

Elk Rapids High School

Staff Expectations

2020-2021

Last Revised 09.16.20

1. **Time Commitment:** All teachers are to arrive in the building by no later than 7:20AM daily and must remain until 2:42PM, unless excused in advance by the principal. All teachers should open their classrooms by no later than 7:30am each morning. All teachers are to remain in the building during their conference period unless excused in advance by the principal.
2. **Hall Duty:** Teachers are strongly encouraged to be in the hallway outside their rooms between classes and prior to lunch periods in order to greet and supervise students. (Relationships)
3. **Faculty Meetings:** Teachers will attend all faculty meetings scheduled by the principal. These will be normally held on one or two Wednesdays per month from 2:45-4:00PM. In the event that a teacher needs to miss a meeting they must seek approval from the principal in advance and make arrangements to receive missed learning and materials.
4. **Assemblies & Pep Rallies:** Teachers will attend and monitor all assemblies and pep rallies held during the school day unless excused by the principal and/or it falls during their conference period.
5. **School Functions:** Teachers are welcomed and encouraged to attend as many after school student activities as possible. Developing relationships with students outside of the classroom is important.
6. **Class Supervision:** Teachers are expected to supervise students at all times. Teachers in laboratory and experimental instructional settings (i.e. science, etc.) must ensure that students wear eye protection at all times. Also, until further notice students must wear approved cloth face coverings (masks) and sit in assigned seats (COVID19).
7. **Food and/or Beverage:** Until further notice, students should not be allowed to eat or drink in classrooms (COVID19).
8. **Hall Areas:** Teachers are responsible for a favorable learning environment and should not allow unsupervised students or groups of students to be in the halls outside their rooms during the school day. Student use of the hallway during classroom time should be minimized and students in the hallway must be quiet and respect other classes. Until further notice all students must eat lunch and breakfast in the cafeteria and adjacent commons area. Students should not be in academic areas during lunch (COVID19).
9. **Reserving Computer Labs/Audio-Visual-Multi-Media Equipment:** Teachers must reserve computer labs appropriately with Media Center personnel and follow parameters established by Media Center and Technology personnel. Classes that are scheduled in Lab 104 or Lab 125 do NOT need to make reservations.
10. **Movies In The Classroom:** Any movies shown in the classroom should have educational value and be directly relatable to learning objectives. Rated G and rated PG movies do not require advance administrative approval. There are times when certain PG-13 and R movies or portions of them are educationally appropriate for our students. However, in order to be shown to students the following

criteria must be followed:

- a. The movie must have been previewed for educational validity and screened for objectionable content by the teacher intending to show it.
- b. The movie must be approved by the principal in advance of showing it.
- c. The teacher must inform the students' parents in advance by letter. The letter should inform the parent of the title, rating, educational validity of the film, possible objectionable material and/or measures being taken to avoid it, and provide the parent an alternative assignment for their child if they wish to opt out.

11. **Hall Pass Policy:** Students are not allowed to leave classes during class time without a teacher approved pass. It is recommended that teachers use written passes that list student name, date, leave time, return time, and destination. **One student equals one pass; multiple students should NOT be placed on one pass.** Teachers may not write passes which pull or release a student from another teacher's class without advance approval from the principal or assistant principal.

12. **Field Trip Policy:** Anyone taking students out of school for periods in addition to their own class period must provide 24-48 hours in advance by e-mail to all other school staff a list of students to be excused. Teachers and/or the principal may deny approval for a student to attend a field trip for another class if the student is deemed not to be *in good standing* (this may include consideration for missing assignments, attendance record, current grade(s), and behavior). The first 2 weeks and the last 2 weeks of each semester should be avoided when planning field trips. Field-trip requests should be made 2 weeks in advance to the principal and specifically cite curriculum related learning objectives.

13. **Discipline Referrals & Snap Suspension:** A discipline referral must be completed in typewritten form (e-mail and/or PowerSchool Log Entry) and submitted to the principal and/or the assistant principal for each student referred to him/her for disciplinary action. Teachers that snap suspend (kick out) a student from their class by law should direct them to the principal's office, immediately contact the office regarding the removal and follow up with a completed discipline referral as soon as possible. By law, before the student can return to class, the teacher must also contact the parent and arrange a meeting with the parent(s) and student to discuss the matter. The teacher can ask a counselor or administrator to attend the parent meeting.

14. **Teacher Absences:**

- a. Contact the principal in advance for requests for personal business.
- b. Compensatory Leave must be requested through the principal and approved by the superintendent at least 24 hours in advance.
- c. All leave request forms are to be filled out in duplicate and returned to the principal.
- d. The Master Teacher Agreement will be followed in regard to teacher absences.

15. **Substitute Requests & Preparation:**

- a. Arrangements for substitutes should be made using appropriate PCMI/WILLSUB contracted services. Subs can be arranged via telephone or through the web. If assistance is needed please contact Lacey Straight at lstraight@erschools.com or Karen Miller at kmiller@erschools.com. We do have a list of "call first preferred subs" that Lacey will call. These preferred subs earn a slightly higher daily rate of pay.

- b. Substitute teachers may call you to discuss lesson plans for the day.
- c. Your sub file folder should be kept on or in your desk and include the following information:
 - i. Updated class list and seating chart for each class.
 - ii. Detailed daily lesson plans created in advance.
 - iii. Course syllabi regarding expectations and procedures for students as well as attendance information regarding absence/tardy slips and hall passes.
 - iv. Fire, tornado, and emergency lock-down procedures.
 - v. Teaching assignment and daily bell schedule.

16. **Student Tardy Policy:** Teachers are to count students tardy if they are not in the room (or logged in on time during remote learning) when the bell sounds. The only excused tardies are those given for late busses, a signed excuse pass from the office, or by teachers who detain a student. All students get two “free” tardies to first hour. At 10 tardies, a student may lose credit for a course.

17. **Student Absence Policy:** A student who does not arrive in class (or is not logged in for remote learning) during the first ten minutes will be considered absent. Other Attendance Policy parameters are detailed in the ERHS Student-Parent Handbook. These policies and practices are subject to change through the recommendations of the administration, Principals’ Advisory Committee, and/or revision to board policies and guidelines.

18. **Class Advisers:** Class advisers may be appointed by the principal, only if volunteers do not apply per Schedule B parameters detailed in the master agreement. Class advisers must clear all school-wide activities and meeting dates that impact student attendance with the principal at least one week in advance. Additional class advisor responsibilities can be found in the “Class Adviser Handbook”.

19. **Daily Announcements:** All announcements should be submitted to the office (via e-mail to Istraight@erschools.com by 8:15AM. Announcements will be read at the beginning of fifth period. Emergency announcements will be made over the P.A. system as needed. Daily announcements will be posted on the school web site via PowerSchool. On selected Fridays, the Broadcasting program (under teacher direction) will distribute a webcast for video announcements.

20. **Room Parties:** Parties and similar activities are allowed at the discretion of the teacher, with the advance approval of the principal.

21. **Final Exams:**

All students will take a comprehensive final exam at the end of the 1st Semester.

All 9th, 10th, and 11th grade students will take a comprehensive final exam at the end of the 2nd Semester. All 12th grade students are expected to take a 2nd semester final exam unless exempted by their teacher. There MAY be exam exemptions granted second semester for *Non-Advanced Placement (AP)* SENIORS ONLY. Second semester exam exemptions for *Non-AP* SENIORS are at the discretion of individual teachers based on meeting the following criteria:

- a. The student must have earned a grade of a “B” (83%) or higher for the semester.
- b. The student may not have more than 2 tardies for the class.
- c. The student may not have more than three (3) excused absences in the class. The student may not apply credit recovery hours for the purposes of exam exemption.
- d. The student may not have any unexcused absences for that class.
- e. The student may not have any suspension days missed for *any* class.
- f. The student may not have any discipline incidents in *any* class.

22. AP Final Exam Policy (New in 2016-2017):

- a. ALL AP students will take a 1st semester final exam developed by their teacher.
- b. ALL AP students will take a comprehensive 2nd semester final exam of some kind and are strongly encouraged to take the College Board AP Exam for their course during the first two weeks of May.
- c. The cost of AP Exams will be covered by the school district for those with financial hardship.
- d. Those AP students that take the College Board AP Exam for their course at the scheduled time in May will NOT be required to take a comprehensive final exam during the scheduled final exam days in June (late May for seniors).
- e. Those AP students that take the College Board AP Exam for their course at the scheduled time in May will NOT have their AP Exam score factored into the final grade for their AP course.
- f. Those AP students that choose NOT to take the College Board AP Exam for their course at the scheduled time in May WILL take a comprehensive final exam on the same day as the College Board scheduled exam. This comprehensive final exam will be a previously released version of a College Board AP Exam for their course AND their exam grade WILL be factored into their final AP course grade.
- g. This AP Exam Policy will be communicated in the course syllabi of all AP courses at ERHS.

23. Senior Release Date *TENATIVE*: End of the Day on Wednesday, May 19th, 2021.

The seniors will be out of school the final two weeks. This will allow them to come back, while underclass students are still in session, and make up any time, or work needed for graduation. All senior grades must be submitted and recorded by no later than 3:00pm on Wednesday, May 26th. The Senior Luncheon @ White Birch Lodge is TBD but will most likely be on Thursday, May 20th. Graduation Practice is scheduled for the afternoon of Friday, June 4th. Graduation is scheduled for 3:00PM on Sunday, June 6th, 2021 at New Hope Community Church on US-31 south of Elk Rapids.

24. Professionalism: All staff members are expected to act and behave in a professional manner and civil way towards students, parents, and co-workers. Criticism can only be viewed as good if it is constructive and shared with individuals in person and in private. Professionalism includes professional dress and serves to model appropriate dress for students and affects the tone of the learning environment. Staff members should dress professionally and appropriately at all times. However, with principal approval special provisions for dress may be made for the following reasons, laboratory experiments, hands-on activities, shop settings, field trips, physical education, special events, Black & Orange Fridays, and health issues. Our students, our colleagues, and our community must view us as professionals by our actions and appearance.

25. Cell (Smart) Phones: After a lengthy review by staff of a growing body of research regarding the negative impacts of cell phones on student attention and learning, it has been determined that some additional restrictions need to be implemented to safeguard the learning environment. Students will *continue* to be allowed to have cell phones in school, however if they are brought in the building, it is expected that they be locked in lockers and are not brought to the classroom. Otherwise keeping them locked in a vehicle in the parking lot during the day is a good idea. Cell phone usage will

continue to be allowed before school begins, during lunches, during passing periods (as long as students are not tardy), and after school is dismissed for the day. Cell phones may not be possessed/used when classes are in session, and this includes in hallways and restrooms. Students found using/in possession of cell phones during learning time may have them confiscated and/or have assigned consequences. There is a dedicated student phone available in the office for students needing to contact parents for important/emergency reasons. Students are expected to follow the general school rules as noted in the handbook as well as specific instructor's rules as communicated in each classroom. (Tentative) Teacher & Administrative Actions Required for Student Offenses:

- a. First Offense = Verbal & Written Warning (logged in PowerSchool) by Teacher; Teacher Confiscates Phone & Keeps for remainder of day; Teacher communicates with parents; Student may get phone back from teacher at end of day.
- b. Second Offense = Verbal & Written Warning (Insubordination - logged in PowerSchool) by Teacher; Teacher turns phone in to Office; Teacher communicates with parents; Student may pick up phone from office at end of day.
- c. Third Offense = Verbal & Written Warning (Insubordination - logged in PowerSchool) by Teacher; Teacher turns phone in to Office; Administrator Contacts Parents; Administrator meets with Student; Student Assigned In-School Suspension; Parents required to pick up phone from office.
- d. Fourth Offense = Progressive Discipline, Out of School Suspension, etc.

26. Additional Procedures: Additional Attached Procedures Include: (See Luke Johnson)

- a. Lock Down & Bomb Threat
- b. Fire & Other Evacuation
- c. Tornado & Severe Weather Shelter
- d. Other