

CLASSROOM INSTRUCTION

ABSENCE WORK

Students are responsible for making up missed assignments from an excused absence. If a student has been absent just one or two days, students and parents should be informed to pick up the assignments from the teacher when they return. If a student is absent three or more days, students and parents may request the teacher to turn in the assignments to the office for pick up. Refer to the student handbook for more information.

BULLETIN BOARDS

1. Paper for bulletin boards is located in the staff workroom. Please only take what you need.
2. The Ellison machine is available in the staff workroom. This machine makes letters and symbols from a dye cut. You will need to take your own construction paper or use the bulletin board paper.
3. School supplies are available upon request. Please let Sherrie know what you need.

CLASS CHANGES

Class changes are made only by the attendance clerk with approval of the principal. A teacher may contact the attendance clerk about changing a student from one class to another. There are numerous factors, including class size, which may limit class changes.

If a parent requests that their child be transferred from a class, they should be directed to the office to pick up a request form. The form is submitted to the attendance clerk who directs it to the teacher to complete and then, after adding his/her recommendation, submits the request to the principal for approval or denial.

CLASSROOM: Animal Pets

Classroom pets offer many advantages and their presence is welcomed. To ensure that both the animal's experience and the students' and teacher's experiences are positive ones, the guidelines listed below are provided:

1. The teacher shall notify parents in advance of the animal's arrival so that if a student has an allergy to the animal, the parent can notify the teacher of this before the animal is brought in.
2. Animals will be caged at all times unless someone is holding the animal. For sanitary and safety reasons, animals should not be allowed to roam the classroom.
3. Animals' cages will be cleaned at least daily or more often if necessary to prevent an odor.
4. Animals must be taken home over the breaks.

CLASSROOM: Supplies

Each teacher is given the opportunity to place an order in the spring for the next school year. These supplies are distributed in August. A new teacher will receive the supplies ordered by the teacher they are replacing or receive an allocation to purchase the supplies locally. See your principal or Sherrie for more information.

LESSON PLANS: Emergency Plans

Teachers will submit within two weeks of the start of school two sets of emergency substitute lesson plans. One set will be for a single day of instruction and one set will be for three days of instruction. These emergency lesson plans will be stored in the office and only used at the specific request of a teacher or in an emergency situation declared by the principal. It is the teacher's responsibility to replenish any used emergency lesson plans within one week upon returning to work. Remember - be kind to your students and to your substitute - it is better to "over plan" rather than to "under plan."

LESSON PLANS: For Substitutes

Teachers who are going to be away from school due to a conference or field trip should leave lesson plans in their room for the substitute. Teachers who have notified Julie in advance of the need for a substitute due to illness or personal necessity are expected to leave lesson plans in their rooms. Teachers who contact Julie for a sub on the day of their absence may elect to use their emergency plans or make other arrangements for lesson plans to be delivered to the school. Teachers should not expect substitutes to call them at home to receive instructions over the phone nor should they expect the office to write down the lesson plans that they call in and leave on the answering machine.

Remember to over-plan your lessons for a day that you have a substitute. You might consider seat work over group activities on these days. Remember that not all substitutes have your expertise in classroom management and that some student's consider substitutes "fair game." The office will give the substitute your 1-day emergency lesson plans just in case the sub runs out of things to do.

LESSON PLANS: Teacher's Daily Planning

Master teachers and successful teaching research both report that the primary component of the instructional success is planning. To foster this successful teaching component, HDS teachers are provided a planning book in August. Planning is certainly a personal professional responsibility and can be done in various styles and methods. Your principal will be monitoring your lesson plans. Your lesson plan book and grade book should be readily available on the teachers' desk for him/her to look at when he visits your classroom. Please let him/her know if you plan to keep them in another location.

LIBRARY USE

The library is available throughout the school year. Teachers must sign up for the library in the Facilities Calendar located in the office with the receptionist.

STANDARDS MONITORING

Each student is responsible for passing grade level standards with 70% accuracy. Each teacher is responsible for monitoring the mastery of their standards as follows: 70% of the students will pass 70% of the standards with 70% mastery. Mastery of the standards is checked by the principal and reviewed by staff throughout the year in professional development.

PROGRESS REPORTS - Daily or weekly grades

This can now be accessed immediately through our Aeries on-line grading by the parent. If the parent wants a hard copy, they can contact the office and we will print a copy. Semester report cards will be mailed to the student's home address.

REPROGRAPHICS: School

All teaching, support, and office staff are issued a code number which activates the copier. Each staff member is also allocated a specific number of copies that they may make on the copier through out the school year. Please contact Sherrie for your code. Additionally, each teacher is given a box of paper to use for reproductions on our RIZZO machine. Whenever possible, please use the RIZZO machine because our school owns it, and we are not charged per copy. We are charged per copy on the Xerox machines.

RESEARCH PROJECTS

History, language arts, mathematics, and science teachers are required to have at least one research project each year in their instructional program. Teachers are strongly encouraged to coordinate and team with the research projects. Teachers must coordinate the use of the library and library materials to ensure availability. Books being used in a class project will be put on reserve and will not be checked out. A copy of the research project must be given to the principal. Please ensure that due dates do not conflict with other subjects due dates.

VIDEO AND FILM USAGE

NOTE: Submit to principal for approval 2 days in advance of showing, must be "G" rated without parent permission. "PG" rated films require parent permission. Teachers must submit a "Video and Film Usage Form" to the principal for approval. The form requests the following information: date of planned showing, title, rating, learning objective, relationship to current classroom instruction, and compliance to Federal copyright regulations. The form is available in the staff workroom.

INFORMATION & PROCEDURES

CLASSROOM INTERRUPTIONS

The office staff monitors interrupting your classrooms by calling either the first five minutes of class period or the last five minutes of your class period. The exceptions are when a parent has arrived to pick up their child or with the approval of the principal.

CONFERENCE/WORKSHOP ATTENDANCE: Registration

NOTE: Must be submitted to district office via a mini grant and 9 days before a board meeting in order to be processed.

DAILY ANNOUNCEMENTS

Announcements are to be read daily during homeroom by the teacher or may be read school wide by our ASB president. Confidential faculty information on the bottom of announcements is not be shared with students.

DONATIONS TO DISTRICT

Donations to the district must be approved by the principal and the Board.

1. Obtain a "Universal Gift Form" from the school office and have the person making the donation complete the form.
2. Submit completed form to principal who fills in the "accepted by" portion.
3. Principal returns original to you to return to donator with a thank you letter.
4. Principal forwards original to Superintendent to submit to the Board.

IEP MEETINGS

The new IDEA legal mandates stipulate that a regular education teacher must be present at every IEP meeting. Our special education staff will make every effort to involve you only at meetings concerning your students. No teacher will be asked to attend an IEP during their lunch period. In the event that an IEP extends into the lunch period, a teacher may excuse themselves to attend lunch. Please come prepared to discuss the academic and social progress the special education student is making in your class. Work samples and explanations of modifications would be very helpful also.

FIELD TRIPS

Field trips must be approved by your principal and the Board of Trustees. After the field trip request form has been submitted and then approved, parent notification and permission is necessary. The district form is available in the office for obtaining parental permission to take a student on a field trip. These slips need to be completed by every student leaving campus and are taken on the field trip along with the school's emergency first aid bag. A list of all students leaving campus must be turned in to the office just before departure. Roll is taken every time students board the bus (i.e. boarding at school, re-boarding after visitation).

FORMS: District and School

The following forms are available in the staff workroom by your mail boxes:

Student Study Team (SST) request

Daily Announcement

Detention assignment

FAX transmittal

Field Trip

Incident Statements

Leave Claims - Classified (Green)

Leave Claims - Teachers (Gold)

Maintenance Request

Progress Reports - Daily

Progress Reports - Weekly

Purchase Request

Referrals to Office (Principal)

Repair - Equipment

Request for Payment - ASB

Route Slip

Stipend Payment Request

Student Request:-Counselor/Office

Time Sheets:

Transportation Request

WE TIP

HELP !

Need help with a problem or a procedure? Try the following:

1. PROCEDURES: Talk to your partner teacher
2. LESSON PLANS: Check it out with your department chair or a fellow department member
3. STUDENT ACADEMIC PROGRESS: Check the "cum" folder, speak with the school counselor/school administrative manager/attendance clerk
4. STUDENT BEHAVIOR: Plan a parent conference and speak with the Principal.
5. ATTENDANCE: Check with Attendance Clerk in the office
6. ACTIVITIES: Check with the office and check our calendar.
7. MODIFICATION OF LESSONS: Collaborate with colleagues, GATE Coordinator, RSP/SDC Teachers

MAINTENANCE REQUESTS

Emergency or unsafe conditions should be reported to the office immediately.

For repair of classroom items, a maintenance request should be completed and turned in to the Principal. You may also send a request on-line. After one week if a teacher has not received assistance, the principal should be notified. Please do not stop a maintenance person and ask him for help immediately. This is not fair to the maintenance person (who has been assigned work orders to complete in a specific time period) and to the teachers who have properly submitted a request.

PARKING

Staff parking is in the front parking lot and the street.

PHONE SYSTEM

Each teacher has access to a phone in their classroom and in the staff room. A log should be kept monthly to record long-distance school-related calls and personal calls.

PURCHASES

"Purchase Request" forms are available in the staff room. Catalogs are available in the staff room to assist you with your selection. Unless the catalog specifies differently, use 9.25% for sales tax and estimate 12% shipping. Information to include with the purchase order: item #, cost, page #, tax, and shipping. The funding source should be indicated on the purchase request. Submit the completed request form to the principal for an approval signature. All items purchased are to be shipped to the school office for receiving, not to the district office.

It is not possible to be reimbursed for expenditures. All purchases must be through a purchase order request form. There are stores locally that permit purchasing with a purchase order number. See your principal for more information on this method of purchasing.

ROUTE SLIPS

Route slips are available from the office and list the names, room numbers, and intercom phone numbers for every High Desert School staff member.

STIPEND PAYMENT REQUEST

All stipends must be pre-approved by the principal.

When teachers participate in activities that merit a stipend, the stipend payment request form should be completed. The form may be found in the staff room and should be completed upon completion of the activity. The form should be submitted then to the principal for approval and the funding source.

SUBSTITUTE: Folder

This folder is given to substitutes each day as they arrive to sub for you. The purpose of the folder is to inform the sub of your classroom procedures and of the school procedures. The better informed the substitute is of our procedures, the more effective they can be managing your classroom. This means better student behavior and productivity.

The substitute folder will contain the following:

- LEFT HAND SIDE (Office responsibility)
 1. School map with teacher's room, staff room, and office highlighted
 2. Daily bell schedules for regular, minimum, and raining days
 3. Fire drill/evacuation map
 4. School rules
 5. Attendance procedures
- RIGHT HAND SIDE (Teacher responsibility)
 1. Master class schedule w/ teacher's schedule highlighted
 2. Classroom information including procedures; location of seating charts, attendance book, and disaster bag.

SUBSTITUTE: Request for

To request a substitute teacher, the teacher must contact Julie Ralphs at the district office (269-5999 ext. 105 from 8:30 a.m. to 4:30 p.m.). **After hours or middle of the night, call [661 860-0362](tel:6618600362). (cell)** You can also e-mail her. The teacher is responsible to call for a substitute before 6 a.m. on the day of their absence. If she does not answer, leave a message on her voice mail telling her your name, school, teaching assignment, reason for absence (illness, personal necessity), and anticipated length of absence.

TRANSPORTATION REQUEST

A form is available in the office for requesting district bus transportation. The form is completed and then submitted to the principal for approval and funding source. The principal then submits the request form to the Director of Transportation for approval. Remember that you need to have a "Field Trip Permission/Medical Information" sheet completed by each student to take them off campus.

TRANSPORTATION: Student Getting Home – (Student's or Parent's Fault)

If a student misses a bus on his own accord or his parent does not arrive within a reasonable amount of time:

1. The student should report to the school office.
2. The school will attempt to contact parents at home or work
3. If the parents cannot be reached, the school will contact emergency references.
4. If parents and emergency references cannot be reached by the time the school office closes, the student will be placed in the safety of the sheriff.

TRANSPORTATION: Student Getting Home - District Personnel's Fault

District personnel will transport the student to the bus in route or the student's bus stop if the school determines that the student missed the bus because of district personnel. Examples of this would be early bus departure, overload of bus, or retention by a staff member.

HIGH DESERT SCHOOL SAFETY PLAN

CLASSROOM: Emergency "911"

When a teacher feels in danger or that a student may be under the influence of, or smelling of, or in the possession of any drug, alcohol, or unlawful substance, weapon, or dangerous item, the school policy shall be:

1. Teacher sends confidential note with "911" written on it to the office with a student.
2. The office staff will notify the Principal. They will Immediately go to the classroom and, after a brief discussion with the teacher, escort the student to the office.
3. Appropriate investigative procedures will then be conducted by the Principal.

CORPORAL PUNISHMENT

"Any kind of act that causes any kind of physical pain or discomfort in a pupil is prohibited."

Permitted Actions:

- Stopping a student from fighting another student
- Defending yourself from physical injury or assault by a student
- Forcing a student to give up a weapon or dangerous object
- Requiring an athletic team to participate in strenuous physical training activities designed to strengthen or condition team members.
- Engaging in group calisthenics

Prohibited Actions:

- Hitting, shoving, pushing, or physically restraining a student as a means of control (except as allowed above)
- Making unruly students do push-ups, run laps, or perform other physical acts that cause pain or discomfort.
- Paddling, swatting, slapping, grabbing, pinching, or otherwise causing physical pain.

SOURCE: California State Department of Education, Program Advisory 1/89

PASSES OUT OF CLASS

Students leaving a classroom must have a teacher's classroom pass. This pass is to be visible from across the quad and consistently used throughout the school year.

Students who leave a classroom without a pass are considered truant.

NON-SCHOOL ITEMS FOR CLASSROOM PROJECTS & ACTIVITIES

Non-school items brought to school for projects & activities must first have the approval of the teacher making the assignment. The teacher will notify the Principal and make arrangements for these items to be inspected and stored until needed for class.

STUDENT HANDBOOK ORIENTATION

The student handbook is to be studied the first week of school in homeroom. Teachers are encouraged to be creative and versatile when covering the handbook material with the students.

HIGH DESERT SCHOOL

CLASSROOM UNIFORM PROCEDURES

Agenda written on board & "Bell Work"

In order for students to change focus from their last class and in order to immediately establish a learning environment, students should be able to enter a classroom, glance at the board, and know immediately what is expected of them. Therefore each teacher will prepare an agenda on their board listing the day's activities. The agenda will start with a 5-10 minute activity which instructionally prepares the students for the day's lesson objective. Examples of successful "bell work" are: copying notes, quiz, DOL, DOM, answering questions on yesterday's lesson, and writing a paragraph in answer to a question leading into today's lesson. The remainder of the agenda will consist of lesson activities.

Classroom rules

Every teacher is expected to provide a classroom environment which promotes student achievement and respects individual rights. The school has 10 rules which are applicable and monitored in each classroom. Additionally, each teacher has the right to establish 1, 2 or 3 classroom rules which apply specifically to their instructional setting. These classroom rules should be chosen to insure a safe environment

- -focus on academic productivity
 - -provide a structure for class activities
 - -encourage student responsibility
 - -make maximum use of instructional time
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- Classroom rules should adhere to the following:
 - Should not repeat a school rule which is applicable campus wide.
 - Should be observable
 - Must be enforceable
 - Should not be a procedure

Rules should be stated in positive terms and posted in the classroom. Parents should be informed of the classroom rules at our Back to School event.

Homeroom

Time has been allocated at the beginning of each school day for homeroom activities. The following activities are required each morning in homeroom:

- 7:50 a.m. Daily reading of daily announcements
- Flag salute
- Attendance (legally required to be taken and recorded by only the teacher , not students)
- Collect absence notes
- Check class truancies
- Student Council reports.
- Distribute & collect items
- Discussion of announcements and activities

Homeroom time will be utilized to provide time for instruction in:

- student handbook,
- conflict resolution,
- special events.

Homework

The homework assignments shall be listed on the board daily, and on-line if possible. Homework assignments must pertain to the objective lesson and shall be an activity that the student is capable of independently completing.

SCHOOL INFORMATION BULLETIN BOARD

The following things should be posted all year in your classroom in a space that is easily seen and accessible to student.

- School rules
- Eligibility
- Homework Policy
- Bell Schedule
- Mission & Goals
- Activities Calendar
- Dress Code
- Daily and Weekly progress reports
- "We Tip" forms
- Student work with clear objectives and grading rubric.

SEPTEMBER PARENT LETTERS

NOTE: Letter must be approved by principal prior to the first day of school. In September of each school year, it is customary for teachers to inform students and parents of the expectations and routines of each department. This is done through a letter sent home with each student during the first week of school. The letter should represent a team effort to have uniform standard practices (i.e. headings at top of page, homework calendars and assigned nights, textbook distribution, excused absence make-up work, signing of demerit slips and failing tests, use of learning lab, required materials, etc.). Objectives, class expectations and rules, and grading policies can be presented at "Back to School" night by each individual teacher. Team expectations and routines should be expressed simply, clearly, and in a positive tone.

It is the homeroom teacher's responsibility to retrieve an acknowledgement slip from all their students that signifies that both student and parent have read and understood the School handbook. Students who fail to return the slip should be given several opportunities (i.e. another day, another slip) to comply with the teacher's direction. At the beginning of the second week of school, the teacher should forward a list of students who have not returned their slips to the Principal.

TEACHERS AT DOOR DURING PASSING, STUDENT ENTER/EXIT

1. Teacher stands at door to greet students into classroom and to bid farewell to them as they leave the classroom. Teachers need to assist with supervision immediately outside their door and to communicate with students in a positive, personal manner as they enter/leave their room.
2. Students enter classroom only after previous class has left.
3. Students are to immediately go to their assigned seat, prepare their materials (sharpen pencils, get out notebook, etc), and then follow the agenda written on the board.
4. When the bell rings, all students should be working at their desk on the first agenda item.
5. Teachers take attendance and prepare for class instruction during first agenda item.
6. Teachers dismiss classes, not bells.
7. Teachers dismiss after bell rings, not before. A problem with bells should be reported immediately to the office.

TEXTBOOK POLICY

It is district policy to issue textbooks to students for use at home during the school year. This issuance, although costly, assists the student in completing unfinished classwork and homework assignments.

It is the student's responsibility to maintain good condition of their textbooks and to return them at the end of the school year. Students are fined \$5 per page for hieroglyphics or names, and the replace cost of the textbook for derogatory or profane comments.