

Toronto Jr.-Sr. High School Staff Handbook



TORONTO JUNIOR-SENIOR HIGH SCHOOL STAFF HANDBOOK

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Toronto Junior-Senior High School Staff Handbook

This handbook has been prepared to acquaint employees with Toronto Junior-Senior High School's policies, procedures, and practices. Staff members are encouraged to check the current teacher or support staff contracts for more specific information regarding leave, evaluation, etc.

Expectations of Faculty and Staff

1. All employees are expected to **follow and enforce Board policy** (this includes the policies and procedures contained within the student and staff handbooks.)
2. **Establish and maintain a classroom environment that is a reflection of the Toronto City School District's mission** which is "to provide a dynamic learning environment that develops all students' abilities for their future success."
3. **Be a professional in your actions and your appearance:** arrive to work on time; be prepared to teach when the bell rings; be where you are supposed to be, when you are supposed to be there; show respect toward your colleagues and students; have pride in all aspects of your work, submit lesson plans/grades according to established timelines; and set high expectations and goals for yourself and your students.
4. **Be a positive role model for your students:** be firm, fair, consistent, and caring with your students; confer discreetly with students when disciplining; do not spend time in idle gossip; at all times remember confidentiality; and miss as few days as possible.
6. **Effectively communicate** with parents and colleagues: call parents when students are struggling with work or behavior; talk with the principal about a problem/challenge before it becomes a major issue; read memos and check your email and mailbox daily.
7. **Set high expectations** for yourself and your students.

Toronto Junior-Senior High School Staff 2025-2026

Principal:	Betsy R-Jones
Dean of Students:	Brian Perkins
Dean of Academics:	Melissa Brown
Building Secretary:	Carolyn Carr
Dean Secretary:	Pamela Hawkins
Nurse:	Katie Long
Athletic Director HS:	Mark Ferrell
Athletic Director MS:	Brian Perkins
School Psychologist:	Levi Naylor
Speech Pathologist:	Katie Lammers
English Language Arts:	Lynne Donohue, Lynda Glenn, Ekaterina Rohal, Justin Wiley, Jada Derrington, Jara Madzia
Fine Arts:	Rich Coburn, Abigail Jansen, Trevor Host, Briston Ramby Cassandra Zimmerman
Foreign Languages:	Ekaterina Rohal, Olaya Gonzalez
Mathematics:	Johnathan Durand, Kelli Naylor, Lacey Laman, Susan Crites, Racheal Kline
Science:	Michelle Blazek, Justin Wiley, Kayla Mosti, Susan Crites, Robin Lewis, Jesse Bolek
Social Studies:	Cathie Thomas, Jaret Aubiel, Harris Ong, Jesse Bolek
Special Education	Tim Fisher, Richard Crowe, John Stephens, Rob Suffoletta, Cheyenne Matta, Jennifer Liddick, Eric Frey, Shannon Bahen, Ashlee Hassan
Physical Education:	John Stephens(Health), Trevor Host
Talented & Gifted:	Melissa Brown
Technology:	Rob Suffoletta, Mark Ferrell
Instructional Aides:	Tresa Bratt, Tomi Skeens, Joel Clark, Nate Stewart
Cooks:	Dawn Trudics
Custodians:	Dale Martin, Brian Firm, Kevin Gillis

Absences: Occasional absences are unavoidable. Proper planning will minimize its effect on the students, so teachers are to report their absences as soon as possible so arrangements can be made. If you are unable to attend school due to an emergency or illness you must personally talk to Carolyn Carr by calling her at the school at 537-2442, at her cell phone 740.381.0252 before 6:45 a.m. If you know in advance that you are going to be absent, please tell Ms. Carr the days that you will be absent so she can find you a substitute. Your absences should be reported in the kiosk upon your return to work. Staff members must contact the school office by 12:30 p.m. on the day of an absence to notify the school of their status (absent/present) for the next day.

Bulletin Boards: Classroom bulletin boards serve as teaching aids. They should be used extensively and changed regularly. Whenever possible, bulletin boards should be used to display student work.

Cell Phone Policy: Cell phone use during the school day is not permitted during classroom instructional time by staff or students. Staff cell phone use should be limited to the planning period and lunchtime. Cell phones should be turned off and stored at all other times during the workday. **In a school emergency, cell phones should not be used except by administrative and office staff.**

Children in the Workplace: The following guidelines have been established in the Toronto City School District for bringing children into the workplace.

1. Employees who have children enrolled in other Toronto City School District school buildings may bring their children to work if the following conditions are met:
 - a. The child is not in the classroom when class is in session.
 - b. The child waits quietly in a designated area i.e. the library or cafeteria.
 - c. The child does not interfere with workplace activities and instruction.
 - d. The child is only in the workplace for a limited time period (less than an hour) either before the child's school day begins or after his/her school day is over.
2. Because of liability issues, children who are not enrolled in the Toronto City School District are not permitted at the school during the workday.
3. The practice of bringing children into the workplace on a continuous, regular basis in lieu of childcare is not permitted.
4. Employees should obtain supervisor approval to bring children into the workplace.

Classroom Care: All teachers must maintain an orderly, neat, and attractive classroom. Keep in mind that your classroom makes a definite statement about you as a teacher. Choose to display your pride in yourself and your school to parents, students and colleagues by maintaining an organized, clean, and stimulating learning environment. If you take pride in your classroom and in the cleanliness of our school, that pride will rub off on your students. Set the example and model it for your students. Teach your students how to organize and straighten up their area. At the end of each day, make sure that students pick up all books, writing instruments, litter, and papers from the floor. The classroom should be left neat and tidy at the end of the school day. All teachers are expected to close and lock their classroom door and windows at the end of the instructional day.

Classroom Management: The key to effective classroom management is teaching and practicing procedures. This is the teacher's responsibility. Classroom management deals with how things are done. It entails structure, procedures, and routines, to the point of becoming rituals. When procedures are explained to and practiced by students, classroom management is enhanced. When procedures are learned, practiced, and reinforced, instruction becomes efficient. This is the foundation of classroom management and is a prime responsibility of the teacher. Chances are that when you walk into a room, you do not pay much attention to the floor, but if it were missing, that would be obvious. This analogy describes the difference between effective and ineffective classroom management. You do not notice it when it is good, but without it, its lack is readily apparent. Teachers should begin implementing effective classroom management procedures on the first day of school and reinforce the behavioral guidelines outlined in the student handbook and on the "Respect the T" posters.

Classroom Walk-throughs: A walk-through is a formative assessment tool designed to inform evaluation, gather evidence of instruction, and provide targeted evidence-based feedback to teachers. It is generally made up of the walk-through itself and is a means of providing feedback to the teacher. A walk-through is less than twenty 20 minutes but at least five 5 minutes in duration. The results of the walk-through will be discussed during the post conference. Walk-throughs shall be implemented in such a way so as to not disrupt and/or interrupt the learning environment.

Communication: It is a teacher's responsibility to communicate frequently with parents especially when a student is creating behavioral issues in the classroom, is not completing classroom assignments, or is in danger of failing. Communication should include progress reports, Progress Book, telephone calls, emails, letters, and conferences. A **teacher is required to call parents when a student has 3 missing assignments.**

Confidentiality: Teachers must use good judgment when discussing school business, student behavior, or achievement. Conversations of this nature should only take place in private areas of the school. School employees are only permitted to discuss a student's personal information to the student's parent and/or guardian and authorized school personnel (those employees who provide direct educational services to the student).

Curriculum Options for High School Students: Starting with the Class of 2017, three course pathways have been established for students for their high school curriculum: Honors, College Readiness, and Career Readiness. Each pathway identifies the recommended classes for each year of high school for each content area and provides a variety of options for students to fulfill their graduation requirements. The Honors Pathway is recommended for students who plan to enroll in a four-year university immediately following high graduation. This course pathway requires students to take the most challenging coursework available at Toronto Junior-Senior High School and if all course work is successfully completed it will fulfill the requirements for the student to receive an Honors diploma as determined by the Ohio Department of Education. The College Readiness pathway is recommended for a student who plans to enroll in a college or trade school following graduation. Students taking this course pathway will participate in a well-rounded college preparatory curriculum which includes studies in all of the core content areas as well as fine arts and foreign language. The Career-Readiness pathway is designed for students planning

to enter the workforce following graduation. Students in this course pathway will meet all of the requirements for a high school diploma. College Credit Plus Program offers early college classes for high school students. Students must meet the admission requirements for the college to be eligible to enroll in college coursework. Some common eligibility requirements are as follows: (A) a score of 22 or higher on the ACT Math sub-test, (B) a score of 19 or higher on the ACT English subtest, (C) a minimum 3.0 GPA in previous high school English or Math classes.

Custodial/Maintenance Requests: All requests for classroom janitorial or maintenance services should be submitted through the principal's office, except in the case of ill students. A form is available in the office to submit your request.

Detention: The Dean and School Principal will be responsible for scheduling and assigning After-school and Friday School detention.

Discipline: It is necessary for the classroom teacher to implement a classroom hierarchy of discipline in order to establish authority. This hierarchy should include a warning by the teacher, teacher-student conference, parental contact, teacher classroom consequences, and a parental conference. Home contact or parent-teacher conference is a logical first recourse coinciding with the classroom hierarchy.

Discipline Key Points:

- Discipline is a tool for teaching responsibility.
- A good discipline program requires the maintenance of order, the development of an internal locus of control, and the promotion of social behaviors.
- A coercive climate is an adversarial one.
- People who are most effective in influencing other people phrase their communications in positive terms.
- The key to effective classroom management is establishing procedures.
- Establish and post classroom expectations for students. Example: "Respect the T expectations"
- Structure activities and arrange the classroom environment to reduce or eliminate conflict.
- Establish a prompt to regain attention when you want to address the class.
- When students enter the classroom, they should immediately become engaged in a meaningful learning experience.
- Establish routines for supplies and materials.
- The teacher, rather than the bell, should dismiss students.

Discipline Referrals to Office: Discipline referrals to the office should only be made after the classroom hierarchy of discipline has been ineffective, home contact has been established and documented by the teacher, and a severe infraction has been committed, i.e.: physical assault, gross disrespect, verbal threats or profanity directed toward a staff member; physical assault upon another student; smoking in school or on school grounds; possession of any dangerous objects such as knives, firearms, fireworks; serious interruptions of the educational process or other school

activities; willfully damaging school property / vandalism, etc. When making discipline referrals to the office utilize Public School Works to document and send the infraction, the referring teacher should provide the following: (a) an anecdotal account of the infraction. Be specific! Describe the event(s) in detail. (b) the teacher consequence, which has been issued. (c) the date of the teacher's last home contact. Please use the discipline form provided in the office.

Early Dismissal from School: If a student is leaving early from school, the student must be signed out in the office. No one should be permitted to take a student from your classroom unless you have received notification from the office (a note or call to your classroom).

Email: All staff members are provided with a Toronto City Schools email account. All staff members are expected to check their email on a daily basis. The principal will use email on a regular basis to communicate with the staff.

Emergency Drills: It is the responsibility of the teacher/instructional aide to prepare all students before the end of the first week of school for fire drills, tornado drills, and lockdown drills. Individual rooms should hold several practice drills on their own before a practice drill is held for the whole school. We will hold one fire drill every month as weather permits. Teachers must take their student class roster and notification cards (green, yellow and red cards) with them each time a drill is held. Teachers should take roll call for their class and hold up the appropriate colored card to notify the principal of the status of their class. Fire drill and tornado drill information is required to be posted in every classroom. Please see the Emergency Operations Plan for specific guidelines on fire, tornado, and lockdown drills.

Field Trips: All field trips or excursions must be approved by the administration. Teachers should not mention or plan these activities with students without first obtaining permission. To schedule and initiate field trips and excursions, the procedures are: (1) Complete and submit a Field Trip Request Form and transportation form in triplicate to the building principal; (2) If approved by the principal, the form will be sent to the superintendent for approval; (3) The transportation director will arrange busses for the field trip; (4) The teacher will receive a form from the transportation director confirming the field trip date, time, and number of busses. If a teacher does not receive a confirmation of the field trip that has been approved by the principal, he/she should notify the building principal. Please remember in May, no field trips outside of Jefferson County.

First Week of School

1. Review and explain the student handbook with your classes.
2. Review the Classroom Respect the T expectations. Discuss classroom procedures and behavior expectations.
3. Junior High teachers-Have students complete the iReady Reading assessment and iReady Math assessment please keep results and retest at each end of grading period. Please forward results to the Principal.
4. Set expectations for appropriate behavior for hallways and other common areas. Follow through and be consistent.
5. Monitor the hallway by being outside your classroom door, between class changes.
5. Make sure you and your students understand the need to be silent during any announcements, whether they are in the room, hall, cafeteria, office, or media center.
6. Review safety drill procedures (fire, tornado, lockdown, ALICE) with all classes.
7. Pass out handbooks/agenda books and necessary paperwork from the office.

Grading: The following items should be considered in determining a student's grade: written tests, class work, papers, projects, and homework. Conduct will not be used to lower a student's grade. It is recommended that two grades per week are taken in each subject. **No student is to perform any type of grading or grade recording for a teacher.**

Grading Procedures

<u>Grading Scale and Ranges</u>	<u>Values</u>
90 - 100 A 3.50-4.00	4.0 A
89 - 90 B 2.50-3.49	3.0 B
70 -79 C 1.50-2.49	2.0 C
60 -69 D 0.60-1.49	1.0 D
0 -59 F 0.00-0.59	0.0 F

Graduation Requirements Students must meet 3 sets of requirement set forth by the Department of Education in order to earn a diploma. **1st Requirement:** Students must earn, at a minimum, 20 units of credit for the indicated courses. A student must earn a grade of D or better in a course in order for the unit to be awarded. Required units of credit must include: 4 units English Language Arts, 4 units of mathematics (must include Algebra II or the equivalent), 3 units of science (must include 1 unit of physical science, 1 unit of life science, and 1 unit advanced science), 3 units of social studies (must include American history, American government, financial literacy), ½ unit of physical education, ½ unit of health, and 5 electives (including fine arts). **2nd Requirement:** Earn a passing score on Ohio's high school Algebra 1(or Integrated Math 1) **and** English Language Arts II test. If students do not pass the required state testing, four options are available to fulfill this requirement: Show Competency in Career Readiness, College Credit Plus, Military Enlistment or ACT/SAT scores. **3rd Requirement:** Readiness- Students must earn TWO diploma seals: one of the two must be **state defined**. Twelve seals are available. In order to participate in the graduation ceremony, each student must have all academic and financial obligations fulfilled.

Head Lice/Contagious Disease: When a student is suspected of having head lice or any other contagious disease or condition, the following procedure should be followed:

1. The teacher will send the student to the office so he/she can be checked by the school nurse.
2. If the child has head lice, the student's parents will be contacted so the student can be removed from school to receive treatment. If a parent or emergency contact is not reached, the student will be kept in the office until dismissal.
3. If there are multiple cases of head lice in the classroom, a letter will be sent home with all students in the class.
4. When a student returns to school after having head lice, the student should report directly to the office. The school nurse must see proof of treatment and check the child's hair to determine if he/she can return to the classroom. *Children suspected of having head lice should be treated with the utmost discretion. Keep in mind that the child is never at fault for his/her head lice problem.*

Hours of Work: The teachers are expected to be at work for the entire length of their scheduled work day(7:30am-3:00pm). Teachers may leave school grounds for lunch but they are expected to be on school grounds at all other times during the work day. During the work day, teachers are required to sign out in the office and “punch out” on the time clock when leaving and sign in and “punch-in” on the time clock when returning. Teachers may leave the building during the planning/conference period to take care of school-related business. Teachers are to be present in their classrooms by 7:35 a.m. This is school time and you should be available to your students. If you must copy papers, please do so during a planning period or after school. ***NO CLASSROOM SHOULD BE LEFT UNSUPERVISED BY A TEACHER.***

Instructional Time: Instructional time is a valuable commodity. Please make sure you value this time wisely by starting instruction on time, by using video clips for educational purposes only, and by engaging students in meaningful and varied learning experiences. All instructional time should be planned i.e. there is no such thing as a free day.

Laminating Machine: Designated members of the staff in the library will perform all laminating to conserve costly laminating film. Only materials for instructional use will be laminated. Please laminate only materials that will be used year after year.

Learning Targets: Each teacher is required to post the daily learning target(s) in student friendly terms for the lesson being taught.

Lesson Plans: Lesson plans are required to be entered into Progress Book on a weekly basis. At a minimum, lesson plans should include the state benchmark and/or indicator being taught and the learning target or objective for the lesson. Lesson plans should be entered into Progress Book by Friday afternoon before the end of the workday for the upcoming week, or at the latest Monday morning by 7:35am of the week of instruction.

Mailboxes: Each staff member has a mailbox in the office. Mailboxes should be checked at least once per day.

Minimum Standards of Dress: The following guidelines provide the minimum standards of dress for staff. T-shirts (Toronto Only on Fridays), shorts, sweats, jeans (Fridays Only), and Sweatshirts (seasonal or Toronto) are **not** permitted to be worn by staff or can only be worn if they comply with the restrictions listed. Acceptable casual dress items include capris that are below the knee, dockers, and golf shirts with collars or crew necks. Staff may participate in special spirit days or dress down days when permission is given from their immediate supervisor.

Missing Work: Missing work will be classified as Make-Up Work or Late Work. Make-up work is defined as any assignments or tests students need to complete due to an excused absence. A minimum of 2 days for each day missed shall be given to a student to complete make-up work for full credit. Any make-up work not completed within this timeframe will be considered Late Work. Late Work is defined as any work completed and turned in after the designated due date. Work becomes late when an absence or tardy is unexcused, for truancy or when a student turns in assignments after the days allowed for excused absences. Late work will be accepted up to the day prior to the grades due date for progress reports and report cards (each 4 ½ weeks period of the quarter). For late work, students will receive a 10% reduction for an assignment up to one week past the due date. For each additional week up to 4 weeks, a 5% reduction will be added per week with a maximum of a 25% reduction. Long term assignments/projects are due on the announced due date. If a student is absent the day a long term assignment/project is due, the assignment/project is due upon the student's return to school.

1. If students are given assignments in advance, the assignments are due upon returning to school.
2. If a student is absent on the day of a test, they are expected to take the test on the day they return.
3. If any project or paper is due on the day of an absence it must be turned in the day of return.
4. If a paper or project is due on a day that a student arrives late to school with an excused tardy or absence the project must be turned in on that same day.
5. If a student leaves school with an excused absence and a project/paper is due they must turn in the paper/ project to the teacher before leaving school.

Personal Leave: Staff members receive three personal days per year (2 unrestricted and 1 restricted). To take personal leave, the staff member must complete a personal leave request through the kiosk, which is approved by the building principal and then submitted to the superintendent for approval. Personal leave requests must be submitted at least one week in advance of the day for which personal leave is requested. Restricted personal leave cannot be taken before or after a holiday or vacation recess. Unrestricted personal leave taken for the aforementioned reasons shall be charged at two days for each day used. Restricted personal leave shall not be used for rest, recreation, vacation, shopping, accompanying a spouse on a business trip, for seeking, or engaging in gainful employment or for any other similar reason. Personal leave during the last four weeks of the school year is limited to ten percent per day but no more than 2 per building of the teaching staff assigned to each building on a first come first serve basis.

Personal Appointments: Appointments should be made for after school hours. In those rare occasions when you need to leave early, please see the principal.

Plagiarism/Cheating Policy The following procedure will be used if a student is caught cheating: The student will receive an "F" for the test, quiz, assignment or project and assigned one

day of ABC. The Dean of Students will be notified in writing of the incident. The instructor will contact the student's parent/guardian informing them of the incident, the action taken, and the consequences of further cheating. Further cheating may result in an "F" for that grading period.

Planning/Conference Period: Each full-time teacher receives a daily planning/conference period. The purpose of this period is to plan instruction, prepare instructional materials, conference with parents, and collaborate with colleagues. **Teachers should remain on school grounds during the planning/conference period.** Teachers may leave the building during their planning/conference period to take care of school-related responsibilities. Teachers who leave the building must sign out in the office and "punch out" on the time clock when leaving and sign in and "punch in" on the time clock when they return.

Permanent Records: All permanent record files are kept in the school office. A permanent record file should never be taken from the school building. If you are reviewing a student's record, make sure you return it to the correct drawer and place it in alphabetical order

Professional Development: The school district sets aside several days each year for staff professional development. Teachers are also permitted to attend three educational meetings per school year for a total of six workdays. Teachers who would like to attend professional development offerings during the workday may make a request for professional leave through the kiosk. The building principal and superintendent must approve the request.

Promotion/Retention Policy: (Grades 6- 8) Each student is expected to demonstrate a level of competency in the fundamental skills consistent with his or her ability. Therefore, to be promoted: sixth, seventh & eighth grade students must pass **Math and English or Reading**, plus 2 additional academic courses and 3 of 4 related arts classes. A student must accumulate 3 points to pass a course. Grading Policy – A = 4, B = 3, C = 2, D = 1, F = 0 and I= Incomplete

PublicWorks: All staff members will be assigned a PublicWorks training account. This account is used to access online training modules which are required for certain safety courses and test security procedures as well as discipline referrals for students.

Pupil Classification The minimum number of credits necessary for promotion to grade 10 through 12 is now: Grade 10 = 5 credits; Grade 11 = 10 credits; Grade 12 = 15 credits, Graduation requires 20 credits minimum. Grading Policy – A = 4, B = 3, C = 2, D = 1, F = 0, I= Incomplete. A student must accumulate 3 points to pass a course.

Reserving Library The high school librarian is responsible for reserving time for teachers to take their classes to the library. Teachers are expected to accompany and supervise their students in the library during the reserved time.

Restroom Privileges: While students are encouraged to use the restroom during lunch and class changes, there will still be times when it is necessary for students to leave class to use the restroom. No one should deny a student the opportunity to use the restroom. If you think a student is abusing his/her restroom privileges, please check the student's emergency medical form or

contact the parent to see if the child has any conditions that may impact his/her restroom habits. When students leave class to use the restroom, they should sign out of class and **use their planner as their hall pass.**

SENIOR ACADEMIC AWARDS:

DIPLOMA WITH HONORS To receive a Diploma with Honors, students must meet seven of the eight criteria established by the Ohio Department of Education: maintained an overall GPA of at least 3.5; or obtained a composite score of 27 on the ACT assessment (1210 on the SAT), earned 4 units of English; 4 units of math; 4 units of science including 1 unit of physics and 1 unit of chemistry; 4 units of social studies; 3 units of one foreign language or 2 units of 2 different languages; and 1 unit of fine arts.

HONOR STUDENT All Toronto High School students regardless of the courses taken will be eligible for recognition as an honor student and receive an honor cords for graduation if they finish their high school career with a 3.2 cumulative GPA.

PRESIDENTIAL AWARD OF ACADEMIC EXCELLENCE The purpose of this award is to recognize academic success in the classroom. To be eligible for the President's Award for Educational Excellence, students must meet the following requirements: earned a grade point average of 3.5 or higher and scored a 26 or higher on the ACT in math or reading or received an advanced score on the reading and math OGT.

VALEDICTORIAN/SALUTATORIAN/TOP TEN In 2014-2015 and beyond, the student must have on their final transcript two units of foreign language, one unit of advanced science (physics, chemistry or anatomy), and one unit of advanced math to be eligible for recognition as valedictorian, salutatorian, or a member of the Top Ten.

SCHOLARSHIPS/FINANCIAL AWARDS During the Senior Awards Assembly, many financial awards and scholarships are given by community organizations, businesses, and individuals. The recipients of these financial awards are determined by the award sponsors not the school. Some of these awards require an application process. These applications are available through the school guidance office. It is the students' responsibility to complete and return applications according to the established timelines.

Sick Leave: Staff members may use sick leave for absence due to personal illness, pregnancy, injury, exposure to contagious disease, and for absence due to illness, injury, or death in the staff member's immediate family. If a staff member needs to use sick leave, they must contact Ms. Carr or their immediate supervisor (custodians- Rod Henry, cooks-Tara Pickens) as soon as possible so a qualified substitute can be found.

Special Education: Regular education teachers must review the I.E.P.'s of special education students mainstreamed or included in their classrooms. The I.E.P. is a legal document that must be followed by all school personnel. Accommodations and modifications listed on the I.E.P. are required to be implemented in all educational settings within the school.

Staff Evaluations: Teacher evaluations will be conducted by the building principal or trained evaluator who holds the credential according to the OTES Board Policy. All classified staff and any other staff members who are not covered under the OTES Board policy will be evaluated at least once annually by their immediate supervisor using the Board adopted evaluation instrument.

Staff Flower Fund Policy: Participation in the staff flower fund is completely voluntary. Flowers and/or memorial donations are sent in the event of death of an immediate family member (mother, father, sister, brother, children). If you agree with the policy and choose to participate, please see Mrs. Jones.

Staff Meetings: Staff meetings are held on a monthly basis. All staff members are required to attend these meetings. Other meetings may be called as deemed appropriate by the administration – these are generally held at the beginning or end of the work day.

Student Attendance: The teacher is responsible for accurately reporting student attendance by sending a paper copy attendance to the Dean's office at the beginning of the 1st period. The teacher will only indicate whether the student was absent.

Substitute Folder and Plans: An up-to-date substitute folder will be kept in the school office for each teacher. The substitute folder should include:

1. Daily Schedule with a description of each segment.
2. Title(s) and location(s) of books used (including teacher's guide and general procedures and plans for use).
3. Seating charts.
4. Location of special materials (tests, work sheets, attendance sheets)
5. Emergency procedures and materials if daily lesson work cannot be covered by a substitute (instructional games are acceptable).
6. List of routine procedures and how to handle them.
7. List of teachers or students who may be able to assist them during the day
8. Class expectations and discipline plan.
9. Bell schedule with instructions for any special duties you may have.
10. Procedures for emergency drills.
11. Pertinent personal data (such as any special requirements related to students with handicapping conditions and/or medications needed daily).

For any absence, lesson plans must be provided. Lesson plans, written assignments, and worksheets, are to be given or emailed to Ms. Carr no later than 7:40 a.m. on the day of an absence. Substitute folders are intended to help the substitute with schedules, routines, etc. There should be additional material and extra work for students included in the folder for absences due to an emergency.

Supervision of Students:

***Classroom Supervision:** Students must be supervised at all times. Under no circumstances should a staff member leave his or her students unattended. In an instance where a staff member must leave the classroom for an emergency, the teacher should notify the office so another staff

member can be sent to supervise the class. **Teachers should be at their classroom doors by 7:35 a.m. to monitor hallways and welcome students.**

* **Restroom Supervision:** All classrooms will have a sign out sheet for the restroom where students record their name, the date, time they left, and time they returned from the restroom. The restroom passes in the student planner should also be used so other teachers are aware how frequently the student is leaving class during the school day. If you are having a classroom restroom break, check your group frequently to see if restrooms are being used properly. Teachers with rooms assigned near the restrooms will be responsible for checking restrooms during class changes.

* **Cafeteria Supervision:** It is the responsibility of the staff member on duty to circulate while supervising the cafeteria. Be aware that if an injury should occur and you are not there, you could be held liable. While you are on duty, you need to walk around and continually scan the area. Close supervision with constant scanning is the best way to prevent accidents from happening.

* **Common Area Supervision:** Hallways, cafeteria, etc. are common school areas shared by everyone. Teachers should stand at their classroom doors during class changes to supervise students in the hall. Reinforce quiet and orderly conduct in the hall.

Teacher Responsibilities: The teacher plans, organizes, and administers learning experiences based on the Common Core Standards, which contribute to each and every student's optimal development - these experiences may occur within and outside the classroom. The teacher is responsible for these main areas: managing the teaching/learning process, student evaluation and assessment, classroom management, and administrative duties.

Managing the teaching/learning process includes:

- Developing daily lesson plans in accordance with the Ohio Common Core and guidelines of the school district
- Preparing assignments, experiments, demonstrations, teaching aids, bulletin boards, etc.
- Using differentiated instructional strategies, technology, audio-visual aids, field trips, and other resources to supplement and reinforce learning.
- Participating in the selection process for textbooks, reference, and instructional instruments.
- Collaborating with other educators to ensure the most effective teaching methods and strategies are being utilized.

Student evaluation and assessment includes:

- Evaluating students' learning strengths and weaknesses, adapting teaching methods accordingly, and providing assistance or attention.
- Determining and implementing teaching methods appropriate to pupils' needs and capabilities, group size, topics and program objectives.
- Evaluating and reporting pupil progress. Teachers should use both formative and summative assessment to monitor the progress of their students.

- Closely monitoring students during the class period to ensure they are working and assignments are being completed.
- Initiating and participating in conferences with pupils, parents and/or administration. Notifying parents when there are concerns about a student's behavior or academic progress.

Classroom Management includes:

- Establishing, posting, and enforcing classroom expectations, procedures, and routines.
- Fostering safe, healthy, and attractive conditions in the classroom.
- Establishing and maintaining a positive learning environment.
- Implementing the school's procedures fairly and consistently
- Ensuring the cleanliness and tidiness of the classroom, students' desks and other furniture and materials.

Administrative Duties includes:

- Maintaining pupil records of achievement, attendance, test performance, and progress.
- Preparing and submitting weekly lesson plans.
- Posting lesson plans and student grades to Progress Book on at least a weekly basis.
- Providing campus supervision, as assigned by the administration.
- Attending staff meetings as called by administration.
- Participating in curriculum development and other professional activities as assigned by the administration.
- Preparing and maintaining a substitute folder throughout the year.

Telephone Calls: School Business Telephone Calls: A staff member may place a long distance call from the school office for school purposes, but the phone call must be recorded on a form when the call is made. The form will include the date, telephone number called, person/place being called, the purpose of the call, and the staff member's name. **Personal Phone Calls:** Limit personal telephone calls to those of an emergency nature. All staff members are discouraged from making personal phone calls during the workday. Personal long distance phone calls should not appear on the school's phone bill. If a personal call is received for a staff member, a message will be taken and placed in the staff member's mailbox. Staff members will not be called to the telephone unless it is an emergency situation.

Toronto Junior-Senior High School Academic Honors and Awards

ACADEMIC LETTER To receive an academic letter, a student must attain a 3.0 GPA, a personal attendance rate of 93% or better and accumulate the minimum number of required documented community service hours. Freshmen: 10 hours, Sophomores: 20 hours, Juniors: 30 hours, Seniors: 30 hours.

BETA CLUB The purpose of the Beta Club is to recognize and promote high academic achievement, rewarding and nurturing worthy character, fostering leadership skills and encourage service to others. Students are inducted into the club based on these principles.

JUNIOR NATIONAL HONOR SOCIETY(7&8) Students who are eligible for induction into the NJHS must carry at least a 3.3 grade average. Those students who meet the scholarship requirements are given a pupil activities information form. This form gives students the opportunity to document activities that show leadership and community service, two areas that seem to be the most difficult for middle school students. All faculty who have contact with the candidates fill out a document on student character and evidence of leadership and service in school. Students who demonstrate above average in all areas are inducted into the Society.

HONOR ROLL Grades 6-8 Honor Roll is calculated every nine weeks. At least a “B” is necessary in the following subjects: English, Reading, Math, Social Studies, and Science. All of these subjects will be considered major subjects. Students with a grade lower than a “B” in minor subjects (also referred to as minis) are still eligible for Honor Roll if grades are high enough in other subjects to make at least a “B” average overall. No grade can be less than a “C”. Grades 9-12 Honor Roll is calculated every nine weeks. A student must earn a “3.0” average with no “C’s” to have his name placed on the Honor Roll. A student must be carrying a minimum of five (5) credits. A grade of “C” would eliminate a student from the Honor Roll. Students taking CCP classes must show a printed copy of their interim to the Guidance Office to be considered for honor roll.

NATIONAL HONOR SOCIETY (HS) Candidates eligible for election to the chapter must have a cumulative grade average of 3.3 to be elected at the beginning of the fourth quarter their junior year or the second quarter of the senior year. These candidates will then be considered on the basis of their service, leadership, character, and scholarship, which includes participation in extracurricular activities and a good school attendance/tardiness record. Members of the faculty council will make the final selection.

PRESIDENTIAL AWARD OF ACADEMIC EXCELLENCE-JUNIOR HIGH The purpose of this award is to recognize academic success in the classroom. To be eligible for the President's Award for Educational Excellence, students must meet the following requirements: earned a grade point average of 3.5 or higher including their entire sixth, seventh and the first semester of their eighth grade year.

PRINCIPAL'S LIST Grades 6-8 Principal's List is calculated every nine weeks. To be named to the Principal's List a student must have an "A" recorded in all subjects. Grades 9-12 Principal's List is calculated every nine weeks. A student must be carrying a minimum of five (5) credits and must have earned "A's" in all subjects counted. A "B" would eliminate a student from the Principal's List.

STUDENT OF THE QUARTER The Student of the Quarter award recognizes students who demonstrate outstanding scholarship, leadership, service, and character. Nominations are submitted by members of the Toronto Junior-Senior High School staff and one student is selected each quarter per grade level. Students who win this award have their Student of the Quarter poster displayed in a display case outside of the Principal's office during the quarter.

Unnecessary Items Collected from Students: If you collect unnecessary items from students such as games, toys, etc. please use the following procedure. Collect the item, keep the item at your desk until the end of the class period, and then return it to the student to be stored in the locker. Electronic devices that are confiscated should be sent to the Dean's office with the student's name.

Use of Tobacco/Vapes: Use of tobacco/Vapes in any form by school personnel or students is prohibited in the school building and on school grounds.

Videos: Videos purchased by the school district may be used in a classroom when it relates directly to a subject being studied, correlates with the Ohio Learning standards, and serves to enhance and enrich student learning. Movies and videos may not be used solely to entertain or reward students unless permission is given by the building principal.