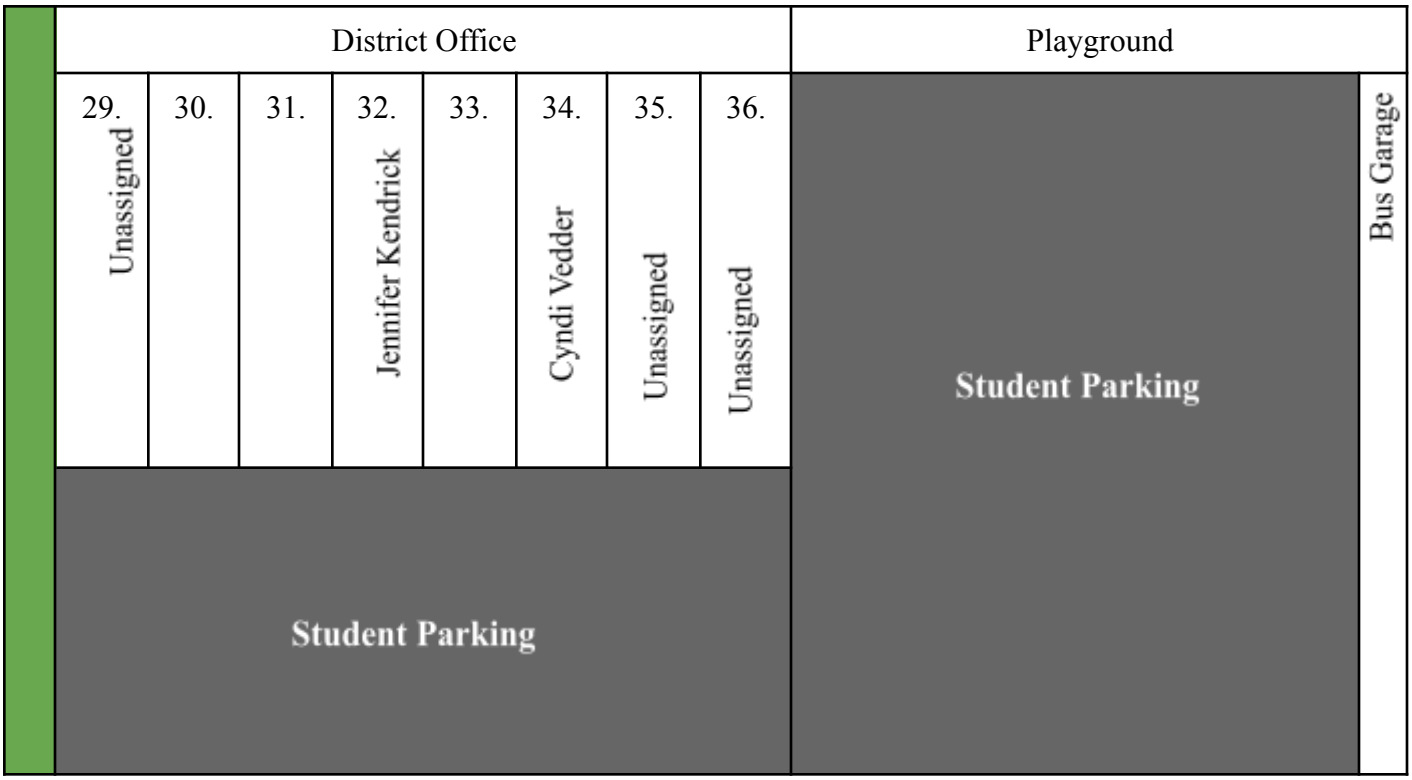
Gym & MPR Staff Parking



Shop & Greenhouse Rear Staff Parking



District Office & Playground Staff Parking



JH/HS Schedules (*Subject to change)

3:05

3:05 Schedule	1	2	3	4	Advisory/Lunch	Advisory/Lunch	5	6	7
Bettis	Prep	HS PE	8th PE	Intro to Woods	HS Advisory	HS Lunch	Woods II	HS PE	HS PE
Statzer	Ag Coop	Ag Structures Jr./Sr.	Ag Bus Mgmt	Prep	HS Advisory	HS Lunch	Intro to Ag	Greenhouse	BSAA
Basss	7th science (earth)	Anatomy/ Phys	Biology	8th science-phys	HS Advisory	HS Lunch	Physical Science	6th science	Prep
Morrissey	Driver's Ed	Civics/IL History	World History	American History	HS Advisory	HS Lunch	Prep	Consumer Ed	3D Design & Application
Powell	JH/HS Spec Ed	JH/HS Spec Ed	JH/HS Spec Ed	JH/HS Spec Ed	HS Advisory	HS Lunch	JH/HS Spec Ed	Prep	JH/HS Spec Ed
Weber	Adv. Math	Algebra A	Geometry (SR)	Algebra B	HS Advisory	HS Lunch	Prep	Algebra 2	Geometry (Fr.)
White	Graphic Novel-Elect	Writing Essentials	Prep	English 4	HS Advisory	HS Lunch	English 3	English 1	English 2
Barnett	Art				HS Advisory	HS Lunch			JH Art
3:05									

Schedule									
Junior High	**8:05-8:53**	**8:56-9:44**	**9:47-10:35**	**10:38-11:26**	**11:29-11:59**	**11:59-12:29**	**12:32-1:20**	**1:23-2:11**	**2:14-3:05**
	1	**2**	**3**	**4**	JH Lunch	JH Advisory	**5**	**6**	**7**
Beddingfield	8th ELA	8th Reading	6th ELA	6th Reading	JH Lunch	JH Advisory	7th ELA	7th Reading	Prep
Bass	7th science (earth)	Anatomy/ Phys	Biology	8th science-phys	JH Lunch	JH Advisory	Physical Science	6th science	Prep
DeGroot	Freshman Academy	6th SS	Prep	7th SS	JH Lunch	JH Advisory	8th SS	HSCreative Des/Yr.Bk	JH Creativ/Des/Yr. BK
Pherigo	SOP PE/Health	7th Grade PE/Health	Elementary PE	Elementary PE/Prep	JH Lunch	JH Advisory	6th PE/Elem PE	Elementary PE	Elementary PE/Prep
Mueller	6th Math	Prep	7th Math	Computer Science	JH Lunch	JH Advisory	Computer Science	8th Math	JH Computer Science
Powell	JH/HS Spec Ed	JH/HS Spec Ed	JH/HS Spec Ed	JH/HS Spec Ed	JH Lunch	JH Advisory	JH/HS Spec Ed	Prep	JH/HS Spec Ed
Rahe	Prep	Library	Library	Library	JH Lunch	JH Advisory	6th Library/Study Skills	Elem Library	JH Study Skills
Barnett	Art				JH Lunch	JH Advisory			JH Art

2:05 Schedule	**1**	**2**	**3**	**4**	**5**	**Lunch**	**6**	**7**
High School	**8:05-8:50**	**8:53-9:36**	**9:39-10:24**	**10:27-11:10**	**11:13-11:58**	**11:59-12:29**	**12:32-1:17**	**1:20-2:05**
Bettis	Prep	HS PE	8th PE	Intro to Woods	Woods II		HS PE	HS PE
Statzer	Ag Coop	Ag Structures Jr./Sr.	Ag Bus Mgmt	Prep	Intro to Ag		Greenhouse	BSAA
Bass	7th science (earth)	Anatomy/Phys	Biology	8th science-phys	Physical Science		6th science	Prep
Morrissey	Driver's Ed	Civics/IL History	World History	American History	Prep		Consumer Ed	3D Design & Application
Powell	JH/HS Spec Ed	JH/HS Spec Ed	JH/HS Spec Ed	JH/HS Spec Ed	JH/HS Spec Ed		Prep	JH/HS Spec Ed
Weber	Adv. Math	Algebra A	Geometry (SR)	Algebra B	Prep		Algebra 2	Geometry (Fr.)
White	Graphic Novel-Elect	Writing Essentials	Prep	English 4	English 3		English 1	English 2
Barnett	Art							JH Art
	1	**2**	**3**	**4**	**Lunch**	**5**	**6**	**7**

2:05 Schedule								
Junior High	**8:05-8:50**	**8:53-9:36**	**9:39-10:24**	**10:27-11:10**	**11:12-11:42**	**11:45-12:29**	**12:32-1:17**	**1:20-2:05**
Beddingfield	8th ELA	8th Reading	6th ELA	6th Reading		7th ELA	7th Reading	Prep
Bass	7th science (earth)	Anatomy/Phys	Biology	8th science-phys		Physical Science	6th science	Prep
DeGroot	Freshman Academy	6th SS	Prep	7th SS		8th SS	HSCreative Des/Yr.Bk	JH Creativ/Des/Yr.BK
Pherigo	SOP PE/Health	7th Grade PE/Health	Elementary PE	Elementary PE/Prep		6th PE/Elem PE	Elementary PE	Elementary PE/Prep
Mueller	6th Math	Prep	7th Math	Computer Science		Computer Science	8th Math	JH Computer Science
Powell	JH/HS Spec Ed	JH/HS Spec Ed	JH/HS Spec Ed	JH/HS Spec Ed		JH/HS Spec Ed	Prep	JH/HS Spec Ed
Rahe	Prep	Library	Library	Library		ibrary/Study	Elem Library	JH Study Skills
Barnett	Art							JH Art

Phone Extensions

Pennock 405	Cyndi 401		Makepeace 205
	Maryon 201	Jackie 202	
Title Room 605	C. Barnett 102	Bass 101	Beddingfield 302
Bettis 502	Carie 601	Coats 507	Daws 607
DeGroot 303	Devlin 504	K Barnett 505	Ford 602
R. Hoots 503	S. Hoots 610	Kitchen 508	Landess 606
Lounge (Elem.) 604	Lounge (JH/HS) 208	Morrissey 206	Mueller 306
Neff 609	Pherigo 501		Powell 103
Rahe 506	Stendback 603	Ag 502	Weber 203
White 204			

Bluffs Phone Extensions

Office		
Brandi Pennock	Superintendent	405
Cyndi Vedder	District Bookkeeper	401
Shawn Makepeace	Principal	205
Maryon Shaw	Administrative Assistant	201
Jackie Beer	Administrative Assistant	202
Amy Gillis	Head Cook	508
Elementary		
Tabitha Carie	Pre-K	601
Suzanne Ford	Kindergarten	602
Jennifer Stendback	1st Grade	603
Angela Neff	2nd Grade	609
Kennedy Barnett	3rd Grade	610
Rubi Hoots	4th Grade	503
Ashley Devlin	5th Grade	504
Sylvia Hoots	Elementary Special Ed.	505
Jamie Daws	Speech	607
Dana Rahe	Library	506
Mason Pherigo	Elementary PE	501
	Title	606

JH/HS		
Christy Beddingfield	JH English	302
Brian Bettis	PE, Woods	504
Bridgett Hubbartt Bass	Science	102
Jodie DeGroot	Social Studies	303
Todd Statzer	Agriculture	502
Cassie Barnett	Art	101
Zack Morrissey	History	206
Jordan Mueller	JH Math, Computer Science	306
Isabelle Powell	JH/HS Special Ed.	307
Michelle Weber	HS Math	203
Ariana White	HS English	204

Child Study Team Flowchart

Tier 1 (Universal Level)

The teacher

Identifies an academic or behavioral concern.
Confers with student about concern and identifies desired replacement behavior.
Collects data and documentation based on teacher observations (frequency, duration, and / or intensity).
Reviews the student's cumulative file and seeks the input of the student's other teachers about identified concern.
Disc[illegible]rn with parents and
Designs and implements an intervention that addresses the concern.
Monitors, collects, and analyzes data on student's response to classroom intervention.

NO — Adequate progress? — YES

Teacher submits a student referral form.

Tier 2 (Targeted Level)

Members of the CST

Review teacher submitted student referral form from Tier 1.
Meets with teachers involved to further discuss referral form and observations.
Discuss and choose the appropriate evidence-based intervention
Works with the classroom teacher to set a time interval for the selected intervention along with a schedule for progress monitoring
Communicates with the parents about the steps being taken and the progress being recorded
Reviews with teacher the post-intervention progress data and determines whether to continue with the intervention plan, to modify the intervention, or to seek Tier 3 support.

The teacher

Implements the intervention selected and conducts the agreed upon evaluation of progress
Reviews with team the post-intervention progress data and determines whether to continue with the intervention plan, to modify the intervention, or to seek Tier 3 support.

NO — Adequate progress? — YES

Tier 3 (Intensive Level)

Member of the CST

Conducts a problem clarification interview with teacher and / or support staff to obtain information that may not have been considered in Tier 2.
Re-examine the effects of the curriculum, instruction, and environment on the problem.
Brainstorm possible choices, including modifying the intervention used in Tier 2 and / or developing new interventions.
Develop detailed intervention plan (set-up procedures, implementation, evaluation of progress)—parent involvement may be utilized in this step.
If parents are not involved in step 4, communicate with the parents about the steps being taken and the progress being recorded.
Reviews with teacher the post-intervention progress data and determines whether to continue with the intervention plan, to modify the intervention, or to consider special education eligibility.

The teacher

Implements the intervention(s) selected and conducts the agreed upon evaluation of progress.
Reviews with team the post-intervention progress data and determines whether to continue with the intervention plan, to modify the intervention, or to consider special education eligibility.

NO — Adequate progress? — YES

Consider need for special education.

Student is making progress but continues to need intervention to maintain current progress. Teacher should continue progress monitoring this student.

MISSION STATEMENT
We provide our students with the knowledge, skills, and confidence needed to promote future success by providing a safe, positive, and supportive learning environment that best serves our Bluffs School Family.

SCHOOL DAY
The teacher's **contractual** workday begins at 7:50 a.m. and ends at 3:20 p.m. There may be occasions when the day begins prior to 7:50 a.m. or advances beyond 3:20 p.m. With the exception of lunch periods, teachers who wish to leave the building, during the normal workday, **must inform the building principal or office staff**. If you have an emergency, the building principal will make an internal assignment and we will make every effort to cover your classes effectively. Teachers are not to make arrangements with other teachers for class coverage or leave school grounds prior to consulting the building principal.

Teachers who have classes that begin at 8:05 a.m. shall be in their rooms by 7:50 a.m. unless the teacher has a before school duty assignment. Morning part-time teachers will arrive at the regular time (7:50 a.m.) and they may leave upon the conclusion of their final assignment. Part-time teachers, who begin their assignments in the afternoon, shall report at least 10 minutes before their first class begins and they shall remain until the end of the school day (3:20 p.m.).

EMPLOYEE DUTY AND RESPONSIBILITY
All certified personnel shall be present in their assigned building(s) to conduct their class and perform other assigned duties for 7.5 hours beginning at 7:50am per day including a duty free lunch of 30 minutes. This also includes a duty free planning period time depending on position. See contract. There are no time limits during the day for responsibility. **At all times, staff is to enforce** school rules and regulations in and out of the classroom.

Members of the teaching faculty are specifically responsible for maintaining **high standards** of professionalism and academic knowledge within their teaching fields.

Staff members are to be faithful and prompt in attendance, support and enforce board and building regulations, turn in reports on time, attend meetings as scheduled by the administration, look out for the safety and welfare of all students, dress professionally, refrain from using language, gestures or mannerisms that are offensive.

TEACHER EVALUATION
The purpose of teacher evaluation is improvement of instruction. Formal evaluation will be conducted as per school board policy and the collective bargaining agreement. Informal teacher evaluations will be conducted on a continuous basis. Supervision will be conducted in a constructive, candid, fair, and realistic manner.

COURSE SYLLABI
To facilitate an environment of high expectations teachers will develop and provide course syllabi for all classes detailing:

- The teacher's name, course title, and brief description
- The textbook used including title, author, publisher, & copyright date
- The units taught (by name in sequential order) and projected timeframes
- The chapters (with titles) and/or lessons/pages comprising each unit
- The performance goals/objectives for each unit and/or chapter/s

- Alignment with the Common Core Standards

MANDATED REPORTER - Child Abuse

Each employee of Scott-Morgan CUSD #2 is a mandated reporter subject to criminal liability if a report is not made and you suspect abuse. This means that you are required to report suspected child maltreatment immediately when you have "reasonable cause to believe a child known to you in your professional or official capacity may be an abused child or a neglected child." Please see "Together We Can Protect Our Children" at the back of the handbook for more information. State law protects the identity of all mandated reporters and mandated reporters have no civil or criminal liability unless the report is made with reckless disregard for the truth. **Notify the principal if you will be making a mandated report.**

Why must we report?

- Protect the child
- Protect other children
- Provide help for suspected abuser
- Provide assistance for struggling families

SUBSTITUTE FOLDER

Every staff member will create an emergency folder to be used in the event of an unforeseen absence. This folder will, at a minimum, contain the following:

- Accurate class **seating charts** and a reliable student's name per class
- An emergency lesson plan for every class (if you are a teacher)
- Your daily schedule
- General class procedures
- A class list for each class or names and grade levels of students and teachers with whom you work
- A copy of your classroom management plan
- Instructions for taking attendance
- Instructions of how to contact the office

This folder is to be kept up-to-date and in the high school office to be given to the substitute upon his or her arrival.

DAILY SUB PLANS

Each staff member is expected to create and provide detailed sub plans for non-emergency absences. Teachers are required to maintain lesson plans on their Planbook pages, however, lessons from Planbook alone are not acceptable for purposes of providing sub plans. Lesson plans should be written, detailed,and provided to either the Principal or Office prior to the beginning of the school day.

PARAPROFESSIONALS AND INSTRUCTIONAL AIDES

Instructional aides and Paraprofessional's main job responsibility is to implement lessons and activities **with students**. They are to be used to improve student skills, **not to:** write class newsletters, provide instruction, operate the copy machine, grade papers, record grades, or other clerical tasks.

STUDENTS WITH DISABILITIES

The Scott-Morgan CUSD #2 is a member of the Four Rivers Special Education Cooperative. The cooperative will provide Bluffs students with the following evaluations and related services as specified by the IEP team; occupational therapy, physical therapy, vision itinerant evaluations and services, hearing impaired itinerant services, audiological services, social work consultation, early childhood services, and 0-3 clinic and child-find services.

Students with disabilities have a legal right to be educated with their non-disabled peers. Special education and general education teachers need to discuss and plan for the instruction of a student with special needs. Both the special education teacher and general education teacher bring different skills, strategies, and educational approaches to help create the best instructional plan to meet the student's educational needs. It is important for both teachers to agree on the student's educational plan. Both the general educator and the special educator need to monitor the student's progress. Teachers could design a checklist for the completion of tasks or the collection of data to monitor the student's progress toward meeting his or her goals and objectives. Another option is to create a rubric for the student and assign a grade based on the points on the rubric. It is important for the special education teacher and general education teacher to communicate with each other as they monitor the student's progress. Both teachers need to provide feedback to the student with special needs. Be sure to provide positive feedback for a job well done in addition to informing the student about areas that need improvement, such as assignments that have not been completed.

Each semester, the special education teacher will:

- Give a copy of the students' accommodations and modifications along with annual goals and objectives to the appropriate regular education staff
- Ensure that all related services are scheduled
- Provide the amount of instruction and/or consultation of the provider
- Ensure that any adaptive or assistive technology and/or equipment are available
- Perform these duties for each student: schedule IEP meeting, write, print, and disperse IEPs, manage special education student files, schedule reevaluations and domain meetings when needed and within the required time lines
- Follow all special education rules and regulations under the guidance of Four Rivers Special Education District
- Attend special education meetings and professional development provided by the district and Four Rivers Special Education District when needed

LESSON PLANS

Each staff member will have access to PlanBook. Lesson plans are to be standards-based and contain clear learning targets. Activities to meet objectives are to be designed so that they address the diverse learning styles of the students in the class. They will also include how and when the teacher will assess students to gather evidence of learning success. **Completed lesson plans for the entire week are to be accessible every Monday by 8:00 AM via PlanBook. Administrators may require unit lesson plans to be turned in weekly, quarterly, or for the semester.**

VIDEO USAGE

A. All videos **must be previewed by the teacher before showing**.
B. Intended **instructional objectives must be written and filed**.

C. Sound instructional principles that maximize instructional time should always be employed (e.g. show only relevant clips, inform students of the instructional purpose, stop and start video to integrate other instructional activities, use pre/post activities pre/post questions and discussions and assessments, etc.)
    a. Video Usage
        i. *Instructional Use*: The primary use of videos is for instructional purposes. By law, any video that does not include "public performance rights" must comply with the fair use provision of copyright law. This requires that videos:
            1. Be used with students in "face-to-face" instruction with the teacher.
            2. Be correlated to instructional objectives.
            3. Be shown in a normal instructional setting (not in large group settings such as in an auditorium or assembly hall).
        ii. *Non-instructional Use*: Only videos that include "public performance rights" may be used for reward and entertainment. Videos shown solely for reward or entertainment **must be approved by the building administrator**.
    b. Video Ratings
        i. Elementary School
            1. May show "G-rated" videos
            2. May show "PG-rated" videos with written approval of the parents
            3. May not show videos with more restrictive ratings (e.g. PG-13, R, NC-17, X)
        ii. Junior High/High School
            1. May show "G-rated" videos
            2. May show "PG-rated" videos with written approval of the parents
            3. May show "PG-13-rated" videos with written approval of principal and parents
            4. May not show videos with more restrictive ratings (e.g. R, NC-17, X)

EXTRA DUTY ASSIGNMENTS

Teachers, classroom aides, or staff members may be assigned bus duty, morning duty, committees, and/or any other duty by the administration. Opportunities to sign up for additional duty assignments (ie: home game help, detentions, dances, etc.) will be available in the high school office.

ELEMENTARY DISMISSAL / AFTER SCHOOL EXPECTATIONS

- **Bus students are to be dismissed at 2:55. Buses depart at 3:00. Paraprofessionals will assist students loading buses which will be facing south outside the west MPR doors.** ***No student will be allowed to ride a bus to which he/she has not been assigned without a note from a parent!***
- **No vending machine use will be allowed for after school bus riders.**
- **Students walking or riding with parents are to exit the building with their teacher at 3:05 PM as the buses depart. (Buses first!)**

JR. / SR. HIGH DISMISSAL

- **Bus students are to be dismissed at 2:55. Buses depart at 3:00. Paraprofessionals will assist students loading buses which will be facing south outside the west MPR doors.** ***No student will be allowed to ride a bus to which he/she has not been assigned without a note from a parent!***
- **No vending machine after school use will be allowed for bus riders.**
- **Students may exit out of any West Exit. Student drivers will not be allowed to exit the parking lot until after the buses have departed.**

ABSENCES

Teachers may be absent for the following reasons:

a. Illness in the immediate family (e.g. spouse, child, ward living under the same roof, parent, parent-in-law, brother, sister)
b. Death in immediate family
c. Use of personal leave days

Absences are to be used in no less than ½ day increments. If teachers have advance notice of the need for an absence, submit the request via google form to Mr. Makepeace with as much advance notice as possible.

Other absences will cause a deduction in salary. (Vacations will not be permitted during the school year except for personal leave days.) The deduction for unapproved absences will be deducted from the pay period following the absence at the rate of 1/180 of the yearly salary for each day absent.

If you must be absent please give the principal as much notice as possible. It is much easier to locate a substitute teacher the night before rather than the morning of an absence. If circumstances could not be foreseen, text or call Mr. Makepeace (217) 407-1006 by 6:15 AM on the day of an absence. If an absence is for more than one day, always notify the principal before 2:00 P.M. so the substitute may be retained. With all absences, if the principal cannot be reached, please notify the superintendent. **Do not rely on voice mail. Call to confirm that a message left was received.** Please remind the principal of any special activities/duties that you might be responsible for that day.

Upon returning to school, please submit the absence form to the principal. Verification of the cause for absence must be furnished if requested by the Administration.

If staff have doctor's appointments or an emergency that arises, the staff member will be allowed to leave the building at the end of the day (3:05) after notifying the principal without a dock in pay, personal or sick leave time.

PERSONAL LEAVE DAY

All full-time regularly employed certified employees shall receive two (3) personal days per year without restriction as to purpose. It will be the teacher's responsibility to get the missed materials presented at the beginning of the school term. No more than two (2) teachers may be absent from the district on any one (1) day. Teachers shall notify the principal of their intent to take such day at least forty-eight (48) hours prior to use. Unused personal leave shall be added to the teacher's accumulated sick leave.

A personal day may be granted at the beginning or end of the term upon approval of the building principal and superintendent.

STAFF MEETINGS

Regular monthly faculty meetings will be scheduled and held with input from staff. The schedule for the meetings shall be posted by September 15 of each year for the remainder of the school year. These regular monthly faculty meetings shall commence 15 minutes after school is dismissed and shall conclude in one hour. All staff are required to attend these meetings, unless excused by the Superintendent or Principal due to illness. A teacher will be allowed to miss one staff meeting during the school year. Coaches are required to attend monthly faculty meetings unless they have a postseason contest on the day of a scheduled staff meeting. These monthly staff meetings shall extend the staff member's work day for the time of the meeting only.

WEDNESDAY EARLY DISMISSAL DAYS

The Scott-Morgan CUSD #2 Board of Education has recognized the need for teachers to have regular time devoted to the collaborative work of the school. Therefore, each Wednesday of the school year, students will be dismissed at 2:05 PM to allow for professional learning communities to engage in goal-oriented work that is directly or indirectly related to increased student achievement. All staff members are to recognize the importance of this work and do everything within their power to fully engage in and contribute toward this endeavor. Committees will be assigned with staff input consideration and will be scheduled during the Wednesday early dismissal after-school time period as recommended by staff and so as to avoid conflict with other committee work. Individuals not involved in committee work on the early dismissal days will be engaged in curriculum mapping / alignment with the Common Core standards work assignments. Both committee work and individual work will be documented using provided forms and submitted to the principal by Friday of that week.

PROFESSIONAL MEETINGS

Requests for reimbursements due to absences to attend professional meetings, activities, and conferences that are within budgetary limits are subject to the **approval of the superintendent.** In general, it is the policy of the administration to encourage and support the staff participation in activities that will improve the quality of instruction in the school. Request for professional absences should be submitted on the appropriate forms **with as much advance notice as possible** to the building principal. **The principal's signature of approval only authorizes the absence not the reimbursement of any expense incurred as the result of attending the meeting or conference.** Should the superintendent authorize the reimbursement of expenses, the proper form located on the district intranet must be completed and submitted to the principal who will then review the form and submit it to the superintendent for approval. Upon approval, the expenses will be reimbursed by the office manager in the form of an expense check on the next payday.

CARE AND USE OF THE BUILDING / EQUIPMENT

Each faculty member is responsible for the care of each room in which he may be assigned to teach. General and specific cleaning is the responsibility of the janitorial staff. The maintenance department will perform specific maintenance. Teachers are responsible for the following:

1. Check furniture frequently for wear and tear damage. Report immediately to the maintenance staff any needed repairs and replacements.
2. Do not permit students to come in contact with the thermostats
3. Close windows at the end of the school day.

4. LOCK YOUR ROOM WHEN YOU LEAVE!?
5. All lights will be turned off unless in use.
6. No student will be permitted in a classroom unless under the direct supervision of a teacher. **During passing periods, teachers should stand at their door to help monitor hall behavior.**
7. Any maintenance or janitorial problems, which need to be corrected, will be noted in writing and sent to the principal.
8. At the end of the day, please have students pick up papers, etc. and if applicable, place chairs on top of desks.

TEACHER RESPONSIBILITY FOR TEXTBOOKS

Each teacher will be responsible for textbooks used in their programs. With each textbook distributed to a student, the teacher should individually observe the student write their name (in ink) on the back of the cover. All textbook numbers distributed should be recorded (in ink) by the respective student's name in the teacher's grade book. A class list bearing the students' names, their textbooks' numbers, and the condition of every book will be filed in the Principal's Office. As a new student enters and is assigned a textbook, the appropriate information may be added to the textbook list. Students are responsible for lost or destroyed books. Staff will notify the office if any textbooks are damaged. It is important that you keep accurate records.

INVENTORY AND RESALE

Each faculty member will maintain a complete and up-to-date inventory of all items and materials they use which belong to Scott-Morgan Unit District #2 in the manner stipulated for inventory records by the principal and/or superintendent. A separate but complete and up-to-date record of all resale purchase items and the disposition of these items will be maintained by any faculty member, who in the course of his duties, must deal with resale materials. The school will charge state sales tax for any item sold in resale.

BUILDING/CLASSROOM/KEYS

It is the duty of the staff members to supervise students so that damage to the school building, furniture, equipment, or other school property does not occur. When staff members note that equipment/building is damaged, either by intention or accident, they shall communicate the damage to the office.

Teachers are responsible for the appearance of their classroom and to see that the room is properly ventilated and lighted. Use the custodial/maintenance form on the school intranet to request assistance if needed. Staff are to close and lock all windows and doors when leaving for the day.

Each faculty member or staff member is assigned keys to locks that pertain to the needs of their position. Keys **are not** permitted to be used by students or persons not employed by Scott-Morgan District #2.

Scott-Morgan District #2 keys are not to be duplicated by staff members. If duplicated keys are needed, the faculty or staff member should notify the office or principal. No lock will be used unless there is a duplicate key or combination held in the care of the principal. The principal will maintain a complete inventory of keys.

CLASSROOM TELEPHONES
Classroom phones are for teachers to use to call the office or other teachers. Discretion should be exercised not to call another teacher during their instructional class time. The office will not page in-coming calls to the classrooms except in emergencies. Teachers should check their mailboxes during prep periods for phone messages. **Students are not allowed to dial out on classroom phones at any time or to call other classrooms or offices**. Students may use the phone in the high school office phone with administrative approval. Students may be permitted to use the phone in the coaches' office, with coach approval, after practice or games to call home for a ride.

All long distance calls must be documented on the phone sheet in the office. Please indicate who is making the call and why (personal or club/activity) to insure proper billing.

SUPERVISION IN THE INSTRUCTIONAL SETTING
Effective supervision of students is **very important**. Our top priority is to keep students safe and secure while at school. Failure to properly supervise students can leave oneself liable for negligence, personal litigation, and/or dismissal for "just cause". Do not allow students to be in areas of the classroom or hallway that are out of your line of vision. If circumstances arise where you need to leave a classroom/supervisory area, ask a colleague to cover for you or notify the office for assistance. **NEVER WILLINGLY LEAVE STUDENTS UNSUPERVISED ANYWHERE!**

IMPORTANT!!! – Junior and Senior High teachers must supervise and monitor the hallways during passing periods. This adult presence prompts desired behavior and deters problem behavior. The majority of students who report being bullied indicate that the passing periods are the time of highest incidence.

SUPERVISION IN THE NON-INSTRUCTIONAL SETTING – Duty Assignments, Playground, Parking Lot, Gym, Cafeteria, Ball Games, etc.

Student behavior support and management in common areas is critical to the maintenance of a safe and orderly campus. In addition, it provides opportunities for interactions that can create a student mindset that will enhance their ability to learn and succeed in the instructional setting. High rates of positive contact with individuals or groups of students can be expected to significantly reduce student problem behavior for up to 90% of all students. Research indicates that this objective can be achieved using a method called MIS (Move, Interact, Scan).

DISCIPLINE RESPONSIBILITIES
All staff are responsible for enforcing school/district rules and discipline throughout all buildings. This includes halls, cafeteria, restrooms, and school grounds. Faculty commitment and cooperation are necessary for ensuring an orderly school and proper student conduct.

CLASSROOM MANAGEMENT
Classroom management is different from discipline! Effectively managing your classroom is an essential part of maintaining control and discipline. An effective teacher manages a classroom. An ineffective teacher disciplines a classroom.

DISCIPLINE PLAN
Each teacher will develop a discipline plan for his or her classroom, which shall be posted in the room and turned into the office. Discipline is concerned with how students behave. The plan

shall include rules to follow in the room, consequences for not following the rules, and possible rewards for following the rules. When **ALL** alternatives have been exhausted in the classroom, the teacher should ask the principal for help. Before a child is sent to the office for constant misbehavior, classroom teachers should have contacted parents, informing them of any behavior concerns. **All minor discipline cases should be handled by the teacher**!

All teachers and staff are to show respect to all students. Fairness is to be practiced - do not play favorites. Children are to be taught and shown how to take responsibility for the choices that they make. Throughout this entire process, parent communication is a must! No discipline form should come to the office without first having contacted the parent. The only exception to this rule is violence, sexual misconduct, or other severe misbehavior. Use your common sense and remember, every time you send a student to the principal, it could lessen your effectiveness in the student's eyes.

Consequences should be appropriate to the infraction and are to support our philosophy of discipline. Children are to learn from their mistakes as opposed to punishment. It is the intention of the principal to support every staff member. Make sure that he/she can support the decisions you make by following the philosophy, policies, and procedures of the school/district.

ADMINISTRATIVE DISCIPLINARY RESPONSIBILITIES

Student discipline is defined as the expectation and enforcement of a reasonable standard of orderly behavior that permits the education process to be effective. It is important to remember that consistency in enforcing any rule is imperative if discipline is to be effective.

Therefore, the administration will:

1. Handle immediate disciplinary problems which have escalated beyond the parameter of the classroom.
2. Deal with problems that arise from student violation of civil law, criminal law, and or School Code.
3. Assess, deal with, and follow through with appropriate disciplinary procedures regarding situations that occur outside the classroom.
4. Deal with chronic violators of classroom procedures after the intervention checklist and any other attempts by the teacher and/or parent have been exhausted.
5. Handle problems involving defiant, disrespectful, aggressive, or threatening behavior that the teacher is unable to defuse or puts a class in jeopardy.
6. Meet with teachers who have had to have student(s) removed from the learning environment at the conclusion of the school day the student was removed to devise a course of action.
7. Communicate closely with teachers in an effort to identify and curb defiant behavior before it becomes a problem.
8. Using the following procedures concerning referral slips:
    - Review the referral for all prerequisites completed (See Teacher Responsibilities)
    - Request a conference with all members involved in the incident at any time.
    - Data on referrals, conferences, and consequences will be kept on file in the office.

TEACHER DISCIPLINARY RESPONSIBILITIES

Student discipline is defined as the expectation and enforcement of a reasonable standard of orderly behavior that permits the education process to be effective. It is important to remember that consistency in enforcing any rule is imperative if discipline is to be effective.

Therefore, the teacher will:

1. Attend to the classroom disorder unless the need is felt for administrative assistance.
2. Be responsible for dealing with, or calling to the attention of the administration, any disorder occurring in the hallways, restrooms, locker rooms, or on the school campus.
3. **Stand outside the classroom door before school, during passing time, and after school.**
4. Initiate and log parental contacts regarding difficulties in the learning process, positive reinforcement, or behavior problems.
5. Keep a log of student infractions worthy of recording. The punitive and remedial steps taken to correct the concern are to be recorded on the intervention checklist.
6. Send home disciplinary reports to parents regarding student misbehavior. These referral slips are not substitutes for the teacher's log, but merely supplemental.
7. Assign discipline for student infractions according to the school handbook or with the classroom management plan.
8. Comply with the School code regarding disciplinary procedures. Maintain professionalism and avoid litigation by adhering to the following:

At first sign that a student may be escalating toward acting out, assume a supportive stance (body positioned at least one leg-length away and at an angle) and be sure your tone of voice is calm and reassuring, your volume is controlled and appropriate, and your cadence of speech is smooth as you listen, offer reassurance, set limits, options, and consequences.

Any physical intervention (restraint) should only be used when all other options have been exhausted and when an individual is a danger to self or others. Even in those moments, an assessment is still necessary to determine the best course of action to maintain the Care, Welfare, Safety, and Security of all. There may be times when other strategies, such as continuing verbal intervention, removing dangerous objects, and calling for assistance would precede and possibly prevent any physical intervention.

Always avoid an individual physical intervention. Seek assistance and wait for a team to arrive. This is important for your safety, the student's safety and provides reliable sources for documentation.

Remember that there are risks involved in any physical intervention. Therefore, they should only be considered when the danger presented by the acting-out individual outweighs the risks of physical intervention. Restraints are to be used only to protect – never to punish!

Regardless of intervention, the goal is always to reestablish communication and rapport with the student. The teacher does this by listening, and showing interest and concern.

DOCUMENTING DISCIPLINE

Documentation is one of the most effective tools educators can use when dealing with student issues such as discipline, educational placement, attendance, dress code violations, emotional concerns, etc.

The teacher:

1. Identifies a behavior concern.
2. Confers with student about concern and identifies desired replacement behavior.

3. Collects data and documentation based on teacher observations (frequency, duration, and /or intensity).
4. Reviews the student's cumulative file and seeks the input of the student's other teachers about identified concern.
5. Discusses concern with parents and gathers information.
6. Designs and implements an intervention that addresses the concern.
7. Monitors, collects, and analyzes data on student's response to classroom intervention.
8. If student fails to make adequate progress, the teacher submits a student referral form to each member of the Child Study Team.
9. Attends all meetings and implements suggested interventions with fidelity.

Instructional time is a precious and limited commodity. Students cannot afford to waste any of it. Learning is exciting! Relevant, integrated, hands-on learning activities should fill the school day. A well-planned lesson and a well-managed, student focused classroom is the best deterrent to discipline problems.

REFERRAL FORMS

Behavior Log: Use TeacherEase to document classroom behaviors.

Discipline Referral: Use TeacherEase to fill out a discipline incident report for behaviors requiring disciplinary action. Disciplinary action should be handled by staff members unless the incident requires administrative action. Staff members should notify parents for discipline referrals.

Child Study Team Referral: Utilized when classroom teacher has exhausted personal resources for correcting an academic or behavioral concern. One copy is given to each member of the Child Study Team.

DISCIPLINE PROCEDURES

When a student's behavior necessitates removal from your classroom, use the telephone in your room to notify the office. Immediately thereafter, write and send the referral to the office.

Immediate referrals should be made to the principal in the cases of:

A. Fighting or threats of violence.
B. Theft (extortion).
C. Major breaches of discipline (gross disobedience or misconduct).
D. Damaging school property.
E. Suspected drug or alcohol possession, use or sale.
F. Use or possession of any tobacco products.
G. Repeated and flagrant acts of defiance.

Our aim is to develop a **uniform discipline approach** that will lend itself to quick, well-defined **behavior remediation**. This will benefit the student, teacher and school.

DETENTIONS

Teachers may assign detentions before-school, at lunch, or after-school for varying lengths of time as dictated in their classroom management plan. However, all students must be given a 24

hour notice of assigned detentions and parents must be contacted. Teachers are encouraged to remind students of assigned detentions both verbally and visually whenever possible.

Detention Guidelines

- Students are to be warned that misconduct will result in detention.
- The teacher assigning the detention will supervise that detention and it is to be assigned within a week of the offense.
- Any detention requires documentation.
- Parents or guardians must be notified at least one day in advance that their child has a detention to serve.
- Failure to serve a detention must be judged on an individual basis.

CLASS RECORDS AND STUDENT ATTENDANCE

An electronic grade program is provided for grade keeping and should be kept up-to-date. **Grades must be entered a minimum of twice a week**.

Teachers are to keep accurate records of each student's progress and daily attendance. Such records often prove to be of value to the teacher and the school on those occasions when parents request detailed information about their children. The **SCHOOL CODE OF ILLINOIS** requires that teachers keep daily attendance records. Administrators may ask that grade sheets to be turned in weekly, quarterly, or for the semester. **At the beginning of each class period (JH/HS) teachers are to record attendance in the computer system. Elementary teachers should enter attendance at the beginning of the day.**

TARDIES

A student is tardy when late to class without valid cause for any length of time up to fifteen minutes. Students tardy to start the day shall report to office to sign in, all other tardies for class shall report to the classroom teacher. **The teacher will record the student tardy in TeacherEase.**

Any student detained by a teacher at the end of a class period should receive a pass from that teacher. The student handbook contains disciplinary action taken regarding tardies. Teachers are to become familiar with the tardy policy.

EXCUSED ABSENCES

Students' absences may be excused for valid cause, such as:

1. Personal illness.
2. Death in the immediate family.
3. Observance of a religious holiday.
4. Doctor or Dentist appointments. (Note must be given to office).
5. Family emergency (administrative discretion dictates).
6. Pre-arranged absence (with administrative approval).
7. Situations (including, but not limited to, safety and/or health) beyond the control the student as determined by administration.

After the third absence in a given quarter, not substantiated with a doctor's/dentist's note, the school may require a doctor's/ dentist's note for further absences to be excused. Medical conditions and extended illnesses supported by a physician's note will be given special

consideration by the administration. **All excused absences are to be recorded as such in the teacher's grade book.**

UNEXCUSED ABSENCE
Unexcused absences will be issued to students who miss a class period/s or day/s without valid cause. If an absence is unexcused, the student will be given a **zero/s for the class/day and will not be allowed to make-up any work** missed. **All unexcused absences should be recorded as such in the teacher's grade book**. Unexcused absence will also be recorded accrue toward a truancy violation in the high school office and will be reported to the Regional Office of Education as mandated. In addition, a student receiving an unexcused absence is ineligible for extracurricular activities of any kind, practice or competition, the day of the unexcused absence.

TRUANCY
The Illinois School Code defines chronic truancy as missing 5% of school attendance days.

GRADING SCALE
Teachers at Bluffs School will use the following percentage grading scale to assess and issue all grades. The scale is as follows:

98-100 = A+
93-97 = A
90-92 = A-
87-89 = B+
83-86 = B
80-82 = B-
77-79 = C+
73-76 = C
70-72 = C-
68-69 = D+
66-67 = D
65 = D-
64 or below = F

Late Policy: Should you feel that an assignment should be penalized, you should not take more than 10%. Zeros should only be given when the students fail to turn in an assignment by the end of the quarter. Several attempts to collect the work should be made. **Parent contact about missing assignment(s) is** required.

Each classroom teacher has the right to weigh or require certain criteria (e.g. assignments, tests, projects, etc.) in order to receive a selected grade or percentage.

HOMEWORK
Homework is to be for practice. Review and practice of a skill helps promote study and organizational skills. Students will be assigned homework with regularity but families are not be overburdened. Inform parents that they need to communicate with you when they seem to have an overabundance of homework or they are unable to complete the homework successfully. Homework is to ALWAYS receive some kind of feedback (grades, stickers, comments, etc.)

Late Homework: It is to be done – homework is not a choice – student is to do homework even if it means taking recess or giving detention. As a teacher you have the right to penalize a student's grade for a late assignment. However, before doing that, please take into consideration their homework record and or the needs of the child.

NWEA

NWEA (Northwest Evaluation Association) MAP tests are given at the beginning, middle, and end of year. Teachers are to ensure that all students are tested and that the results are a reflection of the student's ability. EVERY STUDENT IS TO BE TESTED a minimum of three times per year.

Regular meetings with teachers of K-5 will occur with the Reading Specialist to assist you in the design of instruction that is based on your students' most recent test results. Minutes of these meetings will be submitted to the building principal.

GRADING SYSTEM

Report cards will be issued at the end of each grading period. There are two nine-week grading periods per semester. Nine weeks grades will be determined upon a percentage basis of all work correctly completed during the quarter. Credits (.50) are awarded on a semester basis.

Semester grades will be determined by averaging each of the two quarter percentages (grades) and the percentage grade earned on the semester exam. Each quarter grade is worth 40% of the final semester grade, and the semester exam is worth 20% of the final semester grade.

SEMESTER EXAMS

Semester exams will be given in all high school courses and will count 20% of a student's final grade. Teachers are expected to follow the semester exam schedule as placed on the district calendar. **All classes will give a semester exam on the day scheduled for their period's exam**. Teachers administering exams prior to the scheduled date will be subject to disciplinary measures. Semester exams are to be on file in the principal's office 1 week prior to administering.

INCOMPLETE GRADES

There must be a very special circumstance for an incomplete to occur (e.g. prolonged illness). If you issue an incomplete it must be made up as soon as possible. All grades not made up within one week of the conclusion of the grading period should be marked an "F", **unless other arrangements have been made.**

WEEKLY ELIGIBILITY

Bluffs Schools uses a **NO PASS, NO PLAY** policy for all extracurricular activities. This means to be eligible for an extracurricular activity a student must be passing all of their subjects (with a minimum of a 65%) and not on social probation. **An extracurricular activity is any school-related or school-sponsored activity occurring beyond the conclusion of the school day for which a grade is not given. All students involved in extracurricular activities will be under the auspices of the Bluffs/Winchester Extracurricular Code of Conduct and must sign this document.**

Sixth-12th grade teachers will submit an electronic weekly eligibility (grade) report to the principal every **Friday (8 pm)** listing all students failing or near failing (probation) in their class. ***These reports will reflect a student's current semester grade if in High School, or current quarter grade if in Junior High*.** A student who receives a grade of 65% or below, any week will be ineligible to participate in extracurricular activities the following week (Monday through Sunday). Any student who becomes academically ineligible for a third time during an athletic season will be ineligible for the remainder of the season.

The principal will generate a weekly eligibility list. Students not identified by their teachers by 3:00 on Friday will be eligible to participate in extracurricular activities. Teachers regularly failing to submit reports may be subject to disciplinary action.

There are to be no surprises for students or parents. Any student who is failing should be receiving a weekly phone call from the teacher whose class the student is failing. These phone calls are to be documented.

DEFINITIONS RELATING TO ELIGIBILITY
The following definitions will be used for eligibility:

a. **Ineligible status** is for students who are <u>below 65%</u> in any class.
b. *A short week is any school week in which there are *less than four full days* of school. A full day is considered when all class periods in the schedule meet.
c. Eligibility runs Monday through Sunday.
d. Grades issued on eligibility reports are cumulative (to date) for the current semester for high school students and cumulative for the current quarter for junior high students.

*During a short week, a student on the ineligible list may become eligible. However, all other students will not be affected. The short week will be added to the next week's eligibility. *A student cannot become ineligible during a short week!*

Athletes participating in sports may be able to practice if they are ineligible, but may not dress, sit on the bench, or play in any games for the week of ineligibility. Similarly, participants in other extracurricular activities may practice but may not participate, present, or compete in an extracurricular event the week they are ineligible.

IN-SCHOOL RESTRICTION
In-School Restriction is a student's removal from their classroom environment and isolation from their peers for the entire day as a consequence for a disciplinary offense/s. Whenever a student is assigned in-school restriction, teachers will be given advance notice and are to provide the day's assignments to administration for student completion. <u>Assignments must be given that students can complete individually</u>. Cooperative group work will not be allowed while students are assigned in-school restriction. Assignments may receive full credit if completed correctly. In-school restriction rules may be found in the Student Discipline Handbook.

SUSPENSIONS
Students who are suspended from school must be given the opportunity to make up missed work (assignments, test, etc.) for regular credit. All work missed during a suspension is due upon the student's immediate return to class unless other arrangements have previously been made (with

their teacher). Students will not be allowed to compete in, or be present at, any extracurricular or school-related activities.

ASSEMBLIES

Assemblies are a regular scheduled part of the curriculum and as such are designed to be educational as well as entertaining experiences. Staff are expected to model appropriate audience behavior by refraining from visiting, grading papers, reading, etc. Teachers are to escort their individual classes to the assembly site. All teachers are to be seated with their classes and help supervise all students. Teachers will check attendance at each assembly and upon returning to the classroom.

LUNCH

Elementary: The efficiency of our lunchroom schedule depends on following a strict schedule. Please do not alter the time schedule, as it will affect everyone. If for some reason your class is not going to eat in the cafeteria (field trip, reward, etc.) please notify the cafeteria and the principal at least two days in advance. Students are to be escorted to and from lunch by the classroom teacher. Please do not leave students unattended in the cafeteria. Be certain that supervising staff or the principal are present to oversee activities.

When bringing your class to lunch, please follow these steps:

- Arrange students in alphabetical order. Students who bring sack lunches are to go through the lunch line with the students who are receiving school lunch.
- The line entering the kitchen is not to ascend the steps. It is to curve around into the MPR allowing adults to supervise both students seated at tables and those waiting in line.
- Any students who push others or are disrespectful while waiting in line are to be asked to sit at a desk in the cafeteria until the other students have been served and then the offending student may be served last.
- Classes will be seated at assigned tables.
- A cafeteria supervisor will dismiss your students. Students are to walk, in an orderly fashion, to the trash, place their silverware in the tub of water, and place their tray in the window and line up for recess.
- Do not be late picking up your students. They will be dismissed at the scheduled time. It is your responsibility to supervise them.

Junior High:

- Supervise students as they exit your classroom and proceed to lunch.
- Students going home for lunch are required to sign out in the office.
- Students are only permitted in cars driven by their parent(s).
- No bicycle use is allowed during the lunch period.
- Students eating school lunch are to immediately proceed to the cafeteria and be seated at their assigned tables.
- Students may not save seats for other students.
- A cafeteria supervisor will dismiss students. Students are to walk, in an orderly fashion, to the trash, place their silverware in the tub of water, and place their tray in the window and line up for recess.
- Be in the hallways near your classroom door when the bell rings ready to supervise students returning from lunch.

High School:

- Supervise students as they exit your classroom and proceed to lunch.
- Students leaving campus for lunch must do so immediately.
- Students are only permitted in cars driven by their parent(s).
- No bicycle use is allowed during the lunch period.
- Students eating school lunch are to immediately proceed to the cafeteria and be seated at their assigned tables.
- Students may not save seats for other students.
- Students remaining on campus must remain in the MPR for the entire lunch period unless the supervisor permits the entire group to move to an alternate location.
- Students returning to campus before the bell must report to the MPR. Students are not allowed to be unsupervised in other areas.
- Be in the hallways near your classroom door when the bell rings ready to supervise students returning from lunch. Do not allow students to enter with food or drink on their persons.

FIELD TRIPS

Approval of field trips will depend upon merit, available fiscal resources, and bus driver availability. Detailed plans that contain the learning objective and the relation to the curriculum for the field trip must be submitted to the principal at least fourteen (14) calendar days prior to the trip. If school transportation is to be used on the field trip, the sponsor will obtain a transportation request and return two copies of the request to the principal no later than fourteen (14) calendar days prior to the proposed date of the field trip. No student will be permitted to attend the field trip unless he or she has returned a properly completed parental consent form to the sponsor. These completed forms are to accompany the teacher on the field trip.

FIELD TRIP GUIDELINES

1. The objectives of the field trip are to relate to and be consistent with the philosophy and objectives of the school, department and course.
2. The benefits obtained from the field trip are to outweigh the disadvantages caused by the students missing other classes and the interruption of the normal operation of school.
3. Provisions are to be made to allow students to make up work missed in other classes.
4. Students are not to incur more than a nominal cost for the field trip.
5. When the nature and purpose of the field trip is not readily apparent to parents, a note is to be sent detailing the nature and purpose of the trip.
6. If there are students for whom the teacher is normally responsible for supervising who are not participating in the field trip with the teacher, the teacher must leave detailed written instructions for the teacher who has agreed to supervise the student in the teacher's absence. A copy of these instructions is to be given to the building principal as well.
7. The scheduled itinerary of the field trip must be adhered to in its completeness. Situations that warrant deterring from the itinerary must receive administrative approval.

CHAPERONES

Trip chaperones will meet the bus in the parking lot at the time designated by the principal. Bus drivers are responsible for the bus only. Chaperones are responsible for the students.

Chaperones will be on duty before admission is permitted to school functions, and will remain on duty until departure of all participants. Chaperones are responsible for the safety, well being, and conduct of all those who participate in the function which they are chaperoning, as well as the protection of all school and unit property under their supervision.

Instructional Aides or other Specialists may chaperone field trips; however he or she must obtain administrative approval and must arrange for another employee to cover his or her duty if one has been assigned.

Parents should be encouraged to assist teachers as chaperones on certain field trips. If parent chaperones are used, the faculty member in charge must provide the principal with a list of parental chaperons. Siblings may not accompany the chaperoning parent. Teachers are to provide the parent chaperones with written expectations or guidelines for chaperoning a field trip.

STUDENT HANDBOOK
It is staffs' responsibility to become familiar with the information in the Student Handbook. Classroom practices should follow the information contained in the handbook.

PARENT COMMUNICATION
Parent involvement is a key component in improving student achievement. A minimum of **one parent contact per student per month is mandatory**. The definition of a parent contact according to the school report card is: "A personal contact with the student's teacher(s) excluding form letters or notices; parental letter/calls relating to student absences; regular notification of grades; student progress report cards; school report cards; attendance at school athletic, music, drama events, and other co-curricular activities.

VOLUNTEERS
Guests are welcome in our school building. In order for these guests to be received properly, the office should be notified in advance. All guests are required to sign in at the office and receive a visitor's pass before reporting to the classroom. Teachers are to schedule parent volunteers according to what best suits the classroom needs. WELCOME PARENTS TO OUR BUILDING. IF A PARENT WANTS TO VOLUNTEER, PLEASE LET THEM!

Note: Parent volunteers are NOT to grade papers or have access to private student data. This is a FERPA violation.

MOVING CLASSES
Staff are to inform the office if they temporarily take their class to another location. Finding students and teachers is facilitated by this simple communication.

MANDATED UNITS OF STUDY – per Illinois School Code
The curriculum shall contain instruction on subjects required by State statute or regulation as follows:

1. In kindergarten through grade 8, subjects include: (a) language arts, (b) reading, (c) other communication skills, (d) science, (e) mathematics, (f) social studies, (g) art, (h) music, and (i) drug and substance abuse prevention.
2. In grades 9 through 12, subjects include: (a) language arts, (b) writing intensive course, (c) science, (d) mathematics, (e) social studies including U.S. history, (f) foreign language, (g)music, (h) art, (i) driver and safety education, and (j) vocational education. Students otherwise eligible to take a driver education course must receive a passing grade in at least 8 courses during the previous 2 semesters before enrolling in the course. The

Superintendent or designee may waive this requirement if he or she believes a waiver to be in the student's best interest. The course shall include classroom instruction on distracted driving as a major traffic safety issue. Automobile safety instruction covering traffic regulations and highway safety must include instruction on the consequences of alcohol consumption and the operation of a motor vehicle. The eligibility requirements contained in State law for the receipt of a certificate of completion from the Secretary of State shall be provided to students in writing at the time of their registration.

3. In grades 7 through 12, as well as in interscholastic athletic programs, steroid abuse prevention must be taught.
4. In grades 4 through 12, provided it can be funded by private grants or the federal government, violence prevention and conflict resolution must be stressed, including: (a) causes of conflict, (b) consequences of violent behavior, (c) non-violent resolution, and (d) relationships between drugs, alcohol, and violence.
5. In grades kindergarten through 12, age-appropriate instruction for Internet safety. Beginning with the 2009-2010 school year 3 or above, the curriculum in grades 3 or above shall contain a unit on Internet safety, the scope of which shall be determined by the Superintendent or designee.
6. In all grades, character education must be taught including respect, responsibility, fairness, caring, trustworthiness, and citizenship in order to raise students' honesty, kindness, justice, discipline, respect for others, and moral courage. In addition, in all grades, bullying prevention and gang resistance education and training must be taught.
7. In all schools, citizenship values must be taught, including: (a) patriotism, (b) democratic principles of freedom, justice, and equality, (c) proper use and display of the American flag, (d) the Pledge of Allegiance, and (e) the voting process.
8. In all grades, physical education must be taught including a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. Unless otherwise exempted, all students are required to engage daily during the school day in a physical education course.
9. In all schools, health education must be stressed, including: (a) proper nutrition, (b) physical fitness, (c) other components necessary to develop a sound mind in a healthy body, and (d) dangers and avoidance of abduction. The Superintendent shall implement a comprehensive health education program in accordance with State law.
10. In all schools, career/vocational education must be taught, including: (a) the importance of work, (b) the development of basic skills to enter the world of work and/or continue formal education, (c) good work habits and values, (d) the relationship between learning and work, and (e) if possible, a student work program that provides the student with work experience as an extension of the regular classroom. A career awareness and exploration program must be available at all grade levels.
11. In grades 9 through 12, consumer education must be taught, including: financial literacy; installment purchasing; budgeting, savings, and investing; banking; simple contracts; income taxes; personal insurance policies; the comparison of prices; homeownership; and the roles of consumers interacting with agriculture, business, labor unions, and government in formulating and achieving the goals of the mixed free enterprise system.
12. In all schools, conservation of natural resources must be taught, including: (a) home ecology, (b) endangered species, (c) threats to the environment, and (d) the importance of the environment to life as we know it.

13. In all schools, United States history must be taught, including: (a) the principles of representative government, (b) the Constitutions of the U.S. and Illinois, (c) the role of the U.S. in world affairs, (d) the role of labor unions, and (e) the role and contributions of ethnic groups, including but not limited to, the African Americans, Albanians, Asian Americans, Bohemians, Czechs, French, Germans, Hispanics (including the events related to the forceful removal and illegal deportation of Mexican-American U.S. citizens during the Great Depression), Hungarians, Irish, Italians, Lithuanians, Polish, Russians, Scots, and Slovakians in the history of this country and State. In addition, all schools shall hold an educational program on the United States Constitution on Constitution Day, each September 17, commemorating the September 17, 1787 signing of the Constitution. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week.
14. In grade 7 and all high school courses concerning U.S. history or a combination of U.S. history and American government, students must view a Congressional Medal of Honor film made by the Congressional Medal of Honor Foundation, provided there is no cost for the film.
15. In all schools, the curriculum includes a unit of instruction on the Holocaust and crimes of genocide, including Nazi atrocities of 1933-1945, Armenian Genocide, the Famine-Genocide in Ukraine, and more recent atrocities in Cambodia, Bosnia, Rwanda, and Sudan.
16. In all schools, the curriculum includes a unit of instruction on the history, struggles, and contributions of women.
17. In all schools, the curriculum includes a unit of instruction on Black History, including the history of the African slave trade, slavery in America, and the vestiges of slavery in this country, as well as the struggles and contributions of African-Americans.
18. In all schools offering a secondary agricultural education program, the curriculum includes courses as required by 105 ILCS 5/2-3.80.
19. In all schools, instruction during courses as determined by the Superintendent or designee on disability history, awareness, and the disability rights movement.

PARTIES

On occasion, it is appropriate for our classroom communities to celebrate together as a class to mark a special event or the birthday of a classmate. While these events do provide a social learning opportunity, they do impede upon precious academic learning time. The following guidelines are designed to allow for classroom parties and birthday recognitions, without unnecessarily infringing upon academic time.

BIRTHDAY CELEBRATIONS

Teachers may have a short class birthday acknowledgement for a student. These birthday recognitions are to be short (ten minutes) and limited to the classroom community.

Teachers may develop a classroom birthday party policy (i.e. recognitions only on Fridays, summer birthdays celebrated on the ½ year mark, etc.) in lieu of the above mentioned policy. Individual classroom teacher birthday party policies must be in writing, receive approval from the building principal, and be kept on file in the principal's office.

CLASS PARTIES

Celebrating with a classroom party is a time-honored tradition that provides the opportunity for parental involvement in the education of their children, which is beneficial for students, parents

and teachers. Classroom parties may be held on Halloween, the last day of school prior to winter break, and Valentine's Day. Classroom teachers are to assist in the planning of the class party using classroom parent resources. Class parties are to be scheduled near the end of the school day and are limited to a maximum duration of one hour, which includes time for cleaning up the classroom.

Refreshments for class parties are to include light snacks and beverages with an emphasis on healthy snack choices such as cheese, crackers, fruits and vegetables. The class party may include craft activities or games organized by the teacher or a parent volunteer, but these kinds of activities are not required.

DRUG-FREE WORKPLACE

It is the goal of the district to provide a drug and alcohol-free worksite. All employees shall be prohibited from:

1. The unlawful manufacture, distribution, dispensing, possession, use or being under the influence of a controlled substance while on District premises or while performing work for the District.
2. The distribution, consumption, possession of or being under the influence of alcohol while on District premises or while performing work for the District.

For the purposes of this policy a controlled substance is one that is: (a) not legally obtainable, (b) being used in a manner different than prescribed; or (c) legally obtainable, but has not been legally obtained.

When necessary, the district shall assist the employee in obtaining assistance regarding rehabilitation programs related to drug and alcohol problems.

Any employee who violates the terms of this policy will be subject to disciplinary action, up to and including termination. **Teachers who refuse to sign a Drug-Free Waiver give up their rights for district assistance and may be terminated if found guilty of violating this policy**.

The district may require an employee who violates the terms of this policy to satisfactorily participate in a drug or alcohol abuse assistance or rehabilitation program that has been approved by the Board.

HARASSMENT

No person, including a District employee or agent, or student, shall harass, intimidate or bully another person based upon a person's race color, nationality, sex, sexual orientation, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, or other protected group status. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of employment, that unreasonably interferes with an employee's job performance, or that creates an intimidating, hostile, or offensive work environment. Examples of prohibited conduct include name-calling, using derogatory slurs, causing psychological harm, threatening or causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment

Sexual harassment of other persons is prohibited. Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of aid, benefits, services, or treatment; or that makes such conduct a condition of an employee's employment status; or
2. Has the purpose or effect of:
    a. Substantially interfering with an employee's work environment;
    b. Creating an intimidating, hostile, or offensive work environment;
    c. Depriving an employee of aid, benefits, services, or treatment; or
    d. Making submission to or rejection of such conduct the basis for employment decisions affecting an employee.

    The term "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussion of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

An employee who feels he/she is being sexually harassed is encouraged to bring the complaint in writing to the attention of the principal and/or superintendent. Such report shall be made in writing, detailing the specifics of the charges. The principal and/or superintendent will investigate the report and determine a resolution of the case including any necessary and/or appropriate disciplinary action. If the employee is dissatisfied with the decision of the principal and/or superintendent the matter may be appealed in writing to the Scott-Morgan #2 Board of Education President.

STAFF PROFESSIONALISM

Dress - The school district believes that student dress affects student behavior and as such thinks that staff dress affects students. Staff is to dress professionally as befits their teaching activity. Jeans may be worn on the last day of the week and/or when administrative approval is given. Staff dress should follow the student dress code as well.

Behavior - Classroom behavior by staff is to be an example of teaching by example. Proper language, gestures, emotional control and mannerisms should be a role model for students.

Staff Ethics and Conduct - Please remember that the welfare of the child is the first concern of the school district. It is the responsibility of the staff members to support programs and activities when in public. The philosophy for all staff, including administrators, is kids first. At times you may have a concern regarding another staff member. Should you have a concern regarding a staff member, please be sure to follow the chain of command, which first includes addressing your concerns with the individual you have a concern with. Talking about staff members behind backs and/or in the lounge is unacceptable and leads to problems. When making criticism of staff members, departments, or programs it is to be done in a professional manner and to an administrator.

SMOKING/TOBACCO

Smoking and the use of tobacco products on school grounds is prohibited. The district is a smoke-free environment.

TECHNOLOGY POLICY

Computers and Related Equipment

SCOTT-MORGAN CUSD #2 (herein referred to as "District") provides employees access to computers in order to promote educational excellence and improved productivity. This access is to be used exclusively for the educational activities of the District. Employees found to be using District equipment for personal use will result in disciplinary action, up to and including termination.

Employees are required to maintain their computers and related equipment in good working order. If any of your equipment needs service, repair or maintenance, notify your immediate supervisor.

Employees shall not use company systems to knowingly violate any city state or federal laws.

Computer games and personal software may not be installed on company equipment.

Company equipment shall not be used to store or display images depicting violence, sexually explicit material or are racially offensive material.

Software installed on company computers must be properly licensed and installed at the direction of the technology coordinator.

Employees are not permitted to download any software (free or otherwise) without express permission from the technology coordinator.

Internet

The District provides access to the Internet in order to promote educational excellence and improved productivity by facilitating resource sharing, innovation, and communication.

Accessing the Internet for personal use is prohibited. Employees are expressly prohibited from allowing any third party to use company provided computers or Internet services.

Conducting District business on the Internet must be done following all guidelines and policies for conducting educational business in conventional settings.

Do not expect privacy on District computers. Our software and systems have the capability of tracking each visit, each email, each chat and each file transfer, each keystroke by every computer on the system.

The District maintains the right to limit Internet access.

The District will comply with any reasonable requests from law enforcement to review Internet activities of any employee.

While accessing the Internet, employees should be fully aware of the global reach of the media. Employees are required to maintain a high level of dignity and be mindful that they represent the District to the world at large while online.

For protection of the District's network and proprietary information, security measures have been installed on the system. No employee shall, under any circumstances, attempt to disable or circumvent these security measures. No employee shall transfer any electronic file or media to outside sources without the approval of their immediate supervisor.

Downloading of software, pictures, videos, music or any other electronic file or media is prohibited. Doing so will result in disciplinary action, up to and including termination.

E-Mail & Electronic Communication

District provided email is provided for District purposes only.

All emails, sent or received, are District records and as such, are accessible to appropriate staff members, as well as state and federal educational agencies.

No anonymous emails can be sent from company systems. All employees are required to identify themselves by name and email address.

Chat room or instant messaging participation is prohibited except for educational related forums.

E-MAIL

All faculty and staff are assigned a school e-mail account. You will receive a lot of information electronically using this account. Be sure to check your account before school begins each day and at least one more time before leaving campus for the day.

CELL PHONES

Texting or checking for text messages while students are present is prohibited. Any personal cellular phone calls made during a teacher's prep period are to be brief since the objective of the prep period is for instructional planning or parent communication. Calls and texts sent and received may only be made before school, after school, at lunch, or during prep period **if no students are present**. If there is a personal emergency or situation that requires extenuating circumstances please direct the request to the building principal for consideration.

LIBRARY

The Library may be used by classes during the day. Prior arrangements should be made to avoid excessive congestion. Teachers may send individual students to the library to check out books and other materials when an adult is on duty in the library but not supervising elementary classes, **however, all students must be given a properly completed pass (in ink) bearing the time.** A schedule of the availability of the library will be disseminated during the first week of school.

COMPUTER Use Supervision

It is crucial that we monitor our students online and computer activity. Everything that a student does online or on the computer while here at school is ultimately our responsibility. Adhere to the following practices when students are using computers under your supervision.

1. Be active, move around the room and scan monitors as you supervise.
2. Inform your students of their responsibility while using district computers and the internet. Let your students know that everything they do with our equipment is monitored and recorded.
3. Be certain to review the consequences for violation of the student acceptable use policy.

Never give the student opportunity by providing inadequate supervision!

PURCHASING

Faculty members needing equipment or materials should inform the principal of their need and rational in writing. This information will be conveyed to the Superintendent. No items may be purchased unless by duly authorized purchase orders (must use form on the Intranet). Completed purchase order forms are to be given to the principal who will review for accuracy and forward to the superintendent. Incorrectly completed purchase orders will be returned if all required fields are not complete. Equipment or materials purchased otherwise will be returned to the sender upon receipt, and no bill or statement for these items will be honored. The superintendent must approve all purchase orders before mailing.

ACCIDENT REPORTS
Whenever an injury occurs to a student or a teacher while engaged in school related activity, the staff member in charge is to complete an accident report form and return it to the secretary **or nurse**. Accident reports are available in the school office.

DAILY ANNOUNCEMENTS
Daily announcements are an informal method of trying to stay on top of all our communication. Teachers are encouraged to place information in the announcements. Please indicate the exact wording and the dates on which the announcement should be given in writing to Maryon. Last minute announcements may be given directly to Maryon using the same protocol. No verbal requests or scratch notes will be accepted. Your announcement will be given exactly as written.

PUBLICITY-NEWS RELEASE
We strongly recommend the use of the news media for informing the community about our students and our programs. Make a copy of this news release before you send it **and allow administration to approve it prior to release.** This gives us an accurate record of information released to the media through the school.

FOOD CONSUMPTION
Food items shall not be consumed in classrooms when students are present. Please set a good example for your students.

DISASTER DRILLS
Tornado and fire drills will be conducted on a regular basis. Information concerning fire and tornado drills should be posted in each classroom. Teachers are to review the rules and regulations regarding student conduct during these drills. **Tornado drills will be initiated via the intercom, fire drills will utilize the alarm.**

ACTIVITY FUND
Teachers who are sponsors of various classes or organizations shall bear the responsibility of ensuring accuracy as to the amount in their respective account(s). No check will be written without a pay order voucher signed by the sponsor and officers of that organization and a copy of the bill to be paid.

FUNDRAISING ACTIVITIES
All school fundraising activities must be scheduled, approved, and placed on the school calendar by the principal a minimum of two weeks prior to the start of the activity. District guidelines concerning the number of fundraising events will be strictly followed. If you have a question, see the principal.

Teachers/sponsors are responsible for maintaining accurate records, inventory, and financial accounting. Use common sense; students will need your leadership and guidance to ensure a successful fund-raiser. Merchandise should be kept in a secure location, and money turned in as it is accumulated. **Never leave money in your desk!**

SPECIAL EVENTS
All extracurricular and/or special events beyond the normal day to day operations of the school must be discussed with and approved by the administration prior to scheduling the event. Upon approval, the administration will place the event on the school calendar. This will ensure accurate

and informed communication with stakeholders, as well as alleviate facility scheduling conflicts. **A fully detailed written agenda including dates, times, location, supervising adults, participating students, activity details, script, etc. must be submitted to the principal for approval no less than 2 weeks (14 days) prior to the event. If such documentation is not received in the aforementioned time frame, the event will be cancelled and removed from the school calendar.**

VISITORS AND GUESTS

Visitors to the building are required to check in at the high school office. Visitors will be given a pass to wear while in the building.

Duties and Responsibilities for Scott-Morgan District #2 Class and Organizational Sponsors

The purpose of the following guidelines is to help class and organizational sponsors better understand what is expected of them throughout the school year.

Duties of a Sponsor

- Sponsors will conduct an election of officers for their organization as early as possible in the given school year. Elections may be conducted in the spring for the following year.
- Sponsors will follow the yearly schedule for class meetings as given by the principal. Additional meetings will need to be scheduled with the principal.
- Sponsors will assist officers with decisions that must be made. Sponsors will request permission from the administration when policy may be in question, or permission is needed to conduct special business.
- Sponsors will be responsible for organizing fund-raising activities. Sponsors must receive permission from the administration **in advance** of booking a fund-raising activity. Fundraisers should be cleared with the administration by October 1 of each school year. As much as possible, over-lapping of fundraising activities will be avoided.
- Sponsors need to require student and parent signatures for financial responsibilities when dealing with fundraising activities. Policies regarding non-payment of fundraising monies need to be in place before a fundraiser is started. Monies collected by class sponsors should be counted, labeled, or wrapped before they are given to the school secretary for deposit.
- Class sponsors will assist their class with Homecoming activities. Class sponsors should assist the Student Council sponsor with Homecoming week. A class sponsor must be present during extra-curricular Homecoming activities.
- Sponsors must keep track of student participation and secure that the class members have completed their responsibilities to the organization. Policies regarding participation must be in place before the school year begins.
- **Sponsors are responsible for student supervision at all times during meetings, events, and/or activities.**

Freshman Class Sponsor

- Election of class officers
- Supervise and attend class meetings and activities
- Plan, organize, and conduct approved fundraisers
- Distribute goods and collect money associated with a fundraiser
- Plan, organize, and supervise Homecoming Week activities

- Organize and assist class at school activities, such as Homecoming, pep assemblies, and other related activities
- Complete required paperwork for incoming and outgoing money
- Follow the Fundraiser Activity Schedule found in the School Handbook
- Be a positive role model for students
- Uphold school policies in all class activities

Sophomore Class Sponsors

- Election of class officers
- Supervise and attend class meetings and activities
- Plan, organize, and conduct approved fundraisers
- Distribute goods and collect money associated with a fundraiser
- Plan, organize, and supervise Homecoming Week activities
- Organize and assist class at school activities, such as Homecoming, pep assemblies, and other related activities
- Complete required paperwork for incoming and outgoing money
- Follow the Fundraiser Activity Schedule found in the School Handbook
- Be a positive role model for students
- Uphold school policies in all class activities

Junior Class Sponsors

- Election of class officers
- Supervise and attend class meetings and activities
- Plan, organize, and conduct approved fundraisers
- Distribute goods and collect money associated with a fundraiser
- Plan, organize, and supervise Homecoming Week activities
- Organize and assist class at school activities, such as Homecoming, pep assemblies, and other related activities
- Complete required paperwork for incoming and outgoing money
- Follow the Fundraiser Activity Schedule found in the School Handbook
- Assist in planning and decorating for Prom
- Submit wills and prophecies to principal for approval
- Supervise Prom decorating
- Supervise during Prom
- Organize and supervise the Concession Schedule for all Home athletic events
- Be a positive role model for students
- Uphold school policies in all class activities

Senior Class Sponsors

- Election of class officers
- Supervise and attend class meetings and activities
- Plan, organize, and conduct approved fundraisers
- Distribute goods and collect money associated with a fundraiser
- Plan, organize, and supervise Homecoming Week activities
- Organize and assist class at school activities, such as Homecoming, pep assemblies, and other related activities
- Complete required paperwork for incoming and outgoing money
- Follow the Fundraiser Activity Schedule found in the School Handbook
- Assist in the planning of an itinerary for senior trip

- Assist in planning and organizing for senior trip
- Chaperone senior trip
- Clear all senior trip chaperones with school principal
- Be a positive role model for students
- Uphold school policies in all class activities

Yearbook Advisor

- Teach students how to design and lay out pages.
- Communicate to students the importance of meeting deadlines and being responsible for work assigned
- Communicate & work with the representative throughout the school year
- Prepare a schedule for students to help with taping/photographing school events
- Insure that pictures highlight a variety of K-12 activities
- Process and revise page layouts and copy to be sent to Jostens
- Proofread and approve with school principal contents of the school yearbook
- Organize and conduct yearbook sales
- Organize and conduct advertisement sales
- Plan budget to fund the yearbook
- Submit wills and prophecies to principal for approval prior to publication
- Be a positive role model for student
- Uphold school policies in all class activities
- Supervise and attend meetings and activities

FFA Chapter Advisor

- Advise FFA chapter officers and members in planning, development, and execution of a challenging program of activities.
- Organize and train members for the many FFA events
- Secure transportation to all FFA events
- Clear all transportation with administration
- Be an active member of FFA events beyond the local chapter
- Inform FFA officers & members of dates & deadlines of FFA events and reports
- Assist officers and members in the completing of forms and applications for awards provided by FFA
- Hold an annual awards banquet
- Assist in organizing and conducting fundraising activities
- Report student accomplishments to the local media
- Provide a positive role model for all FFA members
- Assist with graduation scholarships and attend graduation
- **Supervise and attend meetings and activities**
- **Provide a list of chapter members to the principal**

National Honor Society Sponsor

- Work with Guidance Counselor and Principal to create ballot for student selection
- Work with Principal to form Teacher Committee for eligibility & selection process
- Elect officers in the spring of each year
- Hold monthly meetings with members
- Organize and host banquet for NHS inductees
- Submit news release to local newspapers to recognize members and accomplishments
- Prepare scholarship information for senior high graduation

- Attend senior high graduation to present NHS awards
- **Monitor and record service hours**
- **Supervise and attend meetings and activities**
- **Provide a list of NHS members to the principal**

High School Student Council Sponsor

- Hold an election of officers
- Conduct school election for student representatives from each class
- Set a schedule of meetings to be held
- Submit schedule of events to high school office prior to October of the current school year
- Oversee Homecoming Week (theme, book music, communicate with class sponsors, coaches, and cheerleading sponsors)
- Promote student activities through school events
- Maintain sign in front of the school
- Participate in regional and state events
- Promote leadership within the school
- Assist with graduation scholarships and attend graduation
- **Supervise and attend meetings and activities**
- **Provide a list of Student Council members to the principal**

General Coaches Responsibilities

- Be a positive role model for athletes, student body, fans, and community
- Instruct and enforce proper conduct of ethics
- Require players to be responsible for their conduct
- Know, communicate, and enforce IHSA and IESA rules and regulations
- Store inventoried equipment and uniforms in proper place
- Always double check with A.D. regarding transportation, officials, & changes in scheduling
- Stay at school until all students have left a practice or game
- Check both locker rooms for uniforms and other valuables
- Make players responsible for uniforms, locker rooms, and, equipment
- Compile awards information directly at the close of your season & submit to A.D.
- Require students to address you formally (“coach” or Mr. or Mrs.)
- All payments/expenditures should be conducted through the school Activity Fund
- Support the others on the coaching staff and classroom teachers
- Always order through the A.D.
- **Enforce the discipline code and report violations as they arise**
- Report the need for maintenance or repair of equipment as soon as possible
- Communicate results of athletic event to the local media
- All high school coaches will need to evaluate the officials throughout the season on the IHSA web site
- Offer pre-season and post-season information to the media
- Attend all rules, coaches, and seed meetings
- **Supervise all meetings, practices, games and/or activities**
- **Submit an inventory to the A. D. at the completion of each season**
- **Establish team rules and disperse to players, parents, and administration**
- **Monitor and comply with eligibility policies**

- **Ride and monitor bus to and from games unless arrangements have been made with the principal**
- **Create a team roster and submit to school secretary and administration before season begins**

Coaches Code of Honor

I promise upon my word of honor to help create an environment in which my primary emphasis will be upon the well-being, both physically and emotionally, of my athletes. Emphasis will be placed on teamwork and healthy competition. I will lead by example and will demonstrate the value of fair play and sportsmanship to all participants on and off the court.

Athletes Code of Honor

I promise on my word that I will not take unfair advantage of an opponent or teammate. I will be courteous in words and actions to opponents, officials, and fans. I will observe the rules of the game. I will show good character on and off the court.

Junior High Boys and Girls Basketball Coach

- Hold player/parent meeting prior to the start of the season
- Establish, communicate, and provide team members & parents with team rules
- Submit rules to the principal
- Work with administration and AD to create a practice schedule
- Create a phone tree and hand it out to team members, parents, and administration
- Hand out schedule of practices and games to team members and parents
- Check with school secretary regarding insurance release forms & physical forms
- Supervise all **meetings**, practices, games **and/or activities**
- Put away equipment after practices and games
- Submit team rosters to school secretary & principal before season begins
- Contact parents when injuries occur
- Check locker rooms and gym after practices and games for uniforms, practice clothes, or lost items
- Ride and monitor bus to and from games unless arrangements have been made with the principal
- Distribute uniforms & record inventory of uniforms (Uniforms available from AD)
- Communicate with principal regarding student transportation for games
- Verify bus schedule with office
- Stay at school until all team members have been picked up from practice/games
- Prepare starting line ups
- Act as a host to visiting teams
- Prepare team members for national anthem and code of conduct
- Find someone to run the time clock and keep stats
- Record stats and give them to the principal
- Comply with school discipline and eligibility
- Be a positive role model for team members, parents, and school
- Attend seeding meetings
- Communicate informational regarding school photos
- Report results of games to the local media
- Collect uniforms at the end of the season
- Report inventory to the AD
- Report lost or unpaid bills to the office

- Prepare for and attend awards ceremony

Junior High Baseball

- Hold informational sign up session in the spring of each year
- Establish team rules and disperse to players, parents, and administration
- Set and communicate practice and game schedule
- Develop a phone tree and distribute to members, parents, and administration
- Verify school physicals and insurance forms
- Inventory and distribute uniforms
- Inventory and maintain all equipment
- Prepare field as needed for games and practices
- Get checks for umpires
- Create a roster and submit to school secretary
- Monitor and enforce school eligibility
- Find statistician, score keeper, and manager
- Collect money for student fees relating to uniforms
- Prepare for and attend awards program
- **Supervise all meetings, practices, games and/or activities**
- **Ride and monitor bus to and from games unless arrangements have been made with the principal**
- **Create team rosters and submit to school secretary and principal before season begins**

Junior High Volleyball Coach

- Hold player/parent meeting prior to the start of the season
- Establish, communicate, and provide team members & parents with team rules
- Submit rules to the principal
- Work with administration and AD to create a practice schedule
- Create a phone tree and hand it out to team members, parents, and administration
- Hand out schedule of practices and games to team members and parents
- Check with school secretary regarding insurance release forms & physical forms
- **Supervise all meetings, practices, games and/or activities**
- **Ride bus to and from matches unless arrangements have been made with the principal**
- Put away equipment after practices and games
- Create team roster and submit to school secretary and principal
- Contact parents, A.D., and school administration when injuries occur
- Check locker rooms and gym after practices and games for uniforms, practice clothes, or lost items
- Ride and monitor bus to and from games unless arrangements have been made with the principal
- Distribute uniforms & record inventory of uniforms (Uniforms available from AD)
- Communicate with principal regarding student transportation for games
- Verify bus schedule with office
- Stay at school until all team members have been picked up from practice/games
- Prepare starting line ups
- Act as a host to visiting teams
- Prepare team members for national anthem and code of conduct
- Find someone to run the time clock and keep stats

- Record stats and give them to the principal
- Comply with school discipline and eligibility
- Be a positive role model for team members, parents, and school
- Attend seed meetings
- Communicate informational regarding school photos
- Report results of games to the local media
- Collect uniforms at the end of the season
- Report inventory to the AD
- Report lost or unpaid bills to the office
- Prepare for and attend awards ceremony
- **Promote, pursue, and follow coaching expectations/policies outlined within the cooperative agreement**

Assistant Football Coach

- Communicate with host school regarding athletic issues
- Hold and maintain a bus driver's license
- Assist in transportation to practices and games
- Follow rules and guidelines laid out by the head coach and host school
- Monitor transportation issues with students
- Communicate needed information to administrations (Co-op)
- Monitor and communicate eligibility status for host school
- Assist with supervision at meetings, practices, games, and activities
- **Promote, pursue, and follow coaching expectations/policies outlined within the cooperative agreement**

High School Boys and Girls Golf

- Host informational meeting for golfers, parents, and cooperative school
- Hold and maintain a bus driver's license
- Communicate effectively with cooperative school
- Promote summer league with golfers
- Create a practice schedule and disperse to golfers, parents, administration, and cooperative school
- Provide meet schedule for golfers, parents, and cooperative schools' administration
- Provide and transportation to and from practices and meets
- Monitor student transportation issues
- **Supervise all meetings, practices, matches and/or activities**
- **Ride and monitor bus to and from matches unless arrangements have been made with the principal**
- **Create team rosters and submit to cooperative schools' administration**
- **Establish team rules and disperse to players, parents, and cooperative schools' administration**
- **Promote, pursue, and follow coaching expectations/policies outlined within the cooperative agreement**

High School Girls Volleyball

- Hold player/parent meeting prior to the start of the season
- Promote summer league and camps
- Establish, communicate, and provide team members & parents with team rules
- Submit rules to the **cooperative schools' principals**

- Work with administration and AD to create a practice schedule
- Create a phone tree & hand out to team members, parents, and administrations
- Hand out schedule of practices and games to team members and parents
- Check with school secretary regarding insurance release forms and physical forms
- **Supervise all meetings, practices, matches and/or activities**
- Put away equipment after practices and games
- Create team roster and submit to school secretary **and co-op principals**
- Inventory and maintain equipment and supplies
- Contact parents when injuries occur
- Check locker rooms and gym after practices and games for uniforms, practice clothes, or lost items
- Ride **and monitor** bus to and from matches unless arrangements have been made with the principal/s
- Distribute uniforms & record inventory of uniforms (Uniforms available from AD)
- Communicate with principal regarding student transportation for games
- Verify bus schedule with office
- Stay at school until all team members have been picked up from practice/games
- Prepare starting line ups
- Act as a host to visiting teams
- Prepare team members for national anthem and code of conduct
- Find someone to run the time clock and keep stats
- Record stats and give them to the principal
- Comply with school discipline and eligibility
- Be a positive role model for team members, parents, and school
- Attend seed meetings
- Communicate information regarding school photos
- Report results of games to the local media
- Collect uniforms at the end of the season
- Report inventory to the AD
- Provide assistant with responsibilities
- Report lost or unpaid bills to the office
- Prepare for and attend awards ceremony
- **Promote, pursue, and follow coaching expectations/policies outlined within the cooperative agreement**

High School Boys Basketball

- Hold player/parent meeting prior to the start of the season
- Establish, communicate, and provide team members and parents w/ team rules
- Submit rules to the principal
- Work with administration and AD to create a practice schedule
- Create a phone tree and hand out to team members, parents, and administration
- Hand out schedule of practices and games to team members and parents
- Check w/ school secretary regarding insurance release forms and physical forms
- **Supervise all meetings, practices, games and/or activities**
- Put away equipment after practices and games
- Create team roster and submit to school secretary **and principal**
- Contact parents when injuries occur
- Check locker rooms and gym after practices and games for uniforms, practice clothes, or lost items

- Ride **and monitor** bus to and from games unless arrangements have been made with the principal
- Distribute uniforms & record inventory of uniforms (Uniforms available from AD)
- Communicate with principal regarding student transportation for games
- Verify bus schedule with office
- Stay at school until all team members have been picked up from practice/games
- Prepare starting line ups
- Act as a host to visiting teams
- Prepare team members for national anthem and code of conduct
- Find someone to run the time clock and keep stats
- Record stats and give them to the principal
- Comply with school discipline and eligibility
- Be a positive role model for team members, parents, and school
- Attend seed meetings
- Communicate information regarding school photos
- Report results of games to the local media
- Collect uniforms at the end of the season
- Report inventory to the AD
- Report lost or unpaid bills to the office
- Provide responsibilities for assistant
- Videotape and scout athletic teams
- Prepare for and attend awards ceremony

<u>High School Girls Basketball</u>

- Hold player/parent meeting prior to the start of the season
- Establish, communicate, and provide team members and parents with team rules
- Communicate with cooperative school on a regular basis
- Submit rules to the principals (Co-op)
- Work with administration and AD to create a practice schedule
- Create a phone tree and hand it out to team members, parents, and administrations (Co-op)
- Hand out schedule of practices and games to team members and parents
- Check w/ school secretary regarding insurance release forms and physical forms
- **Supervise all meetings, practices, games and/or activities**
- Put away equipment after practices and games
- Create team roster and submit to school secretary **and administrations** (Co-op)
- Contact parents when injuries occur
- Check locker rooms and gym after practices and games for uniforms, practice clothes, or lost items
- Ride and monitor bus to and from games unless arrangements have been made with the principal
- Distribute uniforms & record inventory of uniforms (Uniforms available from AD)
- Communicate with principal regarding student transportation for games
- Verify bus schedule with office
- Stay at school until all team members have been picked up from practice/games
- Prepare starting line ups
- Monitor student transportation to and from athletic contests
- Act as a host to visiting teams
- Prepare team members for national anthem and code of conduct

- Find someone to run the time clock and keep stats
- Record stats and give them to the principal
- Comply with school discipline and eligibility
- Be a positive role model for team members, parents, and school
- Attend seed meetings
- Communicate information regarding school photos
- Report results of games to the local media
- Collect uniforms at the end of the season
- Provide responsibilities for assistant
- Report inventory to the AD
- Report lost or unpaid bills to the office
- Prepare for and attend awards ceremony
- **Promote, pursue, and follow coaching expectations/policies outlined within the cooperative agreement**

High School Boys Baseball

- Hold informational meeting for players, parents, and cooperative school
- Establish team rules and give to players, parents, and administrations (Co-op)
- Set and communicate practice and game schedule
- Create a phone tree and hand it out to team members, parents, and administrations (Co-op)
- Verify school physicals and insurance
- Inventory and distribute uniforms
- Inventory and maintain all equipment
- Prepare field as needed for games and practices
- Get checks for umpires
- Create a roster and submit to school secretary **and administrations** (Co-op)
- Monitor and enforce school eligibility
- Find statistician, score keeper, and manager
- Collect money for student fees relating to uniforms
- Prepare for and attend awards program
- **Supervise all meetings, practices, games and/or activities**
- **Ride and monitor bus to and from games unless arrangements have been made with the principal**
- **Promote, pursue, and follow coaching expectations/policies outlined within the cooperative agreement**

Athletic Director

- Establishing schedules for JH and HS interscholastic athletic teams
- Issuing contracts to officials for all athletic contests
- Inventorying and ordering athletic supplies for coaches
- Supervising some weekly and Saturday evening athletic contest.
- When supervising at athletic events, play or secure national anthem for all Jr./Sr. High athletic events. Secure a speaker for starting line up at all games.
- When working at athletic events, supervise hallways, restrooms, parking lot and gym. Students should not be allowed to loiter in hallways or multipurpose room. Running, playing basketball and horseplay should not be allowed in the gym during any athletic event.

- Represent the school at conference, state, and other meetings when requested by the principal.
- Assist the Principal with the athletic awards program.
- Coordinate news media requests with the coaching staff.
- Establish monthly practice schedules for athletics and cheerleading.
- Obtain individuals to run the clock and keep score at athletic games.
- Prepare line-up sheets for boys and girls home games.
- Assist coaching staff with the inventorying of equipment, supplies, and uniforms.
- **Submit a list of all athletic/sports' inventories to the principal at conclusion of each year.**
- Coordinate **athletics** information regarding selection of students for tournament teams, program information, **eligibility**, and other requests from the conference or IESA and IHSA.
- Order all athletic awards.
- Assist in the banking of gate receipts after ball games when on supervision duty.
- Perform other task requested by the administration regarding the athletic programs.