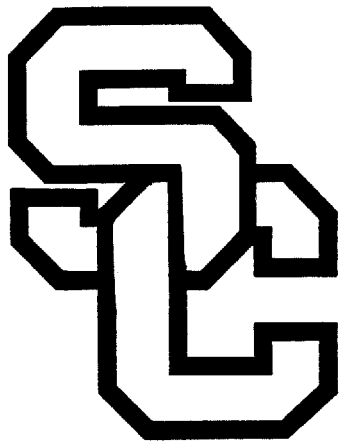


SNOW CANYON HIGH SCHOOL



Faculty Handbook
2008-2009

SCHS

Will do

Whatever it

Takes

Regular Day Schedule

1st	8:15 – 9:37	82 min
2nd	9:42 – 11:06	84 min
	Lunch	50 min
3rd	11:56 – 1:18	82 min
4th	1:23 – 2:45	82 min

Snow Canyon High School

Bell Schedule
2008-2009

AM Assembly

	8:15 – 8:50	35 min Assembly
1st	8:55 – 9:57	62 min
2nd	10:02 – 11:06	64 min
	Lunch	50 min
3rd	11:56 – 1:18	82 min
4th	1:23 – 2:45	82 min

PM Assembly

1st	8:15 – 9:37	82 min
2nd	9:42 – 11:06	84 min
	Lunch	50 min
3rd	11:56 – 1:01	65 min
4th	1:06 – 2:11	65 min
	2:15 – 2:45	30 min Assembly

Gold Day

1A	8:15 – 8:53	38 min
2A	8:58 – 9:37	39 min
3A	9:42 – 10:20	38 min
4A	10:25 - 11:06	39 min
	Lunch	
1B	11:56 – 12:34	38 min
2B	12:39 – 1:18	39 min
3B	1:23 - 2:01	38 min
4B	2:06 - 2:45	39 min

SEOP

1st	8:15 – 8:52	37 min
2nd	8:57 – 9:36	39 min
3rd	9:41 – 10:18	37 min
4th	10:23 – 11:00	37 min

Minimum Day

1st	8:15 – 9:20	65 min
2nd	9:25 – 10:30	65 min
3rd	10:35 – 11:40	65 min
4th	11:45 – 12:50	65 min

BASIC EMPLOYEE INFORMATION

The Clock:

In or out.

Simply swipe badge (with school name on top) or enter SS# plus zero.

There are 3 indicators that swipe was accepted.

1. Green light.
2. Name will appear on screen with "accepted".
3. One audible beep!

To get information at the clock

Push one of the blue soft keys, then swipe badge or enter SS# plus zero.

1. Job Transfer - used to switch for one job to another. (i.e. Food Service to Custodial.)
2. Read Messages – Manager can send message to employee. (no automatic notification on clock)
3. Request Time Off – Sick, Dependent Sick, Funeral, Personal Leave etc.
4. Approve Timecard - To be done by employees the next working day after payroll cuts. (Would normally be done the 16th of the month) See attached employee instruction!
5. View Timecard Online - Used to see daily, weekly or pay period in's & out's.
6. View Totals Online – Will show totals.
7. View Schedules Online – not currently using

On the Internet

Log on

Step 1: Bring up Internet Explorer (Safari for Mac users) go to district web site (www.washk12.org)

Step 2: Under "Faculty and Staff" pull down "KRONOS Timekeeper" click there! (Bookmark the page for future reference)

Step 3: Enter your user name: first initial/last name i.e. "jsmith" (some are different i.e. there may be more than one jsmith in the district, we will get a list out to your payroll secretary!)

Step 4: The first time you log on your Password is: kronos You will be prompted to change your password !

Step 5: Timestamp – Click on "My Information" choose "Timestamp" - **only if you haven't swiped in at clock!** Click on "Record Timestamp"

Step 6: Click on "My Information" choose "My Timecard"

Step 7: Make sure you have chosen the correct Time Period. (Previous Pay Period) You should see your in's & out's. Enter any sick/vacation/P.L. etc. by pulling down the arrow in the PayCode column on the appropriate date. Tab to the amount column. Enter the amount of time used. You must enter something here or your changes will not save. Click on the SAVE button.

Step 8: Timecard Approval – On the day after pay period ends (normally the 16th) review your time & attendance and enter any missing leave. Use Missed Swipe form to request any adjustment with your Payroll Secretary. Once timecard is correct make sure time period is "Previous Pay Period" then pull down "Approvals", then "Approve" you are done!

KRONOS Timekeeper Approval Instructions

To be done the day after Payroll cut off (usually approve on the 16th of Month)

On the Time Clock:

Push the Blue button that corresponds to “Approve time card”.

Swipe card or enter SS# +zero hit “enter”

Choose Previous Pay Period with blue button.

Review time card, if it is accurate push “ENTER” on key pad.

Screen will show “Time card Approved”

You’re done!

From the Internet:

Step 1: Bring up Internet Explorer (Safari for Mac users) go do district web site (www.washk12.org)

Step 2: Under “Faculty and Staff” pull down “KRONOS Timekeeper” click there!

Step 3: Bookmark the page for future reference

Step 4: Enter your user name: first initial/last name i.e. “jsmith” (some are different i.e there may be more than one jsmith in the district, we will get a list out to your payroll secretary!)

Step 5: The first time you log on your Password is: kronos You will be prompted to change your password !

Step 6: Click on “My Information” choose “My Timecard”

Step 7: Make sure you have chosen the correct Time Period. (Previous Pay Period)
Review your timecard, enter any missing sick/vacation/P.L. etc. Save your changes. Pull down the “Approvals” dropdown click on approve.
You’re done!

WASHINGTON COUNTY SCHOOL DISTRICT 2008-2009 CALENDAR

Aug 4-6 (M-W)	Quality Teaching
Aug 7,8,11 (Th-F-M)	Teacher Prep Days
Aug 12 (T)	School Begins
Sept 1 (M)	Labor Day (NO SCHOOL)
Oct 16-17 (Th-F)	Fall Break (NO SCHOOL)
Nov 26 (W)	Minimum School Day
Nov 27-28 (Th-F)	Thanksgiving Vacation (NO SCHOOL)
Dec 22 (M) - Jan 2 (F)	Christmas Vacation/Winter Holiday (NO SCHOOL)
Jan 5 (M)	Begin 3 rd Quarter (2 nd Semester)
Jan 19 (M)	Dr. Martin Luther King, Jr. Day (NO SCHOOL)
Feb 16 (M)	Washington-Lincoln Day (NO SCHOOL)
Mar 16-20 (M-F)	Spring Vacation (NO SCHOOL)
Mar 23 (M)	Quality Teaching Day (NO SCHOOL)
April 10 (F)	4 th Quarter Break (NO SCHOOL)
May 22 (F)	Last Day of School – High School Graduation

Back-to-School Nights

- Aug 6 (W) Hurricane Intermediate, Fossil Ridge Intermediate
 Aug 7 (Th) Sunrise Ridge Intermediate
 Aug 14 (Th) Enterprise Elementary
 Aug 19 (T) Desert Hills High, Dixie High, Hurricane High,
 Pine View High, Snow Canyon High
 Aug 20 (W) Enterprise High and the following middle schools:
 Desert Hills Middle, Dixie Middle, Hurricane Middle,
 Pine View Middle, Snow Canyon Middle.
 Aug 21 (Th) Lava Ridge Intermediate, Tonaquint Intermediate

For Elementary Back-to-School dates – See District home page under Parents & Students information.

Elementary SEP Assessment Days

- Aug 25-26-27-28 (M-Th)
 Nov 10-11-12-13 (M-Th)
 Feb 23-24-25-26 (M-Th)
 Students released at 1:15 p.m.

Kindergarten SEP Assessment Days

- Aug 25-26-27-28 (M-Th) – No school
 Nov 10-11 (M-T) – No school
 Nov 12-13 (W-Th) – AM Kindergarten 9:00-10:40
 PM Kindergarten 11:35–1:15
 Feb 23-24 (M-T) – No school
 Feb 25-26 (W-Th) - AM Kindergarten 9:00-10:40
 PM Kindergarten 11:35–1:15

Intermediate SEOP or Parent/Teacher Conference

- Sept 9-10-11 (T-W-Th)
 Feb 10-11-12 (T-W-Th)
 Students released at 11:00 a.m.

High School/Middle School

- SEOP or Parent/Teacher Conference**
 Sept 16-17-18 (T-W-Th)
 Feb 3-4-5 (T-W-Th) Also BSCT Testing
 Students released at 11:00 a.m.

Secondary Quarters

- Aug 12 (T) – Oct 15 (W) – 46 days
 Oct 20 (M) – Dec 19 (F) – 43 days
 Jan 5 (M) – Mar 13 (F) – 48 days
 Mar 24 (T) – May 22 (F) – 43 days

Elementary Trimesters

- Aug 12 (T) – Nov 7 (F) – 61 days
 Nov 10 (M) – Feb 20 (F) – 61 days
 Feb 23 (M) – May 22 (F) – 58 days

New Teacher induction

Elementary Teachers:

- July 29-30 (T-W) Literacy Training by grade level
 July 31-August 1 (Th-F) Induction and Orientation

Secondary Teachers:

- July 31-August 1 (Th-F) Induction and Orientation

Special Education Teachers:

- July 31-August 1 (Th-F) Induction and Orientation

Elementary Early-out Friday

- Grades 1-5 released at 1:15 p.m.
 Kindergarten a.m. released at 10:40 a.m.
 Kindergarten p.m. released at 1:15 p.m.

Minimum School Day

- The day before Thanksgiving and the last day of school*
 Elementary – 1:40 p.m.
 Kindergarten Morning session 11:00 a.m.
 Kindergarten Afternoon Session 1:40 p.m.
 Intermediate – 12:05 p.m.
 Middle/High – 12:50 p.m.

This calendar is proposed for 180 school days and 188 teacher days (183 regular contract and 5 Quality Teaching days).

2008-2009
Parking Assignments

Front of School
(South Side)

1. D. Johnson
2. K. Campbell
3. J. Pulsipher
4. M. Fielding
5. C. Booth
6. D. Neilson
7. M. Hunt
8. A. Beck
9. J. Abernathy
10. B. Shaheen
11. L. Paterson
12. C. Oberhansley
13. L. Madden
14. J. Fielding
15. M. Hedstrom
16. B. Vowell
17. Handicap
18. Handicap
19. Visitor
20. Visitor
21. Visitor
22. Visitor
23. Visitor
24. G. Braunberger
25. J. Jonas
26. D. Wallman
27. R. Nelson
28. M. Matua
29. K. Burr
30. H. Rennert
31. C. Bundy
32. S. Jensen
33. J. Valantine
34. A. Jorgenson
35. J. Mickels
36. M. Mathis
37. S. Strem

North of School
(Seminary)

38. Staff
39. G. Ward
40. N. Lang
41. B. Scano
42. B. Jones
43. S. Ortez
44. I. Francom
45. R. Linford
46. Handicap
47. Handicap
48. Handicap
49. Handicap
50. J. Gubler
51. J. Baggeley
52. R. Hunt
53. B. Lancaster
54. P. Kreyling
55. R. Ward
56. G. Bartholomew
57. R. Hansen
58. R. Reimer
59. C. Kerr
60. C. Franke
61. D. Despain
62. L. Graf
63. Dr. Ed
64. Dr. Ed
65. Dr. Ed

Back of School
(Auto Shop/Dumpsters)

66. Christensen
67. Layne
68. Auto Shop
69. Auto Shop
70. Auto Shop
71. Auto Shop
72. R. Morwood
73. S. Beine
74. B. Vandenberghe
75. J. Brown
76. P. Hurt
77. W. Brooks
78. K. Whitman
79. W. Kittrell
80. A. Parker
81. J. Tousa
82. J. Graft
83. W. Jensen
84. K. Kunde
85. R. Secrist
86. C. Gali
87. J. Kreyling
88. K. Jones
89. RD. Secrist
90. C. Sawyers
91. D. Gough
92. Kitchen
93. Kitchen
94. Kitchen
95. Kitchen

Snow Canyon High School
Professional Development Schedule 2008-2009
Thursdays 7:00am-8:00am
Meet in Room 209 for Roll Call

August 14	Prep
August 21	Prep
August 28	Prep
September 4	Staff Development
September 11	FACULTY MTG.
September 16	Department Meeting
September 25	Prep
October 2	Prep
October 9	Staff Development
October 23	Department Meeting
October 30	Prep
November 6	Staff Development
November 13	FACULTY MTG.
November 20	Department Meeting
December 4	Staff Development
December 11	FACULTY MTG.
December 18	Department Meeting
January 8	Staff Development
January 15	FACULTY MTG.
January 22	Department Meeting
January 29	Prep
February 5	Staff Development
February 12	FACULTY MTG.
February 19	Department Meeting
February 26	Prep
March 5	Staff Development
March 12	FACULTY MTG.
March 26	Department Meeting
April 2	Prep
April 9	Staff Development
April 16	FACULTY MTG.
April 23	Department Meeting
April 30	Prep
May 7	Staff Development
May 14	FACULTY MTG.

**DEPARTMENT CHAIRS AND MEMBERS
2008**

LANGUAGE ARTS

Colleen Oberhansley
Chris Sawyers
Jasmine Pulsipher
JJ Abernathy
Delsy Nielson
Lenore Madden

MATHEMATICS

Kenny Kunde
John Baggaley
Paul Kreyling
Rob Reimer
Joe Gubler
Wade Jensen

SCIENCE

Robert Lancaster
Nick Lang
James Brown
Kyle Jones
Rod Hunt
Bruce Shaheen

SOCIAL SCIENCE

Alaina Parker
Ron Hansen
Casey Bundy
Rick Secrist
Danielle Johnson
Carl Franke

FOREIGN LANGUAGE

Rob Ward
Dustin Gough
Leslie Paterson
Kyle Campbell

VOCATIONAL

Brian Vandenburghe
Rick Morwood
Rod Hunt
Dave Mathews
Wane Kittrell
Starla Beine
Deric Despaign
Starla Beine

BUSINESS/HOME EC

Aimee Beck
Corbin Booth
Megan Fielding
Shelbee Jensen

PERFORMING ARTS

Rob Reimer
Kim Whitman
Charlie Kerr
Jodie Valentine

VISUAL ARTS

Shane Christensen
Jeff Layne

HEALTHY LIFE STYLES

Wane Kittrell
Reed Secrist
Danielle Johnson
Jay Graft
Dustin Gough

SPECIAL EDUCATION

Heidi Rennert
Rod Linford
Sharene Strem
Ashley Jorgensen
Bill Jones
Becky Scano

STUDENT SERVICES

Ken Burr
Denise Wallman
Richelle Nelson
Marcus Matua
Jason Allen

FACULTY ADVISORY/COMMITTEE ASSIGNMENTS

2008-09

10th Grade Advisor

Alaina Parker
Chris Sawyer

11th Grade Advisor

Dustin Gough
Carl Franke

12th Grade Advisor

Delsy Nielsen
Lenore Madden

Executive Council

Jamie Kreyling

SC Women's Advisor

Beck
Scano

SC Men's Advisor

Corbin Booth
Charlie Kerr

Cheerleaders

Sheryl Kitchen

Spirit Club

Shareene Strem

Drill Team

Stephanie Larsen

Newspaper/Publicity

Colleen Oberhansley

Yearbook Advisor

Starla Beine

Canvons (publications)

Lenore Madden

National Honor Society

Colleen Oberhansley

Sterling Scholars

JJ Abernathy

Faculty President/Insurance Rep

Kim Whitman

Academic Recognition Committee

Paul Hurt
Warren Brooks
Wane Kittrell
Colleen Oberhansley
Denise Wallmann
Paul Kreyling

Standards Committee

Warren Brooks
Paul Hurt
Ken Burr
Denise Wallmann
Richelle Nelson
Conley Gali

Accreditation Chair/Fun Committee

Danielle Johnson

504 Coordinator

Heidi Rennert

Excel Coordinator

Dave Mathews

Consolidated School Improvement Plan

Gerlinde Braunberger
Paul Hurt
Conley Gali
Warren Brooks
All Department Chairs

At-Risk Committee

Paul Hurt
Reed Secrist
Kyle Campbell
Richelle Nelson
All Department Chairs

School Community Council

Warren Brooks
Paul Hurt
Conley Gali
Jamie Kreyling
Kim Whitman
PTSA President
(plus five parents)

Scheduling Committee

Warren Brooks
Paul Hurt
Conley Gali
Melanie Hunt
Kim Whitman
Tony Barlow
Travis Brown
Ken Burr
Jamie Kreyling
Jeni Gubler (*Student Body President*)

Faculty Advisory Committee

Warren Brooks
Ken Burr
All Department Chairs

Election Committee

Ron Hansen
Casey Bundy
Jamie Kreyling

Red Ribbon Week

Carl Franke
Joe Gubler
Marcus Matua

Rask Club

Denise Wallmann
Kyle Campbell

Homecoming Week

Jaime Kreyling
Paul Kreyling
Reed Secrist
Jay Graft
JJ Abernathy
Kim Whitman

Warrior Week

Rob Ward
Shelbee Jensen
Nick Lang
Leslie Paterson
Denise Wallmann
Marcus Matua

Graduation Committee

Warren Brooks
Paul Hurt
Conley Gali
Denise Wallmann
Richelle Nelson
Ken Burr
Bryan Vandenburghe
Tony Barlow
Beverly Vowell
Wane Kittrell
Rick Secrist

Snow Canyon High School Dance Policy

Dance Policies

1. Only Snow Canyon High School students can attend after-game, informal dances.
2. Once a student has entered the dance, they can not leave and re-enter.
3. **No slam dancing, dirty dancing** or any other physical contact which could be offensive or a safety hazard to others will be permitted. Students involved **may/will** be asked to leave and the dance **may be** terminated.
4. Dances will end by 11:00 p.m.
5. Dress policies:
 - a) hats can be worn
 - b) students should be dressed modestly
 - c) students are not allowed to wear inappropriate shirts or hats that have vulgar messages.

Music at Dances

1. Music must be of good taste.
 - a) A play list of the music for each dance must be pre approved by the advisor and student council.
 - b) The approved play list must be presented to the principal/vice principal.
 - c) If inappropriate music is played or students interject inappropriate language the music **will be** shut down and the dance **may be** terminated.

Added information about dances:

1. Each teacher has been assigned one scheduled dance for the year.
2. Teachers will need to be actively involved while chaperoning. At least one teacher should be near the cash box or at the entrance of the dance. All chaperones should be moving and watching for problems in the dance area and/or entrance.
3. Assigned teachers should check with the head chaperone prior to the dance.
4. Chaperones and Administration together are to enforce all dance policies.

DANCE SUPERVISION ASSIGNMENTS

2008-09

<u>Date</u>	<u>Dance</u>	<u>Assigned Supervision</u>
October 4 (Saturday)	Homecoming	<i>Kreyling J. / Kreyling, P</i> Baggaley Kittrell Lang Reed Secrist Whitman
October 24 (Friday)	Men's Week	<i>Booth / Kerr</i> Brown W Jensen Johnson Strem Despain
November 22 (Saturday)	Sadie-Hawkins	<i>Beine / M Fielding</i> Bundy Hunt Shaheen Wallman Oberhansley
December 19 (Friday)	Christmas Stomp	<i>Parker / Sawyers</i> Abernathy Bartholomew Pulsipher Vandenbergh Burr
February 14 (Saturday)	Junior Prom	<i>Gough / Franke</i> Campbell B Jones Mathews Nelson Reimer
March 14 (Saturday)	Preference	<i>Beck / Scano</i> Christensen K Jones Morwood Rick Secrist Paterson
April 18 (Saturday)	Senior Ball	<i>Nielsen / Madden</i> Graft Jorgenson Lancaster Matua
May 8 (Friday)	Warrior Dance	<i>Ward / Shelbee Jensen</i> Hansen Kunde Rennert Linford

HEAD CHAPERONE DUTIES:

General preparation for dance
 Arrange for money from Mrs. Hunt
 Check with assigned chaperones two weeks prior to dance
 Notify administration of problems during dance

SWITCHING DANCE ASSIGNMENTS:

All changes must be submitted to the administration in writing. Changes will not be approved unless both chaperones agree to the change.

MISCELLANEOUS INFORMATION:

1. Each teacher is scheduled one scheduled dance per year.
2. Teachers need to be actively involved while chaperoning. At least one teacher should be near the cash box or at the entrance of the dance at all times. All chaperones need to be moving around and watching for problems in the dance area or entrance.
3. Assigned chaperones should check with the head chaperone prior to the dance for instructions.

2008-09 Party Committee List

FACULTY PARTY ASSIGNMENTS

Opening Social - August	Fall Luncheon - October	Christmas Party - December	End of School Breakfast
	Melanie Hunt	Kim Whitman	Alaina Parker
	Gina Ward	Julie Fielding	Becky Scano
	JJ Abernathy	Gerlinde Braunberger	Starla Beine
	John Baggaley	Warren Brooks	Kyle Campbell
	Greg Bartholomew	Shane Christensen	Megan Fielding
	Aimee Beck	Deric Despain	Dustin Gough
	Corbin Booth	Carl Franke	Joe Gubler
	James Brown	Conley Gali	Ron Hansen
	Casey Bundy	Jay Graft	Shelbee Jensen
	Ken Burr	Paul Hurt	Wade Jensen
	Laura Graf	Danielle Johnson	Bill Jones
	Rod Hunt	Charlie Kerr	Kyle Jones
	Lenore Madden	Wane Kittrell	Ashley Jorgensen
	Dave Mathews	Jeff Layne	Paul Kreyling
	Marcus Matua	Richelle Nelson	Kenny Kunde
	Delsy Nielson	Colleen Oberhansley	Bob Lancaster
	Leslie Paterson	Rob reamer	Nick Lang

4240 **Videos** and Full-Length Movies

Instructional Material Washington County School District - Adopted 12-14-94

[WCSD Home](#) | [Policy Index](#) | [Schools Page](#)

1. Purpose:

To clarify the District position on **videos** and full-length movies.

2. Policy:

2.1. Commercial **videos**, instructional **videos**, and full-length movies, including 16mm, are not to be shown during regular school time for entertainment or reward purposes, but only for direct classroom instructional needs in accordance with the approved District curriculum and applicable copyright laws.

2.2. Where a video or movie which has a rating that suggests parental guidance or other restrictions is to be shown to students, the school must obtain parental consent prior to its presentation.

2.3. If commercial **videos** or other movies are shown for entertainment or reward purposes, it is to be at a time other than regular school hours, so students and parents have a choice as to whether or not they are viewed.

2.4. The school would be responsible for meeting the legal requirements of applicable copyright laws and paying the required fees.

FILM/VIDEO NOTIFICATION OF USE FORM

SCHOOL YEAR 2008-2009

The Washington County School District Policy and Procedures Handbook addresses the use of full-length film and videos in the classroom. Policy #4240 defines appropriate usage to the following:

1. Commercial videos, instructional videos, and full-length movies (including 16mm) are not to be shown during regular school time for entertainment or reward purposes, but only for direct classroom instructional needs in accordance with the approved District curriculum and applicable copyright laws.
2. If a video or movie has a rating that suggests parental guidance or other restrictions is to be shown to students, the school must obtain parental consent prior to its presentation. NO "R" RATED MOVIES SHOULD BE SHOWN.
3. If commercial videos or other movies are shown for entertainment or reward purposes, it is to be at a time other than regular school hours to provide students and parents a choice as to whether or not they wish to view the film.
4. The school is responsible for meeting the legal requirements of applicable copyright laws and paying required fees.

THE FOLLOWING MUST BE SUBMITTED TO THE PRINCIPAL PRIOR TO SHOWING ANY FULL-LENGTH FILM/VIDEO IN CLASS:

Teacher name

Date

1. Date(s) film is to be viewed by students
2. Title of the film
3. What classes will view the film?
4. What is the rating of the film?
5. Have you previewed the film? YES NO
6. Will the film be shown in its entirety? YES NO
7. Briefly describe the educational purpose of the film, and how it relates to the curriculum of the course:

Secretary Assignments 2008-2009

Julie Fielding	Melanie Hunt	Mary Hedstrom	Gina Ward
Principal's Secretary/Accounts Payable Principal's appointments, etc. Faculty-Administration requests Request for Payment Checks Purchase Orders District Accounts Supplies - Teacher/Office Keys Payroll Vendor Billings	Finance Secretary Accounts Receivable Receipts/Bank Deposits Bank Reconciliation Monthly/Year End Reports Quarterly Sales Tax Fee Waivers Building Facility Coordinator Travel Requests Tickets - Drama & Athletics	Attendance Secretary Telephones Restitution Homework/Homebound Midterm Progress Reports Deficiency Notices Attendance - Faculty Meetings Teacher Substitutes Training and supervising student aides Faxes Emergency coordinator	Receptionist Telephones Back to School Night Mail Parent Teacher Conference Bus passes Public Relations Locker Assignments Master School Calendar
Jeanette Jonas	Beverly Vowell		
Registration/Counseling Center New Student Information Student Check-outs Graduation List Honor Rolls SEOP Portfolios Front Desk/Phones Correspondence/mail Student Aides College Info Bulletin Board Grade Changes	Registration/Athletic Secretary Telephones Registration Athletic Secretary Programs/Athletic Events Eligibility Schedule Gyms Travel Requests - athletic only Hotel/Car Arrangements - athletic only Athletic Physicals		

Snow Canyon High School

Faculty Policies

1. **Accidents / Students:**

An Accident Report Form must be completed by the supervising teacher whenever a student is involved in an accident. Forms are available in the main office.

2. **Announcements:**

Announcements will be made daily. All announcements will be submitted to the Media Center and at the end of each school day, Mr. Kreyling will have Exec. Council members help him record the announcements.

3. **Assembly Attendance:**

All students are required to attend assemblies, however, many assemblies will be scheduled at the beginning of the day....students who do not arrive to school on time will not be permitted to enter into the building (weather permitting) until the assembly is finished. The library will be available for students that would rather study than attend the assemblies held later in the day. There are two assemblies schedules (A.M./P.M.) - refer to Bell Schedule for exact times.

Teachers are required to attend all assemblies. Assignments will be made for extra assistance with supervision. All teachers will assist with monitoring student behavior and helping students to find seats so that the assembly can begin on time.

4. **Classroom Supervision:**

It is extremely important that classrooms be under the supervision of teachers at **all** times when members of the class are present. Liability problems could develop for the individual teacher when students are left unsupervised. Teachers should be present during the entire class period and accept full responsibility for their students.

5. **Copy Machines:**

A high volume copy machine is available for your use. It is located in the teacher work room next to the Media Center. Mr. Kreyling will coordinate the copy schedule so that teacher needs can be met. Please be careful to not place aides in compromising situations by having them run off tests. Teachers must not compromise the integrity of the Media Center by duplicating copyrighted materials or making large requests in a short time span.

Students that are sent to the Media Center to use equipment and copiers must have a student aide pass from the teacher- they will be sent away without it. All materials that are used by your students are to be checked out, returned promptly, and cleaned up before leaving.

The copy machine in the main office should not be used for more than 10 copies.

STUDENTS WILL NOT BE ALLOWED TO USE THE OFFICE COPY MACHINE. A COPIER WILL BE AVAILABLE IN THE MEDIA CENTER FOR STUDENT USE. TEACHERS SHOULD NOT RUN COPIES FOR STUDENTS.

6. **Core Curriculum:**

Teachers will teach to the objectives of the "core curriculum" as outlined by the Utah State Office of Education

7. **Discipline:**

Teachers are expected to handle minor discipline problems including dress code and cell phone violations. Parent contact will be made before referring a student elsewhere. As problems develop, utilize counselors as a preventive measure. Refer to the appropriate administrator when discipline problems become chronic or serious in nature.

8. Deficiency Notices to Parents:

In an effort to obtain parental support in motivating students who may be failing in a class, teachers will contact a parent (by personal contact, telephone or written communication) to inform them regarding the situation and the efforts their student must make to get a passing grade. This teacher contact with parents must be made early enough in the quarter so the student has time to succeed if the required effort is put forth. Teachers are to keep a record of their contact with the parents.

Teachers are also encouraged to communicate with parents, whenever possible, about the positive things students are doing. Special cards will be available in the office for positive communication. Notices of failure or success can be given to Mrs. Hedstrom for mailing to parents.

9. Dress Code (Teachers):

Teachers are expected to dress in good taste and be well groomed, befitting members of a respected profession. Cleanliness of self and attire, neatness, and attractive grooming are stressed and expected.

Teachers should always dress in a manner that professionally sets them apart from students:

- a. Female employees: Dresses and skirts of modest hem length, pant suits, slack sets, or dress-type jeans. Blouses and sweaters of a dress-type are appropriate attire.
- b. Male employees: Slacks or dress-type jeans, and shirts or dressy sweaters are appropriate daily attire. Open neck casual shirts are allowed, but ties are encouraged. Shoes are expected to be shined unless of suede or gym shoe construction. Hair, including beards, mustaches and sideburns, should be groomed so that it is neat and clean.
- c. Exceptions to the dress limitations are P.E. teachers, who may wear shorts of modest attire during their P.E. classes or other school approved special events or activities.

10. Eligibility Requirements:

All students who represent Snow Canyon High School in a state or region sponsored event must be eligible as set forth by the UHSAA. In order to participate in a UHSAA sponsored activity, a student must not have received more than one failing grade the previous quarter. Incomplete's and "No Grades" are considered "F's" until made up and corrected and a grade given by the teacher. A student must also have at least a *2.00 G.P.A.* from the previous quarter

IF A STUDENT IS TRUANT THE WEEK OF AN ACTIVITY, HE/SHE WILL NOT BE ELIGIBLE TO BE A PARTICIPANT IN EXTRACURRICULAR ACTIVITIES FOR THAT WEEK OR UP TO 5 SCHOOL DAYS FOLLOWING THE TRUANCY. (*WCSD HANDBOOK 4-34 ITEM C*).

11. Extra Credit:

Teachers should generally avoid the practice of using extra credit to determine student grades. Any extra work that is non-academic in nature should not be used to raise a student's grade.

12. Faculty Meetings:

Faculty meetings will be held the 2nd Tuesday before school, and will begin at 7:00 a.m. All teachers need to attend.

13. Field Trips:

Teachers need to schedule their field trips well in advance (at least ten days prior to the date of the trip) by submitting the proper request form to the administration for approval. Field trips should be as close proximity to the school as possible to prevent unnecessary time out of school and excessive transportation costs. Field trips should not be scheduled during the first two weeks of school or the last two weeks of school.

14. Finance Policies:

1. **Purchase Orders:** For all in-school or district purchases, a purchase order must be used. Every purchase order over \$50.00 must be signed by an administrator. Do not make any promises or commitments to an individual or business until approval is given. Purchase orders will be available from Mrs. Fielding

Prior approval is very important with all expenditures. Telephone orders must have a purchase order filled out before calling. Do not spend personal money and ask for reimbursement based on a receipt without prior approval. Advanced planning will help to solve many of the problems when working with school funds.

PO and Quote Policy:

Amount	Price Quotes	PO Required
0 - \$1000	None	School PO
\$1000 - \$5000	2 – Oral	School/District
\$5000 - +	3 – Written	District

2. **Request for Payment:** When an item arrives that has been ordered, the receiving staff member should identify the merchandise and check for damage. Following arrival the staff member should fill out a “Request for Payment” so the bill can be paid.
3. **Money Deposits:** All student/school funds must be paid to and deposited through the school treasurer, Mrs. Hunt. No money is to be left in rooms or taken home overnight. Funds should never be deposited in outside accounts.
4. **Budgets:** Advisors are to stay within budgets. Expenditures will not be approved that overextend a budget and cause it to operate in the red.

15. Full-Length Films:

Teachers should use discretion whenever showing a full-length film in its entirety during regular class time. The usage of such films must always be educational. *Teachers are expected to inform the administration of their intent to show a full-length motion picture by completing the appropriate form prior to showing the film.*

16. Homework:

- a. Homework is encouraged; however, the assigning of homework will be left up to the discretion of the individual teacher.
- b. Homework should not be so difficult that the student cannot do it without close supervision.
- c. Homework should not be used as punishment.

17. Hall Passes:

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from an authorized staff member. ***Students cannot be authorized by staff members to leave campus for any reason.*** Students that need to leave campus must receive an off campus slip from the attendance office. This procedure must be followed to protect the staff member from liability problems.

Please follow these guidelines:

- a. Student aides will need to have hall passes.
- b. Do not let more than one student at a time leave with a hall pass during class.
- c. Two standard hall passes will be given to each teacher. Keep track of who has your passes to avoid problems with them being stolen.
- d. If it is necessary to send a group of students to the media center or another group area, they must be sent with a slip or personally accompanied by the teacher.
- e. Most school vandalism and stealing take place during class time. Students should be held accountable for the time they are spending outside of the classroom. If the teacher expects that they return in a certain time frame, most students will respond appropriately.

- f. Students should be required to ask for a hall pass. Hall passes should not be placed near the doorway for students to take at their convenience.

18. Insurance:

Student insurance is available to all members of the student body at a minimal cost. It is recommended that all students have some type of insurance. Snow Canyon High School and/or Washington County School District are NOT an insurance agent. The district does provide the opportunity for an insurance company to provide school insurance. *Students participating in athletics must have insurance coverage.* Forms are available in the main office.

19. Keys / Responsibilities:

- a. It is *illegal* to duplicate keys to public buildings.
- b. Do not let students have keys at any time.
- c. Teachers are responsible for the security of their keys. Guard them carefully against theft or loss.

20. Leaving school prior to final exams:

- a. Students must submit a written request from parents to the administration of the school three days prior to their leaving.
- b. Students need to be cleared through the administration before they make arrangements with the teachers. At this time they will receive a check out sheet or written confirmation.
- c. All paperwork and assignments which are completed on time will be accepted and graded with the student receiving the proper credit.
- d. Tests and final exams are not to be given early.
- e. The grade will be reduced by failing to be in attendance to take the final exam. (The grade will not be reduced because of the absence, but will be reduced by the failure to complete the final exam).
- f. No student is to be given an INCOMPLETE grade the last term UNLESS the circumstances are so unique that it can be handled in no other way. This applies to all students, not just those who leave early.

21. Locking Doors and Cabinets:

The following procedures should be followed in order to help prevent problems of theft and vandalism that can occur during and after school hours,

- a. All classrooms should be locked at the end of the day or during prep times. Do not assume that the room will be locked by a custodian. When the custodians clean a room they should unlock the door for entry and then lock the door when exiting.
- b. Do not leave valuable items in your desks. Even if the door is locked, students could gain access to desks during class time.
- c. Be sure to lock your filing cabinets and built-in cabinets.
- d. Students should not be given access to keys.
- e. Report any missing items or unusual situations. If you think that anything in your room (or area of responsibility) has been tampered with, please notify an administrator.
- f. Outside doors should not be propped open on weekends or after school hours. When teachers prop a door open and go to their rooms, they cannot control who enters the building.

22. Media Center:

Teachers, who have their classes use the Media Center during class time, **MUST** remain in the media Center to monitor and supervise.

23. Disclosure Documents:

Teachers will submit copies of their Disclosure Documents to the principal prior to the commencement of school. Each student must receive a copy of the Disclosure at the beginning of the year or semester.

24. Lesson Plans:

The lesson plan is the basic teaching tool. It is valuable to the teacher because it tells where the learners are going, how they will get there, and when they will arrive. All teachers are expected to write lesson plans. Lesson plans shall be made available to the principal and/or supervisor upon request.

a. Overall yearly plan: Provides an overview of the course in harmony with the District Core Curriculum Planned Course Statement. It indicates the units to be taught and the time devoted to completion.

b. The daily lesson plan: A written account of what a teacher would like to have happen during a certain lesson or class period. It should contain the concept or objective, the time block, the procedure and the instructional materials needed.

c. Substitute teacher plan: Lesson plans for substitute teachers should be carefully written in detail. Detailed plans give the substitute teacher a feeling of confidence and security. The lesson plans should be placed on the teacher's desk in plain view or given to Mrs. Hedstrom to give with the class roll.

Each teacher should use the written plan that is most practical and usable for him/her. Lesson plans may be written in a lesson plan book, notebook, log, journal, etc.

The degree to which a teacher needs to engage in detailed lesson planning will depend upon the teacher's knowledge of the subject matter and the familiarity with course objectives. The first year teacher must realize that as a general rule, it will be necessary to plan in considerable more detail than the teacher with more experience and training. Teachers should feel free to chart their own course (following the Core Curriculum). The plan should be practical and usable, be economical in terms of teacher time, and strengthen the educational program.

Important Parts of a Lesson Plan:

1. Concept or objectives to be taught (tells the student what they will learn).
2. Time block (approximate time you expect to devote to lesson).
3. Procedure to be used (design for instruction).
4. Materials needed (student/teacher).
5. Questions (to check student understanding).
6. Independent practice (student time on task).
7. Evaluation (student understanding & application).

(District Policy 3-37 8/92)

25. Notice of Non-Discrimination:

"Washington County School District does not discriminate on the basis of race, color, national origin, sex, age or disability in admission or access to, or treatment or employment in its educational programs or activities. Inquiries concerning Title VI, Title IX, and Section 504 may be referred to: Mr. Marshall Topham, Assistant Superintendent of Schools, Washington County School District, 189 West Tabernacle Street, St. George, Utah, 84770. (801) 673-3553, or to the Office for Civil Rights, U.S. Department of Education, 1961 Stout Street, Denver, Colorado, 80294."

26. Public Relations Policy:

Every employee of the Washington County School District is a member of the district's public relations team. Whether relations with the public are positive or negative will depend upon how each employee presents themselves to the public. Every employee should present themselves in a positive way in every contact with the public. Employees are encouraged to make the public aware of their programs, and news releases are a good means of doing this. When employees submit news releases to the media, they shall provide their respective principal and the superintendent a copy prior to publication. The most positive public relations our school system can have is happy students. (*District Policy, Page 3-19*)

27. Student Attendance (Roll Call):

Teachers are required to take roll *every period, every day*. It is expected that every effort be made to ensure the daily accuracy of attendance rolls and to follow school procedures in inputting and maintaining attendance data.

28. Student Aides:

The assignment of student aides allows staff members to provide a learning opportunity for students in an area of their interest. This is an elective course, which offers one-quarter unit of credit for each term of successful student aide work.

THE FOLLOWING GUIDELINES ARE ESTABLISHED BY DISTRICT POLICY:

1. The course of student aides must fit into the student's SEOP in order to be assigned.
2. The teacher requesting a student aide must have sufficient work assigned.
3. **ONLY ONE STUDENT AIDE IS ALLOWED FOR EACH TEACHER. IF THERE ARE SPECIAL CIRCUMSTANCES FOR ADDITIONAL AIDES, PERMISSION MUST BE GIVEN BY THE PRINCIPAL.**
4. A student aide must be a senior and cannot enroll for more than one semester class.
5. Because of the district "Right to Privacy" policy, students cannot be involved in the following:
 - a. Recording scores for tests, homework, or other evaluative criteria where the name or other student identification is available.
 - b. Calling roll in class: Students cannot make official POINT OF ENTRY for the attendance of other students.
6. Areas that are appropriate for student aide responsibility would include:
 - a. Assisting in the preparation of instructional materials.
 - c. Filing and retrieving instructional materials.
 - c. Tutoring or other instructional assistance for individual students.
 - d. Assisting in section practices (music), computer aided instruction, etc.
5. Grading of student aides should emphasize the skills and attitude that are important for employment in a professional office. Grading should be based on how well the aide takes care of assigned responsibilities.
6. Hall Passes are required for student aides that are out of the classroom.
7. Student aides should not be asked to leave campus for the purpose of personal errands for teachers. (Example: Students leaving campus to purchase drinks or food items for staff members).

29. Telephones:

Telephones have been placed throughout the school for teacher use. A student telephone is available in the main corridor. It will be available before school, after school and during lunch. Students should **NOT** be excused from class for telephone use. The office will send for a student for emergency calls. Personal long-distance calls should not be made on school telephones.

30. Travel:

Bus and van requests are available in the main office. They should be filled out at least two weeks prior to a scheduled trip and submitted to Mrs. Hunt in the main office. Bus requests for athletic events go through Mr. Gali. Bus assignments for an activity are done on a first come, first serve basis at the district office. District transportation vehicles must be returned clean and in the same condition as when picked up. Please make an effort to have students take care of buses. Remember that it is the responsibility of the advisor to chaperone the students, not the bus driver.

Rates for 2007-08:	Buses:	\$0.80 per mile
	Suburban:	\$0.32 per mile

Lodging:	Motel not to exceed	\$65.00 per night
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Food: (When not provided)	In-state	\$25.00 per diem
	Out-of-state	\$35.00 per diem

31. Work Day:

Minimum school week: The district policy defines a minimum school week as **35 hours** of **teaching** and **preparation** time. Teachers need to be at school 30 minutes before and after school. It is also expected that teachers would be professional and take the time necessary to assist students and parents with their needs. Teachers have an **82** minute preparation period each day to be used appropriately. It is not free time to conduct personal business or to leave the building.