



FJH
CHARGERS

**Fishers Junior
High School**

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Faculty Handbook
2014-2015



Hamilton Southeastern Mission Statement

Hamilton Southeastern, as an innovative school community, provides an educational opportunity for each student to achieve maximum potential, to become a responsible citizen, and to influence an ever-changing world community.

District Goals:

1. Continue efforts toward becoming a world-class school system by exploring, developing, assessing and initiating the highest quality programs for the 21st century learner and leader.
2. Develop strategies for effectively addressing the continued growth in student enrollment.
3. Increase the effectiveness of the Board of School Trustees through improved communication and guidance.

Fishers Junior High Mission Statement

Fishers Junior High School, in partnership with the community, is committed to academic excellence and talent development in a safe, supportive environment. It is our mission that every student will possess the academic and social skills necessary to be a responsible citizen and a life long learner in a rapidly changing, diverse world.

Belief Statements:

1. We believe FJHS encourages and provides an opportunity for students to take responsibility for their lifelong learning.
2. We believe students must actively share in the development of their own education.
3. We believe FJHS should prepare students who will shape the future of society, not mirror the "shape" of society.
4. Because students learn through problem-solving, flexible learning experiences, and the demonstration of skills and knowledge, we believe programs at FJHS should provide appropriate activities for continuous development of basic language, quantitative, and research skills.

5. We believe that technology in education is essential in order to allow students to compete in an ever-changing world.
6. We believe that the pursuit of excellence in the process of teaching and learning is essential. To increase the quality of instruction, teaching must be enriched and enhanced through staff development activities.
7. We believe communication, cooperation, and interaction are essential among the students, parents, staff, school board and community.
8. We believe that a safe and physically comfortable environment promotes student learning.
9. We believe schools are a community resource for activities that enhance the quality of life for all of the community.
10. We believe that our programs should include opportunities for exploratory and enrichment experiences in fine arts, practical arts, additional course offerings, and extracurricular programs.
11. We believe FJHS should provide for educational experiences that are appropriate to the developmental changes unique to students at the junior high level.
12. We believe that programs offered at FJHS should encourage students to evaluate circumstances and make choices that will lead them toward effective participation in our school, community, country, and the changing world.
13. We believe that FJHS programs are designed to build upon the learning experiences obtained in elementary education to prepare students for successful movement to secondary education.
14. Because students learn in different ways, we believe that programs should be flexible to accommodate maturational and learning style differences.
15. We believe that the programs at FJHS should provide students with varied physical education experiences which both physical fitness and a positive mental attitude are stressed.
16. We believe the environment at FJHS should be one in which human relationships are based upon integrity, responsibility, and respect for the rights of others.
17. We believe that the program at FJHS should assist students in gaining an understanding of the democratic way of life, the American system of government, the free enterprise system, and the history of the United States.
18. The staff of FJHS must continually assess the effectiveness of its educational programs if continued improvement is to occur.
19. We believe that as the world becomes "smaller," knowledge of world history,

geography, cultures, and languages increases a person's ability to interact effectively.

20. We believe that the ability to communicate effectively is an essential part of each student's development.

21. We believe that character education is an integral part of a well-rounded education.

ADMINISTRATIVE - TEACHER RELATIONSHIP

The administration realizes its responsibility to the total school program. It desires to aid the entire staff in the pursuit of the best possible education for the students of Fishers Junior High School. The duties of the administrative team are listed below. This should be helpful in answering questions regarding the overall organizational pattern of the school. The offices of the principal and assistant principal are always open to the entire staff.

Principal

- attendance at and supervision of extracurricular and athletic events
- approval of master schedule
- provide instructional leadership and BEST Practice information
- teacher/staff observations and evaluations
- custodial supervision
- curriculum delivery and coordination
- public relations
- Triangle Club board – administrative representative

- faculty/staff morale
- in-service, staff development, and professional day planning & implementation
- budget and supplies – ECA and corporation
- clubs
- faculty handbook
- homework policy
- seventh grade orientation
- staffing
- PL221 compliance – school improvement committee chairman
- textbook adoption
- ISTEP/NCLB
- Professional Leave
- Transportation
- technology budgeting and leadership
- Response to Intervention
- AIMSWEB testing – math & language arts
- District level administrative meetings

Assistant Principal

- student traffic (halls, lunch room, buses)
- discipline (referrals from teachers, detentions, in-school reassignment, suspensions, expulsions, due process, truancy)
- extra curricular duties
 - attendance and supervision
 - organization of selected events.
- emergency drills (fire, tornado, crisis, emergency signage, state reports)
- athletics
 - attendance at events
 - athletic handbook revision (with the athletic director)
- substitute teachers
- personal days

- teacher observations and evaluations
- PL221 compliance-assistant chairman of school improvement committee
- student handbook revision and board presentation
- lunch coordination and supervision
- building security (keys, cameras)
- character education
- PBIS
- attendance and ACES Program
- Instructional Assistant evaluations
- School safety
- District level administrative team meetings

Guidance Counselors

- scheduling
- counseling (individual and group)
- special education conferences
- 504 identification and conferences
- math/English tutoring programs
- school records maintenance
- standardized testing-ISTEP, NAEP, ACUITY, End of Course Assessments
- report cards / progress reports
- enrolling new students
- student services
- career education
- attendance
 - records and state reports
 - attendance letters (10 day)
- coordination of teacher recommendations for high school classes
- seventh grade orientation / new student orientation
- honor roll recognition and publicity
- team/guidance meetings (as needed)

- registration days

Athletic Directors

- rental arrangements
 - gym, cafeteria, etc.
 - contracts
 - payments
 - set up, clean up, etc.
- care, inventory, purchase and distribution of uniforms, warm ups, and equipment
- set up for home athletic events
- supervision of athletic events
- distribution of medical kits
- athletic calendars
- collection of physicals
- scheduling of athletic events - contracts
- scheduling of buses
- athletic budget and fundraisers
- supervision of cheerleaders
- coaching evaluations
 - submitted to assistant principal and principal
- distribution of athletic awards
- athletic handbook (with assistant principal)
- work with coaches to improve job performance
- monitor academic eligibility and rules
- athletic award system
- health/athletic insurance program
- arranging for athletic trainer services
- seeking financial sponsorship to fund athletic transportation costs

Treasurer

- expenditures - extracurricular

- purchasing - extracurricular accounts
- book rental - student fee determination, collection
- financial records in compliance with State Board of Accounts
- student supplies
- textbook preparation/inventories/orders
- purchase orders
- bookstore management

Office Manager

- monitor security camera for front door
- maintain building office equipment
 - order supplies
 - troubleshoot problems
 - schedule service calls
- maintain inventories of office supplies and instructional supplies
 - copy paper
 - laminating film
 - construction paper
 - Scantron forms
 - transparency forms
 - grade books
 - plan books
- prepare student mailer prior to school starting
- team leader for all support staff
- perform secretarial duties for principal and assistant principal
- produce and generate materials for Camp Tecumseh
- maintain confidential staff files
- cover clinic when nurse is not available

- prepare and produce school activities calendar of events with input from:
 - principal
 - assistant principal
 - athletic director
 - guidance department
 - department chairs
 - HSE district office
- greet and direct students, parents, guests, and vendors
 - accept items from parents for students
 - deliver messages to students
 - collect assignments for absent students
 - monitor sign-in and sign-out procedure
- answer incoming phone calls
- assist in time of other support staff absence or need
- supervise student office aides
- process purchase orders for staff supplies

Receptionist

- answering incoming phone calls
- student passes and early dismissal passes
- assist parents with questions regarding Skyward
- distribute mail and interoffice mail
- fax time sheets to Central Office
- relieve ISR staff for lunch
- cover for nurse when needed
- sign in substitutes
- maintain substitute folders
- make substitute arrangements for planned teacher absences
- Complete DOE/CP report

Guidance Secretary

- registrar
 - enroll and withdraw students

- request records
- forward records
- process report cards
- complete grading report
- transcripts
- attendance
 - daily maintenance
 - parent letters
 - reports
- permanent file maintenance
- Skyward
 - activities
 - demographics
 - locker assignment
 - reporting
- honor roll
- high school and intermediate scheduling
- supervise student office aides
- kudos project
- preview day organization
- Complete IDOE state reports

In School Reassignment Monitor

- supervise, tutor, and guide at risk students
- communicate with teachers concerning ISR student academics
- enforce and maintain handbook rules, emphasis on dress code
- maintain confidential files related to all aspects of discipline
- coordinate, distribute, and maintain school crisis folder information
- daily attendance duties when guidance secretary is absent
- work with assistant principal on discipline issues, including:
 - in school reassignment
 - out of school suspension

- expulsions
- detentions
- truancy
- character development
- coordinate publication of daily announcements and post
- liaison to public for publicity of community events
- liaison for parent PTO organization
- write, edit, and produce:
 - bi-weekly school newsletter
 - quarterly formal school newsletter
 - school webpage information
- amass and maintain all materials for school emergency crisis tub, including:
 - all schedules
 - staff emergency information
 - transportation information
 - student health and emergency information
 - emergency supplies
 - special needs student emergency plan
- front office duties

GENERAL STATEMENTS OF POLICY

Accident Reports (Student)

Accident reports are required by law to be on file in the office of the principal and the superintendent for any student injury during a school activity or for any injury incurred by a student while on the school grounds. Accident reports are to be completed in full by the supervising teacher or the teacher who witnessed or reported the accident and submitted to the principal. Copies of accident reports will be sent to the administration office. Forms are available in the nurse's office.

When students are injured at school, first aid may be administered if deemed necessary; however, the school nurse or school administrator should be notified immediately. No medications should ever be administered by a school employee other than the nurse or the nurse's designee. When bodily fluids are involved, rubber gloves must be worn.

Alcohol

It is expected that staff members will refrain from the use of any alcoholic beverage before or during any school activity.

Announcements - Daily

MORNING: Morning announcements are to be submitted electronically to Patti Williams. Deadline is 9:30 a.m. They will be available on the intranet by period three. It is the responsibility of all teachers to read the announcements to their classes some time during period **five**, and to post them on a bulletin board or wall in the classroom. Please be brief and concise. These student announcements are posted on the FJH webpage.

AFTERNOON: Afternoon announcements will be made by intercom at the end of BEST period. Afternoon announcements should be brought to the main office by 2:41 p.m. daily. It is imperative that announcements be written legibly and in the verbatim format in which they are to be read. Lengthy afternoon announcements should be avoided. Students are expected to be quiet and attentive to AM & PM announcements.

Appearance

Each member of the staff should be conscious of his/her appearance since it is an outward manifestation of his/her role to the students. Teachers are expected to present a professional appearance. Blue jeans are permissible attire on Friday as long as the teacher wears a Fishers Junior High or HSE shirt.

Attendance Policy

Each teacher is responsible for taking accurate attendance and recording it in Skyward each period. If a computer is not immediately accessible, send a list of absent students to the guidance secretary. **PUNCTUALITY AND CORRECTNESS ARE NECESSARY.**

Notify guidance of students who reach 10 days of absence from a single period during the day. This type of absence will occur primarily period one, two, or seven (students who oversleep and leave school early).

Every teacher must take attendance each period and document absences in the grade book or some retrievable form.

Audio-Visual

All AV equipment and materials must be checked out through the media specialist. The media specialist will distribute specific procedures to be used with the media retrieval system.

BEST (Building Extraordinary Students Together)

BEST takes place the last thirty minutes of each school day. It gives students an

opportunity to make up tests, quizzes, and labs, as well as receive extra help in an academic area if needed. School clubs also have the opportunity to meet during this time. BEST should not be used as social time.

On Fridays, teachers will teach a character education lesson. The material for this lesson is provided by the assistant principal. Teachers may also show CTV news when available.

Blackboard

Blackboard is an online tool for teachers and students. It is a tool used to communicate information about your class, including power points, notes, and calendar, with parents and students. The district has established minimum requirements for teacher Blackboard accounts. These minimum requirements are posted on the FJH intranet under guidelines and forms.

Breakfast

Breakfast begins each morning at 7:25 A.M. Students must be in the cafeteria by 7:30 A.M. Students are only allowed to eat the breakfast prepared by the cafeteria. The 7:39 A.M. bell will ring signaling that all students must go on to class. Students attending breakfast will receive a breakfast pass to be presented to the teacher. Students are expected to be in class with a breakfast pass by 7:44 A.M.

Bring Your Own Device

Electronic devices are to be used only for educational purposes, within the educational setting, with teacher/staff permission.

Building Access

All entrances will be unlocked at 7:00 a.m. and locked at 3:30 p.m. **Do not prop doors open for any reason.** Teachers may access the building any time with their passkey. All keys are assigned by the assistant principal.

Bullying

Bullying by one student against another student is prohibited and is a violation of the school's student code of conduct. Bullying is defined as overt, repeated acts or gestures, including verbal or written communications transmitted; physical acts committed; or any other behaviors committed by a student or group of students with the intent to harass, ridicule humiliate, intimidate, or harm the other student. Staff members are to intervene and communicate any report, observation, or other types of information of possible bullying to the appropriate school administrator.

Calendar of Events

A bi-monthly newsletter and calendar of events will be list-served or mailed to homes of all students. The school calendar is published on the FJH website. It lists all

school activities. All events must be cleared through the principal. The principal will email a weekly calendar on to staff each Friday. The calendar includes information and commentary of significance to all staff members. All staff members are expected to read the weekly calendar.

An activities calendar can be found on the intranet under calendars. This calendar includes extra-curricular activities, sports, staff meetings, and convocations.

Cameras (Security)

Security cameras monitor hallways, north and south parking lots. Administrators have access to recordings.

Care of Classroom

Teachers and students are to share responsibility of good housekeeping within the classroom. Teachers should conduct frequent desk checks in order to prevent marking on desks, equipment, or walls.

Staples can be used on tackable wall surfaces but not on painted walls or in the hallways. Do not use "sticky tack" on painted or stucco fiberboard walls. Tack strips are available in the halls for display needs.

If a teacher has materials in the room or information on the chalkboard/markerboard that should not be disturbed, he/she should leave instructions for the custodians. Other custodial needs should be reported to the office by using a maintenance request form, which can be obtained from the school secretary.

Child Abuse & Neglect

Any staff member of the school corporation who has reason to believe that a child has been abused or neglected will immediately notify the building principal. The building principal must then immediately report the information to the Department of Child Services.

Clinic

The school nurse will talk with each teacher who has students whose health problems could be an issue in their classroom. This will occur at the start of the school year or as the need arises. This is confidential information that should not be shared with other students. If you at any time feel that you might have a student with a health problem, vision problem, hearing problem, etc., convey this information to the school nurse.

A. Students should not be sent to the clinic unless an emergency or sickness exists. Escort the student if necessary - use good judgment.

B. Students will not be admitted to the clinic unless they have a pass from their teacher. Students will not be admitted to the clinic between classes unless an emergency exists.

C. Students who habitually use the clinic should be referred to the assistant principal for discussion with the nurse and counselor. The proper method of helping the student will then be decided.

D. If a student is sent to the clinic, he/she will remain there all period, unless the problem is readily solvable (i.e., Band-Aid, medication, ice bag, etc.) The teacher should count this as an absence in that class. If students are in the clinic for more than one period, an effort will be made to contact the parents in order to send the student home.

E. All students in the clinic during any class period, with the exception of those going home due to illness, will be sent to their next class at the end of that class period.

F. All medication, both prescription and over-the-counter, is to be administered in the clinic.

G. Students should not be sent to the clinic for medication before 9:30 am and after 2:00 pm.

Character Skills

The staff at FJHS teach, model, and embrace the following “Character Skills” in accordance with the following mission statement.

Mission Statement

Fishers Junior High School will foster the growth and development of character in our students in order to create a positive school environment and equip our students with the skills needed to be good citizens.

The Character Education Committee
October, 2000

Honesty: Being truthful with myself and others regardless of the outcome.

Caring: Kindly showing concern for others and my surroundings with my actions and words.

Respect: Showing high regard for the dignity, thoughts, roles, and property of myself and others.

Responsibility: Doing what is expected of me and being accountable for my thoughts, words, and actions.

Self-control: Choosing to think, say, and do what is right in any situation.

Trustworthiness: Being someone others can count on to do the right thing.

Determination: Meeting challenges courageously and never giving up regardless of the obstacles.

Forgiveness: Accepting imperfection in others and myself with a willingness to move forward.

Fairness: Treating others without favoritism or prejudice and expecting the same for myself.

Convocations

Student behavior is positively impressed when the faculty is widely dispersed through the student body during assemblies. It is expected that staff members sit among the students during convocations. Student supervision during school assemblies is the responsibility of all staff members.

All teachers are expected to attend all school assemblies and to assume the duty assigned by the administration. Only those who have responsibilities for the program itself or those who have received permission from the principal or assistant principal are exempt from this requirement.

The following procedures should be followed:

1. Walk your students to the uppermost, unoccupied row.
2. Students should walk up the bleachers in an orderly manner. Under no circumstances should students be allowed to run in a group to the top of the bleachers.
3. Teachers should sit with their classes during the convocation.

Copy Machine Procedures

Copy machines are available for teachers to copy instructional materials. Photocopy machines are located in the teacher workroom near front office, two in the Triangle Club workroom (B116) and in the music library room just off D hallway. A Risograph machine is located in the teacher workroom near the front office and in B116. Each department has a copy code to be used when making copies.

Curriculum Revision/Update

Staff development time is provided for alignment of departmental curricula with district expectation and state standards.

Department Chairs

One teacher from every department is appointed as a department head. Department head responsibilities include: annual curriculum review coordination, attendance at I.D.O.E. state proficiency workshops, assurance that state standards are a part of the building level curriculum, coordinating departmental supply orders, coordinating the textbook adoption process, conducting departmental meetings as needed, implementing School Improvement Plan strategies related to their department, coordinating inventories, serving as the contact person for the department, and serving as the educational leader for the department. The following departments have department chairs: social studies, science, mathematics, language arts, music, art, practical arts (Tech. ed., FACS and business), wellness, and special education.

Discipline

Student discipline is a key factor in maintaining a safe and orderly classroom and school environment. The goal of student discipline is to teach our students self-discipline. This can be achieved through a variety of means depending on the personality of the teacher and methods used to encourage positive behaviors and change negative behaviors.

Although we may not all use the same method of achieving good student behavior, the following general guidelines should be of help as you establish control in your classroom while maintaining positive rapport with your students.

1. Teach specific procedures and rules and stick with them from day one. Reinforce periodically (i.e. Rule of the week, procedure review, etc.).
2. Rule violations result in logical, consistent consequences that are communicated ahead of time and well documented.
3. Stress the word "Choice."
4. Have a reward system that moves towards intrinsic rewards.
5. Use a "no strings attached" discipline system.
6. Maintain the student's dignity.

7. Address the behavior, not the character of the student. Leave off the value judgement.
8. Criticize privately (never embarrass a student in front of others); praise publicly (except in cases that might be embarrassing).
9. Write notes reinforcing positive behaviors.
10. Sarcasm has proven (too many times) to do more harm than good.
11. An entire group IS NEVER to be penalized for something an individual or part of the group has done.
12. Challenging or threatening statements such as "If you don't...I will..." put you in a position of few choices. Do not threaten a punishment unless you are prepared to deliver.
13. Tell students what "to do" in correcting behavior instead of "what not to do."
14. Be careful to maintain a professional relationship with your students where roles and boundaries are intact. Friendliness is a valuable trait, but teachers should not become overly friendly with one, two, or just a few students.
15. Mutual respect should exist between students and teachers. If a student chooses to be disrespectful to a teacher, the teacher should take the appropriate action and remain respectful toward that student in order to model the proper way to respond to disrespect.
16. Allowing students to go to the restrooms during instructional time is discouraged. Such trips should be of an emergency nature only, and students should have a pass.

Dismissal (Student)

At the end of the day students will be dismissed from BEST by the public address system. Dismissal will follow the afternoon announcements, and take place at 2:45 p.m.

Students are expected to be quiet and attentive as closing announcements are read. They typically include important information.

Students riding home with parents may leave when their BEST period class is dismissed. Parents will pick up students at the main entrance.

Students are not to loiter in the building after dismissal without purpose. All students staying after school must be under the direct supervision of a staff member until they leave the school grounds.

After students are dismissed, it is the responsibility of all teachers to move students out of the hallways and to the buses so that the buses can depart in a timely fashion.

Student Due Process and Disciplinary Referrals

Special care should be taken to insure that student due process law and procedures are carried out. Teachers should keep accurate records documenting the facts of an incident, including the student's account of the incident and the consequences issued. **Parent contact should be made early and documented.**

Incidents that require referral to an administrator should be documented in Skyward under Discipline. An email should be sent to the assistant principal notifying him you have sent a referral through Skyward.

1. Type the account of the incident. The referral form will be sent home to parents and will be the legal document of record.
2. Describe the facts of the incident noting the behavior displayed. Avoid character or value judgements (i.e. Do not write- "Johnny is a very disrespectful student." Do write- "Johnny spoke to me in a very disrespectful manner.").
3. In cases of offensive language, write out in quotations the exact or nearly exact words that were spoken by the student regardless of the offensiveness of the language.
4. If a teacher should become upset or angry in a disciplinary situation, the student should be sent to the office with a message to hold the student until a referral is sent. Once composure is re-established, a referral should be written and forwarded to the assistant principal. If needed, a colleague or administrator should be contacted immediately to intervene in the situation.
5. The disciplinary referral including the student's response and administrative action and notes will be available in Skyward. Copies will also be placed in the student's disciplinary file and sent home to parents.

Detention

Students may be assigned detention before or after school, and should be given a minimum of 24 hours notice.

Teachers will be responsible for their own detention supervision and should notify the assistant principal when keeping a student after school. The assistant principal should receive the pink copy of all detention notices.

When assigning a detention, one must be cognizant of transportation issues. Use the appropriate form, which may be obtained from the assistant principal, when assigning a detention. Contact parents by phone when an assigned detention is skipped and arrange to reschedule. Failed efforts thereafter should be referred to the assistant principal.

Parental contact to arrange detentions is encouraged. Phone calls are best.

Quality of Distributed Materials

It is extremely important that student or parent copies of tests, homework, study

guides, etc. is of good quality. There are two reasons why this is important:

1. Parents will judge the quality of your teaching performance by the tangible printed materials that they see. Correct grammar and spelling are extremely important to your success as a teacher. This is a visible aspect of your teaching performance.
2. The student cannot be expected to comprehend your written requests if they are not legible.

If your handwriting is difficult to read, please print or type materials intended for distribution.

E-Mail/Internet (Websites)

E-mail and Internet technology is to be used professionally and in compliance with HSE “acceptable use policy”. Information typed on school computer is subject to public scrutiny. Do not access or type material that will subject you to professional or personal embarrassment. Avoid long-term e-mail commitments with parents.

Emergency Drills

Students are to remain quiet during all drills. All teachers must have in their possession grade books (or class rosters in some form) and crisis manuals.

- A. Fire Drills: At the sound of the fire alarm, students are to leave the building by the nearest exit, as shown on the posted signs. Total silence, walking quickly, and attention to teachers' instructions are required during all fire drills.
- B. Storm Warnings: In the event of severe weather conditions or other emergencies, an announcement will be made over the PA system. At this signal, students are to proceed with their teachers to the nearest safe area. Charts designating safe areas are posted in all classrooms. Students are to follow teachers' instructions when they arrive in the designated area. These instructions could include sitting against the wall in a double-up position. Two tornado drills will be conducted each semester.
- C. Power Outage: In case of power outage, all students and teachers are to remain seated where they are at the time of the outage. Movement within the classroom and/or building may result in injury and should be avoided. If the public address system is not functioning, messages will be delivered from the office. The principal, assistant principal, guidance counselors, secretaries, custodians, and any teacher on preparation period should report to the school office immediately. These people will be responsible for delivering messages to all parts of the building. If the fire alarm is sounding, teachers should follow fire drill procedures.
- D. Maximum Lockdown Drill-Teachers are to secure students in their teaching area in compliance with crisis manual procedures. All staff and students should be clear of doors and windows and remain quiet. Classroom doors should be

locked.

Encroachment on the Time of Other Teachers or Students

No teacher shall request the presence of a student during the time the student is scheduled in another teacher's class unless prior approval has been obtained from the other teacher involved. Only in extreme cases should this procedure be considered.

Evaluation

All teachers will be evaluated each year using the Hamilton Southeastern Teacher Evaluation and Development tool. Each teacher will receive one short and one long observation by an administrator. Teachers must complete a CLO in semester one and a TLO in semester two. Any changes must be agreed upon by the administration. Please refer to the TEDS document on the Intranet for more information.

Faculty Meetings

Faculty meetings will be held the second Wednesday of each month unless there is notification of a change. These meetings will be used for professional development. Teachers should not be absent or tardy to these meetings unless prior approval has been granted by the principal or assistant principal.

Fundraising

The all school fundraiser that takes place each fall is the primary financial source of revenue for ECA accounts. Any further fundraising activity must be approved by the principal and the school board.

Grades

- A. Students should never have access to the teacher grade book. It should be readily available for verification. Teacher grade books should reflect the following:
 - accurate daily student attendance
 - specific items used to determine the student's' grades
 - specifications of each student's nine-week grade, semester grade and final exam grade (high school classes).
- B. DETERMINATION OF SEMESTER GRADES: Each of the two nine-week grades should be weighted as 50% of the semester grade. A very low F during a nine-week period may cause a statistical quirk for the semester grade if grades are figured by using percentages rather than letter grades. If this occurs, use good judgement when assigning the semester grade.
- C. GRADE SCALE - A standardized secondary school grade scale has been adopted by the school corporation.

District Wide Grade Scale

99.50-100	A+	76.50-79.49	C+
92.50-99.49	A	72.50-76.49	C
89.50-92.49	A-	69.50-72.49	C-
86.50-89.49	B+	66.50-69.49	D+
82.50-86.49	B	62.50-66.49	D
79.50-82.49	B-	59.50-62.49	D-
		59.49 and below	F

Nine-week exams should cumulatively cover material that has been taught over the course of the grading period. It is teacher's discretion how much these exams contribute to the 9 weeks grade. Students taking high school level honors courses will take cumulative semester final exams that contribute 20% to the semester grade.

Extra credit offerings must be directly related to course curriculum and contribute no more than a "plus" or "minus" to a 9-week letter grade.

Grading (Student)

Due to legal "uncertainty", use good judgement in having students grade classmates work. There is educational value in reviewing homework assignments; however, care must be taken when students are used to grade these assignments.

Guidelines to be followed are listed below:

- A. Papers should be collected for recording purposes.
- B. Papers should be rechecked by the teacher.
 - 1. Subjective assignments that leave questions as to correct or incorrect responses should not be graded by the students.
 - 2. Major tests or quizzes should not be graded by students.
 - 3. Student grading of exams should not occur.
 - 4. Announcing student grades to the entire class is forbidden.

Guest Speakers

The use of community resources is encouraged in your classroom. Seek administrative approval for all outside speakers.

Guidance Services

The guidance counselors are available throughout the school day. Students should sign up in the guidance reception area if they desire to see a counselor. The student's name and grade should be indicated. The counselors will then call the student from class as time allows. Urgent problems may create priority on the list. Students should feel free to discuss problems of classes, grades, course selection, or items relating to personal welfare.

Gum Chewing / Mints

Gum chewing by students is allowed at the junior high school during the school day, and should be addressed in the room management plan. A teacher has the right to tell a student to spit out their gum in their class. Gum is **NOT** permitted in the cafeteria. Breath mints are acceptable between classes and with the permission of the teacher in class.

Homework Policy - Junior High School Level

Homework is a necessary and important three-way communication process among parents, students, and teachers. Homework is assigned to help establish a foundation for learning, to build interest, to help students apply and internalize mastered skills and concepts, and to develop more responsible individuals.

- **School Administrator's Role**

The school administrator will:

1. Communicate the homework policy and procedures to teachers, parents, students, and the community.
2. Coordinate and monitor homework guidelines within the grade levels, teams or departments and among teachers.
3. Reinforce the concept that homework should be reasonable and for the benefit of the student.
4. Facilitate discussions between the parents and teachers concerning homework issues.
5. Evaluate and revise homework guidelines as needed to meet unique building level needs.

- **Teacher's Role**

Teachers should be as deliberate in making appropriate assignments and properly preparing children for those assignments as in shaping any other part of the day's plans.

Parents and students should be informed of the Homework Policy and Procedures at the beginning of the school year through individual room

management plans or the student handbook. These should be revised as the need arises throughout the year. The following guidelines are being suggested to assist the teacher in planning homework assignments.

1. Homework assignments should allow parents to know what their child is doing in school.
2. Homework assignments should be clear and specific. Unfamiliar or unexplained homework assignments will only cause confusion for the students and their parents.
3. Teachers should assign homework to enhance, reinforce or extend what has taken place in the classroom.
4. Homework should be reviewed and the results shared with the students within a reasonable amount of time.
5. Homework should be an integral part of the classroom activities. It should never be construed as a punishment or assigned for disciplinary reasons.
6. Care should be taken to not overburden students with excessive daily homework assignments. A general guideline for consideration: Grades 7-8, coordination among team members regarding assignments.
7. In grades 1-8, teachers should be aware of their colleagues' assignment practices and coordinate assignments so students do not receive major projects simultaneously. Assignments should be reasonable in length. At all grade levels, consideration should be given to student commitments outside the classroom.
8. Through mid-term progress reports or more frequent communications, if needed, the teacher will notify parents if a student consistently fails to complete homework.

▪ **The Student's Role**

In the early grades, effectiveness of homework depends on the concern for the student's welfare as shown by parents and teachers. As students mature, success with homework becomes progressively more dependent on their own efforts. By the time they reach the secondary level, students should be responsible for bridging the gap of communication between home and school. Each student should be responsible for good work and study habits.

The student should clarify with the teacher before leaving class any questions pertaining to the instructions--the purpose, due date, and procedures.

The student should:

1. Take home any materials and information needed to complete the assignment.

2. Set aside a special time to do assignments
3. Find a place free from excessive noise and other distractions.
4. Organize assignments for completion in a reasonable length of time.
5. Keep an assignment notebook or log.
6. Check completed assignments carefully and return all completed work.
7. Take advantage of study help.
8. Follow school rules for obtaining and completing missed assignments.

▪ **Parent's Role**

Cooperation by parents is a necessary factor in meaningful homework experiences. Parents should encourage their children by showing interest and exhibiting helpful attitudes toward homework.

1. Provide a quiet, well- lit place to study that is free from excessive distractions.
2. Establish a regular "homework time".
3. Encourage and support efforts of their son or daughter and be available for questions, but remember that homework is the student's responsibility; not the parent's.
4. Encourage their son or daughter to seek help and ask the teacher questions regarding the assignment.

PARENT/COMMUNITY ROLE IN EDUCATION

1. Work with teachers to arrive at high, but realistic expectations for your child.
2. Be informed about activities at school.
3. Be familiar with and support school rules and policies.
4. Monitor how students spend their time regarding television viewing, recreational computer use, and socialization.
5. Broaden cultural horizons by visiting museums, historic sites, and varied exhibits and performances.
6. Respect the school calendar and stress the value of regular school attendance.
7. Provide a well-lighted, quiet home environment at home, which is conducive to study. Make sure that homework is completed.
8. Provide a home environment, which tolerates no illegal use of drugs, alcohol, tobacco, and support the school's position on these issues.
9. Model and reinforce life skills such as honesty, integrity, responsibility, perseverance, self-discipline, and mutual respect. Provide a moral foundation for the

family.

10. Limit the number of working hours for students. Above all, do not allow the job to become a higher priority than school, sleep, or family.
11. Support your son or daughter's participation in curricular and extra-curricular activities without applying pressure.
12. Be attentive to your child's physical, social and emotional needs.

IDENTIFICATION

All staff members are expected to wear their school identification at all times. Replacement identification cards can be made at the Administration Office.

IN-SCHOOL REASSIGNMENT

The assistant principal or principal will assign students to the In-School Reassignment (ISR) program as a consequence for poor behavior. Students in ISR will be able to continue school attendance, receive full credit for assignments, and have access to any information disseminated in the regular classroom. There is to be no academic penalty to students placed in the ISR program. The ISR Supervisor will monitor the program.

Teachers are to provide classroom assignments (i.e. reading assignments, worksheets, lecture notes, scripts from media presentations, etc.) for students to complete which reflect the work being done in the classroom. The assignment should occupy the student for 45 minutes.

Teachers are requested to make up an ISR work folder of 5-10 generic assignments that can be used when regular classroom assignments are finished or unavailable. Please forward the folder to the ISR monitor. Please note your name and subject on the folder.

Keys

Keys will be issued through the assistant principal's office to meet the need of individual faculty members. Security of classrooms, lockers, cabinets, etc. is very important. Each faculty member should be diligent about security of the facility.

Access through the outside doors of the building during non-school hours will be accomplished by use of a passkey. Teachers will be assigned a key to open designated doors within the building.

It is strictly against school policy to have keys duplicated without office approval. It is also strictly against school policy to loan Intellikeys to anyone.

Late To Class

Teachers are to encourage promptness to class. Certain procedures for handling late to class offenders are outlined below:

1. Teachers are to take unilateral disciplinary action for the third tardy each semester.
2. Teachers are to refer students to the assistant principal for any subsequent tardies. (#4 and beyond)
3. The assistant principal will document and deal with lateness to school. (i.e., oversleeping, missing the bus, etc.)

Leaving School

If you find it necessary to leave school during your preparation period, you must obtain permission from the principal or assistant. You will be required to sign out and back in at the office. The secretary keeps the sign out sheet. Leaving the building for lunch on a regular basis is discouraged.

Lesson Plans

The effective teacher is one who has a plan and is well prepared. Lesson plan books will be distributed at the beginning of the school year. The plan book should include a classroom-seating chart, daily lessons, and noted peculiarities of the classes. The plan book should be of assistance to a substitute teacher so that little preparation is needed to carry out the lesson. **An emergency lesson plan should be included in your folder in case we are unable to obtain lesson plans.**

Lockers

Students will have individual lockers for storing school-related belongings. The following guidelines should be followed by students:

1. Each student should memorize his/her personal locker combination.
2. No student should tell another student his/her locker combination.
3. Each student should keep his/her locker locked so that school related belongings will be safe. The school is not responsible for lost or stolen items from the locker.
4. No student should have access to another student's locker.
5. No material may be attached to the outside of the locker except that which is approved by the principal.
6. Tape may not be attached anywhere on the locker. Students may only use magnets to attach material to the inside of the locker. Materials attached to the inside of lockers must be appropriate for a school setting.
7. Locker clean outs will be conducted a few times over the course of the year, with a final one taking place one of the last days of the school year. The administration will notify teachers of these times.

Mail

Mailboxes are located in the teacher workroom near the front office. It is requested that teachers check their mailboxes before school starts, during lunch, and before leaving the building.

Make-Up Work

If a student is absent two or more consecutive days, assignments will be requested of the teachers upon parent request. For every day the student is absent, the student has one day in which to complete the make-up work. Students absent less than three days will receive make-up work from the teacher upon return to school. Exceptions can be made at the discretion of the teacher. The student maintains the responsibility for asking for make-up work from the teacher.

Generally speaking, teachers will announce major exams at least two days in advance. In this manner, if a student is absent the day before the exam and returns the day of the exam, the student will take the exam. The same would apply to an assignment given two days in advance.

Exams and assignments should not be returned until all make-ups have been completed. Students should see their exams and be informed of their scores, but the teacher may retain the exam or assignment.

Maintenance Requests

Maintenance request forms should be used when needed. FORMS MAY BE PICKED UP AT THE FRONT OFFICE FROM THE SECRETARY. Completed forms should be placed in the head custodian's mailbox.

Ordering of Supplies

1. Requisition forms may be picked up from the treasurer or secretary. Completely fill out the form. Make sure to use current catalogs, which should yield current prices and ordering information. THREE copies of the requisition should be submitted to the principal for approval. Be sure to include appropriate shipping costs on the form.
2. The principal will approve the requisition and will submit it to the school treasurer so that a request to purchase can be completed. The request to purchase will be forwarded to the administration building for assignment of a purchase order number and encumbrance of funds. The official purchase order will be mailed from the administration office to the vendor for ordering.
3. When the items are delivered to the school, they will be delivered to you. Please check the order to see if it is complete and undamaged. Discrepancies should be reported immediately to the treasurer. If the order is complete, sign the blue purchase order form in the treasurer's office so that the bill can be promptly paid.

LOCAL PURCHASE ORDERS (JUNIOR HIGH SCHOOL

EXTRACURRICULAR ACCOUNTS) should be handled through the school treasurer with approval from the principal. Requisition forms should also be filled out for these purchases. Be sure to check to see if you have sufficient funds in your account. After you have received the goods, tell the treasurer so that she can make the payment to the vendor.

Parent Volunteers

Parent volunteers are always welcome in your classroom. The Triangle Club coordinates an extensive parent volunteer program. If you want parents to come to your classroom to tutor students, run papers, run errands, etc., please contact the Triangle Club. The principal will give you the name of the person who coordinates the program. Volunteers must have a criminal background check on file. Volunteers must also complete the anti-bullying video.

Parties

Parties are not a legitimate use of instructional time. Positive reinforcement, celebrations and/or parties should be scheduled before or after school.

PBIS Student Recognition

PBIS is a way to recognize outstanding student behavior. Teachers can complete the Charger P.R.I.D.E. (Personal responsibility, respectful, integrity, discipline & self-control, and engaged) Form at

<https://docs.google.com/forms/d/1CI-vVV9vZHdvLZIPJrZ9FRvysAqN6Got5Fcnd52Fr50/viewform>

Program Support Fee

All students are expected to pay a fee to participate in a sport or activity unless they are free/reduce students or in a service organization, i.e. student council or National Junior Honor Society, co-curricular programs, or clubs with .01 stipends. All money needs to be collected at the beginning of your program and turned into Robin Passwater with students participating and the amount paid. All money collected will be sent to Admin.

Room Management Plans

Teachers are required to submit a room management plan to the assistant principal for approval prior to the opening of school. Attendance procedures, tardiness, discipline plans, course overviews, test policies, homework policies, grading policies, and student supplies are items that should be addressed in the room management plan.

Copies of the room management plan should be given to each student during the first week of school. A copy will be kept on file.

In addition, teachers will give a homework/test/project guidelines sheet to parents

during Back to School Night.

SAP (Staff Activity Planning Committee)

The SAP committee is composed of staff members who attempt 1) to boost the FJHS image in the community; and 2) to organize activities to maintain high morale within the building. If you would like to serve on this committee, contact the principal. Each fall staff representatives ask \$20 contributions to help maintain flower and gift accounts.

Scantron Guidelines

The scantron-grading machine is located in the teacher's workroom located in Room B116. Scantron compatible tests should not be used exclusively in any class.

Care should be taken not to convert subjective information for the scantron machine. A variety of assessment techniques should be employed in the classroom, both objective and subjective.

Activities, which you previously used, that involve student writing should NOT be eliminated. For example, weekly spelling tests should not be given on the scantron. The writing of spelling words is an important learning activity that should not be eliminated. On the other hand, nine-week spelling tests could be done on the Scantron. Again, there is value in varied means of appraisal.

The item analysis function of the scantron should be used to determine concepts that may need to be rethought. It should also be used to identify test items that may need revision.

The rapidity of grading scantron tests should create time for you to grade essay questions. Increasing the amount of student writing at the junior high school has been and continues to be a desirable goal.

ALL SCANTRON GRADED TESTS MUST INCLUDE AT LEAST ONE ESSAY QUESTION TO BE ANSWERED IN PARAGRAPH FORM.

A structured paragraph should include:

- 6 & 1 writing standards should be used
- a topic sentence (restatement of the question)
- a number of supporting statements (as many as called for by the question)
- correct capitalization
- correct punctuation
- a summary statement of purpose sentence (at the conclusion of the paragraph)
- all statements in the form of complete sentences.

Scantron forms are extremely expensive. Please take only those forms that you intend to use.

Schedule Changes

Program changes will be made only by the principal, assistant principal, or a guidance counselor.

School - Community Relations

It is hoped that all teachers will do everything possible to emphasize the positive aspects of our school. Remember that good things generally happen when we expect good things to happen.

Sexual Harassment

It is the policy of Hamilton Southeastern Schools to maintain a healthy learning and working environment that is free from sexual harassment. It is a violation of this policy for any employee to harass an employee or student through conduct or communications of a sexual nature. It is also a violation for students to harass other students or employees through conduct or communication of a sexual nature. A copy of the complete sexual harassment policy is available from the principal. It is also posted in the staff lounge.

Skylert

Skylert is an emergency management system used to deliver messages to staff members and families. School closings and delays are sent out via Skylert.

Skyward

Skyward is an online grade book. Students and parents are able to view grades and missing assignments in live time. Teachers are expected to keep their grades current. Skyward grade book expectations can be found on the FJH intranet under guidelines and forms.

Smoking

Fishers Junior High School is a smoke-free building. Smoking is not permitted at any location within the building or on school grounds.

Student Activities– Extra and Co-Curricular

This phase of the total school program is important in the total learning process. All extra and co-curricular activities, both during and after school, must be cleared, approved, and scheduled through the office of the principal.

CO-CURRICULAR ACTIVITIES are those required of students before or after school that are directly tied to classroom activities (e.g. band, choir and orchestra concerts).

EXTRACURRICULAR ACTIVITIES ARE THOSE optional activities not directly tied to classroom curriculum (e.g. dances, athletic teams, musicals and plays). In order to participate in an extra curricular event a student must be in attendance at least one half day on the day of an event. One half day is defined as at least three class periods.

Student Property

The student handbook states that students are not to bring toys or distracting items to school. IPOD and similar listening devices, as well as cell phones are to be stored in lockers during the day. THE SCHOOL ASSUMES NO RESPONSIBILITY FOR ITEMS LOST OR STOLEN.

Student Traffic

Faculty and staff members are required to help control hall traffic at all possible times. Students are not to congregate or loiter in the halls during passing periods or in the morning after the entrance tone. Your presence at or near your classroom areas will greatly aid in this matter. Teachers are expected to aid in keeping the traffic flowing smoothly. All staff members are expected to fulfill assigned supervisory duties.

Teacher Day

All teachers will be expected to be at school at 7:30 a.m. and are expected to stay until 3:00 p.m. A tone will sound at 7:30 a.m., which is the signal for students to enter the building. All teachers should be in their morning supervisory posts at 7:31 a.m. Please help supervise your general area at the beginning and ending of the day until the area is cleared of students.

Teacher/Staff Absences

1. If you know that you will be out the next day BEFORE the end of the current school day, you should report the absence to the staff member in charge of substitutes. Long-range absences should also be reported to the assistant principal. (For example, "I know I will be out Tuesday and Wednesday next week.")
2. PERSONAL LEAVE - Personal leave forms should be picked up in the front office and turned in to the **assistant principal**.
3. PROFESSIONAL LEAVE - Professional leave forms should be picked up in the front office and turned in to the **principal**.

Textbooks, Workbooks, Materials and Rental Charges

In trying to maintain a uniform, efficient, and fair method of controlling book rental costs and orders, the following guidelines will be followed:

1. All materials adopted must be used all six years of the adoption cycle. Texts cannot be paid for when they are not used after the adoption cycle begins. New

courses will be considered and initiated during the adoption year.

2. Students are not to be asked to purchase (voluntarily or not) books that are not adopted or put on the fee statement. Fees (book rental, material, special course fees) established at the beginning of the school year remain the same throughout the school year.

3. All classroom materials, fees, and any alterations to book rental fees and materials must be approved by the principal. She will notify the treasurer, who will place the orders.

4. All orders and repair of material or equipment used in the classroom or extracurricular activity must be approved through the principal's office and with the school treasurer utilizing a school requisition blank.

Use of Building After-School Hours

Under no circumstances are students allowed to be in the building unless under the direct supervision of a staff member. Do not plan a music practice or an athletic practice unless you are going to be in the building to admit the students and to directly supervise them until they are picked up by their parents.

If you enter the building on Saturday, Sunday, or any day when the custodians are off duty, please close and lock all doors behind you. If you have students in the building at such times, it is suggested that you allow them to enter and exit through one and only one door.

The front doors are locked at 7:39 A.M. Anyone going out or in after that time should be sure that it locks. Emphasis is placed on entering as well as leaving because if we are in the building and leave the door unlocked, others could have access to the building. Be sure to turn off lights before leaving.

Coaches and sponsors of student organizations meeting after school hours should check any door that is open to the outside. Sponsors who have students in the building after school hours are responsible for seeing that the students leave the building after their practice session. Coaches should make a final check of the locker rooms after all home and away athletic events.

Under NO circumstances should teachers prop exterior doors open.

Videos/Instructional Materials

Videos and instructional materials can be extremely valuable tools for enhancing instruction in the classroom. A few guidelines should be followed when using videos:

1. All videos must be fully previewed by the teacher prior to showing.
2. Commercially prepared videos with ratings of PG-13, R, NC-17, and X are not appropriate for junior high students and should not be shown.
3. Seek the advice of the administration if you are unsure of the appropriateness of

a video.

4. It is not always necessary to show an entire movie or video. The salient points can often be better presented for instructional purposes in short segments that are located in advance.
5. Videos must be directly related to curriculum.

Visitors

Adult visitors should not be on the school premises or admitted to classes during the instructional day without first checking in at the front office. Permission to visit will not be given to school age students who are not FJHS students. All adult visitors will wear a "visitor's badge" given to them by a secretary.

District Administrators

– Superintendent

– Asst. Superintendent

Mike Reuter – Chief Financial Officer

Mike Beresford – Assistant Superintendent

Gary Zgunda – Assistant Director of Human Resources

Dr. Dawn McGrath – Director of Secondary Curriculum

Dr. Stephanie Loane – Director of Elementary Curriculum

Tom Bell – Director of Special Education

Jeff Harrison & Tom Kouns – Chief Technology Officers

Cecillie Nunn – Business Manager

Andria Ray – Director of Food Service

Jim White - Director of Transportation

– Director of School Community Relations

Harry Delks – Facilities Manager

Bill Taylor – Mechanical Maintenance Supervisor

John Delucia – School Board President

