

**GADSDEN HIGH SCHOOL**  
**Faculty Handbook**  
**2019 -2020**



**Home of the Panthers**

## **GHS Faculty Handbook 2019 -2020**

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### **Gadsden High School's Vision**

The Gadsden team will provide a nurturing environment that promotes student engagement in education, development of self-respect, and that prepares inspires students to become productive citizens.

### **Gadsden High School's Mission**

The Gadsden Team of students, teachers, staff, administrators, parents, and community members will promote high expectations through a diverse and structured curriculum to prepare our students for post-secondary college and/or career readiness choices.

### **Gadsden Independent School District**

#### **Board Mission**

**The Gadsden Independent School District will ensure that all students will learn by putting education first. The district will provide quality educational opportunities conducive to learning that will facilitate students' individual goals.**

#### **Board of Education**

President

Daniel Estupinan

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Maria Saenz

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Secretary

Laura Salazar Flores

[lsflores@gisd.k12.nm.us](mailto:lsflores@gisd.k12.nm.us)

#### **District Administrators**

Superintendent

Travis Dempsey

Assoc. Superintendent for Finance

Director of Finance Operations

Assoc. Superintendent of Curriculum & Instruction

Executive Director Special Programs

Executive Director of Federal Programs

Director of Special Education

Director of Secondary Instruction

Director of Data Analysis / State Testing

Assoc. Superintendent of Human Resources

Director for Human Resources

Assoc. Superintendent for Support Services

Director of Construction

Director of Physical Plant

Food Services Coordinator

Athletic Director

Library Media Services Coordinator

Director of Technology

Director for Nursing

Ludym Martinez

Erica Villarreal

Susan Yturralde

Carolyn Lindau

Jeanne Fields

Randall Rapanut

Rosa Hood

Yvonne Casillas

Barbara Browder

Lupita Chavez

Alfredo Holguin

Ralph Gallegos

Jessica Herrera

Maria Guerra

Karen Nougues

Phillip Medina

Calixto Arzaga

Judy Creegan

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### **Board Goals**

1. Raise and maintain high expectations for all students and create/maintain a culture of individual responsibility/accountability that applies to every element within the District.
2. Maintain and improve efforts to increase parental involvement and community relations.
3. Meet the educational needs and develop the interest of the students by ensuring their proficiency in academics, in both written and oral communication skills, providing them with accurate and timely academic advisement and giving them the support and services they need to be career and college ready .
4. Ensure fiscal accountability, maintain timely report requirements, and make sure that the finances and resources of the district support the district goals and provide adequate infrastructure needs.
5. Expand and support programs to improve the district's graduation rate.
6. Encourage all campus administrators to hold teachers accountable for implementing instructional programs with fidelity and establish an outcomes-based review process for programs and curriculum development.
7. Promote open communication within the district.

### **Board Objectives**

1. The board will sustain the integrity of the Districts Initiative.
2. The board will support the establishment of dual language programs.
3. The board will analyze increase the amount of instructional time.
4. The board will develop methods to provide and promote effective communications.
5. The board will provide the necessary support to assist schools in planning and implementing effective parental involvement

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### DEPARTMENT CHAIRPERSONS

|                                      |                 |
|--------------------------------------|-----------------|
| <u>1.</u> Fine Arts.                 | Debbie Hartmann |
| <u>2.</u> Guidance.                  | Jenny Gonzalez  |
| <u>3.</u> Family & Consumer Sciences | Virginia Lerma  |
| <u>4.</u> Industrial Arts            | Carlos Enriquez |
| <u>5.</u> Language Arts              | Nancy Torres    |
| <u>6.</u> Library/Media              | Matt Grubaugh   |
| <u>7.</u> Math.                      | Blanca Cardona  |
| <u>8.</u> Modern Language.           | Vicky Aranda    |
| <u>9.</u> NJROTC.                    | Mark Morrell    |
| <u>10.</u> ESL.                      | Elaine Lennox   |
| <u>11.</u> Physical Education        | Ken Bailey      |
| <u>12.</u> Science                   | Gary Chavez     |
| <u>13.</u> Social Studies.           | Rodrigo Sanchez |
| <u>14.</u> Special Education.        | Lisa Aguilar    |

|                             |   |
|-----------------------------|---|
| <b>AD HOC Committees:</b>   | SAT committee<br>SLRT committee (School Language Review Team)<br>504 committees |
| <b>Standing Committees:</b> | ICAT/Parent Involvement<br>School Safety/All Hazard Team                        |

### Department Chairperson Responsibilities

The department chairpersons will meet with the principal at scheduled times during the school year. The following duties will be among their responsibilities:

1. Serves at the discretion of the Principal.
2. Maintains an up-to-date account of the departments' budget.
3. Maintains documentation of all meetings.
4. Develops standards for the ordering of equipment as well as inventories, supplies and textbooks.
5. Maintains records on repairs and replacement of equipment as well as inventories, supplies and equipment purchases.
6. Approves purchase orders submitted by department members when orders are justified and submits them for administrative approval.
7. Attends leadership meetings once per month or as scheduled by the principal.
8. Plans and conducts in-service and department meetings at least twice per month to encourage interdepartmental communication and professional development.
9. Develops departmental goals and objectives in coordination with principal.
10. Collaborates with other goal teams and departments to develop cross-curricular development of the EPSS
11. Works with staff members at each level and in special areas to insure continuity in curriculum. Assumes responsibility for development of course description and curriculum for the department.
12. Correlates their departmental supervisory activities with other department heads in other schools in order to promote an integrated coordinated educational program.
13. Assists new teachers and substitutes in the department.
14. In charge of ordering school supplies for the department with allotted budget.
15. Performs other duties as assigned

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### **WORK DAY SCHEDULE FOR TEACHERS AND STAFF**

Teachers, Counselors, and Instructional Assistants workday is from 8:15 am to 3:45 p.m.

All office personnel will have a workday from 8:00 a.m. to 4:30 p.m.

All of the office personnel will take lunch at different times so that the offices are covered at all times. (The exceptions are offices with no clerks or one clerk.)

Any changes in schedule must be reviewed and approved by administration.

### **ARRIVAL TO CLASSROOM**

Faculty and Staff are expected to be on campus by 8:15 a.m. and in class five minutes before the bell following a planning or lunch period.

To develop positive interaction with students, and to create a positive school culture, it is strongly recommended that teachers positively greet students at their door before each class period.

### **DAILY PLANNING PERIOD**

Teacher conference period (prep time) is paid employee duty time and is to be utilized as such. This is to be used for PLC, to prepare lessons, conference with parents by phone or in person, and other classroom related activities.

Staff are not to depart early, arrive late, or leave campus without Administration approval and signing out/in at the front office.

### **ABSENCES FROM THE CLASSROOM**

Students are not to be left unattended. If it becomes necessary to leave the classroom, arrangements should be made with another teacher to supervise the class and should not become a habitual. If for any reason it becomes necessary to leave a classroom for a significant part of a class period, the teacher must obtain the approval of an administrator. Remember, you are legally responsible for the students under your supervision. If, for any reason, a situation arises during the school day which requires a teacher to leave the building for more than one class period, staff must notify Administration and a substitute teacher will be obtained from the Assistant Principal in charge of substitutes and will be recorded and charged as sick/personal leave.

Any staff that leaves campus must notify the Evaluator/Administrator and sign out prior to departure and sign in upon returning. If the Evaluator/Administrator is not notified of your leave, paperwork will be filled out for you as leave without pay.

### **PROCEDURE FOR ALL STAFF ABSENCE**

All Absences must be called into SEMS. This system is the district's electronic documentation for all staff absences and the system is also responsible for calling the substitutes that are needed. If an absence is not called into SEMS, not only will a substitute not be provided for you, but the absence will be created for you as leave without pay.



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Once your Absence has been called into SEMS, an Absence from Work form and the Absentee Log must be filled out in the office of the Assistant Principal in charge of substitutes. Failure to complete these forms by three working days (72 hours) after the actual absence will result in paperwork filled out as leave without pay. The office will not send out reminders for you to complete these forms.

Any staff member requesting a substitute on the morning of the absence must contact administration 575-201-8228 between the hours of 6:30 am to 7:30 am.

Keep in mind that anyone calling after 6:30 am is not guaranteed a substitute. Also, if you are going to be out more than one day, please call the Assistant Principal in charge of substitutes so that the appropriate arrangements can be made.

When absent the teacher/staff member shall leave all instructions, lesson plans, books, student rosters, etc. ready for the substitute. Substitutes cannot check out audio-visual equipment, books, make copies, or escort students to the library or computer lab. Please leave appropriate lesson plans in the sub folder. Finally, those instructors who have duty on the day that they will be absent will need to provide detailed instructions for the substitute to cover their duty station in your absence.

The following is a list of the type of absences that the GISD and GHS allow and a brief explanation of how the absences will be charged:

PERSONAL ILLNESS: Charged as general leave  
FAMILY ILLNESS: Charged as general leave  
DEATH IN FAMILY: Charged as Bereavement leave (immediate family only)

JURY DUTY: No charge if appropriate paperwork is attached

PROFESSIONAL LEAVE/SCHOOL BUSINESS: No Charge, BUT leave must be approved by the principal prior to the absence. Activity must be specified and related to GHS or GISD. All paperwork must be submitted to the Assistant Principal in charge of substitutes a minimum of two weeks prior to the event. Professional leave includes all athletic and club sponsored events.

PERSONAL LEAVE: Approval is needed from the Principal before this will be granted. No personal leave may coincide with a holiday, a three-day weekend, or during testing weeks.

OTHER: This may include maternity leave, workman's compensation, etc. This will be charged as sick leave.

### **OFF CAMPUS TRIPS**

#### **Student Activities**

Any off-campus trips with students and school personnel must be approved by the Principal. All Field Trip Request and Travel Forms (teacher) must be submitted one month in advance for trip approval at the GHS level and then submitted to the Superintendent's office for final approval as well as scheduling of either school vehicles or buses. These forms will be emailed to you at the beginning of the school year. An Activity / Eligibility Form must be submitted for each student going on the trip two weeks prior to the date of departure no exceptions. Any one coming in after two weeks prior to trip request will not be attending function, administration will not sign eligibility form. Teacher giving out late eligibility forms will result in trip being cancelled. The eligibility form must be signed by a parent or

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legal guardian and the grades that are provided must be a percentage. In addition, the following documents which is to be turned in to Admin, one week prior to off campus trip, are as follows: List of all students with emergency contacts, notarized medical conditions form, copy of ID, & copy of medical card. Failure to turn in eligibility forms in a timely manner will result in the trip being delayed or cancelled.

### **GHS ACTIVITY TRIP EXPECTATIONS AND GUIDELINES**

**Staff Expectations:** Staff who sponsor or supervise the activities is responsible for the following:

- Request permission from administration to conduct the activity.
- Organize the activity in a timely manner.
- Notify students and parents of the date of the activity.
- Either have appropriate funds or fund raise for the activity.
- Develop and communicate the Itinerary to all appropriate persons. Leave a copy with Administration and Front Office Staff.
- Notify administration of any chaperones or non-school adults on the activity trip.

### **Supervision:**

- Staff is responsible for the students from departure to return to parents.
- Staff is expected to make sure that students are safely on their way home from the school before leaving.
- Staff is responsible for all activities and actions of students while on the trip.
- Staff is to monitor students at all times during the trip.
- All out of town student activity trips are required to carry student demographics, emergency numbers, and medical history.
- No student who is failing a class, who is on academic probation (contract) or who has a disciplinary sanction at the time of the activity may participate in that activity. (Teachers may place that student in the Intervention classroom for the duration of the activity or may have the student escorted to class to focus on his or her academic issues.)
- At no time is staff is allowed to consume alcoholic beverages, use tobacco, or illegal drugs.

### **Activity Student Code of Conduct:**

Participation in student extra-curricular activities is a privilege. Students EARN the privilege to participate by adhering to high standards of personal conduct and ethical behavior set forth by the School District. Students who represent Gadsden High School in ANY extra-curricular activity or competition are subject to all rules and regulations as set forth in the Student Handbook. Activity trips are to be conducted for educational purposes that support the school Mission and Goals.

### **BUILDING KEYS & USAGE**

Only keys to the classrooms, cabinets & desks (**no building or gate keys**) will be issued from the office through the data clerk, Velia Alarcon. Mr. Giron must approve any additional keys that may be needed prior to the requisition being submitted. Any person losing a key(s) must pay for the cost of the replacement. The approximate cost is \$25/key, if it is a simple classroom key. If a master keys is issued to you and need to be replaced, cost will include all keys that need to be replaced. A lost building key or gate key will be in the thousands of dollars because of the security issues and replacement expense. Do not lend your keys to students. Duplication of school keys is illegal, and will result in administrative action. All keys need to be turned in to the computer clerk on the last day of school. Teachers and coaches needing to borrow a specific key (i.e. gate key) for a weekend or overnight can sign the keys out with Velia in the Administrative building with administration approval.

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### **Request for the use of school, grounds, and equipment**

A completed ***Use of Building*** form is required for the use of any campus facility (including any athletic field) outside of the regular school day. You may obtain this form from the activities office in the Administration building or online. We request that each organization provide this completed form one month prior to the event. Keep in mind that the use of building/facility form must be completed in a timely fashion in order to reserve our facilities. There is no exception to this rule. Also keep in mind that GHS is a public facility and that the district/community uses our facilities on a regular basis. The office has the responsibility to provide this service to many and sometimes we are unable to accommodate your request. For student activities such as Rallies in the Varsity Gym and dance's in the cafeteria, the office will allow for no more than 850 tickets and 500 tickets respectively to be sold. Keep in mind that it is the sponsor's responsibility to obtain/organize security and custodial services for these activities in our facilities. The building/facilities use form must include a request for security and custodial services and if the event is outside of regular school hours, the organization will have to pay for security and/or custodial fees via their funds. All forms are sent for final approval to the office of the Associate Superintendent's in charge of Support Services.

### **CARE OF THE CLASSROOM AND EQUIPMENT**

Teachers are obligated to keep their classrooms neat and orderly at all times. Teachers and students should be strongly encouraged to put the room in good order at the end of each period. It is the teacher's responsibility to ensure that students do not mark or deface walls and furniture or damage equipment. Report needed repairs to Administration. Due to inventory reports, furniture should not be moved from one room to another without permission from Administration and appropriate work orders completed. Continued disregard of expectations and continued damage to school property may result in the teacher or the student responsible having to reimburse the school for replacement of equipment. Severe situations will result in further disciplinary action.

### **TEACHER MAIL BOXES**

Staff mailboxes are located in the Administration Building. Please remember not all correspondences are sent via e-mail. It is suggested teachers check mail boxes three times daily: upon arrival, at noon, and upon departure. Failure to do so may result in teachers not receiving important messages, bulletins, and announcements. Students are not to pick up mail. Teachers are not to give their key to students.

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### **GENERAL PURCHASING INFORMATION**

#### **PURCHASE ORDERS & CREDIT CARDS**

Purchase Orders will be entered in the computer on a daily basis. Purchase Order requests should be in by 2 p.m. All transactions after 2 p.m. will be entered the next day. The Bookkeeper, located in the Administration Building is available before the first bell, during both lunches, and after school. Office Hours are: 8:15 am – 4:15 pm.

Credit Cards must be returned the next day upon return of trip in the morning or the next day in the morning after the day of check-out with all receipts. \*Reminder - all receipts must be itemized and signed by sponsor.

#### **AFTER THE FACT PURCHASES**

Under no circumstances may you order any materials before a purchase order has been processed. The district will not be responsible for materials purchased without a properly processed purchase order.

#### **For all materials requisitioned with a Purchase Order**

- A blank Purchase Order form must be picked up at the Bookkeeping Office
- A separate Purchase Order form is necessary for each vendor.
- Verify the accuracy of the account number to which the expenditure of funds is to be charged.
- All Purchase Orders must be legible; clearly stating what is needed, and must be signed by the appropriate authority (Department Chair or Principal). Brand names and identifying numbers, dimensions, colors, etc., should be stated. Unit price should be shown. The quantity multiplied by the unit price should equal the requested amount of Purchase Order.
- Please include complete telephone number and address of merchant and FAX number.
- To avoid double shipment do not phone in orders before a hard copy of PO has been obtained. If an order is to be called in please notify the bookkeeper. The Teacher, Sponsor, or Coach will be held financially responsible for any completed purchase that deviates from this process.
- Any discount already taken should be stated in the description area of the Purchase Order. State in the description area: Discount: \_\_\_\_\_%
- Shipping charges must be added to the order unless already included in price.
- FAXED PURCHASE ORDERS-PURCHASE ORDERS WILL BE FAXED ONLY IF STATED ON THE PURCHASE ORDER REQUEST FORM.

Note: Under no circumstances are orders to be sent to your personal address. Everything must be shipped to the address on the Purchase order, which is the district warehouse address.

#### **Purchase Order Turn-Around Time**

Plans should be made far enough ahead to allow time (7 days) for a Purchase Order to reach the Bookkeeping Office, secure the necessary approval, process it in the computer, and obtain the order by the time of need. The Principal and then the Purchasing Agent at Central Office approve purchase Orders. The Purchase Order is printed and sent either directly to the vendor by the Purchasing Office/received at the warehouse, or back to the Bookkeeping Office where the Purchase Order (hand carried PO's) will be placed in your mailbox. \*If a vendor is not in the District System please allow time for it to be entered at Central Office. At no time will a Purchase Order number be given without prior approval from the Purchasing Agent.

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### **New Vendors**

If a vendor is not in the district system, please fill out a new vendor information sheet and return it to the bookkeeping office. An incomplete form will be returned. Upon approval from Central Office, a purchase order will be issued to the new vendor.

### **Funds Available & Purchase Order Limits**

The computer purchasing system will check for available funds before purchase orders are approved. A total of four hand carried purchase orders will be allowed at any time.

### **Alteration of Purchase Orders**

Orders are not to be altered from that which is stated on the Purchase Order without approval from Central Office. A purchase Order change form must be submitted to the Bookkeeping Office before a Purchase Order can be changed.

### **Discrepancies**

Any discrepancies concerning orders are to be reported to the Bookkeeping Office so that a change order can be processed. When items are received they should be checked carefully and any irregularities should be noted.

### **Blanket Purchase Orders**

Blanket Purchase Orders may be used for multiple purchases or contracts involving multiple payments. The amount may be estimated for one semester, or for the entire school year, to one vendor. Example: A Purchase Order to a grocery store for the Family and Consumer Science Department.

### **Unused Purchase Orders**

All unused purchase orders must be returned to the bookkeeper. Bookkeeper will then close out the purchase order.

## **ACTIVITY FUNDS**

Student Activity Funds are used to account for those resources owned, operated and managed by the student body, under guidance of a staff member or another adult, for educational, recreational or cultural purposes. These funds are used for a wide range of activities that can include the school yearbook, the student athletics or various student clubs. The following is a brief listing of how activity accounts are handled. Please read carefully if you are a teacher, sponsor, or coach of a group having an activity account. If you have any questions or problems, see a principal or the bookkeeper.

- A. All money collected or earned must be deposited with the bookkeeper on a daily basis regardless of the amount.
  - a. The bookkeeper will, in turn, credit the money into the appropriate activity account.
  - b. No activity fund shall ever be permitted to incur a deficit.
  
- B. The bookkeeper will issue purchase orders upon request from the teacher, sponsor, or coach. Please check first to see if the merchant will accept purchase orders.
  - a. Approval of all purchase orders are granted by the principal and follow general purchasing requirements.
  - b. The bookkeeper will only issue purchase orders to teachers, sponsors, and coaches-- not students

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- C. Hand carried purchase orders are presented to the merchant/suppliers in exchange for a receipt, invoice, or bill.
  - a. The bill is then returned to the bookkeeping office.
  - b. Finally, the bill is submitted by the bookkeeper to central office.
  - c. Any delays on the part of the teacher, sponsor, or coach means that the merchant/supplier must wait that much longer for payment.
  - d. The merchant may not be willing to accept purchase orders in the future.
- D. Under no circumstances are items to be purchased without prior arrangements having been made with the bookkeeping office.
  - a. If you do, you will be held financially responsible for the item or service.
- E. Teachers, sponsors, or coaches meals that will be bought using a purchase order during an activity event in or out of district must not exceed \$7.50/meal or \$22.50/day. The amount for students is \$5.50/meal or \$16.50/day.
- F. Teachers, sponsors, or coaches may not use the activity fund to purchase personal items such as, sport or class T-shirts, uniforms, athletic shoes, etc., if you wish to purchase these items, make arrangements with the bookkeeper for payment prior to ordering.

### **RECEIPTING PROCEDURES**

All money collected by school personnel must be receipted and turned in according to procedures prescribed by the finance office. Employees who have reason to collect money will be issued pre-numbered GISD receipt books by the bookkeeper for auditing purposes. The receipt book must be returned to the bookkeeper at the close of each school year. Money collected is subject to fiscal audit and irregularities will be investigated. Note: carefully follow the preceding deposit procedures #9-A.1, and the receipting process.

- Each day's collection will be turned into the bookkeeping office.
- Checks may be accepted from students or parents for payment of any account.
- Write activity account number on check(s) preferably on the line designated "For".
- Teachers are not to use any cash collected and replace it with their own personal check(s).
- No money can be left in the classroom overnight.
- If money is left overnight and it is lost or stolen there will be an investigation by law enforcement.
  
- THE MONEY TURNED IN SHOULD EQUAL THE TOTAL OF RECEIPTS FOR THE DAY!!
  - The original (white copy) should be given to the student.
  - The yellow copy remains in the receipt book in the order it was collected until receipt book and funds are brought into the bookkeeping office.
  - The receipts are proof of the transaction.
  
- The simplest procedure is to bring the receipt book with you when depositing money.
  - The pink copy is ALWAYS to remain in the receipt book.

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### **DO NOT MAKE REFUNDS TO ANYONE FOR ANY REASON.**

- If a student has paid you twice, or finds a book he/she paid for, please send him/her to the bookkeeping office with a note explaining the situation.
  - The bookkeeper will be responsible for seeing that the refund is made.
- Money deposited in the bookkeeper's office is deposited in the bank that same day. The receipt slip is submitted to Central Office-please allow 2-3 days posting time.

### **DEPOSIT GUIDELINES**

1. Bills should face in the same direction and separated by denomination.
2. Account numbers must be written on all coin wrappers. Coins must be wrapped and ready at time of deposit.
3. Activity account number(s) must be written on each check.

### **COLLECTION OF Membership dues and Fees**

Membership dues are collected for a variety of student organizations on campus, examples Skills USA, FCCLA, AG, DECA, etc. Dues are to be turned in as they are paid. Follow all receipting procedures.

All Parent Groups working with GISD schools must comply with the Parent Group Guidelines, regardless of whether the club participates in New Mexico Activities Association activities.

### **A. Parent Support Group Guidelines**

Many communities have music, activity or athletic Parent Groups. These associations offer valuable assistance to the local schools in areas of fund raising, voluntary help, and substantial fan support at District contests.

Parent Group, in order to be operating within the NMAA and within the state laws, should consider the following conditions:

- a) The superintendent or principal of the public schools has the veto power over the Parent Group clubs.
- b) The superintendent or his designated administrators should be an ex-officio member of all booster organizations.
- c) Fund raising projects are subject to state law in the same way
- d) PTA and other school related organizations are subject. Nonprofit status though IRS might have to be obtained.
- e) In Order to avoid violation of the Amateur Rule, money given to the school cannot be earmarked for any particular request. Certainly, the Parent Group can suggest or recommend how it would like the money spent, but the club cannot require the school.
- f) The Parent Groups have no authority to direct a coach, band director, or sponsor of an NMAA event of any of his or her duties. The schedule of contests, the rules for participation, the method of earning programs are under the jurisdiction of the local school administration. Heads of programs at school are reminded to be thoroughly involved in the meetings, daily operations, and financial decisions of the "Parent Group".
- g) The Parent Group cannot give the coach or sponsor a "petty cash" fund or miscellaneous fund to use at his or her discretion. This would allow money to be spent without the approval of the local school board or the superintendent as the policies of the school board would dictate.

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- h) It would be contrary to NMAA rules for a Parent Group club or any outside organization to give a coach, band director, or sponsor of any District event more than \$300 per year as any type of incentive or for any school district to hire a coach based on the total number of games that he or she might win.
- i) The salary for a sponsor, director, or coach must be set at the beginning of the year without any additional promise to pay for a good season or winning championships.
- j) When Parent Groups are organized, it is good policy to have more than one person handling the funds and signing for checks.
- k) An auditing committee should be set up the Parent Group to have an annual audit or a seasonal audit. Periodic financial statements should be made to the general membership, central office, and the school. These financial statements should be to the point and cover all receipts and expenditures in an itemized form.
- l) Careful minutes should be taken at each meeting. These minutes should be kept on file at a place provided by or approved by the school administration.
- m) Community-Wide sales campaigns must be studied carefully to insure that the project sponsored provided dollar-value for items sold, and to insure that most of the money raised stays at home; otherwise, outright donations are often more rewarding than letting the major part of the money go to outside promoters in fund raising schemes.
- n) All meetings of Parent Groups should be public meetings. Sometimes a clique of community members decides to have a project and meets in a small, selective group to plan or discuss that particular project. If this activity is in the initial stages, it needs the input of all members. Even though all members cannot be present or will not come. They need the opportunity to do so.
- o) The election of new Parent Group officers should be made so that anybody can be nominated and have a chance to be an officer in the program. It is not a good idea to keep the same people year after year running the organizations. This tends to discourage active participation from various groups. Officers have stronger support if nominated and elected in open meetings.
- p) Every care should be taken to see that the primary purpose of the school activity program--that is the equitable program of interscholastic competition--be supported at all times.
- q) A good Parent Group supports students in all of their activities. It is important to interchange schedules of ideas with the Parent Group so that they can take an active part in the program.
- r) The schools, on the other hand, should keep Parent Groups up to date with the information concerning current activities. It is important to interchange schedules of ideas with the Parent Group so that they can take an active part in the program.
- s) Any community-wide sales campaigns should be cleared through the principal. This will help to correct any conflict that may arise from various clubs, such as the annual staff, senior class, drama club, etc., who might also be trying to sell various merchandise at the same time.
- t) Schools' administrators, music directors, coaches, and sponsors will find the Parent Groups can be of help in keeping patrons informed of the organization's activities and policies; it is a much more direct routes for communication of information that trusting students to carry the news home.
- u) Experience has shown that these organizations can become a useful group within the public relations program direction when employed for useful programs.
- v) It is most important that sponsored projects (such as money making projects and outside contests) support the philosophy of the school administration and not become a means for exploiting the students under the guides of music organizations and numerous commercial firms sponsoring athletic stockholders of the corporation though the sale of tickets, transportation, housing, fees, and other travel arrangements.



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- w) It is well to investigate all such contests carefully before submitting the school's participating to any scheme or contests.

### ***Parent Groups areas of concern, which should have written local policies:***

- a. Methods of financing Parent Groups
- b. Guidelines for electing officers
- c. New Mexico tax laws that apply to Parent Groups
- d. Planning, announcing, and holding effective meetings
- e. Keeping the child in mind and the overall purpose of competition.
- f. Working for the overall development of the child in a range of activities.
- g. Handling, counting, depositing, and administering of funds
- h. Creating, utilizing, and filing of appropriate minutes
- I. Outlining the process of authority as defined by your local school board
- j. What to do when your school is a big winner
- k. What to do when your school in not a big winner
- l. Awards for students such as outstanding players, music student, etc.
- m. Restrictions according to the awards rule and music awards rule
- n. Developing a set of policies for the Parent Group
- o. Proper interaction with directors, coaches, and sponsors
- p. Regulations affecting Parent Groups and fans at contests
- q. The Amateur Rule--participation is the primary reward
- r. Press releases and techniques for effective communication

### **TELEPHONES**

The school phone number is 882-6300. During class hours, office personnel will put your phone messages in your box so that you may return the calls at a more convenient time. If the call is urgent you will be called immediately.

### **A. CELL PHONES**

During the school day all personal cell phones are to be turned off. Please refrain from using class time to make personal calls or sending texts. If you should need to make personal calls please do so during your prep, before or after school.

### **B. FAX MACHINE**

The school FAX number is 882-2370. The FAX machine is not for public use. A charge will be implemented for personal faxes. Cost to FAX and to receive personal faxes will be posted and are done on an emergency basis only.

### **C. SCHOOL SUPPLIES**

All school supplies should be requisitioned through the Administration Office with the secretary. Instructional materials and some school supplies must be requisitioned through your department chairperson and require his/her signature.

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### D. COPY MACHINES

Copiers are located in the following areas: (2) Rizo machines are located in the Admin. Building, (1) Rizo in the math building room 116, and (1) Rizo and Copier in the North Building (222). Each building has copiers located in the building lounge area. The rizograph copiers may be used ONLY when making more than 20 copies or more per original. Any repairs needed for these machines should be reported immediately to the office.

### CLASS AND ORGANIZATION SPONSORS

#### A. Class sponsors:

|                          |                                  |
|--------------------------|----------------------------------|
| Senior Class Sponsor     | Elizabeth Cuevas & Ramon Quiroga |
| Junior Class Sponsor.    | Rocio Reyes                      |
| Sophomore Class Sponsor. | Vacant                           |
| Freshman Class Sponsor.  | Vacant                           |

#### Career Technical Student Organization Sponsors:

|                           |                 |
|---------------------------|-----------------|
| DECA                      | Isela Ramos     |
| FCCLA                     |                 |
| Educator's Rising         | Virginia Lerma  |
| Future Farmers of America | Shane Smythe    |
| BPA                       | Elizabeth Leal  |
| Skills USA Auto           | Carlos Enriquez |
| Skills USA                | Marcos Myers    |
| TSA                       | Eddie Soriano   |

#### Clubs, Teams, Cheerleaders, Societies Sponsors

|                                |                               |
|--------------------------------|-------------------------------|
| Action for Youth               | Melissa Mejia                 |
| Art Club                       | Debbie Hartman                |
| Band                           | Chris Villa                   |
| Chorus                         | Margaret Miller               |
| Cheerleaders –Varsity          | Jose Cera & April Carillo     |
| Chicano Dream Team             | Carlos Enriquez               |
| Drama                          | Margaret Miller               |
| I-Cat                          | Debbie Hartman & James Rewis  |
| Language Club                  | Vicky Aranda                  |
| Lettermens Club.               | Raul Ramos                    |
| LGBT Next Rainbow Generation   | Elizabeth Cuevas              |
| NJROTC                         | Mark Morrell & Jesus Escudero |
| National Honor Society         | Lisa Roth & MaryLou Mendoza   |
| National Spanish Honor Society | Claudia Muniz                 |
| Newspaper                      | Eduardo Soriano               |
| Panteretes                     | Maria Grubaugh                |
| Robotics                       | Vacant                        |
| Student Council                | Valerie Hart & Chelsea Teague |
| Teens in Prevention            | Melissa Mejia                 |
| Drama                          | Margarita Miller              |
| Flags/Color Guard              | Maria Grubaugh & Tammy Chavez |
| Yearbook                       | Eduardo Soriano               |

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**Students active in any extra-curricular activity must maintain a 2.0 GPA, No F's, and must adhere to the attendance policy to be eligible for participation. Students, who are referred to the office for disciplinary reasons such as truancy, abusive language, etc., may be removed from a school or club office for a time determined by administration.**

### **TEACHERS' DUTY ROSTER**

Duty schedule will be placed in teacher mail boxes and or emailed.

#### General Duty

Each teacher is asked to supervise during class changes. Teachers are to be outside their classrooms for hall and restroom supervision. Teachers need to be out in the halls interacting with students positively.

#### Bathroom Duty

Teachers are being asked to assist security and administration to keep our restrooms monitored.

Teachers assigned will take 10 minutes, after the bell rings and 10 minutes before the next period to check the bathroom for suspicious activity. Security will monitor restrooms the time teachers are not there. All staff please make it a habit to check the restrooms when you are out & around.

#### Morning Duty

Students may enter the buildings before school. Teachers are to be available from 8:15 a.m. to 8:35 a.m. to assist students who need assistance and 8:35 - 8:45am outside their classroom.

### **EVALUATING PUPIL PROGRESS**

#### **Classroom Procedures & Course Syllabus**

When a student is absent (for whatever reason) teachers are required to create a daily missing work folder per student. This folder is to be located at the front of the room. When a student is placed in In School Suspension (ISS) that student will pick up work from 8:15 to 8:40.

All class/learning rooms must have Standardized Classrooms items within the room: College Board, Word Wall, Spirit board, School/District/Classroom Rules and Regularization, Mission/Vision Statement, and School Safety Information.

It is necessary to post outside door: Teacher Name, "Life Resume" degrees, college graduated from, etc. and when class is working outside of the room where class has been relocated for the period (i.e. library, computer lab, etc.)

All teachers must have a copy of their rules and classroom procedures posted in the classroom. This includes such things as how roll will be taken, the procedure for make-up work, checking out of materials, class participation, notebooks, tests, homework, and procedures when a substitute is in the classroom, and other pertinent information. Needs to be posted by the end of the first week of school.

Grading/Evaluation is to be consistent, logical, and clearly understood by the student. (Teachers are to review the school grading policy and their procedures with student during the first week of each grading period). Teachers are to keep students informed of their progress in class. The students who earns an "F" should never be surprised at the end of a grading period.

What is Academic Rigor? "Rigor": Creating an environment in which each student is expected to learn at high levels: each student is supported so he or she can learn at high levels, and each student demonstrates learning at high levels. (Blackburn, 2008) "Rigor": Using Inquiry based, collaborative

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strategies to challenge and engage students in content resulting in increasingly complex levels of understanding.

- ☑ Having high expectations for all of your students and not accepting failure as an option.
- ☑ Holding students accountable for all class work and testing by expecting them to get it completed.
- ☑ Making students redo work until it is up to your standards.

According to educational research and experts in education, here is what Rigor is NOT:

- ☑ Rigor is NOT giving Zeros to students. “When you give a student a Zero, you bail them out!”
- ☑ Rigor is NOT a lot of unnecessary homework. Homework should have a purpose and should have feedback provided.
- ☑ Rigor is NOT high student failures!

### **GHS Grading System:**

1. Student evaluation procedures should be designed to match NM and Common Core standards and benchmarks.
2. Each Teacher will provide a course syllabus that will be available for students, parents, colleagues, and administration.
3. Each Teacher will provide a grading Rubric to students as part of the overall communication process. (GHS is utilizing the NM State PED Rubric for writing samples and open-ended problems, please use this format).
4. Due to the use of the Power School Program, all teachers will use the 100 point system for grading. The grading scale is as follows: (See copy of GISD policy for other information.)  
A= 90-100    B= 80-89    C= 70-79    D= 60-69    F= 50-59
5. Teachers are encouraged to be judicious and efficient when assigning grades. There should be at two grades per week per class entered into Power Teacher grade book.
6. **Formative Assessment:** Is used to aide learning, it might be a teacher, peer or the learner. The formative assessment provides feedback on the student work product and should not necessarily be used for grading purposes.

**Summative Assessment:** Generally carried at the end of a course or project. In an educational setting, summative assessments are used to assign students a course grade.

7. All teachers will participate in Short Cycle Assessments when assigned. This is a state mandate.
8. Staff is strongly encouraged NOT to use ZEROs as a “technique” to motivate students.
  - a. Students who make the choice not to turn class work/homework/projects etc. in for grading should be held responsible.
  - b. This is the crucial time to bring parents into the loop.

### **Late work continuum: Redo Policy**

Step 1: **Teacher talks to Student** and informs the student that not turning their assignment is not acceptable.

- a. There will be negative consequences:
- b. The Student’s grade will suffer.

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- c. If student refuses to turn assignment in: Parents will be notified.
- d. Student will lose lunch privileges and be assigned to intervention until assignment is turned in.

**Teacher to Parent:** Notify parent that student is not cooperating, what does the parent suggest?

|   |                                    |
|---|------------------------------------|
| <b>Teacher to (I-Cat Advisor):</b>      | Begin Tag Team.                    |
| <b>Teacher/Student/Learning Center:</b> | Continue Tag Team                  |
| <b>Teacher to Coach/Activity staff</b>  | Continue Tag Team                  |
| <b>Teacher/Counselor/Student</b>        | Continue Tag Team                  |
| <b>Teacher/Student/Administration</b>   | Continue Tag Team look at options. |

### Gradebooks and Power Teacher

All Grade/Attendance records are to be kept online on the Power Teacher Program. Gradebooks are to be properly maintained by all personnel who have been assigned students. All grades will include a brief description of the assignment and point value of the assignment. All progress reports, 9 weeks, semester & final grades will be recorded on Power Teacher by the Instructor (NOT student aides). Due dates will be provided and it will be the teachers' responsibility to enter the correct grades on time. If a teacher anticipates being gone at the end of the term their grades must be submitted prior to their absence.

Email your Power Teacher Grade Books will be submitted at the end of the school year indicating the following information:

1. 1st nine weeks percentage grade and letter grade
2. 2nd nine weeks percentage grade and letter grade.
3. Semester Exam percentage grade and letter grade (E1).
4. 3<sup>rd</sup> nine weeks percentage grade and letter grade.
5. 4<sup>th</sup> nine weeks percentage grade and letter grade
6. Semester Exam percentage grade and letter grade (E2).
7. Final percentage grade and letter grade.

### Grading System

1. The teacher will assess all grades numerically. Dots, dashes, stars, or other non- numerical symbols will not represent grades.
2. Grades will be determined on the basis of total possible points for the grading period; curving of grades will not be permitted.
3. Each term grade will be calculated numerically by averaging all grades to give a numerical grade.
4. A percentage grade will be derived from the numerical grade
5. **Semester Classes:**

|                                       |   |
|---------------------------------------|---|
| <b>45 percent - first nine weeks</b>  | <b>Year Round</b>                           |
| <b>45 percent - second nine weeks</b> | <b>1<sup>st</sup> Sem. same as semester</b> |
| <b>10 percent - session test</b>      | <b>2<sup>nd</sup> Sem. same as semester</b> |
|                                       | <b>Year long grade SM1 + SM2 / 2</b>        |

**\*Questions may be directed to the Data Entry Clerk**

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6. Students may be able to earn ½ credit per semester or in combination of both semesters may pass the year course.

Student's progress will be assessed reported to the students on a weekly basis. It is required that, at a minimum, the student's progress will be assessed **two times each week** and recorded in the grade book.

**Grades will reflect academic performance and skill levels. Grades will absolutely not be used as disciplinary censure.**

**Students are NOT to be penalized for participating in a SCHOOL activity or meeting.**

**Example:** If a teacher has “participation” grades, and the student misses a class period for a SCHOOL ACTIVITY,

**Those students are to be allowed to make up the “participation” grade.**

### **Student Assignments**

- All Students are to be provided timely feedback on assignments. The students will be provided the opportunity to review and identify their areas of strength and weaknesses.
- **Assignments and Test Folders**  
Each teacher shall keep a folder containing a copy of each of the following:
  - a. All homework assignments (excluding assigned reading and textbook questions). NOTE: assigned readings, video and film presentations, or problems shall be reflected in lesson plans;
  - b. All in-class assignments including, but not limited to writing assignments, work and review sheets, labs, vocabulary, research assignments, oral presentations, and group activities;
  - c. All tests and quizzes both oral and written.

Please note all of the above-mentioned items shall be dated. The above folder shall be available to the administration during observations and throughout the school year as requested.

**\*PLEASE SEE GISD POLICY ON GRADE CHANGES. \*Questions may be directed to the Data Entry Clerk**

### **Homework**

Homework is considered a vital and essential element of a student's education. It reinforces concepts taught in the classroom, provides for necessary practice and encourages the development of self-discipline. Therefore, it is expected that homework will be assigned on a regular basis as determined by the nature of instruction. Homework assignments shall be related to the achievement of instructional objectives, achievable by students, reflected in lesson plans, graded and recorded.

**Example:** If a teacher has “participation” grades, and the student misses a class period for a SCHOOL ACTIVITY, **those students are to be allowed to make up the “participation” grade.**

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### **Semester Exams**

Semester Exams will be required for all students and for all classes. They will include material covered during the semester. ***Exams must include an essay portion. Copies of session tests and test keys will be turned in to the office a week before final exam dates.*** Tests dates will be given as indicated on the district/school calendar. Permission from the principal is required to give any portion of the exam earlier.

### **Grade Change Form Procedure**

Grade change forms may be secured through Velia's office, located in the Admin. Building. The teacher should fill out all of the requested information on the form before submitting it to Velia. Velia will enter the grade change as verified by both the teacher and assistant principal's signature. The data clerk will then forward the appropriate notifications that the grade change has been effected.

**Grade point calculations will be based on the following scale for all "Regular" courses.**

A = 4.0

B = 3.0

C = 2.0

D = 1.0

**The following AP courses will be weighted as indicated:**

AP English IV, AP Calculus, AP Chemistry, French III, AP Spanish, AP Physics, AP Biology, AP Social Studies:

A = 5.0

B = 4.0

C = 3.0

D = 1.0

F = 0.0

### **REPORT CARDS**

Each student will receive a progress and report card.

### **PROGRESS REPORTS**

**If a student's grade average falls to an "F" after the progress reports are out, it is strongly recommended the teacher of record will document the contact or the effort to contact parents. ICAT will discuss failing grades with students and refer to the proper intervention/ personnel. All involved must inform the parent at the earliest possible time. Teacher must document contact.**

### **TEXTBOOKS**

Before textbooks are taken from storage, the teacher should check with the department chair to work out any conflict or shortage. When books are taken to your classroom, give the number taken to the department chair.

### **Classroom Sets of books**

Each teacher will be held accountable for the textbooks that have been assigned to them. If textbooks are lost or damaged, documentation must be provided so that the appropriate inventory can be maintained. At the end of the school year you will submit a textbook inventory to your department chair, if the numbers are different from the beginning numbers you must indicate what happened to

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those textbooks. You will also submit a copy of your “Debt List” to your department chair if there are any missing textbooks on the list.

1. Before assigning any books, take an accurate inventory of all texts. This inventory should include Title, publisher, and total count. Give a copy of this inventory to your department chair, and maintain one for your records.
2. Institute an accountability system for maintaining the textbooks that have been allotted to you. Examples: a) Number each one of your textbooks on the outer spine, so that you can check at a glance to see that all books have been returned at the end of each day. b) Assign one book to one student each period. Have the student check the book each time they use it to verify that it has not been damaged or missing. If the student reports anything wrong with the text, you then can take care of the issue with the appropriate students. c) Issue the students a “book check out” form when assigning them a book.
3. Keep all extra books locked in a cabinet when possible
4. When checking out a book to a student to take home, remember to document the day the book is checked out and the expected return date.
5. When a student is dropped from school by the office and they have a textbook, you must provide the title of the book on the withdrawal slip. A copy of that information needs to be submitted to your department chair as well for the end- of- the -year book inventory.
6. If a student loses a textbook, they must pay the bookkeeper in the front office for the lost book. Fines will be collected and receipts will be given. Amounts assessed for lost or damaged books can be found in Administration offices.

### Ordering textbooks

Textbooks are ordered through department adoption procedures.

### FIRE DRILLS

Each school unit is legally required to hold one fire drill each week during the first month of each school term and one drill each month for the remainder of the school year. Fire drill instructions must be posted in every classroom and each teacher must orient his/her pupils regarding emergency procedures. Mr. Dickson will keep a record of fire drills and have it on file in his office.

A fire drill is signaled by an announcement of a color code and procedure. A flip chart with evacuation map has been issued to each teacher and must be posted in every room.

It is the teachers’ responsibility to instruct each class as to the proper exit to be used and alternate exits if the regular exit is blocked. Each teacher must review the following with all students:

1. ALL windows are to be closed.
2. ALL machines, especially shop equipment, are to be turned off.
3. Only personal items such as purses should be taken--leave all books.
4. Students in P.E. should line up at the exit if the weather is inclement and wait instructions.
5. All doors are to be closed, NOT LOCKED.
6. Students are to exit in an orderly manner and assemble as a class at a pre-designated area. 100 feet from the building.
7. ***Teachers will check roll from their grade books and report missing students to the All Hazard team staff in charge of fire drills with fire drill report form.***
8. One intermittent bell will signal students/teacher return to classrooms.

NOTE: As students are exiting the buildings, the classroom teacher closest to the student restroom should check these areas and have the students leave the building.



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**A FIRE DRILL REPORT MUST BE SUBMITTED TO Maria Grubaugh's OFFICE IMMEDIATELY FOLLOWING THE FIRE DRILL.**

### **BOMB THREATS - ADMINISTRATIVE REGULATIONS**

The following procedures are to be followed in the event of a bomb threat:

The recipient of a threat by telephone should immediately indicate to another person by visible sign to listen to the call on an extension telephone. An attempt should be made to keep the caller talking as long as possible in order to learn the time of detonation, location of the device, and type of device. The recipient should also listen for identifying characteristics such as speech defects or peculiarities, accent, word usage, age of caller, background noise, jargon and particular words.

The recipient of a call should immediately notify the principal or other school personnel in authority who shall determine whether to evacuate the building. The superintendent shall be notified immediately of any bomb threat.

- a. Upon order for evacuation of the building or fire drill, all two-way radio equipment is to be turned off immediately.
- b. Custodians should perform their routine fire drill duties and report to an administrator. Custodians will be assigned to assist police officials in the search.

The responsible authority may, by a preplanned coded signal--which has been thoroughly explained to the staff, initiate a search of the property. This signal could be an announcement on the public address system such as "If B.T. Smith is present, please report to the office." All school personnel should check their working areas. The custodial staff should search all grounds immediately surrounding the building, hallways, closets and restrooms.

If any unknown or suspected object is sighted by a teacher or other personnel, it should not be touched or tampered with but immediately reported to the principal's office. If an object or suspected item is reported, the area immediately adjacent is to be evacuated until clearance to return is given by the responsible authority.

Notify police and fire departments if the building is to be evacuated or a suspicious object sighted. The principal and Administrative staff shall have the responsibility of turning in the incident report.

If the bomb threat is received in written form, it should be handled by the least number of people. All personnel handling the message should be identified.

### **SECTION 504/ADA**

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, faculty, staff, and administration will take the proper steps to ensure that personnel and students are not discriminated against because of their disability. Alpha Counselor will prepare packet, arrange meetings, and maintain modification sign off sheet. Counselors will arrange meetings: Counselor, Admin, ICAT Gen. Ed Teacher of record, student, and parent. Teachers are required to sign off on students' modifications no later than one week of the start of school and/or students' initial meeting. Counselors will email teachers to notify of modifications.

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Jenny Gonzalez  
Maria Dominguez  
Myrna Lopez  
MaryLou Mendoza

D - Hernandez  
Herrera – Molina  
Mondragon - Rodarte  
Rodriguez - Z

### SAT

Teachers are to report to student counselors concerns to start a SAT packet. Counselors will arrange meetings: Counselor, Admin, I-CAT Gen. Ed Teacher of record, student, and parent. Mr. Radecki is the lead councilor for SAT and Ms. Leahy is the Chair, and both should receive a notification of new and ongoing SAT packets. Ms. Hart is also a member of the SAT committee.

### BUILDING POLICIES

#### Students Excused for School Activities

The coach/sponsor must submit a travel list to the attendance secretary two days in advance of the absence. The list will be distributed to teachers. Activity/Eligibility Forms (signed by parent) are required on all trips. These forms are secured from the receptionist. The names of students excused for school activities can be placed in the daily bulletin, depending on length. *Teachers should NOT send these names to the office as absentees.*

#### Supervision of students on Campus:

1. Teachers are not to release students early for any reason (lunch or at the end the day) without permission from administration.
2. Teachers are not to “harbor” students who are supposed to be in another class.
  - a. This violates GISD attendance policy.
  - b. This teaches the students dishonesty.
  - c. This is considered unprofessional behavior.

#### Passes from Campus

When it is necessary for a student to leave a classroom, the student must have a hall pass issued by the teacher. NO passes will be distributed during the first five minutes or last five minutes of a class period. Passes should be issued sparingly.

Students found wandering the halls without a pass will be sent to an administrator for proper action.

If it is necessary for a student to leave campus during the school hours for any reason, his/her parent must call before check out through the attendance office and check in there upon returning. A PASS FROM THE BUILDING is issued for this purpose. Students leaving school at any time of day for any reason will need to have their parent call the attendance office and have the secretary issue them an OFF CAMPUS PASS. A student leaving campus without a pass from the building will be considered truant.

#### GHS School Disciplinary Policy

Classroom Management: (As related to Discipline Policy) All Staff are expected to follow all school policies consistently. Be FAIR, Friendly, FIRM, when enforcing GHS policy. This takes energy and tenacity: If you need guidance in this area, administration will be glad to assist you.

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The Teacher is the first “disciplinarian” for the students. Teachers are expected to deal with minor classroom violations through a continuum of activities:

### **Disciplinary Continuum:**

**Teacher to student:** Have a warning system for students who are beginning to misbehave:

- a) If you tell the student(s) a consequence is coming, *make sure you follow through, do not make empty promises.*
- b) Make sure school policy is followed and that the consequence is appropriate for the situation.

**Teacher to Parent:** Parent notification is required when dealing with a student discipline issue. Please refer to the discipline protocol below.

**Teacher Referral to Staff:** ICAT/Counselor/Coaches/Activity staff.

**Teacher to Administration:** When students have violated school policy and/or have disrupted the classroom to a point where other students cannot receive instruction, student must be referred to administration.

- *Write a disciplinary referral, (Include parent contact attempts and document your efforts to help the student.)*
- *Notify Administration: Administration will determine the consequence for the student.\Parent meeting may be set up at this time.*

**Daily routine expected in each class: Besides taking roll and having a Bell Ringer activity.**

1. Check for dress code violations.
2. Students who make the choice not to cooperate will face negative consequences for their actions.

### **Procedure for Discipline Referrals;**

To refer a student to the appropriate administrator, a student referral form must be completed and turned in to the administration.

Each referral must contain the following information:

1. The Student’s complete name.
2. Grade and ID number.
3. Specific and detailed description of the disciplinary violation.
4. Documentation of the student discipline continuum steps that have already taken place.
5. Parent contacted – written response
6. Level of offense – Level I, II, III

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## **Board of Education Policies**

### **Student Automobiles**

All students who drive automobiles to school will be required to purchase a permit from the parking lot attendant. The permit is issued to the student. The student is required to exhibit this permit by displaying it on the windshield of the automobile driven to school. If the permit is lost or stolen, it should be reported to the parking lot attendant immediately and a new permit must be purchased. Parking permits fees are \$20.00 for the school year.

When students arrive at school, they must proceed directly to the student parking lot and park their automobile. They are prohibited from sitting in their car during school hours. The student should not move their car during the day unless they have a special permit to be off campus. Students who do not follow the regulations concerning their automobiles will be excluded from the student parking lot. Automobiles illegally parked on adjoining property or automobiles parked in the student parking lot without the parking permit will be towed away at the expense of the student.

**STUDENTS MAY NOT PARK THEIR VEHICLES IN THE FACULTY PARKING LOT, SOUTH PARKING LOT, IN THE CAFETERIA PARKING LOT, OR IN THE AUTO MECHANICS LOT. AUTOMOBILES FOUND IN THESE LOCATIONS WILL BE TOWED AWAY.**

Students who fail to comply with these regulations will be subject to immediate suspension and automobile privileges could be withdrawn for the school year.

### **Student Dress and Social Conduct**

Teachers should be aware of the district student dress code. A student's appearance or mode of dress or cleanliness should not disrupt the educational process or constitute a threat to health or safety. The student will be required to call home for the parent to bring in appropriate clothing or requested to make necessary adjustments. When in the judgment of a staff member, a student's appearance or mode of dress is distracting, disrupts the educational process, or constitutes a threat to his health or safety; the student may be required to make requested modifications. These regulations will be enforced and your assistance is required.

#### **DRESS CODE**

**The campus administration has the authority to determine appropriate dress and make changes as needed.** For the safety of students, a dress code needs to be followed. Dress and grooming have a definite bearing on attitude and behavior. Learning how to dress within the bounds of propriety, decency, and social acceptability is a part of each student's education.

The following items of clothing will not be allowed on any school campus in the Gadsden Independent School District. Shirts unbuttoned

- Oversize baggy pants - Pant leg not to exceed 5" extended from leg
- Clothing sizes will match the bodies on which they are worn. Pants are to be secured at the waist, using a belt or suspenders, if necessary. Shoes are the only item of dress that may be worn touching the floor or ground.
- Clothing or articles with wording, pictures, or acronyms that promote alcohol, the occult, tobacco, drugs, profanity, sexually suggestive, gang affiliation or are defamatory of any individual or group.
- Clothing colors and articles which are gang related as determined by each school's administration will not be allowed.
- Military type buckles with initials and/or belts with dangling ends

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- Bandanas or "colors"
- Hairnets
- Skirts/shorts less than mid thigh length or "hot pants"
- Undershirts worn as outer garments, tank tops or muscles shirts (width of a strap should be 3" or more)
- Steel-toed shoes or boots
- Jewelry or accessories that could be used as a weapon (e.g. wallet chains, studded articles)
- Blouses and Shirts need to be appropriately worn.

### **Prohibited manner of wearing clothing:**

- Belts or trousers below the waist line
- Low cut tops
- Bare or exposed midriffs
- Hats/caps and head gear may be worn outside school buildings. No hairnets are allowed.
- Sunglasses without doctor's prescription

### **Pants:**

- Crotch seam should be in close proximity to body. Anything in excess of space for comfort where a sag is evident (2"+) is "sagging".
- Waist is excessive when pucker or overlap in excess of 3" is evident.
- Pants worn so low that waist line would expose several inches (3"+) of underwear or flesh below normal waist line.
- Length and/or flare is excessive when cuff covers shoe and/or is stepped on by either toe or heel of shoe. For safety, footwear must be worn at all times and must be appropriate. Due to safety issues, **flip flops** are not recommended and may be restricted by the school administration.

### **School Interpretation for Inappropriate Dress**

Any student wearing inappropriate clothing as determined by administration will receive one of the following consequences:

- Wear appropriate clothing provided by the office, if available.
- The inappropriate clothing will only be returned when a parent/guardian comes to the school and returns the replacement clothing.
- Have appropriate clothing brought to school.
- Be sent home with parental permission or remain isolated for the remainder of the day or suspended.

### **Staff Dress: Professional dress for respect.**

All staff will wear their GISD Staff Badge on a lanyard of pinned to their clothing. Faculty and staff are expected to dress professionally and appropriately while at work. Game days and Fridays are designated as Maroon and Gold days. The only days that jeans 'of any type' are acceptable is on Fridays or days designated by Administration.

Addendum: Staff who work with students with disabilities or in the "shop" areas may wear "work" jeans. This clothing is still expected to demonstrate professionalism and separate staff from students.

Physical Education and coaching staff should be able to be distinguished from the students through modeling of professional attire.

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### **Student Search and Seizure Information: Rule of thumb: Follow GISD Board Policy, Use common sense, call for help.**

#### *According to the latest PED Regulations on Search and Seizure (NMAC 6.11.2.10)*

All school property is held upon public trust by the Board of Education. A search of school property may be made at the discretion of the superintendent, principal or their designees if there appears to be reasonable grounds to conduct the search. Search of a students' person, locker, bags, purses, or vehicles shall be conducted only if there is reasonable suspicion to believe that the student is committing a crime or breach of conduct. Searches of a student's person shall be conducted by an administrator or certified staff of the same sex, and in the presence of another certified school employee.

#### NM PED Regulations on Search & Seizure

##### NMAC 6.11.2.10 (B)

Search and seizure: School property assigned to a student and a students person or property while under the authority of the public schools are subject to search, and items found are subject to seizure, in accordance with the requirements below.

Notice of search policy. Students shall be given reasonable notice, through distribution of written policies or otherwise, of each school's policy on searches at the beginning of each school year or upon admission for students entering during the school year.

Who may search? Certified school personnel, school security personnel and school bus drivers are "authorized persons" to conduct searches when a search is permissible as set forth below. An authorized person who is conducting a search may request the assistance of some other person(s), who upon consent become(s) an authorized person for the purpose of that search only.

*Conduct of searches; witnesses.* The following requirements govern the conduct of permissible searches by authorized persons:

- (a) School property, including lockers and school buses, may be searched with or without students present unless a local school board or administrative authority provides otherwise. When students are not present for locker searches, another authorized person shall serve as a witness whenever possible. Locks furnished by students should not be destroyed unless a student refuses to open one or circumstances otherwise render such action necessary in the judgment of the administrative authority.
- (b) Student vehicles when on campus or otherwise under school control and students' personal effects which are not within their immediate physical possession may be searched in accordance with the requirements for locker searches
- (c) Student vehicles when on campus or otherwise under school control and students' personal effects which are not within their immediate physical possession may be searched in accordance with the requirements for locker searches
- (d) Notification of law enforcement authorities: Unless a local school board policy provides otherwise, an administrative authority shall have discretion to notify the local children's court attorney, district attorney or other law enforcement officers when a search discloses illegally possessed contraband material or evidence of some other crime or delinquent act.

### **GUIDANCE SERVICES**

#### **Counseling Services**

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The Guidance Counselors at Gadsden High School provide students with a number of services to assist them during their high school years. The services are to help students develop academically, emotionally, and socially. These services cover:

1. Academic Advisement  
Students are advised regularly about their credit accumulation towards graduation. They are monitored closely to make sure they take and pass PARCC, which is also required for graduation.
2. Career/Vocational Counseling  
Students are advised about various careers and vocations utilizing current job market data. They also receive information about 4 year colleges, community colleges, vocational/technical schools and the military depending on their interests. Scholarship/testing information is also provided.
3. Personal/Crisis Counseling  
Crisis counseling is provided when necessary in helping a student or students deal with a crisis period their life. The counselors are also available to provide personal counseling when a student is having problems at home, with friends, teachers, relationships, drug/alcohol, etc.
4. Peer Tutoring  
This service is available to all students having difficulties in the academic areas of English, math, science, and social studies. Their peers assist them when necessary.
5. Health Base Center is available on campus to assist students when troubled.
6. Group Counseling  
This service is available as individual groups and situations dictate the need.

The counseling Center Staff would like to encourage you to come by and visit with them at your convenience. They are available Monday thru Friday from 8:15 a.m. to 3:45 p.m. The Counseling Center Staff includes:

|                 |                     |
|-----------------|---------------------|
| Robert Radeki   | A - C               |
| Jenny Gonzalez  | D - Hernandez       |
| Maria Dominguez | Herrera – Molina    |
| Myrna Lopez     | Mondragon - Rodarte |
| MaryLou Mendoza | Rodriguez - Z       |
| <hr/>           |                     |
| Maria Grubaugh  | Registrar           |
| Isela Martinez  | Secretary           |

**Staffing** - A “staffing” is requested by the teacher when the student has a discipline or attendance Problems in their class. The counselor schedules this meeting with the appropriate parties.

### **Testing information**

The following information is offered as a guide to assist parents and students. It is recommended that all students take advantage of these tests when they are offered.

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- PSAT - a pre-test to the SAT that is available to the 10th and 11th graders. Once taken as 11th grader you may qualify for national scholarships.
- ACT - college entrance exam available to 11th and 12th graders (10th graders with a 3.5 GPA may take test).
- SAT - college entrance exam available to 11th and 12th graders (10th graders with a 3.5 GPA may take test).
- ASVAB - when military interest, an aptitude test available to all grades. This is on a volunteer basis. To be scheduled by Career Counselor.
- SBA- state required in earning a diploma. If not completed student will receive a certificate of completion.
- EOC End of course 9<sup>th</sup> -12<sup>th</sup>.
- PARCC English, Math, Science 10<sup>th</sup> and 11<sup>th</sup>



# GHS Faculty Handbook 2019 -2020

## LIBRARY/MEDIA CENTER

### Hours

8 a.m. to 4 p.m. students are encouraged to use the library before school and during the lunch periods. However, when there is a scheduled class in the library during the lunch period, students are generally not admitted. (In this case, students are admitted at the discretion of the librarian and teacher.) The library is open after school if funding is available, typically Monday through Thursday until 6 pm. Faculty members are always welcome when Library staff members are present. If the doors are locked, please knock.

### Services for Students

The library is open for student use during school hours. When teachers have classes scheduled in the library, individual students sent from the classroom to do independent work will be admitted at the discretion of the librarian and teacher who has scheduled the class in the library. Students may come to the library from the classroom; however they will not be admitted unless they have an official pass that is completely filled out and a specific assignment. Students will not be released the last ten (10) minutes of the class period unless specified by the teacher on the pass. "Off campus" students must have a pass from a principal or counselor. Seventh period students must leave the library before 3:20 p.m. or they must stay until the end of the period (3:45 p.m.).

Students must surrender their pass (es) to a library staff member immediately upon entering the library. Authenticity of the faculty signature will be verified.

Students may checkout books for a period of two (2) weeks. There is a fine of 5 cents per day for overdue books. Students must pay for the cost of lost books.

### Services for Teachers

Teachers, teacher aides, and staff may check out books for a period of four weeks. Reference materials, magazines, or the daily newspaper may be checked out for used for a specific class at the discretion of the librarian. All staff and teachers are required to pay, replacement costs for lost library materials, including but not limited to, books, magazines, newspapers, videos, DVDs, and electronic equipment, such as video or DVD players, cords, overhead projectors, and remote controls.

Teachers are encouraged to schedule library research time for their classes. Teachers are required to sign up in advance for specific days/periods of their classes. Teachers may not leave their classes unsupervised. They are required to stay in the library with the classes for the entire class period and expected to participate in the instruction with the library staff. Substitutes may bring classes into the library only if previously arranged with the librarian.

The librarian can help determine if adequate materials for classes are available. Plan ahead to schedule classes and discuss the research topics with the librarian. In addition, instructions in library skills or in specific subject areas (such as poetry, science resources, and social issues) are encouraged.

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Teachers are responsible to pick up official GHS Library passes at the beginning of the school year and verify that their signatures are on file. The Library staff will provide reminders. Students must present the passes immediately upon entering the Library, at the Circulation Desk, and my reclaim them to return to the classroom prior to the end of the period. Passes issued by substitute teachers will not be honored unless the substitute's signature is on file. (Library passes are not issued to substitute teachers.)

Teachers are responsible for their students' deportment while in the library. It is recommended and preferred that classes enter the library quietly, as a group, settle into the designated seating and await instructions of the teacher and/or librarian. (Please do not straggle into the library or permit your students' immediate access to Internet PCs.)

In order to use the Internet at GHS, the students are required to file Internet Permission forms with the Library that are signed by their parents or legal guardians. Please provide class rosters to the Library staff as soon as possible so we may inform you who still lack permission. Note: students may not use the Internet in your classrooms unless a permission form is on file; it is in your legal best interest to assist us with this process. *The faculty member is legally responsible if their students use the Internet without a signed parental permission.*

### **AV Materials and Equipment**

The subject matter to be shown should be relevant to the unit being taught and is subject to spot checks by the administration.

Teachers using audiovisual materials must follow GISD Policy IIAA-R-5. Video and Motion Picture Selections for Viewing by students (A6/18/87; R7/1/87).

Television videos and motion pictures are to be selection in accordance with the following rules and procedures:

1. Election will be based on the district's curriculum philosophy, goals, and competencies as adopted by the Board.
2. The selection of any material for viewing by students will be based on its value to reinforce what is being taught in the classroom as part of the adopted curriculum.
3. The use of film/tape, which are rated G, is encouraged. The use of any material that uses profanity is discouraged. The only time that films/tapes rated PG or more restrictive rating can be used is when the film is needed to make students more knowledgeable about the issues being discussed which are a part of the curriculum being taught with administrative approval.
4. When restricted material is to be used in the classrooms, the parents of the students must be notified two weeks prior to the showing so that parents may decide whether they want their child/children to see the film.
5. These restrictions apply to all film/tape shown to students of the Gadsden School District.

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All audiovisual materials must adhere to this policy, including those that are teacher furnished. A copy of this policy is available in the district policy handbook located in the Teacher Center in the library.

AV equipment available for teacher use includes audiocassette player/ recorders, overhead projectors, video and DVD players. If a remote control is needed for use with a VCR, it needs to be requested. All equipment use is on a "first come, first serve" basis. Equipment check out is at the circulation desk in the library. Only faculty may check out media for use in their classrooms. Do not sent students to check out, pick up or return any items, including videos and DVDs.

### **Audio Visual Services**

The audiovisual section of the library offers AV services to all teachers and students who desire support for classroom activities.

The AV section upon legitimate request provides videotaping of classroom projects or presentations. If the library furnishes blank videotapes, the videocassette remains the property of the GHS library for cataloging or for reuse.

Laminating services are available for teachers and accomplished by the library staff. Discretion is advised in the amount of laminating requested.

### **Video Use Services and Policies**

Videocassette recorders (VCR's) and videotaping services are available to teachers. Videotape copying cannot be done for commercially produced videotapes or television programs. All services are on a first come, first serve basis.

Viewing of commercial broadcasts is **PROHIBITED**. Any malfunction of the classroom monitor should be reported immediately to the Media Specialist.

Complete video units with monitors may be check out through the Media Specialist if needed otherwise only the video unit will be checked out upon completion of a video request form.

Teachers are personally responsible for damage to video equipment while in transit to and from the classroom and while in use. Teachers are required to pick up and return video equipment to the AV section per scheduled use. Do not allow students to transport or operate video equipment.

Video use should not be scheduled when a substitute teacher is monitoring the class.

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### **Instructional Policies**

#### **Lesson Plans**

All faculty members are asked to use the lesson plan format that is provided by Gadsden High School. This is now the standardized format that will be used by all educator's on campus.

For information on NM Common Core Content Standards, Benchmarks and Performance Standards teachers are asked to review information under the New Mexico Public Education Department website.

All teachers are to post on Gmail account their weekly, detailed lesson plan so teachers Campus Administrator/Evaluator may view.

There may be an occasion where an educator would like to write a lesson plan for a particular unit or theme. The Campus Administrative Team needs to be provided with a detailed unit/theme lesson plan on a weekly basis.

All teachers are asked to keep a copy of all lesson plans for this school year in a folder on the computer's hard drive and on a flashdrive. Teachers will also need to make a hard copy of all lesson plans this school year. A hard copy will assist a substitute teacher by providing him/her with a detailed listing of items to be covered and assignments to be given to the students upon teacher's absence.

Teachers are required to keep an accurate class roll at all times.

#### **STUDENT ATTENDANCE** – Attendance for Success Act

Implementation of the new process for the Attendance for Success Act. The district is in the process of developing the protocol and procedures of this new legislatures.

#### **Criteria for Excused Absences**

1. Personal illness. Professional appointments that could not be scheduled outside the regular school day.
2. Serious family or personal problems.
3. Death in the family.

School sponsored activities are exempt from the attendance policy. School sponsored means any activity in which the sponsor is in attendance or transportation is paid by the school district. Specific students are designated by the sponsor to be in attendance at the activity.

#### **Parental Responsibility**

1. Parents must telephone the school every time their child is absent and indicate the reason for the absence.
2. Attendance letters shall be mailed after 3, 5, and 7 unexcused absences.
3. In case of excessive unexcused and excused absences a parent shall be required to attend a conference with the appropriate administrator.
4. If the parent refuses to attend a conference, the principal may submit a memo to the Superintendent requesting that a complaint be filed against a parent for failure to comply with the Gadsden School Board's policies.
5. Documentation must include the student's absence profile (copy) and attempts to contact the parent.

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### **Make-up Work –**

Students shall be granted one day for each excused absence. Make-up work must be graded and credit given if the absence was excused. Teachers may check with attendance office regarding excused absences. (Students who have been suspended will be allowed to make up assignments upon their return following the excused policy and graded and credit given if completed to the satisfaction of the individual teacher. Students who are suspended will be allowed to do their assignments during the period of suspension and must turn in all assignments on the first day of their return to school.) No make-up work is not required for an unexcused absence.

### **Student Absentee Reporting**

It is essential that each teacher keep accurate attendance records. Attendance is done on Power Teacher. Students shall **not** be allowed to take and record attendance.

\*Teacher attendance should be entered the first 15 minutes of every period. 1<sup>st</sup> period attendance must be entered by 9:00 for “Student Lunch Count Report.” Last period attendance must be entered by 2:30 for end of day report which is “Teachers Not Taking Attendance Report.” End of Day Attendance letters to parents should be ready by 3:45 – 4:00 to be mailed out. School Messenger begins calling homes at 4:00.

### **Admit Slips**

Students will need admit slips to enter class when arriving late, returning to school from an absence, and unless they are returning from discipline matters. When a student is suspended as a result of a disciplinary infraction, his/her teachers will be advised within one (1) day of the suspension. No student returning from a discipline suspension will be admitted to class without such a pass. If a counselor or administrative conference carries over into the next period, an "Entrance Pass" will be provided. Late bus arrivals will be announced over the intercom. Absences are not recorded regarding these students.

### **Student I.D. Numbers and Grade Level Classifications**

Teachers are to add student ID numbers and grade level classifications to their roll books. ID numbers and grade level classifications may be obtained from the class rosters when they are issued to you. Each period in the roll book is to be labeled with a class code number, title, and section number. This information may also be obtained from the grade class roster sheets.

### **Ten Consecutive Day Drops (W-2's)**

Teachers are not to drop a student from their rolls until they sign a ten-day drop form from the attendance office. A student must be absent ten (10) consecutive days from all classes before the attendance office will drop them. Ten-day absences are in many cases truancy and the appropriate assistant principal should be notified.

### **Early Withdrawal from School**

The administration recognizes that it may be necessary for some students to withdraw from school earlier than the last day of school. **NO STUDENT WILL BE PERMITTED TO TAKE SESSION EXAMS PRIOR TO THE END OF THE SESSION WITHOUT WRITTEN PERMISSION FROM THE PRINCIPAL.**

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### **No Credit Grades**

Students entering Gadsden High School after the end of the third week of each semester who have not been currently enrolled at another school will not receive credit for the semester. The registrar will send the student's parents a letter notifying them of the credit status and appeals procedures to the principal. The registrar will send to the assistant principal copies of the form.

### **W-1 and W-2 Drops**

**W-1 Drops:** Students wishing to withdraw from school need to obtain a Withdrawal Notice from the Counseling Center. The student is to submit the withdrawal notice to each teacher for a signature and the teacher is to indicate any indebtedness on the part of the student. If a textbook is missing, Please be sure to give the title, book number, and price of the book. After the withdrawal notice has been signed the student is not to be reported absent until he has officially re-enrolled in your class. Teachers will maintain an accurate record of attendance in their class record books.

Students who drop from school before completing the marking period will not receive a grade for that marking period on the grade collection sheets.

**W-2 Drops:** Students absent ten (10) consecutive days because of excused absence criteria must re-enter (R-3) and make up all work prior to receiving a grade for that marking period.

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### All Hazard Team

**The All Hazard Team is made up of a group of Teachers, Security personnel, and Administrators. These individuals are given the task of conducting drills and developing emergency plans that will prepare the entire population of Gadsden High School for various types of emergencies. This team is also called on to help with any emergency that may occur on or around the school grounds.**

**In order to be prepared for an emergency at all times, it is recommended that each teacher maintain an “emergency” kit.**

#### **Classroom Emergency Kit content recommendations:**

- **Copy of student class rosters for all classes for each semester.**
- **Pencil, pen, and notebook**
- **Drill report forms**

### **FOLLOW ALL HAZARD TEAM INSTRUCTIONS**

**All Faculty and Staff are to review the Gadsden High School Safe School Plan. The GHS Safe School Plan will be forwarded by email.**

**Safety is as simple as ABC – Always Be Careful. –Author Unknown**

#### **Accidents:**

**Minor:** Notify School Nurse and appropriate administrator.

Administer first aid by utilizing school nurse or trained staff.

**Major:** Notify School Nurse, Administration and other AHT members. Assist and administer first aid utilizing School Nurse and trained staff. Stand by to assist with documentation of accident.

#### **Assault:**

Notify School Nurse, Administration and other AHT members.

Administer first aid utilizing School Nurse and trained staff.

Follow all AHT instructions.

Log all activities and decisions

#### **Managing alleged assailant**

Notify School Nurse, Administration and AHT members.

Confine Situation until AHT responds

Call or send a student for assistance.

Prepare a written statement of the incident and give to appropriate personnel.

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### **Bomb Threat: Suspicious Object (Turn off cell phones, pagers, other communication devices)**

- Do not leave the scene
- Send someone to bring nearest Administrator or other AHT member to the scene
- Explain the situation, explain your suspicions.
- Follow all instructions completely from AHT members.
- Assist in evacuation of the area
- Prepare written statements of the incident and give to appropriate personnel

### **Child Abuse: (Suspected)**

- Notify Administrator, nurse, or counselor/Department of CPS (Child Protective Services)  
800-797-3260
- Document actions and decisions

### **Death of a student or staff member**

- DO NOT MOVE BODY.
- Keep everyone away from the incident.
- Notify an Administrator or AHT member.
- Follow AHT instructions.
- Make sure a 911 phone call has been placed.
- Prepare written statement of incident and give to appropriate personnel.

### **Evacuation**

- Close windows, doors, turn off light and other equipment.
- Students are to form a single line and walk quickly to a designated area.
- Teacher is to take attendance, stay with students and report any missing students to the AHT.
- Students are to remain in a line and teachers should not allow any wandering around.
- Teachers are to remain with their students at all times.
- Follow AHT instructions.

### **Fire:**

#### **Discovery**

- Activate the fire alarm to evacuate immediately.
- Notify the closest Administrator and AHT member as to the location of the fire.
- Evacuate the buildings.
- Follow AHT instructions.
- Prepare written statements of incident and give to appropriate personnel.

#### **Freeze**

- Close and lock all doors.
- Allow no one to enter or exit the room until situation has been cleared.
- Continue regular classroom instruction.



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### **Gang Altercations**

Notify administration and AHT member  
Confine situation, assist with situation.  
Provide first aid to injured utilizing School Nurse and trained staff.  
Prepare a written statement of what you witnessed.

### **Hazardous material Release**

Notify Administration and AHT member.  
Follow AHT instructions.  
DO NOT leave the building of facility without direction from AHT or Emergency Response personnel.  
Completely shut down all ventilation and all other equipment.  
If the determination is to evacuate, refer to Evacuation section.

### **Lockdown**

Close and lock all doors and windows.  
Turn off all lights, radios and televisions (all electronics should be turned off).  
Move the students to a corner of the room where they cannot be seen from the windows or doors.  
No one is to go in or exit the classroom.  
All classroom instruction should stop.  
Classroom should be absolutely quiet.  
If evacuation is needed, an AHT member or Administrator will notify you (we have keys).  
Once the danger has passed, the all clear announcement will be made.

### **Natural Disasters (Tornados, floods, earthquake, end of the world)**

Stay in classroom.  
Freeze your class.  
Follow AHT instructions.  
Stay with your class, and keep calm and organized.  
If the determination is to evacuate, refer to Evacuation section.  
Teachers stay with your students at all times, take attendance and report any missing students. If evacuation is needed, walk in a straight line and take care of the students.

### **Operational Crisis (Electric, ruptured water line, climate control in extreme weather)**

Notify Principal or other AHT member.  
Do not try to attempt to rescue a person who is experiencing electrical shock until power is turned off.  
Shut power off if possible.  
Assist in evacuation of the area.  
Prepare a written statement and deliver to appropriate personnel.

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### Medical Problems:

#### **Asthma:**

When a student requests to report go the Nurse's Office or shows signs such as:

**Difficulty breathing, shortness of breath, coughing, wheezing, chest hurts, gray or blue nails beds or blue around the mouth,** please send them to the nurse immediately, accompanied by another person.

#### **Diabetes:**

If the student requests to report to the nurse and shows one or more of the following signs:

**faintness, personality change, confusions, irritability, dizziness, pale or clammy skin,** please send the student, accompanied by another student, to the Nurse's Office.

If the student requests to report to the Nurse's Office or Assistant Principal's Office to take their insulin or a chem.-strip, please send them immediately.

### **Seizure disorder:**

If a student does have a seizure please do the following:

Place the student on the floor, turn him on his side, and protect his head and limbs from hitting any objects.

If the student regains consciousness they may be confused or sleepy, do not let the student get up.

Call the School Nurse at ext. 6370 or 6373.

### **Severe Allergic Reactions:**

Please call the School Nurse immediately at ext. 6370 or 6373 and state the problem.

Signs and symptoms are: **redness, swelling, difficulty breathing, and shortness of breath of anxiety.**

## **Important information**

### **School Telephone Extensions**

|                |      |
|----------------|------|
| Front Office   | 6300 |
|                | 6313 |
| Nurse's Office | 6370 |
|                | 6373 |

## GHS Faculty Handbook 2019 -2020

### All Hazard Team

Administrations  
Custodians  
Security Officers  
Lilly Chavez  
Matthew Grubaugh  
Dolores Nanez  
Maria Grubaugh  
Ms. Hartmann  
Ms. King  
Ms. Mejia  
Mr. Morrell  
Mr. Escudero

### A. General Procedures and Terms to Know

Anytime the school is involved in a drill or any true hazardous situation, the teacher should take their attendance sheets with them. Attendance will have to be verified and all students accounted for before an “all clear” can be made. If a student is missing report the information to the nearest AHT member.

1. **DRILLS:** When taking students outside for a fire drill or other AHT drills, the students should be instructed to form a single line and walk quickly and quietly out to the designated area. Once you have reached the designated area, take roll and report any missing students. The students need to remain in line and not allowed to wander off. *Teachers should remain with their students at all times.*
2. **PHONES:** Because cell phones can be used as detonation devices and can often times lead to a community panic, you are reminded that it is a school policy that all cell phones are to be in the off mode during school hours, and should not be used at any time during a drill.
3. **FREEZE:** - Close all doors. Allow no one outside the room for any reason. Continue regular classroom instruction.
4. **LOCKDOWN:** Move the students to a corner of the room where they cannot be easily seen from the windows or doors. Close and lock all doors and windows, turn off all of the lights, air conditioners/heaters, radios, and televisions. All instruction should stop, and the classroom should be absolutely quiet. No one leaves or enters the room. Once the danger has passed, the front office will make an announcement that the lockdown is over and classes can resume.

# GHS Faculty Handbook 2019 -2020

## Acknowledgement Confirmation

I, \_\_\_\_\_ have read and I do understand my responsibilities that are expected at Gadsden High School that are stated within the teacher handbook as well as GISD policies and procedures for the 2019-2020 school year. I have received a hard copy of the GHS Faculty Handbook as well as an electronic copy.

\_\_\_\_\_  
Teacher / Staff Signature

\_\_\_\_\_  
Date

Please return this sheet to Mrs. Cathy Cano by July 31, 2019. Thank you.