

# **NORTH HARDIN HIGH SCHOOL**



**Teacher/Staff Handbook  
2006 – 2007**

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TEACHER/STAFF HANDBOOK  
NORTH HARDIN HIGH SCHOOL  
2006-2007

Welcome to all staff members as we prepare for the 2006-2007 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!
- 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, 2006-2007 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 from Mrs. Phillips, complete and return it immediately to the main office. 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.** See the school bookkeeper, Mrs. Lynny Harper, for a PO (purchase order) requisitions form. Department chairs and some fund sponsors will be provided with their own supply of forms. 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.
2. Return the requisition form to Mrs. Harper for bid and funds verification. There are labeled boxes in her office for NHHS and HCBE (Hardin County Board of Education) requisition forms and PTFs (Professional Trip Forms). Mrs. Harper will generate the PO on the computer and submit it to Mr. Dennison for approval. You will no longer put any POs or PTFs on Mr. Dennison's blue clipboard for approval. This also means you cannot stop Mr. Dennison in the hallway for purchase or professional travel approval. The PO will not be generated until Mrs. Harper 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. Harper 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. Harper's daily duties. The changes for you include using a different form and you submit it to Mrs. Harper, not Mr. Dennison. **Instead of putting something on the clipboard to be signed, you will now put it in the appropriate box in Mrs. Harper's 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. Harper 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. Harper that the invoice is ready to be paid. There will be two labeled boxes in her office – one for NHHS funds and one for HCBE Instructional Funds.

Mrs. Harper 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. Harper. 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.
7. Teachers shall issue a receipt to students for all monies collected. Secure a receipt book from the main office. 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.
9. Vocational Funds: Mr. Dennison will be monitoring the vocational expenditures here at North Hardin. All requests for funds must be made through Mr. Dennison and Mrs. Jimmie Dee Kelley 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 10<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.

If at all possible, other announcements could be placed on the activities board in the main hallway leading to the cafeteria. See Mimi Pike to place an announcement on the activities board.

### **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. Alan Campbell, 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 STI 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. When you post your attendance for 1<sup>st</sup> period, only post those who are absent, and not "tardies to class." If you have already marked them absent, and the student comes in after that, the student should have signed in at the main office and will bring you a yellow slip. The attendance office will take care of cleaning up this type of absence/tardy.
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 at extension 158 or e-mail her at [dhart@hardin.k12.ky.us](mailto:dhart@hardin.k12.ky.us).
4. Teachers must 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 the daily absentee list should be turned in one week in advance in **alphabetical order** to assistant principal Mr. James Slaven (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. Over the last couple of years, more and more is being used for student projects, with students actually being sent from the classroom to tear off long lengths of the paper. 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, wallpaper (just kidding!), etc. Students are not allowed in the work room, so any students without passes/requests will be sent back to the classroom and not allowed in the work room.

## **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. Printing forms are available in the Work Room. Complete an order form noting all special directions to the Print Shop, and turn it in with the materials to be printed to room 115 on the desk tray that is provided. Please do not include any staples in your order. Use paper clips. If you have any questions about centralized printing, please see Mrs. Lori Phillips in the main office. If it should be necessary to limit individuals' requests, Mrs. Phillips 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, submit that form to Mrs. Pike first, and then she will forward it to the board for you.

## **CLASSROOMS**

**All classrooms must be locked when they are vacant and when class is in session.** This has been advised by the Kentucky Center for Safe Schools. Please do not cover the small window in the door. 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. 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. Athletic information packets have been developed, are to be completed by the student, and are due to the coach and athletic director before tryouts.

Coaches who hold camps, clinics, or junior leagues should submit that information to the athletic director and the main office. Otherwise, we may decide to give your home phone number to parents calling inquiring about the sports event.

## 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. (See Attachment A - Attorney General's Opinion on plan periods.)

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 Les Tharp. 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. Tharp.

## 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 (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. Harper 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. Teachers must submit a written proposal and provide lesson plans before possible approval. Assistant principal Mr. Slaven 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 one week in advance in **alphabetical order** to assistant principal Mr. James Slaven (NO NICKNAMES, please). Mr. Slaven 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 Mr. Slaven. 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.

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.

Field trip request forms may be obtained in the 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 \$10.61 per hour) and .50 cents per mile for the bus.

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	September 29
Second grading period will end	December 15
Third grading period will end	March 9
Fourth grading period will end	May 30

Progress reports will be distributed to students at the midpoint of each grading period as outlined below. The second semester begins on January 2, 2007.

September 7, 2006  
November 16, 2006  
February 8, 2007  
April 26, 2007

## 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 to radio stations WIEL, WKMO, WQXE, WRZI, WASE, and WLK 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 near the administration mailboxes. Mail should be labeled 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

Staff member mailboxes are located on the right when you walk into the 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 located in the back section of the main office. 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. One of her duties is to collect an inventory of all chemicals kept in this building and to keep a Material Safety Data Sheet (MSDS) for each of these chemicals. Mrs. Vowels will keep a copy of all MSDS sheets in her classroom (room 400). As a teacher, you do not have to keep a copy of the MSDS in your classroom, but if you use and store any type of cleaner, spray, liquid chemical solution in your room, please make sure Mrs. Vowels is aware so that an MSDS can be obtained for the building.

## **MOVIES / VIDEOS**

Any movies or videos shown in the classroom must be previewed and fall within the district's copyright guidelines. In order for an "R" rated video to be shown, first you must receive permission from a principal, and then parent/guardian permission **MUST** be secured.

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

Please review attachment B - the board policy regarding non-discrimination and anti-harassment. All employees must annually review this policy 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 are smaller than average in the counselor's, assistant principals', and main office areas. Please be considerate and make use of the workroom and not the office spaces.

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 to room 115. Place the items on the floor next to the wall air conditioning units – please do not block the refrigerator.

## **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 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. Students should not be given a pass to use the pay phone in the front lobby unless it is an emergency. In the event a student is sent with a pass to make a phone call, the student will have to use the pay phone in the front lobby or 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. If you have lunch duty, and you give a student permission to leave the lunchroom to use the pay phone, then you must give the student a written 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 around 10:00 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 LAB PROCEDURES**

Please see one of the library media specialists for information on the use of the production labs for your class.

## PROFESSIONAL TRAVEL

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. Harper, the bookkeeper, in order to secure this form. Once you have completed the form, it is returned to Mrs. Harper. 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. Harper 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. Harper'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, Principal 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. Harper 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 C 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 three days at the end of the semester. Day 1: 1<sup>st</sup> and 4<sup>th</sup> period exams; Day 2: 2<sup>nd</sup> and 5<sup>th</sup> period exams; and Day 3: 3<sup>rd</sup> and 6<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.

#### **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. Please check with Mrs. Pike before putting anything on the front bulletin board.

#### **"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 the supervised area is securely locked before leaving the school and that all students have left the building.

## **STUDENT DEBTS - SENIOR DEBTS**

A debt collection system has been established for the school textbooks and school property. 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.

## **SUBSTITUTE TEACHERS**

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 Ms. 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, 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.

## **TAP – THINKING AND PLANNING PERIOD**

Each student will have a TAP (Thinking and Planning) period each day. During this time, the students will spend some time on IGP development and maintaining the IGP folders. Channel One News programs are delivered during TAP time via closed circuit television broadcast from the Media Center. Channel One should be viewed daily. In the past, the programs have varied in length (approximately 12-13 minutes long). A detailed schedule of air times and more information on other Channel One subject programming will be sent to you by the Media Center as the school year progresses.

Listed below is the **Weekly TAP Schedule** from last school year. It is possible that the schedule may change for 2006-07. Stay tuned!

Mondays	Career and Character Building
Tuesdays	Career and Character Building
Wednesdays	Relax & Read and Book Review
Thursdays	Health and Social Issues
Fridays	Catch-Up/Make-Up Session

**Students are not to be in the hallways or go to other teachers/locations during TAP time.**

Also, we often use the TAP period to distribute items that need to go home with every student. These will be placed in your mailboxes from time to time, and when you find a group of 28-30 items, and you are a TAP teacher, then you will know they are to be distributed to your TAP students.

### **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 principal Bill Dennison and sign out in the main office. Teachers should sign back in when they return.

A committee of staff members and former principal Mr. Vowels created some procedures to follow in this matter.

- If you have an emergency, suddenly become ill at work, children become ill, or things like this, you need to let principal 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. Please read them! The "Tidbits" is also available 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 we'll place a paper copy 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. Alan Campbell, 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 or 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 principal's 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 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.)

## DAVID WITTEN MEMORIAL SCHOLARSHIP

North Hardin staff members began the David Witten Memorial Scholarship in memory of teacher David Witten and his commitment to teaching. At least once each year we will request donations in order to ensure that the scholarship continues for a North Hardin graduate.

## 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

We currently have one staff workroom - Room 115. This room is a "self-cleaning" room – that means you should clean up after yourself. Those who use the microwaves and refrigerator are expected to keep it clean. Trays from the lunchroom or Trojan Treats are to be taken back each day. Please do not leave mail, books, trays, trash on the counter in front of the mailboxes. Please be courteous and thoughtful of your fellow employees.

The same goes for making copies, tearing off bulletin board paper, using the paper cutter, and using the scantron machine. Please clean up after yourself and throw away your scrap paper.

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."