

2018-2019 TEACHER/STAFF HANDBOOK TABLE OF CONTENTS

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South Lewis High School **Mission Statement**

The South Lewis High School Family believes that education equals opportunity for all. Our Mission is to provide a variety of educational opportunities that recognize and enhance individual strengths. We are dedicated to fostering an environment where all are encouraged to work to reach their maximum potential. We empower each other to become caring, competent, responsible citizens who value education and service as a lifelong process.

SOUTH LEWIS ALMA MATER

**High above the rolling valleys
On a hilltop proud and grand
In a sphere of living knowledge
Our Alma Mater stately stands.
As we pause along life's journey
And recall the years gone by,
We will raise our voices singing
Hail to thee, South Lewis High.**

BOARD OF EDUCATION

Mr. Barry Worczak, President
Mr. Andrew Liendecker, Vice-President
Mr. Thomas Burmingham
Mr. Paul Campbell
Mrs. Jessica Carpenter

Mr. Scott Chrzanowski
Mr. Michael Lisk
Mrs. Dawn Ludovici
Mr. Richard Ventura

ADMINISTRATION

Superintendent of Schools
High School Principal
Curriculum/Data Coordinator
Director of Physical Education and Athletics
Student Mediator
Director of Information Technology
Transportation Supervisor
School Counselors

Mr. Douglas Premo
Mr. Chad Luther
Mrs. Deborah Domagala
Mr. C. Brian Oaks
Mr. Chad Brown
Mr. Scott Carpenter
Mr. Michael Hanno
Mrs. Julie Burmingham
Ms. Marianne Green

HIGH SCHOOL OFFICE STAFF

Principal's Secretary
Front Office Secretary
Attendance Secretary
Guidance Secretary
Nurse

Mrs. Michele Liendecker
Mrs. Jennifer McAleese
Mrs. Cathy Brown
Mrs. Tonya Bronson
Mrs. Kelly Mear

IMPORTANT TELEPHONE NUMBERS

District Office	348-2500
High School Office	348-2520
Attendance	348-2526
Bus Garage	348-2590
School Nurse	348-2525
Guidance Office	348-2530
Cancellation Line	348-COLD(2653)

Who Do I Contact about?

Athletics	Mr. C. Brian Oaks
Bus Schedule	Mr. Michael Hanno
Cafeteria	Mrs. Lisa Strait
Courses/Curricula	Counseling Office
Attendance	Mrs. Cathy Brown
Health Concerns	Mrs. Kelly Mear
Lockers	HS Office
Use of Building	HS Office
Discipline	HS Office
Other	HS Office

SCHOOL CLOSINGS

If school is closed because of bad weather, sickness or any other non-scheduled reason, notice will be given over the following media outlets: WWNY TV CHANNEL 7, WATERTOWN; WBRV BOONVILLE; WSTR TV CHANNEL 3, SYRACUSE; WANT AM/WTOJ FM, WATERTOWN; WWTJ TV CHANNEL 50, WATERTOWN. You also may contact 348-COLD(2053).

ARRIVAL AND SIGN-IN

The Teacher Workday will begin at 7:38 a.m. and end 2:38 p.m. on Monday through Friday. Teachers are expected to check in on the "Sign-in Sheet" on the high school office front counter each morning. This provides an opportunity for teachers to read the morning notices, check their mailboxes and pick up messages. All faculty members should be in the building at 7:38 a.m. and are encouraged to be in prior to that time by five or ten minutes. Teachers should check their mailboxes periodically throughout the day for additional messages and/or requests for assignments for students who are absent. Requested assignments should be provided to Mrs. Liendecker or Mrs. McAleese by the end of the school day.

LEAVING THE BUILDING DURING THE WORKDAY

If you need to leave the building during the workday, you must talk with Mr. Luther, personally before doing so.

High School Bell Schedule

2018-19

PERIOD 1	7:38 - 8:22
PERIOD 2	8:25 - 9:05
PERIOD 3	9:08 - 9:48
PERIOD 4	9:51 - 10:31
PERIOD 5	10:34 - 11:14
PERIOD 6	11:17 - 11:57
LUNCH	(30 Minutes, 11:17 AM - 11:47 AM)
PERIOD 7	12:00 - 12:40
LUNCH	(30 Minutes, 12:10 PM - 12:40 PM)
PERIOD 8	12:43 - 1:12
PERIOD 9	1:15 - 1:55
PERIOD 10	1:58 - 2:38

SUBSTITUTES

South Lewis Teacher Steps and Procedures for Securing a Substitute

For increased consistency of programs and optimal student learning, we know the importance of minimizing the times that teachers need to be out of their classrooms. When teachers do require a substitute, we recognize that arrangements for substitute teachers are essential for the efficient and continuous operation of the school system. Teachers must not personally arrange for a substitute, as building secretaries and Kathie Watson will make those arrangements.

Arranging for a Substitute

If you know in advance that you will require a substitute, please see your building secretary for the appropriate form (Advance Notice Substitute Request or Personal Day Request). Completed forms are to be turned into building secretaries, as soon as possible, who will then arrange for substitutes.

Outside of the regular school day, teachers requiring a substitute are to call Kathie Watson at 315-286-8389. Mrs. Watson may be called at any time. If you're leaving a message, be sure to state your name, and the building you work in, as well as when you'll need a substitute and for how long.

Substitute Plans/Folders

Substitute teacher folders will help to continue the program teachers have established in their classrooms. Make a copy of your substitute folder available to your substitute, either on your desk or in a visible location. Substitute folders should contain information on classroom management, routines and expectations, classroom/hallway/school procedures, emergency procedures, class lists, critical student information, names and locations of helpful colleagues, a generic lesson plan for emergencies, and the lesson plans for the day of your absence. Please include any other information that would be vital to a substitute in your room. As instructional needs vary by level, please see Appendix 7 in the teacher handbook for building specific substitute folder requirements. When substitutes check in upon arrival, building secretaries will remind them to locate your substitute folder and lesson plans for the day.

TEACHER/COURSE LESSON PLANS

All teachers must maintain a record of their daily instructional plans, which can easily be reviewed to determine the instructional activities that took place on any given day and how those activities directly related to the New York State Learning Standards/ Common Core Learning Standards for their subject area. These Lesson Plans must be readily available for the principal to review, and should be at all observation and evaluation related meetings. **Teachers are not to show Full-Length Movies during class time without approval of the Principal.** The following is a non-inclusive list of information and materials that should be included in the record of daily lesson Plans.

1. The agenda for the assignments that are to be completed during each class period. **It is my expectation that teachers will post agendas of their instructional objectives each day.**
2. How "Effective Teaching" strategies will be integrated into your instruction: **All teachers are expected to use "Bell Ringers" to begin instruction as soon as the tone has sounded to begin class.**

3. The various forms of authentic assessment that you plan to use to determine the effectiveness of your instruction. You should include the number of assessments that you will use each marking period.
4. Your plan for monitoring individual student achievement.
5. The process that you propose to use for the determination of 5 week Marking Period Grades.
6. How Homework will impact 5 week Marking Period grades.
7. When quizzes and examinations will be administered.
8. Behavioral expectations and classroom rules.
9. How you will monitor the success of your students and their scores on their ELA and Mathematics Regents Examinations. These two scores directly impact the Performance Indices that are reported each year on the South Lewis Senior High School, School Report Card. The faculty and staff must work together to motivate all students to do well on all Regents Examinations; however, the ELA and Mathematics Examinations are of particular importance.

PLAN BOOKS

Teachers are provided with a lesson plan book by the school system. You may provide your own plan book if you prefer a different style (at your own expense). Lesson plans should be prepared at least one week ahead and kept in your top desk drawer. This will enable a substitute to carry on your classes in an emergency. The high school principal may call for plan books at any time. Plan books will be checked during the summer for evidence of appropriate planning and good record keeping. Unacceptable plan books will require a plan for improvement.

EMERGENCY LESSON PLANS AND SUBSTITUTE LESSON PLANS

Emergency Lesson Plans should be completed and given to Mrs. Liendecker on or before Friday, September 14th. These folders should contain all of the paperwork that a substitute teacher would need to provide outstanding classroom management and instruction for your students for one to three days. **An Emergency Lesson Plan Coversheet is provided with this handbook and should be completed and submitted with your Emergency Lesson Plans. (Appendix 7)**

The following list contains suggestions of information that would be needed by a substitute teacher:

1. Class Rosters for all days (regular, odd, even, etc.), seating charts
2. Lesson plans for all classes
3. Lunch Period information
4. Classroom rules and procedures (Behavioral Expectations)
5. **Sign Out** procedures, other rules related to students leaving the room during class time
6. Explanation of "**Bell Ringer**" activity
7. Emergency and Fire Drill information
8. Specific information about students (IEP, 504, medical)
9. Computer use procedure
10. Dismissal procedure
11. NYS Learning Standards, Course Outline, Syllabus
12. Several **generic lesson plans** for use in case of emergency

GRADING POLICY

During the first two marking periods for a full year course and for the first marking period of a semester course, students earning failing grades will receive a grade of 55, rather than their actual grades. Students will receive actual grades earned after the first two marking periods for a full year course and after the first marking period for a semester course. Teachers have the option to assign a grade of incomplete, thus affording students additional time to make up work.

The Regents grade will not be the final grade for the course unless a student has maintained an 85 or better average throughout the year. These students can receive the Regents as their final average if it is higher than the 4/5 - 1/5 average. The final course average will be either the mathematical average (80% course work - 20% final) or a 65 whichever is to the student's benefit. In order to receive full credit for a course a student must pass both the class and the regents. If a student's class average is below a 65 and they pass the Regents, the student will pass the course and receive credit unless otherwise approved by the principal.

INCOMPLETE POLICY

Incompletes must be made up within five weeks of the end of the next marking period unless the principal has approved special arrangements. Students in classes that do not meet daily must make special arrangements with their teachers. Any other student may also make special arrangements, and it is their responsibility to request these arrangements. To remove the incomplete, teachers will record the actual grade and send a grade change request to the principal and guidance office. Teachers must sign the grade change log when that change is approved. In order to be eligible for honor roll, students' grades must be submitted to the Guidance office within two weeks after the marking period ends. Incompletes should be changed to numerical grades prior to the end of the school year.

PROVIDING ASSIGNMENTS FOR TUTORS

Assignments requested by Tutors must be provided in a timely manner. Tutors should request student assignments from the high school office on a weekly basis. Work will be collected and made available to the tutor on the following day. Completed assignments must be returned to teachers in a timely manner so that progress can be monitored. Once assignments are completed and returned to the teacher, additional assignments will be provided.

HOMEWORK POLICY

Planning homework assignments should be given as much care as the planning of any other aspect of the lesson. Teachers must provide Mr. Luther with the guidelines that they propose as to how homework will be evaluated and how it will impact 10 Week Marking Period grades. Teachers should refer to the "Effective Teaching I and II" research to determine the best possible role of homework in their curriculum.

C.S.E. MEETINGS

Throughout the school year, teachers will be required to attend C.S.E. meetings for students in their classes. Teacher attendance at these meetings is necessary for compliance with federal regulations relating to educational requirements for students with special needs.

Teachers are assigned on a rotating basis throughout the school year. Ms. Littlefield and Mrs. Stanford will inform you well in advance of your meetings. If you encounter a conflict with a particular meeting you must inform Mr. Luther at least two days prior to the meeting. If the conflict warrants your missing the meeting you should make arrangements for another teacher to attend in your place and provide the teacher's name to Mr. Luther and Mrs. Stanford.

STUDY HALL

1. Attendance in Study Hall is to be regarded as the same as regular class.
2. Study halls are meant for studying!
 - a. A quiet atmosphere must be maintained.
 - b. It is the student's responsibility to provide work and/or appropriate reading material for the study hall period.
 - c. Games and electronic entertainment devices will not be permitted during study hall period.
3. Passes will not be issued until the study hall is orderly and quiet.
 - a. Only one student may sign out of a study hall at a time, to the bathroom, locker or office.
 - b. Pre-signed passes are issued each morning for the library before first period.
 - c. Students are not allowed to sign out during the last few minutes of the period.
 - d. To see another teacher, a student must get a pre-signed pass in ink, from the requesting teacher prior to the beginning of the period.
4. Those students who are on pass restriction must have a pre-signed pass to leave the study hall setting. Otherwise, they are not allowed to leave.

South Lewis High School SCHOOLTOOL REPORTING SCHEDULE

Grades, Interim Progress Reports, and Report Card Processing Dates 2018-2019

Report Cards Marking Periods	Marking Period End Dates	Teacher Deadline to Enter Grades, Print & Verify	Print Report Cards/Progress Reports	Mail out Report Cards/Progress Reports
<i>Progress 1</i>	<i>October 5th</i>	<i>October 9th</i>	<i>October 9th</i>	<i>October 10th</i>
Marking Period 1	Nov 9th	8:00 am November 13th	November 13th	November 14th
<i>Progress 2</i>	<i>Dec 14th</i>	<i>December 18th</i>	<i>December 18th</i>	<i>December 19th</i>
Marking Period 2	Jan 25th	8:00 am January 29th	January 29th	January 30th
<i>Progress 3</i>	<i>March 1st</i>	<i>March 5th</i>	<i>March 5th</i>	<i>March 6th</i>
Marking Period 3	April 5th	8:00 am April 9th	April 9th	April 10th
<i>Progress 4</i>	<i>May 17th</i>	<i>May 21st</i>	<i>May 21st</i>	<i>May 22nd</i>
Marking Period 4	June 26th	TBA	TBA	TBA

All teachers are expected to comply with the timelines included in the schedule shown above. The counseling office greatly appreciates those teachers who enter, print, and verify grades before the 8:00 a.m. deadline. Any questions relating to marking procedures or corrections should be referred to the counseling office. This will save unnecessary work in checking and correcting marking errors.

Interim reports shall be sent on or before the end of the 5th week of the marking period to parents of students who are not doing satisfactory work. Interim Reports must be given to Mrs. Bronson no later than 8:00 a.m. on the dates listed above. Every parent deserves to be informed before a failing grade shows up on the report card. **A failing grade must not be a surprise!** Letters of a congratulatory nature should be sent to deserving students as well.

REGENTS EXAMINATION CHALLENGE

Students who wish to “challenge” a Regents Examination must submit a written request to the principal. The request must include: the student’s current academic standing, the reason(s) for the challenge, how the challenge will positively impact the student’s 4-year program and academic goals, and additional supporting information as deemed necessary. The request will be forwarded to the Superintendent for his review and decision whether or not to allow the challenge. Regents Examinations may only be challenged when approved by the principal and superintendent.

DAY PASS/HALL PASS MONITORING

The Senior High School faculty and staff place great value on the amount of time each day that students experience direct, instructional contact. The sign out policy was developed and implemented to maximize student instructional time. Students are not allowed to be in the hallways of the Senior High School building without permission from the teacher, which will be visually confirmed by students carrying a pass signed by a staff member. Student hallway time should be kept to a minimum other than during normal passing time between periods. Students found in the hallway without a staff signed pass will receive consequences as provided by the Code of Conduct.

STUDENT PASS RECORD BINDER

When students leave the classroom while class is in session they must have a signed, staff issued, blue hall pass and they must sign out in the STUDENT PASS RECORD BINDER. Students’ names, time leaving the room, destination, and the time returned to the room must be written on the daily Student Pass Record form that will be located in a red, 3-ring binder in each classroom. Student Pass Record Binders will provide valuable information as to the location of students in any emergency situation such as a Lock Down and Evacuation or when attempting to locate a missing student.

DISCIPLINARY PROCEDURES

Teachers are expected to deal effectively with minor classroom disruption and the failure of students to complete assigned work. It is my expectation that all teachers will contact the parent/guardian of any student that may be referred to administration for misbehavior. Failure to complete assigned work in itself is not a disciplinary problem. It is a problem that should be addressed through parent involvement and the involvement of School Counselors.

If students are misbehaving in class and/or not completing assigned work, the following steps should be completed before referring the students to administration:

1. **You must make contact with the child's parent and seek their assistance in solving the problem. Documentation of parental contact should accompany any referrals that follow a particular incident.**
2. Students should be assigned Lunch Detention or 8th Period Detention with you. These detentions will put in place the "Two for One" Teacher Detention Policy. If the student fails to attend the first 8th Period Detention, two 8th Period Detentions will be assigned. If the student still refuses to attend 8th Period Detention, referral to administration should follow. Referrals should be accompanied by documentation of parent contact.

LUNCH DETENTION

Teachers may use teacher assigned Lunch Detention as a disciplinary measure as long as the following guidelines are adhered to:

1. Lunch detention should be such that students still have enough time to eat their lunch and not be tardy to the next class.
2. Lunch detention should be served at the beginning of the lunch period. Students will be allowed to go to the front of the line to get lunch and take it back to the classroom. Students should eat lunch in the cafeteria unless special arrangements have been made with the principal, his designee, or teacher in advance for them to eat elsewhere.
3. If students do not attend your lunch detentions they are not to be referred to the high school office until the following steps have been taken.
 1. **You must make contact with the child's parent and seek their assistance in solving the problem. Documentation of parental contact should accompany any referrals that follow a particular incident.**
 2. These students should be assigned an 8th Period Detention with you. This assignment will put in place the "Two for One" teacher detention policy. If the student fails to attend the first 8th Period Detention, two 8th Period Detentions will be assigned. If the student still refuses to attend 8th Period Detention, referral to administration should follow. Referrals should be accompanied by documentation of parent contact.

These procedures must be followed so that our goal of changing inappropriate behavior can be met. Parental involvement will positively impact our success rate.

DISCIPLINARY EXPECTATIONS

In general, each teacher will handle his or her own discipline problems. The office will assist when necessary. It is the duty of everyone to assume personal responsibility in halls, cafeteria, at home games, and other places outside the actual classroom situation, where any part of the school program is being carried on. The following is a partial list of regulations that shall be followed by all staff members.

1. Students shall be supervised at all times: in classrooms, hallways, study halls and all school related activities.
2. In order for a student to be in the hall they must have permission from a teacher. This will be confirmed to staff by having a signed blue hall pass. Senior Cards are an exception to this policy, but only during times announced by Senior Class Advisors and only for the **FIRST 10 MINUTES OF EACH PERIOD**. All seniors must have a signed pass in order to be in the hall after the **first 10 minutes** of the period.
3. **Teachers shall supervise the hallways during the passing of classes. It is important that you stand at your doorway during the time that students are moving from class to class. Your presence in the hallway positively impacts student behavior.** This requirement is an integral part of our Violence Prevention Plan and your participation on a regular basis is expected.
4. Public displays of affection during school hours and at social functions are not permitted. Teachers should correct inappropriate public displays of affection if they encounter them.
5. **Teachers should continually check students** who are observed in the hallways during class time to be sure that they have a staff signed pass and are there with permission.

STUDENTS LATE TO CLASS

In the **Student Handbook**, under the heading of General Behavioral Expectations the following expectation is listed:

1. Students shall follow directions of the adults who are responsible for their safety and learning. These people include bus drivers, teachers, support personnel, administrators, parent volunteers and other school staff. **Students are to report to school and all classes on time and be prepared to learn.** Students are to remain in classes unless they have been dismissed by the teacher.

Teachers must ensure that students are on time to class. Students who are continually late to class must be held responsible for their tardiness. Far too many students arrived late to their classes, **especially to first period**. Students have sufficient time to get breakfast and class materials and to be in class on time each morning. They do however, spend the time prior to the first bell visiting with their friends and then are late for their first period class. This behavior is unacceptable. It is important that we make students aware that they must be on time for each class, and if they are not on time, they will experience appropriate consequences. Mr. Brown and I make it a point to be in the hallway during all class changes whenever possible and we definitely do not see urgency on the part of some students to get to class on time. I am depending on you to place this sense of urgency in the minds of your students.

No student should be allowed to enter first period class after the tardy bell unless they have a written excuse from a member of the faculty, staff, or administration or a pass from the Attendance Office showing that they Signed-In late to school. If students do not have a written excuse you should send them to the Attendance Office to Sign-In. Once the student has been late 3 times to first period Mrs. Brown will complete a referral to Mr. Brown. Mr. Brown will meet with the student at a time that will not interfere with academics and administer the appropriate disciplinary penalty.

Students should be on time to their first period class, prepared to listen to the morning announcements. It is my expectation that all students are asked to stand for the Pledge of Allegiance, observe the moment of silence, and remain quiet during the morning announcements.

It is the individual teacher's responsibility to maintain accurate records of students who are late to all classes other than first period. An electronic referral must be completed each time a student accrues 3 lates to class; i.e. 3 lates, 6 lates, 9 lates, etc.

TELEPHONES

Office and classroom phones are for business and emergency purposes only. Students will not be allowed to use these telephones to call home for permission to leave school early or ride home with another student, except in case of an emergency. Such arrangements can be made by providing a written note signed by the student's parents. Parents will need to call the Attendance Office (348-2526) for any unexpected appointments.

South Lewis Central School Cell Phone Policy – Effective 9/1/12

Student use of cell phones, personal digital accessories (PDA) or other electronic devices during the school day is a privilege. Adherence to the guidelines below is essential to maintaining an appropriate academic environment and the integrity of the classroom. Abuse of this privilege will result in consequences beginning with the confiscation of the device and the student having to report to the Principal's or Student Mediator's Office at the end of the school day to pick up their PDA and receive the appropriate consequence. This may include, but not be limited to, parent involvement, suspension, loss of cell phone privileges, and/or loss of other privileges.

Cell phone and all functions within the cell phone (i.e. cameras and all other applications) are prohibited in the following areas unless expressly permitted by a staff member for educational purposes: Classrooms, Restrooms, Locker Rooms, all P.E. Areas, and all Offices and Library. The South Lewis School District will permit texting and other cell phone/PDA uses **except talking on the phone, use of camera or video and/or anything that impedes the learning environment.**

Cell Phone Rule: The respectful, non-disruptive use of cell phones is permitted in any area except those listed above. As soon as the threshold of the classroom or any prohibited area is crossed, during the school day, cell phones need to be put away and made undetectable (i.e., silenced without vibration). Violation of the cell phone rule as stated above will result in a referral, as the first action. Any violation beyond the first offense is subject to consequences as stated above in the procedure. Cell phone use in a prohibited area will result in the confiscation of the device and the student having to report to the Principal's or Student Mediator's Office at the end of the school day to receive the appropriate consequences and to pick up their phone.

Students must comply with staff directives, including but not limited to, ending phone usage for student-staff interaction and using appropriate voice volume and device volume. When in use, cell phones must be on silent mode so that no audible ring tone is heard. It is important and necessary for students to hear directions at anytime. For this reason, any listening devices may only be used in ONE ear.

Students using cell phones/PDA's or other functions or electronic devices in any manner that disrupts the educational environment, from within or from outside the classroom, or violates the rights of others, including, but not limited to, using the device in violation of our academic honesty policy, violating school conduct rules, harassing or bullying staff or students, or using their device for unlawful purposes will be subject to more severe disciplinary action, up to and including suspension and/or expulsion and may be reported to the appropriate authorities.

Teacher Cell Phone Use

School personnel should refrain from using cell phones in the presence of students. Cell phones can be utilized during the designated time before/after school, prep periods, and lunchtime. Should an emergency phone call arise, the teacher should arrange for adult supervision of the students while the phone conversation takes place.

STUDENT DRESS CODE

Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting. A student's dress, grooming and appearance, including hair style/color, jewelry, make-up and nails, shall:

1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Recognize that extremely brief garments such as tube tops, net tops, halter tops, plunging necklines (front and/or back), bare midriff, shorts and skirts above mid thigh, see-through garments and pajamas are not appropriate.
3. Ensure that underwear is completely covered with outer clothing. **Pants and trousers should be worn at waist level and secured with a belt to prevent the possibility of exposure of underwear. Boxer shorts may not be visible at any time.**
4. Include footwear at all times. Footwear that is a safety hazard, disruptive, or distracting may not be worn.
5. Headgear of any kind may not be worn in the school building during the school day except for medical or religious purposes. Administrative approval is required.
6. **Bandanas may not be worn on the school campus at any time.**
7. Not include items that are vulgar, obscene, and libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
8. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.

SOUTH LEWIS SENIOR HIGH SCHOOL EXTRA CURRICULAR ACTIVITY/ACADEMIC ELIGIBILITY PROCEDURES

The South Lewis Central School District recognizes the role of extra curricular activities in the development of a well-rounded individual. All students are encouraged to become involved in the academic, fine arts, social and athletic opportunities offered at South Lewis. To be eligible to participate in extra curricular activities, a minimum academic standard must be maintained. The **Academic Eligibility Program** is designed to provide students with a support system to help them be successful in their class work. For students to be successful, they must put in legitimate effort. This is a program focusing on **EFFORT**. Identified students will be given directives to help them focus on academic areas that need improvement. The student's responsibility is to follow the directives of the program and do his/her work.

The following criteria have been established to determine when a student involved in extra curricular activities will be required to participate in the **Academic Eligibility Program**.

***Grade Point Average in one class of below 65**

***Grade Point Average in two classes of 70 or below**

The program will begin 5 weeks into the school year for the High School. For winter and spring activities, eligibility will be determined when the activity begins.

Students will be given directives on a weekly basis designed to address academic weaknesses. The student may be removed from the program at any point when their academic achievement meets criteria. An "**Eligibility**" sheet will be assigned to the student to monitor his/her progress. This sheet will be given to teachers to make comments as to the student's academic progress. Should a student not comply with the directives issued, consequences will be imposed.

For athletics and activities in which an ongoing schedule of participation is established, students will be held accountable as follows:

1. First week of non-compliance; the student will continue to practice with the team, but will not participate in the contests scheduled for that week.
2. Second week of non-compliance; the student will sit out practice or volunteer to participate in Extended Day Program, and will not participate in the contests scheduled for that week.
3. Third week of non-compliance; the student will be removed from the team.

For extra curricular activities, which do not adhere to a daily schedule, the task of determining appropriate consequences is more complicated. If the student does not comply with the directives issued, a conference will be scheduled after the first week of non-compliance to establish a continuum of consequences. This conference should include the extra curricular advisor, the classroom teacher(s) involved, the student, the parent(s) and the program manager.

PUBLIC RELATIONS

Good public relations involve more than just providing public information. Education is a cooperative process; parents should be considered as active participants in their child's school experience. The fair and impartial treatment of students and conflicts will help to build good public relations for you as a teacher and for the school system. Parents must be informed of student progress. Positive communication is encouraged. Parents shall be contacted if a student is failing at the three-week interval of each marking period. Parents must be informed each marking period.

GUESTS AND VISITORS

All visitors must obtain a pass from the designated sign in location. Guests are to wear guest identification badge around their necks at all times while in the building. Students are not permitted to bring younger brothers, sisters, or relatives to school with them. Students from other schools are not permitted to be guests during the school day.

STUDENT SURVEYS

During the school year, the district may administer various surveys to high school students. As a result of NCLB, parents also have the right to prevent their students from taking surveys. Teachers must be sure to exclude these students from any survey that is given. A list of these students may be obtained from the Guidance Office prior to administering any survey.

STUDENT ASSEMBLIES

Student assemblies will be held periodically throughout the school year. These assemblies are normally held in the auditorium. Teachers are expected to attend any assembly that includes all students in grades 9-12. Teachers should attend all assemblies unless they are teaching a class.

FIRE DRILLS/EMERGENCY EVACUATION

Teachers must review the evacuation route for their classrooms at the beginning of each school year and make sure that students are frequently reminded of Fire Drill and Emergency Evacuation Procedures. The following rules should be adhered to:

1. Students should walk briskly, but not run.
2. Students should stay in line after leaving the building and return by reversing the line.
3. Teachers will accompany their classes. Lines will be halted by a hand signal from the head of the line.
4. The signal to return will be three bell tones.
5. Students will be instructed in each class or study hall as to the proper procedure for fire drills and emergency evacuations.
6. The effectiveness of a fire drill in case of a real fire is definitely hindered by disorder and talking during the drill. Please, no talking during fire drills.
7. Directions for student movement out of the building will be posted in each classroom.
8. Teachers should close their classroom doors and take their class rolls with them out of the building and check to be sure that all of their students are accounted for. Missing students should immediately be reported to office staff, an administrator or Mr. Brown.
9. Teachers should review fire drill regulations with their students on the first day of school and periodically during the school year.

Students should not be in the parking lot during an evacuation and should be as far away from windows as possible to avoid injury in case of an explosion.

Should there be a need for an emergency evacuation, students will be evacuated in an orderly fashion. A location for the evacuation will be determined based on the situation at hand. **Instructions for the evacuation will be communicated by administration at that time.**

EMERGENCY LOCK DOWN PROCEDURE

The announcement, "All teachers and staff should Lock Down their rooms at this time" will activate an **EMERGENCY LOCK DOWN**. This will indicate there is an emergency situation and students should not be released.

Teachers/Staff should:

1. Activate Emergency Lock Down by Announcing "All Teachers and Staff Should Lock Down Their Rooms at this Time".
2. Call 911.
3. Notify Principal and Superintendent/District Office of incident.
4. ALL students and staff are to locate to the nearest safe place and lockdown
5. Teacher/Staff lock and close doors and move students out of the line of sight from the doorway.
6. All adults that are not responsible for students at the time of the lock down, should secure themselves in a room and wait for further information.
7. All activities should cease and you should wait for any further direction. (No time should be spent turning off lights, pulling shades or completing any other activities that puts one in the line of sight from the door).
8. There should be no one in the hallway. (NOTE: At the HS/MS the auditorium should be locked down and anyone in the auditorium should be informed of the lockdown if possible)
9. Teachers/Staff are to take attendance and record students who are in the room. They should make special note of any missing or extra students. Should this attendance information be needed, teachers/staff should be prepared to provide it when requested. They are not to call the office or any other location with this information until requested to do so.

-If your phone rings during a lockdown use discretion in deciding to answer or not. DO NOT answer the phone if it causes you or your students to be placed in the line of sight from the classroom door.

1. All exterior doors should remain locked.
10. Students/Staff outside building must evacuate to a safe location. If possible, they are to call the school office and 911. Do not return to the building without direction to do so.
11. When students and staff are in lockdown they will remain in that location and await further instructions. They will only move to an alternate-location if it is safe to do so (e.g. classroom, cafeteria, gym, etc...). Please remember to do your best to get out of the line of sight from any doorways.

HEALTH AND SAFETY:

Complete supervision is the best answer in helping to keep accidents at a minimum. However, in case of accident or illness, keep calm and either send the student to the nurse, or send for the nurse if the student cannot go himself. The office should be contacted immediately if the injury is serious. In case of accident, a report of injury is to be filled out as soon as convenient by the teacher in charge at the time of the accident. This report is to be sent to the nurse and should include all pertinent details of the accident. In case of serious injury, a written report shall be submitted in detail to the principal as soon as possible.

The physical education instructors will make out their own reports and give the nurse a duplicate copy.

WHEN A PERSON BECOMES UNCONSCIOUS IN THE HIGH SCHOOL

1. Notify the nurse at ext. 2525. If no answer, notify the attendance officer at ext. 2526. At the same time, send a student to the nurse's office. If the nurse or Attendance Officer is unavailable, send to Mr. Luther in the High School Office.
2. If a CODE BLUE is determined, the nurse will have someone at the scene notify the office.
3. One of the office personnel will announce over the PA: "**Code Blue - Room _____**" and repeat once.
4. Office personnel will then call an ambulance (911) and give the necessary information and which door of the school to enter.
5. Mr. Luther, Mr. Oaks, and Mr. Brown will immediately report to the scene.
6. Mrs. Brown will pull student/adult record and have HS Secretary deliver it.
7. Mrs. Brown will send the needed equipment from the nurse's office to the location of the Code Blue. She will pull emergency phone numbers and either the school nurse or principal will place the necessary phone calls.
8. The Guidance Counselors will cover the classroom and remove students if necessary.
9. Later, the members of the team should meet and evaluate this plan.

CLASSROOM CARE

Use electric lights whenever they are needed, but turn them off if the outside light becomes adequate for clear vision. Be sure lights are turned off whenever you know all students are leaving and a class will not be held in the room next period.

Each teacher should make it a point to see that students pick up any papers on the floor at the end of each period. Each teacher is responsible for the appearance of his/her room. At the end of the school day and especially over weekends and vacations teachers should leave their rooms in a neat and orderly fashion - windows shut and locked, papers and all extraneous material put away.

Teachers should leave rooms in reasonable order. Custodians will clean rooms but are not expected to handle expensive equipment, chemicals, AV equipment, films, etc. **ROOMS NOT IN USE ARE TO BE LOCKED.** Rooms not properly cleaned on a daily basis should be reported to the high school principal.

Do not use tape on walls!

SOUTH LEWIS CHAPERONE GUIDELINES

As a chaperone at any South Lewis event, you are responsible for enforcing school rules and regulations and helping all people in attendance have an enjoyable time.

We must keep in mind that school events are a social event for students and community, but rules still need to be enforced. Some rules that are important to be enforced are:

1. No use or possession of alcohol, tobacco, tobacco products, or illicit drugs.
2. No fighting.
3. Spectators are here to watch the event. They should be in the spectators' designated areas for the event.
4. Students should not be wandering around the halls or school grounds.

5. We are committed to maintaining attractive facilities. Assure that our indoor spectators consume food and drink in designated areas.
6. Once a student spectator enters an indoor contest, they must remain.
7. All school rules are in place for students at school events.

Chaperones should get to an event ½ hour prior to the event and stay ½ hour after or until the crowd disperses. Check the building prior to the event. If necessary, see a custodian to lock down unneeded areas. During the event, make sure no one is loitering and check to see that areas are secure.

If you have any problems with any students, ask them to leave. If you have any problems with any adults or individuals from other schools and they do not respond positively, **call the Sheriff's Department at (376-3511).**

If an adult is smoking, politely remind them that state law prohibits smoking on school grounds and that we would appreciate it if they would put it out. Do not get into a shouting match or any type of physical altercation with a spectator. **Call the Sheriff's Department.**

Please report to the principal or athletic director, any incidents or concerns you may have as soon as possible after the event. Putting the incident in writing is very important. Please enjoy the event while performing the chaperone duties.

SIGN UP PROCEDURES FOR CHAPERONING ATHLETIC EVENTS

1. All South Lewis Teachers s Association (SLTA) unit members are “**expected to assume home chaperonage duties...**” (See Article VIII, Section 3). All SLTA unit members will sign up for one unpaid and one paid chaperone assignment.
 - a. SLTA unit members may sign up in advance for any future chaperone assignments.
 - b. Once signed up it is the responsibility of the SLTA unit member to fulfill that obligation.
 - c. If an event is canceled and/or rescheduled, it is the District's responsibility to notify the SLTA unit member. The SLTA unit member will be given the opportunity to fulfill their obligation with the make-up event or future event within the school year.
2. There will be a sign up period three times a year for the SLTA unit members to sign up for their home chaperone duties.
 - a. **Sign up deadlines will be:** Fall - September 14th
 Winter - November 16th
 Spring - March 22nd
 - b. SLTA unit members that have not fulfilled their home chaperone duties will be assigned by use of the SLTA unit member roster. The SLTA will get a copy of the Home Chaperone Assignment List.
3. Home chaperone events will be open to anyone. However, all unit members are expected to do at least one unpaid chaperone duty.
 - a. All SLTA members are expected to fulfill these duties as per contract.
 - b. Coaches are not expected to chaperone during their sports season.

FIELD TRIPS

Transportation must be confirmed prior to scheduling all field trips. The faculty member in charge of the field trip must make sure the District Field Trip form has been completed, is on file in Mrs. Brown's office and maintain a copy for themselves. A list of students going on the trip must be provided to the high school office at least three days prior to the trip so that all faculty members are aware of students attending. The following listed guidelines govern field trips in the South Lewis School System:

1. Field trips are an extension of the curriculum and, as such, should be planned with a definite educational objective in mind.
2. Appropriate instruction shall precede and follow each trip.
3. Field trips should be arranged with prior approval from the principal. Trips should be taken at appropriate grade levels and not be repeated.
4. In addition to one major field trip, local field trips will be allowed and approval given on the merit of the trip and available money.
5. All field trips must be supervised by a teacher and an appropriate number of chaperones.
6. Each child who goes on a field trip must have a completed District Field Trip Form on file in Mrs. Brown's office. The faculty member in charge of the trip must be sure that pertinent emergency medical information is taken on the trip. Major field trips will require additional parent permission.
7. Day trips should not exceed 150 miles one way or 12 hours K-3 and 14 hours 4-6 from time of departure to arrival back at school.
8. Teachers taking extended field trips, especially to Canada, will have in their possession an updated class printout sheet from BOCES, which includes date of birth, home telephone number, parent name, etc.
9. All students taking field trips to Canada will carry personal identification. This might be appropriate for any of the major field trips.
10. Students on field trips are considered present for attendance purposes and will be given ample opportunity to make up any work missed.
11. A list of students attending the field trip must be handed in to Mrs. Liendecker in the high school office three days prior to the trip.
12. Field trips are an extension of regular classroom activities and as such the teacher is ultimately responsible for the conduct of all students both on and off the bus.
13. Students may be asked to pay all or part of the expenses of field trips but students will not be excluded from participation because of individual student expenses. Raising money through fund raising is permissible as long as approved guidelines are followed.
14. School bus transportation will be used when arrangements can be made that do not disrupt regular school bus schedules
15. To deny a student attendance on a field trip is denying him full advantage of the educational process. If a student is denied participation, the reasons should be well documented and parents notified. Students who are denied attendance or lack parental approval for a trip should be provided with assigned work, which will cover some aspect of the learning experience, which is being missed.
16. The taking of extended day trips or overnight trips is encouraged by the administration but is voluntary.
17. Wherever possible, teachers should share experiences, information, and even coordinating field trips between buildings. District-wide trips are encouraged.
18. Pre-trip planning, which may include visiting in advance, is essential to prevent "surprises" like inadequate rest room facilities, no parking for the bus, etc.
19. Overnight trips must be approved, and dates scheduled at least eight weeks in advance.
20. An outline of the trip including all activities has to be submitted to the appropriate administrator for approval.
21. A Field Trip Checklist is available in the office.

LIBRARY

The Library is to be used for quiet study, research and book selection. In addition to books and magazines, computer resources and audiovisual materials are available for students to use to complete assignments or to pursue new interests. The library staff will assist students in the location and proper use of resources and equipment available. The library will be opened all periods unless otherwise announced. The library is also available for student use during 8th period.

Passes: Students may obtain a pre-signed pass from the library to complete project work during study hall. All students will remain in the library for the entire period, unless a pass has been issued for the student to return to study hall. If a student is disruptive, he/she will be asked to leave, and will face further disciplinary action.

INSTRUCTIONAL MEDIA

The use of instructional television, films and videos are an integral part of the school curriculum. In the selection of films or television programs, staff members will exercise discretion within the bounds of this policy as follows:

Television: Instructional television programs are recognized for their value in the school curriculum. When using instructional television in addition to general curriculum materials, a teacher will keep in mind that the program matter should be appropriate to the class curriculum. To increase the effectiveness of instructional television, the contents of the program will be integrated into classroom discussion. Television presentations of general interest to the community also may be used for instructional purposes to supplement curricular materials.

Films and Videos: Films and videos may be used as teaching tools when the subject matter therein will result in a substantially increased understanding of objectives of the lesson. All films must be previewed by the teacher before use in the classroom to determine if the content is appropriate for the age level and germane to the subject areas or objectives being taught. **If there is any question as to the appropriateness of the film or video, the teacher should have the film or video approved by Mr. Luther. Teachers should not show full-length movies without approval of administration.** Teachers will exercise prudence in the selection of films that teach value concepts. All films and videos will be viewed by teachers with their students and the content integrated into the lesson being taught.

TEXTBOOKS

Textbooks are furnished by the school district. All textbooks and library books are the property of South Lewis Senior High School. It is important that these books be kept in good condition so that they can be used in the years to come. The student must pay for books that are lost, defaced or destroyed. It is the responsibility of each student to use and care for these books as though they were his/her own. Books are to be returned in the same condition as received except for normal wear. Any extra textbooks should be secured to prevent theft.

Students are to store books in their lockers. Lockers are to be used only between periods. Book bags will facilitate carrying and help to keep books in order and in good condition. Students are strongly urged to cover all books for best possible care. Damage is caused by improper handling and carelessness.

Writing in textbooks is defacing school property and will result in replacement of the book and/or disciplinary action. Once a textbook is issued to a student, if it is lost, stolen, or damaged in any way, it is the student's responsibility to pay for that loss as listed below.

REPAIR OF TEXTBOOKS AND COST TO STUDENTS

1. Students are to report any textbook damage to the class teacher who issued the book.
2. The student will pay for damaged textbooks at a rate set by the office. If a textbook has been damaged so that it cannot be used the charge will be:
 - 100% for a book less than one year old.
 - 50% for a book less than four years old but more than two years old.
 - 25% for a book that is four or more years old.
3. A student who loses a textbook shall be given one month in which to pay for his/her book.
4. Damaged books but still usable, will be handled the same as in number three above, the student will pay for the book.
5. Books intentionally destroyed, same as above.
6. Students without books should not be issued a second book until the student pays for the first copy. If a student does not pay for the textbook in a reasonable amount of time the student should be referred to Mr. Brown. The student must continue to receive instruction.

Appendix 1

Class Meetings & First Day Procedures Wednesday, September 5, 2018

Class Meetings will be held Wednesday morning September 5th. Meeting times are as follows.

Seniors - 8:22 - 8:52
Juniors - 9:05 - 9:48
Sophomores - 9:48 - 10:18
Freshman - 10:34 - 11:14

An announcement will be made when each class should be sent to the auditorium and when they have been released to return to classes. You should accompany your students to the meeting unless you have students in other grade levels to supervise. Adjustments will be made accordingly if a meeting does not end on time.

All students will attend first period from 7:38 to 8:22 a.m. to complete first day tasks, (i.e. announcements, attendance, student schedules, locker assignments, handing out **Codes of Conduct, Student Handbook, Pupil Benefit, Media Permission, Emergency Info**, other forms, etc.).

You will have one (1) **Student Signature Sheet** that should be handled as follows.

1. All students must sign that they received copies of the **Code of Conduct, Student Handbook**. Please track the collection of Pupil Benefits, Media Permission, and Emergency information documents on the **Signature Sheet**. This **Signature Sheet**, along with all collected documents, must be turned in to Michele Liendecker or Jennifer McAleese by the end of the day Friday, September 14th.

Teachers should continue to collect signed/completed forms from students until Friday September 21st and turn them into Michele Liendecker or Jennifer McAleese in the high school office.

Appendix 2

2018-2019 High School Bell Schedule

PERIOD 1	7:38 - 8:22
PERIOD 2	8:25 - 9:05
PERIOD 3	9:08 - 9:48
PERIOD 4	9:51 - 10:31
PERIOD 5	10:34 - 11:14
PERIOD 6	11:17 - 11:57
LUNCH	(30 Minutes, 11:17 AM - 11:47 AM)
PERIOD 7	12:00 - 12:40
LUNCH	(30 Minutes + 3 minutes travel time 12:07 PM - 12:40 PM)
PERIOD 8	12:43 - 1:12
PERIOD 9	1:15 - 1:55
PERIOD 10	1:58 - 2:38

Explanation of Periods 6 and 7: Lunches, Classes, and A and B periods

If a student has a 6th period lunch:

6 th Lunch	11:17 - 11:47	30 minute lunch
Period 7(A)	11:50 - 11:59	Extended class time
Period 7	12:00 - 12:40	Period 7 class time (40 minutes)

If a student has 7th period lunch:

Period 6	11:17 - 11:57	Period 6 class time (40 minutes)
Period 6B	11:58 - 12:07	Extended class time
7 th Lunch	12:10 - 12:40	30 minute lunch

BOCES Seniors

Will eat 6th period lunch beginning when they return from BOCES until 11:47 and should report to class by 11:50 AM.

A bell/tone will ring/sound at the times shown in **BOLD** print.

This information should be carefully explained this to **ALL** students on the first day of school. Please remind your students at the beginning of each period for several days thereafter.

Appendix 3

FACULTY AND STAFF

<u>NAME</u>	<u>ASSIGNMENT</u>	<u>LOCATION</u>
Michael Absolom	15-1-1	322
Amanda Alger	English	124
Neil Austin	Math	336
Kim Bradway	Business	337
Chad Brown	Student Mediator	331
Jana Brown	Math	332
Jessica Simmons-Brown	Teacher Assistant	103
Emily Burke	English	122
Julie Burmingham	Guidance Counselor L-Z	Guidance
Martha Campbell	Teacher Assistant	322
Brian Carvel	12-1-1 Class	326
Ed Collins	Social Studies	125
Mike Comet	Science	319
Kristen Davidson	Spanish 1	210
Kacee Delles	English & Social Studies	127
Jennifer Duell	Resource	110
Kathryn Ellison	ENL/Spanish	210
Theresa Garnsey	Aide	Library
Mary Gerhardt	Science	317
Ashley Gino	Physical Education	Gym
Marianne Green	Guidance Counselor A-K	Guidance
Ed Griffiths	Social Studies	130
Cassie Gronowski	Vocal Music	102
Rachael Humphrey	Agriculture	105
Anne Huntress	Science	321
Gail Kiser	Computer Aide	111
Sara Koziarz	Health	307
Robert Lawry	Science	320
Jennifer Lennox	Spanish	126
Ken Liddiard	Technology	106
A. J. McCall	Instrumental Music	101
Marcy McGuire	English	123
Lisa Monks	Librarian	Library
Holly Mooney	Teacher Assistant	326
Cynthia Panella	Art	108
Ashley Schneider	Math	333
Dan Shannon	Social Studies	129
Lisa Smithling	AIS	121
Brock Smykla	Physical Education	Gym
Kim Teal	Study Hall	Float
Lee Todeschini	SRO	125A
Brook VanBrocklin	Special Education	223
Beranda Vargo	Family and Consumer Science	112
Patricia Vito	Aide	Float
Mary Wilton	Study Hall	Float
Kristi Yager	Math	335
Jeremy Youngs	AIS	121

Appendix 4

**Delayed Opening Schedule
2018-2019**

The following schedules will be used when it is necessary to delay school opening **TWO** hours. A modified schedule may be considered when we experience multiple delays.

Two Hour Delay Schedule:

No School	7:38 – 8:22
No School	8:25 – 9:05
PERIOD 1	9:41 – 9:48
PERIOD 4	9:51 - 10:31
PERIOD 5	10:34 - 11:14
PERIOD 6	11:17 - 11:57
LUNCH (30 Minutes)	11:17 - 11:47
PERIOD 7	12:00 – 12:40
LUNCH (30 Minutes)	12:10 - 12:40
PERIOD 8	12:43 - 1:12
PERIOD 9	1:15 – 1:55
PERIOD 10	1:58 - 2:38

****In the event that delayed openings and/or early dismissals are deemed to adversely impact class meeting time, a plan to alternate morning and afternoon classes will be developed and implemented.

Appendix 5

**SOUTH LEWIS SENIOR HIGH SCHOOL
2018-2019 School Year
Meeting Dates**

Faculty Meetings

All faculty meetings will be held in the library and begin at 2:50 PM. The September 1st meeting will begin at _____.

September 4, 2018
October 1, 2018
November 5, 2018
December 3, 2018
January 7, 2019
February 4, 2019
March 4, 2019
April 1, 2019
May 14, 2019
June 3, 2019

Department Meetings

All department meetings will be held in the Department Chair's classroom and begin at 12:45 PM. They will be held on the week of:

September 4, 2018
October 15, 2018
November 13, 2018 (Tues.)
December 17, 2018
January 14, 2019
February 11, 2019
March 18, 2019
April 8, 2019
May 13, 2019

Monday: English
Tuesday: Math
Wednesday: Social St.
Thursday: Science/RA
PE, AIS, and Guidance
should plan to attend one each month.

**Department Meetings
Cont..**

**Health/Physical Ed.
Meetings**

Please attend 1 department meeting Mon-Thur.

Additional Health/Phys. Ed. meetings will be held in the Health Room as determined by Mr. Oaks. He will communicate with you about meeting times based on need.

SDM Meetings

All SDM meetings will be held in Mr. Luther's Office beginning at 12:45 PM.

October 10, 2018
January 23, 2019
March 13, 2019
May 22, 2019

Department Chair Meetings

All department chair meetings will be held in the library conference room and begin at 12:45 PM.

September 26, 2018

Additional meetings will be scheduled thereafter as needed.

Freshman Seminar Meetings

All Seminar meetings will be held in designated classroom and begin at 12:45 PM.

September 12, 2018
October 24, 2018
November 28, 2018
January 9, 2019
March 6, 2019
April 24, 2019
June 19, 2019

Additional meetings will be scheduled as needed.

APPENDIX 6

POST IN CLASSROOM

STUDENTS LATE TO CLASS

2018-2019

In the **Student Handbook**, under the heading of General Behavioral Expectations the following expectation is listed:

1. Students shall follow directions of the adults who are responsible for their safety and learning. These people include bus drivers, teachers, support personnel, administrators, parent volunteers and other school staff. **Students are to report to school and all classes on time and be prepared to learn.** Students are to remain in classes unless they have been dismissed by the teacher.

Teachers must ensure that students are on time to class. Students who are continually late to class must be held responsible for their tardiness. As the year passes, far too many students arrived late to their classes, **especially to first period.** Students have sufficient time to get breakfast and class materials and to be in class on time each morning. They do; however, spend the time prior to the first bell visiting with their friends and then are late for their first period class. This behavior is unacceptable.

It is important that we make students aware that they must be on time for each class, and if they are not on time that they will experience appropriate consequences. Mr. Brown and I make it a point to be in the hallway during all class changes whenever possible and we definitely do not see urgency on the part of some students to get to class on time. I am depending on you to place this sense of urgency in the minds of your students.

No student should be allowed to enter first period class after the tardy bell unless they have a written excuse from a member of the faculty, staff, or administration or a pass from the Attendance Office showing that they Signed-In late to school. If students do not have a written excuse you should send them to the Attendance Office to Sign-In. Once the student has been late 3 times to first period Ms. Garnsey will complete a referral to Mr. Brown. Mr. Brown will meet with the student at a time that will not interfere with academics and administer the appropriate disciplinary penalty.

Students should be on time to their first period class, prepared to listen to the morning announcements. It is my expectation that all students will be required to stand for the Pledge of Allegiance; observe the moment of silence and to remain quiet during the morning announcements.

It is the individual teacher's responsibility to maintain accurate records of students who are late to all classes other than first period. An electronic referral must be completed each time a student accrues 3 lates to class; i.e. 3 lates, 6 lates, 9 lates, etc.)

Appendix 7

**EMERGENCY LESSON PLAN COVERSHEET
2018 - 2019**

Teacher's Name: _____

Date submitted: _____

I have provided Lesson Plans for _____ days.

Teachers must attach a completed copy of this Coversheet to their Emergency Lesson Plans.

ITEMS INCLUDED:

CHECK HERE

- | | |
|--|-------|
| 1. Class Rosters for all classes
(These Rosters must be updated and replaced periodically to insure their accuracy. Teachers of semester courses must replace their rosters with the start of the second semester.) | _____ |
| 2. Attendance procedures | _____ |
| 3. Lesson Plans for all classes | _____ |
| 4. Lunch Period information | _____ |
| 5. Classroom rules and procedures: | _____ |
| 6. Day Pass procedures | _____ |
| 7. "Bell Ringer" activities | _____ |
| 8. Emergency & Fire Drill Procedures | _____ |
| 9. Specific information about students | _____ |
| 10. Computer use information | _____ |
| 11. Dismissal procedure | _____ |
| 12. NYS Learning Standards | _____ |
| 13. Course Outlines | _____ |
| 14. Syllabi | _____ |

Appendix 8

Scheduling Concerns
2018 - 2019

MEMORANDUM:

TO: High School Faculty

FROM: Mr. Chad Luther

SUBJECT: Student Schedule Concerns

DATE: September 5, 2018

Do not permit students to leave class and go to the counseling office for a schedule change at any time.

If students want to change their schedules, give them "Schedule Change Request" forms and instruct them to complete the forms and hand them in to the counseling office. Marianne and Julie will contact students when their schedule change requests have been reviewed.

Empty or Blank Periods and Missing or Absent Required Courses are important schedule problems that need immediate attention. After you check the students schedule and are sure that one of these two problems exist; you should send the student to the counseling office.

Please look at students' schedules when students say that they have problems. Sometimes they are just having a hard time reading their schedules and don't really need to go to the counseling office.

You should send students to the counseling office if they show up in your class with schedules that indicate they should be there, **but they do not show up on your attendance**. The SchoolTools scheduling program works in "Real Time" and any student dropped from or added to your class rosters will show up as soon as the change is completed. Check the schedule to be sure that the student is reading it correctly before sending them to the counseling office. Also, contact the counselors if a student continues to show on your attendance, but does not show up for class for several days.

Additionally, if you have questions regarding the master schedule, specifically your schedule, please set up a meeting with me. You should not bring the concerns directly to Marianne Green or Julie Birmingham, until we have had an opportunity to discuss them.

South Lewis Central School

BOARD MEETING DATES

2018-19

TUESDAY - JULY 3, 2018 - 6:30 PM (Reorganization and Regular Meeting)

TUESDAY - AUGUST 7, 2018 - 6:30 PM

TUESDAY - AUGUST 28, 2018
OR
SEPTEMBER 4, 2018 - 6:30 PM (If necessary)

TUESDAY - SEPTEMBER 18, 2018 - 6:30 PM

TUESDAY - OCTOBER 16, 2018 - 6:30 PM

TUESDAY - NOVEMBER 20, 2018 - 6:30 PM

TUESDAY - DECEMBER 18, 2018 - 6:30 PM

TUESDAY - JANUARY 15, 2019 - 6:30 PM

TUESDAY - FEBRUARY 12, 2019 - 6:30 PM (Regular & Budget Meeting)

TUESDAY - MARCH 5, 2019 - 6:30 PM (Budget Meeting)

TUESDAY - MARCH 19, 2019 - 6:30 PM (Regular & Budget Meeting/Adoption)

WEDNESDAY- APRIL 24, 2019 - 6:30 PM (BOCES Admin. Budget Vote)

TUESDAY - MAY 14, 2019 - 6:30 PM (Budget Hearing & Regular Mtg.)

TUESDAY - JUNE 18, 2019 - 6:30 PM

***Additional board meetings as needed to be held the first Tuesday of the month**

South Lewis Central School District Newsletter 2018-19 Schedule

<u>NEWSLETTER FOR MONTH OF</u>	<u>MATERIAL NEEDED NO LATER THAN</u>	<u>AREA TO BE HIGHLIGHTED</u>
September/October	August 10 th	Back-To-School Information Transportation
November/December	October 5 th	Middle School/High School
January/February	December 7 th	Health, Phys. Ed. & Athletics
March/April	February 8 th	Music Department and Fine Arts Glenfield Elementary Port Leyden Elementary
May	April 5 th	Budget Newsletter
June	May 3 rd	Regents Schedule Year-End Calendar Immunization Reminder

NOTES:

* September and May newsletter editions will be mailed to all.

* All newsletter editions will be posted on our website, and be available in all school offices and at the local community libraries.

* Parents and community residents may also request a hard copy to be mailed to them by completing the District Newsletter Request Form.

*A School District Calendar and Directory is also created and mailed each August

