

**Epping High School  
Professional Staff Handbook  
2011-2012**



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*Highlight denotes section contains changes, which are **bolded**. Please sign and return the last page.*

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# **Working Regulations**

## Professional Behavior

As professionals, we serve as role models for students, the community, and for each other and should therefore act professionally with regard to appearance, conduct, and timeliness.

*See Epping School District Professional Handbook Section A- General Provisions*

## Teacher Evaluation

Teacher evaluation procedures incorporate the principles of clinical supervision and will follow the teacher contract guidelines.

*See Epping School District Professional Handbook Section F- Professional Staff Evaluation*

## Embedded Professional Development

Teachers are expected to participate in all scheduled professional development activities, including embedded professional development activities. These activities may include meetings during or after the school day.

## Arrival & Departure

All staff members are to be in their classrooms by 7:15 a.m. or on duty by 7:05 a.m. and on site a minimum of seven and a half hours. Administrative approval must be obtained to leave school during the day or to leave early at the end of the day. Anyone leaving the building during the school day must sign out in the Main Office and include time of departure and destination.

*See Epping School District Professional Handbook Section C- Work Schedules, Attendance, Notification of Absences, Lunch, and Other Breaks.*

## Unplanned Absences

Teachers who will be absent should notify the Substitute Coordinator, Sue Thompson at Epping Middle School at 679-2544 extension 220. Sue will check her messages the night before and also in the morning before 6:00 a.m. Please make sure to call before 6:00 A.M. on the day of your absence.

The Principal is responsible for approving, disapproving, and reporting absences; and, in some cases, may request a physician's statement to verify an absence.

*See Epping School District Professional Handbook Section E- Leave Provisions.*

## Substitute Folders

Substitute plans must be available in the event of an unanticipated absence. Plans should be left in the Substitute Folder. The Substitute Folder must be left in the main office. Teachers will have access to these folders to make modifications as necessary. If necessary, plans may be emailed to the Attendance Secretary, Sharon Lavalley, to someone on your team or in your department, and to the Substitute Coordinator, Sue Thompson. When emailing plans please be sure to send them to more than one person.

Substitute Folders should include:

- Emergency plans for three days or the location of the plans
- Any needed materials or the location of the materials
- Any photocopies needed for the execution of the first day's plans
- A complete daily schedule
- Evacuation/fire drill and emergency procedures
- Class expectations, rules, etc.
- School calendar, bell schedule, and delayed opening schedule
- Substitute teacher PowerSchool log-in information (Please note: do not under any circumstances provide any substitute or staff member with your PowerSchool username and password.)

### Meetings

Teachers are expected to attend faculty meetings and in-service activities unless they are excused by the administration. Staff members should not be tardy so that meetings can start and end on time. Coaches and advisors are requested to plan sports and co-curricular schedules so they do not conflict with meetings, after-school help sessions, or make-up time. Practices for athletics and co-curricular activities that meet on a daily basis should not start before 3:45 p.m.

Please see Meeting Schedule for full list of dates.

### Mailboxes

Mailboxes are located in the main office. Teachers should check their mailboxes when arriving and before leaving.

### Telephones, Voicemail & Email

All teachers and staff have a telephone extension through which voice mail messages can be retrieved. Teachers are required to check their voice mail **each work day** and to make every effort to return telephone calls **no later than the next work day**.

All teachers also have Epping High School email accounts. Email must be checked on a daily basis. Email and the PowerSchool daily bulletin are the primary means of communication between school staff, teachers, and administration. Email messages from parents should be **responded to no later than the next work day**.

For acceptable computer, network, e-mail, and internet use please see *Epping School District Policy EGA – Acceptable Computer, Network, E-Mail, and Internet Use*

### School Closing & Delay

In the event that school is delayed or canceled, teachers will be notified via the Alert Now system.

School closings and delays will be broadcast on:

WMUR-TV Channel 9 or [www.wmur.com](http://www.wmur.com)

WOKQ 97.5 FM or [www.wokq.com](http://www.wokq.com)

In rare circumstances, it may be necessary to use the emergency telephone tree. It is very important that each person follow the procedures for using the telephone tree in order to insure that everyone is notified of a school closing or delay. If you do not reach the next person on the tree in-person (even if you reach an answering machine), it is necessary to call the next person on the list so that calls will continue in a timely manner.

# Student Supervision & Safety

## General Principles

Teachers have a legal and ethical responsibility for ensuring the safety and well-being of students. The school's Mission is to provide a safe environment for all students.

## Mandatory Reporting

School staff members are required to report the following incidents to the School Administration immediately per School Board Policy, state law, and federal law:

1. Misconduct
2. Violence
3. Theft
4. Destruction
5. Gang activity
6. Hazing
7. Tobacco
8. Alcohol/Drug
9. Weapons
10. Bullying
11. Suspected child abuse/neglect
12. Suicide threats

The rule is: REPORT IT TO SCHOOL ADMINISTRATION - IF IN DOUBT, REPORT IT

## Student Handbook

All student guidelines, policies, and procedures are contained in the Epping High School Student Handbook. Teachers are required to review the handbook and become familiar with the information contained in it, as they are responsible for maintaining student expectations in a manner consistent with student handbook.

## Attendance

Teachers must take attendance every day using the attendance module in PowerSchool, during the first ten minutes of each class, study hall, or seminar.

If a student is not present in class, mark him/her Absent.

Students who arrive late to class without a pass or a legitimate reason should be marked Tardy in PowerSchool. (See below.) If a student who arrived late was previously marked 'Absent', please update the attendance in PowerSchool.

Keeping accurate attendance is crucial for two reasons- 1) to maintain a school-wide record of who is in school and who is absent; and 2) to know, class by class, the number of absences each student has accumulated toward the limit of five per semester.

First block attendance is particularly important because it documents the student's attendance for the entire school day. A student marked absent by the first block teacher will receive a call home to determine the reason for the absence. **First block attendance must be recorded by 7:35am.**

Field trip attendance or another excuse for the absence will be documented by the Attendance Secretary only.

Please note: students whose names appear on your class lists in PowerSchool (attendance and

grading) are still enrolled in your class and should be attending. No student who has officially dropped the class will appear on your lists.

When a student appears to have cut class (absent from class, but not from school), teachers must use an office referral form to document the class cut and report the cut to administration for disciplinary action.

### Tardy Procedures

- Tardy to School

Any student who arrives to class late because of being tardy to school should have a pass from the main office. Students are expected to be in their first block class by 7:25 a.m. each day. Students who arrive after 7:25 a.m. must first report to the main office to be issued a pass to class. **Teachers with exterior doors in their classrooms must never let students enter or exit unless in the case of an emergency.**

- Tardy to Class

Students who are tardy to class and have no pass should be allowed to enter class, but are subject to appropriate consequences from the teacher, such as a warning, call home or lunch detention, or detention.

Teachers may assign after-school detention to students who are tardy to class. Students who are tardy to class five (5) times will be considered chronically tardy, **and must be** reported to administration by using an office referral form. If a student who arrived tardy was previously marked 'Absent', please update the attendance in PowerSchool.

### Classroom Management

Each teacher should develop classroom behavioral expectations, which should be communicated to students and periodically reviewed. Expectations should be consistently reinforced by recognizing students who comply with expectations and addressing behavior that does not meet expectations.

Teachers may assign after school detentions to students who do not meet expectations. Students must be given 24 hours written notice of the detention using the detention notice form so that transportation can be arranged if necessary. Parents must be contacted by the teacher when a detention is assigned. If a student fails to serve a teacher detention, an office referral form should be used to report the behavior to administration.

If a student's behavior rises above the level that is appropriate for teacher intervention, an office referral form should be used to document the student's behavior. Office referrals should be completely filled out and include action that has been taken by the teacher prior to the referral to administration.

### Passes, Locker Visits, Bathroom Passes

Teachers must always issue passes to students who are leaving their classroom. Passes must have information including the student's first and last name. Two students should not share one pass. In order to help minimize disruption, passes should be limited.

In addition to obtaining a pass, students must sign out of each classroom when leaving to go to their locker, the bathroom, or another location. Pass logs with teacher's name and room number must be turned in weekly to the Principal or the Principal's designee.

### Passing Time & Break

Teachers are encouraged to be at their classroom doorways between classes to monitor hallway passing and pro-actively greet students.

Although teachers may need to leave their classrooms during break, this is not a duty-free period. Teachers should remain in hallways and classrooms as much as possible during break. Student supervision during break is critical and teachers should be aware of students and address issues as appropriate. **Teachers are responsible for supervising any students in their classroom during break.**

### Supervisory Duties

All teachers are assigned other duties as part of their supervisory responsibilities. These tasks are necessary both to ensure student safety and to smoothly operate the school. Teachers are expected to report on time for all duties.

### Lunch and Lunch Duty

Because students are expected to eat lunch in the cafeteria, if a student spends the lunch period in another location, such as in a classroom with a teacher, they must receive a pass from that teacher **or be walked to and from the cafeteria** and notify staff on duty at lunch that they plan to be in a location other than in the cafeteria. Students should always have a pass that identifies where they are expected to be. Students should not be allowed in classrooms unsupervised.

While lunch should be an opportunity for students to socialize and have more leeway than in the classroom, when on lunch duty teachers have a responsibility for ensuring that students behave appropriately. **Teachers are expected to arrive promptly and actively monitor students by standing and walking around the cafeteria to insure a visible adult presence.** Students should not be permitted to be unnecessarily loud, throw trash or food, or leave behind trash on tables or the floor.

### Assemblies

By accompanying their respective groups of students to assemblies and sitting among the students, teachers will help make large group assemblies successful and reduce disciplinary problems. All teachers are expected to attend assemblies regardless of whether or not they have a class scheduled at the time of the assembly.

### Health Services

Teachers should send a student to the school nurse if they feel the student has a health problem. No attempts should be made to diagnose or treat students.

Any injury, regardless of apparent extent, should be reported immediately to the school nurse. No attempts should be made to move an unconscious student until he or she has been examined by the nurse and/or Principal. This applies even if the student regains consciousness before the nurse or Principal arrives. No attempt to move a student should be

made if broken bones or internal injuries are suspected. Gloves must be worn when handling body fluids. Each teacher should complete an accident report for all accidents (no matter how minor), which occur under the supervision inside or outside of school. This is for your protection.

Students are not allowed to take any kind of medication unless under direct supervision of the school nurse.

A first aid kit is available for groups and classes to take on field trips. Teachers who need to borrow it for activities should check with the health office one day in advance.

*See Epping School District Professional Handbook Section I- HIV/AIDS Policy, Emergency Contact Information, General Safety, and Reporting a Workplace Injury/Illness*

### Evacuation and Fire Drills

All evacuations must be treated as though an actual emergency were occurring. During evacuations and other emergency responses, such as sheltering in place, student and staff safety and well-being are the first priority. Teachers are expected to maintain calm, confident control over the students for whom they are responsible.

During an evacuation, teachers should remain with their students at all times. Classes should be kept together and supervised by teachers. Students are expected to keep noise to a minimum and behave appropriately.

Emergency backpacks are located in each classroom. During an evacuation, teachers should bring these backpacks with them.

Evacuation maps are located in each classroom. Teachers should periodically review evacuation procedures and locations with students.

Teachers who do not have a class when an evacuation occurs must report to an administrator and may be assigned duties as needed.

*Please see the evacuation plan for complete information regarding evacuations and fire drills.*

### Other Emergencies

In addition to evacuations, Epping High School also may use a “lock down” or “shelter in place” to respond to an emergency. Teachers should follow procedures and await instructions or information from the administration. Students, teachers, and staff are expected to remain in their classroom during a lock down and shelter in place.

### Visitors

Teachers inviting guests to visit the school should inform them that they must sign in at the Main Office. Teachers must also notify the Main Office secretaries in advance when they are expecting a guest. Parents/guardians are always welcome to visit.

Unless they have completed the necessary volunteer paperwork at the SAU, visitors should

not be alone with students.

All visitors must check in with the Epping High School main office. Visitors will be asked to sign in and wear a visitor name tag. Visitors will also be issued a visitor parking pass that must be displayed in the front windshield of their car. Visitor parking spaces are in front of the Epping High School building. Visitors are asked to park only in those spaces designated for visitor parking.

Student's guests at school require administrative permission and should display a visitor's pass at all times. Students with children are not allowed to bring them to school unless appropriate arrangements have been made.

# Instruction & Student Evaluation

## Lesson Planning

Teachers are expected to complete lesson plans using the provided lesson plan template. Each Monday, teachers are to submit one exemplar lesson for the coming week to the Principal or the Principal's designee.

## Course Expectations / Syllabus template

Each teacher is expected to provide students with written course expectations or syllabus, which must contain a course description, units of study, and the course competencies. Information about the weighting of assignments and how grades are calculated is also required and should be posted on PowerSchool as well. **A copy of all course expectations must be submitted to administration prior to the start of classes.**

## Grading Student Work and Maintaining Records

In order to effectively provide feedback to students, teachers should return student work in a timely fashion. The timeliness of the work's return and amount of the feedback provided should be proportional to the complexity of the assignment.

Teachers are required to maintain current, complete, accurate, and correct grading records in PowerSchool. In addition to updating records to meet the published deadlines for progress reports and report cards, teachers should enter new assignments into PowerSchool no less than weekly.

## Semester Exams

Exams given at the close of each semester provide an opportunity to assess student learning and the effectiveness of instruction. Preparing for an exam helps students refine study and test-taking skills, and allows students and teachers to synthesize and analyze the semester's learning.

## Semester Grades

Semester grades are comprised of grades for each inclusive quarter and the semester exam. Each quarter is worth 40% of the semester grade and the semester exam is worth 20% of the semester grade.

## Homework

The term homework refers to an assignment to be prepared during a period of supervised study in class or outside of class or which requires individual work in the study hall or at home.

## Report Cards & Progress Reports

Report cards are mailed home at the end of each quarter. Progress reports are issued to students at the mid-point of each quarter. Parent communication regarding academic performance is extremely important and it is expected that teachers will not rely upon only progress reports and report cards to communicate academic progress. If any student drops a letter grade from the progress report or report card, a call must be made to notify the parent.

No student should receive an "F" on a report card or progress report without the teacher

notifying the parent/guardian prior to the report.

*See the Epping High School Student Handbook and Program of Studies for guideline for Grade Reporting and Complete Class Rank, Grade Point Average, Weighted Class Rank, and Honor Roll.*

### Suspended Students

Students who have been suspended from school typically serve the suspension in the Suspension Program. Teachers will be notified when a student has been suspended and will be requested to provide assignments for the student to complete while in suspension.

Assignments that have been provided to the student to complete during suspension will be returned to the teacher the day following the suspension. Incomplete and complete work will be returned so that the teacher will know what the student has accomplished.

Students who are absent from class because they are in suspension will not receive academic consequences. When an assignment includes class participation or an activity that needs to be completed in class, teachers may assign an alternate assignment for the student to either complete while in suspension or provide an opportunity for the student to make the assignment up at another time.

### After-School Tutoring

A tutoring program is available after school in the media center to all Epping High School students Monday-Thursday. Tutoring forms are available and should be used to communicate to the student, tutor, and parents regarding the student's needs. Teachers who wish to work in the Tutoring Program after school should contact the Principal.

### Guidance Services

A full range of guidance services is available to students in grades 9-12 and their parents/guardians. A student must make an appointment to see their guidance counselor. Teachers and staff members should consult with a guidance counselor when concerns regarding a student's social, emotional, or academic status arise.

### Field Trips

Teachers who wish to take students on a field trip must submit a request form to administration at least four weeks prior to the planned activity. Field trip packets are available from the Principal's Secretary. Completed forms should be submitted to the Dean of Students for approval.

At least one week before the trip, provide the Attendance Secretary and Nurse with a list of students attending the trip. After the trip, follow up with Attendance Secretary as to the actual attendance during field trip.

# Facilities, Classrooms, & Supplies

## Keys, Keycards, and Building Access

Teachers are provided with keys to their classroom and a key card that allows access to the EHS building. Teachers and staff are responsible for the keys and keycards that have been issued to them. Access to the building is only granted Monday through Friday, from 6:00 am to 6:00 pm. Keycards cannot be used to gain access to the building outside of those days and times. Lost keys or keycards must be reported to the Dean of Students; the fee for replacing lost keys is \$5 and the fee for lost keycards is \$10.

All keys, including those to desks, filing cabinets, and other room features, must be returned at the end of the school year as part of the checkout procedure. Access to the EHS building is limited during summer hours due to maintenance and summer programming needs; teachers are advised to call ahead to ensure access.

## Classroom Security

Teachers should lock the doors and turn off the lights when they leave the room empty and unsupervised.

Teachers may not cover or otherwise obstruct windows on classroom doors unless it is necessary to student safety to do so during an emergency.

## Classroom Maintenance

The appearance of a classroom contributes much to the climate of instruction; therefore classrooms should be kept clean and uncluttered.

Custodial staff will sweep the classrooms daily, clean desktops periodically and wash windows and perform other cleaning on a scheduled basis. Teachers are responsible for cleaning their own desks and classroom equipment.

Students, too, are responsible for the classroom environment. Students are to show respect for the classroom, their peers, and their teachers by helping to maintain the cleanliness of the classroom room. Students can also be responsible for cleaning their desks and chairs regularly.

Any maintenance issues should be reported by using the Custodial Work Request Form. Any safety or security issues must be reported immediately to the Principal or Dean of Students.

## Classroom Furnishings

For reasons of student safety, the only furnishings and equipment that should be in the classrooms are those that are purchased by the Epping School District.

Only bulletin boards and white boards are to be used for the display of materials.

## Classroom Telephones

Each classroom is equipped with a telephone. Teachers are welcome to use classroom telephones to contact parents and conduct school business; personal phone calls should be limited.

Students should not be allowed to use or to answer classroom telephones. The Main Office telephone is available for student use and.

### Textbooks

All textbooks should be numbered on the front inside cover. A list of book numbers and students to whom the books were issued should be maintained by teachers in PowerGrade. To reduce the number of lost books, teachers should periodically conduct book checks. Lost and damaged books should be reported to the Guidance Secretary. Students who owe books will not be issued a diploma until the obligation is satisfied.

### Budget

In September, teachers should begin documenting their needs and projecting the following year's expenditures. Budget requests are due to Program Coordinators by early October.

### Supplies

Teachers who need supplies such as paper, pens, and whiteboard markers should contact Tracy Bell. The supplies will be delivered in a timely manner. Students are expected to furnish their own pens, pencils, rulers, etc. Teachers should notify their Program Coordinator if they need special tools or supplies that are not available.

### Media Center

The media center is a facility for research, browsing, and study for teachers and students. The media center is shared by Epping High School and Epping Middle School. Teachers are encouraged to integrate library use into all facets of classroom activity. Teachers may sign up for class visits to the media center with the media center staff.

Students may be issued passes by teachers to use the library for research during their study hall periods. Due to the high level of use of the library, it is important that passes to be limited.

Classroom teachers should only issue passes to students they have in class and to students that have assignments to complete for that class that require use of the library. Study hall teachers should limit the students who leave study hall to go to the library to only those who have a pass from one of their teachers. Study hall teachers should not issue passes to the library.

Books from regular shelves may be checked out by students for two weeks at a time. Faculty may check out books for an unlimited time. Selected reference books, because of heavy demand, may not be checked out. Books may be put on special reserve at the request of the teacher. Periodicals may be checked out overnight. Printed materials are selected from recommendations of faculty, media center staff, and students.

### Morning and after-school announcements

The morning announcements and the daily bulletin are important ways to communicate. Teachers who want to place a notice in the announcements should submit a form to the main office by 1:00 p.m. the day before the announcement is to be read. Blank forms will be available in the main office and may only be completed by teachers. Announcements

submitted by students will not be accepted. To prevent unnecessary interruptions of instruction, the office staff will make every effort to limit announcements during the day.

# Co-Curricular Duties

## Student Activities & Role of Advisors

Student activities play a vital role in our school. The quality of these programs is directly related to the interest and enthusiasm of the advisors. Teachers are encouraged to get involved with these activities as well as to propose new ones. The following is an overview of the advisor's role:

- Advisors will be responsible for all fund raising events of their club or organization.
- An advisor must be present at all meetings. Meetings should be called as needed, preferably after school or during lunch.
- All social activities and fund raisers should be planned with the administration.
- Advisors must supervise the maintenance of records of class meetings and the treasurer's ledger.

All student activities, including fund raising activities, must be approved by the Principal or the Principal's designee, at least two weeks prior to the activity.

## Student Activity Accounts

There are separate accounts for each student activity with financial obligations. No activity can incur financial obligations on a school activity without the permission of administration; otherwise, the advisor will be held responsible for the debts contracted. The treasurer or advisor of each activity will turn in to the bookkeeper all of the money received on a daily basis. Payment from the fund will be made upon presentation of a voucher signed by the treasurer or the advisor and approved by the Principal. The bookkeeper will write the check for the amount.

## Planning Activities

Advisors are responsible for specific student activities. Advisor requests for all activities must be cleared through administration. Advance notice must include date, time, place, type of activity, and purpose.

## Dances & Other After-School Activities

Advisors are responsible for recruiting an adequate number of chaperons (teachers and parent volunteers) for student dances and after school activities. Such activities, unless approval is granted by the Principal or Principal's designee, are limited to students in Grades 9-12. It is the advisor's responsibility to:

- Check attendance records and refuse admission to any student who was absent or suspended on that day.
- Make sure that all guests of a student are signed up in the proper manner and have been approved by administration.
- Insure that students do not re-enter the building once they have left.
- See that students do not smoke on school grounds and that they follow proper rules of behavior.
- Notify the Epping Police Department of the date and times of dances or other after school activities.

See the Epping High School Student/Parent Handbook for additional information and guidelines for Dances.

Bus Trips

When a group uses a bus, it is the advisor's responsibility to insure that the students ride the bus to and from the event and that they conduct themselves in an appropriate manner.

## **Acknowledgement of Receipt**

All professional staff members are to return this page with their signature to the Principal's Office.

My signature acknowledges that I have received the 2011-2012 EHS Staff Handbook. I understand it is my responsibility to read; understand; abide by the policies, rules, and regulations; and ask questions if I do not understand any information contained within it.

Name: (Please Print):

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Signature:

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Date:

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