



# **Canaan Schools Faculty and Staff Manual**

**2009-2010**

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It is the policy of the Canaan School District not to discriminate in educational programs, activities, or employment practices on the basis of color, national origin, race, language, gender, age, sexual orientation, or disability under the provisions of Title IX of the 1972 Education Amendments, Section 504 of the Rehabilitation Act of 1973, and the Individuals with Disabilities Education Act of 1997.

## **MISSION STATEMENT**

**THE CANAAN SCHOOLS PROMOTE CITIZENSHIP, CURIOSITY, CREATIVITY, AND THE PURSUIT OF INDIVIDUAL EXCELLENCE WHILE PROVIDING A SAFE AND SUPPORTIVE LEARNING ENVIRONMENT.**

## CANAAN SCHOOLS LEARNING COMPACT: TRIANGLE OF RESPONSIBILITY

To ensure that students are engaged in learning we believe that engaging Canaan Schools' students is the shared responsibility of parents, teachers and students. The triangle of responsibility provides a simple model to illustrate the equal responsibility parents, teachers and students have in ensuring that high standards for a quality education are met.

### Parent Responsibilities:

- Ensure regular school attendance
- Inquire about what is being learned
- Provide an appropriate time and place for homework to be completed
- Attend meetings and events that pertain to your child
- Read and sign all documents that require a parent's signature
- Approach student grievances per protocol, see COMPLAINTS

### Teacher Responsibilities:

- Prepare quality and challenging learning experiences
- Provide feedback in a timely manner for all assignments
- Communicate with parents regarding student progress
- Be available for the ongoing academic social and emotional support of students
- Resolve student grievances per school see COMPLAINTS
- Classroom expectations handed out, signed by parents and returned



### Student Responsibilities:

- Attend school regularly and keep up with assignments, tests and quizzes
- Communicate with teachers to ensure understanding of material
- Complete all assignments on time and to the best of your ability
- Comply with school rules
- Respect others rights to a quality education
- Approach grievances per school protocol, see COMPLAINTS

## ABSENCE

If you are going to be absent from school call the principal before 6:00 a.m. (603-237-8625). If the principal cannot be reached, call the principal's administrative assistant (266-8146).

If you will be absent for more than one day, please contact the principal's office before 2:30 P.M. on the day you are out so we may plan accordingly.

It is the teacher's responsibility to have lesson plans, seating plans, and duty responsibilities available for your substitute. Teachers are not to arrange for their own substitutes.

## ACCIDENT

When a student has an accident, give emergency first aid if necessary and notify the nurse's office or the main office as soon as possible.

If the accident occurs after school hours, refer to the following list of emergency numbers:

Emergency	911
State Police	266-3400
Upper Conn. Valley Hospital	(603) 237-4971
Sheriff	(802) 676-3500
Local Constable	(802) 266-3571
Principal's home	(603) 237-8625
Administrative Assistant's home	266-8146
Superintendent's home	266-7846

Teachers should complete an Accident Report Form for the student accident as soon as possible. These forms are available in the office.

If a teacher is injured while at school, the teacher should fill out an Accident Report Form and report the injury to the principal within 24 hours.

## ANNOUNCEMENTS

Written announcements are published once a day. Teachers should submit any announcements that they would like included prior to 9 A.M. for the morning notices and prior to 1 P.M. for the afternoon. All announcements must be approved by the office. Copies of the announcements will be posted on the bulletin board next to the teacher's room in the high school and outside the MPR. Teachers are to read the announcements out loud to their students.

## ATTENDANCE POLICY

Regular school attendance is required by Title 16 and 1121 of Vermont Law. The following guidelines will be followed to comply with Vermont law:

A student with more than **10** unexcused absences from a course in a semester has not met his/her responsibilities for the course, and credit for the course will be denied. At the elementary level, classroom teachers noticing a particular student's repeated absences should notify the office so that a letter may be sent home to the parents.

**A. EXCUSED ABSENCES-** Absences are only excused under the **10**-day attendance policy as listed below:

1. Personal illness or medical/dental appointments **documented by a physician's note**
2. Death or serious illness in the immediate family.
3. Required attendance at religious services.
4. Required attendance at court **with documentation provided by the court**
5. Extra-curricular activities/field trips

**All other absences will count against the 10 days allowed per semester. Please provide the required documentation immediately upon return to school to avoid the risk of losing credit.**

**B. PARENT NOTES-** Parent/guardian notes do not count as excuses under the **10**-day policy. However, these notes are required to assure us that the absent student is not truant. The **day a student returns**, he will report to the office **with a note from home** for a class admission slip and will give his absence note to the school secretary. In accordance with school board policy, an absence without a note will be considered a cut from school and will be treated as a disciplinary matter.

The Principal/Administrator may waive the attendance requirements for extenuating circumstances. The following are examples

of situations for which the Principal/Administrator would consider a waiver:

1. A personal illness of 3 or more consecutive school days that has been documented by a physician's letter.
2. A medically chronic illness which may be the cause for several intermittent absences during the semester that has been documented by a physician's letter.

**Please note:**

1. Family vacations: Given that students only attend school for 180 days, we strongly discourage families from scheduling vacations during the school year.

2. Final Exams: Students may not make up final exams due to absence unless it is a properly documented excused absence. (Please refer to "A.")

3. School sponsored field trips, athletic competitions, and other designated school sponsored activities, which are approved in advance by the Principal/Administrator, are a positive force in the education of the student and will not be counted as an absence from school.

The student must bring a written explanation for absences from the physician or the parent or guardian for unexcused absences and submit it to the Main Office before attending classes. Please do not admit a returning student to your class without a pass; send him to the office.

B. MAKE-UP WORK- when a student has an excused absence from your class, teachers will allow one day for every day a child was absent to complete the assignment. If unusual or extenuating circumstances exist, the teacher or principal can make adjustments to this policy.

Students who are absent the day of an exam will take the exam on the day of their return to school. If an exam has been assigned several days in advance, and a student has been absent and returns the day the exam is given, the student will not be expected to take the exam that day but within one day of his/her return to school.

C. UNEXCUSED ABSENCES- The daily announcements will list excused and unexcused student absences. Teachers are not required to provide make-up work or make-up tests for students with unexcused absences and students will receive a "0" for daily participation and class work. At the discretion of the teacher, tests or recitations on which other students in the class were graded may be made up with a *late penalty* consistent with normal class grading rules.

### BAKE SALE

There will be no bake sales in the Canaan Schools during regular school hours.

### BOOKS AND EQUIPMENT

When teachers issue books to students, the teacher will:

1. Keep a record of the title, number and condition of the book issued to the student (a book stamp is kept in the office for teachers to use) and provide a copy of the book lists to the office.
2. Require that the books be covered.
3. Report students who have lost books to the office.

It is expected that school equipment will be used properly and returned promptly to either the media center or the teachers' room.

### BULLYING

Canaan Schools recognize that students should have a safe, orderly, civil and positive learning environment and that bullying has no place and will not be tolerated.

**Bullying is defined as** any overt act or combination of such acts directed against a student by another student or group of students and which:

- (a) occurs during the school day on school property, on a school bus, or at a school-sponsored activity;
- (b) is intended to ridicule, humiliate, or intimidate the student; and
- (c) is repeated over time.

Bullying may involve a range of misconduct that, based on the severity, will warrant a measured response of corrective action and/or discipline. Behaviors that do not rise to the level of bullying,

as defined above, still may be subject to intervention and/or discipline under another section of the discipline plan or a discipline policy.

**To address bullying, Canaan Schools:**

- (a) Encourages students to report personally or anonymously to teachers and school administrators acts of bullying. Canaan Schools has established the following methods for such reporting:  
*Anonymous Reporting* - by leaving a note describing incidents of bullying in the bin on the wall to the left of the Principal’s desk.  
*Personal Reporting* - directly to Debbie Lynch, Principal, or Philip Shaw, Assistant Principal at 266-8910.
- (b) Encourages parents or guardians of students to file written reports of suspected bullying. See (a) above.
- (c) Requires teachers and other school staff who witness acts of bullying or receive student reports of bullying to promptly notify the Principal or Assistant Principal.
- (d) Requires the Principal or Assistant Principal to accept and review all reports of bullying, including anonymous reports. If after initial inquiry, an anonymous or oral report appears to warrant further investigation, Canaan Schools will promptly continue with an investigation. School administrators shall investigate any written reports.

**Discipline for Bullying**

At Canaan Schools, discipline for bullying will follow a Pyramid of Consequences (see page 13 of the Student Handbook). Once a student is determined to be bullying, that student will receive increasingly longer and more severe consequences for each additional established bullying incident.

**DAILY TIME SCHEDULE**

High School Building

Meetings	7:30-7:55
Bell to enter building	7:55
Block 1	8:00-9:20
Class change	9:20-9:25
Block 2	9:25-10:45
Class change	10:45-10:50
Grades 7-9 Lunch	10:50-11:15
Grades 10-12 TAP	10:50-11:25
Chorus/Band	10:50-11:25
Grades 7-9 TAP	11:20-11:55
Grades 10-12 Lunch	11:25-11:55
Class change	

11:55-12:00	
Block 3	12:00-1:20
Class change	1:20-1:25
Block 4	1:25-2:45
End of school day	2:45
Extracurricular meetings	2:45-3:15
Detention/Extra Help	2:50-3:30
After School	
Academic Program	2:50-4:30

Elementary Building

Bell to enter building	7:50
Upper grade recess	10:00
Lower grade recess	11:30
Lunch	12:00-12:30
End of school day	2:45
After School	
Academic Program	2:50-4:30

**CARE OF ROOMS**

Faculty members are scheduled to one room as much as is possible. Please keep the following guidelines in mind in order to keep our buildings at their present condition.

1. Please use bulletin boards for posting any materials. Please do not use thumbtacks on the walls.
2. In order that we do everything possible to aid the custodial staff, please be sure that your room is picked up each night and any necessary repairs are reported to the office.
3. When you leave your room at night, please close and lock all windows, place curtains at an even level, and lock your door.
4. Students are not to be left in classrooms unattended after the teacher has left for the day. During times when students aren’t in class (tap, before school, etc.), students will not be in empty classrooms.
5. You must check with the Director of Maintenance before bringing any furniture or appliances into your rooms (sofas, microwaves, etc.).

## CHEATING - STUDENTS

Academic dishonesty such as cheating, plagiarism (presenting the ideas, arguments, facts or phraseology of another as one's own work), or misrepresentation in any way of one's own work will not be tolerated. This applies to homework, papers, reports, quizzes, tests, exams, and any other assigned work. Any violation of this rule will result in a grade of zero, disciplinary action, and a letter home to the parents. The consequences will also apply to students who help other students cheat. Repeated violations of this policy will result in out-of-school suspension; three violations in one class may result in failure for the semester.

It is extremely important that incidents of suspected cheating are documented and reported to the office.

## CHILD ABUSE

All teachers are mandatory reporters of child abuse and neglect. This means that you could face criminal charges if you knowingly fail to report child abuse or neglect. If you suspect that a child has been abused or neglected, contact the principal immediately.

## CLASS AND CLUB ADVISOR RESPONSIBILITY

The following list is the responsibilities of class and club advisors:

1. An advisor must be in attendance at any meeting.
2. All funds collected will be turned over to the principal's office and be credited to the appropriate organization.
3. An advisor will be present at any function of his/her organization.
4. Advisors will inform the principal of their groups' activities.
5. A roster of all club members shall be submitted to the office.
6. Advisors will adhere to the scheduled time for extracurricular activities and meetings.

## CLASSROOM MANAGEMENT

1. **Your own behavior sets the tone for the day.**

Don't respond personally to what students do or say. Respond by consistently enforcing the rules. If a student tries to argue, don't argue back. Be patient and persistent in emphasizing that the rules will be followed. You are the adult. Don't lower yourself to the child's level.

2. **Let Students know your expectations up front, and the consequences.**

This allows students to make a choice, either to obey or disobey. It is not fair to spring an unforeseen consequence on a student. It is not wise either; the student will then focus his/her attention on your unfairness and not on his/her actions that brought about the consequence to begin with.

3. **Don't allow the students to do anything you feel personally uncomfortable with.**

Sometimes students will say, "Mrs. So and So lets us do this all the time". Tell them, "Mrs. So and So might allow you to do that, but I am not Mrs. So and So. I'm in charge of this room. I don't feel comfortable letting you do that".

4. **Be consistent, be fair, and follow through with what you say you will do.**

One warning should be sufficient. "If this happens again, you will go to the principal." If it does happen again, follow through. Don't be afraid of giving the impression that you are strict. Students prefer a strict, fair teacher, to a kind, inconsistent one.

5. **Don't make threats or promises you have no intention of keeping.**

Students will test your limits and will lose respect for you if your actions are inconsistent with what you say.

6. **Move frequently around the room to ensure proper supervision.**

Students behave better if you are physically near them. If you stay in one place too long, the students farthest from you will begin to act up. Circulating the room every 1-2 minutes will generally prevent this.

7. **Keep your eyes moving around the room.**

Don't pay too much attention to any one student. Focusing too closely on one student for a long period of time prevents you from seeing what's going on around the rest of the room. If two students get into a fight, don't spend a lot of time trying to resolve it yourself. The class needs you. Tell the students they will have to go to the

office and discuss the matter with the principal.

**8. You are not the student's pal- you are their teacher.**

We all want to be liked, but students will manipulate anyone, child or adult, who does not set firm limits. Your relationship with students is professional, not personal, while you are in the classroom. This can be difficult, particularly if you know on a personal basis some of the students you are teaching. Students are wonderfully adaptable, if social rules are explained to them.

## CLASS MEETINGS

Classes may hold meetings from 7:30-7:55 a.m. or from 2:45-3:15 p.m. as listed in the daily schedule. Students will not be excused from academic classes for meetings without prior permission from the principal.

## CLASSROOM PROCEDURES

All staff will follow professional standards relative to the orderly processes of instruction and class management. Teachers will observe and follow administrative/school board policy, as well as local, state, and federal law.

**The following are good classroom practices:**

1. Begin class on time.
2. Have a seating plan.
3. Be sure the lesson's objectives are clearly articulated to the class and put upon the board.
4. Have a lesson plan which will last the whole block. Block scheduling is meant to provide an opportunity to cover material in greater depth through a variety of activities.
5. Avoid using class time for homework unless needed to check for student comprehension.
6. Students shall remain on task and seated until the end of class. Students are not to line up at the door and wait for the bell.
7. Take attendance at the beginning of class and report absences to the office immediately.
8. Keep careful records of grades, attendance, parent contact, books and equipment.
9. Have written classroom expectations (written in positive terms) and consequences/rewards that are clear.

10. Challenge all of your students to the limits of their abilities. Teach to the top of the class.
11. Establish deadlines and enforce them. Late work, if accepted at all, should have a negative impact on student grades.
12. Require students to be quiet while you are making announcements.
13. Do not let your class disturb another class.
14. Avoid letting students go to their lockers for forgotten materials unless absolutely necessary.
15. Do not allow students to put their heads down on their desks. Students who do not feel well should be sent to the nurse.

## COMPUTER NETWORK AND INTERNET ACCESS POLICY

### Staff E-mail Accounts

Your e-mail account (example: [dlynch@canaanschools.org](mailto:dlynch@canaanschools.org)) will be the main source of communication between you and Canaan Schools. Periodically checking this account, even in the summer, will keep you informed about what is going on at Canaan Schools. Possible changes in insurance, important dates to remember, and new policy initiatives from the Canaan School Board, are examples of information that you may receive via this account.

### Disclaimer

The Internet is a worldwide network of computers that contains millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. Additionally, having an e-mail address on the internet may lead to receipt of unsolicited e-mail containing offensive content. Users accessing the internet do so at their own risk and the Canaan Schools is not responsible for material viewed or downloaded by users from the Internet. To minimize these risks, your use of the Internet at Canaan Schools is governed by the following policy:

## Permitted Use of Internet and the Canaan Schools' Computer Network

The computer network is the property of Canaan Schools ("the School") and is to be used for legitimate educational purposes. Teachers are provided access to the computer network to assist them in the performance of their jobs. Additionally, certain employees ("Users") may also be provided with access to the Internet through the computer network. All Users have a responsibility to use the School's computer resources and the Internet in a professional, lawful and ethical manner. Abuse of the computer network or the Internet, may result in disciplinary action, including possible termination, and civil and/or criminal liability.

### Computer Network Use Limitations

**Prohibited Activities:** Without prior written permission from the Principal, the School's computer network may not be used to disseminate, view or store commercial or personal advertisements, solicitations, promotions, destructive code (e.g., viruses, Trojan horse programs, etc.) or any other unauthorized materials. Occasional limited appropriate personal use of the computer is permitted if such use does not: a) interfere with the user's or any other employee's job performance; b) have an undue effect on the computer or the School network's performance; or c) violate any other policies, provisions, guidelines or standards of this agreement or any other of the Canaan School District. Further, at all times Users are responsible for the professional, ethical and lawful use of the computer system. Personal use of the computer is a privilege that may be revoked at any time.

**Illegal Copying.** Users may not illegally copy material protected under copyright law or make that material available to others for copying. You are responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages, and other material you wish to download or copy. You may not agree to a license or download any material for which a registration fee is charged without first obtaining the express written permission of the Principal.

## Duty Not to Waste or Damage Computer Resources

**Accessing the Internet.** To ensure security and avoid the spread of viruses, Users accessing the Internet through a computer attached to the School's network must do so through an approved Internet firewall or other security device. Bypassing the School's computer network security by accessing the Internet directly by modem or other means is strictly prohibited unless the computer you are using is not connected to the School's network.

**Frivolous Use.** Computer resources are not unlimited. Network bandwidth and storage capacity have finite limits, and all Users connected to the network have a responsibility to conserve these resources. As such, the User must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, engaging in online chat groups, uploading or downloading large files, accessing streaming audio and/or video files, or otherwise creating unnecessary loads on network traffic associated with non-business-related uses of the Internet.

**Virus detection.** Files obtained from sources outside the School, including disks brought from home, files downloaded from the Internet, newsgroups, bulletin boards, or other online services; files attached to e-mail, and files provided by customers or vendors, may contain dangerous computer viruses that may damage the School's computer network. Users should never download files from the Internet, accept e-mail attachments from outsiders, or use disks from non-School sources, without first scanning the material with School-approved virus checking software. If you suspect that a virus has been introduced into the School's network, notify the Technology Coordinator immediately.

### No Expectation of Privacy

Employees are given computers and Internet access to assist them in the performance of their jobs. Employees should have no expectation of privacy in anything they create, store, send or receive using the School's computer equipment. The computer network is the property of the School and may be

used only for School purposes.

**Waiver of privacy rights.** Users expressly waive any right of privacy in anything they create, store, send or receive using the School's computer equipment or Internet access. Users consent to allow School personnel access to and review of all materials created, stored, sent or received by a User through any School network or Internet connection.

**Monitoring of computer and Internet usage.** The School has the right to monitor and log any and all aspects of its Computer system including, but not limited to, monitoring Internet sites visited by Users, monitoring chat and newsgroups, monitoring file downloads, and all communications sent and received by Users.

**Computer use should be limited to prep time and when students are not in your classroom, unless the use is for educational purposes for the class.**

**Blocking sites with inappropriate content.**

The School has the right to utilize software that makes it possible to identify and block access to Internet sites containing sexually explicit or other material deemed inappropriate in the school setting. Staff accounts are not blocked, but if you can't access something, please inform the Technology Coordinator.

## **CONFIDENTIALITY**

You are a valued employee of the Canaan School System. It is extremely important that you observe and respect the privacy of each student. You are a representative of the school. Any discussion you may have concerning a student in public could be very harmful to the student's welfare as well as a violation of his/her right to privacy. Please keep in mind that all school matters are considered private and are not for public discussion or knowledge.

## **CORPORAL PUNISHMENT**

Under no circumstances are faculty members to use corporal punishment.

## **DANCES**

The advisor of a group sponsoring a dance will be responsible for enforcing the following rules:

1. Dances shall be limited to students of Canaan Schools or of other area schools. A Canaan student may bring one registered guest. Guests must be under 20 years of age.
2. There shall be one constable at each dance.
3. There shall be three chaperones (e.g. teachers or parents) along with the class advisor in attendance (a minimum of two of the adults must be staff members).
4. A student must be in attendance at school on the day of a dance in order to attend a dance that night.
5. Once a student has left the dance, he/she will not be readmitted.
6. There shall be no smoking or drinking of alcoholic beverages on school property. A student may be subject to suspension or legal prosecution for non-compliance with this rule.
7. All high school dances will be held in the gym.
8. The advisor shall be responsible for ensuring that a student officer has made prior arrangements for the dance.
9. The group that is sponsoring the dance will be responsible for cleaning up the gym before leaving for the evening.

## **DETENTIONS**

**TEACHER DETENTION** - Teachers are expected to enforce their classroom rules. Teachers may assign a teacher detention to a student who fails to follow reasonable classroom rules. Students will be given 24 hour notice to arrange transportation and/or inform parents, coaches, bosses, etc. Teacher detention will run from 2:50 - 3:30. In no instance will Teacher detention be assigned for after 3:30 without the prior approval of the principal. If a student skips a teacher detention, he/she should be referred to the office for further disciplinary measures.

**OFFICE DETENTION** - Office detention will be assigned Monday thru Thursday. Office detention will run from 2:50 - 3:30 p.m. Students are expected to bring something to read. Detention is silent and students are not allowed to eat or bring in drinks. Students who disrupt office detention should be immediately dismissed and then referred to the office for further disciplinary action.

## **DISCIPLINE - BELIEF STATEMENTS**

### ***TREAT OTHERS THE WAY YOU WANT TO BE TREATED***

#### **RESPECT**

We believe in nurturing self-respect, in treating all people with kindness and understanding, and in taking care of our school environment.

#### **CITIZENSHIP**

We believe that caring for our unique community of children, staff, parents, and friends enriches our lives. It's about the kids.

#### **SAFETY**

We believe that school must be a safe place for all.

#### **RESPONSIBILITY**

We believe that all members of the school community need to accept responsibility for their own learning.

## **DISCIPLINE- PHILOSOPHY**

### **We place an emphasis on prevention by:**

Giving attention to positive reinforcement to appropriate behavior

Providing consistent consequences for inappropriate behavior

Involving parents early in the process

### **We see discipline as a pyramid.**

This model has steps that involve different processes and procedures at sequential levels.

### **Our discipline system should be clear, predictable and consistent.**

Staff will use "common language" when dealing with a behavioral difficulty:

#### **1. Students will first receive a Reminder(s) which may include:**

a. Statement of the expectation and/or limit exceeded

b. Student will be asked to stop, think, and communicate what he/she is supposed to do

c. Staff's voice and tone should indicate he/she is serious yet respectful

#### **2. Students will then receive a Warning that will communicate a limit for repeated misconduct.**

a. Statement of expectation and/or limit

b. Statement of consequence if misconduct continues

3. The staff member will then enforce the consequence.

4. The discipline system should not be cumbersome. It is a fluid design that allows staff to determine appropriate interventions.

## **STAFF and SCHOOLWIDE DISCIPLINE**

Staff responsibilities for discipline extend beyond their own classrooms. Staff should enforce the school's expectations everywhere in the building at any time during the day. Staff should be in the hallways in between classes in order to ensure a safe environment for the students.

It is understood that some children will move through the pyramid of consequences.

There is a "Fast Track" process through the pyramid for managing extreme behavior.

More personnel become involved as we move up the pyramid.

## **EXPECTATIONS FOR STUDENT BEHAVIOR**

### **WE ARE POLITE AND CONSIDERATE OF OTHERS**

We listen respectfully to the opinions of others

We show courtesy to others and respect the property of others at all times

### **WE KEEP HANDS, BODIES, AND OBJECTS TO OURSELVES**

### **WE KEEP OURSELVES AND OTHERS SAFE**

We bring only safe objects and materials to school

We report any unsafe equipment or objects to school staff

We walk inside our school

We do not leave the school or school grounds without permission

We use school equipment appropriately

We use words, not actions, to solve problems

### **WE USE ACCEPTABLE SCHOOL LANGUAGE**

We communicate with each other in a respectful manner

**We do not:** swear, threaten or harass, use ethnic, racial, religious, or economic slurs, or use other put downs

## **WE WORK TO BE THE BEST LEARNERS WE CAN BE**

We attend school regularly, arrive on time, and come prepared to learn  
We complete assignments and hand them in on time  
We are considerate of other students' rights to learn  
We use our time constructively

## **WE TAKE CARE OF OUR SCHOOL, EQUIPMENT, AND MATERIALS**

### **WE ARE RESPONSIBLE FOR OUR ACTIONS**

We learn to make good decisions  
We admit when we make mistakes  
We learn from our mistakes  
We learn that our actions affect others

### **DISCIPLINE - STUDENT CONSEQUENCES**

Canaan Memorial High School has adopted a very simple approach to student discipline: treat others the way that you want to be treated. Based on this approach, the administration seeks to protect the due process rights of students while recognizing that no student has the right to disrupt the learning of others or to compromise the overall safety of the building. Student behavior that is also in violation of state law will be referred to the appropriate state authorities for criminal prosecution.

Office detention, in-school suspension, and out-of-school suspension are the primary consequences assigned for poor student behavior. These consequences are not a substitute for verbal reprimands, verbal warnings or other more informal means of correcting student behavior but are the consequences available to deal with more severe behavior or chronic misbehavior. Additionally, for poor behavior on a bus, students may also have their bus riding privileges revoked, for poor behavior during lunch students may be assigned lunch detention and for the misuse of computer resources, students may have their computer accounts disabled.

**OFFICE DETENTION** - Office detention is assigned Monday thru Thursday after school. Students who skip office detention will be assigned two office detentions. Office Detention will be assigned for offenses such as: tardiness, disregarding the school dress code, insubordination, disrespect, disobedience, swearing, wandering the halls without a pass, disruption of the school routine, public displays of affection etc.

**IN-SCHOOL SUSPENSION** - Students serve in-school suspension (ISS) during the school day, and it counts as an unexcused absence from class. Students assigned ISS, however, are expected to get assignments from all of their teachers the day before they serve the ISS to work on during the suspension. The principal will assign ISS for offenses such as: extreme disruptiveness, repeated skipping of office detentions, leaving school grounds without permission, cheating, skipping school or class, harassment, etc.

**OUT-OF-SCHOOL SUSPENSION** - Out-of-School Suspension (OSS) is reserved for extremely disruptive behaviors that are also usually referred to the state police. Like ISS, OSS counts as an unexcused absence from class and students are required to make up all of their missed work. OSS is assigned for offenses such as: smoking or possession of tobacco products on school property, fighting, possession of alcoholic beverages or illicit drugs, harassment, destruction of school property, threatening, possession of weapons such as knives or guns, etc.

### **DISMISSAL FROM CLASS**

No student may leave class without permission from the teacher. Only one student should be allowed out of a classroom at a time to use the bathroom or water fountain. Teachers should encourage students to take care of their personal needs during the break time in between classes. Students need to come to class prepared with the necessary materials and should not be allowed to go to their lockers during class time.

### **DISMISSAL FROM SCHOOL**

1. A student being dismissed early must receive prior authorization from the office. The parent or guardian must come to the office, and the office will call the child from class. A parent should not go directly to your class. If the parent does go to a class, please direct him to the office.
2. No student will be allowed to leave school premises with anyone other than a parent or legal guardian without prior written permission from the parent.

## DISPLAY OF STUDENT WORK

Teachers are encouraged to display student work. This work should be of high quality and something an average student or parent would be proud to have presented. At no time, will any work that is demeaning to any member of the school community, adult or child, be presented in any type of public forum. Production of such work should be strongly discouraged in the first place. If you are unsure as to whether an article should be included in a presentation or not, then submit the piece to the principal well in advance of the time and date in which the presentations are going to take place, and he will make the final determination.

## DISTRIBUTION OF LITERATURE/SOLICITATION

No literature may be distributed in the Canaan Schools without first receiving authorization from the principal.

## DRESS

School should be a safe, comfortable environment for everyone with as few distractions as possible. Students and staff are expected to use common sense in their selection of "appropriate" attire; however, there are guidelines that we believe are necessary to provide an environment that supports learning. The following are the expectations of dress for everyone at Canaan Schools. If there is a question of acceptability, the final word belongs to the Principal.

- Clothing or jewelry that contains questionable phrases or that depicts alcohol, drugs or anything that could possibly be disruptive to the learning environment IS NOT PERMITTED.
- Canaan Schools is a memorial school; therefore, out of respect for those who have served our country, the wearing of hats/caps, bandanas or any head covering that is not worn for religious observation is NOT allowed. Everyone who enters the building wearing a hat will be asked to remove it.
- Exposure of undergarments by males or females is not allowed. (Bra straps, thongs, boxer shorts, etc.)

- Males and females will not expose their bellies or behinds. If you have to keep tugging at your shirt or pulling up your pants to keep from exposing your belly or behind, don't wear those articles of clothing to school.
- All shirts will have at least three (3) inch straps and will not expose below the underarm area. Racerback, split straps, spaghetti straps, muscle shirts or other similar attire will not be allowed.
- Necklines: Please remember that you are in school and have no reason to wear a low neckline. Please consider good taste, modesty and the environment. No exposed cleavage.
- All shorts, skirts, dresses, etc. will be no shorter than 5" above the knee

A student who arrives at school in inappropriate attire will be asked to find something else to wear. If the student is unable to do so, the school will supply an appropriate shirt, sweats, etc. Students will receive an office detention for breaking the school's dress code.

\*The above dress code was written by a student/staff committee.

Teachers will work to enforce the dress code consistently among all students by directly addressing students who are breaking the dress code as outlined above.

## DUTIES/SUPERVISION

Proper supervision of students is one of the most important obligations we have to ensure the safety of our school. All staff should strictly adhere to the following regulations:

1. Do not leave students unsupervised at any time
2. Report to duty assignments promptly. Arrive by 7:30 A.M. for morning bus duty; those teachers on afternoon bus duty must remain until the last bus has left
3. Arrange for replacement coverage if you are called away in an emergency

4. Use proper judgment in situations of inclement or severe weather. If bus students are unable to go outside, the high school students will wait in the gym, and elementary school students will wait in their classrooms.
5. If you know you will be out on the day you have duty, make sure your duties are listed in your sub plans.

failing grade in another term, he is ineligible until report cards are issued.

Students who fail a course the final marking period of the year will be on probation or ineligible for the first marking period of the following school year.

The principal shall have final determination as to the student's status under these rules.

## REVOKED PRIVILEGES AND ELIGIBILITY

Participation in extra-curricular activities is encouraged for all students; however, participation is an earned privilege.

Extra-curricular activities include all activities which are not part of an established academic curriculum (i.e. athletics, clubs, drama presentations, etc.) and for which students are not graded.

A student taking part in extra-curricular activities may be:

1. Eligible- All course grades above 70 for the last term or progress grade. Access to all extracurricular activities.
2. Probation- Student has at least one grade lower than a 70 on the last report card. At progress report time, if student is passing all courses they will become eligible.

Student can: participate in meetings, and in fund raising or service events of the club, or in the case of athletics, practice with the team. Student cannot: travel with the team or club, or participate in any activity of the club, play in games with other schools, or wear their uniform.

3. Revoked: Student had at least one grade lower than a 70 at the end of the last term and still had one grade lower than 70 at progress report time.

Student cannot participate in any club or team activities.

Student will remain ineligible until the next report card is issued.

A student will may only be on probation once within a three marking period time frame. If a student has a failing grade at report card time, then becomes eligible at progress report time, if that student has a

Any student who is not Revoked under the above guidelines shall be considered Eligible.

Students may appeal through the athletic director and the principal.

Students with an incomplete grade at the end of the marking term shall remain eligible until the work is made up or expiration of the time constraints (2 weeks) for completion of work as detailed in the student handbook. The final grade will determine the student's status under this policy.

The principal will review the academic records of students transferring into Canaan High School to determine eligibility. For subsequent terms, the student's eligibility will be determined based on the policy of Canaan Schools.

Summer school grades will not count for eligibility purposes. Driver's Education, which may be offered during the summer, is an elective class and the credit earned counts toward meeting graduation requirements. The grade earned in this class will count along with final marking term grades in determining eligibility for the beginning of the school year. Exceptions to this provision must be worked out with the principal in advance of attending summer school.

A student who is Revoked may still attend dances, hold elective offices, participate in class fund raising activities, and remain in any credit bearing activity, including teacher's aide, Chorus, etc., and may participate in class activities held during the school day such as Spring Fling or Winter Carnival.

A student who was eligible on the day of tryouts for a state or regional all state team or event, or auditions for a non-academic music event, shall be allowed to participate in that event.

The appeals committee may, in rare instances, make exemptions in the case of a performance event that is to occur within one week of the effective time of revoked privileges if it is determined that removal from the performance would have a significant adverse effect on the other students in the performance. Examples would be a starring role in a play, but not a supporting role, or a solo or major part in a concert. This would not include participation in athletic contests except if playoff games were affected.

Some students may have an Individualized Learning Plan. Just because a student is on an I. E. P. does not mean that he/she is automatically entitled to participate regardless of his/her grades. The student's IEP team will meet to determine eligibility.

#### APPEAL PROCESS

A student may appeal his or her eligibility status to the principal or the advisor/coach of the activity in question, no later than 1 week after receiving his/her report card. If that student has a legitimate appeal, the following appeal process will go into effect:

The student will present his/her case to a committee. The committee shall be made up of the following members:

- (a) A student representing the Athletic Association if the appeal involves athletic eligibility, or the Student Council for all other appeals. The student on the committee should be an officer of the group he/she represents.
- (b) A faculty member picked at random. However, the faculty member may not be the student's advisor or the coach/advisor of the activity to which the student is appealing for participation.
- (c) An administration member (assistant principal, principal, guidance counselor, special services coordinator, or athletic director). Assignment to this committee shall be on a rotating basis.

The decision of this committee must be unanimous to grant the appeal. If a unanimous decision can not be reached, the appeal will be denied. The

decision of the committee is final.

Appeals will be settled within three school days of the appeal being brought to the attention of the principal or the athletic director.

#### **EMERGENCY LESSON PLANS**

All teachers will have emergency lesson plans available in the office by **Friday, September 18, 2009**. These plans should include the teacher's room assignment, schedule, class lists, duties, a plan for each class that fills the entire block and any special instructions. No substitute should be asked to run a study hall in place of class activities.

#### **EMERGENCY RESPONSE PLAN**

The Emergency Response Committee, consisting of staff and members of our local emergency agencies, has completed an Emergency Response Plan for Canaan Schools. These plans will be put into red binders and provided to all staff. All new hires need to familiarize themselves with these emergency procedures.

The Emergency Response Committee will continue to meet in order to update emergency plans and to plan various emergency drills.

#### **FACULTY MEETINGS**

Faculty meetings are an important method of disseminating information among the staff and to gather data from staff concerning various school issues. Faculty meetings may be elementary, high school or full staff meetings. Anyone with an item for the meeting agenda should present it to the Principal.

High School meetings will be the third Tuesday of the month and the Elementary meetings will be the fourth Tuesday of the month. The time and purpose of a meeting will be announced in the notices at least one week in advance of the meeting.

Attendance is mandatory unless the teacher makes prior arrangements with the principal.

**The first Tuesday of the month will be for curriculum work.**

Established committees may set their own meeting dates. Each committee or group will keep meeting minutes.

## FIELD TRIPS

Field trip request forms are available in the office. Approval of the principal for all field trips is mandatory. Requests should be made at least two weeks in advance of the planned trip. Only as a last resort will private cars be permitted to transport students on a field trip. Proper notification on your request form is necessary. If private cars are used on field trips or to transport students, the following are necessary:

1. Proof of maximum liability insurance (State of Vermont is \$100,000.00 to \$300,000.00). Copy of proof for each vehicle used must be on file in the principal's office prior to leaving campus.
2. Limit of four students per vehicle or as many as seat belts available if a large vehicle other than a car is used.
3. Proof of extra-territorial insurance if the field trip is to be taken in the Province of Quebec, Canada. Drivers must have their Provincial cards in the vehicle.
4. Signed medical permission for teacher to obtain emergency treatment for the child/children if necessary.

A signed release form from a parent or guardian will be required of all students before the student will be allowed on a field trip. This includes walking trips. A "walking" field trip form may be signed by a parent or guardian at the beginning of the school year and will be good for all walking field trips throughout the school year. These generic forms will be kept on file in the office. All money requests from students for fees should be minimal to cover only the actual cost of transportation, admittance, etc. All field trips must have an academic purpose except for approved class trips at the end of the year.

The person in charge of a field trip must provide the office with a list of those participating in the trip for attendance record purposes. The office will distribute these lists to the faculty.

In an effort to clarify teacher responsibilities when organizing a field trip the administration has developed a Field Trip Checklist form. You are strongly encouraged to utilize this sheet which can be found in your black faculty binder.

## FINAL CHECK-OUT

At the end of the school year, teachers will follow the check-out list provided in this book. The administrative assistant or the principal must initial each point on the list before check out is complete. (The head of maintenance will initial room check)

Teachers will meet with the principal individually to review summary evaluations and **goal sheet** before check out is complete.

## FIRE DRILLS

Fire drills will be conducted as prescribed by law as to frequency and procedures. Each teacher will instruct his/her students in the following procedures prior to the close of school on the first day of classes. This is necessary to help ensure the most efficient and safe means to evacuate the building at any time during the school day.

1. Leave the building with the group under your supervision during the fire (drill).
2. Close the door and turn off the lights as you leave the area and make a visual inspection for remaining students.
3. Move your students at least 100 feet from the building.
4. Take roll call from your rank book and submit the names of all absentees to the principal. Class lists should be left for substitutes.
5. Have students turn and reverse their direction if an exit is blocked (last student in line becomes the first) and the teacher will lead the pupils to the nearest exit. Two separate exit routes will be posted in each room.
6. Stop all outside classroom activities and form groups. Orderly conduct is an absolute essential.
7. Have students walk quickly, but do not allow them to run.

Do not allow any talking during the drill so that all students may hear your instructions. Do not allow anyone, including yourself, to re-enter the building unless the principal has given the "all clear" signal. Any student who intentionally disrupts a fire drill will be immediately reported to the office for disciplinary action.

## GRADING

### Kindergarten

- Skills have been mastered
- Not assessed at this time

### Grades 1-3

O - Outstanding	NA - Not Applicable
S - Satisfactory	N - Needs Improvement
U - Unsatisfactory	I - Improvement Shown

### Grades 4-6

90 - 100 - A High Honors	<u>Grades 7-12</u>
80 - 89 - B Honors	93-100 High Honors
70 - 79 - C	85-92 Honors
65 - 69 - D	69-Below Failure
Below 65 - F	

Teachers should use the following guidelines for student grading:

1. Develop a grading system that is fair and that is easily understood by students and parents and include it in your course syllabus.
2. Your grading system should involve a variety of assignment types.
3. Do not use a "curve" to calculate a grade.
4. Communicate with parents. Advise them early (either by telephone or parent teacher conference) if a student is not performing well.
5. Load assignments and grades into Web2School in a timely manner (at least once per week). Students should be getting at least one grade per week.
6. Keep grade books neat. Be certain that you can substantiate any grade you may put on the report card.
7. Send out warning notices according to the schedule and as needed. Any student Grades 7-12 who receives a grade of 75 or below must have a warning notice sent to parents. The student's actual numerical average must be indicated on the warning notice.
8. Determine final grade by averaging 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> term report card grades and mathematically factoring in the exam grade.
9. Every class will have a final exam unless otherwise specified by the principal. Final exams will count for no more than 20% of a student's overall average.

#### EXAMPLE:

1 <sup>st</sup> report card	30%
2 <sup>nd</sup> report card	30%

3 <sup>rd</sup> report card	30%
Final exam	<u>10%</u>

TOTAL FINAL AVERAGE 100%

## GRANTS

Teachers are encouraged to seek money from outside sources via the grant process. Teachers will inform and discuss any proposal with the principal before writing and submitting the grant; the grant must be approved by the principal prior to being sent to the Superintendent.

## GUESTS AND GUEST SPEAKERS

Student guests are not permitted unless the student(s) are considering attending Canaan Schools. Student guests must first obtain permission from the principal and each teacher at least one day prior to visiting the school. (There is a form in the office) Under no circumstance will baby-sitting of younger students be permitted in the Canaan School System. If you have a guest speaker coming to the school, the office should be informed at least 24 hours in advance of whom and to which classes he/she will be speaking. All guests must check in with the office before going anywhere in the building and receive a building pass. Even if you know the person, it is your responsibility to direct a visitor to the office if he hasn't already checked in.

## HOMEWORK

Homework should be designed both to aid the student academically and to promote the establishment of good study habits. It is the teacher's responsibility to determine what and how much homework to assign. Good study habits can be an outgrowth of well-planned homework assignments. The following procedures should be observed with homework assignments:

1. Homework should involve material on which the student can work independently.
2. Homework should involve the use of processes with which the student is familiar.
3. Assignments should not require the use of research or library materials which are not readily available in most homes unless the teacher makes special plans for the availability of school materials.

4. Assignments should not require extensive copy work unless handwriting is the goal.
5. There should be clear explanations of each assignment, including due dates.
6. Teachers should encourage students to ask clarifying questions and answer all of them.
7. Long range assignments should have definite and deliberate checks made at stated intervals.
8. Homework is not to be used as a form of punishment.
9. The teacher is to check/grade and review every assignment.
10. Homework should be done outside of class, unless the students need help getting started on the assignment.
11. Teachers are encouraged to load their assignments into Web2School as early as possible so students/parents can know what is due.
12. Compiling a list of parent e-mail accounts and sending home a weekly syllabus is another recommended way of keeping students and their parents informed of what is going on in your classes.

## KEYS

The principal will distribute all keys and maintain records in the main office.

## LESSON PLANS

Daily lesson plans will be carefully prepared by each teacher and kept in the teacher's plan book.

The office will supply each staff member with a lesson plan book. All teachers are responsible for having well-planned, standards-based lessons that include objectives, methodology and evaluation/assessment procedures.

The principal may want to review lesson plan books as part of observations/evaluations.

If you have a planned absence, please leave your plan book in your desk with all necessary substitute information.

## LOCKERS

As part of your homeroom duties, teachers are responsible for the security and maintenance of the lockers that are assigned to their homeroom

students. This means that locker combinations should be kept in a secure location and any destruction or defacement of lockers should be reported to the office immediately. As part of end of year check out procedures, teachers will be required to supervise the cleaning and inspection of student lockers. **Do not let students store their belongings in your room.**

## MEDICATION

Students are not allowed to have medication (prescription or over-the-counter) in their possession. Students who need to take medicine during the day should register their medicine with the school nurse. Students will be permitted to leave their classes by signing out to go to the nurse's office to receive their medication. Prescription medication should come to school in the container provided by the pharmacy. (Please refer to student handbook)  
Teachers who bring medicine (prescription or over-the-counter) to school for their personal use are responsible for storing this medicine in a secure location. Students should not have access to this location.

The only school staff member who may administer medicine to students is the school nurse. Under no circumstances will anyone else administer any medicine to students.

## OFF-CAMPUS STUDENT ACTIVITIES

Any student attending an off campus school-sponsored activity shall be under the rules and regulations of the Canaan School System.

## PASSES

The following guidelines shall be followed with hall passes:

1. All students will sign out and back into class at all times. A student sign-out sheet is provided in this handbook.
2. Under no circumstances should a student be sent to another teacher's area without a pre-signed pass from the teacher the student wants to see. **Students should not be sent to another teacher's area to obtain a pass; they should have it ahead of time.**

3. Students are expected to arrive to class on time and with all of the necessary materials to complete the assignments in class. Students should not go to their homerooms or lockers to get forgotten materials except under special circumstances as determined by the teacher. Failure by a student to come to class prepared should be reflected in the daily performance grade of the student or, result in a detention.
4. There is sufficient time between classes for students to use the bathroom. Please try to discourage repeated bathroom requests during class.
5. No student is to be in any part of the building after 3:00 P.M. except under the direct supervision of a teacher.
6. High school students should not be in the elementary area without a specific reason, ie. class, special services, lunch, etc.
7. Classroom teachers will provide students with passes to the Library during TAP. If a student does not have any work to do for your class that requires computer use, do not give them a pass.

### PROFESSIONAL APPEARANCE

A teacher is a role model. As a professional, you are expected to dress appropriately for your position and adhere to the school's dress code.

Jeans are to be worn on Fridays only.

### PURCHASE ORDERS

Under no circumstances may staff order any school supplies without a purchase order approved by the principal. Forms for this procedure are located in the school office. **You will not be reimbursed for purchases you make without prior approval.**

## 2009-2010 Report Card Schedules

### REPORT CARD SCHEDULE

#### Elementary Report Cards

First marking period closes	October 30
Report card distribution	November 6
Parent/Teacher Conferences	November 6
Second marking period closes	January 15
Report card distribution	January 22
Third marking period closes	March 26
Report card distribution	April 2
Parent/Teacher Conferences	April 2
Fourth marking period closes	June 11
Report card distribution	June 18

#### High School Report Cards

##### SEMESTER ONE:

###### Term 1:

Progress reports -	Sept. 25
Term 1 report card grades close -	October 16
Report card distribution -	October 22

###### Term 2:

Progress reports	November 6
Term 2 report card grades close	November 25
Report card distribution -	December 4

###### Term 3:

Progress reports -	December 18
Term 3 report card grades close	January 20
<b>FINAL EXAMS -</b>	January 21 and 22
Report card distribution -	January 29

##### SEMESTER TWO:

###### Term 4:

Progress reports -	February 12
Term 1 report card grades close -	March 12
Report card distribution -	March 19

###### Term 5:

Progress reports-	April 2
Term 2 report card grades close -	April 30
Report card distribution -	May 7

###### Term 6:

Progress reports -	May 21
Term 3 report card grades close -	June 16
<b>SENIOR EXAMS -</b>	June 7 and 8
<b>GRADUATION DAY -</b>	June 12
<b>UNDERCLASSMEN EXAMS</b>	June 17 and 18

**FINAL REPORT CARDS WILL BE MAILED**

## SALES AND PROMOTIONS

Any advisor of a school organization wishing to sell a product must receive permission from the principal prior to committing to the sale of or receipt of any product. Any sale of products, raffle tickets, buttons, etc. at a function other than the sponsoring class's, must obtain permission from the advisor of the organization sponsoring the function. All funds received from fundraising shall be turned in to the principal's office.

## SCHOOL ACCESS

All members of the Canaan Schools staff have access to the buildings during non-school hours. This practice provides time to work with students or on curriculum projects. Please follow these guidelines whenever you utilize the facilities during non-school hours to enhance energy conservation and ensure security for the buildings.

1. Use the same door when you enter and exit the building(s).
2. Limit movement in the building to the area where the activity will take place. You have the responsibility for the actions of students or other individuals who are participating in your activity.
3. Utilize lights only in the room/area where the activity takes place and double check that all lights are off prior to leaving the building
4. Be the last person to leave the building.
5. Check the doors from the outside by pulling the handle to make sure they have locked.

**Note:** Maintenance completes most of its major projects during summer and vacations. Please remember that during those times, staff will have to accommodate their schedules. (i.e. - classroom floors are waxed, rugs are cleaned, tiles are replaced, etc.)

## SCHOOL BOARD POLICY

There is a copy of the School Board policies in the office and in the possession of the association president. It is the teachers' responsibility to become familiar with the policies of the Canaan School System.

## SCHOOL DAY

All teachers should be at school by 7:45 a.m. and are required to be in their classrooms by 7:50 a.m. If you do not have school obligations, you may leave after 3:00 P.M. If a teacher leaves campus during the school day, he/she may only do so during a prep block and must sign out and in with the office in case someone is looking for you.

## SMOKING

In compliance with both state and federal law, smoking is not permitted in any school or public building. In addition, smoking is not allowed on school property at any time.

## STUDENT AIDES

Students who are participating in the aide program are directly responsible to the teacher of the class to whom they are assigned. They must remain with that teacher for the full class block- no early dismissal. Any change in the aide schedule must be done through the guidance counselor and the principal.

## SUBSTITUTE TEACHER EXPECTATIONS

What teachers expect from substitutes:

1. Follow plans left by the absent staff member
2. Keep discipline according to the guidelines established for that room. Make note of all problems.
3. Take over teacher's duties including noon and bus duty if necessary.
4. Keep attendance records
5. Keep record of any money collected or turned in
6. Keep record of all notices received during the school day

Failure to adhere to the above should be reported to the office by the teacher

What substitutes expect from teachers:

1. Lesson plans to be up to date and done for that day
2. All needed materials easily accessible
3. A time schedule to be available including all duties
4. A seating plan and class list
5. A list of classroom rules/expectations

6. Follow-up from the teacher concerning discipline referrals
7. Emergency plans available in the office for unexpected absences that include all necessary information

If need be, please assist substitutes who are replacing fellow staff with locating materials, etc.

## **SYLLABI**

All staff must submit a syllabus for each of their courses to the main office. Syllabi should contain everything a student and parent should know in order to be successful in your class. Please include units, assessments, grading system, materials, videos, discipline system, a time when you are available for extra help and your contact information. **Two copies of your Syllabi should be handed out to students during the first day of class, one is to be signed by parents and returned, and copies need to be turned into the office by September 4<sup>th</sup>.**

## **TEACHER EVALUATION**

The following is the teacher evaluation system that is in effect for the staff in the Canaan School System. The goal of teacher evaluation is to improve instruction at Canaan Schools.

Level I License

at least 2 observations per year

Level II License

a minimum of 1 observation per year

## **TELEPHONE USE**

The office assigns each teacher a long distance code. The charge for long distance calls that are not school related is the responsibility of the caller. **Personal calls should be made during prep or lunch time.** Never share your code with students or anyone else unless you are willing to be responsible for charges on that code.

## **TITLE IX/SECTION 504**

If any staff member feels that he or she is being discriminated against contact:

**Margaret Lima, Equity Coordinator, 99  
School St., Canaan, VT 05903, (802) 266-  
8910**