

# **NORTH HARDIN HIGH SCHOOL**



**Teacher/Staff Handbook  
2009-2010**

**“To Love a Child”**  
**Given by Lloyd D. Newell**  
**July 15, 2001**

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Every child is born into this world with the need to feel wanted and loved. The great humanitarian Mother Teresa discovered that there's one disease for which there is no medical cure. It's that of being an unwanted child. She said, "Except there are willing hands to serve and there's a loving heart to love, I don't think this terrible disease can ever be cured."<sup>1</sup> We may not be able to serve as Mother Teresa did in trying to save the children of the world, but in some significant way we can make a difference.

Lucile Johnson was "a funny looking little girl with straight brown hair." A world-famous German contralto came to town to present a concert. To everyone's surprise, Lucile was the child chosen to present a bouquet of flowers to this grand lady at the end of her concert. She carefully memorized the flowery speech that had been written for her. At the conclusion of the concert, the little seven-year-old girl walked out on stage to present the bouquet. Nearly paralyzed with fright, she couldn't move or speak. The awful silence that followed was humiliating. Then the renowned performer reached out to her and said, "You brought me roses? I love roses." She went down to her knees, took the child in her arms, and said, "Kinder, I love you." Then the child sobbed out the words: "Oh, Madame Schumann-Heink, you are so wonderful! I love you, too."<sup>2</sup>

Everyone has the opportunity at some time to help a frightened, sad, or even disruptive child feel loved. Most of these

opportunities happen in our homes with our children and grandchildren. This is the place where love begins, the place where every child must feel love and safety. From those who have been so loved will come the heroes of the future. They'll touch the lives of countless little ones, for they'll know what it means to love a child.

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1. See Chieko N. Okazaki, *Sanctuary* (Salt Lake City: Deseret Book Co., 1997), 76.
  2. See Lucile Johnson, *Somebody Loves You* (American Fork, Utah: Covenant Communications, Inc., 2000), 25-26.

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TEACHER/STAFF HANDBOOK  
NORTH HARDIN HIGH SCHOOL  
2009-2010

Welcome to all staff members as we prepare for the 2009-2010 school year. We have the best students and programs here at North and together we will become the premier school in the Commonwealth of Kentucky. Let's continue what we accomplished last year in Hardin County and build on that to become #1 in the State!

Beginning with a few general policies, we'll all get off on the same foot for the school year. These are expectations of how professional employees should conduct themselves at North Hardin High School.

- All teachers will sign in each morning before **8:00 a.m.**
- In order to create a positive attitude, a welcoming atmosphere, and a safe environment at the beginning of each day for our students, teachers will stand in their classroom doorways and greet students until the bell rings for class. We want to begin this duty at **8:10 am** each morning. Teachers will also stand in the doorway of their classrooms between all class changes to provide order and help for our students. Greeting a person by his/her name makes all the difference in the world!
- Email must be read daily by staff members. This is part of your responsibility and job.
- Make a phone call home when a student is in danger of failing your class.
- Teachers may leave their job assignments after the buses are dismissed at the end of each day. No staff member (certified or classified) will leave the building until the buses have left the school site. In the event of an emergency a staff member may request permission to leave early by contacting Mr. Bill Dennison.
- **Teachers will not leave their classes unattended.** The primary duty of a classroom teacher is to offer exciting and engaging instruction in the classroom.
- Professional dress and professional actions will be expected from all staff. Special activities may be the exception (e.g., Spirit day). Students learn from watching adults and often from imitating adults. Let's be proud that our students may imitate our education profession.
- All staff members are expected to wear ID cards/tags at all times during the school day at North Hardin. Please make arrangements to have an ID picture by the first day of school.
- Finally, we are a school site and our emphasis is instruction. We can accomplish this by making sure that planning times are used for instructional planning for student learning. State law mandates that instruction be based on KERA goals and academic expectations. This is required by law and will be monitored through lesson plans and classroom observations.

With the cooperation and positive attitude of all staff members, 2009-2010 will be the best year ever at North Hardin!

## ACCIDENTS, ILLNESS, AND INJURIES - REPORTING AND HANDLING

It is the responsibility of all teachers to report all injuries on the school grounds to the office, whether it is in the classroom, the hallway, the gym, or on the practice/playing field. Accidents shall be reported on the school accident form. Please pick up one of these forms in the main office on the forms shelf in the back of the office, complete and return it immediately to Mrs. Pike. The teacher will need to give additional information if the student is hospitalized or requires a visit to the doctor.



## ACCOUNTING PROCEDURES for Instructional Funds and NHHS School Funds

1. **Only activity sponsors/department chairs can request a PO.** PO (purchase order) requisitions forms are on the forms shelf in the back of the main office. Fill out the requisition form with prices, description, item numbers, fund to be charged and your signature. You must be as exact as possible on the prices. The funds will be encumbered by what you write on the PO requisition. Make sure the vendor is on the bid list.
2. Return the requisition form to the main office for bid and funds verification. There are labeled boxes in the back of the main office for NHHS and HCBE (Hardin County Board of Education) requisition forms and PTFs (Professional Trip Forms). Mrs. Phillips will generate the PO on the computer and submit it to Mr. Dennison for approval. Purchase Order requests and PTFs must be returned to one of the boxes. You may not stop Mr. Dennison in the hallway for his signature on purchase forms or professional travel approval. Everything must go through Mrs. Phillips first. The PO will not be generated until Mrs. Phillips receives your PO requisition form.
3. You will get back the white copy of the approved PO to place your order or to give to the vendor. Mrs. Phillips will keep the other copies for payment processing when the invoice is received. **Please plan ahead and please be patient.** As you can imagine, this process requires volumes of paperwork and changes to Mrs. Phillips's daily duties. Again, you do not give the forms to Mr. Dennison. **Instead, you will put the forms in the appropriate inbox in the back of the main office.**
4. **After you have received your white copy of the PO, only now are you ready to order/make your purchase. Do not order anything without following these procedures. The funds have to be secured in your account in order for Mr. Dennison to approve your purchase. This is not a policy change but a policy enforcement. The order date/invoice date can **NEVER** be before the PO issue date. If it is, this means you ordered something without prior approval and you may be personally responsible for payment.**
5. As soon as you have received **all** of your order, turn in the PO you used to place the order, packing slip(s), and invoice(s) to Mrs. Phillips with your initials and date received. Items received and items ordered must be compared/checked off on the PO and packing slip. This will indicate to Mrs. Phillips that the invoice is ready to be paid. There will be two labeled boxes in the back of the main office - one for NHHS funds and one for HCBE Instructional Funds.

Mrs. Phillips will match the PO with the invoice and send the check or send it to the board for payment. **This must be done in a timely manner in order to avoid late fees and account cancellations. For Instructional Funds, the deadline is the 15<sup>th</sup> of the month in order to get the bill paid at the following month's board meeting.**

6. All money collected and ready for deposit shall be turned in to Mrs. Phillips. Only those deposits recorded on the proper deposit form will be accepted. **All checks must be listed on the back of the form** and all deposits listed on the multiple receipt form. The multiple receipt form needs to be completed as money is accepted from students. The students should print their names and amount turned in. It must match the front deposit request form. Donations or other deposits need to be on a separate deposit request form.
7. Teachers shall issue a receipt to students for all monies collected. Secure a receipt book from the main office from Mrs. Browning. Receipts will then be issued to teachers for all monies turned in for deposit.
8. All money must be turned in when collected or kept in the safe. **DO NOT KEEP MONEY IN YOUR ROOM!** If you want to keep money in the safe, please turn it in before 3:15 pm. Don't turn in money a week or two later after your fundraiser.
9. Vocational Funds: Ms. Hurt will be monitoring the vocational expenditures here at North Hardin. All requests for funds must be made through assistant principal Ms. Hurt and Mr. James Phillips at the Hardin County Board of Education. No purchase orders can be signed out at North Hardin for vocational purchases.
10. You will receive a monthly statement by the 15<sup>th</sup> of each month. This is your department's/ activity's account. Keep a ledger of income and expenses in order to keep track of your balance.

### **ADDITIONAL DUTIES**

All certified staff will be expected to supervise students in general areas of activities (i.e., early morning duty, bus duty, class change duty, and at least two extracurricular activities).

### **ANNOUNCEMENTS / PLEDGE**

The "Pledge of Allegiance" will be recited at the beginning of 1<sup>st</sup> period each day.

Announcements will be made **once** (only once) each day on the video at the beginning of 1<sup>st</sup> period, right after the pledge. Please be ready to turn on the television at that time to channel 4. This is a student-produced video and we should all support our student talent.

The announcements to be read on the video must be brief, written by a faculty member, and will need to be submitted to Mimi Pike in the front office at least 2 days in advance by 8:30 am. You should not submit the announcement to the TVP classroom because it must be typed and e-mailed

for use on the teleprompters. Example: The announcements are submitted to Ms. Pike on Monday before 8:30 am, typed on Monday morning before 10 am, videotaped on Tuesday morning, and shown on Wednesday morning. It is imperative that announcements be planned in advance.

We will strive towards "zero announcements" on the intercom during instructional hours of the day. We do **NOT** have afternoon announcements - only messages for students and any cancellations due to weather. **Repeat – No Afternoon Announcements.** Announcements to large groups should be written in memo format and handed out at a practice or in a meeting after school. Please do not ask the front office to call down a whole team or deliver messages to whole groups of people. This only creates a crowded and noisy office. We simply cannot do that, especially since the sign-in/sign-out procedure takes place in the main office.

### **ASSEMBLIES / PEP RALLIES**

Teachers are responsible for monitoring students during assemblies and should sit in the assigned bleacher rows with their students. Teachers will escort students in and out of the gym and groups will be dismissed by class. Students will use only the stairways when entering the bleacher seats.

### **ATHLETIC EVENTS**

All athletic events will be held after school. According to KHSAA guidelines, "no school time may be lost for travel to or from, or participation in, any regular season interscholastic athletic contest." Coaches are not allowed to leave school early in order to get in front of traffic. In setting up schedules, keep this in mind. Also, the principal must approve all schedules. Notify Mr. James Slaven, Athletic Director, of any schedule changes. It will also be appreciated if coaches could notify the front office with return times/practice schedules so that the office staff will be able to answer any parent phone calls.

### **ATTENDANCE**

1. All teachers shall check the class roll at the beginning of each period.
2. Absences are posted on the Infinite Campus University classroom module. The 1st period absences must be posted no later than 8:50 am in order for the absentee sheet to be distributed in a timely manner. You will receive more information on Infinite Campus or ICU on organizational day and throughout the school year.
3. If the student was marked absent by mistake **OR** if a student was left off by mistake, please call Mrs. Dianna Hart, attendance office clerk, immediately, or e-mail her at [dianna.hart@hardin.kyschools.us](mailto:dianna.hart@hardin.kyschools.us).
4. It is also imperative that teachers also keep written attendance in their individual grade books.

5. Any student whose name appears on the absentee list must have a note from the office to be admitted to any class. Please send the student back to the main office to secure a note. The student should keep this pass/note for each class the remainder of the day.
6. If you have an absent student, and his/her name does not appear on the absentee sheet, then fill out a "Not in Class Sheet" (hot pink in color), and submit that to the appropriate grade principal. The principal will investigate.
7. After the 3<sup>rd</sup> time that a student is late to your class, the parent/guardian must be notified. We have postcards in the workroom that you should use to mail to the home.
8. Mrs. Dianna Hart will notify the parent/guardian when a student has accumulated 5 tardies from signing in late or signing out early with an unexcused absence. She sends another letter when the student misses 6 full days. So teachers do not have to send postcards in these cases.
9. A student who will be leaving during the day needs to sign out in the main office before school begins or at the time they are leaving. The main office will also sign in students who arrive late to school.
10. LISTS TO GO ON ABSENTEE SHEETS - If any students are to be out of the building for a field trip, service learning, etc., a list of names for the daily absentee list should be turned in two weeks in advance in **alphabetical order** to assistant principal Ms. Althea Hurt and to Mrs. Dianna Hart (NO NICKNAMES, please).

### **"BRIDGE TO THE FUTURE" POSTERS**

Each classroom should have one of the Board-adopted "Bridge to the Future" posters displayed in the room. The purpose of the poster is to inspire students and employees to do their best. If you need a copy contact someone in the main office.



### **BULLETIN BOARD PAPER**

The bulletin board paper rolls are located in the Workroom and that's what the paper should be used for – bulletin boards. It would be ideal if the teacher could come get the paper himself/herself, but if it's necessary to send a student(s), then the student **must have a hall pass**, and must have a written request stating what teacher needs it, what color, what length, and what it's being used for - bulletin boards, projects, etc. Students are not allowed in the workroom, so any students without passes/requests will be sent back to the classroom and not allowed in the workroom.

## **CENTRALIZED PRINTING and COPIES/PRINTING AT SCHOOL**

Use of centralized printing is highly encouraged since it is much more economical for the school's budget than printing only at the school site. Printing of tests and other classroom handouts is available through centralized printing at the Hardin County Board of Education. The print shop has the capability to collate, staple, bind, stack, cut, pad, fold, and three-hole punch. Orders that are stapled cannot be hole punched. Stapling is limited to 75 sheets maximum. Binding requires a minimum of 20 sheets and a maximum of 125 sheets.

Materials are picked up and delivered on Mondays and Thursdays. The printing request forms are located in the workroom. Complete an order form noting all special directions to the Print Shop, and place the completed form and originals in the workroom on the small inbox trays near the copy machines. Please do not include any staples in your order - use paper clips. If you have any questions about centralized printing, please see Ms. Sheron Browning in the main office. If it should be necessary to limit individuals' requests, Ms. Browning will issue an e-mail with instructions and limit count.

As has been done in previous years, printing will be limited at the school site. Each teacher will receive 7 reams of copy paper per semester to use here on site, and paper will be distributed once at the beginning of each semester.

## **CHAIN OF COMMAND**

In the event that Mr. Dennison is not available, any of the assistant principals can be consulted on a school matter. An assistant principal "list of duties" will be distributed for you to keep for future reference.

## **CHANGE OF ADDRESS, TELEPHONE, OR NAME**

If you change your address, telephone number, or last name, please complete a "Change of Address Form" and return it to Mimi Pike in the main office. During the school year, Central Office may send out an e-mail asking you to submit changes. Please, please, please, submit that form to Mrs. Pike first, and then she will forward it to the board for you.

## **CLASSROOMS**

**All classrooms should be locked at all times.** This has been advised by the Kentucky Center for Safe Schools. Please do not cover the small window in the door during a regular class day. Teachers who have rooms with tables and chairs should have the last period students set the chairs on the tables just before leaving the room. Let's keep as a goal this year to leave the classroom as clean and neat as possible at the end of each period so that the next group of students/staff in the room has a pleasant and inviting atmosphere in which to learn.

If you take your students from your classroom to visit the library, another room/lab, or for an outside lecture, you **MUST** notify the main office at extension 151 or "0" and the attendance office at extension 158.

**PLEASE DO NOT KEEP MONEY IN YOUR ROOM!!** Teachers may be held accountable for any lost funds.

## **COACHES/SPONSORS**

Coaches/sponsors should be in compliance with KHSAA guidelines. Athletic information packets have been developed, are to be completed by the student, and are due to the coach and athletic director before tryouts. Other procedures to follow:

- Medical forms with permission to treat injured/sick students should be kept at all times in the event of an emergency.
- Coaches should ensure that there is an ample supply of cold water readily available when needed.
- Please ensure that buses are kept clean and keys are in the office.
- Eligibility lists need to be turned in before the season begins in order that eligibility can be verified.

**Coaches who hold camps, clinics, or tryouts should submit that information to the athletic director and the main office.**

## **COVERAGE DURING DUTY HOURS**

We are a team at North Hardin High School so when you are asked to cover for someone, please be flexible. The Hardin County Board of Education has implemented a plan whereby any teacher who covers an entire period for someone else during a substitute shortage, can receive \$18.75 for covering and must stay an extra hour or come in an hour earlier the next day to make up the planning time.

## **CUSTODIAL / MAINTENANCE ISSUES**

For any custodial or maintenance issues, call, e-mail, or jot a note to assistant principal Josh Cowley. In the case of an emergency, such as smoke, fire, spills, or illness you may contact the main office to radio a custodian or a principal. Non-emergency issues go to Mr. Cowley.

## **DISCIPLINE**

The districtwide discipline code for the Hardin County Schools is currently in effect and is contained in a separate document. Teachers are responsible for the conduct of all students and should resolve most disciplinary problems as they arise; however, the principal, assistant principals, and counselors are available when a situation arises that the teacher feels is serious enough to warrant help. When dealing with a difficult student, please take intervention steps such as a phone call to a parent/guardian or consult a counselor, prior to a discipline referral, unless the behavior warrants immediate attention by an administrator.

## **DRESS CODE**

The NHHS Site-Based Council approved the current version of the student dress code in February 2000. Shorts, skorts, culottes, or capri pants will be allowed, but shorts, skorts, culottes, skirts and dresses must be no shorter than three inches above the top of the knee. Sleeveless garments of any kind are not allowed. Students will be allowed to dress out in shorts for PE classes, but clothing must conform to the dress code once the student leaves the PE class. **Staff members will also adhere to the student dress code.**

## **EXTENDED EMPLOYMENT**

It is the responsibility of each staff member who is on extended employment to submit an extended employment payroll sheet (pink form) in the office at the end of the month in which the work is completed. Submit this form to Mrs. Mimi Pike each month. Please do not send the extended employment form to the Central Office on your own. Each employee also completes an extended payroll work plan at the beginning of each school year. During the year, if an employee with extended days should need to change the days circled on the original plan, then he/she must notify Mr. Dennison, who will then be required to submit an e-mail to the Central Office regarding the change of dates.

## **EXTRA DUTY ASSIGNMENTS**

Extra duty assignment payroll forms (detention, Saturday School, portfolio scoring, etc.) are due by the 15<sup>th</sup> of each month in order to be paid by the next payday. Exception: The deadlines for the November and December extra duty pay will be earlier.

## **FACULTY MEETINGS**

General faculty meetings will be scheduled once a month and additional meeting dates will be established as needed. Everyone will be expected to be in attendance. Meetings will be held in the library/media center and will begin promptly at 7:05 a.m. (A schedule of meetings will be distributed on organizational day.)

## **FAX MACHINE**

The school fax machine number is (270) 352-4512. This machine is available in the front office for school business. The front office staff, and trained student workers will fax materials for you. Please fill out a cover sheet, paper clip the cover sheet to the pages to be faxed, and place it in the top tray of the small organizer unit next to the fax machine. Once the fax has been completed, the materials will be placed in your mailbox with a time and date of completion. If you must fax something of a personal nature, please make arrangements with Mrs. Phillips to reimburse the school.

## FIELD TRIPS

Only academic, instructional field trips will be approved during the school day, and only between the hours of 8:30 am and 1:30 pm. **All field trips must adhere to the guidelines outlined in the Hardin County Schools Amended Policy 09.36.** Teachers must submit a written proposal and provide lesson plans before possible approval. Assistant principal Ms. Althea Hurt will approve field trips. No field trips are to be scheduled **during the last three weeks of each semester prior to the final semester exams.**

A list of those students on the field trip must be prepared for the absentee sheets. The list should be turned in two weeks in advance in **alphabetical order** to assistant principal Ms. Hurt and attendance clerk Dianna Hart (NO NICKNAMES, please). Ms. Hurt will sign off and forward the list to the attendance office. On the day of the field trip a validated list of those students actually on the field trip will be submitted to Ms. Hurt. This list will be used in the event of an emergency or question about those in attendance.

Field trips that use airline or charter bus transportation must be approved on a case-by-case basis by the Hardin County Board of Education. Plans for such trips must be submitted to the principal at least two months prior to the actual dates of the trip.

Field trip request forms may be obtained in the assistant principals' office.

Please remember we are on a tight budget. Groups going on field trips will pay for the cost of the field trip. Rates are calculated at the bus driver's hourly wage (minimum of \$12.38 per hour) and \$1.00 per mile for the bus.

It is the student's responsibility to obtain parental permission for field trips. Students who do not obtain permission will not be allowed to go. Parent permission forms are also available in the assistant principals' office.

Any group of students participating in school-related activities away from school during the normal lunchtime shall have meals provided by school food service. Exceptions can be made if ALL meals for ALL students are purchased by the school, parent group, or are in another manner donated to the students.

Attention should be given to items permitted to be carried in a student's lap while being transported on a school bus. This is to guard against interfering with the compartmentalization and collision protection afforded by school bus seat design. Kentucky school districts have been advised by the Kentucky Department of Education, Division of Pupil Transportation, that only those items that a student can carry safely in his/her lap may be transported on a school bus. It is very important that items are not placed on school buses that could block the school bus aisle, restrict access to any of the emergency exits, or become an airborne projectile should the vehicle become involved in a collision. Please note that coolers are not allowed inside school buses. They may be carried in storage compartments, provided they are small enough to fit.

Helium balloons are not permitted on buses. The driver shall not permit any live animals, fowls, or reptiles to be transported on the bus. The driver shall not permit any preserved specimen to be transported that would likely frighten students or cause a commotion on the bus. There shall be no open flames or fires on a school bus.

## **FIRE ALARMS - CONSEQUENCES FOR FALSELY PULLING A FIRE ALARM**

At the June 19, 1997, regular school board meeting, the Hardin County Board of Education approved a board order whereby any student caught falsely pulling a fire alarm in a school building would automatically be brought forward for an expulsion hearing. See additional information in the code of conduct manual that is distributed to each student.

### **FUNDRAISING**

Any fundraising activity should be filed with the principal before the activity is scheduled. Groups are limited to one fundraising activity per school year and are not permitted to go door to door in the community. Money should be turned in each day (at the beginning of the day) to the sponsor. The school is not responsible for any loss of merchandise or money.

During the summer of 2001, the North Hardin Site-Based Decision Making Council approved a policy to "**ban all candy sales by students of individual candy items.**"

### **GRADE CARDS AND PROGRESS REPORTS**

Grade cards will be sent out four times a year. The grading period ending dates are as follows:

First grading period will end	October 2, 2009
Second grading period will end	December 18, 2009
Third grading period will end	March 12, 2010
Fourth grading period will end	May 25, 2010

Progress reports will be distributed to students at the midpoint of each grading period as outlined below. The second semester begins on January 4, 2010.

September 4, 2009  
November 13, 2009  
February 5, 2010  
April 16, 2010

### **INCLEMENT WEATHER**

The Superintendent or designee has the authority to close schools when weather or other emergency conditions would make operating the bus fleet unsafe. Parents, students, and employees are requested to listen for a phone call from the One Call Phone System and/or listen to radio stations WIEL, WKMO, WQXE, WRZI, WASE, and WLVK in Elizabethtown, WASE and WULF in Radcliff, and WJCR in Upton. Television stations WAVE, WHAS, WLKY, and WDRB in Louisville and WBKO in Bowling Green will also be requested to make announcements of closings.

In the event that the district follows a delayed schedule on any certain day, staff members are required to report at the regular time. Example: If an announcement is made that the school is operating on a one-hour delay, teachers continue to report at 8:00 am, other staff members report at their regular time, and students report one hour later than normal.

## KEYS

North Hardin is a large facility and security of the building is of primary concern. Staff members are issued classroom keys and may sign out a front door key(s) for a weekend and return the key(s) on Monday morning to Mimi Pike. No one will take a key without first contacting the principal, one of the assistant principals, or Mimi Pike, and no one should ever take a key to be copied at a local store. If a copy needs to be made, Mrs. Pike will take it to the locksmith.

Please make sure doors are secure and locked after you enter and when you leave. This is everyone's responsibility.

## LESSON PLANS

Lesson plans will be monitored not only during formative observations but also during drop-in visits by all principals. Your evaluating supervisor will explain the lesson plan format to you.

## LUNCH PERIOD

**No student will leave the cafeteria unless given written permission by a teacher or cafeteria supervisor.** It is the responsibility of classroom teachers to make sure that all students arrive in the lunchroom on time. Each teacher and administrator will stay on duty during his/her assigned time of duty. If you are absent, it is the teacher's/administrator's duty to get a replacement.

## MAIL / POSTAGE

Outgoing mail (**school-related only**) is to be placed in a wire basket in the main office labeled "outgoing mail." School mail should be identified with a department/grant name by handwriting in the upper left corner of the envelope or by using a post-it-note. Please rubber band multiple pieces. School postage will not be placed on personal mail.

The school has an electronic postage machine and scale. No one should use the postage machine except those in the front office designated that responsibility.

## MAILBOXES

The staff member mailboxes are located in the staff workroom. Coaches who are not on staff at North Hardin will have a mailbox on the bottom row at the end of the string of mailboxes in the workroom. Principals/counselors/librarian's mailboxes are also in the workroom, located near the other staff members' mailboxes on an adjoining wall. Please take mail **ONLY** from the mailbox with your name on it. Phone call messages for staff members will be placed in mailboxes.

Sometimes different offices or groups will stuff the mailboxes - one handout for each person. Please place the mail only in mailboxes with names. If the mailbox has no name, then it is an extra mailbox and not being used. Thank you, this will save cleaning out each week.

## **MATERIAL SAFETY DATA SHEETS (MSDS)**

Teacher Mrs. Tonya Vowels serves as our school and district chemical hygiene officer. She maintains an inventory in her classroom (room 400) of all Material Safety Data Sheets (MSDS) for all science materials used in laboratory settings. All cleaning and general use products fall under custodial supplies and are maintained in our building by Ernest Anderson. Food Services maintains their own MSDS book for the cafeteria area.

According to district practice, any employee who brings any type of cleaner, spray, or liquid chemical to work to store in your classroom, must secure a copy of the MSDS sheet before the item can be stored and kept in your room/office.

## **MOVIES / VIDEOS**

Any movies or videos shown in the classroom must be previewed and fall within the district's copyright guidelines. Full-length videos/movies are not to be shown in class unless they are clearly instructional in nature. This will require permission from your evaluating administrator. A reminder: All materials (pod casts, video clips, video streams) should be previewed before shown to a class.

## **NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY / REGULATION**

Please review attachment A - the board policies regarding non-discrimination and anti-harassment. All employees must annually review these policies and sign a roster that they have knowledge of the policy/regulation.

## **OFFICES IN THE SCHOOL BUILDING / OFFICE APPEARANCES**

Much of the official business and public relations of the school is conducted in the offices. It is where we serve our "customers" and "clients." Our offices have been renovated over the past two summers and we are striving to make them appear much more "customer friendly." When entering the offices where the public is present, please be considerate and wait your turn.

The phones in the business offices are for office use. Just walk a few steps down to the workroom or back to your classroom to use the telephone. The office phones are needed to answer incoming lines and incoming calls. Please do not use the office phones before school and after school either, as these are some of the busiest and most hectic times in the offices.

We will work to have your deliveries/packages delivered to your classroom. Likewise, if you have boxes or packages to send to the Central Office or items to send on the pony for repair, we ask that you keep them in your classroom or offices until the morning of the pony pickup (Mondays and Thursdays), and then bring them down.

## **ONE CALL PHONE SYSTEM**

Occasionally, the school district superintendent or Mr. Dennison may use the district's One Call System to call your home and leave a message. It is possible to use this resource for important calls home to parents and students. This is the same system that calls home to notify parents regarding absent students.

## **PARKING PERMITS**

Parking permits are issued to each staff member at North Hardin High School. The permits are to be displayed prominently on the dashboard or on the rear view mirror of the car. Please see Mimi Pike if you need a parking permit.

## **PASSES**

Any student out of class for any reason must have a student I.D. and a pass properly filled out by the teacher. Do not let a student out of the classroom without a pass.

## **PAY DATES**

During the regular school year, paychecks are delivered to the school sometime between 10 am and noon. During the summer (June and July), an employee's checks are mailed to his/her home address. (Make sure your current address is always on file with Mrs. Pike in the main office and the Central Office.) Paydays are on the 28<sup>th</sup> of each month, except for December, and any months where the 28<sup>th</sup> falls on a Saturday, Sunday, or holiday.

## **PHONE CALLS**

**STAFF MEMBERS** - Unless it is deemed to be an emergency, teachers/staff members will **not** be called out of class for a phone call. A teacher may have a cell phone in his/her possession during the school day, but it should be placed out of sight and not carried or worn on the person. Incoming phone calls will **not** be transferred to your classroom during class time, unless it is an emergency. Please don't ask someone to call you during your class time and put the front office in that difficult position.

Staff members are also asked **not** to call into other classrooms during instructional times.

Staff telephone listings will be printed and distributed. Please post these listings in your classroom/office near your phone.

Each staff member will be issued a long-distance code for student- or school-related phone calls. **NO PERSONAL LONG DISTANCE PHONE CALLS SHOULD BE CHARGED TO THE SCHOOL.** They should be billed to your home phone or a telephone credit card. The Hardin County Board of Education will be monitoring long-distance use.

**STUDENTS** - Unless it is deemed to be an emergency, students will **not** be called out of class for a phone call. There is not a phone for students in any of the business offices. Students are NOT allowed to use classroom phones for personal use. In the event a student is sent with a pass to make a phone call, the student will have to report to his/her designated assistant principal to use his/her phone. The pass must have the student's name on it. Very often we find 2 or 3 other students tagging along saying they're included on the pass. The principals will send back any students not properly identified on a pass.

## "PONY"

The "pony express" courier system used by the Hardin County Board of Education is delivered and picked up on Monday and Thursday mornings between 10:00 and 11:00 am. We use the interoffice envelopes to send mail to the Central Office and other schools. Once again, if you have boxes or packages to send to the Central Office or items to send on the pony for repair, we ask that you keep them in your classroom or offices until the morning of the pony pickup.

## PRODUCTION/COMPUTER LAB PROCEDURES

Please see the library media specialist for information on the use of the production computer labs for your class.



## PROFESSIONAL TRAVEL PROCEDURES FOR NHHS



Anytime you are not in your classroom/office for part or all of the day, and you are not sick or on personal leave, you must fill out a Professional Travel Form (PTF). This applies to everyone, even if there is no sub and there are no expenses for your time away from your job. These forms are located in the bookkeeping office. The PTF must be filled out well in advance in order for Mr. Dennison and all the proper departments to approve your leave and any expenses. You must see Mrs. Phillips, the bookkeeper, in order to secure this form. Once you have completed the form, it is returned to Mrs. Phillips. A section at the bottom of the form is used to obtain information as to who is paying for your sub or paying for any expenses incurred. This will determine how the PTF is to be coded and to whom it is forwarded at the Central Office.

1. If Professional Development Funds are being used, Mrs. Phillips will refer you to Bobbi-Lynn Thompson with your completed PTF and PD funding request.
2. If Vocational Funds are being used, you will be referred to your department chair and Mr. Dennison with your completed PTF.
3. NHHS Fund and Instructional Fund PTFs will be processed through Mrs. Phillips's office.

Sometimes an administrator from the Central Office will call a teacher or staff member and request they come to the Board offices for a meeting and say "just bring the PTF when you come to the meeting". **STOP!** All PTFs here at North Hardin **MUST** go through the procedure described above. Other schools or the Central Office may have a different process, but here at North Hardin, Mr. Dennison **MUST** approve your absence from the building.

Once you have returned from the conference/workshop, if there are any expenses for which you are to be reimbursed, see Mrs. Phillips for a reimbursement form, or you can find a copy on the HCBE Finance website under "Forms." You need to have a copy of any personal payments you have made and an agenda or certificate for proof that you attended. The board of education procedures as outlined in the Certified Handbook/Policies state that requests for reimbursements cannot be submitted more than 60 days after the meeting has taken place. If 60 days have passed, the PO for reimbursement will be cancelled. The money you were supposed to receive will go back into the fund for someone else to use. For a review of the local board policies/regulations dealing with travel and expense reimbursement, see 03.125 in the Certified Handbook. Under Attachment B in this NHHS handbook, you will find mileage charts for Hardin County, for Kentucky cities, and information on High-Rate Travel Expense Areas.

## SEMESTER EXAMS

The following guidelines are in effect at North Hardin High School for semester exams.

1. **All students** will take semester exams in all courses.
2. **All teachers** will produce and administer semester exams for each class taught.
  - The exam should be comprehensive and include important and relevant material covered during the semester. It should be a fair assessment and reflect reasonable expectations of what the student is expected to have learned.
  - Teachers should review for the exam and inform students of what material will be covered on the exam.
  - Semester exams will be submitted to the designated administrator two weeks before exams are administered. The administrator will review the exam and consult with the department chair. Unacceptable exams will be returned to the teacher for revision.
  - Performance exams will be approved for certain subject areas. A written description of this assessment must be submitted to an administrator for approval.
3. **The exam schedule** will be announced prior to the end of the semester and the schedule **will be followed!**
  - Two exams will be taken each day over the course of four days at the end of the semester. Example: Day 1: 4<sup>th</sup> period exam; Day 2: 1<sup>st</sup> and 5<sup>th</sup> period exams; and Day 3: 2<sup>nd</sup> and 6<sup>th</sup> period exams; Day 4: 3<sup>rd</sup> and 7<sup>th</sup> period exams.
  - Special arrangements can be pre-arranged on an individual student basis if there is a reasonable need to vary the appointed test time. Example: A student will not be here the last week of school because the family is moving.
  - During exam times, there will be no intercom interruptions, class disruptions, or students given passes to move about the building. The school environment should be conducive for testing.
4. **Grading exams and report cards:**
  - After exams are given and scored, the score is to be counted as 15% of the semester grade. Teachers will compute the semester average and mark the exam grade and semester average grade as directed by the counselors' office.

## SICK AND/OR PERSONAL LEAVE

All sick leave cards should be filled out, signed, and notarized the day following the date of absence. Personal leave request forms **must** be approved by the principal **prior** to the requested date. Failure to take care of this responsibility may result in the loss of pay. Only 5% of the staff can use personal leave on any given day. When requesting a personal day, please complete the form and leave the entire form (all three pages) in the main office with Mimi Pike. Mrs. Pike will secure Mr. Dennison's signature and return the pink copy to the employee.

The Superintendent of the Hardin County Schools must approve any personal leave taken before or after a holiday or a calendar break. Please have these type of requests submitted to Mrs. Pike at least 3-4 weeks in advance.

## SIGNS

All signs posted must be removed after the event has occurred. Please use scotch tape rather than duct tape when posting signs on painted walls.

### "SPONSOR A SENIOR" PROGRAM

In an effort to make a difference during the senior year of a North Hardin High School student, the NHHS site-based council approved a "Sponsor a Senior" program. The senior year can be very expensive for any family, but for some, the cost may be overwhelming, and a student might do without a yearbook or a ticket to the prom because of economics.

The program runs from August to May - 10 months at \$20 per month. If you are interested in making someone's life a little brighter, please contact Mimi Pike in the main office to sign up as a sponsor.

### STUDENT ACTIVITIES - BEFORE AND AFTER SCHOOL

All staff members conducting activities before or after school shall be responsible for the conduct of those students involved. All practices should be set on a time schedule and strictly followed. At least two days notice should be given for special called meetings or practices in order to enable parents to make transportation arrangements. The schools are strongly encouraged by the Board of Education to limit the scheduling of student participation in activities that would interfere with Wednesday evening family/church/community activities.

NO students should be left unattended after the activity/practice is completed. Teachers and coaches are responsible. Please make sure that the supervised area is securely locked before leaving the school and that all students have left the building.

### STUDENT TEXTBOOK DEBTS - SENIOR DEBTS

A debt collection system has been established for the school textbooks and materials such as workbooks, and CDs. A copy of the student's debt sheet is inserted with each report card. If you need instructions on how to process a debt slip, please ask in the front office.

As the student becomes a senior it becomes imperative that we notify the student and his/her parent/guardian. Senior debts **MUST** be submitted to the main office at least two school days prior to graduation practice each year. The main office no longer collects debts for sports teams, clubs, or band fees. You may wish to make arrangements to collect these type of debts from the seniors at the graduation practices along with the main office, food services, and others.



### SUBSTITUTE - CALLING FOR A SUB

When a substitute teacher is needed you should call 769-8980 using the automated SubFinder System. With this system you may call as early in advance as 364 days. In other words if you know three weeks in advance, go ahead and call. Each time you call you are given a job #, **WRITE THAT NUMBER DOWN** in your day-timer! You have to keep that number! If you do not receive a job #, then you have not been successful in requesting a sub.

Mrs. Linda Lanham is the sub coordinator. If you need to discuss business with Mrs. Lanham, try calling after the peak rush period in the morning.

## SUPPLIES

Only basic supplies such as scotch tape, staples, paper clips, transparencies, transparency markers, scissors, file folders, rubber bands, marker board cleaner and erasers, chalk and erasers, letterhead, and school envelopes are available for the classrooms. Other items will need to be purchased with your department instructional monies.

## TEXTBOOKS

It is very important to have accurate and complete records of specific textbook numbers assigned to and returned by each student. Textbook sign-out sheets must be kept up to date and in the record book. A copy must be given to the department head at the beginning of each semester. Department chairs may pick up the textbook sign-out sheets from Mrs. Shelly Hendricks at the beginning of the school year.

Be sure to collect the correct textbooks from the student when he/she withdraws from school. It is the responsibility of each teacher to inventory his/her books at the end of the year and to assist the department head in the overall process. Assistant principal Shelly Hendricks is the school's textbook coordinator.

## TIME AWAY FROM CLASS

Any teacher who has to leave school early for a central office meeting, emergency, or any other reason, **shall be responsible for securing another teacher to substitute for the period(s) missed and duty missed.** Any teacher needing to leave school early or during planning period, regardless of the reason, shall notify Mr. Dennison and sign out in the main office. Teachers should sign back in when they return.

A NHHS staff-member committee created the following procedures:

- If you have an emergency, suddenly become ill at work, children become ill, or things like this, you need to let Mr. Dennison know. If the time away is more than two teaching periods it will count at least 1/2 sick/personal day. If you are gone less than two teaching periods and it is indeed an emergency this will not count against you.
- If there are appointments that can't be made at any other time and are less than two teaching periods then by **written** pre-approval, this can be worked out. Again, you must submit a request in writing ahead of time and have prior approval.
- Leaving during your planning must be school related and must be approved by Mr. Dennison. If it is an emergency refer back to above paragraph.
- If you leave without permission and it is found out, then you will use at least 1/2 sick/personal day and receive a written reprimand from Mr. Dennison.
- A committee of three people (1 administrator, 1 classified, and 1 certified person) will be formed to help determine what should be considered emergencies, and if people are abusing the number of times leaving.

## **TROJAN TIDBITS**

"Trojan Tidbits" is the in-house newsletter that is usually printed on a weekly basis and sent out via e-mail. Important dates and assignments are placed in these newsletters. We will also strive to post the "Tidbits" on the school website. If you do not have a computer or your e-mail is down for an extended period, let Mrs. Pike know and a paper copy will be placed in your mailbox.

## **USE OF THE GYM AND CAFETERIA**

Any club or organization that wishes to use the gym or cafeteria for any activity such as dances, banquets, meetings, etc., must first check with Mr. Dennison for his approval. Then it is imperative that you check with one of two people before scheduling the activity. Just because Mr. Dennison approves the activity, does not mean it is on the calendar and reserved.

Mr. James Slaven, athletic director, will coordinate scheduling the gym and Mrs. Mimi Pike, office manager, will schedule the cafeteria. The club and sponsor are responsible for leaving the gym and cafeteria in good order and the group must go through Mrs. Pike to hire a custodian for the event. Chairs, tables, and cleaning materials must be handled properly. Make sure the building is secure and lights are turned off when leaving.

## **VISITORS TO THE SCHOOL**

North Hardin High School requests that all visitors first report to the main office, identify themselves, and state their business. If visitors have legitimate school business, they will be issued a temporary I.D. pass. We try very hard not to give out passes to visitors while a teacher is teaching. The front office staff members explain this to visitors and ask them to come back during the teacher's planning period or before or after school.

It is the responsibility of each staff member to ask any person who is not a student for a visitor's pass. If the individual has no pass, he/she is to be escorted to the office immediately.

## **WITHDRAWAL OF A STUDENT FROM SCHOOL**

When a student withdraws from North Hardin, withdrawal forms are to be filled out completely and accurately. (Special emphasis should be placed on grade-to-date information during the quarter that the student withdraws and posting of the correct textbook number assigned to the student.)

## WORKER'S COMPENSATION

Any employee injured on the job must notify Mr. Dennison or Mrs. Pike within 24 hours of the accident and injury information must also be faxed to the Central Office within 24 hours. If the injury requires medical attention, you must notify the emergency room or doctor's office, that the injury is worker's comp-related. Failure to notify the school and district within 24 hours will result in a monetary fine that the employee/school will have to pay.

## WORKROOM

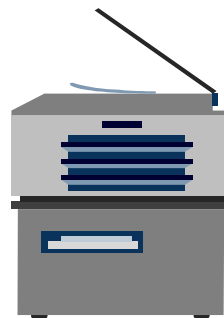
The staff/teacher workroom is located in room 117. If you need a key to the workroom to use after hours or on weekends, please see Mimi Pike.

When using the workroom, please remember that these rooms are "self-cleaning" rooms – that means you should clean up after yourself. When using the bulletin board paper, the paper cutter, laminator, and scantron machine, please clean up after yourself and throw away your scrap paper.

Those who use the microwaves and refrigerator are expected to keep them clean. Trays from the lunchroom or Trojan Treats are to be taken back each day. Please be courteous and thoughtful of your fellow employees.

Student office aides will be allowed to enter the mailroom/workroom to place items in mailboxes. The student aides will wear badges to identify themselves as office aides and will be instructed on confidentiality issues with teacher mailboxes/conversations. Otherwise, absolutely **NO** other students are allowed in either of the staff workrooms. You should never send a student with instructions to go into the workrooms and retrieve anything for you or use any machines!

Also, during the school day hours, staff members are **NOT** to purchase items for students from the vending machines in the staff workroom. There is a school board policy that specifically states "No sales or service of food or beverages shall be permitted by student or parent organizations or school personnel through food sales, snack bars, or vending machines to students from the beginning of the school day until 1/2 hour after the close of the last lunch serving period."





## NHHS 2009-2010 FACULTY

### PRINCIPALS

Bill Dennison  
Josh Cowley  
Shelly Hendricks  
Althea Hurt

### COUNSELORS

Alan Campbell  
Judy Campbell, Chair  
Pam Carter  
Michelle Russell

### LIBRARY/MEDIA

Angie Rucker

### BUSINESS

Patty Lirot  
Dan Robbins, Chair  
Dan Townsend

### ENGLISH

Kristen Berry  
Jacinta Boswell, Chair  
Michelle Buehler  
Angela Cannon  
Gina Clear  
Iris Cole  
Michelle Funk  
Tracy Hawkins  
Lydia Insko-Grady  
Autumn Jones  
Marcie McDowell

### FINE ARTS

Abe Barr  
James Beard  
Ashley Bender  
Dianne Cottrell, Chair  
Whitney Edwards  
Brian Froedge  
Chris Rose  
Elsa Sharlow

### HEALTH & PE

Robin Greunke  
Greg Gumm  
Harold Tucker, Chair  
James Webb

### JROTC

Stephen Fisher  
Paul Gray

### MATH

Carl Baker  
Gretchen Beard  
Linda Melloy  
Mary Parker  
Laura Payton  
James Slaven  
Nancy Smith  
Shanae Thompson  
Andrew Walker  
Shelia Wilkinson, Chair

### SCIENCE

Sam Franklin  
David Fredricks  
Margaret Jameson  
Kristi Lynch  
Dwain Patton  
Valerie Skillman  
Tonya Vowels, Chair  
Debby Whelan

### SOCIAL STUDIES

Tony Garrison  
Tina Gray  
Iris Hodge  
Katrina Johnson  
Les May  
Britten McDowell  
Glenn McKissic  
Tony Perkins  
James Stone  
Bobbi-Lynn Thompson,  
Chair

### SPECIAL EDUCATION

Debi Aikin  
Debra Berenbroick  
Emily Davis  
Chuck Goodlet  
Melinda Greenwell  
Pat Hendricks  
Aaron Howell  
Tessa Jagers  
Alison Langley  
Sheila Newman  
Ray Phelps, Chair  
Michael Radford  
Katherine Smith  
Mary Ann Vance

### VOCATIONAL EDUCATION

Kristin Hall  
Lisa Hooker  
Dale Johns  
Megan Kinkade, Chair  
Rebecca Miller  
Jayne Shagool  
Rachel Wilson, Chair

### SPECIAL AREAS

Traci Burke, SIS  
Michelle East,  
Gifted/Talented  
Wendy Horton, Sp Ed  
Psychologist  
Crad Jagers, PLATO Lab  
Paige Mattingly, Reading  
Jane Mauzy, ESL  
Joyce O'Bryan, Speech  
Pathologist  
Carlie Rogers,  
Intervention Resource

### YOUTH SERVICES

Tamara McPheron  
Patty Pfeiffer

### SCHOOL NURSE

Judy Lively  
Wanda Sallee

PERSONNEL

- CERTIFIED PERSONNEL -

**Nondiscrimination and Antiharassment**

**PURPOSE**

The Hardin County School System is committed to the principles of equal education opportunity for its students and employees and the Board of Education of Hardin County directs that all educational programs and/or opportunities be provided for all students and employees regardless of race, color, national origin, age, religion, sex, or disability.

**PROHIBITIONS**

1. No student or employee shall be subjected to discrimination in the Hardin County School System while on school property and off school grounds during school-sponsored activities. This prohibition also applies to visitors to the school who may come into contact with employees and students. (Acts of harassment/discrimination based on sex may be committed by persons of the same or the opposite sex.)
2. Harassment shall be defined as follows:
  - a. Harassment is intimidation by threats of physical violence or actual physical conduct on the basis of any of the areas mentioned above.
  - b. Harassment is the creation, by whatever means, of a climate of hostility or intimidation on the basis of any of the areas mentioned above.
  - c. Harassment may be the use of any nicknames, slurs, stories, jokes, written materials or pictures that are lewd, vulgar, or profane and relate to any of the protected categories listed in the definition of harassment/discrimination contained in this policy. Prohibited language or conduct is that, when addressed directly to a student or employee, amounts to "fighting words or conduct." That is, the language or conduct is such as to be commonly understood to convey hatred or prejudice against an individual.

**REPORTING REQUIREMENTS**

Any student or employee who believes s/he has been subjected to discrimination or harassment is encouraged to report such discrimination or harassment.

Students may report to a person of the same sex. The Principal, Assistant Principal, or Counselor at the school level is designated to receive reports of discrimination or harassment. These staff members shall provide a form for the student to complete and then shall immediately notify the Superintendent and/or Title IX/Equity Coordinator, as appropriate.

Any person, whether a student or employee of the Hardin County School System, who is aware of discrimination or harassment of a student or employee shall report such discrimination or harassment.

Employees may report to a person of the same sex. The Principal/supervisor, Associate Superintendent, or Superintendent is designated to receive reports of discrimination or harassment. The administrators shall provide a form for the employees to complete and then shall immediately notify the Superintendent and/or Title IX/Equity Coordinator, as appropriate.

**Nondiscrimination and Antiharassment**

**CONFIDENTIALITY**

District employees involved in the investigation of complaints shall respect, as much as possible, the privacy and anonymity of all parties involved.

**GRIEVANCE GUIDELINES**

Any student, parent of a student, or any employee may express by a written grievance alleged discrimination or harassment.

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OFFENDING COMMAND: image  
  
STACK: