

PREFACE

THIS TEACHER HANDBOOK HAS BEEN PREPARED FOR THE PURPOSE OF KEEPING ALL MEMBERS OF THE FACULTY INFORMED CONCERNING ADMINISTRATIVE PROCEDURES AND ASSIGNMENTS. WHILE SOME PARTS OF THE HANDBOOK ARE THE SAME FROM YEAR TO YEAR, SOME REFLECT CHANGES THAT HAVE BEEN MADE OVER THE PREVIOUS YEAR. IT IS ESSENTIAL THAT ALL STAFF MEMBERS REVIEW THE HANDBOOK AND FOLLOW THE PROCEDURES OUTLINED WITHIN. ALL STAFF MEMBERS SHOULD KEEP A COPY OF THE HANDBOOK AVAILABLE FOR REFERENCE, ALONG WITH ANY OTHER MEMORANDUM/INFORMATION PASSED ALONG BY ADMINISTRATION.

TO ENSURE THAT OUR SCHOOL PERFORMS AT THE HIGHEST LEVEL OF EFFECIENCY AND SUCCESS, IT IS ESSENTIAL THAT ALL STAFF MEMBERS WORK TOGETHER. NEW STAFF MEMBERS MUST DEVELOP THEIR KNOWLEDGE OF BOTH TEACHING PRACTICES AND BUILDING PROCEDURES. THEY MUST SEEK OUT AND VOLUNTEER FOR TASKS WHICH WILL HELP ESTABLISH THEM AS WORKING MEMBERS OF A SCHOOL TEAM. THEY MUST ALSO BE WILLING TO ASK FOR HELP WHEN THEY DO NOT KNOW WHAT TO DO IN SPECIFIC SITUATIONS.

RETURNING STAFF MEMBERS MUST CONTINUE THEIR DEDICATION TO STUDENT AND SCHOOL SUCCESS. THEY MUST ALSO MAKE AN EFFORT TO ASSIST OTHER INSTRUCTORS, BOTH NEW AND RETURNING, TO SUCCEED THROUGH POSITIVE COLLABORATION AND ATTITUDE.

FACULTY RESPONSIBILITIES

School Day

The schedule is built around a seven period day. All faculty members are scheduled for instruction or supervision of students for six (6) periods each day with one (1) planning period each day.

Teacher Arrival and Departure

Faculty members must report to the building and be supervising the area near their classroom by 7:20 a.m. Faculty members should remain in the building until 2:45 pm. Teachers are to be available during their planning periods; however, if it becomes necessary for you to be away from the building during this time, notify the principal before you leave.

Teacher Duties

All faculty members will perform duties which extend beyond the classroom. In order to make these assignments work well for all involved, it is important that each teacher perform these duties in the same manner. If our supervision is consistent, the students will respond in a more consistent manner.

Faculty members are required to attend open house, parent teacher conferences and the Academic Awards Ceremony. Dates for these activities will be on the school calendar at the beginning of the year.

BUS DUTY

Faculty members are assigned to both a morning and an afternoon bus duty. Each teacher performs approximately four weeks of duties per year.

A morning duty teacher will report at 7:00 a.m. in the commons area. The parking lot duty teachers (F.L. & B.L.) will report at 7:20 a.m. and monitor the student parking lot from his/her car. Morning duty teachers are to supervise until the bell rings.

The afternoon duty teachers (Commons, Bus Zone & Back Lot) will report to the bus-loading zone, the commons or the back lot area immediately after the seventh-period bell. The bus zone teacher will be designated to monitor the exterior loading zone and the commons teacher will supervise the commons. The Back Lot teacher will be assigned to monitor the back parking lot area (behind the cafeteria/back gym). Each day, the commons and back lot teacher may leave when all early run shuttles have departed (at approximately 3:15 p.m.); the bus zone teacher should stay until all bus riding students have departed.

DAY-TO-DAY SUPERVISION OF STUDENTS

It is the responsibility of all school personnel to supervise students while on school property. Faculty members will assist in supervising the hallways from 7:30 a.m. to 7:48 a.m. In addition, all faculty members are expected to be at their doorway or in a student restroom during all passing

periods. Restroom supervision during passing periods will follow the distributed schedule.

ASSEMBLY SUPERVISION

All teachers are required to attend every assembly.

Gymnasium Assemblies: Do not stand and observe from the floor area. If students are seated by yearly classification, **sponsors will sit with their class.**

Auditorium Assemblies: These assemblies will usually be split assemblies and each staff member should sit with the class they have during that period.

Planning Period/Lunch Period

Faculty members are expected to remain on school property during school hours. They may leave for lunch; however, they must not be late returning to school. If a teacher finds it necessary to leave the campus for any other reason, it must first be cleared by the principal. Classroom preparation (running off papers, etc.) should be done during the planning period, before 7:30 a.m. or after 2:43 p.m.

Teacher Absences from School

Whenever it becomes necessary for a teacher to be absent from school, the following procedures are to be followed:

1. 573-431-3300 – Call school sub line.
2. Press #1 to follow prompts to Faculty absence.
3. Provide name, attendance center, grade or subject, day and date, whether full or half day am or pm that you need a substitute – leave your message.

If you decide after 6:30 am that you are not coming to work that same day or you have arrived at work and have to leave that same day then follow these procedures:

1. 573-431-3300 – Call school
2. Press 1 – Speak to the secretary and ask for Robin Turner (she is in the building at 6:30 am) and tell her you need a substitute for that same day.

Lesson plans and/or work assignments for the day should not be given over the phone to Mrs. Turner or left on machine.

Substitute Teacher Folder

It will be the teacher's responsibility to provide the substitute with all relevant information. Each faculty member must have a substitute folder on file in the office. (Folders are due within two weeks of the start of school) The following information should be included:

1. Seating Charts
2. Class schedule (Provided)
3. Class rosters
4. Location of plan book, grade book, keys to file cabinets, etc.
5. Names of reliable students
6. Emergency lesson plans
7. Building map w/legend
8. Any special instructions; please keep folders updated (especially at beginning of 2nd semester)

Teacher Leave

All faculty members are granted ten (10) leave days per year. Leave days that are not used during the school year will be carried over to the next year and can accumulate up to a maximum of 175 days.

Any scheduled leave days prior to or immediately following any vacation or break in the school calendar must be approved prior to that time and will be approved only under emergency or extenuating circumstances. Under these circumstances, teachers desiring leave days should delineate their request in writing to the principal. After reviewing the request, the principal will attach his recommendation and forward it to the superintendent's office for final deposition. If possible, all emergency leave requests should arrive in the superintendent's office prior to the day of leave is desired.

In all other circumstances, teachers utilizing scheduled leave days will need to present the completed "Leave Request Form" to the principal five working days prior to the days the leave is requested. Teachers are to fill out a leave form documenting the number of days to be taken and the date(s) leave will be taken prior to being gone. This form will then be forwarded to the superintendent's office.

Leave should not be used for activities that are considered social, recreational, restful, leisure time functions, or for personal financial gain.

Sick Leave Book

Sign the sick leave book in Lori's office the day after coming back from sick leave or personal leave.

Professional Leave Request

A "Leave Request" form is required for professional or district business (e.g., activity, meeting, conference, convention, etc.). Submit the form for approval two weeks prior to the activity and a copy will be returned for your files. A leave request must be filled out for any activity that results in reimbursement of expenses, including days when school is not in session. All expenses incurred, including mileage, meals, etc. should be listed on a General Payment Requisition form.

A leave request for "Professional/Staff Development" must be approved by the principal and superintendent. If there are multiple PD participants a district van should be reserved for travel.

Board/Staff Communications

While the primary line of communication between the staff and the Board of Education remains through the Superintendent, the Board expresses a desire to maintain open communication with the certificated and support staff. Open communication between Board and staff facilitates continued improvement of our district.

Class Sponsors

Faculty members are assigned to sponsor a class each year. The sophomore and freshmen sponsors will assist the students during homecoming week in the fall. Sponsors of the junior class will have, in addition to homecoming, several other activities, including the prom. Senior class sponsors activities will include homecoming and graduation. The

chairperson for each class will coordinate all class-sponsored activities.

Club Sponsors

The sponsorship of our various clubs is determined by the interests and desires of our faculty members to assume the responsibility for the club. Sponsors are required to submit a list of all club member names to the office. The lists of all the clubs will be copied and returned to all staff members for use during the year.

Pay Period

Faculty members will be paid once a month with payment being made on the fifteenth (15th) of each month. If the 15th falls on a Saturday or Sunday, payment will be made on the preceding Friday.

Lesson Plans

Faculty members are to keep daily lesson plans for each class period scheduled. Teachers should have prepared lessons for at least one (1) full week in advance, and they are to make sure that sufficient materials are included in their substitute teacher folder in case of absence from school.

Textbooks

All textbooks are to be numbered and accurate records must be kept that outline which book was assigned to which student and the condition of the book (new, good, poor). All student book numbers should be marked in the teacher's grade book. Students who lose or damage a textbook will be required to pay for it, regardless of the age of the book: 1) new book: full price; 2) two years old: 80% of cost; 3) three years old: 60% of cost; 4) four years old/older: 30% of cost. All teachers are responsible for keeping a record of the original cost of the individual texts in their grade book.

Grade Books

Faculty members are responsible for keeping accurate records of student grades in the grade books and SIS computer program. Grades must be imported into the SIS program on a weekly basis to ensure parent access to student progress on the SIS K12 program. The number of points possible for each assignment and specific identification of the assignment (i.e., Chapter 5, Worksheet A) should be included. Students should never be allowed to possess, mark in, or look in the teacher's grade book or SIS computer program.

Teachers will be required to turn in their grade book at the end of each school year. Hard copies of electronic grade books may be used in the grade book in place of hand reported grades.

Student attendance should be marked in the SIS computer program as soon as possible after attendance is taken at the beginning of class. Accuracy in this matter is necessary for auditor-checking purposes. All grade books should have a key/legend in the front (grading scale, etc.).

Course Objectives and Assessment Methods

This policy is written in an attempt to better inform students and parents of the goals and objectives of each course

offered at North County High School. The faculty will distribute this information to the students at the beginning of the year/semester. Each faculty member will present the information to every student enrolled in each of their classes. Students will be asked to share this information with their parents. The information provided will list the units taught during that semester, the goals and objectives of each unit, and the assessment means by which student success or failure will be measured. All teachers are to submit a copy to the building principal by September 15.

Classroom Environment

A positive classroom environment is critical to the success of the educational environment. Teachers are expected to keep their room's organized and well-maintained at all times. This is an area that will be evaluated as part of the professional development process.

Classroom Inventory

All teachers are expected to maintain a complete classroom inventory of all books, supplies, equipment, furniture, reference material, etc. for insurance purposes. A completed inventory with all items and estimated value should be given to the principal two weeks prior to the close of school each year.

Statewide Assessments

End of Course exams will be conducted in Algebra 1, English 2, Government and Biology. All juniors are mandated to take the ACT test. Completion of these EOCs are required for graduation and results will be disseminated upon receipt from DESE.

Leaving Classes Unattended

Faculty members should never leave their class unattended. If it is necessary for the teacher to leave his/her class, he or she should ask a neighboring faculty member to "watch" the classroom, or the teacher should request assistance from the office.

Evaluations

All non-tenured teachers will be evaluated during the school year. All tenured teachers will be evaluated at least once every three years. All plan books and grade books will also be evaluated during this time. These should be neat, accurate, and up-to-date. Promptness to work, meetings, overall attitude and approach to daily instruction and duty assignments will also be considered in the total evaluation process. Following procedures, guidelines, and time frames will also be addressed. This includes getting requested information to the counseling staff, appropriate assignments to ISS in a timely manner, as well as compliance with Special Services accommodations/modifications.

Asbestos Abatement

North St. Francois County R-1 School District has taken necessary steps to comply with the Asbestos-Containing Materials in Schools Final Rule. This Rule was promulgated under authority of the Asbestos Hazard Energy Response Act, Title II of TSCA. The District Management Plan is available at the Superintendent's Office, 300 Berry Road, Bonne Terre,

Missouri. Building management plans are also available in the principal's office at each campus. Inquiries regarding the management plan may be directed to Dr. Yancy Poorman at 573-431-3300 or the United States Environmental Protection Agency.

Non-Discrimination Policy

North St. Francois County R-1 School District has taken necessary steps to comply with Title IV of the Civil Rights Act; Section 504 of the Rehabilitation Act of 1973, as Amended; and Title IX of the 1972 Education Act, as Amended.

It is the policy at North St. Francois County R-1 not to discriminate on the basis of race, religion, age, sex, physical condition, or national origin in its educational programs, activities, admission or employment policies as required by the above-listed laws. Inquires regarding compliance with Title VI of the Civil Rights Act; Section 504 of the Rehabilitation Act of 1973, as Amended; and Title IX of the 1972 Education Act, as Amended, may be directed to Mike Henderson, Assistant Superintendent, North County R-1 Schools, 300 Berry Road, Bonne Terre, Missouri 63628, telephone 573-431-3300, or to the Director of Civil Rights, Department of Education or Health and Welfare, Washington, D.C.

Pursuant to 45 C.F.R.P.86.8, North St. Francois County R-1 School District has adopted "Due Process"/Grievance procedures for students and employees.

Grievance Policy

It is the intent of the Board of Education that through this staff complaints and grievances procedure, employee complaints will be identified and corrected at the earliest possible time and at the lowest level of supervision.

Complaint processing should be viewed as a positive and constructive effort to establish the facts upon which the complaint is based and come to a fair conclusion. Employees will not be discriminated against, nor will reprisal be attempted against an employee because a complaint was filed.

I. Definition

Complaint – An employee's assertion that he or she is adversely affected by a violation, misinterpretation or misapplication of a district policy, regulations or procedure, or of an employee handbook, employee contract or existing law, or by any other action that affects the employee's performance of assigned job responsibilities.

II. Exclusions

This regulation shall not apply to complaints for which state law established a procedure for obtaining a Board hearing. In addition, complaints about non-renewal of a probationary teacher's contract, or about any other official Board action, shall be directed to the Board; and a hearing on the same, unless required by state law, shall be discretionary with the Board.

III. Procedures

Complaints will be processed according to the step-by-step procedures outlined below.

A. Working Site Level (Step 1)

1. A complaint will be presented orally and informally to the immediate supervisor. If the complaint is not promptly resolved, it will be reduced to writing and submitted to the immediate supervisor.

2. Within five (5) workdays of receiving the written complaint, the immediate supervisor will render a decision in writing to the complainant and the person or persons originally involved in the complaint.

B. Site Level (Step 2) (This stage may be omitted if the principal serves as the immediate supervisor at Step 1.)

1. Within five (5) workdays after receiving the decision at Step 1, the complainant may appeal the decision in writing to the principal

2. The principal will, within ten (10) workdays of receipt of the appeal, investigate and render a decision in writing to the complainant, immediate supervisor and to the person or persons originally involved in the complaint.

C. District Level (Step 3)

1. Within five (5) workdays after receiving the decision at Step 2, the complainant may appeal the decision in writing to the superintendent.

2. The superintendent will, within ten (10) workdays of receipt of the appeal, investigate and render a decision in writing to the complainant, the principal or immediate supervisor and to the person or persons originally involved in the complaint.

D. Governing Board Level (Step 4)

1. Within five (5) workdays after receiving the decision at Step 3, the complainant may appeal the decision to the Board of Education.

2. The Board will schedule the matter for a hearing within twenty-five (25) workdays the complainant, the immediate supervisor and to the person or persons originally involved in the complaint. The decision of the Board of Education will be deemed final.

Adopted: (MSBA) 9/91

Copyright 1990 by the Missouri School Boards Association

Grading System

All faculty members will use the following grading scale:

A	95-100	C+	77-79
A-	90-94	C	73-76
B+	87-89	C-	70-72
B	83-86	D+	67-69
B-	80-82	D	63-66
		D-	60-62
		F	0-59

All semester grades will be determined by dividing 1st and 2nd or 3rd and 4th quarter percentages by two.

Student Work/Grades

All work assigned to students will be graded and returned to students for review. Teachers may choose to have students return the graded work to keep in a file after the students have had an opportunity to review their work/grade. Teachers are expected to return work to students in a timely fashion. A reasonable time frame is one week for homework/test, and two weeks for major projects/research papers. Students should be informed of their grade a

minimum of every three weeks. This should be done in a confidential manner, either by using an individual computer printout, or by calling the student to your desk.

Daily Announcements

Teachers will receive a copy of the daily announcements before 3rd period by email. The new announcements will be read during fourth hour each day and emailed to all students. Faculty members wishing to make an announcement should email Shelly by 9:15 in order to have the announcement read that day.

Computers

Storage devices from outside the school cannot be used on the network, unless they have been checked by a virus control program. There is a virus check program on the LMC network and the Business Education network that can check any device for a virus. Please do not allow any devices in school computers unless they have been checked.

Use of Outside Resources

The use of all possible resources to accomplish an objective in the classroom is encouraged by the administration of the building. Prior to contact with the outside resource, the faculty member should contact the principal for approval. All guest speakers should sign in at the office prior to going to the teacher's classroom.

Preview Materials

All materials ordered or received on preview must be handled expeditiously; they must be returned as soon as possible, or a purchase requisition issued to cover them.

NCHS Audio-Visual Policy

I. Purpose and Philosophy

Movies, videos and other audio-visual materials are important tools in the educational process. Movies and videos should be used legally and appropriately in achieving legitimate educational objectives.

II. Educational Relevance of Movies and Videos

The showing of movies and videos **MUST** be limited to specific educational purposes. Audio-visual materials shall not be shown in school unless its content is relevant to the curriculum and specific educational objectives, it is a productive use of class time, and it is appropriate to the age and maturity of the students. Educators **may not** show any audio-visual material for reward, entertainment, fund-raiser or time-filler without the approval of an administrator. As professional educators, high school teachers should use their discretion in determining movies which are appropriate to the curriculum.

III. Parental Notification and Permission

For all movies carrying a motion picture rating and that are not educational documentary films, parents shall receive written notification. This notification will be in the form of a list generated each year by the teacher of a particular class desiring to show this form of media. The list should

include only movies that are relevant to that class' curriculum and which fit a specific set of objectives in the teacher's lesson planning. At the time of notification the parent or guardian has the option of approving or disapproving the viewing by his or her child of all or some of the movies on the list. Students must return this notification/permission form signed by the parent or guardian to the teacher wishing to use the media.

Any student whose parent or guardian has opted not to allow the student to view movies or a particular movie will be given an alternative assignment relevant to the lesson plan. Under no circumstances will a student who has not returned the permission form or whose parent or guardian has opted not to allow the student to view the material or materials be allowed to watch the movie or movies. The individual teacher who wishes to show movies in his or her class must comply with this policy, and it is the responsibility of the teacher to keep the notification forms on file and to monitor student viewing. In the event a video becomes available which the teacher believes would enrich the curriculum and it is not on the list, the teacher must send a notification/permission form which is specific to the new video, and he or she must follow the viewing policy as outlined above.

IV. COPYRIGHT

All district employees must comply with federal copyright laws, as well as publisher licensing agreements with regard to the use of audio-visual materials. Audio-visual materials include, but are not limited to, filmstrips, slides, mixed-media kits, motion pictures, (e.g., 16mm, VHS, DVD, blu-ray and laser discs). Educators must comply with the guidelines on copyright and "fair use" as specified by the Department of Elementary and Secondary Education. All district multi-media centers have copies of manuals detailing DESE guidelines.

Internet Usage:

The Board of Education recognizes that it is important for students to have access to electronics-based research tools and master skills for their application to learning, problem solving, production of work, and presentation of information. The Board also recognizes that while these resources represent extraordinary learning opportunities and enriching educational materials, they also offer persons with illegal or unethical motives avenues for reaching students, teachers, parents/guardians, and members of the community. Additionally, these resources present tempting opportunities for users to explore areas that are either confidential, have restricted access or are inappropriate to the classroom or workplace. It is the purpose of District policy and regulations to outline acceptable student and employee behavior with respect to use of District technology and electronic resources.

Makeup Work

Students who have been absent will be allowed to make up work provided a parent verifies their absence by phoning the attendance office on the day the student is absent. Parents are asked to call in any absences as early as possible at 431-3300. A recorder is available to leave a message. Written notes will not substitute for the phone call. If the parent does not contact the school, an AlertNow message will be sent notifying the

home of the unverified absence. Students not verified may only make up work at the teacher's discretion.

Students will be allowed to make up any work if their name is on the notification list. Students must realize there are some participation grades that can only be earned by being present when the activity is actually occurring. In such a case, when the absence is verified, the student will be provided with an alternative assignment to recuperate the points missed. Students will be allowed one day to make up work for each day absent. The exceptions to this would be projects that are due and have been announced prior to the absence and tests that have been announced prior to the absence. If a project has a due date on the day a student is absent, the student needs to make arrangements for that project to be delivered or contact the teacher directly to seek an extension. If a test has been announced prior to the absence, the student is expected to take that test on the day he or she returns or make arrangements with the teacher to take the test before or after school.

If a student is going to be absent for three or more consecutive days, homework assignments can be requested through the high school office.

Bus Trip Procedures

This procedure applies to all bus trips made for a school-sponsored activity. Should any student not be on the bus when you are prepared to return, you are to:

1. Contact the Police Department in the community where the student is missing.
2. Contact your building principal. We will notify the transportation department of the problem, and you will be told to return at that point.
3. Wait for the police to arrive and provide them with all relevant information.

Student Accident Report

A Student Accident Report is to be filled out covering any incident where a student is harmed or injured in any way, without exception.

Medical and Safety Procedures

1. Anytime that there is a medical emergency, call the office and clearly state what the problem is, such as, "I have a medical emergency in my room and I need assistance immediately. The student is (name)." We need the student's name so that we may refer to his medical emergency card.
2. Anytime there is a situation dealing with safety, call the office and state, "I have a safety problem in my room and need assistance immediately." If the police are needed, clearly state this at that time.
3. Anytime that you see a person who is not supposed to be in the building, please call the office and clearly state, "There is an unknown visitor in the _____ wing (or location) of the building".
4. If you see any student with an inhaler, make sure that he/she has filled out the proper paper work through the nurse. Subsequently, when you see a student with an inhaler, contact the nurse or the office to see if we have the medical records.

Nurse Referral Process

Classroom Setting:

1. When student requests a visit to the nurse, teacher should evaluate the request based on information from the student as to whether the need is immediate or can wait until the end of the class lesson.
2. The teacher writes student a pass to the office documenting day, time, general need, e.g., nausea, headache, rash, laceration.
3. If a student appears shaky, weak, or states such verbally to teacher, either assistance with ambulation to nurse should be provided, or nurse should be called to classroom for assist.
4. If a student suffers trauma due to accident on school grounds, an accident report should be filed by both teacher and nurse.
5. If a student needs immediate medical attention as determined by school staff member and the nurse is at another campus, she is to be notified immediately to address this incident of illness or injury.
6. Staff members should follow basic first aid protocol until arrival of nurse to scene/student. (See Emergency First Aid Procedures.)
7. If a student is unconscious, parent and advance life support (911) are notified. If student is absent of respirations, initiate rescue breathing on the scene, activate 911, and call parents. If student is absent a pulse, initiate CPR on the scene, activate 911, and call parents.
8. After nursing assessment and possible intervention, student may return to class, be sent home with parents, and/or be referred to physician.
9. If the nurse or principal is unable to contact parents/guardians, persons listed on emergency cards will be notified to act in student's best interest. If no contact is made, based on nursing assessment, student shall: a) be sent back to class; b) remain in nurse's office for observation and care; or c) be transported to hospital with nurse for required treatment and care.

Taking Students out of Class

Whenever students are taken out of class for a class trip, activity function, sports contests, etc., it is important that you notify the office with a complete list of those students who will be absent. Also, notify the office of any changes or corrections in the list submitted before the trip bus leaves. This information is necessary for attendance purposes, as well as letting other teachers know of upcoming absences so they may plan their lessons accordingly. The list should be provided one week in advance of the activity to the office and all teachers via email. Please take care of these matters before or after school.

Permission Slip to Attend School-Sponsored Activities

Faculty members who schedule activities that will take students away from the school campus must make certain that a "PERMISSION SLIP" has been signed by the parent or guardian and returned to the teacher. Teachers should make certain that all participants attending the activity have returned their permission slip. Those students who do not return their permission slip will not attend the activity.

Computerized Grade Reporting and Report Card Printing

Faculty will use the SIS Grade Book Module to maintain student grades. Grades must be brought up to date on a weekly basis, to ensure effective communication can be made with parents utilizing the SIS K-12 system. Teachers will document and notify parents when their child's grade drops below 70 %. Teachers will be informed of deadlines for recording all grades for a given grading period. After the deadline, report cards will be printed.

Student Discipline and Classroom Management

The primary responsibility for these matters rests with the individual teacher. The teacher should exhaust ALL means of dealing with a student before sending him/her to the office. The principal and/or the assistant principal will provide assistance in those situations that are considered "beyond the control of the teacher".

Each teacher should do his or her best to involve the parents of those students who are creating problems or are not working in class. Teachers should keep accurate records of acts of misbehavior in the classroom.

The key to successful classroom management is proper planning on the part of the teacher. Teachers who keep students on task will experience fewer discipline problems. Keep students involved during the entire class period, with free time at a minimum.

If a teacher fails to enforce disciplinary policies in his or her classroom, it will be noted on teacher evaluation records and could result in disciplinary actions.

Note: The above statement also clearly applies to planning and providing sufficient materials for substitute teachers for ISS assignments. Always provide too much rather than too little material whether planning for your own instruction, a substitute teacher, or ISS supervisor. This is an area that will be assessed as part of the evaluation process.

Fundraising

Faculty members who sponsor a club or organization and anticipate fundraising projects must complete in writing an "APPROVAL FOR ORGANIZATIONAL FUNDRAISING" form and submit it to the activities director. Approval by the principal and the superintendent's office will be required prior to any final arrangements being made to conduct the fundraising project.

Requests must be made and approved at least thirty (30) calendar days prior to the activities beginning date. If possible, the sponsor should also fill out a Purchase Requisition form covering the fundraiser (if actual cost is not available, use best estimate) and submit it along with the Approval for Organizational Fundraising form.

Care of the Facility

Each faculty member must see that a certain amount of room maintenance is performed at the end of each class period and at the end of each school day. Teachers should require students to pick up all loose paper on the floor and straighten their chairs before leaving the classroom. Please have students clean desks tops periodically.

Unauthorized Visitors in the Building

All visitors to classrooms should have written permission from you to present to office personnel and should sign in at the office to receive a visitor's pass. Should anyone appear at your door or come into your room without prior notice from the office, please notify the office immediately. If you should observe anyone in the building that is not district staff and not wearing a visitor's pass, walk him/her to the office to check in.

No Smoking Policy

All buildings, facilities, school buses and related vehicles under the auspices of North St. Francois County R-I School District shall become a smoke-free environment.

Students will not be permitted to have tobacco products in their possession and will not be allowed to chew, dip, or smoke.

All references to staff or students include any occupancy at any time in the building, as well as other extracurricular, school-related activities.

The general public will also maintain a no-smoking ban and must smoke outside the building. Appropriate signs will be visible throughout each facility as a reminder of our commitment to a "smoke-free environment."

Violations of this policy will be dealt with, with respect to established employees and student discipline measures. Cooperation and understanding of this policy is encouraged as it is the district's wish to provide the best and most healthful environment for instructional and extracurricular activities.

Foreign Exchange Students

Foreign exchange students will be permitted to enroll at North County High School providing they are living with host parents who reside in the school district. The following conditions apply:

1. North County will accept a maximum of two foreign exchange students each year. This number can change at the direction of the Superintendent of Schools.
2. Foreign exchange students will be presented a certificate of attendance and transcript of course work completed with grades.

Evaluation of Transcripts for Transfer Students

When a student transfers to North County High School from another school, transcripts are requested and evaluated according to the following rules:

1. Transcripts received from accredited schools (public): Grades and credit earned will be transferred as is. If a percentage grade is given, rather than a letter grade, then we will use our grading scale to convert the percentage to a letter grade. Extra points will be given for weighted courses according to the NCHS list of weighted classes.
2. Transcripts received from accredited schools (private): All of the above rules will apply except for religion courses taught by parochial schools. No credit will be given for religion classes.
3. Transcripts received from non-accredited schools: All courses taught by certified teachers will be given full credit. Examinations will be given for those courses

taught by non-certified teachers. If the course is not taught at North County, no credit will be given.

Weighted Classes

Due to the high degree of difficulty, several courses at the high school are weighted. The following formula is used to calculate the student's GPA for weighted courses:

$$\text{GPA} + (v \times .05) \quad v = \text{number of weighted classes taken. (Semester weighted classes count as 1 and yearly weighted classes count as 2).}$$

The Curriculum Committee will make the final determination concerning requests to add/delete a course from the list of weighted courses. A written request must be submitted to the building principal outlining the reasons for the request. The request will be placed before the Curriculum Committee for consideration. Teachers making the request are encouraged to attend this meeting to provide additional information and answer questions. The committee will reconvene in approximately two weeks for a final vote. A two-thirds (2/3) vote is required for granting the request. If a request is denied, the same request cannot be made the following school year.

Curriculum Planning Process

1. Department Committee
 - a. Assessment---Target
 - b. Document---Student Outcome---Student Evaluation
 - c. Resource Materials---Textbooks
2. Curriculum Advisory Council
 - a. Board of Education---30 day review
3. Adoption
4. Building Implementation Plan

Guidance and Counseling

The North St. Francois County R-1 Comprehensive Guidance Program consists of student competencies organized into three areas: Career Planning and Exploration, Knowledge of Self and Others and Educational and Vocational Development.

The guidance program at the elementary level promotes interpersonal and intrapersonal relationship skills. It also promotes decision making as well as career exploration of the six career pathways at North St. Francois Co. R-1.

At the intermediate and the middle school the emphasis of the elementary areas are expanded yet balanced between academic, social and career competencies. The middle school counselor will also work with the students to develop a four-year plan that covers high school graduation requirements. The plan will take into account students' interests and educational and occupational plans.

Expanding on the objectives of the elementary, intermediate, and middle schools, the guidance program at the high school implores students to become all they can be as responsible individuals. The hope is for each student to attain realistic and fulfilling life plans based on a clear understanding of themselves, their needs, interests, and skills.

The four-year plan devised in the middle school is annually revised and updated according to each student's post-

graduation and occupational goals. There is also a continued focus on assisting students to develop proficiency in decision-making, working with others, taking responsibility for their own behavior, and educational and career planning.

Responsive services are activities that meet immediate needs and concerns of students. These needs or concerns may require counseling, consultation, referral, or information. Responsive services are available to all students and are often student, parent, or teacher initiated. While counselors have special training and skills to respond to these needs and concerns, the cooperation and support of the entire faculty are necessary for successful implementation of this component. Students needing individual/group counseling on a long-term basis (regular visits for approximately 6-8 weeks or longer) will require written consent from the parent or legal guardian.

Referrals

Many times students and parents need assistance from a variety of community services, agencies or programs. Requirements may vary from year to year as well as services that can be provided. If a student is in need of a referral, please contact your principal or counselor.

Remember, by law, abuse or neglect cases require a “hotline” call. Please let your principals or counselors assist you.

Homebound Instruction

Homebound instruction is offered to students who will be out of school for an extended period of time, for an illness, verified by a doctor.

The Application for Homebound Instruction is given to the student/parent for the doctor’s statement then it is sent to the State Department of Elementary and Secondary Education for approval. Students who receive this service are taught at home by the Missouri certified teacher, usually a teacher in our district.

Homebound Teacher Responsibilities

1. Meet with administrator to get assignments and return completed work regularly.
2. Call student/parent to set up a schedule of visits – five hours per week.
3. Keep time sheets and mileage with Dr. Ryan Long.
4. Deliver assignments to student and return completed assignments to administrator.
5. Tutor student when necessary. Administer tests and quizzes.
6. Confer with regular teachers when necessary.
7. Keep parent informed on how student is progressing.

Student/Parent Responsibilities

1. See doctor to get statement on application.
2. Make the schedule for visits with homebound teacher and keep all appointments.
3. Do as much homework as is physically possible when the teacher is not there so as to keep up with assignments.
4. Be prepared with lessons and questions when homebound teacher visits.

5. Unless other arrangements are made with the classroom teacher, courses not completed by the end of the semester will result in an “F” on the permanent record.

Classroom Teacher Responsibilities

1. Provide homework assignments to the administrator as requested.
2. Grade work received and return work to student when necessary in a timely manner.
3. Notify administrator if there is a problem.

Administrator Responsibilities

1. Give application to student/parent to get doctor statement.
2. Send completed application to Dr. Ryan Long.
3. Locate homebound teacher.
4. Collect work from teachers and return completed work to teachers.

Student Control

It is the responsibility of each teacher to conduct his/her classes in such a manner as to promote the greatest educational growth that constructive thinking and teaching can develop. Each teacher is responsible for student conduct in class and anywhere in the school building or on school grounds.

Discipline should be considered a part of classroom instruction. When students are disciplined in the classroom, they will learn discipline in the halls and all areas.

Teachers are responsible for supervision of the halls and restrooms between classes and should step to the door of his/her room between classes. Students have to be supervised in halls at all times including before school, at lunch, and after school. If students are stopped for running in the halls to lunch or after school, they will be sent back to the classroom and that classroom teacher will have to escort them to the lunchroom. At the end of each class, teachers are to be the first person out of their classroom.

It is expected that any discipline problem observed at any time (including extra class activities) will be sufficient reason for you to participate actively in correcting that particular problem. Teachers should be on the alert at all times and if irregularities occur do something about them.

The student, if sent from class for disciplinary reasons, should be told to report to the office. Fill out the Discipline Form and state specifically what the student did. Do not put other students’ names on a Discipline Form. **Do not generalize** on the Discipline forms.

When you request a student to report to the office, refrain from telling him/her he can never return to the class. This decision will ultimately be made by the principal.

Line of Authority

All teachers are directly responsible to their immediate supervisors—the administration staff. Teachers are expected to consistently carry out the instructions of the administration staff. If a concern arises, the chain of communication is as follows:

- 1 – Department Chair**
- 2 – Assistant Principal/Principal**
- 3 – Assistant/Associate Superintendent**
- 4 – Superintendent**
- 5 – Board of Education**

Failure to follow this chain of communication can lead to serious problems in the day-to-day management of the school.

Passes

Students are not permitted to be in the halls during class period without a hall pass from the office or a teacher. The pass must state date, name of student, and a signature of the person issuing the pass. Students will sign in and out from each class.

Anyone who meets a student in the hall while classes are in session will be required to ask that student for his/her pass. If he/she has no pass, he/she will be sent back to his/her room. The best policy is: students are not to be released from class unless it is an emergency!

School Dress

“Since students tend to “model” staff behavior, manners, and dress, it is expected that each staff member dress in a professional manner. Certain types of classroom dress that are appropriate for a particular classroom might not necessarily be appropriate out of the classroom on the rest of the school campus. When shorts are worn they must be kept at knee length or below. A walking short or capris are acceptable. “Leggings” or “tights” should be accompanied by appropriately covering tops. While buildings’ attire may vary due to in-school activities, celebrations, etc., professionalism and respectability are the priority. When casual attire is approved, school affiliated clothing is approved as well.”

Purchasing Procedure

All purchases MUST be approved through the office prior to purchase. The general rule of thumb is: if an invoice will be part of the transaction, then a purchase order must be processed to cover it. This applies to all activity accounts, as well as textbooks, supplies, repairs, services, etc. It also applies to registration or motel fees. A purchase order gives authority to make the purchase, guarantees that the purchase will be tax exempt* and leaves a reliable audit trail.

1. Fill out a **requisition form**. Include all information, and the full address of the vendor. List quantity, catalog number and description, unit price, and extended price. Total the order, and add 15% shipping and handling costs (unless specific amount is available) for a total purchase order amount. Also include any special instructions (check to accompany order, etc). If an order requires immediate attention, attach a note marked “RUSH” with an explanation.
2. Give the purchase requisition to Lori for approval and signature.
3. A purchase order is typed by Lori and submitted for approval by the principal and superintendent.
4. Once the PO is approved the order will be made.

5. When you receive the items you ordered, turn in all receipts, invoices, packing slips to Lori so payment can be made.

*Since we are tax exempt, the tax amount on any purchase made without a purchase order cannot be reimbursed.

General Payment Requisition

This form should be used when requesting reimbursement through PDC.

Mileage

Travel reimbursement for mileage is 42 cents per mile.

Class Time

No one is to interrupt class time. The most important thing teachers do in this school is teach. Keep students in class at all times. Please protect the instructional integrity of both your classroom and that of others.

Telephone Log

Record all long distance calls in the light blue binder in Lori’s desk. Record all information requested.

Postage

No personal mail will be run through the postage meter. Business mail requiring postage should be dropped off in Lori’s incoming basket in her office, with an identifying note so postage can be charged accordingly.

UPS

Packages for return that are to be sent by UPS should be given to Lori with a note identifying the contents, value, sender, department/activity, etc. If available, include a copy of the packing slip or invoice.

Library Media Center

The Board believes that it is the responsibility of the District’s library/media centers to provide materials which reflect the ideals and beliefs of religious, social, political, historical, and ethnic groups, and their contributions to American and world cultures. Materials will be selected which are related to and support the District’s curriculum. Selection of and access to library/media materials will be based upon the contribution to the education program and the age appropriateness of the materials.

The Media Center is open from 7:15 until 3:15 for students and staff.

Scheduling

Planning is essential to ensure successful student projects. Prior to scheduling the LMC or Computer lab the instructor and media specialist will complete a “Planning Guide.” The form is available from the media specialist. Return the “Planning Guide” with a copy of the student’s assignment to the LMC. LMC or Lab time will not be scheduled without these completed forms. Schedule no later

than 48 hours before the beginning of the student project. Advanced planning may take place at any time in the school year. After students complete their assignment, the LMC will be evaluated. A copy of the planning and evaluation guide will be returned to the instructor for his/her professional portfolio.

This planning guide will be used to meet MSIP requirements in the areas of curriculum development, collection development, and budget needs.

Student Passes

Students entering the LMC will be asked to leave their corridor pass at the circulation desk. Corridor passes will be filed for possible documentation. Students will not receive their corridor pass when returning to the classroom. An LMC pass will be written for the student, therefore all students returning to the classroom from the LMC will have a signed pass. If an independent study place is needed for students, please plan ahead with the LMC staff.

Students will be asked to return to their classroom if the LMC staff is unable to assist student researchers. The LMC will issue a pass for their return.

Research Pass

Upon request research passes will be issued to teachers when their class begins a library project. The research pass is to be kept by the student. If a student under your supervision requests to use the LMC to complete an assignment from another class, ask to see his/her research pass. If you allow the student to leave your supervision to work on his/her project, issue a corridor pass. The student is to bring both passes to the LMC. The student will keep the research pass but will be issued an LMC pass to return to class. Students will be asked to return to their classroom if the LMC staff is unable to assist student researchers. The LMC will issue a return pass.

Lunch charges

Teachers are not permitted to charge lunches over \$12.00.

Storage Devices

Students may purchase memory sticks at the circulation desk. Students may also use a personal storage device (with their instructor's permission). *All storage devices must be scanned for virus' by the LMC staff before use.* The exception would be the class discs kept in the instructor's possession. Please reinforce this requirement with your students.

Equipment

Equipment is checked out through the LMC. Arrangements can be made to keep most equipment in the classroom throughout the school year. Other equipment may be scheduled for use. Check with the LMC staff for availability of equipment.

Requesting Materials

Instructors may request books (fiction, non-fiction, and professional titles), videos and equipment any time during

the school year. A request form will be made available in the spring of each school year. The evaluation section of the planning guide will also determine areas of need.

Student/Faculty/Staff Pleasure Reading

The Library State Standards encourage students and staff to read for pleasure. Fiction titles are offered for teen and adult readers. Encourage students with free time to browse the LMC collection and/or make suggestions for future purchases. The faculty and staff are invited to browse during their prep time or send a student to the LMC with your request. Better yet – email requests to: ayount@ncsd.k12.mo.us The LMC staff will respond as soon as possible.

Professional Library

A professional library is maintained for faculty and staff to pursue areas of interest in the education field. Please feel free to peruse the professional collection.

COMPUTER LAB

Scheduling

See "Scheduling" under Library Media Center.

Snow Days

Scheduled lab times will be lost on the days school is cancelled for any reason. Please check with the LMC as soon as school is back in session to reschedule or cancel. Instructors scheduled on the snow day will be informed as soon as possible of any cancellations.

Computer sign-in sheet

The computer sign-in sheet will be on the teacher's desk in the computer lab. If copies are not available please ask for one at the circulation desk. After students are seated, pass the sheet around the room and have students print their name by the corresponding computer number on the sheet. If a student changes computers during the period, please note on the sheet. Return the sign-in sheet to the circulations desk at the end of the hour.

Computer Use

Students will be assigned a personal login name and password. This information is private and under no circumstances is a student to share their login name and password with another student. All work, including but not limited to, Internet usage, will be the responsibility of the login user. Students will be given their login and password when their "Student User Agreement" is on file in the LMC. A form may be obtained from the LMC

Students will be encouraged to save their work to their personal folder. With their instructor's permission they may also use a personal jump drive. Files that do not pertain to the operation of the computer's programs will be periodically deleted; *therefore, if students choose to store information on any lab computer, their files may not be available the next day.*

Headphones may be checked out at the circulation desk with instructor approval.

At the end of the lab time, request students to log off. This closes a student's work session and protects students from another student accessing the previous student's work or using the computer inappropriately under a false login. Students are not to turn off or restart computers for any reason. Contact the LMC staff if a computer is inoperable. Also before leaving the lab have students turn their mice upside down. The instructor is responsible for determining if all parts are intact. Report any missing parts to the LMC staff.

Mail Delivery

Interoffice mail is picked up from the office around 8:00 a.m. each day and is taken to the administration office for distribution. Interoffice mail is delivered to the high school office at approximately 2:00 p.m. each day.

General delivery mail is delivered around 2 p.m. each day; outgoing mail is taken to the post office in Bonne Terre at the end of the day. A "mail tub" in the front office mail room is identified for outgoing mail:

All mail for the meter should be put in Lori's incoming basket in her office. Mail placed in the "mail tub" which has not been put through the meter will be returned.

Fax Information

The fax machine is located in the office. Fax Cover Sheets may be picked up in Lori's office. The fax number is 573-358-0021.

Money for Deposit

All activity money turned in for deposit should be counted and identified. Bills should be faced and excess coin rolled. If you wish to have your money deposited that day, it must be turned in to the office no later than 1:30 p.m. Money will NOT be held in the office overnight. Additionally, teachers should not keep money in their rooms.

Sponsors of clubs and organizations: Please advise any participants that all checks should be made payable to "North County High School." Any checks made payable to the club or organization should be endorsed by the sponsor before turning in for deposit.

Calendar of Events (Weekly)

A weekly calendar of events for the upcoming week will be provided to faculty via e-mail each Friday. Teachers should post this information in their classroom so students and faculty can have access to upcoming scheduled events. All activities must be approved by the principal.

Repairs

Faculty members who need repair work done should complete a "Repair Request" on the school website to be approved by the principal. Items that may need immediate attention, or will not demand a great cost or time in preparing, may be taken directly to the custodian on duty. Major repairs should be requested on line.

ACTIVITIES TO IMPROVE STUDENT MORALE

Know your students. Learn names immediately.

Analyze the class periodically as to proper rest, diet, and general health.

Be aware of students' feelings. Pay attention to attitudes revealed in writing and discussion. Respect the personality of the pupil. Don't talk down to the class.

Pupil participation is necessary for good pupil morale. Help the child become a member of the group – never set him/her apart from his/her classmates.

Emphasize the strengths of each student. Always look for the good points in a child. Build up the confidence of each child—help him/her feel important to the group. All people, young and old, like praise. Use it.

Have confidence in a child's desire to want to do the right thing. Use private conference rather than punishment as soon as possible after misbehavior.

If you make a promise, keep it. Share with the student the fact that everyone makes mistakes.

The teacher should possess a good sense of humor.

Teacher example will set the stage for many things.

Rules for behavior should grow out of the purposes of the group.

Try to make the class environment meaningful in terms of the feelings of the students.

Build from the interests of students whenever possible and adjust learning activities to the abilities of each student. Make assignments reasonable and clear. Let the class know what is expected.

Enjoyable classroom activities should be planned at periodic intervals.

Vary classroom assignments to eliminate monotony. Boredom is a potent enemy of good behavior. A moderate amount of unpredictable change is often sought out and welcomed by students.

OFFICE

The office should be used for business only. The Principals' offices and secretarial areas should not be used as a lounge or a place to socialize during business hours. Be professional during professional hours.

Concerning Office:

1. Don't answer the phone without being asked or when no one else is in the area.
2. Don't sit on the secretaries' desks.
3. Don't walk into the principals' offices without checking with the secretaries.
4. Don't use the storage rooms without checking with the secretary.

5. Don't send students to the office to get a pass signed when you send them to the restroom or if students are tardy. (The secretary has no idea if students were in the restroom or if students were tardy.)
6. Don't send students to the office with errands because of something that was forgotten.

A Dozen B's for Effective Classroom Management

1. **BE THERE.** Your being in class provides both an example and acceptance of setting immediately to work...Be there with a pleasant attitude and neat appearance. (Be at the door to greet each student if possible).
2. **BE PREPARED.** Be aware that an unprepared class period is comparable to inviting guests to seat themselves at the dinner table before making out your shopping list. The students know when you are prepared and when you are not. Being organized means being well groomed and attractive as possible.
3. **BE CONCERNED.** Be sincere in feeling and expressing genuine concern about student absences, problems, accomplishments, and successes. "I am interested in you," spoken sincerely, is magic.
4. **BE POSITIVE, ALERT, & LOOK HAPPY.** How would you like being required to look into an expressionless and/or scowling face for a class period? Practice smiling – it adds face value. Your posture, clothes, etc. all speak your beliefs and values.
5. **BE CONSISTENT.** Be aware that a steady work load, rather than deluges and droughts, makes for readier response. You must also be determined to control excessive fluctuations in your own temperament.
6. **BE FIRM.** Be assured that even a "NO" is better than a mamby-pamby, could-be-either-way reply.
7. **BELIEVE IN BOYS AND GIRLS.** Be sure to let them know you believe they can succeed. Rejoice with each step forward. Be ready with suggestions and positive reinforcements for the next move onward. Use the 99 Ways to Say "Very Good."
8. **BE HUMAN.** Be constantly tuned to the needs and feelings of the students. Remember, students prefer their teachers to provide models rather than pals. Be aware of what is going on in the community and allow students to react.
9. **BE AWARE.** Be very conscious that the primary purpose of your presence in the classroom is to teach; that time frittered away today may mean some boy or girl loses a job tomorrow. Your everyday attitude toward each student will be noticed.
10. **BE DEDICATED.** Be altogether positive that nothing, absolutely nothing, provides a greater opportunity to fulfill an obligation to humanity than the day-to-day task of helping young people step confidently into the future.
11. **BE ASSURED.** Be assured that there will be times when these guides will fall short of the answer. As the Bible says "The poor ye shall have with you always—"Surely into this category must fall the lost-in-the-fog student. The lost-insofar-as parental-interest-is concerned student. When we encounter these students we need Number 12.
12. **BE CERTAIN.** Be certain that nothing can replace common sense! Common sense works better when mingled with simple courtesy and abiding confidence that you can work out a solution through persistent effort and an unwavering reliance upon the Leadership of God. Never say "CAN'T.

NORTH ST. FRANCOIS COUNTY R-I SCHOOL DISTRICT Job Description

Position Title:	Teacher, High School	
Department:	Instruction	
Reports To:	Principal	
Approved By:	Board of Education	Date: August, 2002

SUMMARY: To help students learn subject matter and skills that will contribute to their development as mature, able, and responsible men and women.

ESSENTIAL DUTIES AND RESPONSIBILITIES *Other duties may be assigned.*

1. Teaches District approved curriculum.
2. Meets and instructs assigned classes in the locations and at the times designated.
3. Plans a program of study that meets the individual needs, interests, and abilities of the students.
4. Creates a classroom environment that is conducive to learning and appropriate to the maturity and interest of the students.
5. Encourages students to set and maintain standards of classroom behavior.
6. Guides the learning process toward the achievement of curriculum goals and --in harmony with the goals--establishes clear objectives for all lessons, units, projects and the like to communicate these objectives to students.
7. Diagnoses the learning disabilities of students.
8. Evaluates pupils' academic and social growth, keeps appropriate records and prepares progress reports.
9. Is available to students and parents for education-related purposes outside the instructional day.

SUPERVISORY RESPONSIBILITIES:

Supervises classroom and students.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: Bachelor of Arts degree.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Teaching Certificate.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plan and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement lessons based on division and school objectives and the needs and abilities of students to whom assigned. Ability to establish and maintain effective relationships with students, peers and parents; skill in oral and written communication.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. Occasionally the employee will bend or twist at the neck more than the average person. While performing the duties of this job, the employee may occasionally push or lift up to 50 lbs such as boxes of books and AV/VCR carts. The employee is directly responsible for safety, well-being, or work output of other people.

Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is moderate to loud.

99 Ways to Say “Very Good”

1. SUPER GOOD!
2. You’ve got it made.
3. SUPER!
4. That’s good.
5. That’s right.
6. You’re really working hard today
7. You are very good at that.
8. That’s coming along nicely.
9. GOOD WORK!
10. That’s very much better!
11. I’m happy to see the way you worked today.
12. Exactly right.
13. I’m proud of the way you worked today.
14. You are doing that much better today.
15. You’ve just about got it.
16. That’s the best you have ever done.
58. Nice going.
59. You’re really going to town.
60. OUTSTANDING!
61. That’s how to handle that!
62. Now that’s what I call a fine job.
63. That’s great!
64. Right on!
65. You’re really improving.
66. You’re doing beautifully.
67. Superb!
68. Good remembering.
69. You’ve got that down pat.
70. You certainly did well.
71. Keep it up!
72. Congratulations. You got it right.
73. You did a lot of work today.

17. You're doing a good job!
18. THAT'S IT!
19. Now you've figured it out.
20. That's quite an improvement.
21. GREAT!
22. I knew you could do it.
23. Congratulations!
24. Not Bad.
25. Keep working on it, you're improving.
26. You are learning fast.
27. Good for you!
28. Couldn't have done it better myself!
29. You are a joy.
30. One more time and you'll have it.
31. You really make my job fun.
32. That's the right way to do it.
33. You're on the right track now.
34. You did it that time.
35. You're getting better every day.
36. Nice going.
37. You haven't missed a thing.
38. WOW!
39. That's the way!
40. Keep up the good work.
41. TERRIFIC!
42. Nothing can stop you now.
43. That's the way to do it.
44. SENSATIONAL!
45. You've got your brain in gear.
46. That's better.
47. That was first class work
48. EXCELLENT!
49. That's the best ever.
50. PERFECT!
51. You've just about mastered that.
52. That's better than ever.
53. Much better.
54. WONDERFUL!
55. You must have been practicing
56. You did that every well.
57. FIN
74. Well look at you go!
75. That's it!
76. I'm very proud of you.
77. MARVELOUS!
78. I like that.
79. Way to go!
80. Now you have the hang of it.
81. You're doing fine.
82. Good thinking.
83. You are really learning a lot.
84. Good going.
85. I've never seen anyone do it better.
86. Keep on trying!
87. You out did yourself today!
88. Good for you.
89. I think you've got it now.
90. That's a good boy/girl.
91. Good Job, (students name)
92. You figured that out fast.
93. You remembered!
94. That's really nice.
95. That kind of work makes me happy.
96. It's such a pleasure to teach when you work like that!
97. FANTASTIC!
98. TREMENDOUS!
99. Gnarly Man!